

# BARKATULLAH UNIVERSITY, BHOPAL

## SECOND SEMESTER

- |                                  |                               |
|----------------------------------|-------------------------------|
| 1. Course Code : <b>N</b>        | 6. Internship Marks           |
| 2. Course Name : <b>B.Com.</b>   | 7. Internship Passing Marks   |
| 3. Total Subject : <b>4</b>      | 8. Maximum marks              |
| 4. Compulsory Subject : <b>3</b> | 9. Minimum Passing percentage |
| 5. Optional Subject : <b>1</b>   | 10. Practical                 |

Sub. code	Subject Name	Theory							Practical		Total	
		Paper			CCE		Total Marks		Max	Min	Max	Min
		1	Max	Min	Max	Min	Max	Min				
<b>Compulsory</b>												
	Foundation Course English Language and Indian Culture m ferk fodkl	70 35	70 35	23 12	30 15	10 05	100 50	33 17			150	50
	Accounting	70	70	23	30	10	100	33			100	33
	Business Management	70	70	23	30	10	100	33			100	
<b>Optional Paper (Select Any 1)</b>												
	Applied Economics	70	70	23	30	10	100	33			100	33
<b>Vocational Course</b>												
	I Computer application	52	52	18	23	07	75	25	25	8	100	33
	II Office Management and Secretarial Practice	70	70	23	30	10	100	33			100	33
	III Principles and Praxtice of management of Insurance	70	70	23	30	10	100	33			100	33
	IV Tax-procedure & Practics	70	70	23	30	10	100	33			100	33
	V Tourism and Travel Management	70	70	23	30	10	100	33			100	33
	VI Foreign Trade Practices and Procedures	70	70	23	30	10	100	33			100	33
	VII Advertising Sales & Sales Management	70	70	23	30	10	100	33			100	33



**Department of Higher Education, Govt. of M.P.**  
**Under Graduate Semester wise Syllabus**  
**as recommended by Central Board of Studies and approved by the Governor of M.P.**  
**उच्च शिक्षा विभाग, म.प्र. शासन**  
**स्नातक कक्षाओं के लिये सेमेस्टर अनुसार पाठ्यक्रम**  
**केंद्रीय अध्ययन मण्डल द्वारा अनुशसित तथा म. प्र. के राज्यपाल द्वारा अनुमोदित**  
**Session 2011-2012**

<b>Class</b>	:	<b>B.A./B.Sc./B.Com/B.Sc. (Home Sci.) B.A</b>
<b>(Mgt.)/</b>		<b>BCA</b>
<b>Semester</b>	:	<b>II</b>
<b>Subject / fo" k;</b>	%	<b>vk/kkj ikB~;dze</b>
<b>Title of Paper</b>	:	<b>English Language and Indian Culture</b>
<b>Paper no.</b>	:	<b>I</b>
<b>Compulsory/Optional</b>	:	<b>Compulsory</b>
<b>Max. Marks vf/kdre vad</b>	%	<b>70</b>

**PARTICULARS**

<b>Unit-1</b>	1. Amalkanti : Nirendranath Chakrabarti 2. Sita : Toru Dutt 3. Tryst with Destiny : Jawaharlal Nehru 4. Delhi in 1857 : Mirza Ghalib 5. Preface to the Mahabharata : C. Rajagopalachari 6. Where the Mind is Without Fear : Rabindranath Tagore 7. A Song of Kabir : Translated by Tagore 8. Satyagraha : M.K. Gandhi 9. Toasted English : R. K. Narayan 10. The Portrait of a Lady : Khushwant Singh 11. Discovering Babasaheb : Ashok Mahadevan	20
<b>Unit-2</b>	Comprehension	15
<b>Unit-3</b>	Composition and Paragraph Writing (Based on expansion of an idea).	15
<b>Unit-4</b>	Basic Language Skills : Vocabulary – Synonyms, Antonyms, Word Formation, Prefixes and Suffixes, Words likely to be confused and Misused, Words similar in Meaning or Form, Distinction between Similar Expressions, Speech Skills	10
<b>Unit-5</b>	Basic Language Skills: Grammar and usage – The Tense Forms, Propositions, Determiners and Countable/Uncountable Nouns, Verb, Articles, Adverbs.	10

**Prescribed Books:** English Language and Indian Culture, Published by M.P. Hindi  
Grant Academy.

**Note :-** Eight questions to be set from unit-1 and four to be attempted.

**Department of Higher Education, Govt. of M.P.**  
**Semester Wise Syllabus for Undergraduates**  
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**Session 2011-12**

