



**MADHYANCHAL**  
PROFESSIONAL UNIVERSITY

Draft Rules & Syllabus for the

# **Bachelor of Commerce in Computer (B.Com. Computer) Course**

**MADHYANCHAL PROFESSIONAL UNIVERSITY**

**DEPARTMENT OF COMMERCE**

**Scheme for B.Com Computer CBCS Course**

**Semester I**

S.No.	Subject Code	Subject Name & Title	Maximum Marks Allotted								Hours per week.			Total Credits	Remarks
			Theory				Practical				L	T	P		
			End Sem	Mid Sem. MST	Quiz, Assignment	Total Marks	Lab Work	Assignment /Quiz/Term paper	End Sem	Total Marks					
1	BCC 101	Financial Accounting – I	60	20	20	100	-	-	-	-	3	1		4	<b>One credit refers to one hour teaching in theory, Tutorial</b>
2	BCC 102	Business Economics	60	20	20	100	-	-	-	-	3	1		4	
3	BCC 103	Business Organization	60	20	20	100	-	-	-	-	3	1		4	
4	BCC 104	Information Technology	60	20	20	100	-	-	-	-	3	1		4	
5	BCC 105	English Language - I	60	20	20	100	-	-	-	-	3	1		4	
6	BCC 106	Hindi	60	20	20	100	-	-	-	-	3	1		4	
Total			360	120	120	600	-	-	-	-	18	6		24	00

**Semester II**

S.No.	Subject Code	Subject Name & Title	Maximum Marks Allotted								Hours per week.			Total Credits	Remarks
			Theory				Practical				L	T	P		
			En d Sem	Mid Sem. MST	Quiz, Assignment	Total Marks	Lab Work	Assignment /Quiz/Term paper	End Sem	Total Marks					
1	BCC 201	Financial Accounting - II	60	20	20	100	-	-	-	-	3	1		4	One credit refers to one hour teaching in theory, Tutorial
2	BCC 202	Managerial Economics	60	20	20	100	-	-	-	-	3	1		4	
3	BCC 203	English Language - II	60	20	20	100	-	-	-	-	3	1		4	
4	BCC 205	Entrepreneurship Development	60	20	20	100	-	-	-	-	3	1		4	
5	BCC 205	Management Information System	60	20	20	100	-	-	-	-	3	1		4	
6	BCC 206	Management Information System	60	20	20	100	-	-	-	-	3	1		4	
Total			360	120	120	600		-	-	-	18	6		24	600

# Semester I

**Subject Code : BCC –101**

**Title of Subject : Financial Accounting - I**

**Lecture: 4 hours / Week**

**End Semester : 60**

**Mid Semester : 20**

**Assignment/ Quiz : 20**

**/Presentations**

**Total : 100**

## **UNIT-I: ACCOUNTING PROCESS:**

Financial Accounting: Introduction – Definition – Evolution – Functions-Advantages and Limitations –Users of Accounting Information- Branches of Accounting – Accounting Principles: Concepts and Conventions- Accounting Standards– Meaning – Importance – List of Accounting Standards issued by ASB – Accounting System- Types of Accounts – Accounting Cycle- Journal- Ledger and Trial Balance. (Including problems)

## **UNIT-II: SUBSIDIARY BOOKS:**

Meaning –Types - Purchases Book - Purchases Returns Book - Sales Book - - Sales Returns Book - Bills Receivable Book - Bills Payable Book – Cash Book - Single Column, Two Column, Three Column and Petty Cash Book - Journal Proper.(Including problems)

## **UNIT-III: BANK RECONCILIATION STATEMENT:**

Meaning – Need - Reasons for differences between cash book and pass book balances – Favourable and over draft balances – Ascertainment of correct cash book balance (Amended Cash Book) - Preparation of Bank Reconciliation Statement. (Including problems)

## **UNIT-IV: RECTIFICATION OF ERRORS AND DEPRECIATION:**

Capital and Revenue Expenditure – Capital and Revenue Receipts: Meaning and Differences - Differed Revenue Expenditure. Errors and their Rectification: Types of Errors - Suspense Account – Effect of Errors on Profit. (Including problems)

Depreciation (AS-6): Meaning – Causes – Difference between Depreciation, Amortization and Depletion - Objectives of providing for depreciation – Factors affecting depreciation – Accounting Treatment – Methods of depreciation: Straight Line Method - Diminishing

