

**UNIVERSITY OF MUMBAI**

**No. UG/27 of 2015**

**CIRCULAR:-**

A reference is invited to the Syllabi relating to the F.Y. B.Com. ( Financial Markets) degree course vide this office Circular No. UG/144 of 2011 dated 14<sup>th</sup> June, 2011 and No.UG/211 of 2007 dated 18<sup>th</sup> May, 2007 the Principals of affiliated Colleges in Commerce are hereby informed that the recommendation made by the Faculty of Commerce at its meeting held on 25<sup>th</sup> May, 2015 has been accepted by the Academic Council at its meeting held on 29<sup>th</sup> May, 2015 vide item No. 4.4 and that in accordance therewith, the syllabus and Question Paper Pattern as per Credit Based Semester and Grading System for F.Y.B.Com (Financial Markets) for Sem. I and Sem. II is revised, which is available on the University's web site ([www.mu.ac.in](http://www.mu.ac.in)) and that the same has been brought into force with effect from the academic year 2015-16.

MUMBAI - 400 032  
22<sup>nd</sup> July, 2015

*sd/r*  
REGISTRAR

To,

Principals of affiliated Colleges in Commerce and the Heads of recognized Institutions concerned.

**A.C/4.4 /29/05/2015**

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No. UG/27-A of 2015-16      MUMBAI-400 032      22<sup>nd</sup> July, 2015

Copy forwarded with compliments for information to:-

- 1) The Dean, Faculty of Commerce,
- 2) The Director, Board of College and University Development,
- 3) The Controller of Examinations,
- 4) The Professor-cum- Director, Institute of Distance and Open Learning (IDOL),
- 5) The Co-Ordinator, University Computerization Centre.

*sd/r*  
REGISTRAR

...PTO

# **University of Mumbai**



**Revised Syllabus and  
Question Paper Pattern of  
Courses of B.Com. Programme  
at  
F.Y.B.Com.  
(Financial Markets)  
Semester I and II**

**Under Credit, Grading and Semester System**

**With Effect from Academic Year 2015-2016**

**Revised Syllabus and  
Question Paper Pattern of  
Courses of B.Com. Programme  
at  
F.Y.B.Com.  
(Financial Markets)  
Semester I**

- **Financial Accounting Paper 1**
- **Economics Paper 1**
- **Business Communication- Paper 1**
- **Business Mathematics**
- **Computer Skills Paper 1**
- **Business Environment**
- **Introduction to Financial System**

# **F.Y.B.Com.**

## **(Financial Markets)**

### **Summary of Syllabus**

<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
1.1.1	Financial Accounting – 1	1.2.1	Financial Accounting – 2
1.1.2	Economics -1	1.2.2	Economics- 2
1.1.3	Business Communication- 1	1.2.3	Business Communication-2
1.1.4	Business Mathematics	1.2.4	Business Statistics
1.1.5	Computer Skills- 1	1.2.5	Computer Skills-2
1.1.6	Business Environment	1.2.6	Environmental Science
1.1.7	Introduction to Financial system	1.2.7	Principles of Management

**Revised Syllabus and Question Paper Pattern of Courses of B.Com. Programme  
at F.Y.B.Com. Financial Markets Semester I with Effect from the Academic Year  
2015-2016**

**1.1.1 Financial Accounting Paper 1**

<b>UNIT</b>	<b>CONTENT</b>	<b>LECTURES</b>
<b>1</b>	NATURE, PURPOSE OF ACCOUNTING : a) Meaning & Scope of Accounting: Need development & Definition of Accounting, Persons interest in accounting disclosure, Branches of accounting. b) Accounting Concepts and Accounting Standards	<b>10</b>
<b>2</b>	BOOKS OF ACCOUNTS a) Journals, Ledger, Subsidiary Books b) Trial Balance , Financial Accounting framework	<b>15</b>
<b>3</b>	INTRODUCTION TO FINANCIAL STATEMENTS : a) Bank Reconciliation Statement b) Treatments of Capital & Revenue c) Depreciation accounting; Methods of recording depreciation & methods of providing depreciation as per AS- 4	<b>15</b>
<b>4</b>	4. PREPARATION OF FINANACIAL ACCOUNTS; a)Financial Accounts of Sole Traders - Manufacturing Account, Trading, Profit & Loss Account and Balancesheet b)Financial Accounts of Partnership Firms, Manufacturing Account, Trading, Profit & Loss Account and Balancesheet	<b>20</b>

# 1.1.1 Financial Accounting Paper 1

## Question Paper Pattern

Maximum Marks: 75

Questions to be Set:05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Objective Questions A) Sub Questions to be asked 10 and to be answered any 08 B) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns, Fill in the blanks)	15 Marks
Q-2	Full Length Question OR	15 Marks
Q-2	Full Length Question	15 Marks
Q-3	Full Length Question OR	15 Marks
Q-3	Full Length Question	15 Marks
Q-4	Full Length Question OR	15 Marks
Q-4	Full Length Question	15 Marks
Q-5	A) Theory questions B) Theory questions OR	08 Marks 07 Marks
Q-5	Short Notes To be asked 05 To be answered 03	15 Marks

Note:

Full length question of 15 marks may be divided into two sub questions of 08 and 07 marks or three short notes 5 marks depending upon the topics.

