North Maharashtra University

Faculty of Commerce & Management

Syllabus of First Year B. F. T.
F. Y. B. F. T.
Semester Pattern 60 + 40
(w.e.f. June 2011)
North Maharashtra University, Jalgaon
(NACC Accredited ‘B’ Grade University)
FACULTY OF COMMERCE & MANAGEMENT
STRUCTURE OF B.Com IN Foreign Trade
With effect from June 2011-12

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</table>
Lecture 6

1. Indian Business Environment concept and importance – Need of environmental studies for Business.

Lecture 8

2. Types of Environment – Natural, Economic, Political, Social, technical, cultural, Educational, Legal, Cross-cultures.

Lecture 8


Lecture 10

   a) Physical – Topography, Climate, Minerals, Water resources.
   b) Cultural – infrastructure, technology, tradition, Political set up, social Set-up, educational Set-up.

Lecture 8

5. Natural Resources and sustainability, Renewable and Nonrenewable resources, Limitations of non-renewable resources – need of renewable resources, strategy for conservation of natural resources.
Lecture 8


REFERENCE BOOKS

1) Dutt and Sundaram, Indian Economy, S. Chand, New Delhi, 2007.
3) Justin Paul: Business Environment, 1e 2006, Tata MH
8) Palle Krishna Rao: WTO--Text & Cases, 1/e, PSG Excel Series, 2005
1. Introduction to Communication  
Lecture 08
Meaning and Definition - Process - Functions - Objectives - Importance - Essentials of good communication - Communication barriers - Overcoming communication barriers - Cross cultural Communication.

2. Modes of Communication  
Lecture 06
(a) Written Communication
Need and functions of business letters - Planning & layout of business letter - Essentials of effective correspondence – Advantages & limitations of written communication.
(b) Oral Communication
Meaning, nature and scope - Principles of effective oral communication - Techniques of effective speech - The art of listening - Principles of good listening - Advantages and limitations of oral communication.

3. Personality Development  
Lecture 06
The concept personality - Dimensions of personality - Term personality development - Significance.
The concept of success and failure

4. Attitude & Motivation  
Lecture 07
Attitude - Concept - Significance - Factors affecting attitudes - Positive attitude - Advantages - Negative attitude - Disadvantages - Ways to develop positive attitude - Difference between personalities having positive and negative attitude.
Concept of motivation - Significance - Internal and external motives - Importance of self-motivation - Factors leading to demotivation.
5. Other Aspects of Personality Development

Body language - Assertiveness - Problem-solving - Conflict and Stress Management – Decision-making skills - Positive and creative thinking - Leadership and qualities of a successful leader - Character-building - Team-work - Lateral thinking - Time management - Work ethics – Management of change - Good manners and etiquettes (Concept, significance and skills to achieve should be studied.)

Topics prescribed for workshop/Skill lab

<table>
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<th>a)</th>
<th>Group discussion</th>
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<td>g)</td>
<td>Time management</td>
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<td>Body language</td>
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</table>

REFERENCE BOOKS

4) Communicate to Win - Richard Denny - Kogan Page India Private Limited, New Delhi.
5) Organizational Behaviour - S. P. Robbins - Prentice-Hall of India Pvt. Ltd., New Delhi
6) Basic Managerial Skills for All - Prentice-Hall of India Pvt. Ltd., New Delhi
7) 8 Habits - Stephen Covey
8) Management Thoughts - Pramod Batra
9) Produced by Prof. Rooshikumar Pandya - Creative Communication and Management
## 1. An Overview of Market Economy  
Lectures: 10

1.1. Microeconomics  
   1.1.1. Meaning, Subject-Matter  
   1.1.2. Importance & Applicability

1.2. Concepts  
   1.2.1. Plant  
   1.2.2. Firm  
   1.2.3. Industry

1.3. Concepts & Working of Market Economy

1.4. Concepts of Functional Relationship  
   1.4.1. Liner & Non Liner Functions  
   1.4.2. Methods of Representing Functional Relationships

