

B.COM (H)- 2nd Semester

Business Communication

CODE-102

OBJECTIVE: The basic objective of this course is to acquaint the students with Basics of Business Communication.

QUESTIONS:

1. Explain the 7 C's of communication.
2. **Write a short on**
 - a. Minutes of meeting
 - b. Silence
3. Discuss Non Verbal communication
4. What are the various forms of communication?
5. Draft a Resume.
6. Explain Informal communication.

PROCEDURE:

For completing the assignment students should refer to the books mentioned in syllabus and they can take help from internet. The assignment should be handwritten and properly filled. Students should make assignment in the following manner:

1. Cover page
2. Objectives
3. Index
4. Content
5. Conclusion
6. References
7. Softcopy AND Hardcopy
8. Give proper headings and subheadings
9. Explain every topic in points and using diagrams.
10. Put Examples

OUTCOME:

After doing this assignment, students will come to understand the Basics of Business Communication.

Reference books

Kaul A(2009), Business Communication. PHI

Madhukar, R.K., Business Communication, 2nd edition, Vikas publishing house, New Delhi.

B.COM 2nd SEM.

Micro Economics-1

PAPER CODE: 104

OBJECTIVE:

The basic objective of this course is to acquaint the students with long term decision making and market efficiency.

QUESTIONS:

- 1) Elaborate Economies of Scale & Diseconomies of Scale.
- 2) What is difference between Law of Variable Proportion and Law of Return to Scale?
- 3) What is Elasticity of Supply and factors affecting elasticity of supply?
- 4) With the help of indifference curve Analysis explain consumer's equilibrium
- 5) Elaborate ISQUANTS and its properties.

PROCEDURE:

For completing the assignment students should refer to the books mentioned in syllabus and they can take help from internet. The assignment should be handwritten and properly filled. Students should make assignment in the following manner:

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2. Objectives
3. Index
4. Content
5. Conclusion
6. References
7. Softcopy AND Hardcopy
8. Give proper headings and subheadings
9. Explain every topic in points and using diagrams.
10. Put Examples

OUTCOME:

After doing this assignment, students will come to understand the demand and supply affecting economy

REFERENCE BOOKS:

1. Diwedi, D.N.,(2008), Micro Economics Theory and Applications, Pearson Education.
2. Kumar,Raj,Gupta,Kuldip,(2010),Business Economics, UDH, Publishing & Distributors P Ltd, New Delhi
- 3.R.K.Chopra-“Principles&Pracitices of Management”, Sun India Publication.

B.Com (H) 2nd Semester

BUSINESS MATH

PAPER CODE- BCOM 106

Objective:

The objective of this assignment is to provide basic knowledge to the student in application of algebra and calculus in business.

Questions:

1. Arithmetic mean between two numbers is 15 and geometric mean is 9. Find the numbers
2. How many different words can be formed with the letter of the word LOGARITHMS so that vowels are never come together.
3. An amount of 10,000 is put into three investment at the rate of 10,12 &15 percent p.a. the combined income is 1310 and combined income of first and second is 190 short than third income. Find the amount of investment in each using matrix inverse method.
4. Find consumer and producer surplus under pure competition if demand function $P = 8/x + 1 - 2$ and supply function $P = x + 3/2$. P and x are price and output respectively.
5. Define cost function, revenue function & profit function with an example. Write the condition of maximization and minimization of function.

Procedure:

The students should refer to the books mentioned in references and they can also take help from internet. The assignment should be handwritten and properly filled. Students should cover all these headings in their assignments.

- Index
- Introduction
- Objective of the assignments
- Assignment questions with answers
- Conclusion
- References

Outcome:

After completing the assignment, students will understand the various basic concept of business mathematics, and will be able to perform better in the subject.

Reference Books.

1. J.K.THUKRAL, BUSINESS MATHEMATICES, SCHOLAR TECH PRESS.

B.COM (H): 2nd Semester

Business Law

Paper Code: 108

OBJECTIVE:

The basic objective of this assignment is to make the students realize the importance of Business Law. This course endeavors to provide a background to law as a prelude to learn and, then, to apply those skills to the real and current challenges of the information professions.

QUESTIONS:

- 1) Define 'contract'. Explain essential element of a valid contract.
- 2) Define offer and also explain the various characteristics of offer.
- 3) Define contract of sale. Also give the difference between 'sale' and an agreement of sale.
- 4) Define a negotiable instrument and describe the fundamental characteristics of negotiable instrument.
- 5) Give the difference between LLP and traditional partnership firm.
- 6) (a) Define contingent contract.
(b) Give the concept of bailment.
(c) Give the meaning of unpaid seller.
(d) Give the concept of crossing of a cheque.

PROCEDURE:

For completing the assignment students should refer to the books mentioned in syllabus and they can take help from internet. The assignment should be handwritten and properly filled. Students should make assignment in the following manner:

1. Cover page
2. Objectives
3. Index
4. Content
5. Conclusion
6. References
7. Softcopy AND Hardcopy
8. Give proper headings and subheadings
9. Explain every topic in points and using diagrams.
10. Put Examples

OUTCOME:

After doing this assignment, students will come to understand the Business Law in conducting a business.

REFERENCE BOOKS:

1. Maheshwari, S.N. and S.K. Maheshwari; *A Manual of Business Law*, 2nd Edition, Himalaya Publishing House, 2004.
2. Kuchhal, M. C.; *Business Law*, Vikas Publishing House, New Delhi, 2004.

QUESTIONS

- 1) Explain mean, median and mode write its properties.
- 2) Define dispersion and explain measure of dispersion.
- 3) Define Moments, skewness and kurtosis.
- 4) Define correlation and what methods for measuring correlation are.
- 5) Define index number, what are uses of index number and problem in construction of index number.

PROCEDURE:

For completing the assignment students should refer to the books mentioned in syllabus and they can take help from internet. The assignment should be handwritten and properly filled. Students should make assignment in the following manner:

1. Cover page
2. Objectives
3. Index
4. Content
5. Conclusion
6. References

After doing this assignment, students will come to understand the importance of statistics in Business.

REFERENCE BOOKS:

J.K THUKRAL- BUSINESS STATICS