



**B.COM COMPUTER  
SEMESTER I & II  
SCHEME**

**SEMESTER I**

S.NO	SUBJECT CODE	SUBJECT	MARKS		
			THEORY	CCE	TOTAL
1	B.COMCS101	ENGLISH	80	20	100
2	BCOMCS 102	ENTREPRENEURSHIP	80	20	100
3	BCOMCS 103	FINANCIAL ACCOUNTING	80	20	100
4	BCOMCS 104	MICROECONOMICS	80	20	100
5	BCOMCS 105	COMPUTER APPLICATION	80	20	100
<b>TOTAL</b>			<b>400</b>	<b>100</b>	<b>500</b>

**SEMESTER II**

S.NO	SUBJECT CODE	SUBJECT	MARKS		
			THEORY	CCE	TOTAL
1	B.COMCS201	HINDI	80	20	100
2	BCOMCS 202	ENVIRONMENT	80	20	100
3	BCOMCS 203	BUSINESS MATHS	80	20	100
4	BCOMCS 204	BUSINESS ORGANISATION & COMMUNICATION	80	20	100
5	BCOMCS 205	PC SOFTWARE & DATA PROCESSING	80	20	100
<b>TOTAL</b>			<b>400</b>	<b>100</b>	<b>500</b>



SARVEPALLI RADHAKRISHNAN UNIVERSITY, BHOPAL

**COURSE : B.Com COMPUTER**  
**Semester – I**  
**SUBJECT: English (BCOMCS 101)**

Unit-I

1. Amalkanti : Nirendranath Chakrabarti
2. Sita : Toru Dutt
3. Tryst with Destiny : Jawaharlal Nehru
4. Delhi in 1857 : Mirza Ghalib
5. Preface to the Mahabharata : C. Rajagopalachari
6. Where the Mind is Without Fear : Rabindranath Tagore
7. A Song of Kabir : Translated by Tagore
8. Satyagraha : M.K. Gandhi
9. Toasted English : R. K. Narayan
10. The Portrait of a Lady : Khushwant Singh
11. Discovering Babasaheb : Ashok Mahadevan

Unit-II

Comprehension

Unit-III

Composition and Paragraph Writing (Based on expansion of an idea).

Unit-IV

Basic Language Skills : Vocabulary – Synonyms, Antonyms, Word Formation, Prefixes and Suffixes, Words likely to be confused and Misused, Words similar in Meaning or Form, Distinction between Similar Expressions, Speech Skills

Unit-V

Basic Language Skills: Grammar and usage – The Tense Forms, Propositions, Determiners and Countable/Uncountable Nouns, Verb, Articles, Adverbs.

Prescribed Books:

English Language and Indian Culture, Published by M.P. Hindi Grant Academy.

Note :- Eight questions to be set from unit-1 and four to be attempted.



**COURSE : B.Com COMPUTER**  
**Semester – I**  
**SUBJECT: Entrepreneurship (BCOMCS 102)**

Unit I

Entrepreneurship- Definition, Characteristics and importance, Types and functions of an entrepreneur, merits of a good entrepreneur motivational factors of entrepreneurship.

Unit II

(a) Motivation to achieve targets and establishment of ideas. Setting targets and facing challenges. Resolving problems and creativity. Sequenced planning and guiding capacity, Development of self confidence.

(b) Communication skills, Capacity to influence, leadership

Unit III

(a) Project Report - Evaluation of selected process. Detailed project report – Preparation of main part of project report pointing out necessary and viability.

(b) Selecting the form of Organization – Meaning and characteristics of sole Proprietorship, Partnership and cooperative committees, elements affecting selection of a form of an organization.

(c) Economic management – Role of banks and financial institutions banking, financial plans, working capital-evaluation and management, keeping of accounts.

Unit IV

(a) Production management. Methods of purchase. Management of movable assets/goods. Quality management. Employee management. Packaging.

(b) Marketing management. Sales and the art of selling. Understanding the market and market policy. Consumer management. Time management.

Unit V

(a) Role of regulatory institutions – district industry centre, pollution control board, food and drug administration, special study of electricity development and municipal corporation.

(b) Role of development organizations, khadi & village Commission/ Board, MP Finance Corporation, scheduled banks, MP Women's Economics Development Corporation.

(c) Self-employment-oriented schemes, Prime Minister's Employment schemes, Golden Jubilee Urban environment scheme, Rani Durgavati Self-Employment scheme, Pt. Deendayal Self-employment scheme.

(d) Various grant schemes – Cost-of-Capital grant, interest grant, exemption from entry tax, project report, reimbursement grant, etc.

