

GUJARAT UNIVERSITY

SYLLABUS OF FIRST YEAR BACHELOR OF COMMERCE (F.Y.B.COM)

Printed in December 2002

1996 to 2003
F.Y F.Y

F. Y. B. Com.

Business Organisation & Management : I (New Syllabus effective June : 1996)

- 1. Planning & Decision Making** **25%**
- What is Planning?
 - Steps in Planning
 - Nature of Planning
 - Type of Plan viz. Mission (Purpose)
 - Objectives (goals) Strategies, policies, procedures, Rules Programmes, Budget, Criteria for evaluating the effectiveness of a plan
 - Barriers to effective planning
 - Planning premises.
Strategic plans, standing plans, Single-use plans Operational and strategic plans – their respective characteristics, uses and limitations
 - Decision making- steps in decision making
 - Decision tree as a tool for decision making
 - Management by objective (M.B.C.) Basic features, Steps, merits and limitations.
- 2. Organizing** **25%**
- What is organizing?
 - Steps in organizing
 - Importance of organizing
 - Principles of organizing
 - Departmentation- Bases for Departmentation
 - Concept of Authority, Power, Responsibility
 - Delegation of Authority – Elements in delegation
 - Principles of delegation
 - Merits and difficulties in delegation
 - Centralization and Decentralization – Factors, Benefits & Drawbacks.
 - Lines, Staff functional organizations, their respective merits and limitations
 - Matrix organization
 - Role of committees in Organization
 - Role of Informal organizations

3. Directing & Leading

25%

- What is directing?
- Principles of directing
- Importance of directing
- Motivation – Nature & Importance
- Theories of motivation given by Maslow & Herzberg
- Leadership – Definition and Nature
- Leader and Manager
- Leadership styles
- Lickert's System – four
- Leadership continuum
- Theory X & Theory Y
- Communication – definition, Characteristics
- Process of Communication
- Communication Network
- Barriers to effective communication
- Improving communication

4. Controlling

25%

- What is controlling? Brief idea of scope of control
- Type of controls
- Characteristics of Effective Control system
- Steps in the process of controlling
- Control Techniques- Ratio Analysis, Break (Theory only) even, Analysis, Budgeting control, ZBB, PERT, CPM.

Note : Out of five, one question may carry all the topics listed above

Reference Books:

1. Essentials of Management by Koontz & Weirich Tata-McGraw
2. Management by Robbins Prentice Hall
3. Management by Bovil & others McGraw Hill

F. Y. B. Com.

Accountancy (Compulsory) **(New Courses effective from 15-06-1996)**

1. Accounting Concepts : (i) Going concern concept (ii) Cost Concept (iii) Stable Money Value Concept (iv) Matching Concept (v) Accrual Concept (vi) Consistency Concept. (Evaluation of the Students only on the objective type of questions).
2. Preparing subsidiary books from given vouchers, posting to ledger accounts from subsidiary books and preparation of trial balance therefrom. (In case of newly started business only)
3. Structure of a balance sheet (including balance sheet format of a Company) (i) Meaning and purpose (objectives) of its preparation (ii) Types of Assets and Liabilities (classification grouping) (iii) Arrangement of Assets and Liabilities in the balance sheet (iv) Computation of the following items from the given balance sheet :
 - ◆ Owners' funds
 - ◆ Long term Liabilities
 - ◆ Total investment
 - ◆ Capital employed as per books of accounts
 - ◆ Gross and Net working Capital
4. Reading of ledger accounts (only real and personal accounts)
5. Consignment Accounts : Joint Venture Accounts
6. Branch Accounts (excluding foreign branch accounts)
7. Cost Accounting : (1) Method of Costing (in theory only) (2) Unit costing Method (including preparation of an estimated cost statement).
8. Fire Claims (excluding treatment of increased cost of working in case of a consequential loss policy).

Notes :

1. Use of work book, prepared by the University, is compulsory in the class-room, for topics (2) to (4). University should get a workbook, prepared with the help of teachers in the subject.
2. One objective type of question carrying 20% marks, covering the entire syllabus shall be asked as compulsory question. The answer must be supported with an explanation/computation wherever required.

