



SHIVAJI UNIVERISTY, KOLHAPUR-416 004, MAHARASHTRA
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शिवाजी विद्यापीठ, कोल्हापूर – 416004.

दुरध्वनी (ईपीएबीएक्स) २६०९०००० (अभ्यास मंडळे विभाग— २६०९०९४)
फॅक्स : ००९१-०२३१-२६९१५३३ व २६९२३३३. e-mail: bos@unishivaji.ac.in

Est'd. 1962

'A++' Accredited by NAAC (2021)
With CGPA 3.52

Ref./SU/BOS/Com & Mgt./

Date : 02 JUL 2022
No 00033

To,

The Principal
All Affiliated (Commerce & Management) Colleges/ Institutions,
Shivaji University, Kolhapur

Subject: Regarding structure and syllabi of B.Com. Part-I Information Technology (IT) (Sem. I & II) Choice Based Credit System (CBCS) degree programme under the Faculty of Commerce & Management.

Sir/Madam,

With reference to the subject mentioned above, I am directed to inform you that the University authorities have accepted and granted approval to the revised **structure and syllabi of B.Com. Part-I Information Technology (IT) (Sem. I & II) Choice Based Credit System (CBCS)** under the Faculty of Commerce & Management.

This syllabi shall be implemented from the academic year **2022-2023** onwards. A soft copy containing the syllabus is attached herewith and it is also available on university website www.unishivaji.ac.in (Online Syllabus).

The question papers on the pre-revised syllabi of above mentioned course will be set for the examinations to be held in October / November 2022 & March / April, 2023. These chances are available for repeater students, if any.

You are therefore, requested to bring this to the notice of all Students and Teachers concerned.

Thanking you,

Yours faithfully,


Dy. Registrar

Encl : As above

Copy to,

1. Dean, Faculty of Commerce & Management
2. Chairman, BOS under Faculty of
Commerce & Management
3. Director, BOEE
4. Appointment Section
5. P. G. Admission Section
6. B. Com. Section
7. Affiliation Section (U.G./P.G.)
8. Computer Center/I.T.
9. Eligibility Section
10. Distance Education
11. P.G. Seminer Section

} for information

} for information and necessary action.

SHIVAJI UNIVERSITY, KOLHAPUR.



Estd. 1962

NAAC "A++" Grade

Faculty of Commerce and Management

Syllabus For

B. Com. Part I (CBCS)

Information Technology (IT) (Sem I & II)

(To be implemented from June 2022 onwards)

(Subject to the modifications that will be made from time to time)

SHIVAJI UNIVERSITY, KOLHAPUR

BACHELOR OF COMMERCE (IT)

Course Structure under Choice Based Credit System (CBCS)

Title : The degree shall be titled as '**BACHELOR OF COMMERCE (INFORMATION TECHNOLOGY)**

under the faculty of commerce with effect from the academic year

B. Com. INFORMATION TECHNOLOGY Sem. I & II from Academic Year 2022-23

B. Com. INFORMATION TECHNOLOGY Sem. III & IV from Academic Year 2023-24

B. Com. INFORMATION TECHNOLOGY Sem. V & VI from Academic Year 2024-25

1) Introduction:

Bachelor of Commerce-IT (3years) program / degree is a specialized program in Commerce. It builds the student on studies in applied use of computers and to become competent in the current race and development of new computational era.

The duration of the study is of six semesters, which is completed in three years. The program is based on Choice-based credit system comprising 144 credit points and intake for one batch is not more than 80 students.

2) Objective:

Bachelor of Commerce-IT offers the prequalification for professionals heading for smart career in the IT field, which measures up to international standards. On completing this course one can do higher studies such as M.Com, MBA, MCA etc., in any UGC recognized universities or in any other reputed institution in India or abroad.

A) Program Educational Outcomes:

After completing the B Com (IT) program the students would be able to:

PEO1: Acquire the managerial professional attributes and be capable of decision making by applying the information Technology.

PEO2: Prepare student to design IT applications in business management.

Explore the entrepreneurial quality and start new business venture with innovative ideas

PEO3: Prepare students to undertake post-graduation in the area of Information Technology Commerce and management.

B) Program Outcomes:

After completing the B.Com Information Technology program the students would be able to:

PO1: Acquire the managerial professional attributes and be capable to understand Financial Accounting, Corporate Accounting and Cost Accounting.

PO2: To impart the basic knowledge of Information Technology and application software.

PO3: Design, implement and evaluate a computer-based system, or process component, to meet the desired needs of business applications.

PO4: Apply the knowledge of Commerce and Information Technology principles to manage business processes effectively in diverse environments as a member or a leader in the team.

PO5: Develop effective and oral communication and technical writing especially in business applications, with the use of information technology

C) COPO Mapping:

Program Educational Objectives	Thrust Area	Program Outcome	Course Outcome
PEO I	Commerce and Managerial expertise	PO1,PO4	All Core courses in the area of Commerce and management
PEO II	Technical Expertise	PO2,PO3,PO4	All IT core courses.
PEO III	Successful career and Interdisciplinary and Life Long Learning	PO5	All AEC ,GE and DSE Courses.

- 3) **Eligibility:** A candidate for being eligible for admission to the Degree Course in Commerce (Information Technology) Administration shall have passed XII Std. Examination with minimum qualifying marks for the candidates from all the categories will be 45% of the Maharashtra Board of Higher Secondary Education or its equivalent or any Diploma or MCVC of not less than two years.

4) Workload (Period/Lectures for each Course): For every semester 60 periods (48 minutes per period) are allotted to complete the syllabus of each Course (Subject).

5) Standard of Passing:

I] A candidate must obtain minimum 40% of the marks in each University, internal examination paper, lab course as well as a major project.

II] There shall be a separate head of passing in Theory, Internal, Lab Course and Project examination. However, ATKT rules shall be made applicable in respect of theory and lab courses (University Examination) only.

