



**SIES COLLEGE OF COMMERCE & ECONOMICS  
(AUTONOMOUS)  
(Affiliated to University of Mumbai)  
RE-ACCREDITED GRADE “A” BY NAAC**

**SYLLABUS  
for  
F.Y.B.COM (FINANCIAL MARKETS)  
(SEMESTER I & II)**

**(WITH EFFECT FROM THE ACADEMIC YEAR 2020-2021)**

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## **OBJECTIVES**

1. To provide the students with an insight into the various aspects of Financial Markets which includes understanding finance and financial system, investments, basics of trading and regulations, risks, economics and various financial instruments along with managerial skills and concepts.
2. To prepare students to compete with the degree holders in Private & Foreign Universities
3. To prepare graduates for pursuing post graduate programs in finance
4. To establish a link between theory and practical concepts.
5. To train students and strengthen employment opportunities for them in the financial sector.

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## SCHEME OF MODULES – SEMESTER I

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SEMESTER I			
Serial No	Course code	Credits	Course Name
I	<b>ELECTIVE COURSES (EC)</b>		
1	BFMS101	03	Financial Accounting I
2	BFMS102	03	Introduction to Financial System
3	BFMS103	03	Business Mathematics
II	<b>ABILITY ENHANCEMENT COURSES (AEC)</b>		
II A	<b>ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)</b>		
4	BFMS104	03	Business Communication I
II B	<b>SKILL ENHANCEMENT COURSES (SEC)</b>		
5	BFMS105	02	Foundation Course I
III	<b>CORE COURSES (CC)</b>		
6	BFMS106	03	Business Environment
7	BFMS107	03	Business Economics I
<b>TOTAL CREDITS</b>		<b>20</b>	

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## 1. Financial Accounting I

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**COURSE CODE: BFMS101**

**COURSE CREDIT: 03**

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<b>Sr. No</b>	<b>Modules/Units</b>	<b>No of Lectures</b>
<b>I</b>	<b>Introduction to Accounting</b>	
	<ul style="list-style-type: none"><li>• Meaning and Scope of Accounting: Need and development, definition: Book Keeping and accounting, Persons interested in accounting, Branches of accounting, Objectives of accounting</li><li>• Accounting principles: Introductions to Concepts and conventions.</li><li>• Introduction to Accounting Standards: Meaning and Scope)</li><li>• AS 1 : Disclosure to Accounting Policies</li><li>• AS 9: Revenue Recognition.</li><li>• AS 10: Property, Plant and Equipment (Including Depreciation)</li><li>• International Financial Reporting Standards (IFRS): Introduction to IFRS, IFRS vs IAS</li><li>• Accounting in Computerized Environment: Introduction, Features and application in various areas of Accounting.</li></ul>	<b>10</b>
<b>II</b>	<b>Accounting Transactions</b>	
	<ul style="list-style-type: none"><li>• Classification of accounts</li><li>• Journal, Ledger</li><li>• Subsidiary books (Cash Book Only)</li><li>• Trial Balance</li></ul>	<b>12</b>
<b>III</b>	<b>Introduction to Financial Statements</b>	
	<ul style="list-style-type: none"><li>• Bank Reconciliation Statement</li><li>• Treatment of Capital and Revenue</li><li>• Depreciation Accounting : Methods of Depreciation and Methods of Providing depreciation as per AS 4 including provision for depreciation method</li></ul>	<b>20</b>
<b>IV</b>	<b>Final Accounts</b>	

	<ul style="list-style-type: none"> <li>• Final Accounts of Sole Traders- Manufacturing Account, Trading, Profit &amp; Loss Account and Balance sheet</li> <li>• Final Accounts of Partnership Firm, Manufacturing Account, Trading, Profit &amp; Loss Account and Balance sheet</li> </ul>	<b>18</b>
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### REFERENCE BOOKS:

- Financial Accounts (a managerial emphasis): By Ashok Banerjee – Excel books
- Fundamental of Accounting and Financial Analysis : By Anil Choudhary (Pearson education)
- Indian Accounting Standards and IFRS for non-financial executives : By T.P. Ghosh– Taxman
- Financial Accounting for Business Managers: By Ashish K. Bhattacharya.
- Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
- Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by Lesile Chandwickh, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi
- Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai

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## 2. Introduction to Financial System

