महर्षि महेश योगी वैदिक विश्वविद्यालय

Directorate of Distance Education

Detailed Syllabus
Bachelor of Commerce- Computer Application <B. Com. (CA)>
Duration: Three Year

First Year

S. No.	Paper Code	Paper
1	1DBCOMCA1	Fundamentals of Maharishi Vedic Science (Maharishi Vedic Science – I)
FOUNDATION COURSE		
2	1DBCOMCA2	HINDI LANGUAGE
3	1DBCOMCA3	ENGLISH LANGUAGE
4	1DBCOMCA4	DEVELOPMENT OF ENTREPRENEURSHIP
ACCOUNTING GROUP		
5	1DBCOMCA5	FINANCIAL ACCOUNTING
6	1DBCOMCA6	BUSINESS MATHEMATICS
BUSINESS MANAGEMENT GROUP		
7	1DBCOMCA7	BUSINESS COMMUNICATION
8	1DBCOMCA8	BUSINESS REGULATORY FRAMEWORK
COMPUTER GROUP		
9	1DBCOMCA9	FUNDAMENTALS OF COMPUTER AND INFORAMATION TECHNOLOGY
10	1DBCOMCA10	PROGRAMMING METHODOLOGY AND C PROGRAMMING
11	1DBCOMCA11	PRACTICAL- PROGRAMMING USING C

XXXXXXX	FUNDAMENTALS OF MAHARISHI VEDIC SCIENCE (MAHARISHI VEDIC SCIENCE – I)
UNIT-I	Meaning & Importance of Guru Pujan. Meaning of meditation, Mann, Intelligence, Chita, Ego, Thought.
UNIT-II	Name of forty areas of Vedic Science and their expression in Human Physiology and characteristics of consciousness. Consciousness, types of consciousness, characteristics of higher stages of consciousness.
UNIT-III	Maharishi's Yoga, Transcendental Meditation- a general Introduction, Types of Speech, TM Sidhi Programme, Principle of Yoga Asanas and their Concept.
UNIT-IV	Introduction: Maharishi Vedic Management. Fundamental elements of Vedic Management –Totality Management of Science and Art .
UNIT-V	Vedic Management and Leadership. The Idea Leadership is based upon the Totality of Employee's Style

Suggested Readings

- Chetna –His Holiness Maharishi Mahesh Yogijee
- Maharishi Sandesh -1and 2 , II-His Holiness Maharishi Mahesh Yogijee
- Scientific Yoga Ashanas –Dr.Satpal.
- Dhyan Shailly by Brahmchari Dr. Girish Ji

