



MAHARISHI UNIVERSITY OF INFORMATION TECHNOLOGY

Evaluation Scheme

& Syllabus for

**Bachelor of Commerce (B.Com.)
First Year**

On

**Choice Based Credit System
(Effective from the Session: 2020-21)**

**MAHARISHI SCHOOL OF COMMERCE & MANAGEMENT
MAHARISHI UNIVERSITY OF INFORMATION TECHNOLOGY**

B.Com. First Semester

Sl No.	Course Category	Course Code	Course Title	L-T-P	CIA Marks	ESE Marks	Total	Credit
1	Core Courses	MUC 101	Business Organization & Management	6-0-0	30	70	100	6
2		MUC 102	Financial Accounting	6-0-0	30	70	100	6
3		MUC 103	Principles of Micro Economics	6-0-0	30	70	100	6
4	Skill Enhancement Courses	MUC 104	English Languages and Soft Skills	2-0-0	30	70	100	2
TOTAL					120	280	400	20
Qualifying Non-Credit Courses								
5	Self-Development courses/ Science for Consciousness (SOC)		SoC -1	2-0-2	70	30	100	4

TEACHING-LEARNING PLAN

Course Title: BUSINESS ORGANIZATION & MANAGEMENT

Course Code: MUC 101

L	T	P	C.U.
6	0	0	6

Pre-requisites, if any: Sound knowledge of Business Organization and Management as a subject is desirable.

Course Description:

The course is designed to discuss all aspects of any business organizations along with developing an understanding of their management. This course deals with the fundamentals of business organizations and management. The theories and principles of organization and management, as well as their application in business and industry are thoroughly discussed. The functions of management (Planning, Organizing, Staffing, Directing and Controlling) and the different forms of business ownership with their strengths and weaknesses form part of the course coverage.

Course Objectives:

This course is designed to provide a better understanding of the theoretical and practical knowledge of the business organization & management. Each student will enable themselves:

1. To deal with various management functions and business processes that create value for an organization.
2. To enable them to analyze and understand the environment of the organization.
3. To identify management policies, practices, and procedures that influence group and individual dynamics in organizations.
4. To use fundamental management concepts and principles as guides to analyse class environment case incidents.
5. To use various tools and techniques in the performance of the managerial job.

Course Outcomes (COs): After the completion of this course, students will be able to:-

CO1: Apply various theories and concepts related of business and management in real world.

CO2: To perform various roles, skills and functions in the organization.

CO3: To analyze effective application of management knowledge to diagnose and solve organizational problems and develop optimal managerial decisions.

CO4: To deal with the complexities associated with management of human resources in the organizations and integrate the learning in handling these complexities.

CO5: To handle with the underlying diversity within an organization.

Mapping COs with POs:

	PO 1	PO 2	PO 3	PO 4	PO5	PO6	PSO 1	PSO 2
CO 1	S	S			M		S	M
CO 2			S	M		M	M	M
CO 3	W		M			M	W	
CO 4		M		W				S
CO 5	W		W		M		M	M

Course Contents:

Unit - 1:

Definition, Nature and scope of business, Business and society, Social Responsibility of Business, Factors Determining the size of business unit. Forms of business organization

Organization process – Importance, principles, Various aspects of organization, organization structure, Departmentation, Line and Staff Relationships, Span of control, Delegation of authority, Decentralization and centralization, Power and its types.

Unit – 2:

Business System and contemporary Business Environment, Forms of business organization including LLP, entrepreneurial process- idea generation, feasibility study, Basic considerations in setting up a business enterprise. Emerging trends in business: outsourcing, service sector and E-commerce.

Unit – 3:

Definition, Nature, Scope and significance of Management. Management Roles (Mintzberg). Approaches of management, Contributions of F.W. Taylor, Henry Fayol and Chester Bernard to Management Science, Functions of a manager. Social responsibility of Managers. Values and Ethics in Management. Levels of management & Overview of functions of management.

