UNIVERSITY OF MUMBAI
No.UG / 169 of 2008

CIRCULAR :-

A reference is invited to the Ordinances, Regulations and syllabi relating to the Bachelor of Management Studies (B.M.S.) degree Course vide *Pamphlet* No. *309* and the Principals of the affiliated colleges in Commerce are hereby informed that the recommendation made by the Ad-hoc Board of Studies in Management Courses (UG & PG) at its meeting held on 12th February, 2008 has been accepted by the Academic Council at its meeting held on 27th February, 2008 vide item No. 4.27 and that, in accordance therewith, the scheme for the First, Second and Third year (Sem. I to VI) and the syllabus for the First Year (Sem – I and II) of the B.M.S. degree course is revised as per **Appendix** and that the same will be brought into force with effect from the academic year 2008 – 2009.

MUMBAI - 400032
22nd April,2008

for I/c. REGISTRAR

To,

The Principals of the affiliated Colleges in Commerce.

A.C./4.27/27.02.2008

No.UG/ 169 -A of 2008, MUMBAI-400 032 22nd April,2008

Copy forwarded with compliments for information to :-

1) The Dean, Faculty of Commerce,
3) The Chairman, Board of Studies in Bachelor of Management of Studies.
3) The Controller of Examinations.
4) The Co-Ordinator, University Computerization Centre,

for I/c. REGISTRAR

Copy to :-

The Director, Board of College and University Development, , the Deputy Registrar (Eligibility and Migration Section), the Director of Students Welfare, the Executive Secretary to the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar and the Assistant Registrar, Administrative sub-center, Ratnagiri for information.

The Controller of Examinations (10 copies), the Finance and Accounts Officer (2 copies), Record Section (5 copies), Publications Section (5 copies), the Deputy Registrar, Enrolment, Eligibility and Migration Section (3 copies), the Deputy Registrar, Statistical Unit (2 copies), the Deputy Registrar (Accounts Section), Vidyanagari (2 copies), the Deputy Registrar, Affiliation Section (2 copies), the Director, Institute of Distance Education, (10 copies) the Director University Computer Center (IDE Building), Vidyanagari, (2 copies) the Deputy Registrar (Special Cell), the Deputy Registrar,(PRO) . the Assistant Registrar, Academic Authorities Unit (2 copies)and the Assistant Registrar, Executive Authorities Unit (2 copies) . They are requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to in the above Circular and that, no separate Action Taken Report will be sent in this connection. the Assistant Registrar Constituent Colleges Unit (2 copies), BUCT(1 copy), the Deputy Account, Unit V(1 copy), the In-charge Director, Centralize Computing Facility (1 copy), the Receptionist (1 copy), the Telephone Operator (1 copy), the Secretary MUASA (1 copy), the Superintendent ...

Enclosure to Item No. 4.27
27/2/2008

UNIVERSITY OF MUMBAI

Revised Scheme for the First,

Second and Third Year(Sem.I to VI)

and

Revised syllabus for
the First Year (Sem.I & II)

of the
B.M.S. Degree Course

(With effect from the academic year 2008-2009)

Structure of Syllabus of BMS Course Sem I to VI

S.No	FY BMS SEM 1
1:1	Foundations of Human Skills
1:2	Introduction to Financial Accounts
1:3	Business Law
1.4	Business Statistics
1:5	Business Communication
1:6	Principles of Management
1:7	Introduction to Computers
	Theory : 60 marks + Internals : 40 marks = 100 marks
	*Total 700 marks (50-60 lectures per subject --- 4lectures per week ** For 1:7 Introduction to computers Additional Practical session —3periods per week for a batch of 20 students)*
	FY BMS Sem 2
2:1	Business Environment
2:2	Industrial Law
2:3	Computer Applications in Business
2:4	Managerial Economics – I
2:5	Business Mathematics
2:6	Introduction to Cost Accounting
2:7	Environmental Management
	Theory : 60 marks + Internals : 40 marks = 100 marks
	*Total 700 marks (50-60 lectures per subject --- 4lectures per week ** For 2:3 Computer applications in business : Additional Practical session —3periods per week for a batch of 20 students)*
	SY BMS SEM 3
3:1	Management Accounting
3:2	Managerial Economics - II
3:3	Marketing Management
3:4	Business Aspects in Banking & Insurance
3:5	Production Management & Materials Management
3:6	Strategic Management
	Theory : 60 marks + Internals : 40 marks = 100 marks
	Total 600 marks (50-60 lectures per subject --- 4lectures per week)

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SY BMS Sem.4

4:1	Productivity and Quality Management
4:2	Direct & Indirect Taxes
4:3	Export Import Procedure & Documentation
4:4	Cooperatives & Rural Markets
4:5	Research Methods in Business
4:6	Public Relations Management
	Theory : 60 marks + Internals : 40 marks = 100 marks
	Total 600 marks (50-60 lectures per subject --- 4lectures per week)
	TY BMS Sem 5
5:1	Human Resource Management
5:2	Indian Management - Thoughts and Practices
5:3	Financial Management
5:4	Operations Research
5:5	International Marketing
5:6	Elective I Special Studies in Marketing OR Special Studies in Finance OR E-Commerce
5:7	Project Work
	Theory : 60 marks + Internals : 40 marks = 100 marks
	Total 600 marks (50-60 lectures per subject --- 4lectures per week) *+ 100 marks project (grades to be allocated)*
	TY BMS SEM 6
6:1	Entrepreneurship & Management of Small and Medium Enterprises
6:2	Elements of Logistics & Supply Chain Management
6:3	Service Sector Management
6:4	Business Ethics & Corporate Social Responsibility
6:5	International Finance
6:6	Elective II Retail Management OR Investment Analysis and Portfolio Management OR Econometrics
	Theory : 60 marks Internals : 40 marks
	Theory : 60 marks + Internals : 40 marks = 100 marks *Total 600 marks (50-60 lectures per subject --- 4lectures per week)*

