



SHIVAJI UNIVERSITY, KOLHAPUR-416 004, MAHARASHTRA  
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शिवाजी विद्यापीठ, कोल्हापूर – 416004.  
दुरध्वनी (ईपीएबीएक्स) २६०९००० (अभ्यास मंडळे विभाग— २६०९०९४)  
फॅक्स : ००९१-०२३१-२६९१५३३ व २६९२३३३. e-mail: bos@unishivaji.ac.in

Ref./SU/BOS/Com & Mgmt./

Date : 02/07/2020

Outward No. : No 1452

To,

The Principal  
Affiliated (Commerce & Management) College  
Shivaji University, Kolhapur

**Subject : Regarding syllabi of B. Com. Part-II 1) Business Management (Entire)  
(Sem. III & IV) 2) Bank Management (Entire) (Sem. III & IV) Choice Based  
Credit System (CBCS) degree programme under the Faculty of Commerce &  
Management.**

Sir/Madam,

With reference to the subject mentioned above, I am directed to inform you that the University authorities have accepted and granted approval to the revised syllabi of **B. Com. Part-II 1) Business Management (Entire) (Sem. III & IV) 2) Bank Management (Entire) (Sem. III & IV) Choice Based Credit System (CBCS) under the Faculty of Commerce & Management.**

This syllabi shall be implemented from the academic year 2020-2021 onwards. A soft copy containing the syllabus is attached herewith and it is also available on university website [www.unishivaji.ac.in](http://www.unishivaji.ac.in) (Online Syllabus).

You are therefore, requested to bring this to the notice of all Students and Teachers concerned.

Thanking you,

Yours faithfully,

Dr. Registrar

Encl : As above

Copy to,

- |   |   |                                       |
|---|---|---------------------------------------|
| 1. I/c Dean, Faculty of Commerce & Management           | } | for information                       |
| 2. Chairman, BOS under Faculty of Commerce & Management |   |                                       |
| 3. Director, BOEE                                       | } | for information and necessary action. |
| 4. Appointment Section                                  |   |                                       |
| 5. P. G. Admission Section                              |   |                                       |
| 6. B. Com. Section                                      |   |                                       |
| 7. Affiliation Section (U.G./P.G.)                      |   |                                       |
| 8. Computer Center/I.T.                                 |   |                                       |
| 9. Eligibility Section                                  |   |                                       |
| 10. Distance Education                                  |   |                                       |
| 11. P.G. Seminar Section                                |   |                                       |

# **SHIVAJI UNIVERSITY, KOLHAPUR.**



Estd. 1962

NAAC 'A' Grade

**Faculty of Commerce and Management**

**Syllabus For**

**B. Com. Part – II (CBCS)**

**Business Management (Entire) (Sem III & IV)**

**(To be implemented from June 2020 onwards)**

**(Subject to the modifications that will be made from time to time)**

**Shivaji University, Kolhapur**  
**B.Com (Business Management) (CBCS Entire) PART II**  
**Syllabus**  
**Semester –III**