III] A candidate who fails in any number of subjects during semester I & II shall be admitted to B.Com(IT)-II (appear for semester –III & Semester IV examination).

IV] However the candidate shall not be admitted to B.Com(IT)- III (Semester-

V] Unless student passed in all the subjects at B.Com(IT)-I (Semester-I & Semester-II).

VI] A candidate who fails in any number of subjects during Semester-III & IV shall be admitted for B.Com(IT).-III & allowed to appear for Semester-V & VI examinations.

VII]. For environmental studies Semester IV the candidate shall have to score 28 marks out of 70 marks theory paper and 12 marks out of 30 for projectwork.

VIII] CCC108 is non-credit course as per notification of university i.e. Democracy, Elections and Good Governance (NonCredit).

Gradation Chart:

Marks obtained	Numerical Grade (Grade Point)	CGPA	Letter Grade
Absent	0(Zero)		
<40	0 to 4	0.0 to 3.99	Fail
40-50	5	4.00 to 4.99	C
51-60	6	5.00 to 5.99	B
61-70	7	6.00 to 6.99	B+
71-80	8	7.00 to 7.99	A
81-90	9	8.00 to 8.99	A+
91-100	10	9.00 to 10.00	O (Outstanding)

Note: i) Marks obtained ≥ 0.5 shall be rounded off to next higher digit.

ii) The SGPA & CGPA shall be rounded off to 2 decimal points.

Calculation of SGPA & CGPA

1. Semester Grade Point Average (SGPA) $SGPA = \frac{\text{Course credits} \times \text{Grade Points obtained of a semester}}{\text{Course creditsof respective semester}}$

2. Cumulative Grade Point Average (CGPA) $CGPA = \frac{\text{Total credits of a semester} \times \text{SGPA of respective semester of all semesters}}{\text{Total course credits of all semesters}}$

6) Nature of Theory Question paper:

Nature of question paper is as follows for University end semester examination

QUESTION PAPER PATTERN FOR ALL SEMESTERS

Duration: 3 Hours Total Marks – 70

Instructions: 1) Que.1 and Que. 6 are compulsory and attempt any three Questions from Que. No.2 to Que. No. 5.

2) Figures to the right indicate marks.

Que.1)

A. Multiple Choice Questions (10 questions for 1 mark each) 10

B. Give Reasons or Short answer question (Any two out of three) 10

Que.2) Broad answer question 10

Que.3) Broad answer question 10

Que.4) Broad answer question 10

Que.5) Broad answer question 10

Que.6) Write notes on (Any Four out of Six) 20

7) Nature of Practical Question Paper: (AS PER 50 Marks)

There will be three questions of 15 Marks each, out of which student have to attempt any two Questions and 10 marks for journal and 10 marks for oral for 2 credit lab course and time duration is two hours. Practical Examination conducted by the University appointed examiner

panel of two members. The panel members have more than five years' experience as full time teacher.

Major Project(Software Development): The Objective of major project is to design and develop the live application with current technology to be used in various industries. The Group size of maximum three students can undertake major project. Project Viva-Voce Examination will be conducted by the University appointed examiner panel.. The panel members have more than five years' experience as full time teacher. The chairman for viva voce committee will be doctorate or faculty having more than ten years experience as full time faculty.

8) Medium of Instruction: The medium of instructions shall be in English.

9) Teachers Qualification: As per rules and regulations of Shivaji University, Kolhapur and Govt. of Maharashtra.

10) Internal Marks Distribution:

- 1 Five Marks for Mid Tests.
- 2 Ten Marks for presentation or activity based learning or Group exercise (Number of students in Group should not more than six).
- 3 Five Marks for Assignments.
- 4 Five Marks for library activity/designing apps or software or working model/Field Work/online learning activity etc.
- 5 Five Marks for Attendance (75% to 80% - 02 marks, 81% to 85% -03 marks, 86% to 90% -04 ,marks 91% to 100% - 05 marks)

11) Fee Structure: As per University norms.

12) Requirements:

i) **Core Faculty**

M.C.A – Two Faculties

M.COM / M.B.A. – One Faculty

In addition there shall be visiting/CHB faculty drawn from academicians /professionals from different fields for AEC/DSE/GE Courses and AEC/DSE based lab courses.

Technical Staff: Two Lab Assistants having qualification BCA/BCS/Diploma in

Computer Engineering/PG DCA.

Non-Teaching Staff: One Clerk and 2Peons.

- ii) Computer Lab: Well-equipped (60 Computers) networked Lab with backup facility, Application and system software's as per syllabi and internet facility.
- iii) Library: The entire library fees collected from the students shall be invested on library.
- iv) Class Room: At least 3 classrooms of seating capacity 80 students with LCD in which at least one Digital Classroom.

13) Structure of Syllabus:

B Com.(IT) Part-I (Sem-I)

Course Code	Title of Paper	Credit	Internal	External	Total
CC 101	Fundamentals of Information Technology	4	30	70	100
CC 102	Principles of Management	4	30	70	100
CC 103	Financial Accounting	4	30	70	100
AEC 104	Business Communication	4	30	70	100
AEC 105	Office Automation	4	30	70	100
CCL 106	Lab Course-I Based on CC101	2	-	50	50
CCL 107	Lab course-II Based on AEC105	2	-	50	50
CCC 108	Democracy, Elections and Good Governance	-	-	-	-
Total		24	150	450	600

B Com.(IT) Part-I (Sem-II)

Course Code	Title of Paper	Credit	Internal	External	Total
CC 201	Principles of Marketing	4	30	70	100
CC 202	Management Information System	4	30	70	100
CC 203	Business Economics	4	30	70	100
CC 204	Introduction to Programming Using C	4	30	70	100
AEC 205	Accounting with Tally	4	30	70	100
CCL206	Lab based on CC 204	2	-	50	50
CCL207	Lab based on AEC 205	2	-	50	50
SEC - I	Skill Enhancement Course (SEC)	-	-	-	-
Total		24	150	450	600

