



SOMAIYA
VIDYAVIHAR

K J Somaiya College of Science & Commerce

S. Y. B.Com. Syllabus



K. J. SOMAIYA COLLEGE OF SCIENCE AND COMMERCE

AUTONOMOUS – Affiliated to University of Mumbai

**Re-accredited “A’ Grade by NAAC
Vidyanagar, Vidyavihar, Mumbai 400 077**

Scheme of Course Structure (Faculty of Commerce) 2020-2021

**Syllabus for S. Y. B. Com.
Program: B.Com.**

**(Choice based Credit System with effect from
the academic year 2019–2020)**

Semester III									
Course No.	Course Title	Course code	Credits	Periods (50 min)	Unit/Module	Lectures per module	Examination		
							Internal Marks	External Marks	Total Marks
1	Commerce	19UC3C01	3	45	5	09/12	40	60	100
2	Economics	19UC3EC3	3	45	5	09/12	40	60	100
3	Accountancy	19UC3AC2	4	60	4	15	40	60	100
4	Business Law	19UC3BL4	4	60	4	15	40	60	100
5	Foundation Course	19UC3FC6	2	40	4	10	40	60	100
6	Advertising	19UC3AD5	3	45	5	09/12	40	60	100
7	Computer Programming	19UC3CP5	3	45	4	12/15	40	60	100



Semester IV									
Course No.	Course Title	Course code	Credits	Periods (50 min)	Unit/Module	Lectures per module	Examination		
							Internal Marks	External Marks	Total Marks
1	Commerce	19UC4C01	3	45	5	9/12	40	60	100
2	Economics	19UC4EC3	3	45	5	9/12	40	60	100
3	Accountancy	19UC4AC2	4	60	4	15	40	60	100
4	Business Law	19UC4BL4	4	60	4	15	40	60	100
5	Foundation Course	19UC4FC6	2	40	4	10	40	60	100
6	Advertising	19UC4AD5	3	45	5	09/12	40	60	100
7	Computer Programming	19UC4CP5	3	45	5	12/15	40	60	100



S.Y.B.Com. (Commerce) Semester III

Management and Organisational Behaviour

Course code 19UC3C01

[Credits 3]

Preamble

The youth of today are managers and decision makers of tomorrow. It is essential for young generation to learn various aspects of management and organisation behaviour. In this course Management and Organisation Behaviour, we try to enlighten the learners with various management functions such as planning, staffing, directing, controlling, decision making etc. organisational behaviour, stress and conflicts, organisational culture etc. will enable the learners to understand the various aspects of organisation.

Existing syllabus is revised from the academic year 2015-16 still some changes were found desirable looking at the future needs. The changes proposed to be made are as follows

Principles of Management is included in first module.

Planning and Organising module is added in functions of management.

Semester IV entirely new topic is added as Organisational Behaviour that includes Organisational culture and Organisational Change and Development.

Course Outcome:

1. To demonstrate understanding of management terminologies and concepts.
2. Identify different functions of Management.
3. To give insights of practical exposures or directions of how to use individual components for effective organisational management.
4. To understand the significance and necessity of managing stakeholders.
5. To conceptualise how internal and external environment shape organisation. To develop critical thinking skills
6. To develop critical thinking skills in identifying ethical, global and diversity issues in planning, organising, controlling and leading functions of management.

	Title and Content	No of lectures
Module 1	Learning Objectives: To develop knowledge and understanding of planning and organising function of management. To develop various decision-making skills.	09

Learning Outcomes: the learner will be able to
Co-relate the Management principles to real life situations.
Develop business plans
Differentiate organisation structures.

Planning and Organising

- A. Introduction to Management, Principles of Management by Henri Fayol, difference between Traditional Management concept and Modern Management concept.
- B. Planning: Concept, meaning, steps in planning process
- C. Decision Making : Process, Techniques
- D. Organising: Concept, Principles, Types of organisation- Line organisation , Line and Staff organisation
- E. Departmentation: Functional, Project, Matrix

Module 2 Learning Objectives: 12
2.1 To Develop understanding about various aspects of staffing
2.1 To understand concepts of placement, induction

Learning Outcomes: the learner will be able to
Categorize sources of recruitment and select the appropriate one.
Perform staffing function

Staffing

- A. Staffing: Concept and meaning, importance
- B. Recruitment: Meaning, sources of recruitment with merits and demerits
- C. Selection: Meaning, steps in selection process, E-selection
- D. Concepts of Placement, Induction and Orientation
- E. Delegation and Decentralisation of Authority

Module 3 Learning Objectives: 12
3.1 To understand various aspects of directing functions such as Motivation, Leadership, Communication
3.2 To understand various techniques of Controlling

Learning Outcomes: the learner will be able to
Recognize the factors of motivation.
Identify the leader and their qualities
Communicate through appropriate methods



Directing and Controlling

- A. Motivation: Concept and meaning, importance and factors of motivation
- B. Leadership: Concept and meaning, Leadership styles, Leadership traits
- C. Communication: Importance of communication for effective directing, Challenges of communication in effective directing

Controlling: Concept, Techniques of controlling

Module 4 Learning Objectives: 12
To develop understanding of various latest techniques for managing organisation.