- Semester – II Entrepreneurship**
- इकाई -1** उद्यमिता- का आ य, मत, उद्यमिता के गुण।
- इकाई -2** उद्यमिता के प्रकार, महत्व और विभिन्न विद्वानों के मत  
लक्ष्य निर्माण, लक्ष्य कैसे प्राप्त करें।  
लक्ष्य प्राप्ति में समस्याएँ, उनका समाधान  
स्वप्रेरणा, स्वप्रेरणा के तत्व और विकास  
विभिन्न विद्वानों के मत, आकलन, निष्कर्ष  
नेतृत्व समता, उसका विकास और प्रकिलन
- इकाई -3** परियोजनाएँ तथा विभिन्न संगठन द्व शासकीय-अ शासकीयत्र  
शासकीय परियोजनाएँ:-  
अ शासकीय परियोजनाएँ:-  
बैंको का योगदान, उनकी सीमाएँ, क्षेत्र
- इकाई -4** अच्छे उद्यमी के कौन-कौनसे कार्य, गुण, प्रबंधान इत्यादि  
अच्छे उद्यमी के गुण आधुनिक और पूर्ववर्ती  
उद्यमी की प्रबंधान कला  
उद्यमी के प्रेरक तत्व
- इकाई -5** उद्यमी की समस्याएँ, क्षेत्र  
पूँजी की समस्या  
शक्तिकरण की समस्या  
पूँजीवन की समस्या

प्र ासनिक समस्यारुँ

स्वामित्त्व की समस्यारुँ इत्यादि

**Department of Higher Education, Govt. of M.P.**  
**Semester Wise Syllabus for Undergraduates**  
As recommended by Central Board of Studies and  
Approved by HE the Governor of M.P.  
**Session 2011-12**

**Class** - **B.A./B.Sc./B.Com./B.H.Sc/ B.A (Mgt.)**  
**Subject** - **Foundation Course**  
**Paper Title** - **Paper III : Development of Entrepreneurship**  
**Semester** - **II**

**Max Marks& 35**

**Unit I :** **Entrepreneurship-** Meaning, Concept, Characteristics of entrepreneur.

**Unit II:** Types of entrepreneurship, importance and views of various thinkers (Scholars) .

- Formation of goals, How to achieve goals.
- Problems in achieving targets and solution.
- Self motivation, elements of self motivation and development.

- Views of various scholars, evaluation, solutions.

Leadership capacity : Its development and results.

**Unit III :** Projects and various organisations (Govt., non-Govt.), Govt. Projects, Non-Govt. projects.  
Contribution of Books, their limitations, scope.

**Unit IV :** Functions, qualities, management of a good entrepreneur.  
Qualities of the entrepreneur (Modern and traditional).  
Management skills of the entrepreneur.

Motive factors of the entrepreneur.

**Unit V:** Problems and Scope of the Entrepreneur :

- Problem of Capital
- Problem of Power
- Problem of registration
- Administrative problems
- Problems of Ownership.

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B.Com (Graduate) Semester wise Syllabus  
as recommended by Central Board of Studies and approved by the Governor of M.P.

Session @l=	2011-12
Class @d{kk	B.Com @ch- dke
Semester @lsesLVj	Second @f}rh;
Subject @fo"k;	Applied Economics @O;kogkfjd vFkZ'kkL=
Title of the paper @iz'ui= dk 'kh"kZd	Macro Economics @ lef"V vFkZ'kkL=
Compulsory @vfuo;k;Z;k Optional@oSdfYid	Optional / oSdfYid
Max. Marks @vf/kdre vad	70

**Particulars / विवरण**

<b>Unit-1</b>	Macro economics- concept Nature, importance, limitations, difference between micro and macro economics.
इकाई – 1	समष्टि अर्थशास्त्र – अवधारणा , प्रकृति महत्व, सीमाएं , व्यक्ति एवं समष्टि अर्थशास्त्र में अंतर।
<b>Unit-2</b>	National Income - meaning, Definition, Concept of National Income, Methods for measuring national income , Problem of calculating national income in India.
इकाई – 2	राष्ट्रीय आय – अर्थ, परिभाषा, अवधारणा, भारत में राष्ट्रीय आय, गणना की समस्याएं।
<b>Unit-3</b>	Theories of Wages , Interest and and employment .
इकाई – 3	मजदूरी, ब्याज एवं रोजगार के सिद्धांत।
<b>Unit-4</b>	Monitory Theories - supply and demand of theory of money, Price theory of money , liquidity of theory Money.
इकाई – 4	मौद्रिक सिद्धांत – मुद्रा की मांग एवं पूर्ति का सिद्धान्त। मुद्रा के मूल्य का सिद्धान्त। मुद्रा की तरलता का सिद्धांत।
<b>Unit-5</b>	Banking and credit Management - commercial banking and credit control ,central banking system, inflation and deflation of money.
इकाई – 5	बैंकिंग एवं साख प्रबंध – वाणिज्य बैंकिंग साख एवं साख नियंत्रण। केन्द्रीय बैंकिंग प्रणाली। मुद्रा की स्फुटी एवं विस्फुटी।