In case of short notes, it is advisable to ask 4 or 5 short notes and the student may be expected to answer 3 out of them.

Attempt be made to cover all the topics. As far as possible, options may be given within the same module so that no module is skipped by the students.

## 1.1.2: Economics – 1 Micro Economics

UNIT	CONTENT	LECTURES
<b>1</b>	The contents & nature of economic theory: a. Economic problem -scarcity & efficiency. Production Possibility Curve, Shift in PPC. Branches of Economics - Micro & Macro Economics	<b>9</b>
<b>2</b>	Demand and supply analysis a. Meaning and determinants of demand, law of demand b. Meaning and determinants of supply, law of supply c. Equilibrium price. Impact of changes in demand and supply on equilibrium price d. Elasticity of demand, types of elasticity of demand	<b>12</b>
<b>3</b>	Production, Cost and Revenue a. Production function - Isoquants, Returns to scale b. Producer's Equilibrium, Economics of scale c. Costs - Behaviour of cost curves in the short & long run d. Cost concepts and Revenue concepts	<b>12</b>
<b>4</b>	Market analysis a. The theory of the firm - Break Even Analysis - Equilibrium of the Firm b. Markets - Perfect Competition, Monopoly, monopolistic competition and oligopoly c. Pricing methods- Marginal Cost, full cost, - Marginal Cost, full cost, discriminatory, Multi- Product & transfer pricing	<b>12</b>

## 1.1.2 Economics – 1 Micro Economics

### Question Paper Pattern

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Objective Questions C) Sub Questions to be asked 10 and to be answered any 08 D) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns, Fill in the blanks)	15 Marks
Q-2	Full Length Question	15 Marks
OR		
Q-2	Full Length Question	15 Marks
Q-3	Full Length Question	15 Marks
OR		
Q-3	Full Length Question	15 Marks
Q-4	Full Length Question	15 Marks
OR		
Q-4	Full Length Question	15 Marks
Q-5	Full Length Question	15 Marks
OR		
	Full Length Question	15 Marks

Note:

Full length question of 15 marks may be divided into two sub questions of 08 and 07 marks or three short notes 5 marks depending upon the topics.

In case of short notes, it is advisable to ask 4 or 5 short notes and the student may be expected to answer 3 out of them.

Attempt be made to cover all the topics. As far as possible, options may be given within the same module so that no module is skipped by the students.

### 1.1.3: Business Communication- 1

<b>UNIT</b>	<b>CONTENT</b>	<b>LECTURES</b>
<b>1</b>	Concept of Communication Meaning and definition- Process, functions, objectives, importance and essentials of good communication. Barriers to communication- overcoming communication barriers Various types of communication such as formal, informal and their subtypes	<b>9</b>
<b>2</b>	Reading Reading: Reading with fluency & speed, Ways of reading, Skimming, Scanning, Extensive reading, identifying, and inferring, Interpreting, Collecting & Re-ordering relevant information from text. Vocabulary, Grammar Language Structure & Punctuation.	<b>12</b>
<b>3</b>	Writing Organised presentation of matter (Factual/Informative, Descriptive or Persuasive) Editing, summarizing, 7 Cs of Letter Writing, Revision of structure of forms of layout Use of Computer for Letter Writing. Email writing. Writing of effective mails	<b>12</b>
<b>4</b>	Business letters Need and functions of business letters-planning and layout of business letters- kinds of business letters, essentials of business correspondence	<b>12</b>

## 1.1.3: Business Communication- 1

### Question Paper Pattern

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Objective Questions E) Sub Questions to be asked 10 and to be answered any 08 F) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns, Fill in the blanks)	15 Marks
Q-2	Full Length Question	15 Marks
Q-2	OR Full Length Question	15 Marks
Q-3	Full Length Question	15 Marks
Q-3	OR Full Length Question	15 Marks
Q-4	Full Length Question	15 Marks
Q-4	OR Full Length Question	15 Marks
Q-5	Full Length Question	15 Marks
	OR Full Length Question	15 Marks

Note:

Full length question of 15 marks may be divided into two sub questions of 08 and 07 marks or three short notes 5 marks depending upon the topics.

In case of short notes, it is advisable to ask 4 or 5 short notes and the student may be expected to answer 3 out of them.

Attempt be made to cover all the topics. As far as possible, options may be given within the same module so that no module is skipped by the students.

## 1.1.4: Business Mathematics

<b>UNIT</b>	<b>CONTENT</b>	<b>LECTURES</b>
<b>1</b>	Ratio, Proportion and percentage Ratio- Definition, Continued ratio, Inverse Ratio, Proportion - Continued proportion, Direct proportion, Inverse proportion, Variation - Inverse variation, Joint variation Percentage- Meaning and computation of percentage	<b>12</b>
<b>2</b>	Profit & Loss Terms and formulae, Trade discount, Cash discount, problems involving cost price, selling price, trade discount, cash discount. Introduction to Commission and brokerage – problems on commission and brokerage	<b>12</b>
<b>3</b>	Interest and annuity Simple interest, compound interest, Equated monthly instalments , reducing balance and flat rate of interest Annuity immediate- present value and future value Stated annual rate and effective annual rate	<b>12</b>
<b>4</b>	Shares & Mutual Fund Shares- Concept, face value, market value, dividend, Equity shares, preference shares, bonus shares Mutual Fund- Simple problems on calculation of net income after considering entry load, exit load, dividend, change in net asset value	<b>12</b>
<b>5</b>	Matrices and determinants Definition of a matrix, types of matrices, Properties of determinants, Calculation of values of determinants upto third order, adjoint of a matrix, elementary row or column operations, solution of a system of linear equation having unique solution and involving not more than three variables	<b>12</b>