(e) Special incentives for women entrepreneurs, prospects & possibilities.

(f) Schemes of M.P. Tribal Finance Development Corporation, schemes of M.P. Antyavasai Corporation, schemes of M.P. Backward Class and Minorities Finance Development Corporation.



SARVEPALLI RADHAKRISHNAN UNIVERSITY, BHOPAL

**COURSE : B.Com COMPUTER**  
**Semester – I**  
**SUBJECT: Financial Accounting (BCOMCS 103)**

Unit I

Concept of Double Entry System, Preparation of Journal, Sub Division of Journal, Preparation of Ledger, Preparation of Trial Balance.

Unit II

Final Accounts with Adjustment. Concept of Depreciation, Accounting for Depreciation (As per Accounting Standard-6)

Unit III

Branch Accounts, Departmental Account.

Unit IV

Royalty, Insolvency Accounts.

Unit V

Accounting for Admission of Partners, Accounting for Retirement of Partners and Death of Partners.

Dissolution of Partnership Firm (With insolvency).

Recommended Books :-

1. Gupta R.L. and Radhaswamy, M. Financial Accounting Sultan Chand and New Delhi
2. Monga, L.R. Ahuja, Girish and Seghal Ashok Accounting, Sultan Chand and Sons, New Delhi
3. Shukla M.C. Grwwal T.S. and Gupta S.C. Advanced account Sultan Chand and Sons, New Delhi
4. Sukla, S.M. Financial Accounting
5. Dr.A.K.Jain Advanced Accounting
6. Dr. P.K. Jain Financial Accounting



SARVEPALLI RADHAKRISHNAN UNIVERSITY, BHOPAL

**COURSE : B.Com COMPUTER**  
**Semester – I**  
**SUBJECT: Micro Economics (BCOMCS 104)**

UNIT - I

Micro Economics – Definition, meaning, inductive and deductive method.

UNIT - II

Economic Laws, Basic problems of Indian economy.

UNIT - III

Elasticity of Demand – concept, definition, importance, types and measurement of elasticity of demand.

UNIT - IV

Factors of production – Land Labour, Capital, organization and Enterprises, Division and efficiency of labour.

UNIT - V

Laws of variable proportions Economic External Economies and diseconomies. Theories of population.

Suggested Readings:

1. Modern Micro economics Koustsoharjiji A. Macmillan New Delhi.
2. Micro Economics Mangal ramesh and tanna



SARVEPALLI RADHAKRISHNAN UNIVERSITY, BHOPAL

**COURSE : B.Com COMPUTER**  
**Semester – I**  
**SUBJECT: Computer Application (BCOMCS 105)**

**UNIT – I**

Microsoft Disk Operating System: Introduction , History And Version of DOS, Fundamentals of DOS Booting Process, Internal DOS Command TYPE , COPY,DEL,CD,MD,RD,CKS,DIR,COPYCON, REN, TIME, DATE, VER, VOL, PROMPT, PATH, Concept of files and Directories. Elementary External DOS Commands: SCANDISK, FORMAT, DISKCOPY, TREE, DELTREE, FDISK, MORE, move, DOSKEY, DISKCOMP, EDIT, MEM, Creating Batch Files.

**UNIT – II**

Introduction To Windows: History, starting windows, the Desktop, Maximizing, minimizing, restoring and closing a window, Using the start menu, control panel, managing multiple windows, arranging icons on the desktop, creating and managing folders, windows accessories, Windows explorer, network neighborhood.

**UNIT - III**

Introduction To Word Processing: features, Advantages and application areas of Word Processing, Introduction to parts of a word window, creating opening, saving & closing a document, formatting text,page setting, editing a document file, Spell Check & grammar, Using Paragraph Styles, Copying A Block To Another File, Newspaper Style Columns, Using Macros, Headers And Footers, Finding Text, Setting Up Printers, Mail Merge, Printing the document file, creating table using table , insert clip art, and graph use of tabs creating table, adding, deleting rows & columns, changing column width & row height

**UNIT - IV**

Introduction: Computer System Organization, Characteristics and uses. Generations of computers.Types of computers : Analog, Digital (micro, mini, mainframe and super computers) and hybrid. Input Devices: Keyboard, Mouse, Trackball, Joystick, Digitizing Tablet, Scanners, Digital Camera, MICR, OCR, OHR, Bar-Code Reader, Voice Recognition, Light Pen, Touch Screen. Output Devices: Monitor characteristics and type of monitors: CRT, flat panel, LCD MONITOR, LCD screen. Daisy Wheel, Dot Matrix, Inkjet, Laser, Line Printer, Plotters, Sound Card and Speaker. Storage Devices: Storage Fundamentals: Primary Vs Secondary. Various Storage Devices: Magnetic Tape, Cartridge Tape, Data drives, Hard disk drives, Floppy disks, CD, VCD, CD-RW, Zip Drive, DVD,DVD-RW. Types of softwares: System software, Application Software.