Unit – 4:

Directing and controlling: Issues in managing Human factors. Motivation- nature, scope, significance, theories and definition. Communication Barriers, Building effective communication system technique, Coordination, Determinants of an effective Control System. Managerial Effectiveness.

Text Book (s):

1. Koontz, H. (2010). Essentials of management. Tata McGraw-Hill Education.
2. Weihrich, H., & Koontz, H. (2005). Management: A global perspective. Tata McGraw-Hill.
3. Gupta, C.B. (2010). Management Concepts and Practices, Sultan Chand and Sons, New Delhi.
4. V.S.P. Rao, (2016). Management Principles & Applications, Taxmann,s Publication .

References:

1. Sjostrom, W. K. (2015). Business Organizations: A Transactional Approach [Connected Casebook] (Aspen Casebook) (Aspen Casebook Series) (2nd ed.). Wolters Kluwer.
2. Ramseyer, M. J. (2017). Business Organizations (Aspen Treatise) (2nd ed.). Wolters Kluwer.
3. Picot, A., Reichwald, R., & Wigand, R. T. (2008). Information, organization and management. Springer Publishing Company, Incorporated.
4. Quinn, R. E., & Cameron, K. S. (1988). Paradox and transformation: Toward a theory of change in organization and management. Ballinger Publishing Co/Harper & Row Publishers.

Assessment Scheme:

- Continuous Internal Evaluation (CIA) consisting of:
- Class Attendance (C): 5%
 - Home Assignment (H): 5%
 - Sessional Examination (T): 20%
 - End Semester Examination (ESE): 70%

Mapping Assessment Components to COs:

	CO 1	CO 2	CO 3	CO 4	CO5
C	S	M	S	M	S
H	S		M		W
Sessional Exam (T)		S	M	W	

ESE	S	M		S	M
-----	---	---	--	---	---

Note:

CIA can have more components depending on the nature of course.
The guidelines for all assessment components are as per MUIT Guidelines & Rules (2.3-curriculum development)

TEACHING-LEARNING PLAN

Course Title: FINANCIAL ACCOUNTING

L	T	P	C.U.
3	0	0	3

Course Code: MUC 102

Pre-requisites, if any: Sound knowledge of basic accounting & numerical aptitude is desirable.

Course Description:

This course is designed to develop the understanding that how students will acquire conceptual knowledge of financial accounting and to impart skills for recording various kinds of business transactions. The course focuses on detailed understanding of accounting information system, accounting concepts, accounting principles, accounting cycle, recording of transactions, and financial statement concepts.

This subject content deals with the basic concepts which are required to gain better knowledge accounting as well as also considers preparation of all accounts being prepared from Recording to Analyzing.

Course Objectives:

This course is designed to provide a better understanding and making each student able themselves:

1. To combine practice and theoretical knowledge of financial accounting.
2. To introduce problems of financial accounting such as measuring and reporting issues.
3. To develop ability in students for preparing the financial statements.
4. To gain the ability of using accounting information as a tool in applying solutions for managerial problems, evaluating the financial performance, and interpreting the financial structure.
5. To make students able for preparing accounting information for planning and control and for the evaluation of products, projects and divisions.

Course Outcomes (COs): After the completion of this course, students will be able to: -

CO1: Preparing accounts & financial statements in accordance with appropriate standards.

CO2: Preparing accounting information for planning and control and for the evaluation of finance.

CO3: Equip with the knowledge of accounting process and preparation of final accounts.

CO4: Ability to identify and analyze financial accounting problems and opportunities in real life situations.

CO5: Develop decision making skills to the students in the financial analysis context.