## 1.1.4: Business Mathematics

### Question Paper Pattern

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Objective Questions G) Sub Questions to be asked 10 and to be answered any 08 H) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns, Fill in the blanks)	15 Marks
Q-2	Full Length Question	15 Marks
OR		
Q-2	Full Length Question	15 Marks
Q-3	Full Length Question	15 Marks
OR		
Q-3	Full Length Question	15 Marks
Q-4	Full Length Question	15 Marks
OR		
Q-4	Full Length Question	15 Marks
Q-5	Full Length Question	15 Marks
OR		
	Full Length Question	15 Marks

Note:

Full length question of 15 marks may be divided into two sub questions of 08 and 07 marks or three short notes 5 marks depending upon the topics.

In case of short notes, it is advisable to ask 4 or 5 short notes and the student may be expected to answer 3 out of them.

Attempt be made to cover all the topics. As far as possible, options may be given within the same module so that no module is skipped by the students.

## 1.1.5: Computer Skills- 1

UNIT	CONTENT	LECTURES Incl practicals
1	Computer hardware Personal Computers- identification/demonstration of different storage Devices like CD and CD drive, hard disk- HDD, storing and retrieving data from various storage devices, identification of various input and output devices. Primary memory, RAM and ROM- Processor- CPU, it's speed-machine cycle, ports, computer buses, Different types of printers. Introduction to trouble shooting of personal computers.	10
2	Windows Introduction, features, various versions of windows, My computer, my documents, recycle bin, network neighbourhood, start menu, taskbar, file and folder operation (creating, copying, moving, deleting), system tools, creating shortcuts,	10
3	Internet What is internet, most popular internet services , functions of internet like email, WW, FTP, usenet, Instant messaging, internet telephony, using address book, working with task list, scheduling appointments, reminders, events	10
4	Word 2013 Getting started, The Word window, New documents, Document navigation, Editing text, Working with text, Undo and Redo commands, Cut, copy, and paste, Find and replace Text formatting, Character formatting, Tab settings, Paragraph formatting, Paragraph spacing and indents Tables, Creating tables, Working with table content, Changing the table structure Page layout, Headers and footers, Page setup Graphics, Adding graphics and clip art, Working with graphics Proofing, printing, and exporting, Spelling and grammar, AutoCorrect, Printing and exporting documents	15
5	Excel 2013 Fundamentals of Excel, Cut, Copy, Insert, Delete, Paste Special, Custom Formatting , Undo, Redo, Excel Formulas – Basic, Useful functions and Paste Function, Calc, Comments, Drawing toolbar, Edit, Replace, Delete, Clear, Essential Printing, Data Sorting, Hiding, AutoFormats, Protection, Basic Charts, Basic Formatting, If Function	15

*Affiliated colleges are expected to upgrade their systems to latest software. In case it is not possible, lower versions of the recommended software may be used to teach the students.*

## 1.1.5: Computer Skills- 1

### Question Paper Pattern

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Objective Questions I) Sub Questions to be asked 10 and to be answered any 08 J) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns, Fill in the blanks)	15 Marks
Q-2	Full Length Question OR	15 Marks
Q-2	Full Length Question	15 Marks
Q-3	Full Length Question OR	15 Marks
Q-3	Full Length Question	15 Marks
Q-4	Full Length Question OR	15 Marks
Q-4	Full Length Question	15 Marks
Q-5	Full Length Question OR	15 Marks
	Full Length Question	15 Marks

Note:

Full length question of 15 marks may be divided into two sub questions of 08 and 07 marks or three short notes 5 marks depending upon the topics.

In case of short notes, it is advisable to ask 4 or 5 short notes and the student may be expected to answer 3 out of them.

Attempt be made to cover all the topics. As far as possible, options may be given within the same module so that no module is skipped by the students.

## 1.1.6 Business Environment

<u>UNIT</u>	<u>DETAILED CONTENT</u>	<u>LECTURES</u>
1	Indian business environment, concept, components and importance	09
2	Role of Government: Industrial licensing, Privatization; Devaluation; Export-import policy; Regulation of foreign investment; Collaborations in the light of recent changes.	12
3	Multinational Corporations – Definition, Investment motives, Benefits, Demerits, Recent trends, Multinational in India- public, Private joint & co-operative sectors, village, small & ancillary industry.	12
4	International Environment: International trading environment; Trends in world trade and the problems of developing countries; Foreign trade and economic growth; International economic groupings; International economic institutions – GATT, WTO, UNCTAD, World Bank, IMF; GSP; GSTP.	12

## 1.1.6 Business Environment

### Question Paper Pattern

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Objective Questions K) Sub Questions to be asked 10 and to be answered any 08 L) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns, Fill in the blanks)	15 Marks
Q-2	Full Length Question OR	15 Marks
Q-2	Full Length Question	15 Marks
Q-3	Full Length Question OR	15 Marks
Q-3	Full Length Question	15 Marks
Q-4	Full Length Question OR	15 Marks
Q-4	Full Length Question	15 Marks
Q-5	Full Length Question OR	15 Marks
	Full Length Question	15 Marks

Note:

Full length question of 15 marks may be divided into two sub questions of 08 and 07 marks or three short notes 5 marks depending upon the topics.

