



B.Com. Semester V
Paper No. : CP 5.1
FINANCIAL MANAGEMENT

Duration: 3 hrs.

Max. Marks: 100

Lectures: 75

Objective: To familiarize the student with the elements and tools of financial management.

COURSE CONTENTS:

Unit – I: Introduction

Nature, scope and objectives of financial management. Time value of money. Concept of Risk and Return (including Capital Asset Pricing Model).

(8 Lectures)

Unit – II: Capital Budgeting Decision

Capital budgeting process: Estimation of Relevant cash flows, Non-discounted and discounted cash flow techniques – Pay back, ARR, NPV, IRR and Profitability index. Concept and measurement of cost of capital, Weighted Average Cost of Capital.

(18 Lectures)

Unit – III: Financing Decision

Operating and financial leverage. Capital structure theories - NI, NOI, and MM and traditional approach. Factors determining capital structure.

(17 Lectures)

Unit – IV: Dividend Decision

Relationship between dividend and corporate valuation - Walter model, Gordon Model and MM hypothesis. Determinants of dividend.

(12 Lectures)

Unit – V: Working Capital Management

Meaning and nature of working capital. Determination of working capital requirement. A brief overview of Cash management, Inventory management and Receivables management.

(20 Lectures)

Suggested Readings:

1. I.M. Pandey, *Financial Management*, Vikas Publishing House (P) Ltd.
2. V.K. Bhalla, *Financial Management & Policy*, Anmol Publications, Delhi



3. M. Y Khan and P. K Jain, *Financial Management*, Text and Problems, Tata McGraw Hill New Delhi.
4. Prasanna Chandra, *Financial Management-Theory and Practice*, Tata McGraw Hill.
5. J. K Singh, *Fundamentals of Financial Management*, Dhanpat Rai and Company, Delhi.
6. J.C. Van Horne, *Financial Management and Policy*, Prentice Hall of India.
7. H. Levy and M. Sarnat, *Principles of Financial Management*, Engelwood Cliffs, Prentice Hall.
8. Surender Singh and Rajeev Kaur, “*Basic Financial Management*”, Mayur Paperbacks, New Delhi

Note: Latest edition of text book may be used.



B.Com. Semester V
Paper No.: CP 5.2

COMPUTER APPLICATIONS IN BUSINESS

Duration: 3 hrs.

Max. Marks: 100

Lectures: 75

Objectives: To provide computer skills and knowledge for commerce students and to enhance the student understanding of usefulness of information technology tools for business operations.

Learning Outcome: After studying this paper, a student will become **IT** literate, and be able to understand basic **IT** tools.

PART – A

Unit 1. Basic Concepts: (3)

- Characteristics of a Computer.
- Advantages of Computers.
- Limitation of Computers.
- Types of Computers.
- Applications of computers.

Unit 2. Essential components of Computers. (3)

- Hardware, Firmware, Live-ware
- Software:
 - System Software: Operating system, Translators, interpreter, compiler.
 - Overview of operating system, function of operating system.
 - Application software: General Purpose Packaged Software and tailor made software.

Unit 3. Introduction to Internet (4)

- Meaning of Internet.
- Growth of internet.
- Owner of Internet.
- Anatomy of Internet
- Net Etiquette



- World Wide Web
- Internet Protocols.
- Usage of Internet to society.
- Search Engines.

Unit 4. Word Processing.

(6)

- Introduction to word Processing.
- Word processing concepts.
- Working with word document::
 - Opening an existing document/creating a new document.
 - Saving,
 - Selecting text,
 - Editing text,
 - Finding and replacing text,
 - Formatting text,

- Bullets and numbering
- Tabs
- Paragraph Formatting
- Page Setup

Unit 5. Spreadsheet and its Business Applications.

(6)

- Spreadsheet concepts
- Creating a work book,
- saving a work book
- editing a work book,
- inserting, deleting work sheets,
- entering data in a cell
- formula Copying
- Moving data from selected cells,
- Handling operators in formulae.
- Inserting Charts- LINE, PIE, BAR



Unit 6. Generally used Spread sheet functions

(6)

- Mathematical- ROUND ALL, SUM, SUMIF, COUNT, COUNTIF
- Statistical – AVERAGE, MAX, MIN, STDEV, FREQUENCY, INTERCEPT, SLOPE.
- Financial - PMT, PPMT, IPMT
- Logical - IF, AND, OR

Unit 7. Presentation Software

(7)

- Creating a presentation.
- Editing
- Sorting
- Layout.
- Set-up row
- Rehears timing

PART – B (Practical)

Practical applications from above unit:

Practical classes (40)

- Loan & Lease statement
- Ratio Analysis.
- Graphical representation of data
- Payroll statements
- Frequency distribution. Cumulative and calculation of Means, Mode and Median.
- Regression

Notes:

1. The Softwares referred in this course will be notified by the department once in every three years.
2. The familiarity with commercial and business software will be imparted through guidelines that shall be revised every year.

Scheme of examination:

**Department of Commerce,
Delhi School of Economics,
University of Delhi, Delhi-110007**



1. For School of Open Learning there shall be a written Annual Examination of 75 marks and of 3 hours duration for parts, Part A 35 marks, Part B 40 marks.
2. Scheme of Examination for regular students:

Part – A – Annual Examination (Theory) 45 Marks, 2 hours, Internal Assessment 15 marks

Part – B – Annual Examination (Practical) 40 Marks, 1 hours, Practical Examination, Work Book, including 10 Marks

Note: In the case of SOL, in Lieu of Part-B (practical examination) there shall be a semester and theory examination as follows:

Marks : 40

Time : 1 hours

Suggested Readings:

1. Sanjay Saxena, *A First Course in Computers*, Vikas Publishing House.
2. Pradeep K. Sinha and Preeti Sinha, *Foundation of Computing*, , BPB, Publication,
3. Deepak Bharihoka, *Fundamentals of Information Technology*, Excel Book.
4. V. Rajaraman, *Introduction to Information Technology*, PHI.
5. R. Hunt, J. Shelley, *Computers and Commonsense*, Prentice Hall of India.
6. Leon, M. Leon, *Fundamentals of Information Technology*, Leon Vikas, (4) Software manuals.