## UNIT - V

Types of O.S.: Single user, Multi-user, Real time, Time sharing and Batch processing, Multiprocessing, Multiprogramming, Multitasking, Distributed processing.

Programming Languages: - Low-level Language, Assembly Language, Middle Level Language and

High Level Language, Compiler, Interpreter, Assembler, Difference between Compiler & Interpreter.

Text Books:

1. P C Software for Windows by R K Taxali
2. P C Software Bible by S.Jaiswal.
3. Fundamentals of Computers: P.K.Sinha.

References :

1. Understanding Computer Fundamentals & Dos By G.K. Iyer
2. P C Software MS Office by Nitin K Nayak
3. MS Office Complete Reference TMH Publication.
4. Computers Today: Suresh K.Basandra
5. Operating System: Achyut S. Godbole

Practicals: Suggested List of Practicals:

1. Execution of Internal and External commands.
2. Design a Scenery using Paint Brush.
3. Create Banner for your college using MS WORD.
4. Design a Greeting Card using Word Art for different festivals in MS WORD.
5. Create your Biodata and use page borders and shading using MS WORD.
6. Create a document and insert header and footer using MS WORD.
7. Mail Merge using MS WORD.
8. Use MS WORD to insert a table into the document.



**COURSE : B.Com COMPUTER**  
**Semester – II**  
**SUBJECT: Hindi (BCOMCS 201)**

**इकाई – 1**

- (क) भारत वंदना (काव्य) : सूर्यकांतत्रिपाठी 'निराला'  
(ख) जाग तुझको दूर जाना : सुश्री महादेवी वर्मा  
(ग) स्वतंत्रता पुकारती (काव्य) : जयशंकर 'प्रसाद'  
(घ) हम अनिकेतन (काव्य) : बालकृष्ण शर्मा 'नवीन'  
(ङ) भाषा की महत्व और उसके विविध रूप भाषा – कौशल

**इकाई – 2**

- (क) करुणा (निबंध) : आचार्य रामचन्द्र शुक्ल  
(ख) समन्वय की प्रक्रिया (निबंध) : रामधारी सिंह 'दिनकर'  
(ग) बिच्छी बुआ (कहानी) : डॉ लक्ष्मण विष्ट 'बटरोही'  
(घ) अनुवाद : परिभाषा, प्रकार, महत्व, विशेषताएँ  
(ङ) हिन्दी की शब्द- संपदा परिभाषिक शब्दावली

**इकाई – 3**

- (क) विलायत पहुँच ही गया (आत्मकथा) : महात्मा गाँधी  
(ख) अफसर (व्यंग्य) : शरद जोशी  
(ग) तीर्थयात्रा (कहानी) : डॉ. मिथलेश कुमार मिश्रा  
(घ) मकड़ी का जाला (व्यंग्य) : डॉ रामप्रकाश सक्सेना  
(ङ) वाक्य- संरचना : तत्सम तदभव

**इकाई – 4**

- (क) अप दीपो भव (व्यक्तत्व कला) : स्वामी श्रद्धानन्द  
(ख) भारत का समाजिक व्यक्तिव्य (प्रस्तावना) : जवाहर लाल नेहरू  
(ग) पत्र मैसूर के महाराजा को (पत्र-लेखन) : स्वामी विवेकानन्द  
(घ) बनी रहेगी किताबे (आलेख) : डॉ सुनीता रानी घोष  
(ङ) पत्र- लेखन : महत्व और उसके विविध रूप  
सड़क पर दौड़ते मृग (निबंध) डॉ. श्यामसुन्दर दुबे

**इकाई – 5**

- (क) योग की शक्ति (डायरी) : डॉ हरिवंशराय बच्चन ।  
(ख) कोश के अखाड़े में कोई पहलवान नहीं उतरता : भाषाविद् डॉ हरदेव बिहारी से प्रो. त्रिभुवननाथ शुक्ल ।  
(ग) (साक्षात्कर) नीग्रे सैनिक से भेंट (यात्रा स्मरण) : डॉ देवेन्द्र सत्यार्थी ।  
(घ) यदि न होते तो गाँधी को यह ऊँचाई न मिलती (साक्षात्कर) 5 कथाकार गिरारिज किशोर से सत्येन्द्र शर्मा ।  
(ङ) सर- लेखन. भाव-पल्लवन साक्षात्कर प्रयोजन और कौशल निर्धारित ।





**COURSE : B.Com COMPUTER**  
**Semester – II**  
**SUBJECT: Environment (BCOMCS 202)**

**Unit-I**

**Study of Environmental and ecology:**

- (a) Definition and Importance.
- (b) Environmental Pollution and problems.
- (c) Public participation and Public awareness.