The remaining 80% marks are to cover the topics in the syllabus as follows:

Topics : 2, 3, 4 & 8 40% marks

Topics : 1, 5, 6, & 7 40% marks

3. Under any scheme of paper-setting, the allocation of marks as mentioned in (2) above shall be maintained.

**F. Y. B. Com.
(New Course)**

**Advanced Accounting & Auditing Paper : 1
(Effective from 15-06-1996)**

(A) Partnership Accounts :

1. Admission, Retirement or Death of a Partner
2. Dissolution of a partnership firm (including decision in Garner Vs. Murray; and Piece meal distribution excluding application of decision in Garner Vs. Murray).
3. Conversion of a partnership firm into a limited Company (in the books of the partnership firm only)

(B)

1. Hire purchase accounting (excluding preparation of Hire purchase trading account).
2. Lease accounting (a brief idea only)
3. Accounts from incomplete records (Single Entry System of accounting). Problems pertaining to both methods are expected. However, problems pertaining to second method i.e. Conversion Method, should be of a simple level).
4. Investment Accounts.

Notes :

“The paper to be set the university examination should cover questions testing conceptual knowledge through objective and short questions. (at least one question from each section) and should also cover atleast two full length questions from each sections.”

F. Y. B. Com.

Economics

1. **Law of demand on the basis of utility analysis – Law of diminishing utility – Consumer's surplus Limitation of Utility analysis.**
2. **Indifference curve analysis – concept & characteristics Budget line changes in the price of a commodity and its impact on demand.**
3. **Concept and usefulness of price elasticity and income elasticity of demand – factors influencing price elasticity of demand.**
4. **Concepts of costs – fixed and variable cost Marginal, Average and total cost – opportunity cost – concepts of Revenue – Marginal, Average and total revenue.**
5. **Perfect competition, Meaning, Nature of Marginal and Average revenue – Equilibrium of the firm in the short run and in the long run – Equilibrium of the industry.**
6. **Monopoly; Meaning Nature of Marginal average revenue price determination – Possibility and profitability – price discrimination and its effects.**
7. **Monopolistic competition – Meaning and characteristics price determination selling cost – its impact on demand – Meaning of oligopoly and Duopoly.**
8. **Functional and personal income distribution - Marginal productivity theory.**
9. **Ricardian Theory of Rent – Modern theory of rent .**
10. **Trade Unions and wages – effects of minimum wages, Theories of profits, risk, uncertainty and innovation**

F. Y. B. Com.
(To be effective from June, 1996)

Statistical Techniques Paper : I

1. (A) **Function and its Limit :**

Concept of a function of a single variable – linear, quadratic and exponential functions only – limit and continuity of a function $f(x)$ is a polynomial of x or a rational of two function polynomials in x .

(B) **Differentiation:**

Definition of derivative of a function $f(x)$ – Rules of derivative (without proof), derivatives of functions of the type x^n , e^x , $a^x \log x$ (without proof), derivative of composite function and examples.

[20%]

2. (A) **Probability :**

Random experiments, sample space, generation of sample space with tossing of coins, dice and drawing of cards, balls etc., Events and algebra of events, probability various definitions – classical, empirical and Axiomatic, Laws of probability – addition and multiplication theorems, conditional probability, independence of two events, Bayes' theorem (statement only) and its application upto three mutually exclusive events.

(B) **Mathematical Expectation :**

Concept of a discrete random variable, probability mass function of discrete random variable and its properties, definition of mathematical expectation of a discrete random variable, definition raw and central moments of a discrete random variable upto order four, their relationship (without proof) and numerical examples.

[20%]

1. **Probability Distributions:**

Binomial, Poisson and Hypergeometric distributions, their probability mass function and derivation of their means and variances, examples. (Value of e^{-m} to be given)

[20%]

4. (A) Elements of Decision Theory :

Basic structure of decisions, classical basis of pay-off matrix models, pay-off, matrix under conditions of risk, expected value, maxi-mini, maxi-max, Horwich, and Laplacs criteria, EMV (Expected Monetary Value).

(B) Pert-CPM :

PERT- background and development, Networking, estimating activity time, determination of earliest expected and latest allowable time, determination of critical path.

[20%]

5. Sampling Methods :

Meaning and advantages of sampling, simple random sampling without replacement for variables, derivation of the formula.

$$(1) E(\bar{y}) = \bar{Y} \quad (2) V(\bar{y}) = \frac{N-n}{N} \frac{S^2}{n} \quad (3) E(S^2) = S^2$$

Stratified random sampling, derivation of

$$(i) E(\bar{y}_{st}) = \bar{Y}$$
$$(ii) V(\bar{y}_{st}) = \frac{1}{N^2} \sum_{h=1}^K \frac{N_h(N_h - n_h)}{N_h} S_h^2$$

Proportional allocation with fixed sample size only and numerical examples.

