

SantGadge Baba Amravati University

Part A

Faculty : **Commerce & Management**

Programme : **Bachelor of Commerce**

Programme Objectives :-

- To impart the basic knowledge of Economics.
- To impart basic knowledge of Accountancy & Statistics.
- To impart knowledge of creating a cash book and ledger books.
- To impart the basic knowledge of management, planning, organizing, directing and controlling
- To impart the basic knowledge of application of computers and its development.
- To impart the knowledge of business sectors, firms, e-commerce, cashless transaction
- To impart the knowledge of local and global enterprises and trade.
- To develop presentation skills and ability of goal setting.
- To bring about the holistic development of the students.
- To develop ethics of life.
- To inculcate Environmental awareness.
- To impart the fundamental knowledge of Computer.

Programme Outcomes :-

The students would be able to –

- Attain requisite skills and knowledge after the completion of the programme.
- Achieve the basic knowledge of Economics.
- Assimilate basic knowledge of Accountancy & Statistics.
- Efficiency in reading and writing skill.
- Achieve requisite skills and knowledge of preparing cashbook, ledger books and balance sheet of company.
- Become knowledgeable about marketing.
- Create a self employment.
- Assimilate ethics of life.
- Achieve Environmental awareness.
- Attain fundamental knowledge of Computer.

Employability Potential of the Programme

Commerce faculty is really very popular as it can earn up lucrative packages and opportunities are more than Arts or Science faculty. As commerce education includes computer, Tally, GST, income tax and English Language and communication Skill so chances of getting jobs in shops and malls are more than before.

Chartered Accountant is a dream career for commerce graduates. With several students failing to clear all stages of the course, CA is one of the hardest courses in the world. Therefore, to do very well in this course, students require specific talents and skills. Even if they cannot become CA they can find suitable jobs in market. Company Secretary is second popular Course. After B Com, M Com and PhD, to become professor is also a good option.

*Jobs for Commerce graduate Students *

Chartered Accountant (CA), Marketing Manager, Investment Banker, Human Resource Manager, Chartered Financial Analyst (CFA), Certified Public Accountant (CPA), Cost Accountant, Business Accountant and Taxation, Retail Manager, Company Secretary, Personal Financial Advisor, Research Analyst, Entrepreneur, Chief Executive Officer (CEO), Cost Management Accountant (CMA), Product Manager, Hotel Manager, Event Manager, Teachers / Instructors / professors Auditors / Clerks

Commerce graduates can prepare for competitive Examination like MPSC or UPSC to become government officers in state and central government. Commerce graduates can start business or Start-ups. They have the potential to create jobs by starting industry.

The present curriculum of B Com designed by the BOS of the Commerce and Management of SantGadge Baba University Amravati has all the potential to create an employable opportunities for the students. The curriculum will develop an innovative and global approach in the field of Commerce and Management. It will acquaint the students with the rapidly changing contemporary scenario in trade and commerce and in the corporate world. It will develop them into more creative and visionary entrepreneurs and boost them to undertake start-up enterprises in near future. The detailed knowledge in trade and commerce, statistical analysis of the global economy, the use of ultra modern technology in e-commerce, the applied nature of the course content and the need based skill oriented curriculum's rapport with the requirement in the region will develop the multi-dimensional view of the students and the feeling of affinity and sense of duty for the development of living standard of the people in the region of Western Vidarbha and thereby fulfil the community services. In this way, the potential and the research

aptitude in the present program will encourage the progression of the students from UG to PG and PhD. The managerial skills in it will boost the commerce students to progress towards ambitious Management courses like MBA in various fields. Moreover, the course will open the vistas for the job opportunities.