**Unit-II**

**Environmental Pollution :**

- (a) Air, water, noise, heat and nuclear pollution.
- (b) Causes, effect and prevention of pollution.
- (c) Disaster management – Flood, Earthquake, cyclones and landslides.

**Unit-III**

**Environment and social problems :**

- (a) Development – non-sustainable to Sustainable.
- (b) Energy problems of cities.
- (c) Water preservation – rain-water collection.

**Unit-IV**

**Role of mankind in conserving natural resources :**

- (a) Food resources – World food problem.
- (b) Energy resources – increasing demand for energy.
- (c) Land resources – Land as resources.

**Unit-V**

**Environment conservation laws :**

- (a) Conservation laws for air and water pollution.
- (b) Wildlife conservation laws.
- (c) Role of information technology in protecting environment & health.



SARVEPALLI RADHAKRISHNAN UNIVERSITY, BHOPAL

**COURSE : B.Com COMPUTER**

**Semester – II**

**SUBJECT: Business Mathematics (BCOMCS 203)**

**Unit I**

Ratio-Gaining, Sacricing Ratio, Proportion, Percentage, Commission.

**Unit II**

Simultaneous Equations – Meaning, Characteristic Types and calculations. Preparation of Invoice.

**Unit III**

Elementary Matrices-Definition and Calculations, Types of Matrices.

**Unit IV**

Logarithms and anti Logarithms – Principles and calculations, Introduction of Calculus, Methods of Differentiation, Partial Derivative.

**Unit V**

Simple and compound interest, Profit and Loss. Linear Programming – Introduction.

**Recommended Books :-**

1. Allen R.G.D., Basic Mathematics : Macmillan, New Delhi
2. Dowling, E.T. Mathematics for Economics; Schaum Series, Mc. Graw Hill London.
3. Loomba, Paul, Linear Progralrunmg; Tata M.C. Graw Hill, New Delhi
4. Vohra, N.D. Quantitative Techniques in Management; Tata Mc Graw Hill
5. Soni, R.S. Business Mathematics; Pitamber Publishing House
6. Kapoor, V.K. Business Mathematics; Sultan Chand & Sons, Delhi
7. Holden Mathematics for Business and Economics Macmillan India New Delhi.
8. Dr. V.K. Shukla Business Math Madhya Pradesh Hindi Granth Academy Bhopal
9. Dr. C.K. Buttan Business Mathematics



SARVEPALLI RADHAKRISHNAN UNIVERSITY, BHOPAL

**COURSE : B.Com COMPUTER**

**Semester – II**

**SUBJECT: Business Organisation & Communication (BCOMCS 204)**

**Unit I**

Business Organization: Definition, Concept, Characteristics, Objectives, Significance, Components, Functions, Social Responsibilities of Business. Promotion of Business : Meaning, Functions, Stages of Promotion, Forms of Business Organization: Detailed Study of Sole Proprietorship and Partnership.

**Unit II**

Company Organization : Meaning, Definition, Formation of Private and Public Company, Merits, Demerits and Types of Companies Cooperative Organization- Need, Meaning, Significance and its Merits – Demerits. Public Enterprises- Concepts. Meaning, Characteristic, Objectives and Significance. Business-Size and Location, Plant layout and Business Combination.

**Unit III**

Introduction – Definition, Nature, Objects, Importance of Communication to Managers, Elements of Communication, Feedback. Dimension and Directions of Communications ,Means of Communication –Verbal Communication, SWOT Analysis.

**Unit IV**

Non – Verbal Communication, Body Language, Paralanguage, Sign Language, Visual and Audio Communication, Channel of Communication, Barriers in Communication. Written Business Communication – Concept, Advantages, Disadvantages, Importance, Need of Business Letter and Kinds of Business Letter Essentials of an Effective Business Letter.

**Unit V**

Modern Forms of Communication – Fax, E-mail, Video Conferencing, International Communication for Global Business.