Mapping COs with POs:

	PO 1	PO 2	PO 3	PO 4	PO5	PO6	PSO 1	PSO 2
CO 1	S		M	M		W	S	M
CO 2	M		S					M

CO 3		S		M		M	S
CO 4					S	M	
CO 5	S	W		M		M	

Course Contents:

Unit – 1:

Financial Accounting: Nature and scope, limitations of financial accounting. Basic concepts and conventions: Accounting Standards- meanings & significance of generally accepted accounting principles (GAAP), Accounting process: From recording of transactions to preparation of final accounts. Final Accounts of Not for profit organization: From receipts and payments account with additional information and vice-versa preparation of balance sheets(opening and closing) from receipts & payments and income & expenditure account and additional information.

Unit – 2:

Depreciation Accounting: Meaning of depreciation, causes, objects of providing depreciation, factors affecting depreciation, accounting treatment including provision for depreciation accounting. Methods of depreciation: straight line methods, diminishing balance method, change of method as per revised AS-6. Accounting for hire purchase transactions, journal entries and ledger accounts in the books of hire vendors and hire purchaser for large value items including default and repossession.

Unit – 3:

Dissolution of partnership firms: Legal Position, Accounting for simple dissolution, Applications of rule in case of Garners V/S Murray in case of insolvency of partners (excluding piecemeal distribution and sale of a firm to a company). Insurance claims: Meaning & types of insurance, Methods of Valuation.

Unit – 4:

Company Accounts - Liquidation of companies – meaning, modes of liquidation, preferential creditors, methods of winding of a company, voluntarily liquidation. Royalty: Meaning, Types of Business on which Royalty need to be paid, Valuation in connection with Mines & Copyright Royalty and with different business.

Text Book (s):

1. Libby, R., Libby, P., & Hodge, F. (2019). Financial Accounting (10th ed.). McGraw-Hill Education.
2. Spiceland, D., Thomas, W., & Herrmann, D. (2015). Financial Accounting (4th ed.). McGraw-Hill Education.
3. Jain S. P. and Narang K. L. (2014), Advanced Accountancy Vol. I & II, Kalyani Publishers.
4. Shukla, S.M. & Gupta, K.L., (2019), Financial Accounting, Sahitya Bhawan Publication

References:

1. Horngren, C. T., Sundem, G. L., Elliott, J. A., & Philbrick, D. R. (2002). Introduction to financial accounting (Vol. 8). Prentice Hall.
2. Walton, P., & Aerts, W. (2006). Global financial accounting and reporting: principles and analysis. Cengage Learning EMEA.
3. Nikolai, L. A., Bazley, J. D., & Jones, J. P. (2009). Intermediate Accounting (Book Only). Cengage Learning.

Assessment Scheme:

Continuous Internal Evaluation (CIA) consisting of:

- Class Attendance (C): 5%
- Home Assignment (H): 5%
- Sessional Examination (T): 20%
- End Semester Examination (ESE): 70%

Mapping Assessment Components to COs:

	CO 1	CO 2	CO 3	CO 4	CO5
C	S	S	M	M	S
H	M		M		W
Sessional Exam (T)		M	S	W	
ESE	M	S		W	M

Note:

CIA can have more components depending on the nature of course.

- The guidelines for all assessment components are as per MUIT Guidelines & Rules (2.3-curriculum development)

TEACHING-LEARNING PLAN

Course Title: PRINCIPLES OF MICRO ECONOMICS

Course Code: MUC 103

Pre-requisites, NA.

L	T	P	C.U.
6	0	0	6

Course Description:

Principles of Microeconomics is an introductory undergraduate course that teaches the fundamentals of microeconomics. This course introduces microeconomic concepts and analysis, supply and demand analysis, theories of the firm and individual behavior, competition and monopoly. It introduces a framework for learning about consumer behavior and analyzing consumer decisions. We then turn our attention to firms and their decisions about optimal production, and the impact of different market structures on firms' behavior. The final section of the course introduces some of the more advanced topics that can be analyzed using microeconomic theory.