B Com. (IT) Part-II (Sem-III)

Course Code	Title of Paper	Credit	Internal	External	Total
CC 301	Entrepreneurship Development	4	30	70	100
CC 302	Corporate Accounting	4	30	70	100
CC 303	Object Oriented Programming Using C++	4	30	70	100
CC 304	Database Management System (DBMS)	4	30	70	100
AEC305	Business Statistics	4	30	70	100
CCL 306	Lab based on AEC 303	2	-	50	50
CCL 307	Lab based on CC 304	2	-	50	50
Total		24	150	450	600

B Com.(IT) Part-II (Sem-IV)

Course Code	Title of Paper	Credit	Internal	External	Total
CC 401	Tourism & Hospitality Management	4	30	70	100
CC 402	Business Law	4	30	70	100
CC 403	Software Engineering	4	30	70	100
CC 404	Relational Database Management System (RDBMS)	4	30	70	100
CC 405	Web Technology	4	30	70	100
CCL 406	Lab based on CC 404	2	-	50	50
CCL 407	Lab based on AEC 405	2	-	50	50
EVS408	Environmental Science	-	-	-	-
Total		24	150	450	600

B Com. (IT) Part-III (Sem-V)

Course Code	Title of Paper	Credit	Internal	External	Total
CC 501	Computer Network	4	30	70	100
CC 502	Cost Accounting	4	30	70	100
CC 503	Data Warehousing & Data Mining	4	30	70	100
GE504	Elective-I (Commerce) 1. Human Resource Management 2. Principle of Investment 3. Bank Management	4	30	70	100
DSE 505	Elective-II (Information Technology) 1. Python 2. Advance Excel 3. Application Development Tools	4	30	70	100
AEC 506	Financial Technologies	2	50	-	50
CCL 507	Lab based on DSE 505	2	-	50	50
CCC	Constitution of India	-	-	-	-
Total		24	150	450	600

B Com. (IT) Part-III (Sem-VI)

Course Code	Title of Paper	Credit	Internal	External	Total
CC 601	Information System Security & Audit	4	30	70	100
CC 602	Java Programming	4	30	70	100
GE 603	Elective-I (Commerce) 1. Organisational Behavior 2. Management Accounting 3. Cooperative Development	4	30	70	100
DSE 604	Elective-II (Information Technology) 1. E-Commerce 2. ERP 3. Cloud Computing	4	30	70	100
AEC 605	Soft Skills & Personality Development	2	50	-	50
CCL 606	Lab based on CC 602	2	-	50	50
CCL 607	Major Project	4	-	100	100
SEC-II	Skill Enhancement Course	-	-	-	-
Total		24	170	430	600

Note: Students has to select any one course from the respective electives.

CC-Compulsory Courses

DSE- Domain Specific Electives

GE-General Electives

AEC-Ability Enhancement Compulsory Courses

CCL – Compulsory Courses Lab.

Credit Distribution Chart for B Com(IT) Program

Sr.	Particulars	Number of Courses	Total Credits	Percentage of Credits
1	CC- Compulsory Courses	21	84	58
2	GE- General Electives	2	08	6
3	DSE- Domain Specific Electives	2	08	6
4	AEC- Ability Enhancement Compulsory Courses	6	20	14
5	Courses CCL – Compulsory Courses Lab	11	24	16
	Total	42	144	100

14) Self Study Courses:

a) Compulsory Civic Course (CCC)

For Sem I and Sem V there shall be Compulsory Civic Courses under Self-Study Mode which are as follows:

Sem I: CCC- I : Democracy, Elections and Good Governance (non-credit)

Sem V : CCC-II: Constitution of India and Local Skill Development (non-credit)

b) Skill Enhancement Course (SEC)

For Sem II and Sem VI there shall be Compulsory Skill Enhancement Courses under Self-Study Mode which are as follows:

Sem II : SEC-I : Any one from following (i) to (v) (Non-Credit)

- i) Business Communication & Presentation
- ii) Event Management
- iii) Personality Development
- iv) Yoga & Physical Management
- v) Resume, Report & Proposal Writing

Sem IV : SEC-II Any one from following (vi) to (x) (Non-Credit)

- vi) Interview & Personal Presentation Skill
- vii) Entrepreneurship Development
- viii) Travel & Tourism
- ix) E-Banking & Financial Services
- x) RTI & Human Right Education (HRE), IPR & Patents

- These courses are of self-study mode. The study material of all above courses will be made available on University Website.
- The examination of each of the course will be of 50 marks having 25 MCQ questions. Minimum 20 marks (40%) out of 50 are required for passing.
- The duration of examination shall be 60 minutes
- The examination shall be conducted at the college level
- The list of all candidates along with marks is to be submitted by the Principal to the University
- The degree will be awarded only after successful completion of these courses
- The performance of students regarding Non-Credit Courses (CCC & SEC) shall be separately mentioned in Result sheet as Pass or Fail

Shivaji University, Kolhapur
Faculty of Commerce and Management.
BOS in Management

B.Com. IT Year First Semester I & II

Structure of Syllabus:

B Com.(IT) Part-I (Sem-I)

Course Code	Title of Paper	Credit	Internal	External	Total
CC 101	Fundamentals of Information Technology	4	30	70	100
CC 102	Principles of Management	4	30	70	100
CC 103	Financial Accounting	4	30	70	100
AEC 104	Business Communication	4	30	70	100
AEC 105	Office Automation	4	30	70	100
CCL 106	Lab Course-I Based on CC101	2	-	50	50
CCL 107	Lab course-II Based on AEC105	2	-	50	50
CCC 108	Democracy, Elections and Good Governance	-	-	-	-
Total		24	150	450	600

B Com.(IT) Part-I (Sem-II)