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**COURSE CODE: BFMS102**

**COURSE CREDIT: 03**

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Sr. No	Modules/Units	No of Lectures
<b>I</b>	<b>Overview of Financial System</b>	
	Financial system: Introduction, Evolution, Features, Functions, Weaknesses in Indian Financial System and Recent Trends. Constituents of the Financial System, Structure and interrelationships between various components.	<b>15</b>
<b>II</b>	<b>Financial Markets</b>	
	Capital markets, Money Markets, Foreign Exchange Market, Commodity Markets, Derivative Markets, Crypto Currency Markets - Meaning, Classification, Structure, Sub-segments, Role played and Participants	<b>15</b>
<b>III</b>	<b>Financial Regulators</b>	
	RBI, SEBI, IRDA, NHB, PFRDA, NABARD - Meaning, Features, Role and Functions of Financial Regulators.	<b>15</b>
<b>IV</b>	<b>Financial Instruments</b>	
	Shares, Debt Instruments, Mutual Funds, Derivatives Instruments, Money Market Instruments, Crypto Currency Instruments - Meaning, Features and Classification.	<b>15</b>

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**REFERENCES BOOKS:**

- Gordon E. & Natarajan K. Financial Markets & Services, Himalaya Publishing House.
- Indian Financial System, Machiraju.R.H, Vikas Publishing House.
- Indian Financial System, Khan M.Y Tata Mcgraw Hill.
- Financial Institutions and Markets, Bhole L.M, Tata Mcgraw Hill.
- The Indian Financial System, Desai, Vasantha Himalaya Publishing House.

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### 3. Business Mathematics

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**COURSE CODE: BFMS103**

**COURSE CREDIT: 03**

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<b>Sr. No</b>	<b>Modules/Units</b>	<b>No of Lectures</b>
<b>I</b>	<b>Ratio, Proportion and Percentage</b>	
	Ratio- Definition, Continued ratio, Inverse Ratio, Proportion - Continued proportion, Direct proportion, Inverse proportion, Variation - Inverse variation, Joint variation Percentage- Meaning and computation of percentage	<b>15</b>
<b>II</b>	<b>Profit and Loss</b>	
	Terms and formulae, Trade discount, Cash discount, problems involving cost price, selling price, trade discount, cash discount. Introduction to Commission and brokerage – problems on commission and brokerage. Holding Period Return Calculations and Annualized Returns	<b>15</b>
<b>III</b>	<b>Interest and Annuity</b>	
	Simple interest, compound interest, Equated monthly instalments, reducing balance and flat rate of interest Annuity immediate- present value and future value Stated annual rate and effective annual rate	<b>15</b>
<b>IV</b>	<b>Shares and Mutual Fund</b>	
	Shares- Concept, face value, market value, Issue Price, dividend, Equity shares, preference shares, bonus shares, Mutual Fund- Simple problems on calculation of net income after considering entry load, exit load, dividend, change in net asset value	<b>15</b>



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## REFERENCE BOOKS:

1. Business Mathematics and Statistics by Andre Francis BSc MSc Perinatal Institute Birmingham
2. Mathematics for Business and Economics, J.D. Gupta, P.K. Gupta, Man Mohan, Tata McGraw-Hill
3. Mathematics of Finance, Schaum's Tata McGraw-Hill

#### 4. Business Communication I

**COURSE CODE: BFMS104**

**COURSE CREDIT: 03**

Sr.No.	Module	Number of lectures
<b>I</b>	<b>Theory of Communication</b>	
	<ul style="list-style-type: none"> <li>• Concept of Communication: Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global World Impact of technological advancements on Communication</li> <li>• Channels and Objectives of Communication: Channels- Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine</li> <li>• Objectives of Communication: Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees (A brief introduction to these objectives to be given)</li> <li>• Methods and Modes of Communication: Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquette Modes: Telephone and SMS Communication 3 (General introduction to Telegram to be given) Facsimile Communication [Fax] Computers and E- communication Video and Satellite Conferencing</li> </ul>	<b>15</b>
<b>II</b>	<b>Obstacles to Communication in Business World</b>	
	<ul style="list-style-type: none"> <li>• Problems in Communication /Barriers to Communication: Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers</li> <li>• Listening: Importance of Listening Skills, Cultivating good Listening Skills – 4</li> <li>• Introduction to Business Ethics: Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, Gender Equity at the workplace. Surrogate Advertising, Patents and Intellectual Property Rights, Dumping of Medical/E-waste, Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace Piracy, Insurance, Child Labour</li> </ul>	<b>15</b>