The course content in Compulsory English and Supplementary English in particular will develop the all-round personality of the students and the sophisticated communication skills among them in this globalised era of international trade and commerce. The part of grammar and syntax will improve their sense of correct English in written and spoken form while the unit of Word- Formation will enrich their vocabulary. The inter-personal communication and situational communication in the unit of communication skills will boost confidence among students to hold impressive conversation in corporate world. The writing skills as resume, report and letter writing will develop a flair of writing in business correspondence while the content of soft skills like interview skills, body language and managerial skills will broaden the perception and make the students more sensible and mature in the practical world of Commerce and Management. Of course, the highly touching stories by the world famous writers and the biographical sketches of the successful Entrepreneurs and big business tycoons in India will develop the profound sense and fervour to be ambitious and successful. The few selected poems in the content will give an aesthetic and romantic relief and inculcate human and ethical values. In this way, the course like compulsory English and Supplementary English will bring about an all-round and holistic development of the students and ultimately make them sensible and mature global citizens.

The future prospects of a person depend upon the career path he/she chooses. B.Com graduates have many options open upon the completion of graduation. the various avenues open to the B. Com graduates are discussed below, which will be helpful to the candidate at the time of taking the toughest decision related to career.

Acquire various skills-

During the graduation the students have the opportunity to acquire communication skills, interpersonal skills, accounting skills and knowledge, management skills, interpersonal skills, computer skills, team work, coordination, leadership skills and many more. These skills will be beneficial for being self employed or getting employment. the knowledge acquired during the graduation related to law, income-tax, accounting, planing, organisation etc., give an additional weightage at the time of being employable and are definitely useful in self employment.

Higher education

On the completion of the B.Com degree program, the candidates can pursue M. Com., MBA or other similar masters degree program. Candidates can also pursue LL.B.; D. Tax., PGDBM, post graduate diploma in marketing management, HR or finance or such other similar courses.

Banking

The candidates can go into the banking sector. These jobs will add on to their experience and skills. Both the public as well as the private sector banks offer many job opportunities to the B.Com graduates, such as -

- bank officers
- financial administrators
- financial advisors
- junior managers
- bank assistants

Export import manager

At the completion of graduation the candidates can opt for a job as an Export- Import Manager.

Stock broker

After acquiring the required skills a B.Com graduate can become a stock-broker.

Tax Consultant

This is a special privilege to a B.Com graduate that he/she can become a tax consultant.

Financial Planning-

The BBA graduates are expected to acquire the skill of financial planning. Those who choose to be financial planners help individual clients with their funds, and savings along with various investment issues for achieving their personal goals. students who are planning to make career in the financial planning sector, can try for the following programs like:

- CA- Chartered Accountant
- CFA - Chartered Financial Analyst
- CFP - Certified Financial Planner
- CS - Company Secretary

These are renowned certification courses in finance which help the BBA students to be helpful in the financial matters of their individual clients.

Intern at a reputed company -

Many companies offer a variety of internships to the B.Com students so that they can gain the required experience and skills at the beginning of their career. students should be clear with which skills they want to acquire and enhance, what is the deadline and how they can update their resume.

Entrepreneurship-

Once the candidate has completed the graduation, he/she can utilize the learned skills and become his own boss. The curriculum gives knowledge related to finance, accounts, management and some legal aspects also.

Part B**Syllabus prescribed for 1st Year Under Graduate Programme****Programme : Bachelor of Commerce****Semester I**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-11	English	60

COs:

1. Able to communicate skilfully in Business correspondence
2. Acquaint with the work culture in corporate world
3. The life of great personalities will motivate them to toil to be successful
4. Learn and gain fluency in the English language and conversation.
5. Become efficient in reading and writing skills.
6. The drafting skills of the learners will be honed through grammar and writing skills
7. Become proficient in the language and to eventually inculcate professional skills

Unit	Content	No. of Periods
I	PROSE I) Commerce Education : Key to Prosperity and Security - Dr. Manjushree Sardeshpande II) Dhirubhai Ambani III) A R Rahman IV) The Romance of A Busy Broker by O. Henry	10
II	Poetry I) Stay Calm - Grenville Kleiser II) All the World's A Stage - William Shakespeare III) Trees - Joyce Kilmer IV) Bright Star - John Keats	10
III	Grammar I) Articles II) Parts of Speech III) Word Formation	10
IV	Communication and Writing Skills I) letter Writing II) Report Writing III) Resume	10
V	Soft Skills I) Critical, Creative and Positive Thinking II) Building Relationship Skills III) Problem Solving Skills	10
VI	Skill Enhancement Module How to open a DMAT account	10