\* Papers under vocational course maybe prescribed as board of studies of related University.

\*व्यावसायिक पाठ्यक्रम के अन्तर्गत प्रश्न पत्रों का निर्धारण सम्बन्धित विश्वविद्यालय के अध्ययन मण्डल के द्वारा होगा।

**Suggested Readings :**

1. Macro economics – Dr. V.C. Sinha
2. Macro economics- Dr. M.L. Seth



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B.Com (Graduate) Semester wise Syllabus  
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Session @l=	2011-12
Class @d{kk	B.Com @ch- dke
Semester @lsesLVj	Second @f}rh;
Subject @fo"k;	Accounting @ys[kkadu
Title of the paper @iz'ui= dk 'kh"KZd	Business Mathematics @ O;kolkf;d xf.kr
Compulsory @vfuoK;Z ;k Optional@oSdfYid	Compulsory /vfuoK;Z
Max. Marks @vf/kdre vad	70

Particulars/विवरण

Unit I	Ratio – Gaining, Sacrificing Ratio, Proportion, Percentage, Commission. अनुपात—प्राप्ति व त्याग अनुपात, समानुपात, प्रतिशत, कमीशन।
Unit II	Simultaneous Equations - Meaning, Characteristic Types and calculations. Preparation of Invoice. युगपद समीकरण—अर्थ विशेषताएँ प्रकार एवं गणनायें, बीजक का निर्माण।
Unit III	Elementary Matrices - Definition and Calculations, Types of Matrices. प्रारम्भिक आव्यूह— परिभाषा एवं गणनायें, आव्यूह के प्रकार।
Unit IV	Logarithms and anti Logarithms - Principles and calculations, Introduction of Calculus, Methods of Differentiation, Partial Derivative. लघुगुणक एवं प्रति लघुगुणक – सिद्धांत एवं गणनाएं। कलन का परिचय, अवकलन की विधियाँ एवं आंशिक अवकलन।
Unit V	Simple and compound Interest, Profit and Loss. Linear Programming - Introduction. साधारण व चक्रवृद्धि ब्याज, लाभ एवं हानि। रेखीय प्रक्रमन – परिचय।

Recommended Books	Allen R.G.D.	:	Basic Mathematics: Macmillan, New Delhi.
	Dowling, E. T	:	Mathematics for Economics; Schaum Series, Mc. Graw Hill London.
	Loomba, Paul	:	Linear Progralrunmg; Tata M.C. Graw Hill, New Delhi
	Vohra, N.D.	:	Quantitative Techniques in Management; Tata Mc Graw Hill,
	Soni, R.S.	:	Business Mathematics; Pitamber Publishing House
	Kapoor, V.K.	:	Business Mathematics: Sultan Chand & Sons, Delhi
	Holden	:	Mathematics for Business and Economics, macmillan India, New Delhi
	Dr. V.K. Shukla	:	Business Math, Madhya Pradesh Hindi Granth Acadmey, Bhopal
	Dr. C K Buttan	:	Business Mathmatics
	Dr. Anil Rajput	:	व्यवसायिक गणित

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Department of Higher Education, Govt. of M.P.  
B.Com (Graduate) Semester wise Syllabus  
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Session @l=	2011-12
Class @d{kk	B.Com @ch- dke
Semester @lsesLVj	Second @f}rh;
Subject @fo"k;	Management @izca/ku
Title of the paper @iz'ui= dk 'kh"kZd	Business Organization and Communication @ O;kolkf;d laxBu ,oa lEizs"k.k
Compulsory @vfuok;Z ;k Optional@oSdfYid	Compulsory /vfuok;Z
Max. Marks @vf/kdre vad	70

