

# **PUNJAB TECHNICAL UNIVERSITY**

## **Scheme& Syllabus of Master's Applied Management [MAM]**

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**Batch 2013**

**By  
Board of Studies Buisness Administration**

### Scheme of Dual Degree Course in Management (First Year)

Sr. No.	Semester	Subject Code	Subject Name	L	T	P	Credits	Internal Marks	External Marks
<b>First Semester</b>									
1	1	HVPE 101	Human Values and Professional Ethics	3	2	0	4	40	60
2	1	BAM101	Principles and Practice of Management	3	2	0	4	40	60
3	1	BAM102	Business Communication -I	3	2	0	4	40	60
4	1	BAM103	Financial Accounting	3	2	0	4	40	60
5	1	BAM104	Micro Economic Analysis	3	2	0	4	40	60
6	1	BAM105	Business Organization	3	2	0	4	40	60
			Total Credits	18	6		24		
<b>Second Semester</b>									
7	2	BAM201	Macro Economic Analysis	3	2	0	4	40	60
8	2	BAM202	Business Communication -II	3	2	0	4	40	60
9	2	BAM203	Business Mathematics	3	2	0	4	40	60
10	2	BAM204	Business Environment-I	3	2	0	4	40	60
11	2	BAM205	Banking and Insurance	3	2	0	4	40	60
12	2	BAM206	Introduction to Information Technology	3	0	2	4	40	60
			Total Credits	18	5	1	24		

## **Course: Masters in Applied Management**

### **Human Values & Professional Ethics**

#### **HVPE 101**

**Max. Marks:100**

**External Marks: 60**

**Internal Marks: 40**

**Objective/s and Expected outcome:** To help the students to discriminate between valuable and superficial in the life. To help develop the critical ability to distinguish between essence and form, or between what is of value and what is superficial, in life - this ability is to be developed not for a narrow area or field of study, but for everyday situations in life, covering the widest possible canvas.

#### **Unit- I**

**Course Introduction - Need, Basic Guidelines, Content and Process for Value Education** Understanding the need, basic guidelines, content and process for Value Education. Self Exploration—what is it?- its content and process; „Natural Acceptance“ and Experiential Validation- as the mechanism for self exploration. Continuous Happiness and Prosperity- A look at basic Human Aspirations , Right understanding, Relationship and Physical Facilities- the basic requirements for fulfillment of aspirations of every human being with their correct priority Understanding Happiness and Prosperity correctly- A critical appraisal of the current scenario , Method to fulfill the above human aspirations: understanding and living in **harmony** at various levels .

#### **Unit-II**

##### **Understanding Harmony in the Human Being - Harmony in Myself!**

Understanding human being as a co-existence of the sentient „I“ and the material „Body, Understanding the needs of Self („I“) and „Body“ - *Sukh* and *Suvidha* , Understanding the Body as an instrument of „I“ (I being the doer, seer and enjoyer) , Understanding the characteristics and activities of „I“ and harmony in „I“ Understanding the harmony of I with the Body: *Sanyam* and *Swasthya*; correct appraisal of Physical needs, meaning of Prosperity in detail , Programs to ensure *Sanyam* and *Swasthya*

#### **Unit-III**

##### **Understanding Harmony in the Family and Society- Harmony in Human-Human Relationship**

Understanding harmony in the Family- the basic unit of human interaction., Understanding values in human-human relationship; meaning of *Nyaya* and program for its fulfillment to ensure *Ubhay-tripti*; Trust (*Vishwas*) and Respect (*Samman*) as

the foundational values of relationship. Understanding the meaning of *Vishwas*; Difference between intention and competence , Understanding the meaning of *Samman*, Difference between respect and differentiation; the other salient values in relationship Understanding the harmony in the society (society being an extension of family): *Samadhan*, *Samridhi*, *Abhay*, *Sah-astitva* as comprehensive Human Goals Visualizing a universal harmonious order in society- Undivided Society (*Akhand Samaj*), Universal Order (*Sarvabhaum Vyawastha* )- from family to world family!