<b>B.Com. Business Management (Entire) (CBCS)</b> <b>Semester III</b> <b>Paper No- CC-B1</b> <b>Subject : Accountancy Paper-III (Cost Accounting)</b>		
<b>Course Outcomes:</b> <ol style="list-style-type: none"> <li>1. To understand the basic concepts of cost accounting</li> <li>2. To classify the costs</li> <li>3. To apply the cost accounting principles in cost accounting of materials</li> <li>4. To know the application of cost accounting in calculation of labor cost and overheads</li> </ol>		
Unit		Contact Hours
I	<b>Meaning and Scope of Cost Accounting:</b> <ol style="list-style-type: none"> <li>A) Basic Cost concept- Elements of cost, Classification of cost</li> <li>B) Preparation of Cost Sheet</li> <li>C) Activity Based Costing</li> <li>D) Materials Control- Steps Involved -Materials and Inventory – Techniques of Material/Inventory Control</li> </ol>	15
II	<b>Labor Cost Control-</b> <ol style="list-style-type: none"> <li>A) Direct and Indirect Labor, Steps Involved</li> <li>B) Treatment of Idle Time, Holiday Pay, Overtime etc. in Cost Accounts</li> <li>C) Wage payments, Incentives Plan</li> </ol>	15
III	<b>Overheads:</b> <ol style="list-style-type: none"> <li>A) Meaning and Classification of Overheads</li> <li>B) Stages Involved in Distribution of Overheads</li> <li>C) Methods of Absorption of Overheads</li> <li>D) Treatment of Under and Over Absorption of Overheads.</li> </ol>	15
IV	<b>Methods of Costing</b> <ol style="list-style-type: none"> <li>A) Introduction and Basic Problems of Single Output Costing</li> <li>B) Introduction and Basic Problems of Job Costing</li> <li>C) Introduction and Basic Problems of Process Costing</li> <li>D) Introduction and Basic Problems of Joint Products and By-products</li> </ol>	15
	<b>References:-</b> <ol style="list-style-type: none"> <li>1) B.S. Khanna, I.M. Pandey, G.K. Ahuja and M.N. Arora – Practical Costing, S.Chand and Company, Ltd., New Delhi.</li> <li>2) Baneerjee, Cost Accounting-Theory &amp; Practice, Prentice Hall of India, N. Delhi.</li> <li>3) Dr. S.N. Maheswari – Advanced Cost Accounting, Sultan Chand and Sons, New Delhi.</li> <li>4) Horngreen C.T.: Cost Accounting, Management Emphasis, Prentice Hall of India Pvt. Ltd, New Delhi.</li> <li>5) Lal Jawahar.: Cost Accounting, Tata McGraw Hill, New Delhi.</li> <li>6) N.K. Prasad: Principles and Practice of Cost Accounting, Book</li> </ol>	

	Syndicate Pvt. Ltd. Calcutta 7) Prof. Subhas Jagtap : Practice in Advanced. Costing and Management, Accounting Niraii Prakashan, Pune 8) R.S.N. Pillai and V. Bagavathi – Cost Accounting, S. Chand and Company Ltd. New Delhi. 9) Ravi M. Kishore : Advanced Cost Accounting and Cost Systems Taxmann, New Delhi.	
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	<p align="center"><b>B.Com. Business Management (Entire) (CBCS)</b>  <b>Semester –III</b></p> <p align="center"><b>Paper No- CC – B3</b>  <b>Subject: QUANTITATIVE TECHNIQUES FOR BUSINESS</b></p> <p align="center"><b>Credits -4 (Marks 50, Hours-60, No. of lectures = 75, of 48 mins. Each)</b></p> <p><b>Course Outcomes:</b>          1. To impart the knowledge of tools used in Financial and Business mathematics          2. To acquaint the students with the statistical tools for organizing data and its analysis.</p>	
Unit		Contact Hours
I	<b>Financial Mathematics</b> A) Simple and Compound Interest B) Future Value and effective rate of interest. C) Annuity D) Present value of annuity	15
II	<b>Business Mathematics</b> A) Ratios B) Proportions C) Designing Linear Programming Problem D) Solving Simultaneous equations involving 2 variables	15
III	<b>Statistical Representation of data</b> A) Tabular representation of Data B) Diagrammatic representation- Tally Marks, Histogram, C) Pie Chart, Graph D) Measure of Frequency Distribution – Mean, Median, Mode	15
IV	<b>Statistical Analysis</b> A) Measure of Dispersion B) Correlation C) Regression D) Time Series Analysis- Trends	15
	<b>References:</b> 1) Business Mathematics, Venna G. R. , New Age International (P) Limited Publishers, New Delhi. 2) Elements of Calculus, Bhagvat and Pawate. 3) Business Mathematics, . Kumbhojkar G. V. 4) Business Mathematics, Soni R. S. 5) Business Mathematics, Kapoor V. K., Sancheti D. C	