Balance Method (Including problems)

**UNIT-V: FINAL ACCOUNTS:**

Final Accounts of Sole Trader: Meaning -Uses -Preparation of Manufacturing, Trading and Profit & Loss Account and Balance Sheet – Adjustments – Closing Entries.(Including problems)

**SUGGESTED READINGS:**

1. Accountancy-I: Haneef and Mukherjee, Tata McGraw Hill Company.
2. Principles & Practice of Accounting: R.L.Gupta&V.K.Gupta, Sultan Chand.
3. Accountancy-I: S.P. Jain & K.L Narang, Kalyani Publishers.
4. Accountancy–I: Tulasian, Tata McGraw Hill Co.
5. Introduction to Accountancy: T.S.Grewal, S.Chand and Co.
6. Advanced Accountancy-I: S.N.Maheshwari& V.L.Maheswari, Vikas.
7. Fundamentals of Financial Accounting: Deepak Sehgil, Tax Mann Publication.
8. Financial Accounting: Jawahar Lal, Himalaya Publishing House.

**Subject Code : BCC –102**

**Title of Subject : Business Economics**

**Lecture: 4 hours / Week**

**End Semester : 60**

**Mid Semester : 20**

**Assignment/ Quiz : 20**

**/Presentations**

**Total : 100**

### **UNIT-I: INTRODUCTION:**

Business Economics: Meaning - Nature – Characteristics - Importance and Role - Micro & Macro Economics - Scope - Objectives - Law of Diminishing marginal utility - Law of Equi- marginal utility.

### **UNIT- II: DEMAND ANALYSIS**

Meaning – Function - Factors influencing Demand -Types of Demand -Demand Curve - Law of Demand –Exceptions to the law of demand-Elasticity of Demand: Concept - Types of elasticity of demand-price, income and cross Elasticity of Demand –measurement of elasticity—arc and point methods—Importance of various Elasticity of Demand.

### **UNIT-III: SUPPLY ANALYSIS**

Law of Supply - Factors influencing Supply - Market Equilibrium- Consumer Surplus - Theory of Consumer behavior - Utility and indifference curve analysis.

### **UNIT-IV: PRODUCTION ANALYSIS:**

Concept of Production –production function-Total Production - Marginal Production - Average Production –returns to a factor- Law of Variable Proportions - Law of Returns to Scale – Isocost, Isoquants - Economies and Dis-economies of Scale.

### **UNIT-V: COST AND REVENUE ANALYSIS:**

Theory of Cost - Concepts of Cost - Short run and Long run cost curves - Traditional and Modern Approaches -Revenue Curves–relationship between total marginal and average revenues- --Break Even Analysis—Meaning – Assumptions – Uses and Limitations.

## **SUGGESTED READINGS:**

1. Business Economics: V. G. Mankar, Himalaya Publishing House
2. Managerial Economics: Vanith Agrawal, Pearson Education
3. Business Economics: H. L. Ahuja, S. Chand & Co. Ltd.
4. Business Economics : R. K. Lekhi, Kalyani Publishers
5. Business Economics: D. M. Mithani, Himalaya Publishing House
6. Business Economics: P. N. Chopra, Kalyani Publishers
7. Essential of Business Economics: D. N. Dwivedi, Vikas Publishers
8. Managerial Economics: Varshney and Maheswari, Sultan Chand
9. Business Economics: P. K. Mehta, Tax Mann Publication.



**Subject Code : BCC –103**

**Title of Subject : Business Organisation**

**Lecture: 4 hours / Week**

**End Semester : 60**

**Mid Semester : 20**

**Assignment/ Quiz : 20**

**/Presentations**

**Total : 100**

### **UNIT-1: FUNDAMENTAL CONCEPTS**

Concepts of Business, Trade, Industry and Commerce - Classification - Relationship between Trade, Industry and Commerce - Nature of Business - Objectives of Business – Functions of Business- Social Responsibility of a business - Steps to Start an Enterprise

### **UNIT-II: BUSINESS ORGANIZATION:**

Forms of Business Organization - Classification - Factors Influencing the Choice of Suitable Form of Organization - Sole Proprietorship – Meaning, Definition - Characteristics - Advantages and Disadvantages - Suitability of Sole Proprietorship - Partnership -Kinds of Partners - - Partnership Deed

-- Meaning – Contents - Registration of Partnership Advantages and Disadvantages of Partnership - Suitability of Partnership - Limited liability partnership – Hindu Undivided Family - Meaning ,Characteristics - advantages and disadvantages, Co-Operative Organization – Characteristics -Types of Co-Operative Societies - Limitations of Cooperatives.