In case of short notes, it is advisable to ask 4 or 5 short notes and the student may be expected to answer 3 out of them.

Attempt be made to cover all the topics. As far as possible, options may be given within the same module so that no module is skipped by the students.

## 1.1.7 Introduction to financial system

<u>UNIT</u>	<u>DETAILED CONTENT</u>	<u>LECTURES</u>
1	An introduction to the financial system, Overview of financial system, Functions of a financial system, Evolution of financial systems ( capital market oriented), Financial systems in India compared with those in developed nations and developing nations, Constituents of the financial system and interrelationships between various components	9
2	Financial Markets Capital markets, Money Markets, Foreign Exchange Market, Commodity Markets, Derivative Markets, Meaning, classification and structure, sub-segments, <i>Role played, participants</i>	12
3	Financial regulators Meaning and features of financial regulators, Role and functions of financial regulators, Kinds of financial regulators, markets regulated by each regulator	12
4	Financial instruments Meaning and classification of financial instruments (multiple ways of classifying financial instruments), Types of financial instruments, Evaluation of financial instruments (risk return trade-off), Characteristics of financial instruments, New financial instruments	12

## 1.1.7 Introduction to financial system

### Question Paper Pattern

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Objective Questions M) Sub Questions to be asked 10 and to be answered any 08 N) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns, Fill in the blanks)	15 Marks
Q-2	Full Length Question OR	15 Marks
Q-2	Full Length Question	15 Marks
Q-3	Full Length Question OR	15 Marks
Q-3	Full Length Question	15 Marks
Q-4	Full Length Question OR	15 Marks
Q-4	Full Length Question	15 Marks
Q-5	Full Length Question OR	15 Marks
	Full Length Question	15 Marks

Note:

Full length question of 15 marks may be divided into two sub questions of 08 and 07 marks or three short notes 5 marks depending upon the topics.

In case of short notes, it is advisable to ask 4 or 5 short notes and the student may be expected to answer 3 out of them.

Attempt be made to cover all the topics. As far as possible, options may be given within the same module so that no module is skipped by the students.

# F.Y.B.COM Accounting & Finance

## Semester I – Suggested readings/Reference Books

### ● Financial Accounting Paper 1

- ✓ Advanced Accounting by H. Chakraborty, Navbharat
- ✓ Financial Accounts by S.N. Maheshwari, Vikas Publishing house Pvt. Ltd.
- ✓ Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- ✓ Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
- ✓ Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd.
- ✓ Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- ✓ Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi
- ✓ Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc
- ✓ Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal,
- ✓ Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd.

### ● Economics Paper 1

- ✓ Microeconomics by B. Douglas Bernheim and Michael D. Whinston, Tata McGraw-Hill,
- ✓ Economics, by R.G. Lipsey and A.K. Chrystal, Oxford University Press, New Delhi
- ✓ Economics: Principles and Applications by N.G. Mankiw, Cengage Learning, New Delhi
- ✓ Microeconomics by R.S. Pindyck and D.L. Rubinfeld, Pearson Education, New Delhi
- ✓ Principles of Economics by J.E. Stiglitz and C.E. Walsh, W.W. Norton, New York
- ✓ Microeconomics: Theory and Applications by D.L. Salvatore, Oxford University Press,
- ✓ Intermediate Microeconomics: A Modern Approach by H.R. Varian, W.W. Norton
- ✓ Microeconomic Theory by Sen and Anindya, Oxford University Press, New Delhi
- ✓ Modern Microeconomics by A .Koutsoyiannis, MacMillan Press, New Delhi
- ✓ Business Economics by H.L. Ahuja, Business Economics, S. Chand and Company (P) Ltd.,

### ● Business Communication- Paper 1

- ✓ Business Communication Today by Bovee and Thill, Tata McGraw-Hill, New Delhi
- ✓ Business Communication by Balasubramanyam, Vikas Publishing House, New Delhi
- ✓ Effective Business Communication by Kaul, Prentice Hall, New Delhi
- ✓ Communicative Competence in Business English by Robinson, Netrakanti and Shintre,
- ✓ Business Communication by J.K. Sinha, Galgotia Publishing House, Delhi
- ✓ Effective Communication in Business by Walf and Warner, Southern Western Publications
- ✓ Today's Business Letter Writing by Avett Elizabeth Maynard, Prentice Hall, New Delhi

## ● Business Mathematics

- ✓ Business Mathematics, D.C. Sancheti, V.K. Kapoor, Sultan Chand
- ✓ Business Mathematics, J.K. Singh, 2009, Himalaya Publishing House.
- ✓ Mathematics for Business and Economics, J.D. Gupta, P.K. Gupta, Man Mohan, Tata McGrawHill
- ✓ Mathematics of Finance 2<sup>nd</sup> Edition Schaum's Tata McGrawHill
- ✓ Business Mathematics by Dr. Amarnath Dikshit & Dr. Jinendra Kumar Jain.
- ✓ Business Mathematics by Bari – New Literature publishing company, Mumbai
- ✓ Mathematics for Economics and Business, RS Bhardwaj, 2010, Excel Books
- ✓ Business Mathematics, Zameerudin, Qazi, V.K. Khanna & S.K. Bhambri, Vikas Publishing House