	fgUnh Hkk"kk
UNIT-I	मानक हिन्दी भाषा – मानक का अर्थ, मानक भाषा के विभिन्न नाम, मानक हिन्दी के लक्षण, आवश्यकता आधुनिकीकरण की प्रक्रिया और मानक भाषा पर पड़ने वाले विभिन्न प्रभाव, मानक हिन्दी का स्वरूप, मानकीकृत भाषा के प्रमुख लक्षणों का सार। मानक हिन्दी के प्रकार – हिन्दी के रूप, व्याकाणिक, ढांचा, मानक हिन्दी की शैलियां (1) संस्कृत निष्ठ हिन्दी(2) उर्दू(3) हिन्दुस्तानी।
UNIT-II	अशुद्धियां और उनका संशोधन – अशुद्धियां के प्रकार (1) उच्चारण तथा वर्तनीगत अशुद्धियां (2) शब्दगत अशुद्धियां (3) शब्दार्थगत अशुद्धियां (4) वाक्यगत अशुद्धियां । (1) विभक्ति संबधी अशुद्धियां – (क) कर्तारक (ख) कर्मकारक (2) लिंग संबंधी अशुद्धियां (3) वचन संबंधी अशुद्धियां (4) विशेषण संबंधी अशुद्धियां (5) विपरीत शब्दों के प्रयोग संबंधी अशुद्धियां। हिन्दी का शब्द भंडार – (क) शब्दों को प्रकार, तत्सम, तद्भव, अर्ध तत्सम, देशी, विदेशी, धार्मिक और सांस्कृतिक, शासन संबंधी, शिक्षा संबंधी, कामधंधे संबंधी, खानपान संबंधी, पहनावा संबंधी, फल–फूल संबंधी।
UNIT-III	हिन्दी की वाक्य रचना और विराम चिन्ह – (1) वाक्य और प्रकार, वाक्य के लक्षण, वाक्य की उपादेयता, समर्थ और असमर्थ वाक्य। वाक्य परिवर्तन, विधानवाचक से निषेध वाचक, निश्चय वाचक, प्रश्नवाचक, विस्मयादिक बोधक, वाक्य परिवर्तन विशेषण की तुलनावस्था मे परिवर्तन, शब्दों का परिवर्तन, सरल से मिश्र वाक्य, संयुक्त वाक्य तुलनात्मक अध्ययन, वाक्य बदलना, वाक्य परिवर्तन, वाक्य के भेद, विधिवाचक, निषेध वाचक, आज्ञावाचक, प्रश्नवाचक, विस्मयवाचक, इच्छावाचक, संदेहवाहक, संकेतवाचक।
UNIT-IV	miokD;ka cls Hksn – संज्ञा उपवाचक, विशेषक उपवाचक, क्रिया विशेषक, कालवाचक, स्थानावाचक, परिमाण वाचक, रीतिवाचक, कार्यकरण वाचक, हिन्दी में प्रयुक्त विराम चिन्ह–पूर्ण विराम, अल्पविराम। पत्रलेखन, सारलेखन, पल्लवन । पत्र लेखन– पत्र लेखन के प्रकार, पत्रों के उदाहरण एवं पत्र लेखन की विशेषताएं (1) निजी पत्र, निमंत्रण पत्र (2) व्यावसायिक पत्र, व्यावसायिक पत्रों के प्रकार (3) शासकीय एवं अर्द्धशासकीय पत्र (4) आवेदन पत्र, समस्या प्रधान, आलोचनात्मक शिकायती सुझाव संबधी स्पष्टीकरण पत्र (ख) सार लेखन (ग) पल्लवन।
UNIT-V	भारतीय संस्कृति – भारत देश और उसके निवासी – रामधारी सिंह 'दिनकर' । भारतीय समाज की संरचना, सामाजिक गतिशीलता (प्राचीन से लेकर आधुनिक काल तक), धर्म और दर्शन। भारतीय संस्कृति का विश्व पर प्रभाव, मध्यप्रदेश का सांस्कृतिक वैभव।

	ENGLISH LANGUAGE
UNIT-I	Simple, Compound and Complex Sentences. Coordinate Clause (With, But, Either - Or Neither-Nor, Otherwise or Else).
UNIT-II	Subordinate clauses – noun clauses as subject, Object and complement: Relative clauses (restrictive and nonrestrictive clauses) Adverb clauses (open and hypothetical, conditional, with, because, though, here, so that, as long as, as soon as). Comparative Clause (as + = adjective/adverb + as-no sooner than).
UNIT-III	Tenses: Simple present, progressive and present perfect. Simple past, progressive and past perfect. Indication of Futurity. The passive (Simple present and past, present and past perfect and to infinitive structure).
UNIT-IV	Reported Speech: (i) Declarative sentences, (ii) Imperatives (iii) Interrogatives , Exclamatory sentences. Models (will, shall, should, would, ought to, have to/have got to, can, could, may-might and need).
UNIT-V	Verb Structures (Infinitives and gerundial), Linking devices. Letter (both formal and informal).