#### **Unit-IV**

#### **4. Understanding Harmony in the Nature and Existence - Whole existence as Co-existence**

Understanding the harmony in the Nature , Interconnectedness and mutual fulfillment among the four orders of nature- recyclability and self-regulation in nature , Understanding Existence as Co-existence (*Sah-astitva*) of mutually interacting units in all-pervasive space , Holistic perception of harmony at all levels of existence

**Note: One case study is to be discussed in each unit.**

#### **Recommended Books:**

1. R R Gaur, R Sangal, G P Bagaria, 2009, *A Foundation Course in Value Education*.

#### **Suggested Readings / Books:**

1. Ivan Illich, 1974, *Energy & Equity*, The Trinity Press, Worcester, and HarperCollins, USA
2. E.F. Schumacher, 1973, *Small is Beautiful: a study of economics as if people mattered*, Blond & Briggs, Britain.
3. A Nagraj, 1998, *Jeevan Vidya ek Parichay*, Divya Path Sansthan, Amarkantak.
4. Sussan George, 1976, *How the Other Half Dies*, Penguin Press. Reprinted 1986, 1991

**Principles and Practice of Management**  
**BAM-101**

**Max. Marks:100**  
**External Marks: 60**  
**Internal Marks: 40**

**Objective: -**

1. To provide a basis of understanding to the students with reference to working of business organization through the process of management.
2. On completion of the syllabi the student will understand the basic principles of management - will acquaint himself with management process, functions and principles. Student will also get the idea about new developments in management.

**Unit- I**

**Nature of Management:**

Meaning, Definition, it's nature purpose, importance & Functions, Management as Art, Science & Profession- Management as social System Concepts of management- Administration-Organization

**Unit-II**

**Functions of Management:** Planning - Meaning - Need & Importance, types levels - advantages & limitations. Forecasting - Need & Techniques, MBO, Decision making - Types - Process of rational decision making & techniques of decision making Organizing - Elements of organizing & processes:

**Unit-III**

**Types of organizations,** Delegation of authority - Need, difficulties in delegation - Decentralization

**Controlling** - Need, Nature, importance, Process & Techniques Coordination - Need – Importance.

**Unit-IV**

**Introduction to Recent Trends in Management:**

Social Responsibility of Management – Green management, Management of Crisis, Total Quality Management.

**Note: One case study is to be discussed in each unit.**

**Books Recommended:-**

1. Essential of Management - Horold Koontz and Itenz Weibrich - McGrawhills International
2. Management Theory & Practice - J.N.Chandan
3. Essential of Business Administration - K.Aswathapa Himalaya Publishing House

**Business Communication-I**  
**Subject Code: BAM 102**

**Max. Marks:100**  
**External Marks: 60**  
**Internal Marks: 40**

**Course Objectives:**

1. To orient the students with basic grammar and sentence construction.
2. To develop among students interest in language and vocabulary usage, to enhance reading skills.
3. To acquaint the students with effective business writing skills and to develop the project writing abilities

**Unit-I**

**English Grammar and Language:**

Parts of Speech, Tenses, Speech (Direct and Indirect), Voice (Active and Passive), Sentence Construction, Word Formation (Suffix, Prefix, Root Words and Compound Words), Word Meanings (Use of Dictionary), Synonyms, Antonyms and Homonyms.

**Unit-II**

**Reading & Writing Skills:**

Reading Process, Strategies to improve reading abilities, Purpose of writing, Principles of effective writing, Reading Comprehension, Paragraph Writing, Essay Writing, Précis Writing.

**Unit-III**

**Business Correspondence:**

Meaning, Structure and Essentials of writing effective Business Letter, Memo, Notice, Email & Fax. Improving business writing skills by practicing Business Letters (of different kind such as Sales, Recruitment, Order & Supply of Goods, Complaint, etc.), Memo, Notice, Email and Fax.

**Unit-IV**

**Office Organization:**

Conduct of Meeting: Agenda Preparation, Office Orders, Recording & Preparation of Minutes of Meeting and Press Release. Business Reports: Purpose, Types, Framework of Business Reports, Techniques of Writing and Presentation of Business Reports.

**Note: Internal assessment should be based on practical skill of the students.**

**Assignments and case study is to be discussed in each unit.**

**Suggested Reading:**

1. *M. Ashraf Rizvi: Effective Technical Communication, Tata McGraw Hill*
2. *P. D. Chaturvedi & M. Chaturvedi: Business Communication, Pearson Education*
3. *U. Rai & S. M. Rai: Business Communication: Himalaya Publishing House*
4. *Raymond Murphy: Contemporary English Grammar*



**Financial Accounting**  
**Subject Code: BAM 103**

**Max. Marks:100**  
**External Marks: 60**  
**Internal Marks: 40**

**Objectives:**

- To acquaint the students with basic knowledge of accounting
- To acquaint the students regarding various accounting concepts & standards and their applications in managerial decision making.
- To build potential to use appropriate accounting tools and techniques of financial accounting for preparing and analyzing financial statements.

