M.com II Year (III Semester) FINANCIAL MANAGEMENT

Course Objectives:

- **1-** To enable and equip the students with the basic functions and tools of financial management.
- **2-** To prepare students for NET/SET and Banking Exams.

Unit I Introduction to Financial Management:

Meaning, Nature/ Characteristics of Financial Management, Functions of Financial Management, Importance of Financial Management, Responsibilities of Financial Management.

Unit II Financial Goals:

Goals of Financial Management- Profit Maximisation and Wealth/Value Maximisation, Conflicts in Profit Maximisation Goal v/s Wealth/Value Maximisation Goal. Role of a Financial Manager.

Unit III Capitalisation:

Meaning and definitions of capitalization, Over-capitalisation-Meaning, Causes, evils and remedial measures, Under- Capitalisation-meaning, causes, evils and remedial measures. Over-Capitalisation v/s Under- capitalisation.

Unit IV Capital Structure:

Meaning and definitions of capital structure, qualities of optimum/ sound capital structure, Factors affecting capital structure, capital structure Theories: NI Approach; NOI Approach; Traditional Approach and M.M. Approach.

Books Recommended

- 1) Khan and Jain: Financial Management, Tata McGraw Hills.
- 2) I.M. Pandey: Financial Management, Vikas Publications.
- 3) S.N. Maheswari: Financial Management, Principles and Practice, Sultan Chand & Sons
- 4) John J. Hampton: Financial Decision Making, Prentice Hall of India.
- 5) V.N. Laturkar & Arpita Alvi : Financial Management, Jahanvi Publications Pvt. Ltd; Jaipur.
- 6) Lawrence J. Gilma: Principle of Managerial Finance, Addisa Werly.

ACCOUNTING AND FINANCE

Objectives of the Course :-

- 1)To make the students to understand the recent trends in accounting and finance.
- 2) To make the students aware of working of money and capital markets and their regulatory authorities.
- 3) To prepare students for NET/SET and Banking Exams.

Course Contents

Unit I Emerging Accounting Practices and Indian Accounting Standards

Concept, Need and Importance of Human Resource Accounting, and Social Accounting, Concept, Need & Objectives of Indian Accounting Standards, As-I, AS-6, AS-10.

Unit II Financial Markets – I [Money Market]

Meaning and definition of Money Market, characteristics of Indian Money Market, Constituents of Money Market, Role and Importance of Money Market.

Unit III Financial Markets – I [Capital Market]

Meaning and definition of Capital Market, Sources of Long Term Capital, Characteristics of Indian Capital Market v/s Money Market Constituents of Capital Market, Role and Importance of Capital Market.

Unit IV Working of Stock Exchanges

Role and Functions of Stock Exchanges – NSE, BSE, OTCEI, NASDAQ, Role and Functions of Securities Exchange Board of India [SEBI].

Unit V Special Finance Companies :

Venture Capital Funds, Mutual Funds, Lease Financing, Financial Derivatives and Factoring.

Reference Books:

- 1) Bhole L.M. Financial Institutions and markets Tata McGraw Hill, Delhi.
- 2) Khan M.Y. Indian Financial System, Tata McGraw Hill, Delhi.
- 3) E Gordon and K Natranjan Financial Markets and Services Himayalaya Publications, Delhi.
- 4) Rudder Datt & KMP Sundharam Indian Economy : S. Chand and Co. Ltd, New Delhi.
- 5) M.C. Shukla, R.S. Grewal, S.C. Gupta Advanced Accounts, S. Chand & Co. Ltd, Delhi
 - 6) V.K. Saxena Advanced Accounting, Sultan Chand and Sons, Delhi.

RESEARCH METHODOLOGY

Unit 1: Research: Fundamentals and Terminology:

Introduction, Definition of Research, Scope of Research and Applied Research, Scientific Method of Research, Research projects Vs. Research Programme, What is Good Research and Importance of Research.

Unit 2: Defining Research Problems and Formulation of Hypothesis:

Introduction, conditions of Research Problems, Process of defining Research Problems, prerequisites of Defining Research Problems, Factors determining the definition of Research Problems, Research Proposals, Hypothesis: Characteristics of a good hypothesis, Sources of Hypothesis, Types of Hypothesis, difficulties in the formulation of a Hypothesis, Basic concepts of concerning testing of Hypothesis, Procedure of Hypothesis Testing.