**Particulars/विवरण**

Unit I	Business Organisation: Definition, Concept, Characteristics, Objectives, Significance, Components, Functions. Social Responsibilities of Business. Promotion of Business : Meaning , Functions, Stages of Promotion, Forms of Business Organization: Detailed Study of Sole Proprietorship and Partnership. व्यासायिक संगठन : परिभाषा, अवधारणा, लक्षण, उद्देश्य, महत्व, घटक एवं कार्य, व्यवसाय का सामाजिक उत्तरदायित्व व्यवसाय का प्रवर्तन : अर्थ, कार्य, प्रवर्तन की अवस्थाएं । व्यवसाय संगठन प्रकार : एकाकी एवं साझेदारी स्वमित्व का विस्तृत अध्ययन।
Unit II	Company Organisation: Meaning, Definition, Formation of Private and Public Company, Merits, Demerits and Types of Companies Cooperative Organisation - Need, Meaning, Significance and its Merits - Demerits. Public Enterprises – Concept, Meaning, Characteristic, Objectives and Significance. Business - Size and Location, Plant layout and Business Combination. कंपनी का संगठन : अर्थ, परिभाषा, निजी एवं सार्वजनिक कंपनी का निर्माण, लाभ, दोष एवं कंपनी के प्रकार। सहकारी संगठन – आवश्यकता, अर्थ, महत्व एवं इसके गुण दोष। सार्वजनिक उपक्रम – अवधारण, अर्थ, विशेषताएं, उद्देश्य एवं महत्व। व्यवसाय – आकार एवं स्थानीयकरण, संयंत्र अभिन्यास (प्लांट लेआउट) तथा व्यावसायिक संयोजन।
Unit III	Introduction – Definition, Nature, Objects, Importance of Communication to Managers, Elements of Communication, Feedback. Dimension and Directions of Communication, Means of Communication – Verbal Communication, SWOT Analysis. परिचय – परिभाषा, प्रकृति, उद्देश्य, प्रबंधकों के लिए संप्रेषण का महत्व, संप्रेषण के तत्व, प्रतिपुष्टि। संप्रेषण के आयाम और दिशाएँ, संप्रेषण माध्यम – शाब्दिक संप्रेषण स्वॉट विश्लेषण।

Unit IV	Non-Verbal Communication, Body Language, Paralanguage, Sign Language, Visual and Audio Communication, Channel of Communication, Barriers in Communication. Written Business Communication – Concept, Advantages, Disadvantages, Importance, Need of Business Letter and Kinds of Business Letter, Essentials of an Effective Business Letter.
	अशाब्दिक संप्रेषण, दैहिक भाषा, पार्श्व भाषा, संकेत भाषा, संप्रेषण शृंखलाएँ, गलत संचार (बाधाएँ) लिखित व्यावसायिक संप्रेषण – अवधारणा, लाभ, हानियाँ, महत्व। व्यावसायिक पत्रों की आवश्यकता एवं प्रकार, प्रभावी व्यावसायिक पत्र की विशेषताएँ।
Unit V	Modern Forms of Communication – Fax, E-mail, Video Conferencing, International Communication for Global Business.
	आधुनिक संप्रेषण के रूप – फैक्स, ई-मेल, दृश्य परिचर्चा। भूमण्डलीय व्यवसाय के लिए अन्तर्राष्ट्रीय संप्रेषण।

Recommended Books	(English)	Dr. Ramesh Mangal	:	Business Communications, Universal Pub. Agra
	(हिन्दी)	डॉ. विनोद कुमार मिश्रा	:	व्यावसायिक संप्रेषण, साहित्य भवन आगरा।
		डॉ. सुरेश चन्द्र जैन	:	व्यावसायिक संगठन
		डॉ. अभय पाठक, डॉ. मेहता	:	व्यावसायिक संगठन

**Barkatullah University, Bhopal**  
**Semester – Wise Scheme for B. Com. (Computer Application)**  
**Session 2011 onwards**

**B. Com. (Computer Application) Sem. II**

<b>Code No.</b>	<b>Paper</b>
CA 201	<b>PC Software and Data Processing</b>
<b><i>Practical</i></b>	
CA 202	PC Software

**Scheme of Marks**

Theory Papers	52 marks
Sessional marks	23 marks
Practical	25 marks
<b>Total</b>	<b>100 marks</b>

**BARKATULLAH UNIVERSITY, BHOPAL**  
**VOCATIONAL SUBJECT**

**SESSION : 2011-12**

<b>Class</b>	-	<b>B.Com</b>
<b>Subject</b>	-	<b>Computer Application</b>
<b>Paper name</b>	-	<b>PC Software and Data Processing</b> <b>(Paper Code – CA-201)</b>
<b>Semester</b>	-	<b>II</b>

**Max. Marks – 52**

**Unit I** Introduction To Spreadsheet: Definition And Advantages of Electronic Worksheet, Working On Spreadsheets, Range & Related Operations, Setting, Saving And Retrieving Worksheet File, Inserting, Deleting, Copying And Moving of Data Cells, Inserting And Deleting Rows & Columns, Copying, inserting, Renaming the sheet of workbook. Short-cut commands

Entering text and numeric data, Entering date and time different functions, formatting text and numeric data.