1.5. Elasticity of Demand & Supply

## 2. Consumers Behaviour and Demand Function  
Lectures: 14

2.1. Theory of Indifference Curves  
   2.1.1. Basic Assumptions about Preferences  
   2.1.2. Budget Constraints  
   2.1.3. Consumer's Equilibrium

2.2. Price Effect: Income & Substitution Effects

2.3. Derivation of Individual Demand Curve & Market Demand Curve

2.4. Concept of Consumer Surplus

2.5. Demand Forecasting  
   2.5.1. Need & Importance  
   2.5.2. Methods

2.6. Micro Economics by KPM Sunderam & E N Sundaram S Chand

2.7. Economics for Business Sloman, Pearson Education,

2.8. Business Economics KPM Sunderam & E N Sundaram S Chand

2.9. Managerial Economics by D M Mithani Himalaya

2.10. Principles of Economics by N Gregory Mankiw, Thomson

2.11. Managerial Economics by Dr Gopal Krishna Himalaya

2.12. Managerial Economics by Peterson, Lewis & Jain Pearson Education
3. Theory of Production  
   Lectures: 12  
   3.1. The Production Function  
   3.2. Total, Average & Marginal Products  
   3.3. The Law of Variable Proportion  
   3.4. Isoquants & Returns to Scale  
   3.5. Profit Maximization & Cost Minimization

4. Theory of Production Cost  
   Lectures: 12  
   4.1. The Short Run Costs & Cost Curves  
   4.2. The Long Run Costs & Cost Curves  
   4.3. ‘U’ Shaped & ‘L’ Shaped Average Cost Curves  
   4.4. The Relationship between Short Run & Long Run Costs  
   4.5. Internal & External Economies & Diseconomies of Scale  
   4.6. Supply Function & Law of Supply

REFERENCE BOOKS

2. Introduction to Positive Economics by Lipsey & Cristal, Oxford Press  
3. Modern Economic Theory by K K Dewett S Chand, New Delhi  
5. Micro Economics by Mansfield Pearson Education
1. Introduction Lecture 04


2. Conceptual Frame Work Lecture 06


3. Recording of transactions Lecture 16

Recording of transactions: Voucher system, accounting process, journals, subsidiary books, ledger, cash book, bank reconciliation statement, trial balance. Depreciation: Meaning, need and importance of depreciation, methods of charging depreciation (WDV & SLM)

4. Preparation of Final Accounts Lecture 12


5. Introduction to Company Final Accounts Lecture 04

### Foreign Branch


### Reference Books

1. Fundamentals of Accounting & Financial Analysis: By Anil Chowdhry (Pearson Education)
2. Financial Accounting: By Jane Reimers (Pearson Education)
3. Accounting Made Easy: By Rajesh Agarwal & R Srinivasan (Tata McGraw Hill)
4. Financial Accounting for Management: By Amrish Gupta (Pearson Education)
5. Financial Accounting for Management: By Dr. S. N. Maheshwari (Vikas Publishing House)
6. Financial Accounting for Manager: T. P. Ghosh (Taxmann Publication)
1. **Nature of Management**
   - 1.1. Definition, Nature and Features of Management
   - 1.2. Management-Science or Art
   - 1.3. Management as Profession
   - 1.4. General Principles of Management
   - 1.5. Administration v/s Management

2. **Development of Management Thoughts**
   - 2.1. Taylor’s Principles of Scientific Management
   - 2.2. Contribution of Henri- Fayol.
   - 2.3. Chester Barnard and Social System Theory.
   - 2.4. Contribution of Herbert Simon & Petter F- Drucker
   - 2.5. Contribution of Behavioural Scientists & System Scientist
   - 2.6. Schools of Management Thoughts
     - 2.6.1. Empirical Approach
     - 2.6.2. Human Behaviour Approach
     - 2.6.3. Contingency or Situational Approach.