Syllabus for BMS Semester I

1.1 Foundation of Human Skills

Unit Number	Topics	Number of lectures
I	Understanding Human Nature • Basics of Human Nature i. Influence of Environment and Heredity ii. Concept of Attitude	12
II	Concept of Intelligence • Intelligent Quotient • Intelligence as Basis of Abilities	12
III	Effective Thinking • Thinking Skills • Thinking Styles • Concept of Six Thinking Hats	13
IV	Individual Interaction and skills: Basic Interaction Skills- personal and interpersonal intrapersonal skills. Concept , definition, meaning of skill-types of skills; conceptual, supervisory, technical, managerial and decision making skills. • Group Influence on Interaction Skills	13

Reference Books

Sr No	Title	Author	Publisher
1	Industrial Psychology	Gosh P.& K & Ghorpade M.B	Himalaya, Mumbai,1999
2	Organizational Behaviour	Newstrom J.Keith D	Tata McGraw Hill, New Delhi
3	Organizational Behaviour	P G Aquinas	Excel Books, Delhi
4	Applied Industrial/Organizational Psychology	Aamodt, M.G.	(4^{th} ed). Wadsworth / Thomson Learning
5	Organizational Behavior.	Hellriegel, D., & Slocum, J.W.	South Western/ , Thomson Learning
6	Organizational Behavior	Luthans, F.	(10^{th} ed.). McGraw Hill.
7	Understanding Organizational Behavior	Pareek, U.	Oxford University Press, New Delhi
8	Organizational Behavior: Concepts, Controversies and Applications	Robbins, S. P.	(11th Edition). Prentice Hall of India, New Delhi

2. Introduction to Financial Accounts

Unit Number	Topics	Number of Lectures
I)	A. Meaning and Scope of Accounting: Need, development and definition:Book-keeping and accounting:Persons interested in accounting:Disclosures:Branches of accounting:Objectives of accounting B. Accounting Transactions :Accounting cycle , journal, journal proper,Opening and closing entries,Relationship between journal & ledger:Rules regarding posting:Trial balance;Subsidiary books:Bank reconciliation statement C. Accounting Standards AS 1 : Disclosure of accounting policies: Meaning of accounting policies – Purpose - Different policies - Areas of policies - Disclosure of policies - Disclosure of change in policies -Simple illustrations AS 6 : Depreciation accounting: Meaning – Definitions – Importance - Factors - Useful life of a depreciable asset - Estimating useful life – Additions - Residual value – Methods - Disclosure of surplus - Change in method - Simple illustrations AS 9 : Revenue recognition: Meaning and scope - Transactions excluded - Sale of goods - Rendering of services - Effect of uncertainties – Disclosure - Simple illustrations AS 10 : Accounting for fixed assets : Meaning – Definitions – Importance - Cost of fixed assets - Self constructed fixed assets - Non-monetary consideration - Improvements, repairs, additions and extensions – Revaluation - Sale or retirement - Valuation of fixed assets in special cases - Special types of fixed assets Disclosure	20
II)	A. 1) Expenditure: Classification of Expenditure - Capital, Revenue and Deferred Revenue Expenditure : Distinction between capital expenditure and revenue expenses; Unusual expenses; Effect of error ;Criteria tests 2) Receipts : Capital receipt, Revenue receipt , Distinction between capital receipts and revenue receipts 3)Profit or Loss : Revenue profit or loss ,Capital profit or loss B. Depreciation Accounting : . Practical problem based on accounting treatment by provision for depreciation using SLM and RBM methods	15
III)	Trial Balance and Final Accounts of a Sole Proprietor Introduction to trial balance and final accounts of a sole proprietor. Rectification of errors. Preparation and Presentation of Final Accounts in Horizontal Form: Manufacturing Account: Trading Account: Profit and Loss Account: Balance Sheet	10
IV)	Accounting in Computerized Environment An overview of computerised environment. Features of computerised accounting system. Concept of grouping of accounts. Codification of accounts. Maintaining the hierarchy and ledgers. Accounting packages and consideration of them in selection.	15

ference Books

Sr No	Title	Author	Publisher
1	An Introduction to financial Accounting	Andrew Thomas	McGraw Hill
2	Financial Accounting – A Managerial emphasis	Ashok Banerjee	Excel Books
3	Financial Accounting	Weugamt.	Keiso, Kimmel
4	Accounting Theory – an Introduction	L.S.S. Porwal	Tata McGraw Hill
5	Elements of Accounts	T S Grewal	S.Chand & Co..
6	Business Accounting	Frank Woods	Pitman Publication
7	Advanced Accountancy	R. L. Gupta & M. Radhaswamy	S. Chand & Co. (P) Ltd.. New Delhi.
8	Accounting Standards	---	Institute of Chartered Accountants of India. New Delhi
9	Financial Accounting for Man: Texts & Cases	Dr. Dinesh D. Harsolikar	Multi-Tech. Publishing Co. Ltd.. Mumbai
10	Indian Accounting Standards and US Gaap	Ashish Bhattacharya	Tata Mc. Graw Hill & Co. Ltd.. Mumbai
11	Financial Accounting	Warren	Thomson learning
12	Company Accounting Standards	Shrinivasan Anand	Taxman
13	Financial Accounting	J. R. Monga, Girish Ahuja	Mayur Paper Back

3.Business Law

Objectives: The subject should be taught keeping in mind that the BMS students will be joining the industry, therefore the emphasis should be on uses on application of Business Law to various Organisations.

