B.A. (Three Years Degree Program)	
Semester-IV	
SUBJECT- ECONOMICS	
Code of the Course	**ECO6003T**
Title of the Course	**PUBLIC ECONOMICS**
Qualification Level of the Course	NHEQF Level 5
Credit of the course	6 credits
Type of the course	Discipline Centric Core Course
Delivery type of the Course	90 H, 60 Lectures for content delivery and 15 hours for Tutorials, class activity, case study and 15 hours for formative and Diagnostic Assessment.
Prerequisites	Intermediate level
Co-requisites	None
Objectives of the course	The course intends to provide basic information to students on the scope of Public Economics, significance of government and its functions, governmental finance and its economic Impacts on development.
Learning outcomes	➢ Students will acquaint with the broad overview of the public Economics, importance and its function. ➢ The students will get familiar with the role of public Economics, mechanism and its problems.
SYLLABUS	
UNIT-I	**Introduction-** Meaning, Scope and Nature of Public Economics, Public Finance and Private Finance-Similarities and Dissimilarities. Role of Market and Market Failure, Reasons of Market Failure, Externalities and Public Goods. (18H)
UNIT -II	**Public Expenditure-**Reasons for increase in Public Expenditure, Pattern of Public Expenditure, Pure Theories of Public Expenditure- Voluntary Exchange Theory of Lindahl and Samuelson, Economic effects of Public Expenditure. (18H)

UNIT-III	**Public revenue:** Classification of Revenue- Tax and Non-Tax Revenue, Taxation-Objectives and Principles, Theories of Taxation-Benefit Theory, Ability to Pay Theory, Principle of Maximum Social Advantage, Taxation in Developing Countries, Role of Taxes in Economic Development. (18H)
UNIT-IV	**Public Debt:** Importance and Problems of Public Debt, Economic Effects of Public Debt, Burden of Public Debt, Management of Public Debt. (18H)
UNIT-V	**Fiscal Policy:** Concept and Objectives, Fiscal Policy and Economic Development, Budget- Classification and Principles, Types of Budgets, Budgetary Deficits. (18H)
Text Books	1. Hindrick, Jean and Gareth D Myles (2006): Intermediate Public Economics, Prentice Hallof India 2. Singh, S. K (2010): Public finance-Theory and Practice, 6th ed, S Chand, New Delhi. 3. Andley and Sundaram (2006): Public Economics and Public Finance, Ratan Prakash, Agra. 4. Kennedy, Maria John (2012): Public Finance, Prentice Hall of India. 5. Hajela, T N(2010): Public Finance, 3rd ed, Ann's Books, New Delhi 6. Agarwal, R.C (2007): Public Finance Theory and Practice, Leksmi Narayan Agarwal, Agra,India. 7. Mithani, D M(1998): Modern Public Finance, 1st ed, Himalaya Publishing House, New Delhi. 8. Lekhi, R K (2003): Public Finance, Kalyani Publications, New Delhi.
Reference Books	1. Dunn, W. N. 1981. Public Policy Analysis: An Introduction. Englewood Cliffs, NJ: Prentice-Hall. 2. Madan, K.D., K. Deish, Ashok Pradhan and C. Chandra Shekharan (Eds), 1982, Policy-MakinginGovernment publications Division, Ministry of Information and Broadcasting, Government of India 3. Sapru, R.K, "Environmental Policy and Politics in India", Uday Desai (Ed.), 1998, Ecological Policy and Politics in Developing Countries, State University NY Press, New York.