<b>III</b>	<b>Business Correspondence</b>	
	<ul style="list-style-type: none"> <li>• Theory of Business Letter Writing: Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing.</li> <li>• Personnel Correspondence: Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation [Letter of Appointment, Promotion and Termination, Letter of Recommendation (to be taught but not to be tested in the examination)]</li> </ul>	<b>15</b>
<b>IV</b>	<b>Language and writing skills</b>	
	<ul style="list-style-type: none"> <li>• Commercial Terms used in Business Communication</li> <li>• Paragraph Writing: Developing an idea, using appropriate linking devices, etc Cohesion and Coherence, self-editing, etc [Interpretation of technical data, Composition on a given situation, a short informal report etc.]</li> <li>• Activities Listening Comprehension Remedial Teaching Speaking Skills: Presenting a News Item, Dialogue and Speeches Paragraph Writing: Preparation of the first draft, Revision and Self – Editing, Rules of spelling. Reading Comprehension: Analysis of texts from the fields of Commerce and Management</li> </ul>	<b>15</b>

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## REFERENCE BOOKS:

- Banerjee, Bani P, Foundation of Ethics in Mangement Excel Books
- Bhargava and Bhargava, Company Notices, Meetings and Regulations
- Black, Sam, Practical Public Relations, E.L.B.S. London.
- Bovee Courtland, L and Thrill, John V, Business Communication, Today McGraw Hill, New York, Taxman Publication.
- Fisher Dalmar, Communication in Organisation, Jaico Pub House, Mumbai, Delhi.
- Frailley, L.E. Handbook of Business Letters, Revised Edn. Prentice Hall Inc.
- Garlside, L.E., Modern Business Correspondence, McDonald and Evans Ltd. Plymouth.
- Lesikar, Raymond V and Petit, John D., Business Communication: Theory and Application, Richard D. Irwin Inc. Illinois.

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## 5. Foundation Course I

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**COURSE CODE: BFMS105**

**COURSE CREDIT: 02**

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<b>Sr. No.</b>	<b>Modules/Units</b>	<b>No of lectures</b>
<b>I</b>	<b>Overview of Indian Society</b>	
	<ul style="list-style-type: none"><li>• Multicultural Diversity- Religion and Caste, Population Distribution</li><li>• Linguistic Diversity</li><li>• Regional Variation</li></ul>	<b>5</b>
<b>II</b>	<b>Concept of Disparity- I</b>	
	<ul style="list-style-type: none"><li>• Disparity: Inequality &amp; Stratification</li><li>• Gender: Meaning, Gender Identity Gender Inequality</li><li>• Issues of Gender Disparity (Women)</li><li>• Disabilities</li></ul>	<b>15</b>
<b>III</b>	<b>Concept of Disparity - II</b>	
	<ul style="list-style-type: none"><li>• Caste System</li><li>• Communalism</li><li>• Regional and Linguistic Differences</li></ul>	<b>5</b>
<b>IV</b>	<b>The Indian Constitution</b>	
	<ul style="list-style-type: none"><li>• Philosophy and Structure of the constitution</li><li>• Fundamental Duties, basic features of the constitution</li></ul>	<b>10</b>
<b>V</b>	<b>Significant Aspects of the Political Processes</b>	
	<ul style="list-style-type: none"><li>• Indian Political System</li><li>• Local Self- Government</li></ul>	<b>10</b>

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## REFERENCE BOOKS:

- “Inequality re-examined” by Amartya Sen
- “Untouchable” by Mulk Raj Anand,
- “Caste: The Origins of Our Discontents” Book by Isabel Wilkerson
- “How Today's Divided Society Endangers Our Future” by Joseph E. Stiglitz
- “Gender Inequality: A Reference Handbook” by David E. Newton
- “Discrimination and Disparities” by Thomas Sowell
- “Social Inequality” by Louise Warwick-Booth
- “Constitution of India - A handbook for students” by Subhash C Kashyap
- “Politics of Inclusion: Castes, Minorities and Affirmative Action” by Zoya Hasan
- “Local Governance in India: Decentralization and Beyond” by Pradeep Sharma and Jayal
- “Religion, Power and Violence: Expression of Politics in Contemporary Times” by Ram Puniyani