Unit Number	Topics	Number of lectures
I	**A) Law of Contract (The Indian Contract Act, 1872) : Section 1-30** Essential Elements of Contract - Agreement and Contract - Capacity to Contract - Free Consent – consideration - Lawful objects/consideration **B) Sales of Goods Act, 1930** Scope of the Act - Sale and Agreement to sell - Essentials of a valid sale Contract - Conditions and Warranties - Rights of an unpaid seller - Rules of Delivery - Auction sales – CIF & FOB contract **C) Indian Partnership (The Indian Partnership Act, 1932)** What is Partnership? - Partnership Formation - Types of Partnerships - Dissolution of Partnership - Rights , Duties and liabilities of partners	20
II	**Negotiable Instrument Act, 1881** Introduction of Negotiable Instruments - Characteristics of Negotiable Instruments - Different types of Negotiable Instruments - Parties to Negotiable Instruments - Negotiation, Endorsement and Presentment - Criminal Liability on Dud cheques	10
III	**Companies Act, 1956 (Section 1-100)** What is company? - Incorporation of Company - Memorandum of Association & Articles of association Prospectus - Meetings - Board of Directors	20
IV	**(A) Consumer Protection Act, 1986** Objects of consumer Protection - Introduction of consumer - Who is consumer?- Meaning of the words "Goods and Services" - Meaning of the words " Defects and Deficiencies of Goods and services" - Consumer disputes and complaints - Unfair Trade Practice - Consumer Protection Councils - Consumer Disputes - Redressal Agencies	10

Reference Books

Sr No	Title	Author	Publisher
	Bare Act relating to the various laws		
	Business Law	K.R.Bulchandani	Himalaya Publishing House
	Elements of Mercantile Law	Kapur N.D.	Sultan Chand
	Business Law	S S Gulshan	Excel Books, Delhi
	Business Law	P.K. Goel	Biztantra
	A Manual of Mercantile Law	M.C.Shukla	Chand & Co.
	Students Guide to Corporate Law	Datey V	Taxman, New Delhi
	Company Laws	Dr. Avtar Singh	Eastern Book Company
	Business legislation management	M.C. Kuchhal	Vikas Publication House, New Delhi, Noida – 110 014.

4 Business Statistics

Unit Number	Topics	Number of Lectures
I	Descriptive Statistics For Univariate Data Introduction to Statistics: Types of data. Data collection methods – Census and Sample Survey: Presentation of data: Tabular (Frequency distribution) and Graphical (Frequency Curve. Ogives. Histogram) Measures of Central Tendency: Arithmetic mean. median. mode. geometric mean-their properties and applications. Measures of Dispersion: Absolute measures Range. Quartile deviation. Standard deviation. Variance and Relative measures – coefficient of range. coefficient of quartile deviation. coefficient of variation.	15
II	Forecasting Techniques Correlation and Regression: Karl Pearson's coefficient of correlation (Properties and calculation): Spearman's Rank Correlation coefficient. regression equation – Statement and use. Time Series: Components. Additive and multiplicative models. Estimation of linear trend by (i) least squares method (ii) moving average method. Determination of seasonal trend using simple average method. Index Numbers: Meaning and uses. Simple and composite index number. Aggregative and average of price relatives simple and weighted index numbers. Construction of index number-fixed and chain base. Laspayre's Paasche's Kelly's and Fisher's index numbers. Construction of (i) consumer price index (ii) Cost of living index numbers. Deflating. Splicing. Shifting of Base Year. Conversion from fixed Base to Chain Base index numbers and vice-a-versa..	15
III	Probability and Probability Distribution: Probability: Sample space as a concept. different types of events. Definition of probability. Addition and Multiplication Laws of probability (Statements and use only) conditional probability . Bayes' Theorem (concept only) Random Variable. Expectation and Variance. Probability distributions-Binomial and Normal.	15
IV	Testing of Hypotheses: Sampling distribution : Sample mean and sample proportion.	15

Determination of sample size. Central Limit Theorem (Statement only) Hypothesis: Simple and composite, null and alternative. Two types of errors, level of significance(concepts only) Large sample test Tests based on Normal distribution (Tests for mean and difference in two means, proportion and difference in two proportions). Interval estimation, t-test (concept only)	

Reference Books

Sr No	Title	Author	Publisher
1	Statistics for Management	Richard Levin and David S. Rubin	Prentice Hall of India, New Delhi
2	Statistics for Business & Economics	David R Anderson, Dennis J Sweney	Thompson Publication (Seuta Eastern)
3	Fundamentals of Statistics	S.C. Gupta	Himalaya Publishing House.
4	Business Statistics	Bhardwaj	Excel Books, Delhi
5	Introduction to Probability theory and its Application	Feller W.	Wiley
6	Data Analysis for Managers	Roberts H	Scientific Press
7	Statistics For Management	Sharma	Himalaya Publishing House.
8	Theory and Problems of Statistics	M.R. Spiegel.	McGraw Hill Publishing Co.
9	Elementary Statistics	S.P. Gupta and Archana Gupta	Sultan Chand and Sons, New Delhi
10	Business Statistics	J. S. Chandan	Vikas Publishing House
11	Mathematics for Business and Social Sciences	Mizrahi and Sullivan	John Wiley and Sons
12	Mathematics for Business Studies	J.K. Thukral	Mayur Publications
13	Business Mathematics	S.K. Singh & J. K. Singh	Brijwasi Book distributors and publishers.
14	Theory & Problems of Business Statistics	Schaum's Outline Series	McGraw Hill Book Company
15	Mathematics & Statistics for management	K.B. Akhilesh and S. Balasubrahmanyam	Vikas Publication House Pvt. Ltd., New Delhi. Noida-110 014.