After completion of Skill module students will be able to:

1. Acquaint with National Stock Exchange (NSE), Share Market and Systematic Investment Plan (SIP)
2. Acquaint with the volatile nature of market and Corporate world
3. Broaden their vision about Trade and Commerce
 - i) Assignment: A Report on How to open a DMAT account
 - ii) Class Test: Seminar on How to open a DMAT account

Reference Books:

1. Intermediate English Grammar - Raymond Murphy (Cambridge University Press)
2. Advanced English Grammar - Martin Hewings (Cambridge University Press)
3. 'Expressions' by Dr. Uday Navalekar, Published by Pimpalapur Book Distributors
4. A Course in English Grammar - R.N Bakshi (Orient Blackswan)

Prescribed Textbook: 'Oasis' by Board of Editors & Published by Orient Blackswan

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
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BC-11	English (Business Communication Skill in English Language) AEC	15
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Course Outcomes of AEC:

After completion of this course students will be able to:

- 1) The learners will learn to understand and interpret any text they are reading from
- 2) different perspectives
- 3) The interest of learners in listening to and watching good quality audio and visual media will be aroused.
- 4) Learners will acquire proficiency in the skills of listening, speaking, reading and writing that will help them meet the challenges of the world.
- 5) The learners will develop good oral and written skills of communication in the English language.

COURSE MATERIAL :DEVELOPING COMPREHENSION SKILLS IN ENGLISH

A) Reading Skills

- Skimming and Scanning
- Language Structure
- Note Making
- Summary Writing
- Guessing Meanings of Words
- Drawing Inferences

- A) Prose** i) The students will have to answer **THREE** out of **FOUR** short answer questions of 2 marks each. =6Marks
 ii) The students will have to answer **ONE** out of **THREE** long answer questions of 6 marks each. =6Marks

Unit - II

- B) Poetry** i) The students will have to answer **THREE** out of **FOUR** short answer questions of 2 marks each. =6Marks
 ii) The students will have to answer **ONE** out of **THREE** long answer questions of 6 marks each. =6Marks

**Unit - III
Grammar**

- I) Articles **3 Marks**
 II) Parts of Speech **6 Marks**
 III) Word Formation **3 Marks**

**Unit - IV
Communication and Writing Skills**

- I) letter Writing **4 Marks**
 II) Report Writing **4 Marks**
 III) Resume **4 Marks**

**Unit - V
Soft Skills**

- I) Critical, Creative and Positive Thinking **4 Marks**
 II) Building Relationship Skills **4 Marks**
 III) Problem Solving Skills **4 Marks**

Multiple Choice Questions

The Student will have to answer 10 MCQs based on Unit I and II (each MCQ carries 2 Marks) **20 Marks**

Internal Assessment (SEM)

- I) Assignment **10 Marks**
 II) Class Test **10 Marks**

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-11	Supplementary English	60

COs

1. Able to communicate skilfully in Business correspondence
2. Acquaint with the work culture in corporate world
3. Learn and gain fluency in the English language and conversation.
4. Become efficient in reading and writing skills.

5. The drafting skills of the learners will be honed through grammar and writing skills
6. Become proficient in the language and to eventually inculcate professional skills

Unit	Topic	No. of Periods
I	PROSE I) On Courage – A.G. Gardiner II) The Happy Man - Anton Chekhov III) The Far and the Near – Thomas Wolfe	10
II	PROSE I) An Astrologer’s Day – R.K. Narayanan II) A Cup of Tea – Katherine Mansfield III) Speech on Indian Constitution – Dr. B.R. Ambedkar	10
III	POETRY I) The Gift of India – Sarojini Naidu II) Sonnet No. 101 – William Shakespeare III) Thou has given us to live – Ravindranath Tagore	10
IV	Writing Skills I) Minuets and Agenda II) Blog Writing	10
V	GRAMMAR I) Word Formation A) Noun forms of some adjectives B) Noun forms of some verbs C) Adjective forms of some nouns D) Some words changed into verbs	10
VI	Skill Enhancement Module Review Writing: Books, Film and Others	10

Course Outcomes of SEM:

After completion of this module students will be able to:

1. Develop reading skill
 2. Develop critical and analytical approach
 3. Develop perception to bring brevity in expression
- i) Assignment: Precise writing (From unseen passages)
ii) Class Test: Reading the unseen passages

Reference Books:

1. ‘Wren & Martin High School English Grammar and Composition Book, Revised By Rao N.D.V. Prasad Imprint by S Chand Publishing.
2. ‘ESSENTIAL ENGLISH GRAMMER’ by Raymond Murphy, Published By Cambridge University Press.
3. ‘Practical English Usage’ by Michael Swan’s by Oxford University Press.