Functions and Other Features: Classification and Usage of Various Built-In-Functions In Worksheet, Passwords, Protecting A Worksheet

Printing of the worksheet, page margin setting and adding header and footer, Transferring Data to and From Non Worksheet Files, Database Handling, Creating, Naming & Executing Macros.

Creating graphs.

**Unit II** Introduction to MS - power point, Auto-wizard, creating a presentation using Auto content wizard, Blank presentation, creating, saving and

printing a presentation, adding slide to a presentation, slide view, outline view , slide sorter view , notes view and slide show view.

Changing text font and size, selecting text style and colour, to set header and footer.

Using, bullets, clipart and word art gallery. Applying design template creating graph.

Adding transitions and Animation effects, setting timings for slide show preparing note pages, preparing audience handouts.

**UNIT III** Introduction to Business Organization. Business Organization units: Production, Stock Control, Cost, Purchase Control, Sales Order Processing and Accounting. Characteristics of a good Business Unit.

Data and Information, Introduction to data Processing, fields, Records and Files. Types of files: Master files and Transaction file.

**UNIT IV** Overview of System Analysis and Design, Business System Concepts, System Development Life Cycle, Feasibility Analysis, Design, Testing & Evaluation.

Overview of MIS : Introduction, Role of IT, MIS- characteristics and application areas, Business and Technology trends-specialization, management by methodology, decentralization, internationalization etc.

**UNIT V** Introduction to Database Management System : basic concepts, Various facilities and advantages of business computing. Application areas of DBMS, Parallel Processing and Distributed Processing.

**Text Books:**

1. Fundamentals of Computers: P.K.Sinha
2. System Analysis and Design by Elias M Awad.
1. P C Software for Windows by R K Taxali
3. P C Software Bible by S.Jaiswal

**Reference Books:**

1. Computers Today: Suresh K.Basandra
2. Operating System: Achyut S. Godbole
3. Management Information systems by Gerald V. Post & David L. Anderson.
4. Understanding Computer Fundamentals & Dos By G.K. Iyer
5. P C Software MS Office by Nitin K Nayak
6. MS-Office Interactive course by Greg Perry, Techmedia
7. MS Office Complete Reference TMH Publication.

**BARKATULLAH UNIVERSITY, BHOPAL**  
**VOCATIONAL SUBJECT**

**SESSION : 2011-12**

**Class** - **B.Com**  
**Subject** - **Computer Application**  
**Paper name** - **Practical- PC Software**  
**(Paper Code – CA-202)**  
**Semester** - **II**

**Max. Marks – 52**

**MS Excel**

1. Design your class Time Table.
2. Prepare a Mark Sheet of your class subjects.
3. Prepare a Salary Slip of an employee.
4. Prepare a bar chart & pie chart for analysis of Election Results.
5. Prepare a generic Bill of a Super Market.
6. Work on the following exercise on a Workbook:
  1. Copy an existing Sheet
  2. Rename the old Sheet
  3. Insert a new Sheet into an existing Workbook
  4. Delete the renamed Sheet.
7. Prepare an Attendance sheet of 10 students for any 6 subjects of your syllabus. Calculate their total attendance, total percentage of attendance of each student & average of attendance.
8. Create a worksheet on Students list of any 4 faculties and perform following database functions on it.
  1. Sort data by Name
  2. Filter data by Class
  3. Subtotal of no. of students by Class.

**MS POWERPOINT**

1. Design a presentation of your institute using auto content wizard, design template and blank presentation.
2. Design a presentation illustrating insertion of pictures, wordart and clipart.
3. Design a presentation learn how to save it in different format, copying and opening an existing presentation.
4. Design a presentation illustrating insertion of movie, animation and sound.
5. Illustrate use of custom animation and slide transition (using different effects).
6. Design a presentation using charts and tables of the marks obtained in class.
7. Illustrate use of macro in text formatting in your presentation.



8. Design a presentation using action buttons.

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