	<p align="center"><b>B.Com. Business Management (Entire) (CBCS)</b>  <b>Semester –III</b></p> <p align="center"><b>Paper No- CC – B5</b>  <b>Subject: Business Regulatory Framework I</b></p> <p align="center"><b>Credits -4 (Marks 50, Hours-60, No. of lectures = 75, of 48 mins. Each)</b></p> <p><b>Course Outcomes:</b>  1. To impart knowledge of the basic concepts, terms &amp; provisions of Mercantile and Business Laws.  2. To acquaint the students with the provisions of sale of goods act and Indian Partnership Act</p>	
Unit		Contact Hours
I	<b>Introduction to Mercantile Law</b> A) Law of Contract and basic definitions B) Essentials of a Valid Contract C) Kinds of Contracts D) Discharge of Contract	15
II	<b>Special Contracts</b> A) Indemnity & Guarantee B) Bailment C) Pledge D) Law of Agency	15
III	<b>Sale of Goods Act</b> A) Nature and essentials of Contract of Sale of Goods B) Conditions and Warranties C) Transfer of Property (Ownership) D) Performance of Contract of Sale: Delivery of the Goods	15
IV	<b>The Indian Partnership Act, 1932</b> A) Indian Partnership Act, 1932 B) Formation of Partnership C) Relations of Partners D) Dissolution of Partnership and Firms	15
	<b>References:</b> 1) Business Regulatory Framework-Dr. G.K. Varshney 2) Business Regulatory Framework-Dr. B.K. Singh, Dr. A. Tiwari	

	<p align="center"><b>B.Com. Business Management (Entire) (CBCS)</b> <b>Semester –III</b></p> <p align="center"><b>Paper No- CC – B7</b> <b>Subject: Modern Management Practices</b> <b>Credits -4 (Marks 50, Hours-60, No. of lectures = 75, of 48 mins. Each)</b></p> <p><b>Course Outcomes:</b> 1) To make students familiar with the modern management practices being used by the corporate world. 2) To expose the students to importance and applicability of various modern management techniques like TQM, Benchmarking and BPR.</p>	
Unit		Contact Hours
I	<p><b>Total Quality Management (TQM):</b> A) Concept and evolution of TQM B) Concept of quality C) Elements of TQM D) Principles of guiding TQM</p>	15
II	<p><b>Benchmarking and Business Process Reengineering</b> A) Meaning and Concept of Benchmarking B) Steps in Benchmarking Process C) Concept of Business Process Reengineering D) Elements and Steps involved in BPR</p>	15
III	<p><b>Time and Event Management</b> A) Meaning, Importance of Time Management B) Techniques of Time Management, C) Concept and Importance of Event Management D) Types of Events</p>	15
IV	<p><b>Quality Standards</b> A) Meaning and Importance of six sigma B) Steps in implementing six sigma C) Meaning and Importance of ISO quality standards D) 20 elements of ISO – 9000</p>	15
	<p><b>References:</b> 1) Management – Stoner, Freeman, Gilbert, (Prentice Hall) 2) Management – Rickty W. Griffin. 3) Management Today – Gone Bulton and Manaf Thakur, 4) Managing Corporate Ethics – Agnilar F. 5) Practice of Management – Peter Drucker 6) Business Policy and Strategic Management – Azar Kazmi 7) Competitive Advantage – Porter, M.E. 8) Management Policy and Strategic Management Concepts Skills and Practices – R.M. Srivastava. 9) Total Quality Management – K. SHRIDHARA BHAT Himalaya Publishing House. 10) Strategic Management – Robert Pitts &amp; David Lei Thompson- Indian Edition ( 4<sup>th</sup> Ed)</p>	
	<p align="center"><b>B.Com. Business Management (Entire) (CBCS)</b> <b>Semester –III</b></p>	

