B.Com (Financial Services (Semester-I)

Paper-I COMMUNICATION SKILLS IN ENGLISH-I

TERM-1

Reading Skills: Reading Tactics and strategies; Reading purposes–kinds of purposes and associated comprehension; Reading for direct meanings.

Reading for understanding concepts, details, coherence, logical progression and meanings of phrases/ expressions.

Activities:

• Comprehension questions in multiple choice format

• Short comprehension questions based on content and development of ideas

Writing Skills: Guidelines for effective writing; writing styles for application, personal letter, official/ business letter.

Activities

• Formatting personal and business letters.

• Organising the details in a sequential order

TERM-2

Resume, memo, notices etc.; outline and revision.

Submitted by:
Deep
Asst. Prof. in English

PAPER-II ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

ਪਹਿਲੀ ਟਰਮ

ਆਤਮ ਅਨਾਤਮ (ਕਵਿਤਾ ਭਾਗ)

ਭਾਈ ਵੀਰ ਸਿੰਘ , ਪ੍ਰੋ: ਪੂਰਨ ਸਿੰਘ, ਪ੍ਰੋ: ਮੋਹਨ ਸਿੰਘ, ਅੰਮ੍ਰਿਤਾ ਪ੍ਰੀਤਮ, ਸ਼ਿਵ ਕੁਮਾਰ ਬਟਾਵਲੀ, ਡਾ. ਸੁਰਜੀਤ ਪਾਤਰ , ਪਾਸ਼

(ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ, ਸਾਰ)

ਇਤਿਹਾਸਕ ਯਾਦਾਂ (ਇਤਿਹਾਸਕ ਲੇਖ–ਸੰਗ੍ਰਹਿ)

(ਲੇਖ 1 ਤੋ 4)

(ਨਿਬੰਧ ਦਾ ਸਾਰ, ਲਿਖਣ–ਸ਼ੈਲੀ)

ਵਿਆਕਰਣ

ਪੰਜਾਬੀ ਧੁਨੀ ਵਿਉਤ : ਉਚਾਰਨ ਅੰਗ, ਉਚਾਰਨ ਸਥਾਨ ਤੇ ਵਿਧੀਆਂ, ਸਵਰ, ਵਿਅੰਜਨ, **ਸੁਰ ਪ੍ਰਬੰਧ**

ਪੈਰ੍ਹਾ ਰਚਨਾ

ਪੈਰ੍ਹਾ ਪੜੁ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ

ਦੂਜੀ ਟਰਮ

ਆਤਮ ਅਨਾਤਮ (ਕਵਿਤਾ ਭਾਗ)

ਡਾ. ਹਰਭਜਨ ਸਿੰਘ, ਡਾ. ਜਸਵੰਤ ਸਿੰਘ ਨੇਕੀ, ਡਾ. ਜਗਤਾਰ (ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ, ਸਾਰ)

ਇਤਿਹਾਸਿਕ ਯਾਦਾਂ (ਇਤਿਹਾਸਿਕ ਲੇਖ- ਸੰਗ੍ਰਹਿ) (ਲੇਖ 5 ਤੇ 6)

(ਨਿਬੰਧ ਦਾ ਸਾਰ, ਲਿਖਣ ਸ਼ੈਲੀ)

ਵਿਆਕਰਣ: ਭਾਸ਼ਾ ਵੰਨਗੀਆਂ : ਭਾਸ਼ਾ ਦਾ ਟਕਸਾਲੀ ਰੂਪ, ਭਾਸ਼ਾ ਤੇ ਉਪਭਾਸ਼ਾ ਦਾ ਅੰਤਰ , ਪੰਜਾਬੀ ਉਪਭਾਸ਼ਾਵਾਂ ਦੇ ਪੱਛਾਣ ਚਿੰਨ, ਪੈਰ੍ਹਾ ਰਚਨਾ, ਪੈਰ੍ਹਾ ਪੜੁ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ ।

Submitted by:
Kiran Bala
Asst. Prof. in Punjabi

B.Com (Financial Services (Semester-I)

PAPER-III FINANCIAL ACCOUNTING WITH TALLY

TERM-1

Nature of Financial Accounting- Scope, Objects, Limitations. Accounting concepts and conventions, IFRS. Double Entry System, Accounting Cycle with GST

Capital and Revenue items, Preparation of Final Accounts of Sole Trader.

