



बिलासपुर विश्वविद्यालय, बिलासपुर (छत्तीसगढ़)

SYLLABUS B.COM PART-II

GROUPING OF SUBJECTS AND SCHEME OF EXAMINATION

Subject		Max.	Min.
1. Foundation Course			
I. Hindi Language		75	26
II. English Language		75	26
2. Three Compulsory Groups			
Group I			
I. Corporate Accounting	75	150	50
II. Principles of Bus. Management	75		
Group II			
I. Cost Accounting	75	150	50
II. Company Law	75		
Group III			
I. Business Statistics	75	150	50
II. Fundamental of Entrepreneurship	75		

नोट:- बी.काम. भाग 02 की परीक्षा प्रणाली में केवल विषय समूहों की पूर्णसंरचना सत्र 2015-16 से की गई है।

Note:- In the Scheme of Examination of B.Com Part II only restructuring of subject groups have been done from session 2015-16.



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आधार पाठ्यक्रम
प्रश्न पत्र—प्रथम
हिन्दी भाषा

पूर्णांक – 75

खण्ड—क

निम्नलिखित 5 लेखकों के एक-एक निबंध पाठ्यक्रम में सम्मिलित होंगे – अंक—30

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|------------------------|---|--------------------------|
| 1. महात्मा गांधी | — | सत्य और अहिंसा |
| 2. विनोबा भावे | — | ग्राम सेवा |
| 3. आचार्य नरेन्द्र देव | — | युवकों का समाज में स्थान |
| 4. वासुदेव शरण अग्रवाल | — | मातृ-भूमि |
| 5. भगवतशरण उपाध्याय | — | हिमालय की व्युत्पत्ति |
| 6. हरि ठाकुर | — | डॉ. खूबचंद बघेल |

खण्ड—ख

हिन्दी भाषा और उसके विविध रूप अंक—20

- कार्यालयीन भाषा
- मीडिया की भाषा
- वित्त एवं वाणिज्य की भाषा
- मशीनी भाषा

खण्ड—ख

अनुवाद व्यवहार : अंग्रेजी से हिन्दी में अनुवाद अंक—25

हिन्दी की व्यवहारिक कोटियाँ—

रचनागत प्रयोगगत उदाहरण, संज्ञा, सर्वनाम, विशेषण, क्रिया विशेषण, समास, संधि एवं संक्षिप्तियाँ, रचना एवं प्रयोगगत विवेचन।



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SYLLABUS
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FOUNDATION COURSE
PAPER-II
ENGLISH LANGUAGE

M.M. 75

The question paper for B.A./B.Sc./B.Com./B.H.Sc., English Language and cultural values shall comprise the following units :

UNIT-I	Short answer questions to be passed by (Five short answer questions of three marks each)	15 Marks
UNIT-II	(a) Reading comprehension of an unseen passage (b) Vocabulary	05 Marks
UNIT-III	Report-Writing	10 Marks
UNIT-IV	Expansion of an idea	10 Marks
UNIT-V	Grammar and Vocabulary based on the prescribed text book.	20+15 Marks

Note: Question on all the units shall asked from the prescribed text which will comprise specimens of popular creative/writing and the following it any

(a) Matter & technology

- (i) State of matter and its structure
- (ii) Technology (Electronics Communication, Space Science)

(b) Our Scientist & Institutions

- (i) Life & work of our eminent scientist Arya Bhatt, Kaurd Charak Shusruta, Nagariuna, J.C. Bose and C.V. Raman, S. Rmanujam, Homi J. Babha Birbal Sahani.
- (ii) Indian Scientific institutions (Ancient & Modern)



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**SYLLABUS
B.COM PART-II**

**GROUP - I
ACCOUNTING
PAPER - I
CORPORATE ACCOUNTING**

Max. M. 75

Min. M. 25

OBJECTIVE

This course enables the students to develop awareness about corporate accounting in Conformity with the provisions of companies Act.

COURSE INPUTS

UNIT-I

Issue, Forfeiture, and Re-issue of Shares: Redemption of preference shares; issue and redemption of debentures.

UNIT-II

Final Accounts; excluding computation of managerial remuneration, and disposal of profit, Liquidation of Company.

UNIT-III

Valuation of Goodwill and Shares.

