

# **VEER NARMAD SOUTH GUJARAT UNIVERSITY**

## **MASTER OF BUSINESS ADMINISTRATION**

**( Evening )**

**(With Effect From July 2002)**

**Semester – III**

### ***Compulsory Courses***

CP 301	Computer Applications in Management
CP 302	Quantitative Methods
CP 303	International Economic Organizations
CP 304	Management Information & Control Systems
CP 305	Business Laws

# VEER NARMAD SOUTH GUJARAT UNIVERSITY

MBA ( Evening )

Semester – III

CP 301

## Computer Applications in Management

### Objectives:

The objectives of this course include developing an appreciation of different software and hardware systems available in the industry among the participants and build up the experience of computer usage in business organizations with specific reference to commercial data processing systems.

### Course Contents:

1. Introductory Concepts, Hardware And Software
2. Numbering System for Data Representation
3. Input & Output Devices
4. Operating Systems
5. Types of Computers
6. Programming Concepts & Programming Languages
7. Introduction to Business Practice & Business Computer System
8. Introduction to Data Bases, Entering and Retrieving Information, Modifying information, Arranging Data, Multiple Files and Aggregate, Queries, Report Generation
9. Computer Virus
10. Presentation Techniques
11. Introduction to Local Area Network (LAN)
12. Introduction to Management Information System
13. Introduction to Internet
14. Introduction to E-Commerce
15. Spreadsheet ( MS- Excel) as a Managerial Tool to solve various Business Problems\*
16. Introduction to MS Access as a Managerial Tool\*

### Suggested Readings

1. Burch, John and Grudniski Gary, Information Systems: Theory and Practice, 5<sup>th</sup> Ed., New York, John Wiley, 1989.
2. David, Van Over, Foundations of Business Systems, Fort Worth, Dryden, 1992
3. Eliason, A. L. Online Business Computer Applications, 2nd Edition, Chicago, Science Research Associate, 1987
4. Esatrada, Susan, Connecting to the Internet. Sebastopol, C.A. O'Reilly, 1983
5. John, Moss Jones. Automating Managers: the implications of Information Technology for Managers, London, Pinter, 1990
6. Long, L. Computers, Englewood Cliffs, New Jersey, Prentice Hall Inc., 1986
7. Summer, M. Computers Concepts and Uses. 2<sup>nd</sup> Ed. Englewood Cliffs, New Jersey, Prentice Hall Inc., 1988
8. Jaydip Chaudhari & Vinod B. Patel , 'Introduction to Computers & Information Technology', New Popular Prakshan, Surat

# VEER NARMAD SOUTH GUJARAT UNIVERSITY

MBA ( Evening )

Semester – III

CP 302

**Quantitative Methods**

## **Objective:**

The objective of the course is to make the students familiar with some basic statistical and linear programming techniques. The main focus, however, is in their applications in business decision-making.

## **Course Contents:**

Mathematical basis of Managerial Decisions: Functions, Application of Functions, and some Special Functions and their Managerial Applications, Matrices and their applications in solving Business Problems, Linear Programming, Frequency Distribution and their Analysis, Probability Theory and Probability Distributions-Normal, Binomial, and Exponential; Correlation, Simple and Multiple Regression Analysis, Time Series Analysis, Hypothesis Testing - Z, t,  $X^2$  & F Test, Use of SPSS Package and other Software Packages, Advanced Techniques for Data Analysis- ANOVA, Discriminant Analysis, Factor Analysis, Conjoint Analysis, Multi Dimensional Scaling, Clustering Methods.