Nature of partnership firm, partnership deed, final accounts of partnership firm: fixed vs fluctuating capital, division of profit among partners, preparation of profit and loss appropriation account. Calculation of goodwill

TERM-2

Computerized Accounting- Tally ERP 9, Reconstitution of partnership firm: change in profit sharing, Admission, Retirement, Dissolution of Firm (including Garner vs. Murray Rule)

Submitted by:
Savita Khanna
Asst. Prof. in Commerce

PAPER-IV QUANTITATIVE TECHNIQUES FOR BUSINESS-I

TERM-1

Measures of Central Tendency:- Mean, Median, Mode, Geometric Mean and Harmonic Mean
Measures of Dispersion: - Range, Quartile Deviation, Mean Deviation and Standard Deviation. Skewness and Kurtosis
Index Numbers:- Meaning and importance, Methods of Construction of Index Numbers: weighted and unweighted, fixed base and chain base index numbers.

TERM-2
Time Series Analysis:- Trend cycles, seasonal and irregular components, estimation of trend(Graphical Method, Semi Average method, moving averages and method of least squares)(fitting straight lines only)
Simple and Compound Interest, Discounting and factoring techniques

Submitted by:
Harpreet Kaur Uppal
Asst. Prof. in Economics

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B.Com (Financial Services (Semester-I)

PAPER-V BUSINESS ORGANIZATION & MANAGEMENT

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TERM-1

Business :- Meaning, types, profession, social responsibility of business, business ethics
Forms of organization, public sector Vs private sector,
Introduction to Management, meaning, features, Scope functional areas, Management Vs Administration, Contribution to Management Thought(Henry Fayol, Elton Mayo, FW Taylor) Principles of Management(Henry Fayol), Scientific Management
Personnel Management: Meaning, Significance & Functions, Recruitment, Selection and training. Job Evaluation and Merit Rating, Worker's participation in Management.

TERM-2

Marketing Management: Concept of Marketing, Functions of Marketing, Marketing Research– Meaning and Techniques, Advertising and Salemanship.
Strategic Management: Meaning, Need, Importance, Process and Role of C.E.O.
(Chief Executive Officer) in Strategic Management

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Submitted by:
Ramya
Asst. Prof. in Commerce

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B.Com (Financial Services (Semester-I)

Paper-VI COMPUTER APPLICATIONS

TERM-1

General Features of Computers, Generations of Computer, Workstation, Mainframe

Computer and Supercomputers, Computer Software and Hardware–System, Application, Service Software, Machine and Assembly Language, High Level Language, Operating System – Basic, Functions and Types. Fundamentals of DOS, Internal and External Commands of DOS, Batch Files, Booting and its Types.

TERM-2

Computer Applications – Data Processing, Information Processing, Commercial, Office

Automation, Industry and Engineering, Healthcare, Education, Graphics and Multimedia.

Computer memory: primary and secondary memory Secondary storage devices –

magnetic and optical media input and output writs – printer, plotter, scanner–OMR,

OCR, MICR, Mouse, Keyboard, Modem.

Submitted by:
Divya Gupta
Asst. Prof. in Computer Science

B.Com (Financial Services (Semester-I)

PAPER-VII Drug Abuse: Problem, Management and Prevention
PROBLEM OF DRUG ABUSE

TERM-1

Meaning of Drug Abuse:
Meaning, Nature and Extent of Drug Abuse in India and Punjab.

Consequences of Drug Abuse for:
Individual : Education, Employment, Income.
Family : Violence.
Society : Crime.
Nation : Law and Order problem.

Management of Drug Abuse:
Medical Management: Medication for treatment and to reduce withdrawal effects.

TERM-2

Psychiatric Management: Counselling, Behavioural and Cognitive therapy.

Social Management: Family, Group therapy and Environmental Intervention.

Submitted by:
Rupinder Kaur
Asst. Prof. in Environmental Studies