Course Code	Title of Paper	Credit	Internal	External	Total
CC 201	Principles of Marketing	4	30	70	100
CC 202	Management Information System	4	30	70	100
CC 203	Business Economics	4	30	70	100
CC 204	Introduction to Programming Using C	4	30	70	100
AEC 205	Accounting with Tally	4	30	70	100
CCL206	Lab based on CC 204	2	-	50	50
CCL207	Lab based on AEC 205	2	-	50	50
SEC - I	Skill Enhancement Course (SEC)	-	-	-	-
Total		24	150	450	600

B.Com. IT Year First Semester - I

Course Code: CC 101	Fundamentals of Information Technology	Credits: 04	Marks : 100
Course Outcomes	After completion of this course students will be able to – 1. Understand basic concepts of Information Technology. 2. Describe peripheral devices and number systems. 3. Demonstrate functions of operating system. 4. Use internet based applications.		
Unit No.	Descriptions	No. of Periods	
1.	Introduction to Information Technology: Data, Information and Knowledge Concepts, Meaning and definition of information technology, components of information technology, IT applications in business,, Characteristics of Computers, Block diagram of computer, Types of computers and features : Mini, micro, mainframe and super, Types of Programming Languages : Machine Language, Assembly Languages and High Level Languages	15	
2.	Peripheral Devices and Number Systems Types of Memory (Primary And Secondary) : RAM, ROM, Secondary Storage Devices (FD, CD, HD, Pen drive) , I/O Devices, Number Systems : Binary, Octal and Hexadecimal, Conversion from one base to another	15	
3.	Introduction to Software & Operating System Introduction to software, Types of software: System, Application and utilities. Introduction to operating system, Types of O.S. , Functions of O.S., Files and Directories , Batch Files Windows Operating Environment, Features of Windows, Control Panel, Taskbar, Desktop, Windows Application, Icons, Windows Accessories : Notepad and Paintbrush	15	
4.	Basics of Internet Technology Definition of internet, www, benefits and types of website, use of social media for business & ecommerce, pros and cons of social media, Email service, video conferencing applications, URL, Domain Name System (DNS), Applications of Internet.	15	
	Books Recommended : 1. Computer fundamentals by Rajaraman 2. Computer fundamentals by P.K.SinhaandPritiSinha 3. Computer fundamentals, architecture and organisation by B. Ram 4. Computer Today –Basandara 5.The Complete Reference Internet-Margaret Levine Young		

Course Code:	Principles of	Credits: 04	Marks : 100
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CC 102	Management	
Course Outcomes	After completion of this course students will be able to – <ol style="list-style-type: none"> 1. Understand the basic managerial process 2. Illustrate the planning in real life 3. Use of decision making to evaluate various alternatives and situations 4. Understand organization of resources. 5. Demonstrate the leadership and communication skill 	
Unit No.	Descriptions	No. of Periods
1	Introduction to the Management: Meaning, Characteristics, Levels of Management, 14 Principles of Management, Scientific Management, Professional Management, Managerial skills,	15
2	Planning and Decision Making: Planning: Meaning, Types of Planning – Steps in Planning Process, SWOC Analysis. Decision Making-Concept, Decision-making Process, Techniques of Decision making	15
3	Organizing and Motivation Organizing: Meaning, Concept, Steps of organization, Principles of organizing. Staffing – Nature, need. Directing – Nature, need. Motivation: Concept, Importance Leadership: Concept, Qualities of Leader, Styles of Leadership	15
4	Communication Communication: Meaning and Process of Communication, Types of Communication Control-Concept, Need, Process of Controlling, Techniques of Control –Traditional and Modern.	15
	Books Recommended : <ol style="list-style-type: none"> 1. George Terry, Principles of Management, Richard D. Irwin 2. Newman, Summer, and Gilbert, Management, PHI 3. James H. Donnelly, Fundamentals of Management, Pearson Education. 4. B.P. Singh and A.K.Singh, Essentials of Management, Excel Books 5. Griffin, Management Principles and Application, Cengage Learning 6. Robert Kreitner, Management Theory and Application, Cengage Learning 7. Peter F Drucker, Practice of Management, Mercury Books, London 8. Organisation and Management- Dr. C.B. Gupta 9. Business Organisation and Management – M.C.Shukla 	

	10. Essentials of Management- Koontz and O' Donnell 11. Management: Stoner 12. Principles of Management- P.C. Tripathi and P.H.Reddy 13. Management- Principles and practice- Shrinivas & Chunawala 14. Principles of management: Terry,G.R.and Stephen Franklin	
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Course Code: CC 103	Financial Accounting	Credits: 04	Marks : 100
Course Outcomes	After completion of this course students will be able to – 1. Understand the concepts of Financial Accounting. 2. Preparation and interpretation of Financial Statements. 3. Understand the concepts of cost and management accounting.		
Unit No.	Descriptions	No. of Periods	
1	Financial Accounting: Nature, Scope and Importance of Financial Accounting, Branches of accounting; Objectives of accounting, International Accounting Standards (only outlines); Accounting principles; Accounting Standards in India, Accounting transactions: ; Journal; Rules of debit and credit; Compound journal entry; Opening entry; Relationships between Journal and Ledger; Rules regarding posting; Trial balance;	20	
2	Preparation of Financial Statements: Classification of income; Classification of expenditure; Classification of receipts Accounting concepts of income; Accounting concepts and income measurement; Expired costs and income measurement Final Accounts; Manufacturing account; Trading account; Profit and loss account; Balance Sheet; Adjustment entries, Rectification of errors; Classification of errors; Location of errors; Suspense accounts; Effects on profit	20	
3	Depreciation, Provisions and Reserves: Concept of depreciation; Causes of depreciation; Methods for providing depreciation; Depreciation of different assets; Different Types of Reserves.	10	
4	Analysis of Financial Statements- Financial Statements, types of financial statements. Nature and Limitations, Techniques of Analysis and Interpretation of Financial Statements, Ratio Analysis. Introduction to Cost Accounting. Preparation of Cost Sheet	10	
	Books Recommended : 1. R.L. Gupta and V.K. Gupta – Financial Accounting (Pt-I, Pt-II)		