Unit 3: Research Design and Methods and Techniques of Data Collection

Need for Research design, Characteristics of Good Research Design, Steps in Research Design, Types of Research Design. Data Collection: Primary & Secondary Data, Sources of Secondary Data, Methods for Primary Data Collection.

Unit 4: Sampling and Sampling Techniques

Introduction, Concepts and Technology, Theory of Sampling, Scope & Sampling Method, Features of Sampling Method, Limitations of Sampling Techniques, Characteristics of Ideal Sampling, Types of Sampling Methods, Sample Size, Sampling & Non-Sampling Errors.

Unit 5: Report Writing and Presentation

Introduction, Types of Research Reports, Components of Research Reports, Style and Layout of the Report, Presentation of the Research Report, Preparation of Presentation.

Recommended Books:

- 1] Research Methodology P.K. Sharma, Essential Books, Delhi.
- 2] Research Methodology in Commerce and Management Dr. Roshankumar Bhigania, Shraddha Prakashan, Nanded.
- 3] Research Methodology in Social Sciences Prof. D.G. Girdhari, Uday Publication, Aurangabad.
- 4] Methodology and Techniques of Social Research Bhandarkar P.L. and Wilkinson T.S., Himalaya Publishing House, Bombay.
- 5] An Introduction to Statistical Methods Gupta C.B., Unani Educational Books, Delhi.
- 6] Interviewing in Social Research Herbert H.T., University of Chicago.

MARKETING MANAGEMENT – I

Course Objectives:

- 1] To provide a sound understanding of the basic principles of Marketing Management and their applications in the business & industry.
- 2] To Prepare students for NET/SET and Banking Exams.

Course Contents:

Unit I Introduction

Marketing: Meaning and Definitions, Scope and Importance of Marketing, Marketing Concepts, Functions of Marketing, Marketing Mix, Marketing environment and its impact on marketing decisions.

Unit II Product Decisions

Meaning of Product Decision, Levels of Product, Classification of Products, Major product decisions, New Product Development Process, Product Life Cycle, Product Line and Product Mix and Consumer adoption process.

Unit III Pricing Decisions

Objectives and Importance of Pricing Decisions, Methods of Pricing, Factors affecting Pricing Decisions, Pricing Policies and Strategies.

Unit IV Physical Distribution Decisions

Importance of Distribution Channels, Factors influencing the Decisions for selection of Distribution Channels, Functions of Distributions Channels, Levels of the Distribution Channels, Supply chain and networks; Global supply chain integration; Management of supply chain relationships.

Unit V Promotion Decisions

Components of Promotion of Mix, Characteristics of an Effective Advertisement, Salesmanship and functions of Salesman, Direct Marketing – Major Channels for Direct Marketing, Online Marketing – Promises and challenges of Online Marketing.

Suggested Readings:

- 1] Philip Kotler, Marketing Management, Prentice Hall of India, New India.
- 2] Philip Kotler, Principle of Marketing, Prentice Hall of India, New India.
- 3] Sherlekar S.A., Marketing Management, Himalaya Publishing House, Mumbai.
- 4] Karunakaran K. Marketing Management, Himalaya Publishing House, Mumbai.
- 5] McCarthy J.E., Basic Marketing- A Managerial Approach, Tata McGraw Hill Publishers, New Delhi.

M.com II Year (III Semester) BANKING & FINANCIAL INSTITUTIONS - I

Objectives OF Course:

- **1-** To understand the structure and working of Banking & Financial Institutions India.
- **2-** To prepare students for NET/SET and Banking Exams.

Course Contents

Unit I Development Banks in India

Introduction, Industrial Development Bank of India [IDBI], Industrial Finance Corporation of India [IFCI], Industrial Credit & Investment Corporation of India [ICICI] Export and Import Bank of India [EXIM]

Unit II Merchant Banking

Concept, Functions and growth, government policy and merchant banking, SEBI guidelines, future of merchant banking.

Unit III Reserve Bank of India and Monetary Management

Introduction, Role, Organization and Administration of RBI, Functions of RBI, Monetary policy of RBI, The Chakravarti Committee Report, Liquidity Adjustment Facility [LAF].

Unit IV Banking Sector Reforms in India

Narsimham Committee Report [1991] on Banking System in India, Management of Non-performing Assets [NPA], Capital Adequacy Norms.