3. **Process of Management**
   - 3.1. Functions of Management
   - 3.2. Nature of Management Functions
   - 3.3. Functions of Various Management Levels: Top, Middle & Lower Level Management.
   - 3.4. Co-Ordination
     - 3.4.1. The Essence of Management
     - 3.4.2. Co–Ordination & Co–Operation
     - 3.4.3. Techniques of Effective Co–Ordination

4. **Planning**
   - 4.1. Meaning, Definition & Importance of Planning
   - 4.2. Essentials of Effective Planning
   - 4.3. Steps of Planning
   - 4.4. Types of Corporate Plans – Strategic & Operational Planning
   - 4.5. Limitations of Planning
5. Organising

5.1. Classical and Neoclassical Theory of Organisation

5.2. Modern Organisation Theory
   5.2.1. System Approach
   5.2.2. Contingency Approach

5.3. Principles of Organisation

5.4. Design of Organisation

5.5. Activity Analysis
   5.5.1. Meaning & Bases of Departmentation.
   5.5.2. Span of Management
   5.5.3. Authority & Responsibility
   5.5.4. Line & Staff Relation

REFERENCE BOOKS

2. Organization & Management – By C. B. Gupta, Sultan Chand & Sons publication, Delhi
5. Management & Organizational Behaviour – By P. Subba Rao, Himalaya publication
8. Principles of Management: Dr. K Natarajan & Dr. K. P. Ganeshan, Himalaya
1. **Mathematical Logic**
   
   Lectures: 4
   
   1.1. Meaning of Statement
   1.2. Primitive and Compound Statements
   1.3. Truth Values of a Statement
   1.4. Logical Operations: Negation, Conjunction & Disjunction Implication, Double Implication, Equivalence
   1.5. Equivalence of Logical Statements
   1.6. Truth Tables & Construction of Truth Tables
   1.7. Tautology and Contradiction,

   *Simple numerical problems from real life situations are expected.*

2. **Permutation and Combination**
   
   Lectures: 6
   
   2.1. Meaning of Permutation and Combination
   2.2. Determination of Number of Permutations of N Objects Taken R Objects at a time (When All N Objects are Different),
   2.3. Determination of Number of Combinations of N Objects taken R at a Time (When All N Objects Are Different).

   *Simple numerical problems from real life situations are expected.*

3. **Coordinate System**
   
   Lectures: 4
   
   3.1. Introduction to Coordinate System
   3.2. Coordinates of a Point
   3.3. Quadrants, Plotting the Points, Drawing a Straight Line Passing through Two Given Points
   3.4. Solving a System of Linear Inequalities in Two Variables Graphically.

4. **Sets**
   
   Lectures: 5
   
   4.1. Meaning of a Set
   4.2. Methods of Describing a Set
      
      4.1.1. Tabular Form
      4.1.2. Set Builder Form
4.3. Types of a Set:
   4.3.1. Finite Set, Infinite Set, Empty Set, Subset, Universal Set,
   4.3.2. Equal Sets, Overlapping Sets, Disjoint Sets, Complementary Set.

4.4. Operations on Sets
   4.4.1. Union of Sets
   4.4.2. Intersection of Sets
   4.4.3. Difference of Sets

4.5. Demorgan’s Laws (Without Proof)

4.6. Venn Diagrams.

4.7. Cartesian Product of Two Sets.

4.8. Statement of Following Laws (Without Proof) Relating To Union and Intersection of Sets:
   4.8.2. (IV) Associative Laws (V) Distributive Laws

4.9. Statement of Following Basic Results Relating to Number of Elements of A Finite Set

\[ n(A \cap B) = n(A) + n(B) - n(A \cap B) \]
\[ n(A \cap B') = n(A) - n(A \cap B) \]
\[ n(A' \cap B) = n(B) - n(A \cap B) \]
\[ n(A') = n(U) - n(A) \]
\[ n(A' \cap B') = n(U) - n(A \cup B) \]
\[ n(A' \cup B') = n(U) - n(A \cap B) \]
\[ n(A - B) = n(A) - n(A \cap B) \]
\[ n(A \cup B \cup C) = n(A) + n(B) + n(C) - n(A \cap B) - n(B \cap C) - n(A \cap C) + n(A \cap B \cap C) \]

