



FACULTY OF : Law

B.Com,LLB

SEMESTER : Sem - II

NAME : Business Administration – II

CODE : 4CO02BAD1

**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 Familiar the Students with Management Concepts and their Applications.

**Prerequisite :** Basic Understanding of Concepts of Principles of Management

**Course outline**

Sr. No.	Course Contents	Number of Hours
1	Motivation: Definition, Importance, Types of Motivation and Motivational Theories	5
2	Communication: Definition, Elements, Characteristics, Importance and Types	10
3	Leadership: Meaning, Definition, Importance and Qualities of Leader	10
4	Group Dynamics: Definition, Importance, Factors Influencing Group Dynamics	10
5	Decision – Making: Definition, Characteristics, Elements, Steps, Principles, Types and Importance of Decision-Making	10
	<b>Total Hours</b>	<b>45</b>



## **Learning Outcomes:**

**Theoretical Outcome :** The students after studying this paper, will get a clear Understanding of various basic Concepts used in Business like Motivating, Communicating, leading and Decision Making

**Practical Outcome :** Develop basic Skills to Deal with the ongoing Group Dynamics and Decision Making

**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. 'Essentials of management' *Koontz & Weilhrich ,*
2. 'Principles of management' *L.M.Prasad ,*
3. 'Principles of Management' *C.B.Gupta,*
4. 'Principles of Management' *Sherlekar & Sherlekar,*

## **E-Resources :**

[http://www.ct.tamus.edu/departments/syllabi/summer2012/MGMT30112B\\_060412.pdf](http://www.ct.tamus.edu/departments/syllabi/summer2012/MGMT30112B_060412.pdf)

<http://www.mindtools.com/pages/article/henri-fayol.htm>



FACULTY OF : Law

B.Com,LLB

SEMESTER : Sem - II

NAME : Accountancy - II

CODE : 4CO02ACC1

### 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 :** Only Basic Knowledge is Required

### Course outline

Sr. No.	Course Contents	Number of Hours
1	Consignment Accounts	8
2	Joint Venture Accounts	9
3	Accounts of Purchase (Acquisition) of Business	8
4	Accounts of Conversion of Partnership Firm into Company (sale of firm's business)	9
5	Preliminary Knowledge of Indian Accounting Standards – 6 to 10	5
6	Accounting with the help of Accounting Software	6
	<b>Total Hours</b>	<b>45</b>

### Learning Outcomes:

**Theoretical Outcome :** The students after studying this paper, will get a clear Understanding of various basic Concepts used in Accounting.

**Practical Outcome :** Students can be able to Solve Problems of Business as well as can have the Knowledge of the Company Purchase



# **C. U. SHAH UNIVERSITY**

**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. 'Grewal's Accounting' *M.P. Gupta & B. M. Agrwal*, S. Chand & Company Ltd
2. 'Corporate Accounting' *Dr. B. C. Tulsian.*, S. Chand & Company Ltd
3. 'Financial Accounting and Analysis' *Himalaya Publication*, P. Premchand Babu on Madan Mohan

**E-Resources :**

- <http://www.mbaprograms.org/accounting/>
- <http://businessmajors.about.com/b/2011/11/08/free-mba-accounting-course.htm>



FACULTY OF : Law  
B.Com,LLB  
SEMESTER : Sem - II  
NAME : English - II

CODE : 4CO02ENG1

**Teaching & Evaluation Scheme**

Teaching Scheme(Hours)				Evaluation Scheme(Marks)				
Th	Tu	P	Total	Internal	External	Practical		Total
						Viva	TW	
2	0	4	4	30	70	30	20	150

**Objective:**

- To train students in basic fundamentals skills of Communication – LSRW
- To train students in basic fundamentals skills of Communication – LSRW in English
- To provide students the value education for better society
- To make students 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	<ul style="list-style-type: none"> <li>• Prerequisites</li> </ul>	02
	<ul style="list-style-type: none"> <li>• Part A: LSRW Skills</li> </ul>	
1	<b>Concepts of Grammar</b> <ul style="list-style-type: none"> <li>• Subject – Verb Agreement / Concord</li> <li>• Conjunctions</li> <li>• Conditionals</li> <li>• Causal Verbs</li> <li>• Active – Passive Voice</li> <li>• Direct – Indirect Speech</li> <li>• Common Errors in English</li> </ul>	14
2	<b>Comprehension Skills</b> <ul style="list-style-type: none"> <li>• Selected texts will be given to the students for reading.</li> </ul>	06