Learning Outcomes: the learner will be able to
Apply various management techniques
Identify trends in Quality management

Managing 21st century organisations

- A. MBO: Concept, Steps in MBO process, Advantages
- B. MIS: Concept, features
- C. Trends in Quality Management: TQM, Six Sigma, Kaizen, ISO, Quality Circle
- D. Knowledge Management and Intellectual Capital: Concepts
- E. Time Management: Concepts

Module 5 **Self-Study**

Learning Objectives:
To get practical exposure of management functions.

Practical
Case studies on Management
Role play
Group presentations
Group discussions
Interview of employees at managerial levels etc.

References:

Stephen Robbins . Organizational Behaviour. Pearson

Laurie J. Mullins. Management and organizational behavior. Harlow, England Pearson

Laurie J. Mullins. Essentials of Organisational \Behaviour. . Harlow, England Pearson



Evaluation Pattern:

External Evaluation- Semester End Examination for 60 marks two hours

Question Paper Pattern-Theory

Q 1. Answer the following questions any 1 out of 2	10 marks
Q 2. Answer the following questions any 1 out of 2	10 marks
Q 3. Answer the following questions any 1 out of 2	10 marks
Q 4. Answer the following questions any 1 out of 2	10 marks
Q 5. write short note on any 4 out of 6	20 marks

Internal Evaluation- 40 marks

1. Mid-semester test 25 marks + Assignment 15 marks
2. Project
3. Book Review

S.Y. B. Com (Economics) Semester III

Macro Economics

Course Code: 19UC3EC3

[Credits - 03]

Preamble:

Objective of the course is to acquaint the students with the concepts of macroeconomics dealing with National Income, Trade Cycles, Classical, Keynesian and Post Keynesian macroeconomics

Course outcome:

1. Students will be able to relate the concepts in macroeconomics to the current economic situation
2. Enhancement of analytical ability
3. They will be able to critically analyse the various economic policies implemented by the Government
4. They will be equipped with the knowledge of actual functioning of the economy to take the correct policy measures in future.

Module	Title and Content	No of lectures
1	<p>Concepts of Macroeconomics</p> <p>Learning Objective To introduce with the basic concepts of macroeconomics</p> <p>Learning Outcome Students will be able to relate the basic concepts in macroeconomics in real life</p> <p>1.1 Meaning, Scope, Importance & Limitations of Macroeconomics 1.2 Schools of Thoughts (Classical, neo-classical, Keynesian and Post Keynesian) 1.3 National Income: Definition, Concepts of GDP, GNP, NDP, NNP, Per Capita Income, Disposable Income, National Income at Market Price and at Factor Cost, Green National Income (Numerical)</p>	12
2	<p>Introduction to Macroeconomics</p> <p>Learning Objective: To learn the key theories of macroeconomics</p> <p>Learning Outcome: Students will be able to suggest measures to the problems related to economy such as recession.</p> <p>2.1 Circular Flow of Income (Closed and Open Economy) 2.2 Trade Cycles: Concept, Features and Phases 2.3 Say's Law of Market</p>	09
3	<p>Keynesian and Post Keynesian Economics</p> <p>Learning Objective To understand and analyze the economic behaviour of the country as a whole</p> <p>Learning Outcome Students will be able to determine the actual values of consumption expenditure, multiplier, investment volume etc.</p> <p>3.1 Theory of Effective Demand 3.2 Consumption Function (Concept, Subjective and objective factors, Limitations) and Investment Function 3.3 Theory of Multiplier (Concept, Working, limitations) 3.4 IS-LM Model (Concept, Equilibrium)</p>	12
4	<p>Approaches to Money, Price and Inflation</p> <p>Learning Objective</p>	12

To assess the terms like supply and demand for money, inflation

Learning Outcome

Students will be able to suggest measures to correct the problems such as inflation

4.1 Supply of Money

4.2 Demand for money and Liquidity Preference Theory

4.3 Inflation (Concepts, Measures: Fiscal and monetary)

4.4 Philips Curve with Stagflation

5 Self-study -Numerical

Learning Objective- To use tools and resources to study independently

Learning Outcome- Students will be equipped with latest knowledge of the topics.