UNIT-IV

Accounting for Amalgamation of Companies as per Indian Accounting Standard 14; Accounting for internal reconstruction - excluding intercompany holdings and reconstruction schemes.

UNIT-V

Consolidated Balance Sheet of holding companies with one subsidiary only. Final Account of Banking Companies.



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SYLLABUS
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GROUP - I
ACCOUNTING
PAPER - II
COST ACCOUNTING

Max. M. 75

OBJECTIVE

This course exposes the students to the basic concepts and the tools used in cost accounting.

COURSE INPUTS

UNIT-I

Introduction: Nature and scope of cost accounting; Cost concepts and classification; Methods and techniques; Installation of costing system; Concept of cost audit. Accounting for Material: Material Control; Concept and techniques; Pricing of material issues; Treatment of material losses.

UNIT-II

Accounting for Labour: Labour cost control procedure; Labour turnover; Idle time and overtime; Methods of wage payment - time and piece rates; incentive schemes. Accounting for overheads; Classification and departmentalization; Absorption of overheads; Determination of overhead rates; under and over absorption, and its treatment.

UNIT-III

Cost Ascertainment: Unit costing; Job, batch and contract costing.

UNIT-IV

Operating costing; Process Costing - excluding inter - process profits, and joint and by - products.

UNIT-V

Cost Records: Integral and non – integral system; Reconciliation of cost and financial accounts; Break Even Point.



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SYLLABUS
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CROUP - II
BUSINESS MANAGEMENT
PAPER - I
PRINCIPLES OF BUSINESS MANAGEMENT

Max. M. 75

OBJECTIVE

This Course familiarizes the students with the basics of principles of management.

COURSE INPUTS

UNIT-I

Introduction: Concept, nature, process, and significance of management; management roles (Mintzberg); An overview of functional areas of management; Development management thought; Classical and neo-classical systems; Concept approaches.

UNIT-II

Planning: Concept, process and types. Decision making - concept and Bounded rationality; Management by objectives; corporate planning; Environment analysis and diagnosis; Strategy formulation.

UNIT-III

Organizing: Concept, nature, process and significance; authority and resident relationships; Centralization and decentralization; Departmentation; Organization structure - forms and contingency factors.

UNIT-IV

Motivating and Leading People at work: Motivation - concept; Theories Herzberg, McGregor, and Ouchi; Financial and non- financial incentives.

Leadership-concept and leadership styles; Leadership theories (Tannenb Schmidt.); Likert's System Management;

Communication-nature, process, networks, and barriers, Effective Communication.

UNIT-V

Managerial Control: Concept and process: Effective control system; Technical control - traditional and modern.

Management of Change: Concept, nature, and process of planned, Resistance to change; emerging horizons of management in a environment.



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SYLLABUS
B.COM PART-II

GROUP - II
BUSINESS MANAGEMENT
PAPER - II
COMPANY LAW

Max.M. 75

OBJECTIVE

This objective of this course is to provide basic knowledge of the provisions Companies. Act. 1956 along with relevant case law.

COURSE INPUTS

(The Companies Act, excluding provisions relating to accounts and audit sections, agents and secretaries and treasurers Sections 324 - 388E, arbitration, compare arrangements and reconstructions - section 389-396.)

UNIT-I

Corporate personalities; Kinds of Companies, Nature & Scope, promotion on and incorporation of companies.

UNIT-II

Memorandum of Association; Articles of Association; Prospectus, Shares; share capital - transfer and transmission.

UNIT-III

Capital management - borrowing powers, mortgages and charges, debentures. Directors - Managing Director, whole time director, Appointment, Remuneration, and duties.

UNIT-IV

Company meetings - kinds, Notice, quorum, voting, proxy, resolutions, minutes.

UNIT-V

Majority powers and minority rights; Prevention of oppression and mismanagement. Winding up - kinds and conduct.



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SYLLABUS
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GROUP - III
APPLIED ECONOMICS
PAPER - I
BUSINESS STATISTICS

Max. M. 75

OBJECTIVE

It enables the students to gain understanding of statistical techniques as are applicable to business.

COURSE INPUTS

UNIT-I

Introduction: Statistics as a subject; Descriptive Statistics – compared to Inferential Statistics; Types of data; Summation operation; Rules of Sigma E operations, Analysis of University Data; Construction of a frequency distribution; Concept of central tendency.