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## 6. Business Environment

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**COURSE CODE: BFMS106**

**COURSE CREDIT: 03**

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Sr. No	Modules/Units	No of Lectures
<b>I</b>	<b>Business and its Environment</b>	
	a) Business: Meaning, Definition, Nature & Scope, and Types b) Business Objectives: Meaning, Features, Significance, Types and Steps in formulation. c) Business Environment : Meaning, characteristics, Micro and Macro Components, Limitations, PESTEL Analysis and SWOT Analysis	<b>15</b>
<b>II</b>	<b>Business and Society</b>	
	a) Business Ethics: Nature and Scope of Ethics, Ethical Dilemmas, Corporate Culture and Ethical Climate b) Business Entrepreneurship: Meaning, Factors influencing entrepreneurial development, Entrepreneurship and Economic Development, Micro, Small and Medium Enterprises Development (MSMED) Act, 2006, Entrepreneurship as a Career Option c) Consumerism and Consumer Protection: Consumerism in India, Consumer Protection Act 2019	<b>15</b>
<b>III</b>	<b>Contemporary Issues</b>	
	a) Corporate Social Responsibility and Corporate Governance: Social Responsibility of Business, Ecology and Business b) Social Audit: Evolution of Social Audit, Benefits of Social Audit, Social Audit v/s Commercial Audit	<b>15</b>
<b>IV</b>	<b>International Environment</b>	
	a) Strategies for going Global: Internal Growth Strategies and External Growth strategies, MNCs and TNCs b) International Institutions : IMF , IBRD ,WTO , SAARC c) FDI: Meaning, FDI concepts, functions, Need for FDI in developing countries, Factors influencing FDI, FDI operations in India	<b>15</b>

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## REFERENCE BOOKS:

- Business Environment Text and Cases by M.B. Shukla, Taxman Publications, New Delhi
- Global Economy and Business Environment by Francis Cherunilam, Himalaya Publication House, Mumbai
- Business Environment: Text and Cases by Francis Cherunilam, Himalaya Publication House, Mumbai
- Indian Economy by Dutt and Sundaram, S. Chand and Company Pvt. Ltd., New Delhi
- Essentials of Business Environment by K. Aswathappa, Himalaya Publication House, Mumbai
- Business Environment by Justin Paul, Tata McGraw Hill Education Pvt. Ltd., New Delhi
- Indian Economy by Misra and Puri, Himalaya Publishing House, Mumbai
- Entrepreneurial Development by S.S. Khanka, S. Chand and Company Pvt. Ltd., New Delhi
- Dynamics of Entrepreneurship by Vasanta Desai, Himalaya Publishing House, Mumbai
- Entrepreneurship and Small Development Business Management by C.B. Gupta and S.S. Khanka, Sultan Chand and Sons, New Delhi
- Entrepreneurship by David H. Holt, PHI Learning Pvt. Ltd., New Delhi
- Management of Small-Scale Industries by Vasant Desai, Himalaya Publishing House, Mumbai
- Business and Government by Francis Cherunilam, Himalaya Publishing House, Mumbai
- Corporate Governance in India by Jayati Sarkar and Subrata Sarkar, Sage Publications, New Delhi
- Corporate Governance: Principles, Policies and Practices by A.C. Fernando, Pearson Education India, New Delhi



## 7. Business Economics I

**COURSE CODE: BFMS107**

**COURSE CREDIT: 03**

Sr. No	Modules/Units	No of Lectures
<b>I</b>	<b>Scope and importance of Business Economics</b>	
	<p>Basic tools- Opportunity Cost principle- Incremental and Marginal Concepts. Basic economic relations - functional relations: equations- Total, Average and Marginal relations- use of Marginal analysis in decision making,</p> <p>The basics of market demand, market supply and equilibrium price- shifts in the demand and supply curves and equilibrium</p>	<b>10</b>
<b>II</b>	<b>Demand Analysis: Demand Function</b>	
	<p>Nature of demand curve under different markets.</p> <p>Meaning, significance, types and measurement of elasticity of demand (Price, income cross and promotional)- relationship between elasticity of demand and revenue concepts.</p> <p>Consumer's Surplus.</p>	<b>10</b>
<b>III</b>	<b>Supply and Production Decisions and Cost of Production</b>	
	<p><b>Production function:</b> Short run analysis with Law of Variable Proportions- Production function with two variable inputs- isoquants, ridge lines and least cost combination of inputs- Long run production function and Laws of Returns to Scale - expansion path - Economies and diseconomies of Scale.</p> <p><b>Cost concepts:</b> Accounting cost and economic cost, implicit and explicit cost, fixed and variable cost - total, average and marginal cost - Cost Output Relationship in the Short Run and Long Run (hypothetical numerical problems to be discussed), LAC and Learning curve - Break even analysis (with business applications)</p>	<b>15</b>
<b>IV</b>	<b>Market structure - Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition</b>	
	<p>Short run and long run equilibrium of a competitive firm and of industry - monopoly - short run and long- run equilibrium of a firm under Monopoly</p> <p><b>Monopolistic competition:</b> Equilibrium of a firm under monopolistic competition, debate over role of advertising, role of social media (topics to be taught using case studies from real life examples)</p> <p><b>Oligopolistic markets:</b> key attributes of oligopoly - Collusive and non-collusive oligopoly market - Price rigidity - Cartels and price leadership models (with practical examples)</p>	<b>15</b>