	m|ferk fodkl
UNIT-I	उद्यमिता – परिभाषा, विशेषताएँ एंव महत्व, एक उद्यमी के प्रकार एवं कार्य, एक अच्छे उद्यमती के गुण, उद्यमिता अभिप्रेरणा घटक।
UNIT-II	लक्ष्य प्राप्ति की प्रेरणा एवं विचारों की स्थापना। लक्ष्य निर्धारण एवं चुनौती का सामना। समस्या समाधान एवं सृजनात्मकता। क्रमबद्ध योजना एवं क्षमता की दिशाबद्धता। आत्मविश्वास का विकास। सम्प्रेषण कला। प्रभावित करने की क्षमता। नेतृत्व।
UNIT-III	परियोजना प्रतिवेदन। चुनी हुई प्रक्रिया का मूल्यांकन । विस्तृत परियोजना प्रतिवेदन–आवश्यकता एवं प्रासंगिकता परियोजना प्रपत्र के प्रमुख भाग परियोजना प्रतिवेदन तैयार करना। संगठन के प्रकार का चयन–एकाकी व्यवसाय, साझेदारी एवं सहकारी समिति का अर्थ एवं विशेषताएँ संगठन के चयन को प्रभावित करने वाले घटक। आर्थिक प्रबंधन । वित्तीय संस्थान एवं बैंको की भूमिका, बैंकिंग, वित्तीय योजना, कार्यकारी पूँजी–मूल्यांकन तथा प्रबन्धन, लागत व मूल्य निर्धारण तथा लाभ का मूल्यांकन आर्थिक लेखा–जोखा रखना।
UNIT-IV	उत्पादन का प्रबन्धन।खरीदने के तरीके, चल सम्पत्ति/माल का प्रबन्धन, गुणवत्ता प्रबन्धन, पैकिंग, विपणन प्रबन्धन, बिक्री एवं बेचने की कला, बाजार की समझ एवं विपणन नीति, उपभोक्ता प्रबंधन, समय प्रबन्धन नियामक संस्थाओं की भूमिका–जिला उद्योग केन्द्र, प्रदूषण निवारण मंडल, खाद्य एवं औषधि प्रशासन, विद्युत विभाग तथा नगर निगम का विशेष अध्ययन। विकासात्मक संस्थाओं की भूमिका, खादी एवं ग्रामीण आयोग/बोर्ड, मध्यप्रदेश वित्त निगम, अनुसूचित बैंक, मध्य प्रदेश का महिला आर्थिक विकास निगम।
UNIT-V	स्वरोजगार मूलक योजनाएँ – प्रधानमंत्री रोजगार योजना, स्वर्ण जयंती शहरी रोजगार योजना, रानी दुर्गावती स्वरोजगार योजना, दीनदयाल स्वरोजगार योजना। विभिन्न अनुदान योजनाएँ – लागत पूँजी अनुदान, ब्याज अनुदान, प्रवेश कर से छूट, परियोजना प्रतिवेदन, प्रतिपूर्ति अनुदान आदि। महिला उद्यमियों हेतु विशेष प्रेरणाएँ, संभावनाएँ एवं समस्याएँ। मध्यप्रदेश आदिवासी वित्त विकास निगम की योजनाएँ, म.प्र. अन्त्यावसायी निगम की योजना, म. प्र. पिछड़ा वर्ग एवं अल्पसंख्यक वित्त विकास निगम की योजनाएँ।

	FINANCIAL ACCOUNTING
UNIT-I	Definition, development and objectives of accounting, basic concepts, principles, postulates and conventions of accounting, rules and their application related to maintenance of journal and ledger, sub division of journal, preparation of trial balance, error and their rectification, final accounts, preparation of manufacturing, trading, profit and loss accounts and balance sheet with adjustments.
UNIT-II	Accounting of non-trading institutions, depreciation: concept of depreciation, depreciation accounting, depreciation policy, provisions and reserves, consignment accounts.
UNIT-III	Hire purchase and installment purchase system, meaning of hire purchase contract, accounting of installment purchase system Branch Accounting.
UNIT-IV	Partnership Accounts: Essential characteristics of partnership, Partnership deed, final accounts, adjustments after closing the accounts, fixed and fluctuating capital, goodwill, joint life policy, change in profit sharing ratio, reconstitution of a partnership firm-admission of a partner
UNIT-V	Amalgamation of partnership firms : dissolution of a partnership firm- modes of dissolution of a firm, accounting entries, insolvency of partners, sale of a firm to a company, Accounting Standards (only outlines), Indian and International

	BUSINESS MATHEMATICS
UNIT-I	Ratio-Profit ratio, sacrifice ratio and gain ratio, percentage application of percentage in calculating cost and invoice price, managers commission and brokerage.
UNIT-II	Average, profit and loss. Simultaneous Equations
UNIT-III	Elementary Matrices & Determinants: definition of a matrices, types of matrices, algebra of matrices, elementary properties of determinants, calculation of values of determinants up to second order.
UNIT-IV	Logarithms and linear programming (Basic Concept Only)
UNIT-V	Simple & compound interest and annuities - different types of interest rates, concept of present value and amount of sum types of annuities, present value and amount of an annuity.