**Unit –I**

**Introduction to accounting:** Definition of bookkeeping, accounting and accountancy, various users of accounting, objectives and importance of financial accounting, branches of accounting, limitations.

**Introduction to Generally accepted accounting principles**

**Double entry system:** Meaning, rules of debit & credit, types of accounts, importance of Double entry system and limitations. Difference between Single & Double entry system, Accounting equations.

**Unit –II**

**Journal:** Meaning, Advantages, Procedure & recording of entries in Journal

**Ledger:** Meaning, Procedure of posting entries from journal to ledger, Balancing of accounts, Importance of preparing ledger.

**Software's in Accounting:** Tally & other software's, Advantages & limitations of Tally software.

**Unit –III**

**Subsidiary Books:** Meaning & need, Types of subsidiary books: Cash book, Petty cash book, Purchase book, Sales book, Purchase return book, Sales return Book, Bill receivable book, Bills payable book & Journal Proper.

**Trial Balance:** Need & objective, Methods of preparation of Trial Balance, different types of errors in preparation of trial balance, How to locate those errors.

**Rectification of errors:** errors disclosed and not disclosed by trial balance, suspense account & methods of rectification of errors.

**Unit IV**

**Depreciation Accounting:** Original Cost Method and Written Down Value Method.

**Final Accounts of sole proprietor:** Profit & loss account, Balance sheet , Adjustments entries, Types of adjustment entries, Problems (With & without adjustment)

**Recent Trends in Accounting:** Trends in published accounts.

**Note: One case study is to be discussed in each unit.**

**Referred Books:**

- *Sanjay Dhamija, Financial Accounting for managers, Pearson Publications.*
- *Maheshwari, Financial Accounting, Vikas Publishing*
- *Ramchandran, Financial Accounting for Management, Tata McGraw*
- *Jawahar Lal, Accounting For Management, Himalaya Publishing*
- *Shukla Grewal, Financial Accounting*
- *Jain Narang, Financial Accounting, Kalyani Publications*

**Micro Economic Analysis**  
**BAM-104**

**Max. Marks:100**  
**External Marks: 60**  
**Internal Marks: 40**

**Course Objectives:** The course is aimed at building a perspective necessary for the application of model economic concepts, precepts, tools and techniques in evaluating business decisions taken by a firm at the micro level. The course will also look at recent developments in business in the context of economic theory

**Unit-I**

**Theory of Demand:** Meaning of demand and its types, law of demand, price elasticity of demand and its measurement.

**Consumer Behavior:** Utility approach-brief outline of Law of diminishing marginal utility and law of equi-marginal utility. Consumer's equilibrium with the help of utility analysis, Revealed Preference Approach.

**Unit-II**

**Indifference curve approach:** Meaning, properties, income, price and substitution effects.

Consumer equilibrium with the help of indifference curve analysis.

**Theory of Production:** Law of variable proportion and law of returns to scale.

**Theory of Cost:** Concept of total cost, marginal cost and average cost, short run and long run cost curve (traditional and modern theories).

**Unit –III**

**Concept of Revenue:** Total revenue, average revenue and marginal revenue.

Relationship between

average revenue marginal revenue and elasticity of demand.

**Price determination under various market conditions:**

**Perfect Competition:** Features and equilibrium of firm and industry under perfect competition (short run and long run).

**Monopoly:** Features, price and output determination under monopoly (short run and long run).

Monopolistic Competition: Features, price and output determination under monopolistic competition (short run and long run).

#### **Unit-IV**

**Distribution:** Rent-Ricardian Theory & Modern theory. Profit-Dynamic theory and Uncertainty theory. Wages - Marginal Productivity theory and modern theory.

**Note: One case study is to be discussed in each unit.**

#### **Suggested Readings:**

1. Ahuja, H. L., *"Modern Micro Economics"*, (2009), Sultan Chand and Co.
2. Hirschey, M. *"Fundamental of Managerial Economics"*, 9th Edition (2009), South Western Cengage Learning.
3. Koutsyannis A., *"Modern Microeconomics"*, 2nd Edition (1977), Macmillan

**Business Organization**  
**BAM 105**

**Max. Marks:100**  
**External Marks: 60**  
**Internal Marks: 40**

**Objective and Expected Outcome:** The course aims to provide an understanding of basic concepts, and theories of various forms of organizations and acquaint the student with necessary knowledge of various types of organizations.