Prescribed Textbook :SINGING BIRD by Board of Editors & Published by DnyanPath Publication, Amravati.

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-11	Supplementary English (Business Communication Skill in Supplementary English Language) AEC	15

Course Outcomes :

After completion of this course students will be able to:

- 1) The learners will learn to understand and interpret any text they are reading from different perspectives
- 2) The interest of learners in listening to and watching good quality audio and visual media will be aroused.
- 3) Learners will acquire proficiency in the skills of listening, speaking, reading and writing that will help them meet the challenges of the world.
- 4) The learners will develop good oral and written skills of communication in the English language.

COURSE MATERIAL :DEVELOPING COMPREHENSION SKILLS IN ENGLISH SPEAKING SKILLS IN ENGLISH

- Public Speaking in English
- Conversation Skills
- Speaking at an Event

Unit : I

- C) **Prose** i) The students will have to answer **TWO** out of **THREE** short answer questions of 3 marks each.
=6Marks
- ii) The students will have to answer **ONE** out of **THREE** long answer questions of 6 marks each.
=6Marks

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Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-12	Marathi (Communication Skill in Marathi Language) AEC	15

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Part B
Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce **Semester I**

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-12	Hindi	45

Course Outcomes

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Books Recommended:

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Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-12	Hindi (Communication Skill in Hindi) AEC	15

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Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-12	Sanskrit	45

Course Outcomes

- Sanskrit Computational Linguistics helps human beings for a better Cognitive Understanding Skill.
- Machine Translation is a modern application of Sanskrit Language as Paninian grammar is having a great potential of transformation from Natural Language to Artificial language through Artificial Intelligence (AI).
- Voice Therapy and Voice Culture are best modern avenues of Sanskrit Scholars.

Unit	Content	No. of Periods
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V	Skill Enhancement Module □□□□ □□□□ □	09

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(Text Book, Edited by Dr. B. N. Panda, Dr. R. V. Kavishwar, Dr. JayshreeSakalkale)

2. Web links –

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3. Swayam https://onlinecourses.nptel.ac.in/noc22_hs114/preview

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-12	Sanskrit (Communication Skill in Sanskrit) AEC	15

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Question Paper Pattern

Theory Marks distribution -

Theory : 80 Time : 3 hrs

- (a) Long answer question (one out of two) 10
(b) Reference to Context (one out of two) 05
- (a) Long answer question (one out of two) 10
(b) Reference to Context (one out of two) 05
- (a) Long answer question (one out of two) 10
(b) Reference to Context (one out of two) 05
- (a) Long answer question (one out of two) 10
(b) Reference to Context (one out of two) 05
- Multiple Choice Questions (Ten) 20

Internal marks distribution – (SEM)

- Total marks - 20
- Home Assignment 10
 - Oral Test 10
- 100

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-12	Pali and Prakrit	45

Course Outcomes -

- 1) ...
- 2) ...
- 3) ...
- 4) ...
- 5) ...

Unit	Content	No. of Periods
Unit-I VÉÉIÉÈÒ ÈÒIÉÉ	1) ... 2) ...	09
Unit-II JÉÖqEòÉÉÉ i °ÉÖKÉÉÉxÉ(ÉÉIÉ	1) ... 2) ... 3) ...	09
Unit-III VÉÉÉÉ(Éni	1) ... 2) ...	09
Unit-IV VÉÉÉÉ(Éni	1) ... 2) ...	09
Unit - V	Skill Enhancement Module	
	1) ... 2) ... 3) ...	09

Course Outcomes of SEM

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- 1) ...
- 2) ...