	<p align="center"><b>Paper No- AECC-C3</b>  <b>Subject: Human Resource Management</b></p> <p align="center"><b>Credits -4 (Marks 50, Hours-60, No. of lectures = 75, of 48 mins. Each)</b></p> <p><b>Course Outcomes:</b> The students will be able to understand</p> <ol style="list-style-type: none"> <li>1. Basic concepts, principles &amp; functions of Human Resources Management.</li> <li>2. Procurement process of human resources</li> <li>3. Importance of training and development for the employees</li> <li>4. Importance of performance appraisal for the employees and organization</li> </ol>	
Unit		Contact Hours
I	<p><b>Introduction to Human Resource Management (HRM):</b></p> <p>A) Nature and Scope of Human Resource Management</p> <p>B) Objectives and Importance of Human Resource Management</p> <p>C) Functions of Human Resource Management</p> <p>D) HR Manager- Role and Responsibilities of HR Department</p>	15
II	<p><b>Human Resource Planning (HRP)</b></p> <p>A) Concept and Objectives</p> <p>B) Need for Human resource planning</p> <p>C) Process of HRP</p> <p>D) Job Description -Meaning, Purpose and contents</p>	15
III	<p><b>Recruitment and selection</b></p> <p>A) Recruitment -Meaning and Process of recruitment</p> <p>B) Sources of recruitment ( Internal and external)</p> <p>C) Selection - Meaning and steps in selection process</p> <p>D) Induction Programme– Objectives and benefits</p>	15
IV	<p><b>Employee Training And Appraisal</b></p> <p>A) Employee Training – 1. Meaning and need of training 2. Methods of training</p> <p>B) Job Evaluation – meaning</p> <p>C) Promotion, Transfer, Job Rotation and Job enrichment.</p> <p>D) Performance Appraisal - Meaning and purpose of performance appraisal.</p>	15
	<p><b>References:</b></p> <ol style="list-style-type: none"> <li>1) Human Resource Management by - Dr.C.B Gupta</li> <li>2) Personnel Management - Edwin Flippo</li> <li>3) Human Resource Management -Gary Dessler-</li> <li>4) Human Resource Management- Text and Cases,- K. Aswathappa</li> <li>5) Human Resource Management - P.SubbaRao</li> <li>6) Human Resource Management: Text and Cases - VSP Rao</li> <li>7) Management of Human Recourse – R.S. Diwivedi</li> <li>8) Human Resource Management by S. S. Khanka, S. Chand &amp; co., New Delhi</li> </ol>	

	<b>B.Com. Business Management (Entire) (CBCS)</b> <b>Semester –III</b>	
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	<p style="text-align: center;"><b>Paper No- AECC – C5</b>  <b>Subject: Business Management Paper –VI</b>  <b>(Financial Management )</b></p> <p style="text-align: center;"><b>Credits -4 (Marks 50, Hours-60, No. of lectures = 75, of 48 mins. Each)</b></p> <p><b>Course Outcomes:</b>  1. To understand various concepts related to financial management.  2. To acquaint the students with the various tools and techniques in the area of finance.</p>	
Unit		Contact Hours
I	<b>Introduction to Financial Management</b> A) Concept of Finance B) Definition of Financial Management C) Goals of Financial Management D) Finance and other related disciplines	15
II	<b>Objectives of a Firm</b> A) Introduction B) Profit Maximization C) Shareholders' Wealth Maximization (SWM) D) Functions of Financial Manager	15
III	<b>Capital structure planning</b> A) Meaning and Factors affecting the capital structure B) Different Sources of Finance and its Types C) Concept and measurement of cost of capital D) Measurement of specific costs and Weighted average cost of capital	15
IV	<b>Capital Budgeting</b> A) Meaning and significance of Capital Budgeting B) Time Value of Money C) Methods of Evaluating Project- Traditional D) Methods of Evaluating Project- Modern	15
	<b>References:</b> 1) Financial Management – Prasanna Chandra 2) Financial Management – I.M.Pandey 3) Financial Management – Khan & Jain	



## Semester –IV

	<p style="text-align: center;"><b>B.Com. Business Management (Entire) (CBCS)</b></p> <p style="text-align: center;"><b>Semester –IV</b></p> <p style="text-align: center;"><b>Paper No- CC – B2</b></p> <p style="text-align: center;"><b>Subject: Accountancy Paper-IV (Management Accounting)</b></p> <p style="text-align: center;"><b>Credits -4 (Marks 50, Hours-60, No. of lectures = 75, of 48 mins. Each)</b></p> <p><b>Course Outcomes:</b></p> <p>1. To acquire knowledge of Management Control System and Techniques.</p>	
Unit		Contact Hours
I	<p><b>Introduction to Management Accounting</b></p> <p>A) Meaning, Features of Management Accounting</p> <p>B) Scope, Importance of Management Accounting</p> <p>C) Financial accounting Vs. Management Accounting</p> <p>D) Cost accounting Vs. . Management Accounting</p>	15
II	<p><b>Standard Costing</b></p> <p>A) Meaning, Steps in setting up of standard costs</p> <p>B) Practical Problems on Material Cost Variance</p> <p>C) Practical Problems on Labor Cost Variance</p> <p>D) Practical Problems on Overhead Cost Variance</p>	15
III	<p><b>Marginal Costing</b></p> <p>A) Meaning, Features of Marginal Costing</p> <p>B) Break even analysis</p> <p>C) Profit Volume Ratio</p> <p>D) Margin of safety</p>	15
IV	<p><b>Cash Flow Statement</b></p> <p>A) Meaning, Uses of Cash Flow</p> <p>B) Practical problems on Cash Flow</p>	15
	<p><b>Reference Books:</b></p> <p>Cost Accounting - B. K. Bhar</p> <p>Cost Accounting - Jain &amp; Narang</p> <p>Cost Accounting - Taxman</p> <p>Principles of Management Accounting - Manmohan Goyal</p> <p>Management Accounting - I. M. Pandey</p> <p>Cost &amp; Management Accounting - Jain &amp; Narang</p>	