**Unit-I**

Introduction to Business organizations: Meaning and concepts

Sole proprietorship: Meaning ,characteristics, objectives, advantages and rules related to formation and winding up of sole proprietorship.

**Unit-II**

**Partnership form of organizations:** Meaning, characteristics, objectives, advantages, types and rules related to formation and winding up of partnership, Brief introduction to Partnership Act 1932.

**Unit-III**

**Joint stock Company form of organizations:** Meaning, characteristics, objectives, advantages and types of companies, promotion and winding up of Company, Brief introduction to Company Act 1956.

**Unit-IV**

**Non Profit/Non Trading form of organizations:** Meaning, characteristics, objectives, advantages and types of nonprofit organizations, Rules related to formation and winding up of Company.

**Note: One case study is to be discussed in each unit.**

**Suggested Readings/ Books:**

**P C Tulsian, and Vishal Pandey business organization and management Pearson publication**

**Garg, Sareen ,Chawla Corporate legal Enviornment,Kalyani Publications.**

**PC Tulsian and Vishal Pandey business law,Tata Mc Graw**

**Macro Economic Analysis  
BAM-201**

**Max. Marks:100  
External Marks: 60  
Internal Marks: 40**

**Course Objectives:** The course is aimed at building a perspective necessary for the application of model economic concepts, precepts, tools and techniques in evaluating business decisions taken by a firm at the macro level. The course will also look at recent developments in business in the context of economic theory

**Unit-I**

**Macro Economics:** Meaning, scope and importance. Difference between micro economics and macro economics. **National Income:** Meaning, concepts, methods and problems in the measurement of national income, particularly in UDC's.

**Unit-II**

**Determination of income and employment:** Classical theory and Keynesian theory, Says Law of Market. Effective demand.

**Unit-III**

**Consumption function:** Meaning, Importance and Determinants of consumption – subjective and objective. Keynes Psychological Law of Consumption.

**Unit-IV**

**Working of Multiplier:** Static and Dynamic, Accelerator, Interaction between Multiplier and Accelerator. **Inflation:** Meaning, types and theories (Demand pull and Cost push), consequences and cures of inflation.

**Note: One case study is to be discussed in each unit.**

**Suggested Readings**

1. Willimson, S. D., "Macroeconomics", 4th Edition (2010), Pearson Publication.
2. Froyen, R., "Macroeconomics", 9th Edition (2008), Pearson Publication.
3. Hirschey, M. "*Fundamental of Managerial Economics*", 9th Edition (2009), South Western  
Cengage Learning.
4. Dwivedi, D.N., "*Macroeconomics: Theory and Policy*", (2004), Tata McGraw Hill

**Business Communication-II**  
**Subject Code: BAM 202**

**Max. Marks:100**  
**External Marks: 60**  
**Internal Marks: 40**

**Course Objectives:**

1. To orient the students with essentials of Business Communication.
2. To develop among students interest to learn various applications of Communication Skills.
3. To acquaint the students with essential of Listening & Speaking Skills.

**Unit-I**

**Introduction to Business Communication:**

Business Communication: Meaning, Nature, Importance, Communication Process, Types of Communication, Essentials of Effective Communication, Communication Medias and Barriers to Communication.

**Unit-II**

**Listening & Speaking Skills:**

Listening: Meaning, Scope, Types, Essentials of good listening, Listening Process, Barriers to Listening and Strategies to improve Listening. Speaking: Meaning, Scope, Factors affecting Speaking, Strategies for developing effective speaking skills and Voice Modulation. Steps for successful presentations.

**Unit-III**

**Etiquettes & Mannerism:**

The Non-Verbal Model of Communication, Verbal vs. Non Verbal Communication, Importance of Non Verbal Communication, Elements of Non Verbal Communication - Body Language, Gestures, Postures, Mannerism, Symbols and Physical Appearance. Art of Self presentation & Conduct, Communication Ethics and Cross Cultural Communication.

**Unit-IV**

**Applications of Communication Skills:**



Concept, Meaning and Do's and Don'ts of Group Discussion, Public Speaking, Personal/Group Interview, Audio-Visual Presentations, Role play, Resume preparation.