[20%]

References:

1. D. C. Sancheti, V. K. Kapoor : Business Mathematics Sultan Chand & Sons (1992).
2. D. C. Sancheti, V. K. Kapoor; Statistics, (Theory, methods and applications) Sultan Chand and Sons (1990)
3. D. N. Elhance : Fundamentals of Statistics, Kitab Mahal, Allahabad.
4. U.K. Srivastava, G. V. Shenoy, S. C. Sharma : Quantitative Techniques for Managerial Decisions (Second Ed.), Wiley Eastern Ltd.
5. ડૉ. એસ.એમ.શાહ : નિર્ણય પદ્ધતિઓ અને પ્રયોગિક અભ્યાસ પનાઓ, પુસ્તકવિદ્યા સંસ્થા ત્રિવેણી, અમદાવાદ.
6. Lapin L. : Statistics for modern business decisions, harcour Brace, Jovanovich Inc.

F. Y. B. Com.

Commercial Communication : I (New Course)

(New Syllabus effective June : 1998)

The objective of this course is to help the students to be familiar with and to understand simple narration in English on business situations and to help them to learn progressively skills of drafting routine, non-legal business letters, to summarize writings on commercial subjects as well as to develop skills of reasoning in relation to common topics of discussions or dealt in simple English.

1. Understanding the Basics [15%]
 - 3.01 Understand the letter as an effective means of communications
 - 3.02 Understand different parts (regular and occasional) of the layout of a business letter.
 - 3.03 Recognize correct and incorrect details from those given in 1.02.
 - 3.04 Show familiarity with different types of letter format.
 - 3.05 Show familiarity with factors effecting the appearance of a business letter (Stationary, Typing, Margins, Spacing, Folding an J Envelope).
 - 3.06 Qualities of an effective business letter (Correctness, conciseness, clarity, courtesy, co-ordination [i.e. logical linking of ideas] and appropriate language [i.e. Business Jargon versus present practice]).
N. B. : Only objective questions to be asked about the basics. Short note not to be asked.
- 2.00 Drafting of letters [40%]
 - 2.01 Inquiries – Quotations
 - 2.02 Replies to inquiries – Voluntary and firm offers
 - 2.03 Orders, replies to orders cancellation of orders.
 - 2.04 Complaints and replies to such letters including adjustments
 - 2.05 Applications for positions.
- 3.00 Developing a theme [15%]

Develop a theme for or against a given proposition of a general nature (in not more than 150 words), which is within the range of students' experience (the proposition will be selected from a general context.)
- 4.00 Summarize a given passage in English (of about 200 to 350 words) on a topic of economic or commercial interest.

5 00 Vocabulary testing [15%]
 Vocabulary testing of around 65 pairs of words of ten confused and misused.

(The list of words prescribed is given below.)

- N.B. : (1) These will be no question of Theory related to 2.00
 (2) In selecting a passage under 3.02 the vocabulary level of students at First B.Com. will be taken into consideration.
 (3) In the assignment of marks a latitude of 3% is permitted.

List of words for C.C. : I		
1	Abard	Abroad
2	Abstain	Rejrain
3	Accept	Except
4	Access	Excess
5	Adapt	Adopt
6	Addition	Edition
7	Affect	Effect
8	Alternate	Alternative
9	Amiable	Amicable
10	Appraise	Apprise
11	Ascent	Assent
12	Avoid	Evade
13	Bail	Bale
14	Berth	Birth
15	Beside	Besides
16	Boast	Boost
17	Bought	Brought
18	Carton	Cartoon
19	Check	Cheque
20	Cite	Site
21	Commitment	Commission
22	Complement	Compliment
23	Confidant	Confident
24	Continual	Continuous
25	Credible	Creditable
26	Coast	Cost
27	Curb	Cerb
28	Damage	Damages
29	Dear	Deer
30	Defer	Differ
31	Dejicit	Deficiency
32	Deny	Refuse

33	Depose	Dispose
34	Deprecate	Depreciate
35	Descent	Dissent
36	Drat	Draught
37	Economi	Economical
38	Eligible	Illegible
39	Emigrant	Immigrant
40	Extant	Extent
41	Facilitate	Falicitate
42	Fare	Fair
43	Foreword	Forward
44	Hoard	Horde
45	Industrial	Industrious
46	Intermediary	Intermediate
47	Irrecoverable	Irravocable
48	Judicial	Judicious
49	Loose	Lose
50	Minute	Minutes
51	Official	Officious
52	Personal	Personnel
53	Percede	Proceed
54	Premise	Premises
55	Principal	Principle
56	Respectable	Respective
57	Role	Roll
58	Sever	Severe
59	Sole	Soul
60	Successful	Sucessive
61	Suit	Suite
62	Vary	Very
63	Vacation	Vocation
64	Ware	Wear
65	Weather	Whether



The Course :

- (a) Stream-B students (of F.Y.B.A. and F.Y.B.Com.) to begin with a Bridge Course.
 (b) The Main Course :
 (1) Reading (2) Writing (3) Speaking (4) Grammar and Usage (5) Vocabulary.