<b>V</b>	<b>Pricing Practices: Cost oriented pricing methods:</b>	
	Cost – plus (full cost) pricing, marginal cost pricing, Mark up pricing, discriminating pricing, multiple – product pricing - transfer pricing (case studies on how pricing methods are used in business world)	<b>10</b>

### REFERENCE BOOKS:

- Managerial Economics – Analysis, Problems and Cases by P. L. Mehta, S. Chand & Sons
- Principles of Economics by Gregory Mankiw, Thomson South Western
- Economics – Samuelson & Nordhas, Tata Mc GrawHill
- Complete Economics by Oxford University Press
- Economics by Ellie Tragakes - Cambridge

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## SCHEME OF MODULES – SEMESTER II

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SEMESTER II			
Serial No	Course code	Credits	Course Name
I	<b>ELECTIVE COURSES (EC)</b>		
1	BFMS201	03	Financial Accounting II
2	BFMS202	03	Principles of Management
3	BFMS203	03	Business Statistics
II	<b>ABILITY ENHANCEMENT COURSES (AEC)</b>		
II A	<b>ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)</b>		
4	BFMS204	03	Business Communication II
II B	<b>SKILL ENHANCEMENT COURSES (SEC)</b>		
5	BFMS205	02	Foundation Course II
III	<b>CORE COURSES (CC)</b>		
6	BFMS206	03	Environmental Science
7	BFMS207	03	Computer Skills I
<b>TOTAL CREDITS</b>		<b>20</b>	

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## 1. Financial Accounting II

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**COURSE CODE: BFMS201**

**COURSE CREDIT: 03**

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Sr. No	Modules/Units	No. of Lectures
<b>I</b>	<b>Shares and Debentures</b>	
	<ul style="list-style-type: none"><li>• Issue of Shares and Debentures</li><li>• Type of Shares &amp; Debentures (in India)</li><li>• Accounting treatment for issue of shares &amp; debentures with new market and SEBI rules.</li><li>• Capitalization of reserves and issue of Bonus shares</li></ul>	<b>15</b>
<b>II</b>	<b>Corporate Accounting</b>	
	<ul style="list-style-type: none"><li>• Preparation of Corporate Financial Statements in vertical form</li></ul>	<b>12</b>
<b>III</b>	<b>Valuation of Goodwill and Shares</b>	
	<ul style="list-style-type: none"><li>• Valuation of Goodwill and Shares</li><li>• Buyback of shares and own debentures</li><li>• Investment Accounting</li></ul>	<b>23</b>
<b>IV</b>	<b>Accounting for Limited Liability Partnership</b>	
	<ul style="list-style-type: none"><li>• Statutory provisions</li><li>• Conversion of partnership business into Limited Liability Partnership Final Accounts</li></ul>	<b>10</b>

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## REFERENCE BOOKS:

- Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advanced Accountancy by R.L.Gupta and M.Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
- Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi

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## 2. Principles of Management

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**COURSE CODE: BFMS202**

**COURSE CREDIT: 03**

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Sr. No	Modules/Units	No of Lectures
<b>I</b>	<b>Introduction to Management</b>	
	<p>a. Management: Concept, Characteristics, Significance, 6 M's, Role &amp; Skills of Managers, Levels of Management, Concepts of PODSCORB, Managerial Grid.</p> <p>b. Evolution of Management thoughts: Contribution of F.W Taylor, Henri Fayol and Contingency Approach. Contemporary issues and Challenges</p>	<b>15</b>
<b>II</b>	<b>Planning and Decision Making</b>	
	<p>a. Planning: Meaning, Importance, Elements, Process of Planning, Kinds of Plans, Strategies, Policies and Planning Premises, Goal Setting, MBO,</p> <p>b. Decision Making: Meaning, Importance, Process, Techniques of Decision Making.</p>	<b>15</b>
<b>III</b>	<b>Organising</b>	
	<p>a. Organizing: Meaning, Concept, Advantages, Limitations, Structure (Formal &amp; Informal, Line &amp; Staff and Matrix). Departmentation: Meaning, Basis and Significance Span of Control: Meaning, Factors affecting span of Control, Centralization vs Decentralization, Delegation of Authority.</p> <p>b. Directing: Meaning, Importance, Principles, Elements</p> <p>c. Leadership – Meaning, Styles and Qualities of Good leader</p>	<b>15</b>
<b>IV</b>	<b>Coordination and Controlling</b>	
	<p>a. Coordination: Meaning, Features, Co-ordination as an Essence of Management</p> <p>b. Controlling: Meaning, Process, prerequisites of effective control systems, and Techniques of controlling operations in India.</p>	<b>15</b>