Business Communication

Unit Number	Topics	Number of Lectures
I	Fundamentals of Communication -Definition, Meaning -Types, process and importance	10
II	Effective Communication • Concept & Practice of Effective Communication • Barriers to Effective Communication • Methods to Improve Communication Skills	15
III	Written Communication Skills • Report Writing • Letter Writing • Preparation of Promotional Material *with special reference to banks, Insurance companies and Joint stock companies	15
IV	Oral Communication Skills • Understanding Audience • Use of Language • Use of Tone • Understanding Body Language	15

Reference Books

Sr No	Title	Author	Publisher
1	Effective Communication	Rai Urmila	Himalaya, Mumbai
2	Business Communication	Kaul	Prentice Hall India
3	Basic Business Communication	Lesikar	TMH
4	Business Communication & Personality Development	Das	Excel Books, Delhi
5	How to Listen Better?	Pramila Ahuja & G Ahuja	Sterling Publication
6	Contemporary Business Communication	Scot	Biztantra
7	Business Communication for Managers: An Advanced Approach	Penrose	Thomson learning
8	Business Correspondence	Whitehead G & H	A.H.Wheeler,Allahabad
9	Business Communication	R.K. Madhukar	Vikas Publishing House Pvt Ltd. New Delhi.

Principles of Management

Unit Number	Topics	Number of Lectures
I	Management- concept,nature,process and Significance . An overview of functional areas of management, managerial roles (Mintzberg) Evolution of Management Theory – Work of Fredrick .W. Taylor, Fayol's contribution , Behavioural Science approach, Contingency approach.	15
II	• Management Functions – Planning , Organising Staffing , Directing and controlling. • Planning : meaning-importance-elements- process - limitations • Decision Making- concept, importance and steps in decision making Preparation of Business Plan	15
III	Organising - Concept,nature and significance; Authority and responsibility relationships, centralization and decentralization, departmentation., organization structure- forms. Staffing - importance, sources of recruitment,selection process.	15
IV	• Directing meaning and steps in direction ; motivation concept; theories Maslow , Herzberg , Mc Gregor. Leadership- concept, styles and traits • Control :concept, process; Effective control system; control techniques. • Coordination- concept , Definition and importance.	15

Reference Books

Sr No	Title	Author	Publisher
1	Essentials of Management	Koontz H & W	McGraw Hill, New York
2	Principles of Management	Ramaswamy	Himalaya, Mumbai
3	Management Concept and Practice	Hannagain T	McMillan, Delhi
4	Basic Managerial Skills for All	McGrath, E.H.	Prentice Hall of India
5	Management- Text & Cases	VSP Rao	Excel Books, Delhi
6	Essentials of Management	Massie Joseph	Prentice Hall of India
7	Management: Principles & Guidelines	Thomas N. Duening & John Ivancevich	Biztantra
8	Management Concepts and OB	P.S.Rao & N.V.Shah .	Ajab Pustakalaya
9	Management Concepts and Strategies	J S Chandran	Vikas Publishing House
10	Principles Of Management	Tripathi P.C.	Tata McGraw Hill
11	Principles of Management : Theory and Practice	Sarangi S K	V M P Publishers & Distributors
12	Principles Of Management	Terry G R	AITBS

Unit Number	Topics	Number of Lectures
	Computer Hardware and Software **A) Hardware** 1. **Processors:** Definition. Diff. types. their clock speeds and differences. Intel. AMD. Cyrix. Motorola. Celeron. Pentium. Core Duo. Core 2 Duo. K6. Athlon. Centrino Technology. 2. **Memory:** Definition. Primary. Secondary. Measuring memory KB. MB. GB. TB. Types such as SIMM. DIMM. SDRAM. DDRAM. DDR-1. DDR2. Concept of Cache Memory. 3. **Bus Types:** Data bus. Address bus. Types ISA. PCI. AGP. USB. SCSI. IEEE 1394 (Firewire). 4. **Ports :** Serial. Parallel. USB. SCSI. MIDI. Advantage of USB ports. USB 1.0. USB 2.0. 5. **Secondary storage:** Magnetic Storage media. diskette. Hard Disk (Fixed. Removable). Cartridge. Tapes. Optical Storage Media. CDROM. DVDROM. CD-R. DVD-R. CD-RW. DVD-RW. BLU-RAY. How data is stored on Magnetic and Optical media. their capacities. speeds and cost. 6. **Solid state storage devices:** Flash Memory. Smart cards. Pendrives. RFID chips. 7. **Printers:** Dotmatrix. Inkjet Laser. Photo printers. plotters. Comparison on parameters such as. Quality. speed. initial costs. operational costs. 8. **Screens:** CRT. Flat Panel. LCD. Features such as size. resolution. Refresh rate. Dot pitch. Video Cards. TFT screens. 9. **Input Devices:** Mechanical Mouse. Optical Mouse. Wireless Keyboards. Mouse. Pens. Touch screens. Game controllers. Optical input devices Bar Code readers. Image Scanners. OCR. Audio input-Speech recognition. Video input-Webcam. Digital cameras. **B) Software** **1. System software** 1. Operating Systems. Definition. Functions. Types – Single user. Multi user. User Interface – GUI and Command Line interface. How OS manages hardware through interrupts. device drivers. Basic differences between DOS. Windows. UNIX. LINUX. MAC OS X. Diff between Windows 9X. WIN NT. XP Home. Prof. Server). Embedded OS – Windows CE. NET. Palm OS. PC OS. Symbian. 2. Supporting Utilities: Back up. Anti virus. Firewall. Spyware. Screen savers. **2. Application Software:** Acquiring Software Licenses (Diff Types Single user. Multiple user. Multiple users. Passport license. Campus Licence Pirated Software. Commercial SW – Stand Alone. Software	12