## **Suggested Readings :**

1. Chadha, N.K. Statistics for Behavioral and Social Scientists , Reliance Publishing House, Delhi, 1996.
2. Gupta, S P and Gupta M P. Business Statistics, New Delhi, Sultan Chand, 1997.
3. Kazmier, L J and Pohl, N F. Basic Statistics for Business and Economics, New York, MC Graw Hill.
4. Levin Richard I and Rubin David S. Statistics for Management, New Jersey, Prentice Hall Inc. 1995.
5. Narag, A.S. Linear Programming and Decision Making, New Delhi, Sultan Chand, 1995.
6. Sharma, J. K. Fundamentals of Operation Research, Macmillan, New Delhi,2001.
7. Terry , Sineich. Business Statistics by Examples, London, Collier Mac Millian Publishers, 1990.

# **VEER NARMAD SOUTH GUJARAT UNIVERSITY**

**MBA ( Evening )**

**Semester – III**

**CP 303**

## **International Economic Organizations**

### **Objectives**

To familiarize the students (a) with the functions of International Economics Organizations and their changing role in the context of Globalisation of the world Economy, and (b) with the theoretical framework of the theory of economic integration and its impact on trade and investment flows arrange the region and on the global economy.

### **Course Contents :**

Regimes, International Economic Organizations and Development Diplomacy : Regimes and regimes theory , International Organizations as international institutions; International Monetary Fund (IMF); World Bank Group-International Bank For Reconstruction and Development (IBRD), International Development Agency (IDA), International Finance Corporation (IFC), Multilateral Investment Guarantee Agency (MIGA); General Agreement on Tariffs and Trade (GATT); World Trade Organization (WTO), United Nations Conference on Trade and Development (UNCTAD); International Labour Organization (ILO).

Asian Development Bank, Bank for International Settlements, Theory of Economic Integration and endogen growth selected Regional Blocks : NAFTA, EU, ASIAN, SAARC.

### **Suggested Readings :**

1. Bhalla, V.K. International Monetary Cooperation, Delhi, Anmol, 1992.
2. Hunt, Diana Economic Theories of Development : An Analysis of Competing Paradigms, Hemel Hempstead : Harvester Wheatsheaf, 1989.
3. Keohane, Robert O. International Institutions and State Power : Essays in International Relations Theory Boulder; Westview, 1989.
4. Krasner, Stephen D. Structural Conflict : The Third World Against Global Liberalism, Berkley, University of California Press, 1985.
5. Simai, Mihaly The Future of Global Governance, Washington, D.C.: United States Institute of Peace Process, 1994.
6. Sidell, Scott The IMF and Third World Political Instability, Macmillian, 1988.
7. Balassa, Bela Theory of Economic Integration, London, George Allen & Unwin Ltd., 1961.
8. Bhalla, V>K> World Economy in '90s : A Portfolio Approach, Delhi, Anmol Pub. Pvt. Ltd., 1990.
9. Dreze, Jean and Sen, Aamrtya Indian Development : Selected Regional Eerspective, Delhi, Oxford University Press, 1997.
10. Jackson, J. The World Trading System , Cambridge, Mass.: MIT Press, 1994.
11. Krugman, Paul R. and Obstfeld M. International Economic, 3<sup>rd</sup> ed., USA, Harper Collins Pub., 1994.
12. Machlup. F. A History of thought on Economic Integration, London., Macmillan, 1977.

# **VEER NARMAD SOUTH GUJARAT UNIVERSITY**

**MBA ( Evening )**

**Semester – III**

**CP 304**

## **Management Information and Control System**

### **Objectives :**

The main objective of this course is to apprise the students about the concepts of management information and management control system as well as their roles in management decision-making. The course also aims at equipping the students with skills to assess the information requirements for managerial decision-making and at enabling them to integrate their learning from other functions for better understanding.

### **Course Contents**

Characteristics of Management Control Systems (MIS) , Framework for the understanding and designing of MIS, Approaches for developing computer based MIS, An over view of Data Based Management Software, Decision Support System, Artificial Intelligence and Expert Systems Nature, Scope and concept of Management Control System, Management Control Environment – Behaviour in Organizations, Responsibility Centres : Revenue & Expense Centres, Profit Centres, Transfer Pricing and Investment Centres, Management Control Process – Strategic Planning, Budget Preparation; Flexible Budgeting, Performance Budgeting, based Budgeting , Budgetary Control – Analysis of Variances , Variance Reporting. Management Controls in Specialized Organizations – Non-Profit Organizations, Service Organization Multi-National Corporations. Selected Case Studies.

