

Business Organization and Management

Business Organization and Management

Unit - 1 Introduction

Concept, Nature, Process and Significance of Management; Managerial roles (Mintzberg); An overview of functional areas of Management; Development of management thought; Classical and Neo-classical System; Contingency approach. Planning: Concept, Process and types; Decision-Making: Concept and Process: Management by Objectives.

Unit - 2 Organising

Concept, Nature, Process and Significance: Authority and Responsibility

relationships: Centralisation and Decentralization; Departmentation; Organisational Structure-Forms and Contingency factors. Corporate Planning; Environment Analysis and Diagnosis;

Strategy Formulation.

Unit - 3 Direction

Concept and Techniques, Managerial Control- Concept and Process, Effective Control System. Techniques of Control; Motivation and Leading people at work: Motivation-Concept, Theories-Maslow, Herzberg, McGregor and Quchi, Financial and Non

Financial Incentives,
Leadership- Concept and Leadership styles, Likert's Four system of Leadership

Unit - 4 Coordination

Communication- Nature, Process, Networks and Barriers. Effective Communication. Management of change: Concept, Nature and Process of Planned Change, Resistance to change, Emerging Horizons of Management in a changing

Business Economics

Economics

Unit - 1 Introduction

Nature and scope of Business Economics, Utility; Meaning, Kinds, & Measurement of utility, Law of Demand, Law of marginal diminishing utility, Elasticity of Demand; Concept and measurement of elasticity of demand, Price, Income and Cross Elasticity, Determinants of Elasticity of Demand, Importance of elasticity of demand.

Unit - 2 Theory of Cost

Short run & Long run Cost Curve-Traditional and Modern approaches.
Production function: Law of Variable proportion; Isoquants; Economic Regions and Optimum factor Combination; Expansion Path; Ridge lines, Returns to scale; Internal and external economics and diseconomies.

Unit - 3 Market Conditions

Perfect and Imperfect Competition, Monopoly, Monopolistic competition, Oligopoly, Duopoly, Non-price competition, Price discrimination and product differentiation.

Unit - 4 Theory of Distribution

Marginal Productivity Theory and Modern Theory, Wage-Meaning, Determination of wage Rate under perfect competition and Monopoly, Rent concept : Ricardian and Modern Theories of Rent; Quasi-rent. Interests - Concept and Theories of Interest, Profit - Concept and Theories of profit.

Business Statistics

Business Statistics

Unit -1 Introduction

Meaning, Scope, Importance and Limitation, Managerial Application, Statistical Investigation- Planning and organization, Statistical units, Methods of Investigation,

Census and Sampling. Collection of Data- Primary and Secondary Data, Editing of Data- Classification of data, Frequency Distribution and Statistical Series, Tabulation of Data- Diagrammatical and Graphical Presentation of Data. Analysis of Data, Interpretation of Data.

Unit - 2 Measures of Central Tendency

Mean, Median, Mode, Geometric and Harmonic Mean; Dispersion - Range, Quartile, Percentile, Quartile Deviation, Mean Deviation, Standard Deviation and its Co-efficient, Co-efficient of Variation and Variance, Test of Skewness and Dispersion, Its Importance, Co-efficient of Skewness

Unit - 3 Correlation

Meaning, application, types and degree of correlation, Methods- Scatter Diagram, Karl Pearson's Coefficient of Correlation, Spearman's Rank Coefficient of Correlation. Regression Analysis- Meaning, Importance, Simple Regression

Equation. Standard error of estimates. Index Number: - Meaning, Types and Uses, Methods of constructing Price Index Number, Fixed - Base Method, Chain-Base Method, Base conversion, Base shifting deflating and splicing. Consumer Price Index Number, Fisher's Ideal Index Number, Reversibility Test- Time and Factor.

Unit - 4 Interpolation and Extrapolation

Meaning, Importance Methods- Binomial, Newton's Lagrange's Analysis of Time Series:-Meaning, Importance and Components of a Time Series. Decomposition of Time Series:- Moving Average Method and Method of Least square. Business Forecasting.

Financial Accounting

Financial

Accounting

Unit - 1 Introduction

Accounting concepts and conventions, Indian and International Accounting standards.

Accounting Mechanics: Double Entry System, Preparation of Journal Ledger and Trial Balance, Concept of Income and its Measurement. Preparation of Final Statement.

Unit - 2 Royalty Accounts

Hire Purchase and Instalment Payment System, Insolvency Accounts.

Unit - 3 Departmental Accounts

Branch Accounts, Double Account System.