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## REFERENCE BOOKS:

- Koontz, H, & Weihrich, H. Essentials of Management: An International Perspective, Tata McGraw Hills, New Delhi.
- Ghuman, K & Aswathapa, K, Management concepts and cases, Tata McGraw Hills, New Delhi.
- Telsan, M.T. Industrial and Business Management, S. Chand, New Delhi.
- Robbins, S. Management, Pearson Education, New Delhi.
- Ramaswamy, I. Principles of Business Management, Himalaya Publishing House, New Delhi

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### 3. Business Statistics

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COURSE CODE: BFMS203

COURSE CREDIT: 03

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Sr. No	Modules/Units	No of Lectures
<b>I</b>	<b>Population and sample</b>	
	Redefinition of statistics, scope of statistics in Management and financial markets, Concept of population and sample with illustration Methods of sampling- SRSWR, SRSWOR, stratified, systematic (description of sampling procedures only) Data condensation and graphical methods: Raw data, attributes & variables, classification, frequency distribution, cumulative frequency distribution Graphs- Histogram and frequency polygon Diagrams- Multiple bar, pie, subdivided bar	12
<b>II</b>	<b>Measures of Central tendency</b>	
	Criteria for good measures of central tendency, arithmetic mean, median mode for grouped and ungrouped data, combined mean	12
<b>III</b>	<b>Measures of Dispersion</b>	
	Concept of dispersion, absolute and relative measures of dispersion, range variance, standard deviation, coefficient of variation, quartile deviation, coefficient of quartile deviation	12
<b>IV</b>	<b>Correlation and regression (for ungrouped data)</b>	
	Concept of correlation, positive and negative correlation, Karl Pearson's Coefficient of Correlation, Simple Linear Regression	12



V	Introduction to Probability Theory	
	Random experiment, Sample space, Outcome and Event, Mutually Exclusive, Exhaustive Events and Equally likely Events, Null and Universal Events , Classical Definition of Probability ,Addition & Multiplication Theorems of Probability Independent Events, , Conditional probability, Bayes' Theorem.	12

### REFERENCE BOOKS:

- Business Mathematics and Statistics by Andre Francis BSc MSc Perinatal Institute Birmingham
- Basic Business Statistics: Concepts and Applications Berenson and Levine Prentice Hall
- Statistics: Concepts and Applications Frank, Harry and Steven C. Althorn

#### 4. Business Communication II

**COURSE CODE: BFMS204**

**COURSE CREDIT: 03**

Sr. No.	Module	Number of lectures
<b>I</b>	<b>Presentation Skills</b>	
	Presentations: (to be tested in tutorials only) 4 Principles of Effective Presentation Effective use of OHP Effective use of Transparencies How to make a Power-Point Presentation	<b>15</b>
<b>II</b>	<b>Group Communication</b>	
	<ul style="list-style-type: none"> <li>• Interviews: Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit</li> <li>• Meetings: Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions</li> <li>• Conference: Meaning and Importance of Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing</li> <li>• Public Relations: Meaning, Functions of PR Department, External and Internal Measures of PR</li> </ul>	<b>15</b>
<b>III</b>	<b>Business Correspondence</b>	
	<ul style="list-style-type: none"> <li>• Trade Letters: Order, Credit and Status Enquiry, Collection (just a brief introduction to be given)</li> <li>• Social and Public Relations Invite</li> </ul> <p><b>Only following to be taught in detail:</b>            Letters of Inquiry, Letters of Complaints, Claims, Adjustments            Sales Letters, Promotional leaflets and fliers, Consumer Grievance Letters            [Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However students should not be tested on the theory.]</p>	<b>15</b>
<b>IV</b>	<b>Language and writing skills</b>	
	<ul style="list-style-type: none"> <li>• Reports: Parts, Types, Feasibility Reports, Investigative Reports</li> </ul>	<b>15</b>

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	<ul style="list-style-type: none"><li>• Summarisation: Identification of main and supporting/sub points Presenting these in a cohesive manner</li></ul>	
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### References:

- Banerjee, Bani P, Foundation of Ethics in Mangement Excel Books
- Bhargava and Bhargava, Company Notices, Meetings and Regulations
- Black, Sam, Practical Public Relations, E.L.B.S. London.
- Bovee Courtland,L and Thrill, John V, Business Communication, Today McGraw Hill, New York, Taxman Publication.
- Fisher Dalmar, Communication in Organisation, Jaico Pub House, Mumbai, Delhi.
- Frailley, L.E., Handbook of Business Letters, Revised Edn. Prentice Hall Inc.
- Garlside, L.E, Modern Business Correspondence, McDonald and Evans Ltd. Plymouth.
- Lesikar, Raymond V and Petit, John D, Business Communication: Theory and Application ,Richard D. Irwin Inc. Illinois.