Unit V Asian Development Bank

History – Profile – Objectives- Sector Coverage – Project Process-Financial Management – Strategies.

Suggested Readings:-

- 1] Bhole L.M. Financial Institutions and Markets, Tata McGraw Hill, Delhi.
- 2] Khan M.Y. Indian Financial System- Tata McGraw Hill, Delhi.
- 3] Adhvani Investment and Securities Markets in India Himalaya Publications, Delhi.
- 4] Indian Economy Ruddar Datt & KPM Sundharam, S.Chand and Co Ltd, New Delhi
- 5] Sarkis J. Khoury Recent Development in International Banking & Finance, Vol. VIBlack WellFinance-1992.
- 6] K.P.M. Sundaram Money Banking, Trade Finance, Sultan Chand and Sons.

M.com II Year (III Semester) HUMAN RESOURCE MANAGEMENT - I

Course objectives:-

Objective of the course is to provide a sound understanding of the basic principles of Human Resource Management and their applications in the Business and Industry.

Course Input:

Unit I Introduction

Meaning, Scope, Objectives, Need and Importance of Human Resource Management, functions and operations of Human Resource Management, Role of Human Resource Manager.

Unit II Procurement of Human Resource

HRP Concept, Objectives, Levels of HRP, HRP process, Job Design, Job Analysis, Job Descriptions, Job specification, Recruitment sources of Recruitment, Factors affecting Recruitment, selection-Selection process, factors affecting selection Decision, Induction.

Unit III Training and Management Development

Training concept – Importance – Methods of Training, Management Development – Concept – Objectives, Steps or Ingredients of Management Development Programme.

Unit IV Employee Empowerment and Motivation

Meaning and steps in Employee Empowerment, Elements of Employee Empowerment, Empowerment process, Workers participation in Management [WPM]- Concept, forms of WPM, quality circles, motivation concept, types and importance of motivation, job rotation.

Unit V Merit Rating and Performance Appraisal

Merit Rating – Meaning, Definition, Importance of Merit Rating, Performance Appraisal – concept, methods of performance Appraisal, system of performance appraisal.

Reference Books:-

- 1] Human Resource Management [Taxt and cases] Dr. S.S. Khanka, S.Chand, New Delhi.
- 2] Human Resource Management G.S. Sudha- Ramesh Book Depot, New Delhi
- 3] Human Resource Development & Management A.M. Shaikh, S.Chand, New Delhi
- 4] A Text Book of Human Resource Management- C.B. Mamoria, S.V. Gankar, Himalaya Publishing House.
- 5] Human Resource Management- Prof. Mrs. Anjali Ghanekar.

INTERNATIONAL BUSINESS – I

Course Objective:

To introduce students with basics of international business, trade policies and relations.

Course Input:

Unit I Theoretical Foundations of International Business:

Concept, Nature and Objectives of international business, Absolute cost theory, Comparative cost theory, Opportunity cost theory and Modern theory of factor endowment.

Unit II India's Foreign Trade:

Composition of Foreign trade, Direction of foreign trade, Regulation and promotion of foreign trade, Role of EXIM Bank, Recent foreign Trade Policy.

Unit III Balance of Payments [Special reference to India]

Introduction, Components of Balance of Payments, Disequilibrium in the Balance of Payments, Methods of Correction of Disequilibrium, India's Balance of Payments crisis of 1990.

Unit IV International Trade Policies and Relations:

Introduction, Tariffs, subsidies, Import quotas, Voluntary export restraints, Local Content Requirements, Administrative Policies, Government Intervention in Formulating Trade Policies, International trade relations.

Unit V Modes of Entering International Business:

International Business Analysis, Different modes of entry to International business, Exporting, Licensing, Franchising, Special modes, Foreign direct investment without Alliances, FDI with Alliances, Trends in FDI.

References:

- 1] International Economics by D.M. Mithani, Himalaya Publishing House, Mumbai.
- 2] International Trade & Export Management by Francis Cherunilam, Himalaya Publishing House, Mumbai.
- 3] International Marketing Management by R.L. Varshney & B. Bhattacharyya, Sultan Chand & Sons, New Delhi.
- 4] International Business by P. Subba Rao, Himalaya Publishing House, Mumbai.
- 5] Nabhi's Exporters Manual & Documentation, Nabhi Publication, New Delhi.