3) $\frac{1}{x^2} \ln x$ (Εξ-ΕξΕξ. b). $\frac{1}{x^2} \ln x$ | ΕξΕξΕξ - xΕΕÈnù±±ΕΕ

	Cash Book, and Petty Cash Book, Analytical petty cash book .	
IV	Rectification of errors Rectification of errors : meaning, Type of errors, Rectification entries and suspense Account.	12
V	Depreciation Accounting Concepts of depreciation : Different methods of Depreciation. Problem on 1) Straight Line Method 2) Reducing Balance Method and accounting for Depreciation.	12
VI	Skill Enhancement Module 1) Practical Learning of operation of basic tally software 2) Accounting Cycle :- * Collection and Preparation of different business vouchers like- Receipt voucher, Payment voucher, Cash memo, credit memo, invoice etc. and Preparation of voucher book * Journal entries, ledger posting, preparation of trial balance and preparation of financial statements. * Collection of Bank forms: Withdrawal form, pay in slip, Demand Draft form, RTGS, NEFT, Bank account opening form etc.	12

Books recommended :-

- 1) Advanced Accountancy, Dr. L. K. Karangale, Dr. Arun Yeole, Prashant Publication, Jalgaon
- 2) Anthony R. N. & Reece, J. S. Accounting Principal, Richard Irwin Inc.
- 3) Agrawal A. N., Agrawal K. N., Higher Science of Accountancy, Kitab Mahal, Allahabad (Hindi & English)
- 4) Ashok Banerjee : Financial Accounting
- 5) R. R. Gupta : Advance Accountancy

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-14	Principle of Business Economics	75

Course Outcomes :

1. Application of Micro & Macroeconomic Concepts
2. Application of Utility & Indifference Curve Analysis
3. Application of Demand Pattern
4. Application of Supply and Production Pattern
5. Application of Cost & Revenue Pattern

Unit	Content	No. of Periods
I	Basic Concepts: 1.1 Definition of Economics: Adam Smith, Marshall 1.2 Definition of Economics: Robbins, J. K. Mehta 1.3 Economic Laws: Nature, Characteristics, Limitation & Importance. 1.4 Micro Economics-Meaning, Scope, Merits & Demerits, Importance. 1.5 Macro Economics-Meaning, Scope, Merits & Demerits, Importance.	13
II	Utility Analysis: 2.1 Meaning and Definition. 2.2 Diminishing Marginal Utility Theory. 2.3 Equi Marginal Utility Theory. 2.4 Indifference Curve: Meaning, Definition & Rate of Marginal Substitute. (MRS) 2.5 Characteristics of Indifference Curve.	13
III	Demand Analysis: 3.1 Demand: Meaning, Definition, Change in Demand. 3.2 Law of Demand & its Exceptions. 3.3 Concept and Types of Elasticity of Demand 3.4 Measurements of Elasticity of Demand 3.5 Determinants and Importance of Elasticity of Demand	13
IV	Supply Analysis & Production Function: 4.1 Supply: Meaning, Definition, Change in Supply. 4.2 Law of Supply & its Exceptions 4.3 Law of Variable Proportion. 4.4 ISO quants: Concept & Characteristics. 4.5 Internal & External Economies & Diseconomies.	12
V	COST AND REVENUE: 5.1 Meaning & Types of Cost.	12

	5.2 Short run Cost Curve. 5.3 Long run Cost Curve. 5.4 Meaning & Types of revenue. 5.5 Total, Average & Marginal Revenue Curve.	
VI	Skill Enhancement Module Application of Utility, Demand, Supply, Production, Cost and Revenue Patterns in Retail and Wholesale Market. For examples: APMC, Vegetable Markets, Flower Market	12

BOOKS RECOMMENDED

1. Ahuja H.L. : Business Economics : S. Chand & Co. New Delhi
2. Business Economics : Pimpalkar, Bapat, Joshi, Orient-Logmans
3. Koustsoyiani A Modern Micro Economics, Macmilan New Delhi
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9. Business Economics : Dr. SudhirBodhankar, Dr. MedhaKanetkar, Shri SainathPrakashan, Nagpur
10. Business Economics : Dr.(Mrs.) Pushpa T
11. Ayade-Shree MangeshPrakashan, Ramdaspath, Nagpur-10
12. Business Economics (English Edition) : Dr. G.N. Zamare-Pimpalpure & Co. Publishers, Nagpur
13. "aÉÉ'É'ÉÉÉ'ÉÉÉ +IÉÇj[...]