	4. Shankar Acharya, 2010, ―Macroeconomic Performance and Policies 2000-8,‖ in Shankar Acharya and Rakesh Mohan, editors, India's Economy: Performances and Challenges: Development and Participation, Oxford University Press.
Suggested E-resources	**E-Sources** E-pgpathashala modules www.inflibnet.org

B.A. (THREE YEARS DEGREE PROGRAM)	
SEMESTER-IV	
SUBJECT-ECONOMICS	
Code of the Course	SEA6300T
Title of the Course	**DATA ANALYSIS USING EXCEL**
Qualification Level of the Course	NHEQF Level 5
Credit of the course	2 credits
Type of the course	Skill Enhancement Course
Delivery type of the Course	30 H, 20 Lectures for content delivery and 10 hours class activity, case study, formative and Diagnostic Assessment.
Prerequisites	Intermediate level
Co-requisites	None
Objectives of the course	Present course intends to acquaint the students about the theoretical and practical knowledge about the Microsoft Excel. It covers the basic functions of Excel related to worksheets, tables, charts and various operating formulas and functions for the data analysis.
Learning Outcomes	➢ Students will able to get the theoretical and practical knowledge about the basic functions of Microsoft Excel like worksheets, tables, charts. ➢ The students will be able to operate various mathematical formulas and functions for analyzing and interpreting the data.

SYLLABUS	
UNIT-I	**Create Worksheets and Workbooks:** ▪ Create a workbook ▪ Import data from a delimited text file ▪ Add a worksheet to an existing workbook ▪ Copy and move a worksheet **Format Worksheets and Workbooks:** ▪Change worksheet order tab colour ▪ Rename a Worksheet ▪Change worksheet order ▪ Insert and delete columns or rows ▪ Change workbook themes

	▪ Adjust row height and column width ▪ Insert headers and footers **Customize Options and Views for Worksheets and Workbooks** ▪ Hide or unhide worksheets ▪ Hide or unhide columns and rows (6 L)
UNIT -II	**Create Tables** ▪ Create an Excel table from a cell range ▪ Convert a table to a cell range ▪ Add or remove table rows and columns **Filter and Sort a Table** ▪Filter records ▪Sort data by multiple columns ▪Change sort order ▪Remove duplicate records (6 L)
UNIT-III	**Create Charts** ▪ Create a new chart ▪ Add additional data series ▪ Switch between rows and columns in source data ▪ Analyze data by using Quick Analysis **Format Charts** ▪ Resize charts ▪ Add and modify chart elements ▪ Apply chart layouts and styles ▪ Move charts to a chart sheet (6 L)
UNIT-IV	**Perform Operations with Formulas and Functions:** **Summarize Data by using Functions** ▪ Insert references ▪ Perform calculations by using the SUM function ▪ Perform calculations by using MIN and MAX functions ▪ Perform calculations by using the COUNT function ▪ Perform calculations by using the AVERAGE function **Perform Conditional Operations by using Functions** ▪ Perform logical operations by using the IF function ▪ Perform logical operations by using the SUMIF function ▪ Perform logical operations by using the AVERAGEIF function ▪ Perform statistical operations by using the COUNTIF function (6 L)
UNIT-V	**Look up data by using Functions** ▪ Look up data by using the VLOOKUP function ▪ Look up data by using the HLOOKUP function

	Format and Modify Text by using Functions ▪ Format text by using RIGHT, LEFT, and MID functions ▪ Format text by using UPPER, LOWER, and PROPER functions ▪ Format text by using the CONCATENATE function. Look up data by using Functions ▪ Look up data by using the VLOOKUP function ▪ Look up data by using the HLOOKUP function (6 L)
Text/ Reference Books	1. EXCEL 2023: The Beginners Guide to Master Microsoft Excel-George.J. Wright. 2. Excel 2019 - John Walkenbach. 3. Excel 2019 for Dummies - Greg Harvey. 4. Excel: QuickStart Guide - From Beginner to Expert (Excel, Microsoft Office- William Fischer. 5. Excel with Microsoft Excel – Naveen Mishra. 6. M.S. Excel – Yogesh Patel. 7. RSCIT Comprehensive Book VMOU Kota 8. Excel with Microsoft Excel – Naveen Mishra
Suggested E-Resources	CFI Excel E-book – Corporatefinanceinstitute.com