Faculty of Commerce Restructured M.Com. Second Year (Third Semester) Syllabus

w.e.f. Academic year-2014-2015

Syllabus of M.Com II Year - (III Semester)

- 1 FINANCIAL MANAGEMENT
- 2 ACCOUNTING AND FINANCE
- 3 RESEARCH METHODOLOGY

OPTIONAL [ANY ONE]

- 4 MARKETING MANAGEMENT I OR
- 4 BANKING AND FINANCIAL INSTITUTIONS I OR
- 4 HUMAN RESOURCE MANAGEMENT I OR
- 4 INTERNATIONAL BUSINESS I

M.com II Year (IV Semester) ADVANCED FINANCIAL MANAGEMENT

Course Objectives:

- 1] To enable and equip the students with the advanced functions and tools of financial management.
- 2] To prepare students for NET/SET and Banking Exams.

Course Contents:

Unit I Cost of Capital:

Meaning and significance of cost of capital, Calculation of cost of debt, preference capital, equity and retained earnings; Combined cost of capital [weighted]. Practical Problems.

Unit II Operating and Financial Leverage:

Meaning and types of Leverages, Operating Leverage, Financial Leverage and combined financial and operating leverage, Measurement of leverages, Practical Problems.

Unit III Dividend Decisions:

Meaning and Forms of dividends, Types of dividend policies, factors affecting Dividend policy, Stability in dividend policy, Theories of dividend payment – Walter's model, Gordon's model, Modigliani – Miller Model.

Unit IV Cash Management

Cash Management and it's problems, Advantages of Ample Cash Fund, Tools for planning and controlling of cash, preparation of cash budget and Practical problems.

Books Recommended

- 1) Khan and Jain: Financial Management, Tata McGraw Hills.
- 2) I.M. Pandey: Financial Management, Vikas Publications.
- 3) S.N. Maheswari: Financial Management, Principles and Practice, Sultan Chand & Sons
- 4) John J. Hampton: Financial Decision Making, Prentice Hall of India.
- 5) V.N. Laturkar & Arpita Alvi : Financial Management, Jahanvi Publications Pvt. Ltd; Jaipur.
- 6) Lawrence J. Gilma: Principle of Managerial Finance, Addisa Werly.

ADVANCED FINANCIAL ACCOUNTING

Course Objectives:

- 1] To develop advanced accounting skills among students.
- 2] To Prepare students for NET/SET and Banking Exams.

Course Contents:

Unit I Holding Company Accounts

Meaning of consolidated Financial Statements, Cost of control, minority interest, Capital Profits and Revenue Profits, Inter- Company Debts and Bills, Chain holding, gross holding, Preparation of consolidated Profit and Loss A/C and Balance Sheet of more than one subsidiary companies.

Unit II Investment Accounts

Need of Investment Accounts, Classification of expenses between Revenue and Capital, Cum-interest and Ex-interest Purchases and Sales of Securities, Preparation of bonds/ Debentures/ Shares [equity] Accounts.

Unit III Valuation of Goodwill:

Meaning of Goodwill, factors affecting the value of goodwill, Future maintainable Profit, Yield Expected by Investors, Capital Employed, Methods for Evaluating Goodwill – Simple Profit method, Super Profit Method, Capitalization of Profit Method.

Unit IV Valuation of Shares

Valuation of Shares, it's need, methods of Valuation of Shares, Net Assets Method [Intrinsic Value], Yield Method [Market Value], and Fair Value of Shares.

Unit V Bank Accounts

Prescribed forms of Profit and Loss Accounts and Balance Sheet of Banking Companies given under III rd Schedule of Banking Regulation Act 1949, Rebate on Bills Discounted, Provision for Doubtful Debts and Taxation, Acceptances and Endorsements, Preparation of Prescribed forms of profit and Loss Accounts and Balance Sheet of Banking Companies given under III rd Schedule of Banking Regulation Act 1949.

Reference Books:

- 1] Studies in advanced Accountancy Dr. S.N. Maheshwari, Dr. S.K. Maheshwari, Sultan Chand and Sons, New Delhi.
- 2] Practical problems in Advanced Accountancy Volume I K.L. Narang, S.P. Jain Kalyani Publishers Ludhiyana, New Delhi
- 3] Advanced Cost and Management Accounting V.K. Saxena and C.D. Vashist Sultan Chand and Sons, New Delhi.
- 4] Advanced Accountancy R.L. Gupta and M. Radhaswamy, Sultan Chand and Sons, New Delhi.
- 5] Costing Adviser Problems and Solutions P.V. Rathnam and Smt. P. Lalitha Kitab Mahal Distributors- New Delhi.