Course Objectives:

- To learn to deal with various microeconomic theories in real competitive market environment.
- To Identify the conditions that give rise to the economic problem of scarcity.
- To be equipped with the tools necessary in analysis of consumer behavior in economic condition as well as in forecasting product demand.
- To distinguish between a Perfectly Competitive, Monopolistically Competitive, Oligopolistic and Monopolistic market.
- To identify the factors that would change a firm's demand for a resources.

Course Outcomes (COs): After the completion of this course, students will be able to: -

- CO1. Apply various economic theories practically in their business decisions.
 CO2. Implement understanding of the basic forces of supply and demand that determine equilibrium in a market economy.
 CO3. Deal with various microeconomic theory in a local, regional, national and international scenario
 CO4. Explain the relationship between a firm's price elasticity of demand and total revenue
 CO5: Describe the behavioral economics approach to understanding decision making

Mapping COs with POs:

	PO 1	PO 2	PO 3	PO 4	PO5	PO6	PSO 1	PSO 2
CO 1	M	M					W	S
CO 2					S	W	W	W
CO 3	S	M	S	W			M	M
CO 4			W				S	M
CO 5		S		M	W		M	S

Course Contents:

Unit – 1:

The meaning and definition of Economics: Adam Smith and Marshall, Methods of study of Economics: Inductive vs Deductive methods. Micro vs Macro Economics, Concept of Equilibrium-Stable, Unstable and Neutral Equilibrium. Theory of consumption- Cardinal Vs Ordinal approach, Utility analysis- Total Marginal and Average utility.

Unit – 2:

Consumer behavior: Indifference curve analysis, Budget line, Consumer's equilibrium. Price, Income and Substitution effects, PCCs and ICCs, Consumer's Surplus. Concept of Demand and Supply, Demand curve- Individual and Market demand curve, Law of demand. Elasticity of demand- Price, Income and cross elasticity.

Unit – 3:

Production: fixed and variable inputs, Production function, Total, Average and Marginal product. Law of variable Proportions, Returns to scale. Economies and Diseconomies of scale. Different concept of cost of Production and Revenues. Market: Perfect and Imperfect competition- Features, Price and Output decision. Equilibrium of firms and industry in the short and long runs.

Unit – 4:

Theory of wages: Marginal productivity theory and Modern theory of wages. Backward bending supply curve of labour. Theory of Interest: Loanable funds theory and Liquidity Preference theory of interest. Theory of Profit: Risk Bearing theory and Uncertainty bearing theory of profit.

Text Book (s):

1. Snyder, C. and W. Nicholson (2010), Fundamentals of Microeconomics, 10th Edition, Cengage Learning-New Delhi.
2. Koutsoyiannis, A. (1979). Modern Microeconomics (2nd edition). Macmillan Press.

References:

1. Jehle, G. A. And P. J. Reny (2011), Advanced Microeconomic Theory, 3rd Edition, Pearson-New Delhi.
2. Henderson, J.M., and Quandt, R.E.(2003). Microeconomic Theory: A Mathematical Approach. 3rd Edition, Tata McGraw Hill, New Delhi
3. Pindyck, R.S. D.L. Rubinfeld, P.L Mehta (2009). Microeconomics, 7th Edition, Pearson, New Delhi.

Assessment Scheme:

Continuous Internal Evaluation (CIA) consisting of:

- Class Attendance (C): 5%
- Home Assignment (H): 5%
- Sessional Examination (T): 20%
- End Semester Examination (ESE): 70%

Mapping Assessment Components to COs:

	CO 1	CO 2	CO 3	CO 4	CO5
C	S	M	S	W	
H	S		S		W
Sessional Exam (T)		M	S	W	
ESE	M	S		W	M

Note:

CIA can have more components depending on the nature of course.

- The guidelines for all assessment components are as per MUIT Guidelines & Rules (2.3-curriculum development)



TEACHING-LEARNING PLAN

Course Title: ENGLISH LANGUAGE & SOFT SKILLS

Course Code: MUC 104

L	T	P	C.U.
2	0	0	2

Pre-requisites, if any: Sound knowledge of basic English written and communicative skills.