### **UNIT-III: FORMATION OF JOINT STOCK COMPANY**

Joint Stock Company - Meaning - Definition - Characteristics - Advantages and Disadvantages - Kinds of Companies -Promotion - Stages of Promotion - Promoter - Characteristics - Kinds - Preparation of Important Documents - Memorandum of Association - Clauses - Articles of Association - Contents – Prospectus - Contents – Red herring Prospectus- Statement in lieu of Prospectus.

#### **UNIT-IV: SOURCES OF FINANCE:**

Industrial Finance - Long Term and Short Term Finance - Fixed and Working Capital Finance - Sources of Corporate Finance ( A brief introduction to Shares and Debentures, Retained Earnings, Underwriting, Inter Company Investments and Venture Capital, Angel Investors, lease, hire purchase, franchising) .

#### **UNIT V: STOCK EXCHANGE AND MUTUAL FUNDS:**

Stock Exchange, Functions — Working of Stock Exchanges, Mutual Funds –Importance, Functions, Types — Role of SEBI in Regulating Stock Exchanges and Mutual Funds in India

#### **SUGGESTED READINGS:**

1. Business Organization & Management: Sharma Shashi K. Gupta, Kalyani Publishers
2. Business Organization: Sharma Shashi K. Gupta, Kalyani publishers.
3. Organization & Management: R. D. Agarwal, McGraw Hill.
4. Modern Business Organization: S.A. Sherlekar, V.S. Sherlekar, Himalaya Publishing House
5. Business Organization & Management: C.R. Basu, Tata McGraw Hill
6. Business Organization & Management: R. N. Gupta, S. Chand,
7. Organizational Behaviour Text & Cases: V.S.P. Rao, Himalaya Publishing House
8. Business Organization & Management: Uma Shekaram, Tata McGraw Hill
9. Business Organization & Management: Niranjana Reddy & Surya Prakash, Vaagdevi publishers.
10. Business Organisation and Management, Dr. Neeru Vasihth, Tax Mann Publications.

**Subject Code : BCC –104**

**Title of Subject : Information Technology**

**Lecture: 4 hours / Week**

**End Semester : 60**

**Mid Semester : 20**

**Assignment/ Quiz : 20**

**/Presentations**

**Total : 100**

### **UNIT-I: INTRODUCTION**

**Introduction to computers - Generations of computers – An overview of computer system - Types of computers - Input & Output Devices.**

**Hardware: Basic components of a computer system - Control unit – ALU - Input/output functions - Memory – RAM – ROM – EPROM - PROM and Other types of memory.**

### **UNIT-II: OPERATING SYSTEM (OS)**

Meaning - Definition & Functions - Types of OS - Booting process - DOS – Commands (internal & external) - Wild card characters – Virus & Hackers – Cryptography & cryptology.

Windows: Using the Start Menu –Control Panel – Using multiple windows – Customizing the Desktop – Windows accessories (Preferably latest version of windows or Linux Ubuntu).

### **UNIT-III: WORD PROCESSING**

Application of word processing - Menus & Tool Bars - Word processor – Creating – Entering - Saving & printing the document - Editing & Formatting Text - Mail Merge and Macros (Preferably latest version of MS Word or Libre Office Writer).

### **UNIT-IV: SPREAD SHEET**

Application of work sheet/spread sheet - Menus & Tool bars - Creating a worksheet - Entering and editing of numbers - Cell reference - Worksheet to analyze data with graphs & Charts.

Advanced tools: Functions – Formulae – Formatting numbers - Macros – Sorting - Filtering - Validation & Consolidation of Data (Preferably latest version of MS Excel or Libre Office Calc).

#### **UNIT-V: POWER POINT PRESENTATION:**

Application of Power Point Presentation – Menus & Tool bars – Creating presentations – Adding - Editing and deleting slides - Templates and manually – Slide show – Saving - Opening and closing a Presentation –Types of slides - Slide Views - Formatting – Insertion of Objects and Charts in slides - Custom Animation and Transition (Preferably latest version of MS Power Point presentation - Libre Office Impress).