	Suites. Shareware. Freeware. Public Domain SW. Open Source. Word Processing SW. Spreadsheets. Presentation SW. Database Management SW. PIM (Personal Information Managers such as Outlook).	
II)	**Networks.** A) Basic and Infrastructure 1. Definition. Advantages Types (LANS. WANS) Hybrid Networks (CAN. MAN. HAN) 2. Intranets and Extranets 3. Networks Structures – Server Based. Client server. Peer to Peer. 4. Topologies – Star. Bus. Ring. 5. Network Media. Wired – Wired – Twisted pair. Co-axial. Fibre Optic. and Wireless – Radio and infrared. 6. Network Hardware: NIC's. Hubs. Bridges. Switches. Routers. 7. Cables – Ethernet. Fast Ethernet. Gigabit Ethernet 8. Network Protocols – TCP/IP. IPX/SPX. NETbios/NetBUI. B)Data Communications 1. Using Standard Telephone Lines. Modems. 2. Digital Data connection Broadband connections. DSL/ADSL/HDSL/ISDN/VDSL. 3. Cable Modem connections. Wireless networks – Wireless 802. 11.. Wireless Access Point. Wireless Adapter. C) Internet 1. Definition. Types of connections. Sharing internet connection. Hot Spots. 2. Services on net-WWW. Email-paid and Free. News. FTP. Chat IM. Online Services. Peer to Peer services. Blogs. Communities 3. IP addresses. Domain names. URLs. Hyper Text. HTML. Websites. Browsers – Internet Explorer. Mozilla. Tabbed browsing 4. Searching Directories. search engines. Boolean search (AND. OR. NOT). Advanced search. Meta Search engines. 5. Email-Configuring POP/SMTP accounts in Email clients such as outlook. Diff. parts of an Email address. Creating. receiving. forwarding. blocking organizing emails with rules. Receiving and sending emails with attachments by scanning attachments for viruses. Email etiquettes. SPAM. Understanding Smileys/Emoticons. 6. Cyber crime. Cyber Law. Hacking – Sniffing. Spoofing. Social engineering.	12

A) Word Processing

Introduction To Toolbars, Menus

File Menu : New, Open, Close, Save, Save As, Page, Setup, Print Preview, Print, Exit
Edit Menu : Undo, Repeat, Cut, Copy, Paste, Clear, Find, Replace, Go To
View Menu: Normal, Outline, Web Layout, Page Layout, Full Screen, Toolbars, Ruler, Header and Footer, Zoom.
Insert Menu: Break, page Number, Date & Time, Symbol, File, Picture, Onject
Format Menu: Font, Bullets and Numbering, Borders and Shading, Auto Format, Style & Formatting.
Tools Menu: Spelling and Grammar, Language, Speech, Letters and mailings.
Table Menu: Insert Delete (Table, Columns, Rows, Cells) Convert table to Text, Text to Table
Window Menu: New Window, Arrange All, Split.
Help Menu: Microsoft Word Help, What's this

B)Spreadsheet

File Menu : New, Open, Close, Save, Save as, Print Preview, Print, Exit
Edit Menu: Undo, Repeat, Cut, Copy, Paste, Clear, Delete, Move or copy sheet, find, Replace
View Menu: Normal, Page Break Review, Toolbars, Formula Bar, Status Bar, Hearder and Footer, Full Screen, Zoom.
Insert Menu: Cells, Rows, Columns, Worksheet, Chart, Symbol, Page Break, Function, Name, Comment, Picture, Diagram, Object, Hyperlink.
Format Menu: Cells, Row, Column, Sheet, Auto Format, Style.
ToolsMenu: Spelling, Error Checking, Speech, Customize, Options.
Data Menu: Sort, Filter
View Menu: Normal, Page Break Review, Toolbars, Formula Bar, Status bar, Header and Footer, Full Screen, Zoom.
Window Menu: New Window, Arrange, Hide, Split, Freeze Panes.
Help Menu: Microsoft Excel Help, What's this
Toolbars Menu : Standard, Formatting.

C) Presentation Software

1. Slide Master
2. Creating, interesting, deleting slides.
3. Using different views.
4. Adding, Editing and Formatting text.
5. Drawing arcs, Lines.
6. Rotating Objects.
7. Adding speaker notes.
8. Inserting image, sound, video.
9. Slide transitions.
10. Creating a complete package for presentation at another site.

D) Personal Information Manager

1. Creating contacts database appointments, to do lists, tasks using a PIM such as Outlook.

rence Books

S.No	Title	Author	Publisher
1	Introduction to Computers	Peter Norton	Sixth Edition McGraw Hill
2	Introduction to information Technology	V. Rajaraman	Prentice Hall India
3	Computers and Commonsense	Hunt.J.Shelley	Prentice Hall of India
4	Fundamentals of Information Technology	A and Leon M , Leon	Vikas 2002
5	A first Course in Computers	Saxena, Sanjay	Vikas Publishing 1998
6	Fundamentals of Information Technology	Bharioke ,Deepak	Excel book ,2000

Syllabus for BMS Semester II

Business Environment

Unit Number	Topics	Number of Lectures
I	Constituents of Business Environment: Political ideology - Economic Policy - Legal System - Level of Technology - Competition - Social & Cultural Factors	12
II	Evolution of Business Environment in India :Pre British Period - British Period - From Independence to Indira Gandhi Era - Rajiv Gandhi & Chandra Shekhar Period: Post 1990- Liberalisation & Globalisation of Indian Economy	13
III	International Business Environment & India Change in Political Systems - International Treaties & Impact on Indian Economy - Challenges for Indian Economy	12
IV	Indian Response to the Evolving Business Environment Government Policies since the year 2000 - Global Capital Flows, Banking & Capital Markets - Investment Opportunities for Indian Industry - Response of Indian Industrialists	13

erence Books

Sr No	Title	Author	Publisher
	Business Environment	Cherunilam F	Himalaya Mumbai
	Essentials in Business Environment	Aswathappa	Himalaya Mumbai
	Business Environment	Raj Aggarwal	Excel Books, Delhi
	Business Environment	Mathew M	RBSA, Jaipur
	Strategic Planning for Corporate	Ramaswamy V	McMillan, New Delhi
	Business Environment	Justin Paul	Tata Megraw - Hill

2 Industrial Law

Objectives : The subject should be taught keeping in mind that the BMS students will be joining the industry, therefore the emphasis should be on the practical aspect and uses of Industrial Law by the Organisation