## ● Computer Skills Paper 1

- ✓ Fundamentals of Computers- Rajaram V- Prentice Hall
- ✓ Computers Today- Sanders, Donald- Mc Graw Hill
- ✓ Computers- subramaniam N- wheeler
- ✓ Computers in Business- Saners D Mc Graw hills
- ✓ Woody Leonhard, using Microsoft Office , Pearson
- ✓ PCSoftware Made Simple-R.K.Taxali
- ✓ Office 2013 complete reference - Stephen L.Nelson
- ✓ Quick course in Micro-soft office - Joyce Cox, Polly Orban
- ✓ Mastering Office 2013 - Gimi Couster
- ✓ Rajkamal, Internet and web Technologies, Tata McGraw Hill (2013)

## ● Business Environment

- ✓ Sundaram & Black: The International Business Environment; Prentice Hall
- ✓ P. Chidambaram: Business Environment; Vikas Publishing
- ✓ Upadhyay, S: Business Environment, Asia Books
- ✓ Chopra, BK: Business Environment in India, Everest Publishing
- ✓ Suresh Bedi: Business Environment, Excel Books
- ✓ Economic Environment of Business by M. Ashikary.
- ✓ Business Environment by Francis Cherrinulam

## ● Introduction to Financial System

- ✓ Gordon E. & Natarajan K. Financial Markets & Services, Himalaya Publishing House.
- ✓ Indian Financial System, Machiraju.R.H, Vikas Publishing House.
- ✓ Indian Financial System, Khan M.Y Tata McGraw Hill.
- ✓ Financial Institutions and Markets, Bhole L.M, Tata McGraw Hill.
- ✓ The Indian Financial System, Desai, Vasantha Himalaya Publishing House.

**Revised Syllabus and  
Question Paper Pattern of  
Courses of B.Com. Programme  
at  
F.Y.B.Com.  
(Financial Markets)  
Semester II**

- **Financial Accounting Paper 2**
- **Economics Paper 2**
- **Business Communication- Paper 2**
- **Business Statistics**
- **Computer Skills Paper 2**
- **Environmental Science**
- **Principles of Management**

**Revised Syllabus and Question Paper Pattern of Courses of B.Com. Programme  
at F.Y.B.Com. Financial Markets Semester II with Effect from the Academic  
Year 2015-2016**

**1.2.1: Financial Accounting - 2**

<b>UNIT</b>	<b>CONTENT</b>	<b>LECTURES</b>
<b>1</b>	<b>SHARES AND DEBENTURES:</b> a. Issue of Shares & Debentures: b. Types of Shares & Debentures (in India) c. Accounting Treatments for issue of shares & debentures with new market and SEBI rules	<b>16</b>
<b>2</b>	<b>CORPORATE ACCOUNTING:</b> a. Capitalisation of reserves & issue of Bonus Shares b. Preparation of corporate financial statements in vertical form.	<b>16</b>
<b>3</b>	<b>SHARE VALUATION :</b> a. Valuation of Shares. b. Buy-back of shares & own debentures. c. Investment Accounting	<b>18</b>
<b>4</b>	<b>INDIAN ACCOUNTING STANDARDS:</b> a. AS, GAAP & their impact on Income Statement & B/S. b. Latest Development: Computerization of accounting & accounting	<b>10</b>

## 1.2.1: Financial Accounting - 2

### Question Paper Pattern

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Objective Questions O) Sub Questions to be asked 10 and to be answered any 08 P) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns, Fill in the blanks)	15 Marks
Q-2	Full Length Question	15 Marks
OR		
Q-2	Full Length Question	15 Marks
Q-3	Full Length Question	15 Marks
OR		
Q-3	Full Length Question	15 Marks
Q-4	Full Length Question	15 Marks
OR		
Q-4	Full Length Question	15 Marks
Q-5	Full Length Question	15 Marks
OR		
	Full Length Question	15 Marks

Note:

Full length question of 15 marks may be divided into two sub questions of 08 and 07 marks or three short notes 5 marks depending upon the topics.

In case of short notes, it is advisable to ask 4 or 5 short notes and the student may be expected to answer 3 out of them.

Attempt be made to cover all the topics. As far as possible, options may be given within the same module so that no module is skipped by the students.

