

ADIKAVI NANNAYA UNIVERSITY
RAJAMAHENDRAVARAM
Department of Commerce
(M. Com)
(With effect from 2016 – 2017 Admitted Batch)

M. COM- COURSE STRUCTURE								
				Intrl	Extrl	Total	Periods/	Credits
SEMESTER-II								
1	CP	201	Financial Management	25	75	100	6	4
2	CP	202	Human Resource Management	25	75	100	6	4
3	CP	203	Marketing Management	25	75	100	6	4
4	CP	204	Research Methodology & Quantitative Techniques	25	75	100	6	4
5	CP	205	Computer Application in Business	25	75	100	6	4

ADIKAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM
M.COM. - SEMESTER II
CP – 201: FINANCIAL MANAGEMENT

Objective: to develop an understanding of the Finance functions and relevant techniques of financial administration.

Unit – I: INTRODUCTION: Nature, Scope and Objectives of Financial Management: Finance Function – Profit Goal vs. Wealth Goal Maximization; Techniques of Financial Analysis: Funds Flow Analysis and Ratio Analysis Role of Financial Manager in Modern Environment.

Unit – II: INVESTMENT DECISION: Techniques of Appraisal; Process of Capital Budgeting – Risk Vs. Return Traditional and Modern Techniques. (including problems).

Unit – III: FINANCING DECISIONS: Capital Structure – Determinants; Leverages – Financial, Operating and Combined: Cost of Capital. (including problems)

Unit – IV: DIVIDEND AND RETAINED EARNINGS: Dividend Policy Decisions; Parameters, Dividend Models; Policies Regarding Retained Earnings.

Unit – V: WORKING CAPITAL MANAGEMENT: Concept, Need and Determinants of Working Capital - Working Capital Cycle – Working Capital Policy.

Suggested Books:

1. Brearley, Richard and Myers, Steward: Principles of Corporate Finance, New York, McGraw Hill.
2. Soloman, Ezra, Theory of Financial Management, Columbia Press.
3. James C. Van Horne, Financial Management and Policy, Prentice Hall of India.
4. Weston J. Fred and Brigham, Eugne F., Managerial Finance, Dryden Press.
5. Prasanna Chandra, Financial Management, Tata McGraw Hill.
6. Khan, M.Y. and Jain, Financial Management, Tata McGraw Hill.
7. Pandey, IM, Financial Management, Delhi, Vikas Publishing House.
8. Ravi M. Kishore: Financial Management, Taxman.
9. Sudhirbhat, Financial Management, Excel Books.

CP – 202: HUMAN RESOURCE MANAGEMENT

Objective: to enable the students to familiarize with the main aspects of Human Resource Management at the organization level and apply the same in management of Human Resources.

Unit – I: Human Resources Management: Concept, Significance and Evolution; Functions of HR Manager, Place of HR Department in Organization.

Unit – II: Human Resource Planning: Significance – Methods and Techniques - Job Analysis – Recruitment and Selection Processes - Induction – Placement – Promotion and Transfers.

Unit – III: Training and Development: Significance – Identification of Training Needs – Employee Training Methods – Executive Development Methods – Evaluation of Training and Development Programmes.

Unit – IV: Wage and Salary Administration: Wage Concepts; Job Evaluation – Methods & Techniques Wage Structure & Policy – Wage Differentials – Wage Payment Methods – Incentives – Fringe Benefits – Performance Appraisal: Scope & Significance – Methods of Appraisal - Limitations of Appraisal.

Unit – V: Industrial Relations: Significance, Causes of Disputes and Settlement - Collective Bargaining - Employee Participation in Management.

Suggested Books:

1. Venkat Ratnam C.S., and Srivastava B.K., Personnel / Human Resource Management, Tata McGraw Hill.
2. Cynthia D. Fisher & Lyle F. Schoenfeldt, Human Resource Management, Wiley India, New Delhi.
3. N.K. Singh: Human Resources Management, Excel Publications.
4. Jyothi – Human Resource Management, Oxford University Press.
5. Gary Dessler, Human Resource Management.
6. Edwin B Flippo, Personnel Management.
7. Decenzo / Robbins, Personnel / Human Resource Management, 3rd Ed, John Wiley & Sons Pvt. Ltd.
8. P. Subba Rao, Human Resource Management, Himalaya Publishers, Mumbai.
9. Deepak Kumar, B. Human Resource Management, Excel Books.
10. Ghosh, HRD and Management, Vikas.
11. Ian Badwel, Len Holden: Human Resource Management – A Contemporary Perspective, Macmillan India Ltd.

CP – 203: MARKETING MANAGEMENT

Objective: to develop an understanding of the concepts, strategies and issues involved in marketing and management.

Unit – I: Importance of Marketing – Concepts – Approaches to the Study of Marketing – Marketing Environment.

Unit – II: Consumer Behaviour – Market Segmentation – Market Targeting and Positioning – Marketing Information System and Research.