	2. Bhattacharya and Dearden - Accounting For Management 3. Shukla S M - Advanced Accounting 4. Pandey I M - Essentials of Management Accounting 5. Shukla M C and Grewal T S - Advanced Accounting	
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Course Code: AEC 104	Business Communication	Credits: 04	Marks : 100
Course Outcomes	After completion of this course students will be able to – 1. Understand the concepts of business communication. 2. Demonstrate the basic communication skills. 3. Understand the dynamics of group communication. 4. Write business correspondence and business reports. 5. Demonstrate the speaking, learning, and interview skills		
Unit No.	Descriptions	No. of Periods (60)	
1	Introduction to Business Communication: Definitions, Basic forms of communication, Communication process, Principles of Effective Communication, Development of positive personal attitudes, ,SWOT analysis. Digital Body Language.	15	
2	Business Communication: Letters of Inquiry and reply, Letter of Order, Letters of Complaints, Claims and Adjustments, Sales Letters, promotional leaflet sand fliers, Credit and Status Enquiry, Collection Series, Consumer Grievance Letters. E-mail communication.	15	
3	Group Communication: Interviews: Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit Group Discussions: Need and Importance of Group Discussions, Participating in a Group Discussion. Stages of group discussion- Initiation, intervention, agreement, disagreement, conclusion. Dos and Don'ts of group discussion. Meetings: Need and Importance of Meetings, Conduct of Meetings and Group Dynamics, Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions. Telephonic Interviews. Video conferencing interviews. Manners and etiquette during group communication. Writing minutes of the meetings.	15	
4	Presentation and writing skill:	15	

	<p>Presentation Skill: Principles of Effective Presentation, Four Basic Steps in Making Effective Presentation, The 10/20/30 Rule of PowerPoint, How to make a PowerPoint Presentation, Poster/wall-paper Presentation, Video Presentation/Lecturing</p> <p>Writing Skill: writing process, organizing a paragraph, dos and don't s of writing.</p> <p>Reports: Feasibility Reports, Investigative Reports</p> <p>Summarization: Identification of main and supporting / sub points, Presenting these in a cohesive manner</p>	
	<p>Books Recommended :</p> <ol style="list-style-type: none"> 1. Business Communication – D.D.Singhal – Ramesh Book Depo. Jaipur 2. Business Communication – Varinder Kumar-Kalyani Publication Ludhiyana 3. Communication Skill- DR P L Pardeshi –Nirali Publication Pune 4. Essential of Business Communication – Rajendrapal – sultan chand& son New Delhi 5. The Craft of Business Letter Writing- Monippalli,M.M.(1997), ,T.M.H.New Delhi. 6. Communication Skills for Effective-Management Ghanekar, A(1996) Everest Publishing House, Pune. 	

Course Code: AEC 105	Office Automation	Credits: 04	Marks : 100
Course Outcomes	After completion of this course students will be able to – <ol style="list-style-type: none"> 1. Understand basic concepts of MS-Office. 2. Demonstrate use of MS-Word. 3. Build MS- Excel spreadsheet. 4. Design Power point presentation. 		
Unit No.	Descriptions	No. of Periods	
I	Introduction to MS-Office: Introduction to software packages, Components of MS-Office, Features of MS-Office.	10	
II	MS-Word: Introduction, Menus, Shortcuts, Document types, Working With Documents: Opening, Saving, Closing, Editing Document, Using Toolbars, Rulers, Help, Formatting Documents-Setting font, paragraph, Page Style-Setting foot notes, page break, Line break, creating sections and frames, Inserting clip arts, pictures, Setting document styles, Creating Tables-Settings, borders, alignments, Merging, splitting, sorting rows and columns, Drawing-Inserting, drawing, formatting, grouping, ordering, rotating pictures, Tools-Word	20	

	completion, Spell check, Macros, Mail merge, Tracking Changes, Security, Printing Documents.	
III	MS-Excel : Introduction, Spread sheet application, Menus, Tool bars and icons, Spreadsheet: Opening, saving, closing, printing file, setting margins, Converting file to different formats, spread sheet addressing, Entering And Editing Data- Copy, cut, paste, undo, redo, find, search, replace, filling continuous rows and columns, inserting data cells, columns, rows and sheet, Computation Data- Setting formula, finding total in rows and columns, Functions Types- Mathematical, Group, string, date and time, Formatting Spread Sheet- Alignment, font, border, hiding, locking, cells, highlighting values, background color, bordering and shading, Working With Sheet: Sorting, filtering, validation, consolidation, subtotals, Charts-Selecting, formatting, labeling, scaling, Tools-Error checking, spell check, formula auditing, tracking changes, customization.	15
IV	MS-Power Point: Introduction, Opening new presentation, Presentation templates, presentation layout, Creating Presentation-Setting presentation style, adding text, Formatting-Adding style, color, gradient fills, arranging objects, adding header and footer, slide background, slide layout, Slide Show, Adding Graphics-Inserting pictures, movies, tables.	15
	Books Recommended : <ol style="list-style-type: none"> 1. Microsoft Office 2010 Bible- WILEY. 2. Microsoft Office-Word 2007 inside out Microsoft Press Publication. 3. Microsoft Office-Excel 2007 inside out Microsoft Press Publication. 4. Step by step 2007 Microsoft Office system by Curtis Frye, Joyce Cox, Steve Lambert. 5. Microsoft Office-Power Point 2007 Plian and simple- Nancy Muir 	

Course Code: CCL 106	Lab Course –I Based on CC 101 (Fundamentals of Information Technology)	Credits: 02	Marks : 50
Course Outcomes	After completion of this course students will be able to <ol style="list-style-type: none"> 1. Understand basic working of computer. 2. Demonstrate functions of operating system and use internet based applications. 		
	List of Practical's		
Sr. No.	Description		