MARKETING MANAGEMENT – II

Course Objectives:

- 1] To provide a sound understanding of the basic principles of Marketing Management and their applications in the business & industry.
- 2] To Prepare students for NET/SET and Banking Exams.

Course Contents:

Unit I Marketing Segmentation

Meaning and concept of Market Segmentation, Bases for Market Segmentation, Benefits of Market Segmentation, Target Marketing, Positioning Strategy, Diversification Strategy.

Unit II Consumer Behavior

Meaning of Consumer Behavior, Need & Significance of Consumer Behavior, Factors affecting the Consumer Behaviour, Stages in Buying Decision Making Process, Organizational Consumers and their Buying Decision Making Process.

Unit III Customer Relationship Management

CRM Concept, Importance and Advantages of CRM, Strategic CRM tools and measures, Customer Relationship Management & Customer Retention ship Management in Retailing CRM to CRM.

Unit IV Marketing Research – I

Meaning of Marketing Research, Objectives and Importance of Marketing Research, Types of Marketing Research, Scope of Marketing Research, Process of Marketing Research.

Unit V Marketing Research – II

Marketing Research Designs, Data Collection – Data Availability and Collection Procedure Questionnaire Design, Scaling Techniques, Sampling Designs, Data Processing and Analysis, Report Preparation and Presentation.

Suggested Readings:

- 1] Philip Kotler, Marketing Management, Prentice Hall of India, New Delhi.
- 2] Philip Kotler, Principle of Marketing, Prentice Hall of India, New Delhi.
- 3] Sherlekar S.A., Marketing Management, Himalaya Publishing House, Mumbai.
- 4] Karunakaran K. Marketing Management, Himalaya Publishing House, Mumbai.
- 5] McCarthy J.E., Basic Marketing- A Managerial Approach, Tata McGraw Hill Publishers, New Delhi.

BANKING AND FINANCIAL INSTITUTIONS – II

Objectives OF Course:

- **1-** To understand the structure and working of Banking & Financial Institutions India.
- **2-** To prepare students for NET/SET and Banking Exams.

Course Contents

Unit I International Financial System

Meaning, Importance – Components of International Financial System – Financial function – the emerging challenges Recent changes in Global Financial Markets, International Financial Transactions.

Unit II International Monetary Fund and World Bank.

Establishment – Objectives & Purpose – Accomplishments – Origins-Members & Administration – Areas of Activity- Financial Policies & Operations of IMF. World Bank – Functions – Financing pattern & Its management – Economic Reform programme.

Unit III Non-Banking Financial Institutions:

Meaning and Role of Non-Banking Financial Institutions; RBI Provisions regarding Non-Banking Financial Institutions.

Unit IV Foreign Exchange Market

Concept of Foreign Exchange, Foreign Exchange Market & its components – Exchange Rate Determination & Forecasting – Long Run – Short Run and Forward Exchange Rate Theories - Foreign Exchange Management Act & Recent Developments.

Unit V International Financial Instruments

Currency and Interest Rate Futures – Options – Financial Swaps – GDRs, ADRs, IDRs, Balance of Payment – International Monetary System.

Suggested Readings:-

- 1] P.G. Apte International Financial Management, Second Edition, Tata McGraw Hill Publishing Co. Ltd, New Delhi 1998.
- 2] A.K. Seth International Financial Management, Galgotia Publishing C; New Delhi 2000
- 3] V.K. Avadhani International Finance, Theory and practice Himalaya Publications Co. Bambay, 1990
- 4] Sarkis J. Khoury Recent Development in International Banking & Finance, Vol. VIBlack WellFinance-1992.
- 5] K.P.M. Sundaram Money Banking, Trade Finance, Sultan Chand and Sons.
- 6] Madhu Vij International Financial Management, Excel Book, IIndedition.

M.com II Year (IV Semester) HUMAN RESOURCE MANAGEMENT - II

Course objectives:-

Objective of the course is to provide a sound understanding of the advanced practices in HRM and to prepare the students enough capable to implement recent trends in HRM.