## 1.2.2: Economics – Macro Economics

UNIT	CONTENT	LECTURES
<b>1</b>	National Income Generation a. Concepts of national income- GDP,GNP,NNP,NDP b. NI at current and constant process c. NI at factor cost d. Circular flow theory, IS-L model	<b>9</b>
<b>2</b>	Inflation and business cycles a. Inflation, deflation, stagflation, categories of inflation, effects of inflation, methods to control inflation b. Introduction to business cycles, phases, theories c. Impact of business cycles on economic growth and development d. Role of government in various phases	<b>12</b>
<b>3</b>	Money and monetary policy a. Demand and supply of money b. Monetary policy in India: nature, objectives,tools of monetary policy- CRR,SLR,OMO, Repo, Reverse Repo,MSF c. Market stabilisation scheme of RBI d. Impact of monetary policy on economy	<b>12</b>
<b>4</b>	Fiscal Policy a. Tools of fiscal policy, concept of fiscal deficit b. Link between Fiscal deficit and inflation and growth of economy c. Role of fiscal policy in impacting inflation, deflation and growth of economy	<b>12</b>

## 1.2.2: Economics – Macro Economics

### Question Paper Pattern

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Objective Questions Q) Sub Questions to be asked 10 and to be answered any 08 R) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns, Fill in the blanks)	15 Marks
Q-2	Full Length Question OR	15 Marks
Q-2	Full Length Question	15 Marks
Q-3	Full Length Question OR	15 Marks
Q-3	Full Length Question	15 Marks
Q-4	Full Length Question OR	15 Marks
Q-4	Full Length Question	15 Marks
Q-5	Full Length Question OR	15 Marks
	Full Length Question	15 Marks

Note:

Full length question of 15 marks may be divided into two sub questions of 08 and 07 marks or three short notes 5 marks depending upon the topics.

In case of short notes, it is advisable to ask 4 or 5 short notes and the student may be expected to answer 3 out of them.

Attempt be made to cover all the topics. As far as possible, options may be given within the same module so that no module is skipped by the students.

### 1.2.3: Business Communication- 2

UNIT	CONTENT	LECTURES
1	Drafting of business letters Enquiries and replies, placing and fulfilling of orders, complaints and follow up, sales letters, circular letters, application of employment and resume, Report writing, notices, Agenda and minutes of meeting- Memos	9
2	Oral Communication Meaning, nature and scope – Principles of effective oral communication, Techniques of effective speech,, media of oral communication( face to face conversation, Teleconferences, Press Conference- Demonstration- Radio recording- Public address system, Art of listening, principles of good listening	12
3	Non-verbal communication Understanding in depth about non-verbal communication and its effect on work environment, Body language, Globally acceptable and non-acceptable gestures. Ideal body language during interviews, presentations and meetings	12
4	Application of communication skills Concept, Principles, Do's and Don'ts of - Group decision making, conflict and negotiations- Presentation and interviews- speeches- customer care, customer relations-public relations	12

## 1.2.3: Business Communication- 2

### Question Paper Pattern

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Objective Questions S) Sub Questions to be asked 10 and to be answered any 08 T) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns, Fill in the blanks)	15 Marks
Q-2	Full Length Question OR	15 Marks
Q-2	Full Length Question	15 Marks
Q-3	Full Length Question OR	15 Marks
Q-3	Full Length Question	15 Marks
Q-4	Full Length Question OR	15 Marks
Q-4	Full Length Question	15 Marks
Q-5	Full Length Question OR	15 Marks
	Full Length Question	15 Marks

Note:

Full length question of 15 marks may be divided into two sub questions of 08 and 07 marks or three short notes 5 marks depending upon the topics.

In case of short notes, it is advisable to ask 4 or 5 short notes and the student may be expected to answer 3 out of them.

Attempt be made to cover all the topics. As far as possible, options may be given within the same module so that no module is skipped by the students.

## 1.2.4: Business Statistics

UNIT	CONTENT	LECTURES
1	<p><b>Population and sample</b></p> <p>Definition of statistics, scope of statistics in Management and financial markets, Concept of population and sample with illustration</p> <p>Methods of sampling- SRSWR, SRSWOR, stratified, systematic (description of sampling procedures only)</p> <p>Data condensation and graphical methods:</p> <p>Raw data, attributes and variables, classification, frequency distribution, cumulative frequency distribution</p> <p>Graphs- Histogram and frequency polygon</p> <p>Diagrams- Multiple bar, pie, subdivided bar</p>	12
2	<p><b>Measures of central tendency</b></p> <p>Criteria for good measures of central tendency, arithmetic mean, median mode for grouped and ungrouped data, combined mean</p>	12
3	<p><b>Measures of Dispersion</b></p> <p>Concept of dispersion, absolute and relative measures of dispersion, range variance, standard deviation, coefficient of variation, quartile deviation, coefficient of quartile deviation</p>	12
4	<p><b>Correlation and regression ( for ungrouped data)</b></p> <p>Concept of correlation, positive and negative correlation, Karl Pearson's Coefficient of Correlation, meaning of regression, two regression equations, Regression coefficients and properties</p>	12
5	<p><b>Linear Programming Problems</b></p> <p>Meaning of LPP, Formulation of LPP, solution by graphical methods, problems relating to two variables only</p>	12

## 1.2.4: Business Statistics

### Question Paper Pattern

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Objective Questions U) Sub Questions to be asked 10 and to be answered any 08 V) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns, Fill in the blanks)	15 Marks
Q-2	Full Length Question OR	15 Marks
Q-2	Full Length Question	15 Marks
Q-3	Full Length Question OR	15 Marks
Q-3	Full Length Question	15 Marks
Q-4	Full Length Question OR	15 Marks
Q-4	Full Length Question	15 Marks
Q-5	Full Length Question OR	15 Marks
	Full Length Question	15 Marks

Note:

Full length question of 15 marks may be divided into two sub questions of 08 and 07 marks or three short notes 5 marks depending upon the topics.