Note: Latest edition of text book may be used.



**B. Com. Semester V
Paper No.: CP 5.3**

CORPORATE GOVERNANCE, BUSINESS ETHICS AND CSR

Duration: 3 hrs.

Max. Marks: 100

Lectures: 75

Objectives: To familiarize the students with the understanding of issues and practices of corporate governance in the global and Indian context.

Course Contents:

Unit I- Conceptual Framework of Corporate Governance: Meaning, Theories of Corporate Governance, Models of Corporate Governance, Governance v Good Corporate Governance, Corporate Governance v Corporate Excellence, Insider Trading, Rating Agencies, Whistle Blowing, Benefits of Good Corporate Governance, Corporate Governance Reforms, Initiatives in India. **15 Lectures**

Unit II- Indian Model of Corporate Governance: Director, Board Role, Responsibilities, Powers, Number of Directors, Disqualifications, Board Meetings, Regulatory Framework of Corporate Governance in India, SEBI Norms based on KM Birla Committee, Clause 49 of Listing Agreement, Corporate Governance in Public Sector Undertakings. **15 Lectures**

Unit III- Board Committees and their Functions

Board Committees and their Functions, Remuneration Committee, Nomination Committee, Compliance Committee, Shareholders Grievance Committee, Investors Relation Committee, Investment Committee, Risk Management Committee, and Audit Committee **5 Lectures**

Unit IV- Major Corporate Governance Failures: Junk Bond Scam (USA), Bank of Credit and Commerce International (UK), Maxwell Communication Corporation and Mirror Group Newspapers (UK), Enron (USA), WorldCom (USA), Tyco (USA), Andersen Worldwide (USA), Kirch Media (Germany), Vivendi (France), Parmalat (Italy) and Satyam Computer Services Ltd (India); Common Governance Problems Noticed in various Corporate Failures, Is Corporate Governance always the Cause for Corporate Failures?. **15 Lectures**



Unit V- Codes & Standards on Corporate Governance: Sir Adrian Cadbury Committee (UK), 1992 , Greenbery Committee (UK), 1995, Calpers Global Corporate Governance Principles (USA), 1996, Hampel Committee on Corporate Governance (UK), 1997, Combined Code of Best Practices (London Stock Exchange), 1998, Blue Ribbon Committee (USA), 1999, OECD Principles of Corporate Governance, 1999, CACG Guidelines/Principles for Corporate Governance in Commonwealth, 1999, Euroshareholders Corporate Governance Guidelines, 2000, Principles of Good Governance and Code of Best Practice (UK), 2000, Sarbanes-Oxley (SOX) Act, 2002 (USA), Smith Report, 2003 (UK)

15 Lectures

Unit VI-Business Ethics: Meaning, Principles of Business Ethics, Characteristics of Ethical Organization, Theories of Business Ethics, Ethics of Corporate Governance, Globalization and Business Ethics, Stakeholder's Protection, Corporate Governance and Business Ethics

5 Lectures

Unit VII- Corporate Social Responsibility (CSR): Meaning, CSR and CR, CSR and Corporate Sustainability, CSR and Business Ethics, CSR and Corporate Governance, Environmental Aspect of CSR, CSR Models, Drivers of CSR, ISO 26000

5 Lectures

Suggested Readings:

1. J. P. Sharma *Corporate Governance, Business Ethics & CSR*, Ane Books Pvt. Ltd., New Delhi.
2. Bhanu Murthy, K. V. and Usha Krishna, *Politics Ethics and Social Responsibilities of Business*, Pearson Education, New Delhi.
3. D Geeta Rani & R K Mishra, *Corporate Governance-Theory and Practice*, Excel Books, New Delhi
4. Christine A Mallin, *Corporate Governance (Indian Edition)*, Oxford University Press, New Delhi.
5. Bob Tricker, *Corporate Governance-Principles, Policies, and Practice* (Indian Edition), Oxford University Press, New Delhi.
6. Andrew Crane Dirk Matten, *Business Ethics (Indian Edition)*, Oxford University Press, New Delhi.

Note: Latest edition of text book may be used.



B. Com. Semester V
Paper No.: CP 5.4

INDUSTRIAL ECONOMICS

Duration: 3 hrs.

Max. Marks: 100

Lectures: 75

1. Industrial Structure and market structure, industrial concentration, structure-conduct performance paradigms. **15 Lectures**
2. Expansion of the firms through merger, acquisition and diversification, Role and composition of foreign capital, MNCs and Transfer pricing. **12 Lectures**
3. Integrated industrial development, Small scale industry supplementing large scale industry. **12 Lectures**
4. Role of Research and Development, Diffusion of technology, product and process patent. **12 Lectures**
5. Economic aspects of industrial efficiency, Partial and Total factor productivity, measurement of capacity utilization. **12 Lectures**
6. Industrial location and regional development. **12 Lectures**

Suggested Readings:

1. Schere, F. M.: *Industrial Market Structure and Economic Performance*, Rand McNally, Chicago.
2. Martin, Stephen: *Advanced Industrial Economics*.
3. Martin, Stephen: *Industrial Economics*, Basil Blackwell.
4. Berthwal: *Industrial Economics*.
5. Rowely, C. K. (Ed.): *Readings in Industrial Economics*.

Note: Latest edition of text book may be used.