3	<p><b>Paragraph Writing</b></p> <ul style="list-style-type: none"> <li>• What is Paragraph?</li> <li>• Components of Paragraph – Unity, Topic Sentence, Cohesion, Coherence, Adequate Development</li> <li>• Approaches of Paragraph – Inductive , Deductive &amp; Expository Approach</li> <li>• Types of Paragraph</li> <li>• Attributes of good paragraph</li> <li>• Use of Transitional Words</li> <li>• Expand the idea</li> </ul>	10
4	<p><b>Listening Skill</b></p> <ul style="list-style-type: none"> <li>• What is listening?</li> <li>• Difference between hearing &amp; listening</li> <li>• Types of Listening</li> <li>• Traits of a good listener</li> <li>• (During Lab hours only – Students will perform practical sessions by listening speeches delivered by sapient personalities)</li> </ul>	08
5	<p><b>Speaking Skill</b></p> <ul style="list-style-type: none"> <li>• Students will present their views orally on the basis of understanding what they have read from the texts.</li> </ul> <p><b>Role Play</b></p> <ul style="list-style-type: none"> <li>• Students will learn through role play</li> <li>• Students will be shown some role-play videos (two-three videos)</li> <li>• On the basis of role-play video observation students will perform character based role-play.</li> </ul>	
6	<p><b>Vocabulary Building</b></p> <ul style="list-style-type: none"> <li>• Synonyms</li> <li>• Antonyms</li> <li>• One Word Substitute</li> </ul>	04
7	<p><b>Fusion- An Anthology of English Prose &amp; Poetry</b></p> <p><b>Part-1 Prose:-</b></p> <ul style="list-style-type: none"> <li>• A Letter <span style="float: right;">Dhumketu</span></li> <li>• Waiting for Death <span style="float: right;">Damodar Mauzo</span></li> <li>• An Astrologer’s Day <span style="float: right;">R. K. Narayan</span></li> <li>• A gift of Maggie <span style="float: right;">O’ Henry</span></li> <li>• Such Perfection <span style="float: right;">R. K. Naraya</span></li> </ul> <p><b>Part-2 Poetry:-</b></p> <ul style="list-style-type: none"> <li>• Photographing Mother <span style="float: right;">Sundram</span></li> <li>• Evening Song <span style="float: right;">Nalin Raval</span></li> <li>• Sonnet <span style="float: right;">William Shakespeare</span></li> <li>• The Road Not Taken <span style="float: right;">Robert Frost</span></li> <li>• Stopping By Woods on a</li> </ul>	18



**Total: 30 Lec + 30 Pra = 60 Hrs.**

**Learning Outcomes:**

**Theoretical Outcome :** The Students after Studying this Paper, will get a Clear Idea about Communication, Precise Writing & Comprehension

**Practical Outcome :** Usage of Grammer and Formation of Effective English Statement for Making Communication Effective

**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. **'A High School English Grammar'**, Wrenn & Martin, S. Chand Publications
2. **'An Intermediate English Grammar'**, Raymond Murphy, Cambridge University Press
3. **'Technical Communication : Principles and Practice'**, Meenaxi Raman and Sangeeta Sharma, Oxford Press
4. **'Contemporary Indian Short Stories, Series – I & II'**, Sahitya Akademi, New Delhi
5. **'Modern Gujarati Poetry: A Selection'**, translated by Saguna Ramnathan and Rita Kothari, Sahitya Akademi (English Translation), New Delhi.
6. **'Effusions: An Anthology of English Prose and Poetry'**, ed. by Marathwada University, Oxford University Press, 1987
7. **'Expanding the idea'**: <http://komarajuvenkatavinay.wordpress.com-2009-07-10-how-to-write-do-proverb-expansion-or-exapnsion-of-an-idea/>

**E-Resources :**

- 1.
2. <http://managementhelp.org/>
3. <http://ebookbrowse.com/en/english-business-correspondence>



# C. U. SHAH UNIVERSITY

FACULTY OF : Law

B.Com,LLB

SEMESTER : Sem - II

NAME : Office Automation - II

CODE :4CO020AU1

## Teaching & Evaluation Scheme

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

**Objective:** To make Students Familiar with Word Process, Help to deal with Word Processor and Workbook

**Prerequisite:** Basic Operation of Operating System

## Course outline

Sr. No.	Course Contents	Number of Hours
<b>Advance Excel (Functions and Formulas)</b>		
1	Mathematical: ROUND, CEIL, FLOOR, FACT, SUBTOTAL, SUM IF	5
2	Statistical: AVERAGE, COUNT, COUNTA, COUNTIF, MAX, MIN	5
3	Logical: AND, OR, NOT, IF, TRUE, FALSE	6
4	String: LEFT, RIGHT, MID, LEN, LOWER, UPPER, PROPER, REPLACE, TRIM	7
5	Date & Time: DATE, DATEVALUE, DAY, DAYS360, HOUR, MINUTE, MONTH, NOW, SECOND, TIME, TODAY, WEEKDAY, YEAR	8
<b>MS-PowerPoint</b>		
7	Creating, Browsing and Saving	2
8	Presentation Editing & Formatting Slides, Linking Multiple Slides using Hyperlinks	3
9	Using Slide Layouts, Adding Notes to the Slides, Editing and Formatting Slides	3
10	Inserting Objects on the Slide, Slide Transitions and Choosing Preset Animations	3
11	Triggering Animations, Applying Sound Effects to Animation Effects	3
<b>Total Hours</b>		<b>45</b>





## **Learning Outcomes:**

**Theoretical outcome :** Understanding basic operation of Workbook and Power Point

**Practical Outcome:** Deal with worksheet & able to work with Mathematical, Statistical, Logical, string and Date & Time functions. And able to work with Power Point

**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. **'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/>