UNIT-II

Dispersion-and their measures; Partition values; Moments; Skewness and measures; Kurtosis and measures.

UNIT-III

Analysis of Bivariate Data: Linear regression two variables and correlation.

UNIT-IV

Index Number; Meaning, types, and uses; Methods of Constructing price and quantity indices (simple and aggregate); Tests of adequacy; Chain-base index numbers; Base shifting, splicing and deflating; Problems in constructing index numbers; Consumer price index. Analysis of Time Series: Cause of Variation in time series data; Components of a time series; Decomposition- Additive and Multiplicative models: Determination of trend – Moving Averages Method and method of least squares (including linear, second degree, parabolic and exponential trend); Computation of seasonal indices by simple averages, ratio – to – moving average, and link relative methods.

UNIT-V

Forecasting and Methods: Forecasting – concept, types and importance; General approach to forecasting; Methods of forecasting; demand; industry Vs Company sales forecast; Factors affecting company sales. Theory of Probability: as a concept; The three approaches to defining probability; addition and multiplication laws of probability; conditional Probability; Bayes' Theorem; Expectation and Variance of a random variable.



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GROUP - III
APPLIED ECONOMICS
PAPER - II
FUNDAMENTALS OF ENTREPRENEURSHIP

Max. M.75

OBJECTIVE

It provides exposure to the students to the entrepreneurial culture and industrial growth so as to preparing them to set up and manage their own small units.

COURSE INPUTS

UNIT-I

Introduction: The entrepreneur; Definition; Emergence of entrepreneurial class; theories of entrepreneurship; Role of socio – economic environment; Characteristics.

UNIT-II

Promotion of a Venture; Opportunities analysis; External environmental analysis economic, social and technological; Competitive factors; Legal requirements for establishment of a new unit, and raising of funds; Venture capital sources and documentation required.

UNIT-III

Entrepreneurial Behaviour: Innovation and entrepreneur; Entrepreneurial behaviour and Psycho-Theories, Social responsibility.

UNIT-IV

Entrepreneurial Development Programs (EDP): EDP, their role, relevance, and achievements; Role of Government in organizing EDPs; Critical evaluation.

UNIT-V

Role of Entrepreneur: Role of an entrepreneur in economic growth as an innovator, generation of employment opportunities, complementing and supplementing economic growth, bringing about social stability and balanced regional development of industries; Role in export promotion and import substitution, forex earnings, and augmenting and meeting local demand.



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B.COM PART-II

COMPUTER APPLICATION

MARKS DISTRIBUTION

Theory Paper	Paper – I	Total Marks – 50
	Paper – II	Total Marks – 50
Every unit of theory paper will consists of 10 marks.		
Practical Paper		Total Marks – 50
Practical Marks Distribution:		
	Viva	- 10
	Internal	- 15
	Practical	- 25
		<hr/> Total Marks – 150 <hr/>

COMPUTER APPLICATION

PAPER-I

INTERNET APPLICATION & E-COMMERCE

UNIT-I

Introduction to HTML

Introduction to Internet & World Wide Web

Internet – Indian and the Internet, Profile of Indian Surfer, History of the Internet, Indian Internet History, Technological. Foundation of Internet, Application in Internet Environment, Movement of files/data between two computers, TCP/IP, IP Addresses, Domain Name System, Domain Name Services, Allocation of second level domains in India, Internet & India.

World Wide Web (WWW) – WWW consortium browsing and information retrieval, exploring the WWW, address: URL.

UNIT-II

Introduction to HTML & Designing Web Page

Concept to Website, Web standards, What is HTML, HTML documents/file, HTML Editor, Explanation of the structure of Homepage, Elements in HTML Document, HTML Elements, HTML Tags & Basic HTML Tags, viewing the source of web page & downloading the web page source, Extensible HTML, CSS, XML, XSL.

HTML Document Structure – Head Section

Illustration of Document Structure, Mark-up elements within the Head: BASE, ISINDEX, LINK, META, TITLE, SCRIPT.



UNIT-III

HTML Document Structure & HTML Forms

Body Section – Illustration, Body elements, Background, TEXT BODY Element, ADDRESS, BLOCKQUOTE, TABLE, COMMENTS, CHARACTER Emphasis modes, Logical styles, Physical Styles, FONT, BASEFONT and CENTER.