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## 5. Foundation Course II

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**COURSE CODE: BFMS205**

**COURSE CREDIT: 02**

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Sr. No.	Modules/Units	No of lectures
<b>I</b>	<b>Globalisation and Indian Society</b>	
	Understanding the concepts of liberalization, privatization and globalization; Impact of globalization on industry: changes in employment and increasing migration; Changes in agrarian sector due to globalization; rise in corporate farming; increase in farmers suicides	<b>7</b>
<b>II</b>	<b>Human Rights</b>	
	Concept of Human Rights; The Universal Declaration of Human Rights; Human Rights constituents with special reference to Fundamental Rights stated in the Constitution; LGBTQ Rights	<b>10</b>
<b>III</b>	<b>Ecology</b>	
	Importance of Environment Studies in the current developmental context; Understanding concepts of Environment, Ecology and their interconnectedness; Environment as natural capital and connection to quality of human life; Environmental Degradation- causes and impact on human life; Sustainable development- concept and components; poverty and environment	<b>10</b>
<b>IV</b>	<b>Understanding Stress and Conflict</b>	
	Causes of stress and conflict in individuals and society; Agents of socialization and the role played by them in developing the individual; Significance of values, ethics and prejudices in developing the individual; Stereotyping and Prejudice as significant factors in causing conflicts in society; Aggression and Violence as public expressions of conflict	<b>10</b>

<b>V</b>	<b>Managing Stress and conflict in contemporary society</b>	
	Types of conflicts and use of coping mechanisms for managing stress; Maslow's Theory of Self- Actualisation; Different methods of responding to conflicts in society; Conflict-resolution and efforts towards building peace and harmony in society	<b>8</b>

### REFERENCE BOOKS:

- “Globalization in India” by Suman Gupta, Tapan Basu
- “Globalization Impact on Indian Economy Society and Culture” by I.L.N. Chandra Sekhar Rao
- “LGBT Rights in Human Rights perspectives” by Dr. Sukanta Sarkar
- “Nonviolent Communication: A Language of Life: Life-Changing Tools for Healthy Relationships” by Marshall B. Rosenberg, Deepak Chopra
- “The Headspace Guide to Meditation and Mindfulness” by Andy Puddicombe
- “Don't Bite the Hook” by Pema Chodron
- “The Handbook of Conflict Resolution” by Peter T. Coleman, Morton Deutsch, Eric C. Marcus
- “Resolving Structural Conflicts” by Richard E. Rubenstein

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## 6. Environmental Science

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**COURSE CODE: BFMS206**

**COURSE CREDIT: 03**

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Sr. No	Modules/Units	No of Lectures
<b>I</b>	<b>Environment : An overview</b>	
	Environment- structure, components and typology Ecosystem as part of environment- Functioning and levels of organisation Biodiversity- Classification, value, threats to biodiversity	<b>15</b>
<b>II</b>	<b>Natural Resources</b>	
	Definition, importance and classification of natural resources Utilisation of and conservation of water, forest, soil and energy resources Issues associated with natural resources	<b>15</b>
<b>III</b>	<b>Environment and Economic Activities</b>	
	Economic activities-nature and pattern- primary, secondary and tertiary Environmental problems associated with economic activities Case studies with reference to India	<b>15</b>
<b>IV</b>	<b>Environment Management</b>	
	Environment management- Concept, need and relevance of environmental education, Application of GIS and Remote Sensing. Environmental Impact Assessment, Environmental Audit (Assignments on Water and Energy Audit), Environmental Governance in India - Role of Ministry of Environment and Forest, Role of Green Tribunals, Pollution Control Boards, and NGO's in Environment Management	<b>15</b>

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## REFERENCE BOOKS

- Dr. Shradhasinha, Dr.Manishashukula, Dr. Ranjana Shukla, “Environmental studies, Kurukshetra University.
- Dr. N. Arumugam, Prof.V. Kumaresan, “Environmental studies”, Saras Publication.
- Thangamani & Shyamala Thangamani, “Environmental studies”,Kurukshetra University.
- Singh, Savindra, : Environmental Geography, Prayag Pustak Bhavan, Allahabad, India
- Gautam Alka, : Environmental Geography, Sharda Pustak Bhavan, Allahabad,India
- Environmental Geography, Singh, Savindra,Prayag, Pustak Bhavan,
- Environmental Geography, Gautam Alka,Sharda Pustak Bhavan, Allahabad,
- Environmental Management, Dr Swapan C Deb- Jaico
- Principles of Environmental Science, W Cunningham & M Cunningham
- Environmental Science, McKinney M.L. & Schoch, Jones & Bartlett
- Basics of Environmental Sciences, Allaby M. ,Routledge, London
- Man’s Impact on Environment, Detwyler T.R.McGraw-Hill, New York
- India’s Water Wealth, Orient Longman Ltd. New Delhi, Rao K.L