5. Function

5.1. Meaning of a Function
5.2. Methods of Describing a Function
5.4. Types of a Function
5.4.1. One-One Function, One Two Functions, Many-One Function,
5.4.2. Constant Function, Identity Function, Polynomial Function,
5.4.3. Linear Function, Rational Function, Exponential Function,
5.4.4. Logarithmic Function, Explicit and Implicit Functions,
5.4.5. Even Function, Odd Function, Composite Function.

Simple numerical problems from commercial real life situations are expected

6. Matrices and Determinants Lectures: 10
6.1. Meaning of a Matrix, Order Of Matrix,
6.2. Types of Matrix
   6.2.1. Zero Matrix, Column Matrix, Square Matrix, Diagonal Matrix,
   6.2.2. Scalar Matrix, Unit Matrix
   6.2.3. Symmetric Matrix, Skew-Symmetric Matrix,
   6.2.4. Transpose of a Matrix: Singular Matrix & Non-Singular Matrix.
6.3. Algebra of Matrices:-
   6.3.1. Equality of Matrices
   6.3.2. Multiplication of Matrix by a Scalar
   6.3.3. Addition of Matrices, Subtraction of Matrices
   6.3.4. Multiplication of Matrices.
6.4. Determinants
   6.4.1. Meaning of Determinant
   6.4.2. Evaluation of Second and Third Order Determinants
   6.4.3. Minor, Cofactor of an Element
   6.4.4. Adjoint of Matrix.
   6.4.5. Meaning of Inverse of a Matrix
   6.4.6. Matrix Inversion by Adjoint Method
   6.4.7. Cramer’s rule and matrix inversion method to solve system of linear equations
          in two and three variables.

REFERENCE BOOKS
2. Business Mathematics & Analytics Anand Sharma Himalaya Publishing
3. Business Mathematics Dr.Ramnath Dixit and Dr.Jinendra Jain Himalaya Publishing


3. Accounting and Control of Labour Cost: Time keeping and time booking, concept and treatment of idle time, over time and labour turnover.


6. Reconciliation of Cost and Financial Accounts

   b) Standard costing


REFERENCE BOOKS

1. **Introduction Human Resource Management** (Lectures 14)
   b. Meaning, Definition, Characteristics, Scope of H.R.M.
   c. Objectives, Functions, Importance of H.R.M.
   e. Qualities and Role of Human Resource Manager.
   f. Challenges to H.R.M.

2. **Human Resource Planning and Job Analysis** (Lectures 14)
   a. Meaning, Definition, Objectives.
   b. Importance of H.R. Planning.
   d. Job Design.

3. **Recruitment, Selection, Placement and Induction** (Lectures 14)
   a. Recruitment
      i. Meaning, Definition, Objectives Importance.
      ii. Recruitment Policy, factors affecting recruitment, Centralized and Decentralized recruitment.
      iii. Sources of Recruitment E-recruitment, walk-In Body–shopping, outsourcing.
   b. Selection
      i. Meaning, Definition, Importance.
      ii. Selection Policy and Selection Procedure.
      iii. Factors affecting on selection.
c. Placement and Induction
   i. Meaning, Definition of Placement.
   ii. Problems in Placement, Tools of effective placement.
   iii. Meaning, Definition of Induction.

4. Employee Training and Management Development (Lectures 14)
   a. Training
      i. Meaning, Definition, Difference between Training Education and Development.
      ii. Characteristics, objectives, need and Importance, Training Policy.
      iii. On the job, off the job, Training methods.
      iv. Types of Training.
   b. Management Development
      i. Meaning, Definition of Management Development.
      ii. Objectives, Need of Importance.
      iii. Methods of Management Development.
      iv. Problems in Management Development Programmes.
      v. Managerial Training and Development in Indian Context.