Internet & Browsing: Services available on internet – WWW – ISP – Browsers.

Multimedia: Application of multimedia – Images – Graphics - Audio and Video – IT security.

#### **SUGGESTED READINGS:**

1. Introduction to Computers: Peter Norton, McGraw Hill.
2. Fundamentals of Information Technology: Dr. NVN Chary, Kalyani Publishers.
3. Computer Fundamental: Anitha Goel, Pearson.
4. Information Technology Applications for Business: Dr. S. Sudalaimuthu, Himalaya
5. Introduction to Information Technology: ITL ESL, Pearson.
6. Introduction to Information Technology: V. Rajaraman, PHI.
7. Fundamental of Computers: Balaguruswamy, McGraw Hill.
8. PC Software under Windows: Puneet Kumar, Kalyani Publishers.
9. Information Technology and C language: Rajiv Khanna, New Age International.
10. Fundamentals of Information Technology: Alexis Leon, Vikas Publishing House.
11. Informational Technology: P. Mohan, Himalaya Publishing House.
12. Information Technology: R. Renuka, Vaagdevi Publishers.
13. OS-Linux Spoken Tutorials & Libre Office Spoken Tutorials by IIT Bombay.
14. Fundamentals of Information Technology: Rajiv Midha, Tax Mann Publications.

**Subject Code : BCC –105**

**Title of Subject : English Language - I**

**Lecture: 4 hours / Week**

**End Semester : 60**

**Mid Semester : 20**

**Assignment/ Quiz : 20**

**/Presentations**

**Total : 100**

### **Unit I: Vocabulary Building**

- 1a. Prefixes and Suffixes
- 1b. Conversion
- 1c. Compounding
- 1d. Analogy
2. One-Word Substitutes
3. Words Often Confused
4. Synonyms and Antonyms
5. Phrasal Verbs

### **Unit II: Grammar - 1**

1. Types of Verbs
2. Subject-Verb Agreement

### **Unit III: Grammar - 2**

1. Meanings of Modals
2. Tense (Present and Past) and Aspect
3. The Several Possibilities for Denoting Future Time
4. Articles and Prepositions

### **Unit IV: Listening Skills**

1. The Importance of Listening
2. Types of Listening
3. Barriers/Obstacles to Effective Listening
4. Strategies for Effective Listening

### **Unit V: Reading Skills**

1. Skimming
2. Scanning

3. Intensive Reading and Extensive Reading
4. Comprehension

## Semester –I

**Subject Code : BCH – 106**

**Title of Subject : Hindi**

**Lecture: 4 hours / Week**

**End Semester : 60**

**Mid Semester : 20**

**Assignment/ Quiz : 20**

**/Presentations**

**Total : 100**

Unit-I	<p>हिन्दी भाषा</p> <ol style="list-style-type: none"> <li>1. स्वतंत्रता पुकारती (कविता) – जयशंकर प्रसाद</li> <li>2. पुष्प की अभिलाषा (कविता) – माखनलाल चतुर्वेदी</li> <li>3. वाक्य संरचना और अशुद्धियां (संकलित)</li> </ol>
Unit-II	<p>हिन्दी भाषा</p> <ol style="list-style-type: none"> <li>1. नमक का दरोगा (कहानी) – प्रेमचंद</li> <li>2. एक थे राजा भोज (निबंध) – डॉ. त्रिभुवननाथ शुक्ल</li> <li>3. पर्यायवाची, विलोम, एकार्थी, अनेकार्थी एवं शब्दयुग्म शब्द (संकलित)</li> </ol>
Unit-III	<p>हिन्दी भाषा</p> <ol style="list-style-type: none"> <li>1. भगवान बुद्ध (निबंध) – स्वामी विवेकानंद</li> <li>2. लोकतंत्र एक धर्म है (निबंध) – डॉ. सर्वपल्ली राधाकृष्णन</li> <li>3. नहीं रुकती है नदी – हीरालाल बाछोतिया</li> <li>4. पल्लवन</li> </ol>
Unit-IV	<p>हिन्दी भाषा</p> <ol style="list-style-type: none"> <li>1. अफसर (निबंध) – शरद जोशी</li> <li>2. हमारी सांस्कृतिक एकता (निबंध) – रामधारी सिंह दिनकर (एक भारत श्रेष्ठ भारत के अन्तर्गत)</li> <li>3. संक्षेपण (संकलित)</li> </ol>
Unit-V	<p>नैतिक मूल्य</p> <ol style="list-style-type: none"> <li>1. नैतिक मूल्य परिचय एवं वर्गीकरण (आलेख) – डॉ. शशि राय</li> <li>2. आचरण की साध्यता (निबंध) – सरदार पूर्णसिंह</li> <li>3. अंतर्ज्ञान और नैतिक जीवन (लेख) – डॉ. सर्वपल्ली राधाकृष्णन</li> <li>4. अप्प दीपो भव (लेख) – स्वामी श्रद्धानंद</li> </ol>