	BUSINESS COMMUNICATION
UNIT-I	**Introduction:** Communication- Definition, Nature, Objective and Importance of Communication. Theories of Communication, Principles of effective Communication
UNIT-II	Dimensions of communication and direction of Communication, media / Means of Communication, Verbal and Non -Verbal Communication, Effective Listening and Importance of Feed Back.
UNIT-III	Non verbal communication – Body Language, Kinesics ,Para Language, Sign Language, Visual and Audio Elements, Channel of Communication, Formal, Informal and Grapevine. Barriers of Communications, Oral Business Communication – Speeches, Interviews, Group Discussions and Conferences.
UNIT-IV	Written business communication: Concept, Importance, Advantages and Disadvantages. Need of Business Letters, kinds of Business Letter , Essentials of an Effective Business Letter, Writing Skills and Structure of Business Letter. Writing of Business Letters – Letters of Enquires and their replies, Letter of Credit and Reference Letters , Dunning Letters, Sales Letters and Circular Letters.
UNIT-V	Drafting of Official Letters, D.O. Letters, Applications for Jobs, Report writing, Chairman's Speech. Modern forms of Communication, Fax, E-Mail, SMS and Video Conferencing.

	BUSINESS REGULATORY FRAMEWORK
UNIT-I	**Law of Contract (1872) :** Nature of contract, Classification, Offer and acceptance, Capacity of parties to contract, Free consent, Consideration, Legality of object, agreement declared void, performance of contract, discharge of contract, remedies for breach of contract.
UNIT-II	**Special contract:** Indemnity, Guarantee, bailment, and pledge, agency.
UNIT-III	**Sale of goods act 1930:** Formation of contract of sale, Goods and their classification, Price, Conditions, and Warranties, Transfer of properties, Transfer of property in goods, Performance of the contract of the sale, Unpaid seller and his rights, Sale by auction, Hire purchase agreement.
UNIT-IV	**Negotiable instrument act 1881:** Definition of Negotiable instrument, features, Promissory notes, Bill of exchange and cheque. Types of crossing, Dishonor and discharge of negotiable instruments.
UNIT-V	**The Consumer protection act 1986:** Salient features, definition of consumer, Grievance redressal machinery. FEMA (Foreign exchange management act 2000): Definition and main provisions.