**Note: Internal assessment should be based on practical skill of the students. Assignments and case study is to be discussed in each unit.**

**Suggested Reading:**

- 1. Krigan ,Business Communication ,Cengage**
2. *James R. Di Souza & Nancy J. Legge: Business & professional Communication, Pearson Education*
3. *M. Ashraf Rizvi: Effective Technical Communication, Tata McGraw Hill*
4. *Asha Kaul: Business Communication, PHI*
5. *S. Taylor & V. Chandra: Communication for Business, Pearson Education*
6. *James S. O' Rourke IV & J. Mukherjee: Management Communication, Pearson*
7. *P. D. Chaturvedi & M. Chaturvedi: Business Communication, Pearson Education*
7. *Wren & Martin: English Grammar and Composition*

**Business Mathematics**  
**Subject Code: BAM 203**

**Max. Marks:100**  
**External Marks: 60**  
**Internal Marks: 40**

**Objective/s and Expected Outcome:** This mathematics course emphasis the mathematics required in general business processes. This course is designed to prepared students for mathematical and analytical applications required in subsequent business and economic courses This course covers those topics which can be used in day to day business transactions and covers the mathematical processes and techniques currently used in the fields of business and finance

**Unit – I**

**Equations:** Meaning and Types of equations, Solution of linear equations, quadratic equations solution of simultaneous equations-two variables.

**Series:** Arithmetic Progression, Geometric Progression.

**Unit -II**

**Matrices and Determinants:** Definition of matrices, types of matrices ,scalar multiplication, operation on matrices ,transpose matrices, symmetric and skew symmetric matrices .Determinants- Introduction, Minors and co-factors ,adjoins of matrix, inverse of a metrics ,application of metrics solving of linear equation, using Cramer’s rule and matrix inversion method.

**Unit -III**

**Set Theory:** Definition of set, methods of describing set, types of set sub sets and their properties, complimentary of set, operation on sets, fundamental laws of algebra sets ,de Morgan’s law , venn diagram ,application of sets problems

**Unit -IV**

**Limits and continuity of functions and Derivatives:** Theorems of Derivatives ,functions of a function rule, derivative of inverse function ,derivative of implicit function ,parametric function, and their derivatives, exponential function, logarithmic function, successive derivatives .

**Note: One case study is to be discussed in each unit.**

**Suggested Readings/ Books:**

1. *R.D Sharma , Business Mathematics, Sharma Publication*
2. *Sncheti and Kapoor, Business Mathematics, Sultan Chand and Sons*
3. *Khan, Shadab, A Text Book of Business Mathematics, Anmol Publications*

## **BUSINESS ENVIRONMENT-I**

**Subject code: BAM-204**

**Max. Marks:100**

**External Marks: 60**

**Internal Marks: 40**

**OBJECTIVE:** The objective of this course is to sensitize the students towards the over all business environments under the constraints of which business organizations have to function. Besides, providing insights to the students of its implications for the decision making in business organization

### **Unit-I**

**BUSINESS ENVIRONMENT:** Introduction, Nature & structure, micro & macro indicators assessing risk in business environment, emerging sectors of Indian economy, relative size & growth of public & private sectors in India since independence.

### **Unit-II**

**SOCIAL ENVIRONMENT:** social responsibility of business, consumerism and consumer protection act.

**TECHNOLOGICAL ENVIRONMENT:** technology policy, technology transfer, and problems in import of technology

### **Unit-III**

**POLITICAL ENVIRONMENT:** political systems, government and business

**LEGAL ENVIRONMENT:** Basics of legal environment

### **. Unit-IV**

**INTERNATIONAL ENVIRONMENT:** balance of payments/ trade, foreign direct investment and collaboration, international economic institutions- WTO, UNCTAD, IMF, European. union (EU)

**GLOBALIZATION:** Trends & challenges, India's Competitiveness in the world's economy. External influences on India's business environment

**Note: One case study is to be discussed in each unit.**

## **REFERENCE BOOKS**

1. Ashwathapa, "Business Environment", Tata McGraw Hill, New Delhi.
2. Adhikary, "Economic Environment for Business", S. Chand & Sons, New Delhi.
3. Cherunalum, Francis, "Business Environment", Himalaya Publishing House, New Delhi

## **BANKING & INSURANCE**

**BAM-205**

**Max. Marks:100**

**External Marks: 60**

**Internal Marks: 40**

**COURSE OBJECTIVE:** To make the students aware regarding basic concepts of banking and insurance.

### **Unit- I**

Indian Banking system : Nature, Public and Private sectors Banks in India.  
Reserve Bank of India: Organisation, Role and functions, Techniques of credit control, Credit Creation: Meaning, Process & Limitations of Credit Creation

### **Unit-II**

Commercial banking operations: Functions of Commercial Banks, Payment and settlement system- New age clearing and New age payment,

### **Unit-III**

Negotiable Instruments: An overview of Bills of Exchange and Promissory Notes.