Course Description:

This course is designed to focus on literature, writing, grammar or pronunciation. It will cover developing the understanding that how students will acquire conceptual knowledge of English written and spoken. The course contents aim at organizing and stylizing, writing practice and improvement, pronunciation for spoken language, grammar and vocabulary skills, reading comprehension. Overall this course focuses on fundamental grammar, common vocabulary, introduction to reading skills in English, and conversation practice.

Course Objectives:

This course is designed to provide a better understanding and making each student able themselves:

1. To understand the grammatical mistakes in writings of English languages.
2. To apply subject knowledge in their day to day business activities.
3. To develop reading fluency skills by identifying the topic and main idea of paragraphs, scanning for specific information, and summarizing authentic reading passages.
4. To narrate simple experiences and series of events to convey its essence and intention.
5. To make them able to write paragraphs, letters (personal and official), simple, narrative pieces, reports, notices, messages, diary entries etc.

Course Outcomes (COs): After the completion of this course, students will be able to: -

- CO1: Demonstrate the ability to use selected high-frequency words and idioms to improve oral & written language by expressing ideas and feelings, using simple and compound sentences with proper grammar, fluency, and pronunciation.
- CO2: Make inferences, determine cause and effect, find clues to meaning, recognize patterns of organization, and match main ideas and supporting details of passages and comprehension.
- CO3: Develop individual perspectives that demonstrate critical thinking skills, logical organization, and command of standard grammar.
- CO4: Effectively express and exchange ideas through various modes of communication and putting ideas in proper sequence.
- CO5: Exhibit capability to understand, comprehend, suggest and act effectively in context of business and society.

Mapping COs with POs:

	PO 1	PO 2	PO 3	PO 4	PO5	PO6	PSO 1	PSO 2
CO 1	S		M	M		W	S	M
CO 2	M		S					M
CO 3		S		M			M	S
CO 4					S	M		
CO 5	S	W		M			M	

Course Contents:

Unit I

Grammar and Usage: Parts of speech -Nouns, Pronouns, Adjectives, Articles, Verbs, Adverbs, Preposition, Conjunction, Interjection, Identifying parts of speech

Unit II

Structures: Verb patterns, Question tags, Subject – Verb agreement (concord), Pair of words (Words commonly confused and misused), Tenses

Unit III

Correction of incorrect sentences, one-word substitution, Words often misspelled (200 words) Forms of verbs (100 words), Translation, Glossary of Administrative Terms (English and Hindi)

Unit IV

Translation from Hindi into English, Paragraph of 100-150 words from outlines Comprehension, Unseen passages of literature, scientific data/graph based for comprehension exercises.

Text Book (s):

1. Azar, B. S. (1996). Basic english grammar. Prentice Hall Regents.
2. Quirk, R. (2010). A comprehensive grammar of the English language. Pearson Education India.
3. Greenbaum, S. (1990). A student's grammar of the English language. Pearson Education India.

References:

1. Jacobs, R. A. (1995). English syntax: A grammar for English language professionals (p. 272). New York: Oxford University Press.
2. Delahunty, G. P., & Garvey, J. J. (2010). The English language: From sound to sense. WAC Clearinghouse.

Assessment Scheme:

Continuous Internal Evaluation (CIA) consisting of:

- Class Attendance (C): 5%
- Home Assignment (H): 5%
- Sessional Examination (T): 20%
- End Semester Examination (ESE): 70%

Mapping Assessment Components to COs:

	CO 1	CO 2	CO 3	CO 4	CO5
C	S	M	S	W	
Sessional Exam (T)	S		S		W
H		M	S	W	
ESE	M	S		W	M

Note:

CIA can have more components depending on the nature of course.

- The guidelines for all assessment components are as per MUIT Guidelines & Rules (2.3-curriculum development)