5. Employee Grievances and Discipline (Lectures 12)
   a. Grievance
      i. Meaning, Definition, Causes of Grievances.
      ii. Importance of Grievance Handing.
      iv. Grievance Redressal Machinery.
   b. Discipline
      i. Meaning, Definition, Features.
      ii. Aims, Objectives and Importance.
      iii. Principles for Maintaining Discipline.
      iv. Disciplinary Procedure.
      v. Role of Human Resource Manager in Maintaining Discipline.
6. **Employee Performance Appraisal**  
   (Lectures 10)

   a. Meaning, Definition, Features.
   b. Objectives and Importance.
   d. Problems of Appraisal.
   e. Measures for Making Effective Appraisal.

---

**REFERENCE BOOKS**

9. ‘Manavi Sansadhananche Vyavasthapan’, Prof.Dr.Prabhakar Deshmukh.
10. ‘Manavi Sansadhananche Vyavasthapan’, Prof.B.L.Jibhkate, Dr.C.D.Pandhye, Vishwa Publishers and Distributors, Nagpur
1. **Product Pricing Under Perfect Competition & Monopoly**  
   Lectures: 12
   1.1. **Perfect Competition**  
      1.1.1. Features
      1.1.2. Short Run Equilibrium of a Firm & Industry
      1.1.3. Long Run Equilibrium of a Firm & Industry
   1.2. **Monopoly**  
      1.2.1. Definition & Features
      1.2.2. Short Run & Long Run Equilibrium of the Firm
   1.3. **Price Discrimination**  
      1.3.1. Definition & Necessary Conditions
      1.3.2. Types & Effects
      1.3.3. Dumping

2. **Product Pricing Under Monopolistic Competition & Oligopoly**  
   Lectures: 14
   2.1. **Monopolistic Competition**  
      2.1.1. Meaning & Features
      2.1.2. Short Run Equilibrium of a Firm
   2.2. **Oligopoly & Duopoly**  
      2.2.1. Definition & Features
      2.2.2. Natural Causes of Bigness
      2.2.3. Modes of Strategic Behaviour (Interaction)
      2.2.4. Cournot & Bertrand Models Of Duopoly
      2.2.5. Price Leadership Model
   2.3. **Dynamics of oligopoly industries**  
      2.3.1. Entry barriers
      2.3.2. Brand proliferation
      2.3.3. Advertising
3. **Factor Pricing**  
   Lectures: 12
   3.1 Theory of Distribution: Marginal Productivity Theory
   3.2 Rent  
      3.2.1 Modern Theory of Rent  
      3.2.2 Rent Controls
   3.3 Wages  
      3.3.1 Causes of Wage Differentials
      3.3.2 Backward Bending Supply Curve of Labour
      3.3.3 Concept of Minimum Wage
   3.4 Interest  
      3.4.1 Various Concepts of Interest
      3.4.2 Causes of Interest Rate Differentials
   3.5 Profit  
      3.5.1 Various Concepts of Profit
      3.5.2 Causes of Profit
      3.5.3 Taxing profit.

4. **Microeconomic policies**  
   Lectures: 10
   4.1 Needs of Government Intervention
   4.2 Modes & Extent of Government Intervention
   4.3 Tools of Government Intervention
   4.4 Costs of Government Intervention

**REFERENCE BOOKS**

2. Introduction to Positive Economics by Lipsey & Cristal, Oxford Press
3. Modern Economic Theory by K K Dewett S Chand, New Delhi
5. Micro Economics by Mansfield Pearson Education
6. Micro Economics by KPM Sunderam & E N Sundaram S Chand
7. Economics for Business Sloman, Pearson Education,
8. Business Economics KPM Sunderam & E N Sundaram S Chand
9. Managerial Economics by D M Mithani Himalaya
11. Managerial Economics by Dr Gopal Krishna Himalaya
12. Managerial Economics by Peterson, Lewis & Jain Pearson Education
1. **Markets and Marketing**
   - **Lectures 18**
   - 1.1. Marketing
      - 1.1.2. Modern Marketing Concepts.
   - 1.3. Meaning and Dimensions of Market.
   - 1.4. Market Segmentation
   - 1.5. Role of Marketing in Economic Development OF India.