## Semester II

**Subject Code : BCC –201**

**Title of Subject : Financial Accounting – I I**

**Lecture: 4 hours / Week**

**End Semester : 60**

**Mid Semester : 20**

**Assignment/ Quiz : 20**

**/Presentations**

**Total : 100**

### **UNIT-I: BILLS OF EXCHANGE:**

Bills of Exchange - Definition- Distinction between Promissory note and Bills of exchange- Accounting treatment of Trade bills: Books of Drawer and Acceptor- Honour and Dishonour of Bills- Renewal of bills- Retiring of bills under rebate- Accommodation bills.(Including problems)

### **UNIT-II: CONSIGNMENT ACCOUNTS:**

Consignment – Meaning – Features– Proforma invoice - Account sales – Del credere commission- Accounting treatment in the books of the consignor and the consignee - Valuation of consignment stock –Treatment of Normal and abnormal Loss - Invoice of goods at a price higher than the cost price. (Including problems)

### **UNIT-III: JOINT VENTURE ACCOUNTS:**

Joint Venture – Meaning –Features-Difference between Joint Venture and Consignment- Accounting Procedure-Methods of Keeping Records for Joint Venture Accounts-Method of Recording in co-ventures books-Separate Set of Books Method- Joint Bank Account-Memorandum Joint Venture Account (Including problems)

#### **UNIT-IV: ACCOUNTS FROM INCOMPLETE RECORDS:**

Single Entry System – Meaning -Features–Difference between Single Entry and Double Entry systems -Defects in Single Entry System - Books and accounts maintained - Ascertainment of Profit - Statement of Affairs and Conversion method (Including problems)

#### **UNIT-V: ACCOUNTING FOR NON-PROFIT ORGANIZATIONS:**

Non- Profit Organization – Meaning – Features – Receipts and Payments Account – Income and Expenditure Account – Balance Sheet(Including problems)

#### **SUGGESTED READINGS:**

1. Accountancy-I: Haneef and Mukherjee, Tata McGraw Hill Co.
- 2.Principles and Practice of Accounting: R.L. Gupta & V.K. Gupta,Sultan Chand & Sons.
3. Accountancy–I: Tulasian, Tata McGraw Hill Co.
4. Accountancy–I: S.P. Jain & K.L Narang, Kalyani.
5. Advanced Accountancy-I: S.N.Maheshwari&V.L.Maheswari, Vikas.
6. Advanced Accountancy: M Shrinivas& K Sreelatha Reddy, Himalaya Publishers.
7. Financial Accounting: M.N Arora, Tax Mann Publications.



**Subject Code : BCC –202**

**Title of Subject : Managerial Economics**

**Lecture: 4 hours / Week**

**End Semester : 60**

**Mid Semester : 20**

**Assignment/ Quiz : 20**

**/Presentations**

**Total : 100**

**UNIT-I: NATURE AND SCOPE OF MANAGERIAL ECONOMICS:**

Characteristics of managerial economics – Nature and scope of managerial economics - Importance of managerial economics- Basic economic tools in managerial economics- managerial economist role and responsibility

**UNIT-II: DEMAND FORECASTING:**

Demand estimations for major consumer durables and non-durable products – Demand forecasting techniques: Statistical and Non-Statistical techniques.

**UNIT-III: MARKET ANALYSIS:**

Definition of market – Market structure (Perfect competition, Imperfect competition) – Price determination -Firms equilibrium in perfect competition, monopoly, monopolistic, oligopoly and duopoly

**UNIT-IV: MACRO-ECONOMICS FOR MANAGERS:**

National income – Concepts – Methods - Measurement of national income – GDP and GVA— Business cycles- nature –Phases – Causes—Inflation - Causes and control – Deflation and stagflation.