Unit - 4 Accounting for Insurance Companies

Computation of Fire Insurance claims Accounts of Banking companies Voyage accounts, Empties Accounts.

Business Regulatory Framework

Business

Regulatory Framework

Unit - 1 Law of Contract (1872)

Nature of Contract, Classifications of contract, Offer and Acceptance, Capacity of parties to Contract, Free Consent: Consideration, Legality of object, Agreement declared Void Performance of Contract, Discharge of Contract, Remedies for Breach of Contract, Discharge of Contract.

Unit - 2 Special Contracts

Guarantee, Bailment and Pledge Sale of Goods Act 1930: Formation of contract of sale, Goods and their classifications, Price; Conditions and Warranties; Transfer of Property in goods; Performance of the Contract of Sales; Unpaid Seller and his rights.

Unit - 3 Negotiable Instruments

Promissory Notes; Bill of Exchange and Cheque Holder in due course. Crossing of a cheque and Negotiable Instrument Act, 1881 its types, Negotiation and Assignment. Dishonor and Discharge of Negotiable Instrument.

Unit - 4 The Consumer Protection Act, 1986

Salient features, Definition of Consumer, Grievance redressal machinery, Foreign Exchange Management Act, 2000.

Introduction to Computer Applications

Introduction to

Computer Applications

Unit - 1 Computer

Computer in Business, Elements of Computer System Set-up ; Indian computing Environment, components of a computer system,

Generations of computer and computer languages; Software PC- Software packages-An introduction, Disk Operating system and windows: Number systems and codes. Computer Arithmetics.

Unit - 2 Introduction to Spreadsheet Software

Creation of spreadsheet Applications; Range, Formulas, Function, Data Base Functions in spreadsheet: Graphics on spreadsheet. Presentation Graphics- Creating as presentation on a PC .

Unit - 3 Relevance of Data Base Management System

DBMS system
Network, Hierarchical and relational database, application of DBMS systems. Data Base Language, Dbase package, Basics of data processing; Data Hierarchy and Data file structure, Data files organizations; Master and Transaction file. Programme development cycle.

Unit - 4 Word Processing

Meaning and role of word processing in creating of document, Editing, formatting and printing document using tools such as spelling checks, Thousers etc. in Word processors, (MS word) Data Communication Networking-LAN& WANS. Management of data, processing systems in Business organizations.

Office Management

Office

Management

Unit - 1 Modern Office

Characteristics of Modern office, Importance, Functions, Central Office;
Office organization:- Meaning, Process principles, Departmentalization of Office, Communication, Correspondence and system:- Meaning, importance of Mail, Meaning and importance of mail system.

Unit - 2 Typing

Typing:- Meaning, Centralization and decentralization of Typing services, Duplicating:- Meaning, Process, Stationary; Office Filing system. Office Forms.

Unit - 3 Office System and Procedure

Flow of work, Office report Indexing, Office Machine and Furniture, work Simplification office Manuals.

Unit - 4 Office Reports

Personnel Management, Reception, Correspondence, Computer.

Business Mathematics

Business Mathematics

Unit - 1 Materials and Determinants

Definition of matrix; Types of materials, Algebra of materials; Properties of Determinants; Calculation of values of Determinants upto third order; Adjoint of materials, Elementary row or column operations; Finding inverse of a matrix through adjoint and elementary row or column operation; Solution of system of linear equations having unique solution and involving not more than three variables.

Unit - 2 Compound Interest and Annuities

Different types of interest rates; Concept of Present Value and amount of a sum; Types of Annuities, Present value and amount of an annuity including the case

of continuous Compounding; Valuation of simple loans and debentures; problems relating to sinking funds.

Unit - 3 Calculas Differentiation

Partial derivatives upto second order; Homogeneity of Functions and Euler's theorem; Total differentials; Differentiation of implicit function with the help of total differentials.
Maximum and Minimum: Cases of one variable involving second or higher order derivatives;

Cases of two variables involving not more than one constraint.

Integration: Integration as anti-derivative process; Standard form; Methods of Integration; Finding areas of Simple cases;

consumers and Producers surplus; Nature; Commodities Learning Curve; Leontiff Input-output Model.

Unit - 4 Linear Programming

Formulation of L.P.P.: Graphical method of solution; Problems relating to two variables including the case of mixed constraints; Cases having no solution, multiple solutions; Unbounded solution and redundant constraints.

Simplex Method: Solution of Problems upto three variables, including cases of mixed constraints;

Duality; Transportation Problem.