2. **Consumer Behaviour**
   - **Lectures 10**
   - 2.1. Meaning and Importance of Consumer Buying Behaviour
   - 2.2. Determinants of Consumer Behaviour
   - 2.3. Product: Meaning, Role, Product Planning and Process
   - 2.4. Product Life Cycle
   - 2.5. Product Positioning, Branding and Packaging

3. **Pricing, Advertising and Channels of Distribution**
   - **Lectures 12**
   - 3.1. Meaning &Role of Pricing Management
   - 3.2. Theory and Practice of Pricing Management.
   - 3.3. Advertising
      - 3.3.1. Meaning, Role
      - 3.3.2. Profile of Advertising in India
      - 3.3.3. Management of Advertising, 
   - 3.4. Channel of Distribution
      - 3.4.1. Meaning, Role, Classification
      - 3.4.2. Factors Governing Choice of Channels and Intermediaries.
4. Physical Distribution, Market Organization, Physical Distribution    Lectures: 8

4.1. Physical Distribution
   4.1.1. Meaning & Objective
   4.1.2. Organization, Role and Relevance of Physical Distribution
   4.1.3. Physical Distribution Management

4.2. Marketing Organization
   4.2.1. Organization for Marketing
   4.2.2. Evaluation of Marketing Organization
   4.2.3. Principle of Organization Design
   4.2.4. Organizational Problems.

REFERENCE BOOKS

(1) Marketing Management: Analysis Planning and Control Kotler, Philip
(2) Fundamentals of Marketing Stanton WJ
(3) Marketing Rusenberg L J
(4) Marketing Management Ramasami & Nama Kumari
(5) Marketing Management Dr. K Karunakaran Himalaya
## 205: Business Statistics


**FACULTY OF COMMERCE & MANAGEMENT PRACTICES**

**SEMESTER : II**

60 +40 Pattern: External Marks 60 + Internal Marks 40 = Total Marks :100 (Total Lectures : 48)

### 1. Introduction to Statistics  
**Lectures: 4**

1. Statistics
   1.1. Meaning of Statistics
   1.1.1. Applications of Statistics in Business, Commerce & Management
   1.1.2. Limitations of Statistics.

2. Basic Concepts
   1.2.1. Data: Raw Data, Primary Data, Secondary Data
   1.2.2. Population / Census
   1.2.3. Sample
   1.2.4. Error: Sampling Error& Non-Sampling Error
   1.2.5. Variable & Attribute

### 2. Correlation  
**Lectures: 5**

2.1. Meaning & Types of Correlation
   2.1.1. Positive Correlation, Negative Correlation, Perfect Correlation
   2.1.2. Linear and Non-Linear Correlation

2.2. Scatter Diagram
2.3. Karl Pearson’s Coefficient Of Correlation
2.4. Properties of Correlation Coefficient
2.5. Probable Error of Correlation Coefficient
2.6. Meaning of Multiple and Partial Correlations
2.7. Multiple and Partial Correlation Coefficients.
   Simple Numerical Problems.