And Cheques: Payment and collection and crossing of cheques, Difference between Bills of Exchange and Promissory Notes and Cheques  
E-banking, Mobile banking ,

### **Unit-IV**

General Insurance: Meaning and origin, Nature and growth Fire Insurance: Meaning, nature, Policies and conditions of fire insurance. Subrogation and Reinsurance Marine insurance: Meaning , nature, Principles of marine insurance, Policies and conditions to marine insurance, Accident and motor insurance, Concept of and New Concepts in Insurance: Reinsurance, health insurance.

**Note: One case study is to be discussed in each unit**

#### ***Books Recommended***

1. Iyengar Vijayaragavan, Introduction to Banking, Excel Books, 1st Ed, 2007

2. Mishra, M.N., S.B., Insurance Principles and Practice, Sultan Chand, 14<sup>th</sup> Ed, 2007
3. Dr.P.K.Srivastava, Banking Theory & Practices, Himalaya Publishing House
- 4.Tripathy Nalini Prava, Pal Prabir, Insurance Theory and Practice, PHI, 2<sup>nd</sup> Ed, 2006

**Introduction to Information Technology**  
**Subject Code: BAM 206**

**Max. Marks:100**  
**External Marks: 60**  
**Internal Marks: 40**

**Objective/ s and Expected Outcome:** This is a basic paper of IT to familiarize the students with computer and its applications in the relevant fields and exposes them to some functions of Microsoft office and with its utility.

**Unit I**

**Computer Fundamentals:** Data, information, definition of computer ,Characteristics of Computers, Various fields of application of Computers, Input Devices- keyboard, pointing devices, voice speech devices, scanner, MICR, OMR, Bar code reader, digital camera etc. Output devices - Visual Display Unit, printers, plotters etc. Advantages and Limitations of Computer, Block Diagram of Computer, Function of Different Units of Computer-(Input unit, CPU, Memory and output unit), Types of memory and memory hierarchy Classification of Computers.

**Data Representation:** Different Number System (Decimal, Binary, Octal and hexadecimal) and their Inter Conversion.

**Unit II**

**Operating System:** Definition, Functions, Introduction to windows (Overview of working of windows using Mouse and Manipulation of Icons. Menus and Opening different applications

Simultaneously). Basic Commands of windows (Creating, moving, renaming, deleting Files/folders).

**Introduction to MS-Word:** Introduction to Word Processing, its Features, Importing, and Exporting& Inserting files. Formatting Documents, Paragraph Formatting, Indents, Page Formatting, Header and Footer, Bullets and Numbering, Tabs, Tables, Formatting the Tables, Finding and Replacing Text, Mail Merging etc.

**Unit III**

**Introduction to MS-Excel:** Introduction to Electronic Spreadsheets, Feature of MS-Excel, Entering Data, Entering Series, Editing Data, Cell Referencing, ranges, Formulae, Functions, Auto Sum, Copying Formula, Formatting Data, Creating Charts, Creating Database, Sorting Data, Filtering etc.

**Introduction to MS PowerPoint:** PowerPoint, Features of MS PowerPoint Presentation Basics Menus & Toolbars. Opening & Saving & existing presentation creating & saving a presentation using auto content wizard. Design Template Blank

Presentation. The slides sorter view. Insert slides from another presentation. Inserting pictures and graphics. Slide show, printing, slides.

#### **Unit IV**

**Introduction to Computer Networks:** Definition types of computer network (LAN, MAN, WAN), Topologies of computer network, e-mail, Search Engines.

**Note:** Internal assessment should be based on practical skill of the students.

**Suggested Reading/ Books:**

- *P.K.Sinha, Fundamental of Computers, BPB*
- *Curtin, Foley, Sen, Martin, Information Technology, Tata McGraw Hill*
- *Goyal, Anita, Computer Fundamentals, 1st Edition, Pearson Education.*
- *MS Office XP for Everyone: Sanjay Saxena*