In case of short notes, it is advisable to ask 4 or 5 short notes and the student may be expected to answer 3 out of them.

Attempt be made to cover all the topics. As far as possible, options may be given within the same module so that no module is skipped by the students.

## 1.2.5: Computer Skills- 2

UNIT	CONTENT	Lectures/ Practical
1	<b>Software</b> System Softwares, Single tasking, operating system(single user)- Types- Functions- latest OS examples- application softwares - types- custom and package software- open source- shareware- freeware utilities- stand alone utility- utilities present along with operating system	15
2	<b>Emerging technologies in IT</b> EDI and its application- advantages and limitations of EDI- use of EDI in financial sector- cloud computing services- advantages and limitations- E commerce- types, features, security aspects-payment system	15
3	<b>Powerpoint2013</b> Getting started, PowerPoint interface, Creating a basic presentation, Working with slides, Editing slide content, Formatting text and lists ,Editing efficiently, Working with shapes, Creating shapes, Formatting shapes , Applying content to shapes. Graphics, WordArt, Pictures, Tables and charts, SmartArt, Preparing and printing presentations, Proofing presentations, Preparing a presentation, Printing presentations	15
4	<b>Outlook 2013</b> Email basics, Reading messages, Creating and sending messages, Working with messages, Handling attachments, Printing messages and attachments, Email management, Setting message options, Organizing the Inbox folder , Managing junk email, Contacts, Working with contacts, Address books , Using contact groups, Tasks, Working with tasks, Managing tasks, Appointments and events , Creating and sending appointments, Modifying appointments, Working with events, Using Calendar Views, Meeting requests and responses , Scheduling meetings, Managing meetings	15

*Affiliated colleges are expected to upgrade their systems to latest software. In case it is not possible, lower versions of the recommended software may be used to teach the students.*

## 1.2.5: Computer Skills- 2

### Question Paper Pattern

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Objective Questions W) Sub Questions to be asked 10 and to be answered any 08 X) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns, Fill in the blanks)	15 Marks
Q-2	Full Length Question OR	15 Marks
Q-2	Full Length Question	15 Marks
Q-3	Full Length Question OR	15 Marks
Q-3	Full Length Question	15 Marks
Q-4	Full Length Question OR	15 Marks
Q-4	Full Length Question	15 Marks
Q-5	Full Length Question OR	15 Marks
	Full Length Question	15 Marks

Note:

Full length question of 15 marks may be divided into two sub questions of 08 and 07 marks or three short notes 5 marks depending upon the topics.

In case of short notes, it is advisable to ask 4 or 5 short notes and the student may be expected to answer 3 out of them.

Attempt be made to cover all the topics. As far as possible, options may be given within the same module so that no module is skipped by the students.

## 1.2.6: Environmental Science

<b>UNIT</b>	<b>CONTENT</b>	<b>LECTURES</b>
<b>1</b>	Environment: an overview a. Environment- structure, components and typology b. Ecosystem as part of environment- Functioning and levels of organisation c. Biodiversity- Classification, value, threats to biodiversity	<b>15</b>
<b>2</b>	Natural Resources a. Definition, importance and classification of natural resources b. Utilisation and conservation of water, forest, soil and energy resources c. Issues associated with natural resources	<b>15</b>
<b>3</b>	Environment and Economic Activities a. Economic activities-nature and pattern- primary,secondary and tertiary b. Environmental problems associated with economic activities c. Case studies with reference to India	<b>15</b>
<b>4</b>	Environment Management a. Environment management- Concept, need and relevance of environmental education b. Environmental Impact Assessment, Environmental audit c. Role of technology in Environment Management- GIS,GPS, Remote sensing as tools	<b>15</b>

## 1.2.6: Environmental Science

### Question Paper Pattern

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Objective Questions Y) Sub Questions to be asked 10 and to be answered any 08 Z) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns, Fill in the blanks)	15 Marks
Q-2	Full Length Question	15 Marks
OR		
Q-2	Full Length Question	15 Marks
Q-3	Full Length Question	15 Marks
OR		
Q-3	Full Length Question	15 Marks
Q-4	Full Length Question	15 Marks
OR		
Q-4	Full Length Question	15 Marks
Q-5	Full Length Question	15 Marks
OR		
	Full Length Question	15 Marks

Note:

Full length question of 15 marks may be divided into two sub questions of 08 and 07 marks or three short notes 5 marks depending upon the topics.

In case of short notes, it is advisable to ask 4 or 5 short notes and the student may be expected to answer 3 out of them.

Attempt be made to cover all the topics. As far as possible, options may be given within the same module so that no module is skipped by the students.