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-15	Principle of Business Management	60

COURSE OUTCOME

The students will be able to :

- 1) With this course, students will be able to have clear understanding of managerial functions.
- 2) Students will have the knowledge of planning process in the organization.
- 3) Students will be able to demonstrate the ability to directing, leadership and communicate effectively.
- 4) Students able to analyze isolate issues and formulate best control tools and techniques.

Unit	Topic	No. of Periods
I	Management Concept ❖ Management-Concept, Meaning, Definition and Importance ❖ Management Thought and Schools ❖ Contribution of Fredrik Taylor ❖ Contribution of Henry Fayol ❖ Contribution of Elton Mayo	10
II	Planning ❖ Planning: Concept, Meaning and Definition. ❖ Nature and Importance of Planning ❖ Objectives of Planning ❖ Forecasting and Planning ❖ Planning Process.	10
III	Organizing ❖ Organization -Concept, Nature, Meaning and Importance ❖ Principles of Organization. ❖ Line Organization ❖ Staff Organization ❖ Departmentalization	10
IV	Directing ❖ Directing- Concept, Meaning, Definition and Importance. ❖ Nature of Direction ❖ Advantages and Disadvantages ❖ Motivations- Concept, Meaning and Theories & Importance ❖ Coordination: - Meaning and Principle	10
V	Controlling ❖ Controlling-Concept, Meaning, Definition and Importance. ❖ Advantages and Disadvantages	10

	<ul style="list-style-type: none"> ❖ Technique and tools of Controlling ❖ Process of Controlling. ❖ Leadership : Meaning, Concepts and Importance 	
VI	Skills Enhancement Module (SEM) <ul style="list-style-type: none"> ❖ Report on leadership quality of any business enterprise/public Institutions ❖ Report on Scientific Management Principle applied by any Industry ❖ Report on planning function of your institution ❖ Report on controlling majors adopted by local administrations. ❖ Report on Organization of any major event in your town. 	10

Outcomes of Skill Development Module :

1. Generate an idea for innovation using Attribute Listing Techniques.
2. Generate an idea for social awareness of cleanliness using Brain-Storming technique.
3. Generate an idea for Pollution Control by using story boarding technique.
4. The employees in your organization have lost their creativity, how will you develop creativity in him.
5. Guide your friend and encourage him for “Make in India” with his new business idea.
6. You plan to initiate a change in your organization, what measures will encourage change in organization.
7. Prepare the proposal for incubation support.
These modules will enhance creativity skills of the students. The students will learn various idea generation techniques and how to overcome the challenges.
8. Build your team for skill enhancement programme for students of your department
9. Establish grievance redressal committee and resolve issues of students
10. Prepare write up for controlling measures adopted by your principles for administrative examination and student affair.

Books Recommended :

- 1) Business Organisation and Management - By R. K. Sharma
- 2) Business Organisation and Management - By C. B. Gupta
- 3) Principles of Business Organisation - By Y. K. Bhushan

Part B

Syllabus prescribed for 1st Year Under Graduate Programme

Programme : Bachelor of Commerce

Semester I

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-16	Computer Fundamental And Operating System-I	45

Course Outcomes:

The students will be able to -

1. Get information about evolution and application of computer & its development.
2. Know about different elements of computer system.
3. Aware about different types of memory.
4. Get to know about different input devices and output devices.
5. Learn to prepare a text document with complete formatting and page setting.