## **UNIT-V: FISCAL AND MONETARY POLICY**

Fiscal Policy- deficits-budgetary deficit-primary deficit-revenue deficit-fiscal deficit- Objectives of FRBM Act - Monetary Policy- Objectives – Repo Rate- Reverse Repo Rate- CRR- SLR- Finance Commission- role and objectives

### **SUGGESTED READINGS:**

1. Managerial Economics: Craig H Peterson and Jain, Pearson education
2. Managerial Economics: Gupta, Tata McGraw Hill
3. Managerial Economics: Maheshwari and Gupta, Sultan Chand & Sons
4. Managerial Economics: Dr. P.C. Thomas, Kalyani Publishers
5. Managerial Economics: H.L. Ahuja, S. Chand and Company
6. Managerial Economics: Mithani, Himalaya Publications
7. Managerial Economics: R.L. Varshney and K.L. M Maheshwari, Sultan Chand
8. Managerial Economics: P. Venkataiah and Surya Prakash, Vaagdevi Publishers
9. Managerial Economics: P.L. Mehta, Tata McGraw Hill
10. Managerial Economics: R.N. Chopra, Kalyani Publishers
11. Managerial Economics: D.N. Dwivedi, Vikas Publishers
12. Managerial Economics: Thomas, Maurice, Sarkar, Tata McGraw Hill
13. Managerial Economics: YogeshMaheshwari, PHI Learning Pvt. Limited
14. Managerial Economics: P.K. Mehta, Tax Mann Pulications.

**Subject Code : BCH – 203**

**Title of Subject : Foundation Course**

**Paper : Entrepreneurship Development**

**Lecture: 4 hours / Week**

**End Semester : 60**

**Mid Semester : 20**

**Assignment/ Quiz : 20**

**/Presentations**

**Total : 100**

**Unit-I:**

**Entrepreneurship:** Entrepreneur characteristics – Classification of Entrepreneurships – Incorporation of Business – Forms of Business organizations –Role of Entrepreneurship in economic development –Start-ups.

**Unit-II:**

**Idea Generation and Opportunity Assessment:** Ideas in Entrepreneurships – Sources of New Ideas – Techniques for generating ideas – Opportunity Recognition – Steps in tapping opportunities.

**Unit-III:**

**Project Formulation and Appraisal :** Preparation of Project Report –Content; Guidelines for Report preparation – Project Appraisal techniques –economic – Steps Analysis; Financial Analysis; Market Analysis; Technical Feasibility.

**Unit-IV:**

**Institutions Supporting Small Business Enterprises:** Central level Institutions: NABARD; SIDBI, NIC, KVIC; SIDIO; NSIC Ltd; etc. – state level Institutions –DICs- SFC- SSIDC- Other financial assistance.

**Unit-V:**

**Government Policy and Taxation Benefits:** Government Policy for SSIs- tax Incentives and Concessions –Non-tax Concessions –Rehabilitation and Investment Allowances.

**Reference Books:**

1. Arya Kumar, Entrepreneurship, Pearson, Delhi, 2012.
2. Poornima M.CH., Entrepreneurship Development –Small Business Enterprises, Pearson, Delhi,2009
3. Michael H. Morris, ET. al., Entrepreneurship and Innovation, Cen gage Learning, New Delhi, 2011
4. Kanishka Bedi, Management and Entrepreneurship, Oxford University Press, Delhi, 2009
5. Anil Kumar, S., ET.al., Entrepreneurship Development, New Age International Publishers, New Delhi, 2011
6. Khanka, SS, Entrepreneurship Development, S. Chand, New Delhi.

**Subject Code : BCH – 204**

**Title of Subject : Foundation Course**

**Paper : English Language - II**

**Lecture: 4 hours / Week**

**End Semester : 60**

**Mid Semester : 20**

**Assignment/ Quiz : 20**

**/Presentations**

**Total : 100**

**Unit 1:** Introduction to Communication Meaning and Definition - Process - Functions - Objectives - Importance - Essentials of good communication - Communication barriers - Overcoming communication barriers.

**Unit 2:** Types of Communication Written - Oral - Face-to-face - Silence - Merits and limitations of each type Business Letters Need and functions of business letters - Planning & layout of business letter - Kinds of business letters - Essentials of effective correspondence.