### 3. Regression  
**Lectures: 8**

3.1. Meaning & Types of Regression
   3.1.1. Simple and Multiple Regressions
   3.1.2. Linear and Non-Linear Regression

3.2. Statement of Regression Lines
3.3. Definition of Regression Coefficients
3.4. Properties of Regression Coefficients
3.5. Explained and Unexplained Variation: Coefficient of Determination.
   Simple Numerical Problems.
4. Probability Lectures: 10

4.1. Concept of Random and Non-Random Experiments
4.2. Meaning of Sample Space
4.3. Trial & Events
   4.3.1. Equally Likely Outcomes
   4.3.2. Elementary Event, Compound Event, Impossible Event, Sure Event
   4.3.3. Complementary Event, Favourable Outcomes of an Event
   4.3.4. Mutually Exclusive Events, Exhaustive Events
   4.3.5. Independent Events, Dependent Events
4.4. Mathematical Definition of Probability & Axioms of Probability
4.5. Statement of Addition Theorem of Probability for Two and Three Events
4.6. Conditional Probability
4.7. Statement of Multiplication Theorem of Probability for Two and Three Events.
4.8. Problems to Compute Probabilities.

5. Random Variable and Expected Value Lectures: 6

5.1. Meaning & Types of Random Variable: Discrete and Continuous Random Variables
5.2. Probability Mass Function and Probability Distribution of a Discrete Random Variable
5.3. Expected Value Of A Discrete Random Variable, Statement of Following Results On expected value:-
   (i) \( E(k) = k \), where \( k \) is a constant,
   (ii) \( E(kX) = kE(X) \)
   (iii) \( E(aX + b) = aE(X) + b \)
   (iv) \( E(aX - b) = aE(X) - b \), where \( a \) and \( b \) are constants.

Variance and standard deviation of discrete random variable, statement of following results on variance:-
   (i) \( \text{var}(k) = 0 \), where \( k \) is a constant
   (ii) \( \text{var}(kX) = k^2 \text{var}(X) \)
   (iii) \( \text{var}(aX + b) = a^2 \text{var}(X) \)
   (iv) \( \text{var}(aX - b) = a^2 \text{var}(X) \), where \( a \) and \( b \) are constants.

Simple numerical problems.
6. **Index numbers**

6.1. Meaning & Uses of Index Number

6.2. Types of Index Number
   6.2.1. Price
   6.2.2. Quantity
   6.2.3. Value Index Numbers

6.3. Methods of Constructing Index Number
   6.3.1. Simple (Unweighted) Aggregate Method
   6.3.2. Weighted Aggregate Method
   6.3.3. Arithmetic Mean of Price Relatives


   Simple numerical problems.

7. **Time series**

7.1. Meaning of Time Series

7.2. Components of a Time Series

7.3. Analysis of Time Series
   7.3.1. Additive and Multiplicative Models of Time Series
   7.3.2. Measurement of Trend by Moving Average Method
   7.3.3. Measurement of Seasonal Variation by Ratio to Moving Average Method

7.4. Deseasonalisation of Data.

   Simple Numerical Problems.

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   1.1 Basics of Computer: I/P, O/P Hardware, System/Application Software  
   1.2 What Is Information Technology, Basic Concepts  

2. Information Technology in Organizations  
   2.1 Impact of Information Technology on Organizations  
   2.2 Benefits in Information Technology  

3. Strategic Issues of Information Technology  
   3.1 Integrating Technology with Business Environment  
   3.2 Information Technology & Corporate Strategy  
   3.3 Strategic Advantage & Information Technology  

4. IT Oversight and Governance in Organizations  
   4.1 The Role of Business Processes  
   4.2 The Missing Roles of IT Governance That Cause Business Failure  
   4.3 Modern Roles and Responsibilities of IT & Business Units  
   4.4 IT Governance and Business Vision, Mission, and Objectives  
   4.5 Benefits of Effective IT Governance  

5. Web Revolutions  
   5.1 Network Computing: Internet & Web, Intranet & Extranet  
   5.2 Internet Software Agents: Search Engines, Directories, Software & Intelligent Agents  
   5.3 Portals: Information & Corporate Portals  
   5.4 Communication: Web-Based Call Centers, Electronic Chat Rooms, Voice Communications, Blogging  
   5.5 Virtual Collaboration, Groupware, Electronic Meeting Systems, Electronic Teleconferencing