Unit	Topic	No. of Periods
I	Fundamentals of Computer: Introduction to Computer-Definition, Evolution, Characteristics, Generations, Types & Applications of Digital Computer,	09
II	Computer Organization: Block Diagram of Computer, Input Unit, Output Unit. CPU: Memory Unit, Arithmetic Logic Unit, Control Unit. Computer Software: Concept of Software and Hardware. Types of Software: System Software, Application Software, and Firmware	09
III	Computer Memory and Types: Primary Memory: Concept,Types; RAM, SRAM, DRAM. Read-Only Memory: PROM, EPROM, EEPROM. Secondary Memory: Concept,HardDisk,OpticalDisk,PenDrive,Blue Ray Disc, SSD, SD Card. Cache Memory: Concept, Advantages and Disadvantages	09
IV	Input/Output Devices: Input Devices: Keyboard, Mouse,MICR, OMR, OCR, Microphone, Touchpad, Touchscreen, Scanner, Barcode Reader, Joystick, Web camera, light pen. Output Devices: Monitor; LCD, LED, Printers and Types; Dot Matrix Printer, Laser Printer, and Inkjet Printer. Speaker, Headphone, LCD Projector.	09
V	Word Processing [MS-WORD 2013/2016]: Concept of Word processing, Screen Components;Quick Access Toolbar, Ribbon, Tabs and Group, Templates. Working with Documents; creating a newfiles from Templates, Editing text document; Inserting, Deleting, Cut, Copy, Paste, Paste options, Clipboard, Undo, Redo, Format Painter. Formatting Document: Text and Paragraph Format, Paragraph Alignment, Line Spacing, Bullets and Numbering, Border and Shading, Change Case, Subscript and	09

	Superscript, Setting Tab Stops and Indent, Header & Footer. Page setup; Page Margins, Page Size, Page break, Section break, Columns. Proofing and printing: Spell and Grammar Checks, Find & Replace, Saving and Printing.	
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BOOKS RECOMMENDED :

1. Computer Fundamentals, P. K. Sinha, V.K.Goyal
2. Computer Fundamentals-B.Ram (WE)
3. Fundamentals of Computers-V. Rajarman(PHI)
4. MS-OFFICE (PHI)
5. MS-OFFICE (BPB)
6. MS-OFFICE (TMH)
7. Yeats :Systems Analysis& Design ; Macmillan India, New Delhi.
8. Basics of Computer and Business Mathematics, By Dr. Rajiv Ashtikar, Dr. Santosh Sadar and Prof. Vilas Chopade :PayalPrakashan, Nagpur.
9. Introduction to IBMPC& Applications-Taxali.
10. Principals of Computer, By Prof. S. M. Kolte, Pimpalpure& co. publisher, Nagpur.
11. Computer Fundamentals & Operating System, Dr. C. M. Tembhonekar, DrSushantJadhao
12. Computer Fundamentals & Operating System, Dr Sanjay Tidke, AakashBele
13. Computer Fundamentals & Operating System :SupriyaBhagade-Pimpalpure&Co. Pub.,Nagpur.

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-16	Computer Fundamental And Operating System-I (Practical)	15

• **Course Outcomes:**

Students will be able to do at the end of practical's:

- 1) Prepare new document using Templates.
- 2) Change font size & font color
- 3) Change line spacing of Paragraph
- 4) Change case of Paragraph
- 5) Create Bullets, Numbering list
- 6) Create Subscript & Superscript
- 7) Decrease and Increase of Paragraph indent
- 8) Insert Header & Footer in document
- 9) Page Setup of Document
- 10) 10) Insert Page break, Section break, Columns.
- 11) Students will learn to final Proofing and printing documents

• **List of Practical's :**

1. Creating a Blank or New existing Template and Inserting/editing Text
2. Copying and Moving Text using with the Clipboard
3. Formatting Text, including Font Size & Font color of the content
4. Using Paragraph Alignment including setting Alignments and Line Spacing
5. Setting paragraph including adjusting Indents.
6. Using Bulleted and Numbered Lists and Converting Text to List.
7. Changing a Text to Subscript & Superscript.
8. Creating a content in multiple columns like Newspaper format
9. Inserting Header & Footer in document
10. Setting Page Margins and Setting the Page Orientation
11. Proofing, saving and Printing a document

Division of Marks for Practical's

Record Preparation	10 Marks
Practical Performance	10 Marks
Viva-Voce	10 Marks
Description	10 Marks
Practical Total	40 Marks