## 1.2.7 Principles of Management

UNIT	CONTENTS	LECTURES
1	<b>Introduction,</b> nature and process of management, basic management roles and skills, nature of managerial work, approaches to management, classical behavioural, systems and contingency approaches, contemporary issues and challenges	9
2	<b>Planning and decision making</b> concept, purpose and process of planning, kinds of plans, strategies, policies and planning, premises, goal setting, MBO, decision making, conditions, forms of group decision making in organisation	12
3	<b>Organising</b> fundamentals of organising, bases of departmentation, distribution of authority, coordination, organisation structure, and design, leadership- nature and significance, leading and managing, leadership styles, leadership theories	12
4	<b>Management Control</b> Nature, purpose and process of controlling, kinds of control system, prerequisites of effective control systems, resistance to control, controlling techniques	12

## 1.2.7 Principles of Management

### Question Paper Pattern

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Objective Questions AA) Sub Questions to be asked 10 and to be answered any 08 BB) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns, Fill in the blanks)	15 Marks
Q-2	Full Length Question OR	15 Marks
Q-2	Full Length Question	15 Marks
Q-3	Full Length Question OR	15 Marks
Q-3	Full Length Question	15 Marks
Q-4	Full Length Question OR	15 Marks
Q-4	Full Length Question	15 Marks
Q-5	Full Length Question OR	15 Marks
	Full Length Question	15 Marks

Note:

Full length question of 15 marks may be divided into two sub questions of 08 and 07 marks or three short notes 5 marks depending upon the topics.

In case of short notes, it is advisable to ask 4 or 5 short notes and the student may be expected to answer 3 out of them.

Attempt be made to cover all the topics. As far as possible, options may be given within the same module so that no module is skipped by the students.

# F.Y.B.COM Accounting & Finance

## Semester II – Suggested readings/Reference Books

### ● Financial Accounting Paper 2

- ✓ Advanced Accounting by H. Chakraborty, Navbharat
- ✓ Financial Accounts by S.N. Maheshwari, Vikas Publishing house Pvt. Ltd.
- ✓ Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
- ✓ Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd.
- ✓ Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi
- ✓ Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal
- ✓ Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd., Mumbai

### ● Economics Paper 2

- ✓ Textbook of Economic Theory - Stonier and Hague; Longman Green and Co., London.
- ✓ Introduction to Positive Economics - Richard G. Lipsey
- ✓ Business Economics (Micro) - Dr. Girijashankar; Atharva Prakashan, Pune.
- ✓ Micro Economics - M. L. Seth
- ✓ Micro Economics - M. L. Jhingani; Vrinda Publications, New Delhi.
- ✓ Managerial Economics - Theory and Application - D. M. Mithani

### ● Business Communication- Paper 2

- ✓ Business Communication Today by Bovee and Thill, Tata McGraw-Hill, New Delhi
- ✓ Business Communication by Balasubramanyam, Vikas Publishing House, New Delhi
- ✓ Effective Business Communication by Kaul, Prentice Hall, New Delhi
- ✓ Communicative Competence in Business English by Robinson, Netrakanti and Shintre,
- ✓ Business Communication by J.K. Sinha, Galgotia Publishing House, Delhi
- ✓ Effective Communication in Business by Walf and Warner, Southern Western Publications
- ✓ Today's Business Letter Writing by Avett Elizabeth Maynard, Prentice Hall, New Delhi

### ● Business Statistics

- ✓ Statistics for Management Levin, Richard and David S. Rubin Prentice Hall of India.
- ✓ Practical Business Statistics'', Siegel, Andrew F International Edition
- ✓ Basic Business Statistics: Concepts and Applications Berenson and Levine Prentice Hall.
- ✓ Statistics: Concepts and Applications Frank , Harry and Steven C. Althoen,
- ✓ Statistical Methods Gupta, S.P., and Archana Gupta, Sultan Chand and Sons, New Delhi.
- ✓ Lectures in Business Statistics , Dhingra, I.C., and M.P. Gupta Sultan Chand.
- ✓ Fundamentals of Statistics'', Gupta, S.C Himalaya Publishing House.

## ● Computer Skills Paper 2

- ✓ Fundamentals of Computers- Rajaram V- Prentice Hall
- ✓ Computers Today- Sanders, Donald- Mc Graw Hill
- ✓ Computers- Subramaniam N- wheeler
- ✓ Computers in Business- Saners D Mc Graw hills
- ✓ Woody Leonhard, using Microsoft Office , Pearson
- ✓ PCSoftware Made Simple-R.K.Taxali
- ✓ Office 2013 complete reference - Stephen L.Nelson
- ✓ Quick course in Micro-soft office - Joyce Cox, Polly Orban
- ✓ Mastering Office 2013 - Gimi Couster
- ✓ Rajkamal, Internet and web Technologies, Tata McGraw Hill (2013)

## ● Environmental Science

- ✓ Environmental Geography, Singh, Savindra, Prayag Pustak Bhavan,
- ✓ Environmental Geography, Gautam Alka, Sharda Pustak Bhavan, Allahabad,
- ✓ Environmental Management, Dr Swapan C Deb- Jaico
- ✓ Principles of Environmental Science, W Cunningham & M Cunningham
- ✓ Environmental Science, McKinney M.L. & Schoch, Jones & Bartlett
- ✓ Basics of Environmental Sciences, Allaby M. 2002 ,Routledge, London
- ✓ Man's Impact on Environment, Detwyler T.R. McGraw-Hill, New York
- ✓ India's Water Wealth, Orient Longman Ltd. New Delhi, Rao K.L

## ● Principles of Management

- ✓ Principles of Management - P.C. Tripathi & P.N. Reddy.
- ✓ Essentials of Management - Weihrich and Koontz.
- ✓ Principles of Management - L.M. Prasad
- ✓ Principles of Management - Dinkar Pagare
- ✓ Business Management - C.B. Gupta
- ✓ Business Management - N. Premavathy
- ✓ Principles of Management - J. Jayasankar