Unit Number	Topics	Number of Lectures
I)	Laws related to Industrial Relation and Industrial Disputes i) Industrial Disputes Act, 1947 (Definitions , authorities award and settlement, strikes, lockouts, layoffs, retrenchment and closure) ii) The Trade Unions Act, 1926	20
II)	Laws related to Health, Safety and Welfare i) The factories Act, 1948 (Provisions related to approval, licensing, registration, inspecting staff, health safety and welfare)	10
III)	Social Legislations i) Employees' State insurance Act, 1948 (Committees councils and various benefits) ii) Employees' Provident fund and iii)Miscellaneous Provision Act, 1948 (schemes, administration and determination of dues)	10
IV)	Laws related to Compensation Management i) The Payment of Wages Act, 1948 (Objectives , Definitions, authorized deductions) ii) The Minimum wages Act, 1948 iii) The Payment of Gratuity Act, 1972	20

Reference Books

Sr No	Title	Author	Publisher
1	Industrial and Labour Laws	Dr.Sanjeev Kumar	Bharat Law H P Ltd
2	Commercial and Industrial Law	S K Dasgupta	Sterling Publishers Pvt L
3	Bare – Acts	----	Govt. Publications
4	Industrial Law	Mr.N.D.Kapoor	Sultan Chand
5	Industrial and Labour Laws	Dr.Sanjeev Kumar	Bharat Law House (P) Ltd.
6	Industrial Participation	Bell D	Pitman London
7	Employee's Provident Fund	Chopra D.S	Labor Law Agency
8	Industrial Law	Mr.P.L.Mallick	Mr.P.L.Mallick

2.3 Computer Applications in Business

Unit Number	Topics	Number of Lectures
I)	**Advanced Spreadsheets.** **A) Multiple spreadsheets** 1. Creating and Using templates 2. Creating and Linking Multiple Spreadsheets. 3. Add Headers/Footers to a Workbook. 4. Create Formulas that use references to cells in different worksheets. 5. Creating and using named ranges **B) Functions** 1. Financial functions: FV, PV, PMT, PPMT, IPMT, NPER, RATE, NPV, IRR 2. Database Functions VLOOKUP, HLOOKUP 3. Conditional Logic functions IF, COUNTIF, SUMIF **C) Data Analysis** 1. Using Scenarios, creating and managing a scenario. 2. Using Goal Seek. 3. Using Solver 4. Pivot Tables – Building Pivot Tables, Pivot Table regions, Rearranging Pivot Table. 5.Creating simple macros	15
(II)	**Web Designing Using HTML** 1. Evolution of HTML 2. Concept of Hyper Text, Tags 3. Structure of an HTML file 4. Basic Tags - <head>, <title>, <body>, <h1> to <h6>, <p>, <b> 5. Formatting text – Logical and Physical tags 6. Style Sheets 7. Creating Lists and Tables 8. Adding graphics with and without text, alignment. 9.Creating links – internal and External, mail links 10. Creating Frames 11.Creating Forms. 12. Understanding How softwares like Front Page, Dream Weaver Create HTML files. 13. Uploading HTML Pages using SW like Cute FTP, WS FTP	15
III)	**E-Commerce** 1.Definition Diff. between Ecommerce and E-business 2.E-commerce infrastructure, Packet switching, TCP/IP, IP addresses Domain Names, URL,5,HTTP, SMTP,POPMAP, SSL, TELNET, FINGER, TRACERT 3.Development of web Browsers Hypertext 4.Features of E-commerce (Advertising) 5.Types of E-commerce (B2C, B2B, C2C, P2P) 6.Business Models in E-Commerce (Revenue, Advertising Subscription,	15

	Transaction Fee, Seles Revenue, Affiliate Revenue) 7.Major B2c models (Portal, Etailer, Content Provider Transaction Broker, Market Creator, Service provider, Community provider. 8.E-commerce Security : Integrity, Non Repudiation, Authenticity, Confidentiality, privacy, Availability. 9.Encryption : Definition, Symmetric Key Encryption, DES (Data Encryption Standard, PKI (Public Key infrastructure) Signatures, Digital signatures., SSL. 10.Payment Systems: Digital Cash, Online stored value digital accumulating balance payment, Digital credit accounts, digital checking. 11.How an Online credit card transaction works SET protocol 12. Limitation of E-commerce	
V)	MIS 1.Introduction to MIS 2.Meaning Basic concepts. 3.BPS Introduction and Understanding the concept. 4.ERP What is ERP? What are its advantages?	5

...erence Books

Sr No	Title	Author	Publisher
1	Excel-Missing Manual	Mathew McDonald	O Reilly Press
2	Learning Web Design – A Beginners Guide HTML , Graphics and Beyond	Jennifer Niederst	O Reilly Press
3	E-Commerce	Kenneth C Laudon, Carol Traver	Pearson Education
4	E-Commerce	Awad	Prentice Hall India
5	HTML Back Book	Steven Holzner	Dream Tech Press
6	Managing with Information	Jerome Kanter	Prentice Hall India
7	MS Office 97 Advanced Technologies	Shelly Cashman Series	----
8	ERP – A Managerial Perspective	S – Sadagopan	Tata Megraw Hill