## 7. Computer Skills I

**COURSE CODE: BFMS207**

**COURSE CREDIT: 03**

Sr. No	Modules/Units	No of Lectures
<b>I</b>	<b>Computer Hardware</b>	
	Personal Computers identification/demonstration of different storage Devices like CD and CD drive, hard disk- HDD, storing and retrieving data from various storage devices, identification of various input and output devices. Primary memory, RAM and ROM- Processor- CPU, it's speed- machine cycle, ports, computer buses, Different types of printers. Introduction to trouble shooting of personal computers.	12
<b>II</b>	<b>Windows</b>	
	Introduction, features, various versions of windows, My computer, my documents, recycle bin, network neighbourhood, start menu, taskbar, file and folder operation (creating, copying, moving, deleting), system tools, creating shortcuts.	12
<b>III</b>	<b>Internet</b>	
	What is internet, most popular internet services , addresses and names for the internet, web objects and sites, functions of internet like email, WW, FTP, usenet, Instant messaging, internet telephony, using address book, working with task list, scheduling appointments, reminders, events .	12
<b>IV</b>	<b>Word – 2013</b>	
	Getting started, The Word window, New documents, Document navigation, Editing text, Working with text, Undo and Redo commands, Cut, copy, and paste, Find and replace Text formatting, Character formatting, Tab settings, Paragraph formatting, Paragraph spacing and indents Tables, Creating tables, Working with table content, Changing the table structure Page layout, Headers and footers, Page setup Graphics, Adding graphics and clip art, Working with graphics Proofing, printing, and exporting, Spelling and grammar, AutoCorrect, Printing and exporting documents.	12
<b>V</b>	<b>Excel- 2013 &amp; Introduction to Financial Management Software</b>	
	Fundamentals of Excel, Cut, Copy, Insert, Delete, Paste Special, Custom Formatting, Undo, Redo, Excel Formulas – Basic, Useful functions and Paste Function, Calc, Comments, Drawing toolbar, Edit, Replace, Delete, Clear, Essential Printing, Data Sorting, Hiding, AutoFormats, Protection, Basic Charts, Basic Formatting, If Function	12



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	Development and Purpose of financial management Software, Installation of Software, Fundamentals of software, Meaning of company creation and opening accounting in financial management softwares, Maintaining of Taxes and Duty.	
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## REFERENCE BOOKS

- Fundamentals of Computers- Rajaram V- Prentice Hall
- Computers Today- Sanders, Donald- Mc Graw Hill
- Computers- Subramaniam N- wheeler
- Computers in Business- Saners D Mc Graw hills
- Woody Leonhard, using Microsoft Office , Pearson
- PCSoftware Made Simple-R.K.Taxali
- Office 2013 complete reference - Stephen L.Nelson
- Quick course in Micro-soft office - Joyce Cox, Polly Orban
- Mastering Office 2013 - GimiCouster
- Rajkamal, Internet and web Technologies, Tata McGraw Hill (2013)
- Real Accounting Software Paperback – 14 March 2003 by A.K. Nadhani (Author), K.K. Nadhani (Author)

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## PROPOSED SCHEME OF EXAMINATION

### A. Internal Assessment 40 marks

Description	Marks
Internal test - Objectives based, 20 marks each (best of two)	<b>20</b>
Assignment/Project/Viva Voce/Case Study/Open Book Test/Presentation/Out Reach Programs/Internships	<b>20</b>
<b>TOTAL</b>	<b>40</b>

### B. Semester end examination 60 marks – Paper Pattern

Duration: 2 hours	
Q1. Question 1 will be from Unit 1 (5 Marks x 3) or (7 and 8 Marks)	<b>15</b>
Q2. Question 2 will be from Unit 2 (5 Marks x 3) or (7 and 8 Marks)	<b>15</b>
Q3. Question 3 will be from Unit 3 (5 Marks x 3) or (7 and 8 Marks)	<b>15</b>
Q4. Question 4 will be from Unit 4 (5 Marks x 3) or (7 and 8 Marks)	<b>15</b>
<b>TOTAL</b>	<b>40</b>

**Passing criteria: Minimum 40% in Internal (16 out of 40) and 40% (24 out of 60) in semester end examination**