	FUNDAMENTAL OF COMPUTER AND INFORAMATION TECHNOLOGY
UNIT-I	Introduction to computer and information technology : History of development of computers, computer system concept , characteristics, capabilities and limitation , types of computer –analog , digital , hybrid , general, special purpose, micro, mainframe, super , generation of computer , personal computer (PCs) –IBM PCs, characteristics , PC/PCXT/PCAT-configurations, Pentium and Newer PCs specification and main characteristics , types of PCs-Desktop, Laptop, Notebook, Palmtop, Workstation etc , their characteristics. Computer Organizations and Working: Basic component of a computer system –control unit, ALU, INPUT /Output function and characteristics, memory –RAM, ROM, EPROM, PROM and other types of memory.
UNIT-II	Input Devices: Keyboard, Mouse, Trackball, Joysticks, Digitizing tablet, Scanner, Digital Camera, MICR, OCR, OMR, BAR-CODE Reader, Voice Recognition, Light Pen, and Touch Screen. Output Devices: Monitor –characteristics and types of monitor –digital , analog size, resolution, refresh rate , Interlaced /Non Interlaced , Dot Pitch , Video Standard –VGA,SVGA,XGA etc, Printer – Daisy wheel , Dot Matrix, Inkjet , Laser , line printer , plotter , sound card and speakers. Storage Devices: Storage Fundamental –Primary VS Secondary , Data Storage and Retrieval method–Sequential , Direct and Index Sequential , Various Storage Devices –Magnetic Tape ,Magnetic disks , Cartridge Tape , data drives, hard disk drives, floppy (Winchester disks), Disks , Optical Disks , CD,VCD,CD-R,CD-RW, ZIP Drive.
UNIT-III	Computer Software: Need, types of software –system software, application software, system software-operating system, utility program, programming Language, assemblers, compiler and interpreter. Operating System: Function, types –batch, single, Multiprogramming, Multiprocessing. Programming languages- Machine, Assembly High Level, 4GL, their merit and demerits. Application Software: Word –processing, spreadsheet, presentation graphics, data base management software, characteristics, user and example and area of application of each of them. Number System: Data representation in computer, number system of computer –Binary, Octal, Hexa-Representation & their conversion, coding system –ASCII, BCD, EBCDIC etc.
UNIT-IV	Data Communication and Networks: communication channels –twister , coaxial , fiber , optic .Types of Networks –LAN,WAN,MAN etc, Topologies of LAN –Ring , BUS ,STAR,MESH and TREE topologies , components of LAN-media , NIC,NOS, Bridges, HUB, Routers Repeater and Gateway .
UNIT-V	Computer virus: Virus working principles, types of viruses, virus detection and prevention, viruses on networks. Use of communication and IT in daily life.

Text & Reference Books:-

- Learning Window 98 step by step by Rajeev Mathur , BPB Publication.
- Learning Word 97 for Window by Rajeev Mathur , BPB Publication,
- Learning Excel 97 for Window by Rajeev Mathur , BPB Publication.
- A First Course in Computer by Sanjay Saxena , Vikas Publishing House New Delhi.
- Microsoft Office 2000 by A. Mansoor by Pragya Publications.

	PROGRAMMING METHODOLOGYAND C PROGRAMMING
UNIT-I	**An overview:** Problem identification, analysis, design, coding, testing & debugging, implementation, modification & maintenance; algorithms & flowcharts; Characteristics of a good program - accuracy, simplicity, robustness, portability, minimum resource & time requirement modularization; Rules/ conventions of coding, documentation, naming variables; Top down design; Bottom-up design.
UNIT-II	**Fundamentals of C Programming:** History of C; Structure of a C Program; Data types; Constant & Variable, naming variables; Operators & expressions; Control Constructs - if-else, for, while, do-while; Case switch statement; Break, continue, exit(), goto & labels, Arrays; Formatted & unformatted I/O; Type modifiers & storage classes; Ternary operator; Type conversion & type casting; Priority & associativity of operators.
UNIT-III	**Modular Programming:** Functions; Arguments; Return value; Parameter passing - call by value, call by reference; Return statement; Scope, visibility and lifetime rules for various types of variable, static variable; Calling a function; Recursion - basics, comparison with iteration, types of recursion- direct, indirect, tree and tail recursion, when to avoid recursion, examples.
UNIT-IV	**Advanced Programming Techniques:** String; Pointer v/s array; Pointer to pointer; Array of pointer & its limitation; Function returning pointers; Pointer to function, Function as parameter; Structure -basic, declaration, membership operator, pointer to structure, referential operator, self referential structures, structure within structure, array in structure, array of structures; Union - basic, declaration; Enumerated data type; Typedef; command line arguments.
UNIT-V	**Miscellaneous Features:** File handling and related functions; printf & scanf family; C preprocessor- basics, #Include, #define, #undef, conditional compilation directive like #if, #else, #elif, #endif, #ifdef and #ifndef; Variable argument list functions.

Text Books
- Kerninghan & Ritchie, "The C Programming Language", PHI
- Programming in Ansi C by E. Balaguruswamy, TMH, 2004
- Let us C Yaswant Kanetkar, BPB publications
- Gottfried:"Problem solving in C",Schaum Series
- How to solve it by Computer by R.G. Dromey (P.H.II),1994