1.	Create file, folder, compressed file and folder, find file type, size, Search .jpg/.png/.pdf/.doc/.xls file from any drive of your computer,
2.	List out file according to date, size. Group files according to types.
3.	Convert any document file to pdf, pdf to word, PPT to pdf
4.	List out configuration of your computer- HDD Capacity, RAM, Processor, Generation etc.
5.	List out software installed on your computer and categorized into application, system and utility programs/software's
6.	List out steps of software installation (Ms-Office, Tally Any other)
7.	Searching for a web site / application / text documents viewing and downloading
8.	Create an E-mail account, Retrieving messages from inbox, replying, attaching files filtering and forwarding
9.	Create Account to any online job portal (e.g Nokari.Com, Monster.com, Shine.com)
10.	Create meeting using Video Conferencing app-Zoom, Google Meet, WebX Compare its features ,requirements, benefits and limitation

Course Code: CCL 107	Lab Course –II Based on AEC 105 (Office Automation)	Credits: 02	Marks : 50
Course Outcomes	After completion of this course students will be able to – 1. Understand and perform word processing operations using MS-word. 2. Analyze data using MS Excel and Create presentations using PowerPoint.		
	List of Practical's		
Sr. No.	Description		
1	Prepare a letter Covering formatting commands - font size and styles - bold, underline, upper case, lower case, superscript, subscript, indenting paragraphs, spacing between lines and characters, tab settings etc.		
2	Prepare a newsletter with borders, two columns text, header and footer and inserting a graphic image and page layout.		
3	Create a style and apply that style in a document to create a template for the styles.		
4	Create a table using table menu using cell editing operations like inserting, joining, deleting, splitting and merging cells		
5	Create a numbered and bulleted list with different formats.		
6	Demonstrate use of mail merge facility.		
7	Prepare a Spreadsheet representing Student information. Apply Entering And Editing Data- Copy, cut, paste, undo, redo, find, search, replace, filling continuous rows and columns, inserting data cells, columns, rows and sheet		
8	Prepare a Employee Spreadsheet with fields like Id, Name, Designation, Basic Salary, TA, DA, HRA, Gross Salary. Set formula to find total gross salary in rows.		
9	Prepare a Chart using Selecting, formatting, labeling, scaling		

10	Create a Presentation with Slide Transition – Automatic and Manual with different effects
11	Create a new Presentation using Auto content wizard, design template and Plain blank presentation

B.Com. IT Year First Semester II

Course Code: CC 201	Principles of Marketing	Credits: 04	Marks : 100
Course Outcomes	Students who complete this course should be able to: <ol style="list-style-type: none"> 1. Understand the basic concepts of Marketing. 2. Explain the nature, scope of marketing, marketing environment and its role in industry and society; 3. Explain the marketing mix. 		
Unit No.	Descriptions	No. of Periods	
1	Introduction to Marketing: Definition, Nature, Scope and Importance of Marketing, Modern Marketing Concepts, Marketing Mix, Meaning and Dimensions of Market, Market Segmentation. Role of Marketing in Economic Development and its Applicability in Indian Conditions	15	
2	Product: Meaning and importance. Product Classifications; Elements of Product mix; Importance and types of Branding, Role and Characteristics of Packaging, Importance and types of labeling; Need of Product Support; Product life-cycle; Process of New Product Development	15	
3	Pricing: Meaning and Significance. Factors affecting Price of a product. Pricing Policies and Strategies. Promotion: Meaning and Importance of Promotion; Promotion tools: Advertising, Personal selling, Public relation, Sales Promotion Techniques, Factors affecting Promotion Mix decisions.	15	
4	Place: Distribution Channels: Meaning and Importance; Types of distribution channels; Factors affecting choice of distribution channel; Physical Distribution. Direct Marketing and Services Marketing: Concept and Characteristics.	15	
	Books Recommended : <ol style="list-style-type: none"> 1. Kotler, Philip - Marketing Management : Analysis Planning and Control 2. Stanton W J - Fundamentals of Marketing 3. Cunduff Still - Fundamentals of Marketing and GoianiCundiff 4. Rusenberg, L J – Marketing 5. Ramaswami and NamaKumari - Marketing Management 		

Course Code: CC 202	Management Information System	Credits: 04	Marks : 100
Course Outcomes	Students who complete this course should be able to: 1. Understand basics Information System. 2. Understand working and applications of different information systems. 3. Study system development lifecycle. 4. Analyze the system requirement		
Unit No.	Descriptions	No. of Periods	
1	Introduction to information System: Concept of data, information, system, information system, Characteristics of system, need of information system, Concept of decision, types of decisions, phases in decision making, difference between computer literacy and IS literacy.	15	
2	Types of IS – (Operational & Knowledge Level) Information need at different levels in organization, TPS: Introduction, need and significance, applications OAS: Introduction, need and significance, applications KWS: Introduction, need and significance, applications	15	
3	Types of IS –(Management and Strategic Level) MIS: Introduction, need, characteristics and significance, applications DSS: Introduction, need, characteristics and components, applications ESS: Introduction, need, characteristics and components, applications	15	
4	Overview of System Development: System analysis, design and completing system development process. System building methods: System life cycle, prototyping, application software packages, end user development and outsourcing	15	
	Books Recommended: 1. Management Information System: Jawadekar W. S. 2. Management Information system – D. P. Goyal. 3. Management of information systems – James A. O’Brien 4. Management Information Systems, Kenneth C. Laudon, Prentice Hall Updates)-Sangeeta Panchal, Alka Sabharwal		

CC 203: Business Economics

Course Code: CC 203	Business Economics	Credits: 04	Marks : 100
Course Outcomes	After completion of this course students will be able to – 1. Understand the basic concepts of Business Economics. 2. Understand theories and their application for Managerial Decisions. 3. Understand concept of business cycle. 4. Understand pricing under different market conditions		
Unit No.	Descriptions	No. of Periods	