Unit – III: Marketing Mix: Product Planning – New Product Development – Product Life Cycle – Branding Packaging – Product Mix Management.

Unit – IV: Pricing: Objectives – Methods and Strategies – Distribution – Channel Selection and Management Retail Management.

Unit – V: Promotion: Integrated Marketing Communications: Personal Selling – Advertising – Sales Promotion, Publicity and Public Relations – Direct Marketing: Evaluation of Communication Effort.

Suggested Books:

1. Philip Kotler and Kevin Lane Keller: Marketing Management, Prentice Hall of India / Pearson Education, New Delhi.
2. William J Stanton & Futrell: Fundamentals of Marketing.
3. V. J. Ramaswami and S. Namakumari: Marketing Management, Macmillan Business Books, Delhi.
4. S. Jayachandran: Marketing Management, Text and Cases, Excel Publications.
5. Tapan K. Panda, marketing management, Excel.
6. Zinkota & Kotabe: Marketing Management, Prentice Hall of India.
7. Joel R. Evans & Barry Berman: Marketing, Wiley India, New Delhi.
8. Mukesh Dhunna: Marketing Management, Wisdom Publication.
9. Rajiv Lal, John A. Quelch & V. Kasturi Rangan, Marketing Management, Tata McGraw Hill.

CP – 204: RESEARCH METHODOLOGY & QUANTITATIVE TECHNIQUES

Objective: To equip the students with the basic understanding of research methodology and to provide insight into the application of modern analytical tools and techniques for the purpose of management decision making.

Unit – I: Meaning and Importance of Research – Research Process – Types of Research – Defining Research Problem – Formulation of Hypothesis – Testing of Hypothesis.

Unit – II: Research Design – Exploratory Research – Descriptive Research – Casual Research – Sampling and Sampling Design – Sampling Methods – Simple Random Sampling – Stratified Sampling – Systematic Sampling – Cluster Sampling – Multistage Sampling, Non-Probability Sampling – Convenience Sampling – Judgement Sampling – Quota Sampling.

Unit – III: Data Collection – Primary and Secondary Data – Designing of Questionnaire – Measurement and Scaling – Nominal Scale – Ordinal Scale – Interval Scale – Ratio Scale – Guttman Scale – Likert Scale – Schematic Differential Scale.

Unit – IV: Quantitative Techniques – Meaning – Nature and Scope – Importance in Research.

Unit – V: Measures of Central Tendency – Measures of Dispersion – Simple Correlation and Regression Analysis.

Suggested Books:

1. Mark Saunders, Philip Lewis, Adrian Thornbill, Research Methods for Business Students, Pearson, ND
2. Churchill, Iacobucci & Israel, Marketing Research: A South Asian Perspective, Cengage, New Delhi
3. C.R. Kothari, Research Methodology, New Age International.
4. Carver & Nash, Data Analysis with SPSS, Cengage, New Delhi
5. Alan Bryman & Emma Bell, Business Research Methods, Oxford University Press.
6. Donald R. Cooper & Pamela S. Schindler, Business Research Methods 8th Edition, Tata McGraw Hill.
7. K.V.S. Sarma, Statistics made simple, do it yourself on PC, Prentice Hall.
8. V P Michael, Research Methodology in Management, Himalaya, Mumbai

CP 205 : COMPUTER APPLICATION IN BUSINESS

Objective: The objective of this course is to provide an insight into basic features of Computer Systems and their Applications in Business Decision Making.

Unit-I: Introduction to Computer Concepts – Elements of computer – Characteristics of a Computer – Classification of Computers – Basic Computer Architecture – Input-output Devices.

Unit-II Software Concepts: Types of software – Software: its nature and qualities — Windows Operating System Functions.

Unit-III: MS Office- Applications of MS Word in Business Correspondence: letters, tables, mail merge, labels.

Computer Networks - Overview of a Network – Communication processors – Communications Media – Types of Network – Network Topologies.

Unit-IV: E-commerce - Meaning, Advantages and Disadvantages of E-Commerce – Conducting Business On-line – Issues in implementing in E-Commerce – Comparison between Traditional Commerce and E-Commerce – Incentives for engaging E-commerce.

Unit-V: Electronic Data Interchange (EDI) – Concept – History of EDI – Phases of EDI – Business Models – Major types of E- Commerce models.

Suggested Books:

1. Sanjay Saxena and Prathpreet Chopra, Computer Applications in Management, Vikas, New Delhi
2. Aksoy, Introduction to Information Technology, Cengage, ND
3. Parameswaran: Computer Application in Business – S Chand, New Delhi.
4. Management Information Systems by Mahadeo Jaiswal, Monika Mittal, Oxford University Press.
5. Sudalaimuthu & Anthony Raj, Computer Applications in Business, Himalaya, Mumbai
6. David Whitley “E-Commerce – Strategy, Technologies and Application” Tata Mc Graw Hill
7. Parag Diwan and Sunil Sharma “E-Commerce”, Excel Books.