[1] English (Compulsory)**Compulsory English Course for F.Y.B.Com. Examination of****March/April, 1996 onwards****Bridge Course for 'B' Stream of F.Y.B.Com. :**

Bridge course is to be given at the outset to students enrolling in 'B' Stream. These have different levels of proficiency in English and so need to be brought on par. It is suggested to have 21 lectures, each of 45 minutes before the beginning, of the teaching of regular syllabus. The said course should have pre-test to judge the standard of the entrants. It should also have a Post-test to judge the students' progress.

The following components and an approximate number of sessions (of 45 minutes each) are suggested. However the teacher would be well advised to lay stress on those items in which the particular group (as should be evident from the Pre-test) is weak. The following list should be seen more as a guideline than as a fixed syllabus.

<i>Component</i>	<i>Approximate No. of teaching sessions</i>
1. Use of Dictionary (Letters of the alphabet and the alphabetical order)	2
2. Parts of Speech, Noun, Pronoun, Adjective, Verb, Preposition, Conjunction	7
3. Articles	2
4. (i) Person : First Person, Second Person & Third Person	6
(ii) Verb	
(iii) Number : Singular and Plural.	
5. Auxiliaries be, have, do	3
6. Types of Sentences :	1
Assertive, Negative, Interrogative Imperative and Exclamatory.	

F.Y.B.Com. 'A' Stream**Marks**

1. **Text :** An Introduction to Prose : Edited by A. G. Xavier, (Macmillan India Ltd.) 20
Note : Lessons, 7, 10 & 14 are to be omitted.
 A question comprising short-answer-questions will be set. 10
 A question on short notes will be set. 10
2. **Writing :** Completing short stories or rearranging sentences in logical sequence etc. 12
 The teacher will set tasks for the students in the classroom. (for examples, please, refer to the Handbook of August, 1992).
3. **Speaking :** Identification of Speech sounds and practice in pronouncing them with the help of key words. (For key words, please, refer to the Handbook, of August, 1992). 10
4. **Grammar and Usage :** It is assumed that students have studied grammar and usage at school. Following items will be revised through the work-book : Tenses, Articles, Auxiliaries and Prepositions. 14
5. **Vocabulary :** Reinforcing students' knowledge of vocabulary items learned at school.
Note : The teaching and testing will be at the intermediate level.

F.Y.B.Com. 'B' Stream

- To begin with Bridge Course and only on completion of the Bridge course, the following syllabus should be taught. 20
1. **Text :** Progressive English Reader : (Rusk Publishers, Bombay) Exercises included in the text need to be set as tasks in the classroom to the students;
 A question on comprising of short-answer-questions will be set. 10
 A question on short notes will be set. 10

2. **Writing** : Completing stories or rearranging sentences in logical order. 12
The teacher will set tasks for the students in the class-room. (For examples, please refer to the Handbook of August, 1992).
3. **Speaking** : Identification of speech sounds and practice in Pronouncing them with the help of Key words. For Key words Please, refer to the Handbook of August, 1992). 10
4. **Grammar and Usage** : It is assumed that students have studied grammar and usage at school. The Bridge Course is aimed at brushing up the acquisition made at school. Therefore revision of following items will be done : Tenses, Articles, Prepositions and Auxiliaries. 14
5. **Vocabulary** : The vocabulary expected to be learned before leaving school shall be reinforced. A supplement containing the words is available with the text. 14
Note : The teaching and testing will be done at the elementary level.

Recommended books for both the streams

1. 'A Practical English Grammar' by Thomson and Martinet.
2. 'Contemporary English Grammar, Structure' and 'Composition' by David Green (Macmillan).
3. 'Intermediate Grammar, Usage and Composition' by M. L. Tickoo and Others (Orient Longman).
4. 'A Grammar of Contemporary English' by Quick, Greenbaum and Others, (London, Longman Ltd., 1972).