Detail syllabus – sub units

5.1 Unemployment in India

5.2 Inflation in India

5.3 National Income in India

References:

1. Dornbusch and Fisher (2018). Macroeconomics, Indian Edition, Mc Graw Hill
2. H. L. Ahuja (2018), Macroeconomics-Theory and Policy, India, S.Chand

Evaluation Pattern: Theory

External Evaluation – Semester End Examination (60 M)- Duration : 2 hours

Paper Pattern

Question No	Module	Marks with Option	Marks without Option
1 Compulsory- Short notes	All	15	15
2	1	15	From q.2 to q.6 attempt any 3= 45 marks
3	2	15	
4	3	15	
5	4	15	
6	4	15	

Internal Evaluation - (40 M)



25 marks-mid-semester test

15 marks- assignments/journals

S.Y. B. COM. (Accountancy) Semester III

Accountancy and Financial Management

Course Code: 19UC3AC2

[Credits - 04]

Preamble: -

The Accounts and Finance play an important role in the success story of every organisation and is considered as the lifeline of every business. The accountancy Dept has always tried to revise the syllabus looking to the industry requirements and also considering how the knowledge and skill will enhance the employability of the students. All the contemporary topics are introduced to keep the students updated and well equipped to face the new challenges of the business world

Course outcome: -

- At The end of the semester the student will have a complete knowledge and skill to handle the accounts of Partnership firms which is a recognized widely accepted form of business.
- The student will be introduced to basic Corporate Accounts to enable him to have in-depth knowledge of Corporate accounting in T.Y.B.com.
- Basic Knowledge to work out claims of insurance in case of loss of stock and loss of Profit in Fire Insurance.

Title Content

No. of lectures

Module 1: Partnership Final Accounts

10

Learning Objective:

To gain understanding of effect of admission, retirement and death of partner on final accounts

Learning Outcome:

Students will be able to make final accounts of partnership firm for the year of admission, retirement and death of a partner.

1.1) Simple final accounts questions to demonstrate Effect on final accounts in case of admission/retirement/ Death of a partner during the year



1.2) Ascertainment and allocation of gross profit prior to & After admission/retirement/death, when stock on The Of admission/retirement/death is not given and Apportionment of other expenses based on time and Sales ratio

Module 2: Dissolution of Partnership Firms

20

Learning Objective:

To learn accounting treatments in the event of dissolution of partnership firm.

Learning Outcome:

Students will be able to close the books of partnership firm on dissolution and distribution of cash to creditors as well as partners.

Introduction

-Circumstances leading to dissolution of partnership Firms And consequences of dissolution.

-Closing of partnership firms books on dissolution

-Consequences of insolvency of a partner

-Loss arising from insolvency of a partner

-Piecemeal payments considering treatment of

-Unsecured Liabilities, preferential liabilities like govt

-Dues, Employees dues etc. under

A) Maximum Loss method

B) Highest Relative capital method

Module 3: Introduction To Corporate Accounting

15

Learning Objective:

To acquaint with the accounting for issue of shares and debentures.

Learning Outcome:

Students will be able to pass journal entries in the books of company on issue of shares and debentures as well as its effect on balance sheet.

A) Share and share capital



- 3.1) Introduction
- 3.2) Types of shares
- 3.3) Issue of shares at par/premium and discount
- 3.4) Minimum Subscription, Prorata allotment, Forfeiture of Shares and reissue of forfeited shares
- 3.5) Rights issue
- 3.6) Underwriting of shares
- 3.7) Firm underwriting
- 3.8) Accounting entries for Issue of Bonus shares

B) Issue of Debentures

- 3.9) Introduction
- 3.10) Types of debentures
- 3.11) Accounting entries for issue of debentures at Par/Premium And discount

Module 4: Fire Insurance Claims

15

Learning Objective:

Understanding the methodology for calculation of claim for loss of stock and loss of profit in the event of fire.

Learning Outcome:

Students will be able to calculate the amount of claim to be lodged with insurance company in the event of fire.