Course Input

Unit I E- Human Resource Management

Introduction, E-Business and Neural Networks, Aspects of E-Human Resource Management: E- Job Design and Analysis, E- HR Planning, E- Recruitment/ Applicant Tracking, E- Selection, E- Performance Management, E- Training and Development, E- Compensation Management, E-HR Records.

Unit II Career Planning and Development

Concept of career and career planning, career stages, succession planning, career planning process, Elements of career development programme, career development actions, Suggestions for effective career development.

Unit III Grievances and Discipline and Mentoring

Meaning of Grievance, Need for a Grievance procedure, Pre-Requisites of a Grievance procedure, Meaning of Discipline, causes of Indiscipline or misconduct, procedure of Disciplinary Action, Disciplinary Actions: Penalties and Punishment.

Unit IV Contemporary Issues in Human Resource Management

Employer's Brand: Need and Constituents, Implementing the HR matrix Management, Concept of Knowledge management and Knowledge management process.

Unit V Managing HR in Virtual Organisation

Concept of Virtual organization, Features of Virtual organization, HRM in Virtual organization, Talent management concept & strategies for talent management, Need for work life balance, HR six Sigma process, Advantages of virtual organization.

Reference Books:-

- 1] Human Resource Management [Taxt and cases] Dr. S.S. Khanka, S.Chand, New Delhi.
- 2] Human Resource Management G.S. Sudha- Ramesh Book Depot, New Delhi
- 3] Human Resource Development & Management A.M. Shaikh, S.Chand, New Delhi
- 4] A Text Book of Human Resource Management- C.B. Mamoria, S.V. Gankar, Himalaya Publishing House.
- 5] Human Resource Management- Prof. Mrs. Anjali Ghanekar.

M.com II Year (IV Semester) INTENATIONAL BUSINESS – II

Course Objective:

To familiarize the students with the environment in which foreign trade takes place and the institutions at international level.

Course Input:

Unit I International Economic Institutions:

International Monetary Fund, World Bank, International Development Agency, International Finance Corporation, Asian Development Bank, International Liquidity & SDRs.

Unit II World Trade Organisation:

Introduction, General Agreement on Tariffs and Trade [GATT], Establishment of WTO Difference between GATT & WTO, Functions and policies – TRIPS & TRIMS, Anti-dumping Measures, India and WTO.

Unit III Trade Blocks & Regional Economic Co-operation:

Regional integration, its objectives & Types, South Asian Association for Regional Co-operation [SAARC], SAARC Preferential Trading Agreement [SAPTA], Association of South East Asian Nations [ASEAN], European Union [EU], North American Free Trade Agreement [NAFTA].

Unit IV Multinational Corporations:

Environment of a multinational firm, challenges of multinational firm, opportunities for a multinational firm, Development of international business, Factors leading to growth of international business.

Unit V Foreign Exchange Market:

Foreign Exchange Market participants, Factors affecting currency trading, Trading in Foreign Exchange Markets, Structure of Foreign Exchange Markets, Procedure of currency trading, Transaction in Foreign Exchange Markets.

References:

- 1] International Economics by D.M. Mithani, Himalaya Publishing House, Mumbai.
- 2] International Trade & Export Management by Francis Cherunilam, Himalaya Publishing House, Mumbai.
- 3] International Marketing Management by R.L. Varshney & B. Bhattacharyya, Sultan Chand & Sons, New Delhi.
- 4] International Business by P. Subba Rao, Himalaya Publishing House, Mumbai.
- 5] Nabhi's Exporters Manual & Documentation, Nabhi Publication, New Delhi.

Faculty of Commerce Restructured M.Com. Second Year (Fourth Semester) Syllabus

w.e.f. Academic year-2014-2015

Syllabus of M.Com II Year - (IV Semester)

- 1 ADCVANCED FINANCIAL MANAGEMENT
- 2 ADVANCED FINANCIAL ACCOUNTING
- 3 RESEARCH PROJECT WORK

OPTIONAL [ANY ONE]

- 4 MARKETING MANAGEMENT II OR
- 4 BANKING AND FINANCIAL INSTITUTIONS II
 OR
- 4 HUMAN RESOURCE MANAGEMENT II
 OR
- 4 INTERNATIONAL BUSINESS II