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Managerial Economics – I

Unit Number	Topics	Number of Lectures
I)	**Introduction** Meaning and Scope of managerial economics- relationship to economic theory-relationship with decision theory- role of managerial economics- objectives and constraints of the firm- introduction to risk, asymmetric information and game theory	15
II)	**Demand Analysis** Meaning of demand-Market demand function -Demand curve, factors affecting demand-Variation and increase/decrease in demand-Elasticity of demand- Graphical representation of price elasticity of demand Price- income and cross elasticity of demand- Estimation of demand-Numerical problems for measurement of elasticity	15
III)	**Production and Costs** Meaning of production- Types of production function – Importance of production function in managerial decision-making – Application of production function in productive sectors (service and manufacturing) –Economies of scale and scope. Importance of cost in managerial decision-making – Economic concepts of cost Functional form of short run and long run cost – Estimation and alternative methods of estimation of cost - LAC as a decision making tool – Impact of learning curve.	15
IV)	**Market Structures** Meaning of market structure, need for analyzing market structure, types of markets **A. Perfect competition & Monopoly** Features-Representative firm, and industry-Equilibrium in short and long run-Price and output determination using diagrams-Normal profits, losses and supernormal profits in short run-Long run and normal profit-Merits and limitations of perfect markets **B. Oligopoly and Monopolistic Competition** Oligopoly-definition and characteristics-Collusion and cartel-Non-price competition-Price stickiness and kinked demand Monopolistic competition-definition and characteristics-Equilibrium-Price and output determination	15

...ence Books

Sr No	Title	Author	Publisher
1	Managerial Economics	Dean Joel	Eastern Edition
2	Managerial Economics	Almanand	Excel Books, New Delhi
3	Managerial Economics	Hague. D.,	Longman, London
4	A study of Managerial Economics	Gopalakrishna	Himalaya Mumbai
5	Managerial Economics	Cauvery, R. et al:	S. Chand, New Delhi
6	Managerial Economics	Paul G Keat, K Y Young	Prentice Hall Publication
7	Managerial Economics: Analysis, Problems Cases	Lila J. Truett and Dale B Truett	*John Wiley & Sons*
8	The Economy Today	Bradley R Schiller	McGraw-Hill
9	Principles of Economics	Robert H Frank and Ben Bernanke (2007)	Tata McGraw-Hill, New Delhi.
10	Managerial Economics	Ahuja HL (2007):	S. Chand & Co. Delhi
11	The New Managerial Economics	William Boyce	Biztantra
12	Managerial Economics	Suma Damodaran	Oxford University Press
13	Manegerial Economics	D.N. Dwivedi	Vikas Publishing House Pvt Ltd. New Delhi.

(Suggested Readings: Samuelson pp 46-61, Mark Hirschey pp 179-206)

: Business Mathematics

[A]ll the concepts in the syllabus should be illustrated with examples from management, commerce and Economics.

Unit Number	Topics	Number of lectures
[Tot]al number of lectures assigned for each unit is 15).		
I)	**Elementary Financial Mathematics (15 Lectures)** A.P., G.P., and sums of their first n terms. Problems with business applications. Simple interest, compound interest, interest compounded more than once a year nominal, effective and continuous rates of interest. Immediate (ordinary) annuity, its present value and future value. Equated Monthly Installments (EMI) using reducing interest system, amortization of loans. Sinking Fund. Depreciation of assets. Functions: constant function, linear function, step function, xn, exponential and logarithmic functions. Business and Economics functions such as demand supply, total revenue, average revenue, total cost, average cost and profit function. Equilibrium point. Break even analysis. Notion of permutations and combinations. (Problems to be solved with calculator. Use a logarithm tables to be avoided.)	15
II)	**Matrices and Determinants (15 Lectures)** Matrices. Matrix Operations (addition of two matrices, scalar multiple of a matrix, matrix multiplication, transpose of a matrix) Determinant of a matrix of order 2 and 3, elementary properties of determinant, solving a system of linear equations (up to 3 variables) using Cramer's rule and application to business problems. Elementary row and column operations on matrices, inverse of a matrix (up to order 3). Application of matrices to Leontief's open input-output model. Linear inequality (upto 2 variables) and their Graphs.	15
III)	**Derivatives and their Applications (15 Lectures)** Derivatives as a measure of rate. Derivatives of functions – constant function, x^n, e^x, a^x, log x. Rules of derivatives – scalar multiplication, sum, difference, product and quotient. Second order derivatives. Application of derivatives – marginal cost, marginal revenue, elasticity of demand, maxima and minima for functions in Economics and Business.	15

IV)	**Functions of two variables and Integration** Functions of two variables with examples from Economics and Commerce such as Cobb-Douglas and other production functions, demand functions involving two commodities. First and second order partial derivatives, marginal functions and their simple applications in Economics. Maxima and minima of functions of two variables using second order partial derivative criterion. Constrained maxima and minima (one constraint only) using Lagrange's multiplier. Simple applications in Economics and Commerce : Marginal physical productivity of labour and capital, demand analysis of complementary and competitive commodities, partial elasticity, optimization of functions of two variables in Economics and Business. Integration as the reverse process of derivatives, standard formulae integration of constant function, x^n, e^x, a^x, log x. Rules for integrals -- sum, difference and scalar multiplications. Simple problems (Integration techniques such as finding total cost from marginal cost, total revenue from marginal revenue Definite integrations, simple problems (No properties), applications such producer's surplus, consumer's surplus, present value and future value of a continuously compounded annuity.	15

eference Books

Sr No	Title	Author	Publisher
1	Mathematics for Economics and Finance Chapters 1, 2: 2. 1-2.2, 4, 6:6. 1-6.3, 7: 7.1-7. 10, 15-22, 25	Martin Anthony, Norman Biggs	Cambridge low-price editions, 2000.
2	Business Mathematics Chapters 1.2: 2.1-2.4, 2.5: 2.5.1, 2.5.3, 2.6:2. 6.1, 2.6.3, 4.7:7.1, 7.4.1, 7.5, 7.6, 7.8, 8:8.1-8.4, 8.6, 8.8.9, 10:10. 1-10.4, 10.6.	D.C. Sancheti, V.K. Kapoor,	Sultan Chand & Sons Public 2006.
3	Mathematics for Business and Economics Chapters 5.6, 7:7.4, 7.5, 7.9, 9:9, 2.1-9.2.5, 9.4, 9.9, 10, 11, 12:12.1-12.3, 12.7, 13, 15.	J.D. Gupta, P.K. Gupta, Man Mohan	Tata McGraw-Hill Publishing Company Ltd.
4	Mathematical Basis of Life Assurance IC -- 81 Chapter 1:1.1 - 1.4, 1.6 - 1.11, Chapter 2:1.1 2.32	-----	Insurance Institute of India, 2
5	Mathematics of Finance 2nd Edition Schaum's Outline Series	peter Zima, Robert Brows	Tata McGraw - Hill Publishing Company Ltd.
6	Mathematics and Statistics for management	K.B. Akhilesh and S. Subrahmanyam	Vikas Publication House Pvt Ltd., New Delhi, Noida - 110 014.