	<p align="center"><b>B.Com. Business Management (Entire) (CBCS)</b> <b>Semester –IV</b></p> <p align="center"><b>Paper No- CC – B4</b> <b>Subject: Research Methodology</b></p> <p align="center"><b>Credits -4 (Marks 50, Hours-60, No. of lectures = 75, of 48 mins. Each)</b></p> <p><b>Course Outcomes:</b>  1. To impart knowledge of basics of research methodology  2. To acquaint students with concepts of research design and data collection  3. To introduce students to report writing.</p>	
Unit		Contact Hours
I	<b>Basics of Research</b> A) Meaning of Research B) Importance of Research C) Types of Research D) Research Process	15
II	<b>Research Design</b> A) Meaning of Research Design B) Features of good Research Design C) Formulation of research problem D) Formulation of Hypothesis.	15
III	<b>Data Collection</b> A) Meaning and Types of Data B) Methods of Data collection C) Sources of Primary Data D) Sources of Secondary Data	15
IV	<b>Report writing</b> A) Meaning of Reports B) Types of Reports C) Layout of project Report. D) Executive Summary	15
	<b>References:</b> 1) Michael V.P., ‘Research Methodology in Management’, Himalaya Publishing House, New Delhi. 2) Krishnaswami O.R. and Ranganatham M., ‘Methodology of Research in Social Sciences’, Himalaya Publishing House, New Delhi. 3) Kothari C.R., ‘Research Methodology – Methods and Techniques’, New Age International Publishers. 4) Pauline V. Young, ‘Scientific Social Surveys and Research’, Prentice-Hall of Indian Pvt. Ltd., New Delhi. 5) Sachdeva J.K., Business Research Methodology, Himalaya Publishing House, 2nd revised, 2011. 6) Gupta S.P., Statistical Methods, Sultan Chand & Sons.	

	<p align="center"><b>B.Com. Business Management (Entire) (CBCS)</b></p> <p align="center"><b>Semester –IV</b></p> <p align="center"><b>Paper No- CC – B6</b></p> <p align="center"><b>Subject: Business Analytics</b></p> <p align="center"><b>Credits -4 (Marks 50, Hours-60, No. of lectures = 75, of 48 mins. Each)</b></p> <p><b>Course Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. To acquaint the students with the subject of Business Analytics</li> <li>2. To impart the knowledge of the role of Business Analyst</li> <li>3. To impart the knowledge of the role of IT and IT Applications in business.</li> <li>4. To acquaint the students with the trends in Business Analytics.</li> </ol>	
Unit		Contact Hours
I	<p><b>Introduction to Business Analytics</b></p> <ol style="list-style-type: none"> <li>A) Meaning of Business Analytics</li> <li>B) Components of Business Analytics</li> <li>C) Types of Business Analytics</li> <li>D) Challenges in implementation of Business Analytics</li> </ol>	15
II	<p><b>Business Analyst</b></p> <ol style="list-style-type: none"> <li>A) Meaning of Business Analyst</li> <li>B) Role of Business Analyst</li> <li>C) Skills of a good business Analyst</li> <li>D) Key functions of Business Analyst</li> </ol>	15
III	<p><b>Information Technology Application in Business</b></p> <ol style="list-style-type: none"> <li>A) Core Business Processes</li> <li>B) Key purpose of using IT in Business</li> <li>C) Information users and their Requirements</li> <li>D) Enterprise Applications</li> </ol>	15
IV	<p><b>Trends in Business Analytics</b></p> <ol style="list-style-type: none"> <li>A) Concept of Big Data</li> <li>B) Meaning of Artificial Intelligence</li> <li>C) Concept of Deep Learning</li> <li>D) Meaning of Internet of Things and its usage.</li> </ol>	15
	<p><b>References:</b></p> <ol style="list-style-type: none"> <li>1. RN Prasad, Seema Acharya, 'Fundamentals of Business Analytics', Wiley</li> <li>2. Haydn Thomas – Demonoid, 'Business Analysis Fundamentals', Pearson</li> </ol>	