**Recommended Books :-**

1. Dr. Ramesh Mangal Business Communications Universal Pub. Agra
- 2- डॉ. विनोद कुमार मिश्रा, व्यावसायिक संप्रेषण, साहित्य भवन आगरा ।
३. डॉ. सुरेश चंद्र जैन, व्यावसायिक संगठन ।
४. डॉ. अश्वय पाठक, डॉ. मेहता, व्यावसायिक संगठन ।



**COURSE : B.Com COMPUTER**

**Semester – II**

**SUBJECT: PC Software & Data Processing (BCOMCS 205)**

**Unit – I**

Introduction To Spreadsheet: Definition And Advantages of Electronic Worksheet, Working On Spreadsheets, Range & Related Operations, Setting, Saving And Retrieving Worksheet File, Inserting, Deleting, Copying And Moving of Data Cells, Inserting And Deleting Rows & Columns, Copying, inserting, Renaming the sheet of workbook. Short-cut commands. Entering text and numeric data, Entering date and time different functions, formatting text and numeric data. Functions and Other

Features: Classification and Usage of Various Built-In-Functions In Worksheet, Passwords, Protecting A Worksheet Printing of the worksheet, page margin setting and adding header and footer, Transferring Data to and From Non Worksheet Files, Database Handling, Creating, Naming & Executing Macros. Creating graphs.

**Unit – II**

Introduction to MS - power point, Auto-wizard, creating a presentation using Auto content wizard, Blank presentation, creating, saving and printing a presentation, adding slide to a presentation, slide view, outline view , slide sorter view , notes view and slide show view. Changing text font and size, selecting text style and colour, to set header and footer. Using, bullets, clipart and word art gallery. Applying design template creating graph. Adding transitions and Animation effects, setting timings for slide show preparing note pages, preparing audience handouts.

**UNIT – III**

Introduction to Business Organization. Business Organization units: Production, Stock Control, Cost, Purchase Control, Sales Order Processing and Accounting. Characteristics of a good Business Unit. Data and Information, Introduction to data Processing, fields, Records and Files. Types of files: Master files and Transaction file.

**UNIT – IV**

Overview of System Analysis and Design, Business System Concepts, System Development Life Cycle, Feasibility Analysis, Design, Testing & Evaluation. Overview of MIS : Introduction, Role of IT, MIS characteristics and application areas, Business and Technology trends-specialization, management by methodology, decentralization, internationalization etc.

**UNIT – V**

Introduction to Database Management System : basic concepts, Various facilities and advantages of business computing. Application areas of DBMS, Parallel Processing and Distributed Processing.

**Text Books:**

1. Fundamentals of Computers: P.K.Sinha
2. System Analysis and Design by Elias M Awad.
3. PC Software for Windows by R K Taxali
4. PC Software Bible by S.Jaiswal



### **Reference Books:**

1. Computers Today: Suresh K. Basandra
2. Operating System: Achyut S. Godbole
3. Management Information systems by Gerald V. Post & David L. Anderson.
4. Understanding Computer Fundamentals & Dos By G.K. Iyer
5. P C Software MS Office by Nitin K Nayak
6. MS-Office Interactive course by Greg Perry, Techmedia
7. MS Office Complete Reference TMH Publication.

### **Practical**

#### **MS Excel**

1. Design your class Time Table.
2. Prepare a Mark Sheet of your class subjects.
3. Prepare a Salary Slip of an employee.
4. Prepare a bar chart & pie chart for analysis of Election Results.
5. Prepare a generic Bill of a Super Market.
6. Work on the following exercise on a Workbook:
  1. Copy an existing Sheet
  2. Rename the old Sheet
  3. Insert a new Sheet into an existing Workbook
  4. Delete the renamed Sheet.
7. Prepare an Attendance sheet of 10 students for any 6 subjects of your syllabus. Calculate their total attendance, total percentage of attendance of each student & average of attendance.
8. Create a worksheet on Students list of any 4 faculties and perform following database functions on it.
  1. Sort data by Name
  2. Filter data by Class
  3. Subtotal of no. of students by Class.

#### **MS POWERPOINT**

1. Design a presentation of your institute using auto content wizard, design template and blank presentation.
2. Design a presentation illustrating insertion of pictures, wordart and clipart.
3. Design a presentation learn how to save it in different format, copying and opening an existing presentation.
4. Design a presentation illustrating insertion of movie, animation and sound.
5. Illustrate use of custom animation and slide transition (using different effects).
6. Design a presentation using charts and tables of the marks obtained in class.
7. Illustrate use of macro in text formatting in your presentation.
8. Design a presentation using action buttons.