C. U. SHAH UNIVERSITY

FACULTY OF : LAW
B.COM, LL.B
SEMESTER : Sem - I   CODE :4CO01BAD1
NAME : Business Administration - I

Teaching & Evaluation Scheme

Teaching Scheme(Hours)				Evaluation Scheme(Marks)		
Th	**Tu**	**P**	**Total**	**Internal**	**External**	**Total**
4	0	0	4	30	70	100

Objective: The objective of this paper is to familiarize the student with Basic Management concepts and processes in the Organization.

Prerequisite : Requires Basic knowledge Management

Course outline

Sr. No.	Course Contents	Number of Hours
1	**Introduction to Management:** Meaning, Nature, Purpose, Skills, Levels, Functions and Managerial Process	8
2	**Planning:** Nature & Purpose, Process of Planning, Objectives, Strategies, Policies and Planning Premises	10
3	**Organizing:** Nature & Purpose of Organizing, Basic Departmentation Line Authority and Staff Authority, Centralization & Decentralization	10
4	**Staffing :** Nature of Staffing , Purpose, Importance of Staffing Process of Staffing Overview of Directing and Supervision	10
5	**Controlling:** Basic Control Process, Conceptual Knowledge of Control Techniques – (Budget, Traditional Non-Budgetary Control Devices) Preventive & Direct Control	7
Total Hours		**45**

Learning Outcomes:

Theoretical Outcome: The students after studying this paper, will get a clear understanding of various basic concepts used in Business for the Planning, Organizing, Staffing and Directing .

Practical Outcome: Student have the Knowledge of Budgeting Process and have Budgetary Control over the firm

Teaching & Learning Methodology: The following pedagogical tools will be used to teach this course:
(A)
Lectures
(B)Case discussions
(C)Quiz/Class Participation/Assignment, etc.

Recommended Books:

1.**' Principles of Management'**, *Dr Neeru Vshishth ,* Taxmann
2.**'Principles of Management'**, *Tripathi P C and Reddy PN ,* Tata McGraw - Hill

E-Resources :

http://www.ct.tamus.edu/departments/syllabi/summer2012/MGMT30112B_060412.pdf
http://www.mindtools.com/pages/article/henri-fayol.htm

C. U. SHAH UNIVERSITY

FACULTY OF : LAW
B.COM, LL.B
SEMESTER : Sem - I   CODE : 4CO01ACC1
NAME : Accountancy - I

Teaching & Evaluation Scheme

Teaching Scheme(Hours)				Evaluation Scheme(Marks)		
Th	**Tu**	**P**	**Total**	**Internal**	**External**	**Total**
4	0	0	4	30	70	100

Objective: To impart Basic Accounting Knowledge

Prerequisite: Required Basic Knowledge of Accounting Concepts

Course outline

Sr. No.	Course Contents	Number of Hours
1	Introduction: Meaning and Scope of Accounting: Need, Development and Preliminary Knowledge of Indian Accounting Standards 1 to 5	5
2	Amalgamation of Partnership Firms	9
3	Accounts of Non Profit Organizations	9
4	Accounts of Piecemeal Distribution of Cash among Partners	9
5	Accounts of Joint Life Policy	9
6	Self Balancing Ledger	4
Total Hours		**45**

Learning Outcomes:

Theoretical Outcome: Students can learn   Theoretical aspect of Accounting

Practical Outcome : Students can solve the problem from journal entries to final Accounts

Teaching & Learning Methodology: The following pedagogical tools will be used to teach this course:

(A) Lectures

(B)Case discussions

(C)Quiz/Class Participation/Assignment, etc.

Recommended Books:

(1) '**Financial Accounting**' *Narayan swamy*

(2) '**Financial Accounting**' *Ashish Bhattacharya*

(3) '**Principles & Practices of Accounting**' *Gupta & Gupta*

(4) '**Introdution to Accountancy**' *S.N. Maheshwari*

(5) '**Financial Accounting**' *P.C. Tulsian*

(6) '**Principles & Practice of Accountancy**' *S.P.Shah*

E-Resources :

http://www.mbaprograms.org/accounting/

http://businessmajors.about.com/b/2011/11/08/free-mba-accounting-course.htm

C. U. SHAH UNIVERSITY

FACULTY OF : LAW
B.COM, LL.B
SEMESTER : Sem - I   **CODE:**4CO01ENG1
NAME : English - I

Teaching & Evaluation Scheme

Teaching Scheme(Hours)				Evaluation Scheme(Marks)		
Th	**Tu**	**P**	**Total**	**Internal**	**External**	**Total**
2	4	0	4	30	70	100

Objective:
- To train students in/for basic fundamentals skills of Communication – LSRW in English
- To provide them the value education for better society
- To make them able to communicate well in the Professional world

Prerequisite :
- Students should have basic knowledge of English Language and grammar.
- Students should have ability to speak and write correct sentences in their day to day language.
- Students should be familiar with correct usage of language.