	<p align="center"><b>B.Com. Business Management (Entire) (CBCS)</b></p> <p align="center"><b>Semester –IV</b></p> <p align="center"><b>Paper No- CC – B8</b></p> <p align="center"><b>Subject: International Business</b></p> <p align="center"><b>Credits -4 (Marks 50, Hours-60, No. of lectures = 75, of 48 mins. Each)</b></p> <p><b>Course Outcomes:</b></p> <ol style="list-style-type: none"> <li>To introduce the students to International Business as well as recent trends in India's Foreign Trade.</li> <li>To make them familiar with various theories of International Trade and also the various International organization</li> </ol>	
Unit		Contact Hours
I	<p><b>Introduction to International Business</b></p> <p>A) Globalization and its growing importance in the world economy</p> <p>B) Impact of globalization</p> <p>C) National and foreign environments and their components – economic, cultural and political-legal environments</p> <p>D) Global trading environment–recent trends in world trends in world trade in goods and services; Trends in India's foreign trade</p>	15
II	<p><b>Theories of International Trade and International Organizations</b></p> <p>A) Tariff and non-tariff and non-tariff measures</p> <p>B) Balance of payment account and its components</p> <p>C) WTO – objectives, principles, organizational structure, functions</p> <p>D) World Bank and IMF</p>	15
III	<p><b>International Financial Environment</b></p> <p>A) International financial system and institutions</p> <p>B) Foreign exchange markets and risk management</p> <p>C) Foreign investments–types and flows</p> <p>D) Foreign investment in Indian perspective</p>	15
IV	<p><b>Developments and Issues in International Business</b></p> <p>A) Outsourcing and its potentials for India</p> <p>B) Strategic alliances, mergers, and acquisitions</p> <p>C) Role of IT in international business</p> <p>D) International business and ecological considerations</p>	15
	<p><b>References:</b></p> <ol style="list-style-type: none"> <li>1) Soderston, B.O. and Reed, G.: International Economics..</li> <li>2) Salvatore, D.: International Economics</li> <li>3) Kindleberger, B.: International Economics...</li> <li>4) Srinivasan, T. N.: Developing Countries and Multilateral Trading System, OUP, Delhi</li> <li>5) Meir, G. M.: Leading Issues in Economic Development</li> <li>6) Francies Cherunilam, "International Business – Text and Cases", PHI Pvt. Ltd, New Delhi</li> <li>7) V. K. Bhalla, S. Shiva Ramu, International Business, Environment and Management, Anmol Publications Pvt Ltd, New Delhi</li> <li>8) V Sharan, , International Business,, Pearson Education, New Delhi</li> <li>9) Recent Articles on WTO</li> </ol>	