Image, Internal And External Linking Between Web Pages – IMG Elements, HEIGHT, WIDTH, ALT, ALLIGN, Illustration of IMG elements, Hypertext Anchors, NAME attribute in Anchor.

HTML Forms - Forms, Form tag, Form Structure, Input types, Drop down menu of select menu tags, image buttons.

UNIT-IV

Introduction to E-Commerce & Business strategy in Electronic Age

E-Commerce – Scope & definition of language, E-commerce & Trade cycle, E-markets, E-Data Interchange, Internet Commerce, E-commerce in Perspective.

Business Strategy – The value chain, competitive advantage, business strategy, Case-Study: e-commerce in Passenger Air Transport.

UNIT-V

B to B e-Commerce & B to C e-Commerce

Business to Business e-Commerce – Inter-organisational Transactions, Electronic markets, Electronic Data Interchange (EDI) – the nuts and bolts, EDI and business, inter organizational e-Commerce.

Business to Consumer e-Commerce – Consumer trade transaction.

The elements of e-commerce – elements, e-visibility, e-shop online payments, delivering the foods, after sales service, Internet e-commerce security a web site evaluation model.

E-Business – Introduction, Internet Bookshops, Software Supplies & support, e-newspapers, internet banking, virtual auctions, online share dealing, gambling on net, e-diversity.



COMPUTER APPLICATION
PAPER – II

RELATIONAL DATABASE MANAGEMENT SYSTEM

UNIT-I

DATABASE SYSTEM CONCEPT & ENTITY RELATIONSHIP MODEL:

Operational data, why database, data independence, an Architecture for a Data base system, DDL & DML, Data Dictionary, Data Structure and Corresponding Operators, Data Models, The Relational approach, The Network approach, DBMS storage structure and access method. Entity-Relationship model as a tool for conceptual design-entities Generalization; Specialization and aggregation. Converting and ER-model into relational.

UNIT-II

Relational Database Management System

Relational Model: Structure to Relational Database, Relational Algebra, The Domain Relational, Calculus, Extended Relational – Algebra Operation, Modification of database, Views,

Relational Database Design :- Pitfalls in Relational Database Design, Decomposition, Functional Dependencies, Normalization : 1NF, 2NF, BCNF, 3NF, 4NF, 5NF operations not involving cursors, Operations involving cursors, dynamic statements, security & integrity security specification in SQL.

UNIT-III

RELATIONAL DATABASE DESIGN:

Relational algebra, Traditional Set Operations, Attributes Names for Derived Relations, special relational operations, further normalization, functional dependence. First, Second and Third normal forms, BCNF Forms, relations with more than one candidate key, Good and bad decompositions, fourth normal form, fifth normal form, De-normalization.

UNIT-IV

Introduction to RDBMS Software – Oracle

(a) Introduction: Introduction to personnel and Enterprises Oracle, Data Types, Commercial Query Language, SQL, SQL PLUS.

(b) DDL and DML : Creating Table, Specify Integrity Constraint, Modifying Existing Table, Dropping Table, Inserting, Deleting and Updating Rows in as Table, Where Clause, Operators, ORDER BY, GROUP Function, SQL Function, JOIN, Set Operation, SQL Sub Queries. Views: What is Views, Create, Drop and Retrieving data from views?

UNIT-V

(a) Security: Management of Roles, Changing Password, Granting Roles & Privilege, with drawing privileges.

(b) PL/SQL : Block Structure in PL/SQL, Variable and constants, Running PL/SQL in the SQL*PLUS, Data base Access with PL/SQL, Exception Handling, Record Data type in PL/SIL, Triggers in PL/SQL.



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**COMPUTER APPLICATION
PAPER – III
PRACTICAL EXERCISES BASED ON PAPER I & II**

Practical to be done:

1. Creating simple Web-pages using html.
2. Designing business web-sites using HTML features (e.g. html forms)
[Each student should study the existing business web-sites and do at least 05 exercises to create business websites using various html features]
3. Should perform various queries using SQL.
[Each student should create EP diagrams for various business scenarios, and convert it into tables, using any RDBMS Software (i.e. Oracle/Access)]
4. Practical using various aspects of Oracle.
[At least 10 practical-exercises covering the contents of paper-II]