Unit Number	Topics	Number of Lectures
I)	*Introduction & Importance of Cost Accounting:* Cost, costing, cost accounting : Cost ascertainment :Cost control:Cost classification : Reporting : Distinction between cost & financial accountancy : Advantages of cost accounting : Objectives of cost accounting	15
II)	A .Elements of Cost: material-labour- overheads *B .Bases of Cost Classification :* On the basis of :- Behavior / Variability : Element of cost including direct & indirect concept Functions C. *Determination of Total Cost* Cost structure Cost sheets Composition of selling price	15
III)	*Reconciliation between Cost and Financial Records* Meaning and Definition - Need for reconciliation - Causes of disagreement - Procedure and preparation of statement of reconciliation	10
IV)	*Elementary Principles and Techniques of Marginal Costing (Excluding Problems on Managerial Decisions)* *A.Elementary Principles of Marginal Costing:* Meaning - Features of marginal costing - Advantages of marginal costing - Limitations of marginal costing - Concept of profit *B. Techniques of Marginal Costing* Contribution - Profit / volume ratio - Break even point Margin of safety - Cost volume profit analysis	20

Reference Books

Sr No	Title	Author	Publisher
1	Management Accounting	I.M Pandey	Vikas Publishing
2	Cost Accounting	C.S. Rayudu	Tata Mc. Grow Hill & Co. Ltd., Mumbai
3	Cost Accounting Theory & Practice	M.N. Aurora	S. Chand & Co. (P) Ltd., New Delhi
4	Cost Accounting-A Managerial Emphasis	Horngren, Charles, Foster and Datar	Prentice Hall of India
5	Advanced Problems and Solutions in Cost Accounting	*Maheshwari S.N.*	S. Chand & Co. (P) Ltd., New Delhi
6	Cost Accounting	*Jain S.P., Narang K.L.*	Kalyani, New Delhi.
7	Cost Accounting and Financial Management	Ravi M. Kishore	Taxman's.
8	Principles of Cost Accounting	Vanderbeck	Thomson learning

Environmental Management

Unit Number	Topics	Number of Lectures
I	**Environment: Definition and Composition** – Lithosphere ,Hydrosphere , Atmosphere ,Biosphere. Biogeochemical cycles –Carbon , Nitrogen and Hydrological Cycle. Man and Nature relation and interaction with respect to Food, Clothing, Shelter and Occupation.: Concept of Ecology and Ecosystem.	15
II	**Resources and Wealth** -- Meaning ,Types of Resources, Exploitation of Resources , Use of Technology and its Impact on Natural Environment: Wealth—meaning , Distinction between wealth and resources , Optimum Conversion of Resources into wealth : Anthropogenic Waste- its effects, Man-made Industrial waste.	15
III	**Environmental Degradation** - Meaning , causes : Degradation of Urban Land, Forest and Agricultural Land due to natural causes and human interference: Global Warming.: Problems of non-degradable Waste- Electronic Devices, Plastic and Man-made fibres.: Environmental Assessment- Environmental Impact Assessment (EIA) , Environmental Auditing ,Environmental Legislation in India, Carbon Bank.	15
IV	**Environmental Management:** meaning, development and environmental linkages. Environmental concerns in India . The need for sustainable development. Actions for environmental protection: national and international initiatives ,emerging environment management strategies . Indian initiatives - Environmental Protection Movements and NGOs in India. Disaster Management-meaning ,need and Planning with reference to Flood, Storms, Tsunami, Cyclones and Earthquakes in India	15

Reference Books

Sr No	Title	Author	Publisher
1	Centre for Science and Environment The State of India's Environment Society 1984-85 Reprint		C.S.E. New Delhi
2	Environmental Priorities in India	Khoshoo	Environmental Society New Delhi
3	Environment Management	N. K. Uberoi	Excel Books, Delhi
4	The Hindu Survey of Environment	The Hindu	Chennai
5	Environmental Economics.	Karpagam M	Sterling, New Delhi

Assessment Pattern

A) Internal Assessment - 40 Marks

The allocation of 40 marks shall be as follows:

For non-practical subjects:

1. One best of two periodical class tests held in the given semester - **10 marks**
2. Two assignments/ Projects with class presentations to be assessed by the teacher concerned . **20 Marks**
   (Distribution of marks per assignment/project:- 5 marks for presentation and 5 marks for the written document).
3. Class Participation. **10 marks**

For Practical subjects: viz: 1.7, 2.3

1. Semester End Practical Examination- **20 marks**, out of which 5 **Marks** are for Journal, 5 **marks are for Viva and 10 marks for machine work.**
2. One assignment/ Project to be assessed by the teacher concerned. **10 Marks**
   (Distribution of marks per assignment/project:- 5 marks for presentation and 5 marks for the written document).
3. Class Participation **10 marks**

B) SEMESTER END EXAMINATION – 60 MARKS

a) Duration This examination shall be of 2 Hrs. duration.

b) Question paper pattern

Section I (Compulsory -30 marks)

Q1. Concept Testing - based on entire syllabus **15 marks**

Q2. Case study/problem/ Application **15 marks**

Section II (30 marks -Any 3 Qs out of 4 Qs)

4 questions carrying 10marks each should cover all the 4 units

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