1	Introduction: Meaning, definition, characteristics, significance and scope of business economics, objective of a business firm, Concept of Macro and Micro economics.	15
2	Demand Analysis and Forecasting: Meaning of Demand, Determinants of Demand, Assumptions of Law of Demand, Elasticity of Demand, Demand Forecasting, Law of Supply, Elasticity of Supply.	15
3	Cost and Production Analysis: Different Concepts of Costs, Production Function, Cost Output Relationship, Law of Variable Proportion and Determining the Level of Production Cost, Law of Increasing Returns, Law of Decreasing Returns.	15
4	Pricing Under Different Market Conditions: Nature of Market, Pricing under Perfect, Monopoly and Monopolistic Market Conditions, Characteristics of Oligopoly and Duopoly Markets. Pricing in Oligopoly Market. Pricing in Actual Practice, Cost Plus Pricing, Transfer Pricing.	15
	Books Recommended : <ol style="list-style-type: none"> 1. Ahuja H.L. (2008) Business Economics, S. Chand and Co. New Delhi. 2. Alexander, K J W and Kemp, A G (1967) The Economics in Business, Oxford, Blackwell, 3. Joel Dean (1951) Managerial Economics, Prentice-Hall of India Pvt. Ltd 4. Koutsoyiannis A. (2003) Modern Microeconomics, Macmillan New Delhi. 5. Mankar V.G. - Business Economics. Himalaya Publishing House, Bombay, Delhi. Nagpur. 6. Mithani, D.M. and Murthy G.K. (2015) Fundamentals of Business Economics, Himalaya Publishing House, New Delhi. 7. Varshney, R L and Maheshwari K. L. (2014) - Managerial Economics, Sultan Chand & Sons 8. Zambre G.N. - Business Economics: Pimplapure Publishers Nagpur. 	

Course Code: CC 204	Introduction to Programming Using C	Credits: 04	Marks : 100
Course Outcomes	After completion of this course students will be able to – <ol style="list-style-type: none"> 1. Write, compile and debug C Programs. 2. Design programs involving decision structures, loops and functions. 3. Understand the dynamics of memory by the use of pointers. 4. Design and develop different data structures and create/update basic data files. 		
Unit No.	Descriptions	No. of Periods	

1	<p>Structure of C program: Header and body, Use of comments. Interpreters vs compilers, Python vs C. Compilation of a program. Formatted I/O: printf(), scanf().</p> <p>Data: Variables, Constants, data types like: int, float char, double and void, short and long size qualifiers, signed and unsigned qualifiers</p> <p>Variables: Declaring variables, scope of the variables according to block, hierarchy of data types.</p> <p>Types of operators: Arithmetic, relational, logical, compound assignment, increment and decrement, conditional or ternary, bitwise and comma operators. Precedence and order of evaluation, statements and Expressions.</p>	15
2	<p>Iterations: Control statements for decision making: (i) Branching: if statement, else.. if statement, (does the writer mean if-else or nested ifs)switch statement. (ii) Looping: while loop, do.. while, for loop. (iii) Jump statements: break, continue and goto.</p> <p>Arrays: (One and two dimensional), declaring array variables, initialization of arrays, accessing array elements.</p> <p>Data Input and Output functions: Character I/O format: getch(), getche(), getchar(), getc(), gets(), putchar(), putc(), puts(). Manipulating Strings: Declaring and initializing String variables, Character and string handling functions.</p>	15
3	<p>Functions: Function declaration, function definition, Global and local variables, return statement, Calling a function by passing values. Recursion: Definition, Recursive functions.</p> <p>Pointer: Fundamentals, Pointer variables, Referencing and de-referencing, Pointer Arithmetic, Using Pointers with Arrays, Using Pointers with Strings, Array of Pointers, Pointers as function arguments, Functions returning pointers. Dynamic Memory Allocation: malloc(), calloc(), realloc(), free() and sizeof operator.</p>	15
4	<p>Structure: Declaration of structure, reading and assignment of structure variables, Array of structures, arrays within structures, structures within structures.</p> <p>Unions: Defining and working with unions.</p> <p>File handling: Different types of files like text and binary, Different types of functions: fopen(), fclose(), fgetc(), fputc(), fgets(), fputs(), fscanf(), fprintf(), getw(), putw(), fread(), fwrite(), fseek().</p>	15
	<p>Books Recommended :</p> <ol style="list-style-type: none"> 1. Programming in ANSI C (Third Edition) : E Balagurusamy, TMH 2. Yashavant P. Kanetkar. “ Let Us C”, BPB Publications 3. Pradip Dey, Manas Ghosh, “Programming in C”, second edition, Oxford University Press 	

Course Code: AEC 205	Accounting with Tally	Credits: 04	Marks : 100
Course Outcomes	After completion of this course students will be able to – <ol style="list-style-type: none"> 1. Understand the basic features associated with Tally and concept of GST. 2. Identify the key components of Tally package. 3. Analyze financial data and generate financial reports using tally.. 4. Demonstrate Taxation reports using Tally package. 		
Unit No.	Descriptions	No. of Periods	
1	<p>Introduction to Tally Introduction - Basics of Tally - Features & Usage of Tally - Getting functions with Tally - Creation / setting up of Company in Tally. Company Features – Configuration - Date Management- More than one year company creation, Change Period - Tally vault - Security controls - Tally Audit - Backup and restore - Split company data - Import and export of data - Printing Reports and Cheques - Create a Company Logo. Difference between Tally Accounting Vs Manual Accounting.</p> <p>Gateway of Tally Introduction - Chart of Groups – Managing Groups - Multiple Groups – Ledgers - Multiple Ledgers – Managing Ledgers. Advance Accounting in Tally - Bill-wise details - Cost centers and Cost Categories - Multiple currencies - Interest calculations - Budget and controls - Bank Reconciliation.</p>	15	
2	<p>Inventory Management using Tally Stock Groups - Multiple Stock Groups - Stock Categories - Multiple Stock Categories - Units of Measure - Stock Items. Advance Inventory in Tally - Order Processing - Recorder Levels - Batch-wise details - Bill of Materials - Batch-Wise Details - Different Actual and Billed Quantities - Price Lists - Zero-Valued Entries - Additional cost details - POS</p> <p>Accounting Vouchers – Introduction - Types of Vouchers - Chart of Vouchers - Accounting Vouchers - Inventory Vouchers – Invoicing.</p>	15	
3	<p>Payroll Accounting and Reports in Tally – Introduction - Employee Creation - Salary Define – Employee Attendance Register - Pay Heads Creation - Salary Report</p> <p>Display /Generating Reports in Tally - Financial Statements - Trading Account - Profit & Loss Account - Balance Sheet - Accounts Books and Reports - Inventory</p>	15	