	<p align="center"><b>B.Com. Business Management (Entire) (CBCS)</b></p> <p align="center"><b>Semester –IV</b></p> <p align="center"><b>Paper No- AECC-C4</b></p> <p align="center"><b>Subject: Business Management Paper VII (Information Technology)</b></p> <p align="center"><b>Credits -4 (Marks 50, Hours-60, No. of lectures = 75, of 48 mins. Each)</b></p> <p><b>Course Outcomes:</b> The students will be able to understand</p> <ol style="list-style-type: none"> <li>1. Basics knowledge related to computers.</li> <li>2. Prepare documents, files and folders using Ms-Words, MS-Excel</li> <li>3. Prepare power point presentations</li> <li>4. Basics related to E-commerce</li> </ol>	
Unit		Contact Hours
I	<p><b>Introduction to Computer:</b></p> <ol style="list-style-type: none"> <li>A) Computer -definition , meaning and characteristics</li> <li>B) Generation of computers and Types of computer</li> <li>C) Concept of Hardware and software</li> <li>D) Types of memory, Input- output devices and Storage devices</li> </ol>	15
II	<p><b>MS-Word And MS- PowerPoint :</b></p> <p><b>MS-Word</b></p> <ol style="list-style-type: none"> <li>A) Introduction to Word, Features</li> <li>B) Utilities: Formatting Documents, Mail merge, Tables</li> </ol> <p><b>MS- PowerPoint</b></p> <ol style="list-style-type: none"> <li>A) Introduction to PowerPoint and its Components</li> <li>B) Utilities: Presentations, Animations, Slide transitions , other effects and tools</li> </ol>	15
III	<p><b>MS-Excel and Email</b></p> <p><b>MS-Excel</b></p> <ol style="list-style-type: none"> <li>A) Introduction to Excel, Components</li> <li>B) Utilities: Spreadsheets, Functions, Formulas, Formatting and Charts, Filters and conditional Formatting</li> </ol> <p><b>Email</b></p> <ol style="list-style-type: none"> <li>A) Concept of email, Features, Parts, Inbox, Sent mail, Drafts, Bin</li> <li>B) Utilities: Replying, cc-bcc, Attaching Documents and media, Saving on drive, Signature</li> </ol>	15
IV	<p><b>E-Commerce:</b></p> <ol style="list-style-type: none"> <li>A) Introduction to E-Commerce</li> <li>B) Components of E-Commerce</li> <li>C) Types of E-Commerce</li> <li>D) Technologies Used</li> <li>E) Benefits of E Commerce</li> </ol>	15
	<p><b>References:</b></p> <ol style="list-style-type: none"> <li>1. Fundamentals of Computer by P.K.Sinha</li> <li>2. Computer Fundamentals by Anita Goel ( Pearson publications)</li> <li>3. Fundamentals of Computer – V.Rajaraman</li> <li>4. Fundamentals of Computer – E Balguruswami (McGraw Hill education)</li> </ol>	

	5. MS – OFFICE -97 By Gini Courter and Annette Marquis, BCB publication. 6. Computer Today – S. Basndara	
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	<p align="center"><b>B.Com. Business Management (Entire) (CBCS)</b></p> <p align="center"><b>Semester –IV</b></p> <p align="center"><b>Paper No- AECC-C6</b></p> <p align="center"><b>Subject: Production Management</b></p> <p align="center"><b>Credits -4 (Marks 50, Hours-60, No. of lectures = 75, of 48 mins. Each)</b></p> <p><b>Course Outcomes: :</b> The students will be able to understand</p> <ol style="list-style-type: none"> <li>1. To provide students with various elements underline the basic functions of operations management.</li> <li>2. Analyze different issues relating to facility locations &amp; layout.</li> <li>3. Understand various aspects relating to Operations Planning and Control, Materials Management</li> <li>4. To familiarize the students with various aspects of quality management.</li> </ol>	
Unit		Contact Hours
I	<p><b>Introduction to Production Management :</b></p> <p>A. Nature &amp; Scope of production management</p> <p>B. Importance and basic functions of production management</p> <p>C. Factors affecting productivity,</p> <p>D. Types of productivity and challenges</p>	15
II	<p><b>Facilities Management</b></p> <p>A. Meaning and importance of ideal location</p> <p>B. Factors affecting selection of location</p> <p>C. Types of Plant Layout</p> <p>D. Benefits &amp; limitations of different plant layouts</p>	15
III	<p><b>Production Planning and Control (PPC)</b></p> <p>A. PPC- meaning and Objectives of PPC</p> <p>B. Steps involved in Production ,Planning and control</p> <p>C. Introduction to PERT/CPM</p> <p>D. Introduction to materials management,</p>	15
IV	<p><b>Quality Management :</b></p> <p>A. Introduction to quality management an its importance</p> <p>B. Factors affecting quality</p> <p>C. Quality control and inspection - Objectives</p> <p>D. Introduction to Total Quality Management (TQM)</p>	15
	<p><b>References :-</b></p> <ol style="list-style-type: none"> <li>1) Production &amp; Operations Management- Chunawala, S. A., Patel, D. R</li> <li>2) Production &amp; Operations management - R. Pannerselvam</li> <li>3) Operations management - Aswathappa K. Bhat , K. Sridhara.</li> <li>4) Production &amp; Operations Management - Cherry, S. M.</li> <li>5) Production and Operations Management, Tata McGraw Hill Education Pvt. Ltd., New Delhi.</li> </ol>	