Course outline

Sr. No.	Course Contents	Number of Hours
0	Prerequisites	02
1	Basic Concepts of Grammar – Parts of Speech	06
2	Determiners	04
3	Basic Sentence Pattern in English	01
4	Modal Auxiliaries	04
5	Tenses	06
6	Reading Skill	04
7	Speaking Skill	08
8	Listening Skill	04
9	Leave Report Writing	03
	Part-B Literature	
10	Prose	18

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Total Hours (Theory): 30 Total Hours (Lab)   : 30 Total Hours   : 60

Detail   Course Content of different above mention topics

Unit No.	Content In details including Its Sub Topics
	Part-A LSRW Skills
1	**Basic Concepts of Grammar – Parts Of Speech**
	• Noun • Pronoun • Verb • Adverb • Adjective • Preposition • Conjunction • Interjection
2	**Determiners**
	Articles : A, An, The Indefinite Pronouns
3	**Basic Sentence Pattern in English Language**
4	**Modal Auxiliaries**
	Simple Auxiliaries: Be, Do, Have, Modals: Shall, Will, Should, Would, Can, Could, May, Might, Must, Ought to, Need, Dare to, Used to
5	**Tenses**
	• Simple Present, Simple Past, Simple Future, Present Continuous, Past Continuous, Future Continuous, Present Perfect, Past Perfect, Future Perfect, Present Perfect Continuous
6	**Listening Skill**
	• Students will watch and listen selected videos and after that either they will discuss what about the watched video and can be asked question on the basis of videos • Video based teaching (Educational Movies will be shown to the students during the semester)
7	**Speaking Skill** Students will speak on the following situations: Talking about Present, Past & Future, Meeting & Greeting People, Talking about Time, Describe the things around you
8	**Reading Skill** Selected text will be read and various aspects of the texts will be discussed on the basis of students' understanding.
9	**Writing Skill** Leave Report writing
	Part-B Literature
10	Selected Stories from "Wise and Otherwise" by Sudha Murthy 1) A Lesson in Life from a Beggar 2) Death without Grief 3) Idealists at Twenty Realists at Forty 4) Think Positive, Be Happy

	5) Crisis of Confidence
	6) Sorry, The line is Busy
	7) Oh Teacher, I Salute Thee
	8) Life is an Examination

Resources:

- Wise and Otherwise,SudhaMurty, Penguin Books India Pvt. Ltd. Delhi
- An Intermediate English Grammar, Raymond Murphy, Cambridge University Press
- A High School English Grammar, Wren & Martin, S. Chand Publication

Reference Reading:

Note: To develop the LSRW skills of the students, it is suggested the following texts should be read as reference books.

- Tagore Rabindranath, Selected Short Stories of Tagore
- Short Stories of R. K. Narayana
- Small articles from daily newspaper: The Indian Express & The Times of India
- Readers Digest, an English Magazine

C. U. SHAH UNIVERSITY

FACULTY OF : LAW
B.COM, LL.B
SEMESTER : Sem - I   **CODE :**4CO01OAU1
NAME : Office Automation - I

Teaching & Evaluation Scheme

Teaching Scheme(Hours)				Evaluation Scheme(Marks)		
Th	**Tu**	**P**	**Total**	**Internal**	**External**	**Total**
2	0	4	4	30	70	100

Objective: Introduce Information Technology and Computers, To make Students Familiar with Word Processor and help them to deal with Word Processor and Workbook

Prerequisite: Basic Operation of Operating System

Course outline

Sr. No.	Course Contents	Number of Hours
MS-Word		
1	Creating, Navigating and Editing Word Documents, Formatting Text of a Document, Viewing and Printing a Document	4
2	Inserting and Removing Page Breaks, Header and Footers, Viewing a Document	4
3	Document Page Set-up, Printing and Working with Tables and Graphics	4
4	Working with Objects, Mail Merge and Labels, Spelling and Grammar Tools	7
5	Autocorrect, Auto text and Auto Format	2
6	Inserting Endnotes And Footnotes, Working With Columns And Inserting Comments, Counting Words	4
Ms-Excel		
7	Concept Of Workbook, Worksheet and Workspace	2
8	Types Of Data, Entering Data, Formatting Data i.e. Applying Borders, Various Formats (Currency Formats, Number Formats Etc.), Fonts, etc	4
9	Creating Custom Lists, Using Auto Fill, Find & Replace and Editing Text (Cut, Copy, Paste And Paste Special)	3
10	Working With Formulae and Functions (SUM, AVERAGE, MIN, MAX)	4
11	Conditional Formatting, Filtering Data	3
12	Different Types Of Charts	4
	Total Hours	**45**

Learning Outcomes:

Theoretical outcome : Understanding basic operation of Word Processor and Workbook

Practical Outcome : Deal with Word Processing and the basic tools of Microsoft Word. Deal with Workbook and Worksheet

Teaching & Learning Methodology: The following pedagogical tools will be used to teach this course:
(A) Lectures and Practical Exercise on Computer
(B) Practical exercise

Recommended Books:
1. '**Working with Personal Computer Software**', *R.P. Soni, Harshal Arolkar, Sonal Jain, Wiley* –India Publications
2. **'Office 2007 in Simple Steps'**, *Michael Price*, Dreamtech Press
3. '**MS Office**', *Pierce*, Prentice Hall of India, New Delhi, 2007
4. **'MS Office Plain & Simple'**, *Jerry Joyce, and Marianne Moon*, Prentice Hall of India, New Delhi, 2007.
5. **'MS Office Step by Step'**, *Joyce Cox*, Prentice Hall of India, New Delhi, 2007.

E-Resources :
1. http//www.microsoft.com/enable/training/
2. http//www.baycongroup.com/word.htm
3. http//excelexposure.com/