### **Suggested Readings :**

1. Hawaysz-Ktewyys I.T., : Introduction to Systems Analysis & Designs Prentice Hall of India Ltd., New Delhi-1989.
2. .Senn. James A. : Analysis and Design of Information System : McGraw Hill Bool Company Singapore, International Edition,1987.
3. Kanter, Jerome: Management Information systems, Prentice Hall of India Pvt. Ltd. , New Delhi, Third Edition,1987.
1. Murdick, Robert G. & Ross, Jeol E. , : Information Systems for Modern Management , Prentice Hall of India Pvt. Ltd. , New Delhi, Edition-1989.
2. Management Control System: Text & Cases by Subhash Sharma, Tata McGraw Hill Publishing company Ltd., 1958(TEXT).
3. Management Control System: by Robert N. Anthony and John Dearden Richard D. Irvin Homewood, Illinois,1995.
4. Planning and Control System: A frame work of Analysis by Robert N. Anthony, Harward University, Press Cambridge, Mass, 1965.
5. Principles & Practices of Cost Accounting: by N.K. Prasad, Books Syndicate Pvt. Ltd. , Calcutta, 1978.

6. Budgeting : Profit Planning & Control : by Glenn. A. Nelson.  
Prentice Hall of India, New Delhi, 1979.
7. Emmnuel, C and Otley, D. Accounting for Management Control  
London, Nostrand Reinhold, 1985.
8. Ghosh, P K and Gupta, G.S. Cost Analysis and Control New Delhi,  
Vision 1985.
9. Glynn, J.J. Value for Money : Auditing a Public Sector. London,  
Prentice Hall Inc.,1985.
10. Hersey, P and Blanchard. H B. Management of Organisations  
Behaviour: Utilising Human Resources.New Delhi, Prentice Hall  
of India,1988.
11. Maciariello, J A and Kirby C.J. Management Control System.  
Englewood Cliffs. New Jersey,Prentice Hall Inc.,1994.

# **VEER NARMAD SOUTH GUJARAT UNIVERSITY**

**MBA ( Evening )**

**Semester – III**

**CP 305**

**Business Laws**

## **Objectives :**

The course is designed to assist the students in understanding basic laws affecting the operations of a business enterprise.

## **Course Contents :**

The Indian Contract Act, 1872 : Essentials of a Valid Contract. Void Agreements. Performance of Contracts. Breach of Contract and its Remedies. Quasi-Contracts. The Sale of Goods Act, 1930 : Formation of a Contract. Right of a Unpaid Seller. The Negotiable Instruments Act, 1881: Nature and types. Negotiation and Assignment. Holder – in-Due Course, dishonour and Discharge of a Negotiable Instrument. Arbitration: The Companies Act, 1956: Nature and Types of Companies. Formation. Memorandum and Articles of Association. Prospectus Allotment of Shares. Shares and Share Capital. Membership. Borrowing Powers. Management and Meetings. Accounts and Audit. Compromise Arrangements and Reconstruction. Prevention of Oppression and Mismanagement. Winding Up : Consumer Protection Act and Cyber Laws.

## **Suggested Readings :**

1. Avtar singh, Company Law. 11<sup>th</sup> ed. Lucknow, Eastern, 1996.
2. Khergamwala J. S. The Negotiable Instrument Acts. Bombay, N. M. Tripathi, 1980.
3. Rammaiya, A Guide to the Company Act, Nagpur, Wadhwa, 1992
4. Shah. S. M. Lectures on Company Law. Bombay, N. M. Tripathi, 1990
5. Tuteja, S. K. Business Law for Managers. New Delhi, Sultan Chand, 1998.