	Books and Reports - Exception Reports - Statutory Reports - Payroll Reports - Trial balance - Day Book - List of Accounts - Stock Summary - Outstanding Statement. Print Reports in Tally.		
4	Tax Accounting using Tally Taxes in Tally – TDS - TDS Reports - TDS Online Payment - TDS Returns filing - TDS Certificate issuing - 26AS Reconciliation – TCS - TCS Reports – GST - GST Returns – EPF – ESIC - Professional Tax.		15
	Books Recommended : <ol style="list-style-type: none"> 1. Computerised Accounting using Tally ERP 9, Tally Education Private Ltd. 2. Tally 9 : Dr. Namrata Agrawal, Dream Tech Press. 3. Mastering Tally ERP 9 : Basic Accounts, Invoice, Inventory : Mr.Ashok Nadhani. 4. Learning Tally ERP 9 in 30 Days (A handbook to teach you everything about Tally, ERP 9) : Soumya Ranjan Behera. 5. Goods and Service Tax in India : B. Vishwanathan 6. GST for Beginners : Jayaram Hiregane Web References: <ol style="list-style-type: none"> 1. http://www.caclubindia.com for GST in Tally. 2. http://www.tallyerp9help.com for Tally Tutor. 3. http://accountsarabia.com/tally-tutorial-pdf-free-download, for free Tally pdf. 		
Course Code: CCL 206	Lab Course Based on CC 204 (C-Programming)	Credits: 02	Marks : 50
Course Outcomes	After completion of this course students will be able to –		
	<ol style="list-style-type: none"> 1. Write c programs for mathematical computations. 2. Design c programs using array. 		
	List of Practical's		
Sr. No.	Description		
1	WAP to print the sum and product of digits of an integer.		
2	WAP to reverse a number.		
3	WAP to compute the sum of the first n terms of the following series S = 1+1/2+1/3+1/4+.....		
4	Write a function that checks whether a given string is Palindrome or not. Use this function to find whether the string entered by user is Palindrome or not.		
5	Write a function to find whether a given no. is prime or not. Use the same to generate the prime numbers less than 100.		
6	WAP to compute the factors of a given number.		
7	Write a macro that swaps two numbers.		
8	WAP to print a triangle of stars as follows (take number of lines from user):		

	* *** ***** ***** ***** *****
9	Write a program that swaps two numbers using pointers.
10	The program should present a menu to the user and ask for one of the options. The menu should also include options to re-enter array and to quit the program.
11	Given two ordered arrays of integers, write a program to merge the two-arrays to get an ordered array.
12	WAP to perform following actions on an array entered by the user: i) Print the even-valued elements ii) Print the odd-valued elements iii) Calculate and print the sum and average of the elements of array iv) Print the maximum and minimum element of array v) Remove the duplicates from the array vi) Print the array in reverse order
13	Write a program to find sum of n elements entered by the user. To write this program, allocate memory dynamically using malloc() / calloc() functions or new operator.
14	Write a program which takes the radius of a circle as input from the user, passes it to another function that computes the area and the circumference of the circle and displays the value of area and circumference from the main() function.
15	Write a program that will read 10 integers from user and store them in an array. Implement array using pointers. The program will print the array elements in ascending and descending order.

Course Code: CCL 207	Lab Course Based on AEC 205 (Tally)	Credits: 02	Marks : 50
Course Outcomes	After completion of this course students will be able to – 1. Understand tally features and perform accounting of company. 2. Apply taxation on various transactions using tally.		
	List of Practical's		
	Description		
	1) Create a company in Tally using hypothetical data. 2) Take accounting journal entry example to create group and ledger in Tally using accounts only. 3) Take accounting journal entry example to create group and ledger in Tally using accounts with inventory. 4) Creating a Payment Entry, Creating a Payment Entry Using Bank, Warn a Negative Cash Balance, Pre Allocate Bills For payment/Receipt by taking abstract accounting transactions related to Bills For payment/Receipt.		

	<p>5) Creating a Sales Entry, Creating a Sales Invoice, Configuring a Sales invoice, Allow Incomes Accounts in Sales Vouchers by taking abstract figures.</p> <p>6) Take abstract accounting transactions related to rejection in voucher (Sale return), Rejection Out Voucher (Purchase return), Delivery Note Voucher, Receipt Note Voucher, Physical Stock Voucher, Material In Voucher, Material Out Voucher, Stock Journal Voucher, Manufacturing Journal Voucher, Transfer Journal Voucher to know practical applications of vouchers.</p> <p>7) Visit any organization to collect data regarding employee payroll to apply in Tally to know Creating Masters, Job Work out Process and Job Work in Process.</p> <p>8) Take abstract accounting example to pass journal entries in Tally and come out with the various reports generated in tally.</p> <p>9) Apply Discount for Selected Items in GST by using abstract accounting transactions.</p> <p>10) Apply GST on transactions of Purchase, Nill Rated, Exempt, SEZ And Work Contract</p>
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