**Unit 3:** Drafting of business letters Enquiries and replies - Placing and fulfilling orders - Complaints and follow-up - Sales letters - Circular letters - Application for employment and resume - Report writing - Notices, Agenda and Minutes of the Meetings - Memos .

**Unit 4:** Oral Communication Meaning, nature and scope - Principles of effective oral communication - Techniques of effective speech - Media of oral communication (Face-to-face conversation - Teleconferences - Press Conference – Demonstration - Radio Recording - Dictaphone – Meetings - Rumor - Demonstration and Dramatisation - Public address system - Grapevine - Group Discussion - Oral report - Closed circuit TV). The art of listening - Principles of good listening

**Unit 5:** Application of Communication Skills Group Decision-Making - Conflict and Negotiations - Presentation and Interviews - Speeches - Customer Care/Customers Relations - Public Relations (Concept, Principles, Do's and Don'ts etc. to be studied for each type).

**Recommended Books:**

- 1) Business Communication - K. K. Sinha - Galgotia Publishing Company, New Delhi.
- 2) Media and Communication Management - C. S. Rayudu - Himalaya Publishing House, Bombay.
- 3) Essentials of Business Communication - Rajendra Pal and J. S. Korlhalli - Sultan Chand & Sons, New Delhi. 4) Business Communication (Principles, Methods and Techniques) Nirmal Singh - Deep & Deep Publications Pvt. Ltd., New Delhi.
- 5) Business Communication - Dr. S.V. Kadvekar, Prin. Dr. C. N. Rawal and Prof. Ravindra Kothavade - Diamond Publications, Pune.
- 6) Business Correspondence and Report Writing - R. C. Sharma, Krishna Mohan - Tata McGraw-Hill Publishing Company Limited, New Delhi.
- 7) Communicate to Win - Richard Denny - Kogan Page India Private Limited, New Delhi.
- 8) Modern Business Correspondence - L. Gartside - The English Language Book Society and Macdonald and Evans Ltd.
- 9) Business Communication - M. Balasubrahmanyam - Vani Educational Books.
- 10) Creating a Successful CV - Siman Howard - Dorling Kindersley.

**Subject Code : BCC –205**

**Title of Subject : Management Information System**

**Lecture: 4 hours / Week**

**End Semester : 60**

**Mid Semester : 20**

**Assignment/ Quiz : 20**

**/Presentations**

**Total : 100**

**UNIT-I: AN OVERVIEW OF MANAGEMENT INFORMATION SYSTEMS (MIS):**

Concept & Definition of MIS - MIS Vs. Data Processing - MIS & Decision Support Systems - MIS & Information Resources Management - End User Computing – MIS Structure - Managerial View of IS – Functions of Management - Management Role - Levels of Management.

**UNIT-II: FOUNDATION OF INFORMATION SYSTEMS:**

Introduction to Information System in Business - Fundamentals of Information Systems - Solving Business Problems with Information Systems - Types of Information Systems, Effectiveness and Efficiency Criteria in Information System - Frame Work For IS - Sequence of Development of IS.

**UNIT-III: CONCEPT OF PLANNING & CONTROL:**

Concept of Organizational Planning - Planning Process - Computational Support for Planning - Characteristics of Control Process - Nature of Control in an Organization.  
IS Planning – Determination of Information Requirements - Business Systems Planning - End Means Analysis - Organizing the Plan.

**UNIT-IV: BUSINESS APPLICATIONS OF INFORMATION TECHNOLOGY:**

Internet & Electronic Commerce – Intranet - Extranet & Enterprise Solutions - Information

System for Business Operations - Information System for Managerial Decision Support - Information System for Strategic Advantage.

**UNIT-V: ADVANCED CONCEPTS IN INFORMATION SYSTEMS:**

Enterprise Resource Planning - Supply Chain Management - Customer Relationship Management and Procurement Management - Systems Analysis and Design – System Development Life Cycle – Prototyping – Sad - Project Management - Cost Benefit Analysis - Detailed Design - Implementation.

**SUGGESTED READINGS:**

1. Management Information System: O Brian, TMH.
2. Management Information System: Gordon B.Davis & Margrethe H.Olson, TMH.
3. Information System for Modern Management: Murdick, PHI.
4. Management Information System: Jawadekar, TMH.