- 4.1) Introduction
- 4.2) Claim for loss of stock
- 4.3) Claim for loss of profit

References:

Ainapure , Manan Prakshan. *Financial Accounting.Mumbai.*

Choudhari & Chopde. Sheth Publication, Financial Accounting, Mumbai



Evaluation Pattern:

External Evaluation – Semester End Examination (60 M)- Duration : 2 hours

Paper Pattern

Question No	Module	Marks with Option	Marks without Option
1	Any of the 4 modules	30	15
2	Any of the 4 modules	30	15
3	Any of the 4 modules	30	15
4	Any of the 4 modules	30	15

Internal Evaluation - (40 M)

Option A- 25 Marks Internal Test & 15 marks Assignment/Project

Option B- 40 Marks Project and Viva

Option C- 40 Marks Book Review & Presentation

S.Y. B. COM. (Business Law) Semester III

BUSINESS LAW

Course Code: 19UC3BL4

[Credits - 04]

Preamble:

Business law is a law which is applicable in the context of commercial activities which refer to a buyer and a seller of goods commodities and intangible properties like patents, copyrights, trademarks

Course outcome:

Learners will be able to appreciate the relevance of business law to individuals and businesses

2. Identify the fundamental legal principles behind contractual agreements

3. Examine how businesses can be held liable under contract and tort for the actions of their employees

4. Understand the legal structure of different forms of business organizations and their responsibilities as an employer

5. Acquire problem solving techniques



Title Content	No. of lectures
1. The Indian Contract Act , 1872	15
Objective: To ensure that the rights and obligations arising out of a contract are respected To provide that legal remedies are made available to an aggrieved party.	
Essentials of a Contract Offer and Acceptance Consideration Capacity of Parties Free Consent Agreements expressly declared to be void Discharge of a Contract Remedies for Discharge of a Contract	
2. Special Contracts and The Sale of Goods Act,1930	15
Objective To describe the rights and duties of an indemnity holder surety agent Bailor, Bailee and the finder of goods and also to understand the meaning of an unpaid seller and his rights against the goods and against the buyer	
Special Contracts Contract of Indemnity Contract of Guarantee Contract of Bailment Contract of Agency	
The Sale of Goods Act , 1930 Formation of a Contract of Sale and an Agreement to Sell. Conditions and Warranties Unpaid Sellers as per its usage	
3. The Consumer Protection Act, 1986 and The Competition Act, 2000	15
Objective To protect the rights of consumers against Unfair s and Restrictive Trade Practices provide speedy redressal for consumer disputes at various consumer dispute redressal agencies. To build upon a student's existing understanding of the competition law.	
The Consumer Protection Act, 1986	



Doctrine of Caveat Emptor
Consumer Rights,
Unfair Trade Practice
Restrictive Trade Practice
Consumer Protection Councils,
Consumer Protection Redressal Agencies

The Competition Act, 2000

Objectives
Definitions
Features
Prohibition of certain agreements
Abuse of dominant position
Regulation of Combinations
Competition Commission

4. The Limited Liability Partnership Act, 2008

15

Objective:

To understand the concept, application and utility LLP and the benefits of limited liability over unlimited liability.

Features
Difference between LLP & Partnership and LLP and a Company
LLP Agreement,
Nature of LLP Partners and Designated Partners, Registration and Incorporation
Change of name,
Extent and limitation of liability of LLP and Partners
Liability of the firm and the partners in case of fraud
Whistle Blowing
Holding Out
Winding Up and Dissolution of LLP

References:

1. M.R.Wadhvani, Business Law, Sheth Publishers
2. K.R.Bulchandani, Business Law, Himalaya Publishers
3. Sumathi Gopal, Business Law, Sheth Publishers
4. Lata Nagarkar, Business Law, Manan Prakashan
5. Avtar Singh, Company Law, EBC publication.

Evaluation Pattern:

External Evaluation – Semester End Examination (60 M)- Duration : 2 hours



Internal Evaluation - (40 M)

OPTION A- 25 Marks Internal Test & 15 marks Assignment/Project

OPTION B- 40 Marks Project and Viva

OPTION C- 40 Marks Book Review & Presentation

S.Y.B. Com (Foundation Course) Semester III

Foundation Course

Course Code: 19UC3FC5

[Credits - 02]

Preamble:

The purpose of higher education is to deal with an individual's life successfully. Higher education in commerce enables a student to get absorbed in the field of commerce or to start his own enterprise. In order to achieve this they need to be equipped with certain skills. This course enables them to get an exposure to both indoor and outdoor performance.

Hence fields like corporate preparedness, contemporary economic scenario, awareness about legal education enables them to understand the various avenues in the area of career planning and preparation towards taking up a professional path. Their association with contemporary technology also immensely contributes in achieving their goals.

Students being residents of the urban sector very often fall pray to crises situation. This course enables them to emerge successfully from of such situations.

Learning Outcomes:

- To enable the student to learn the corporate skill
- To identify gender related issues
- To understand the importance of legal education
- To analyse the economic status of the nation

Course Objectives:

- To develop the overall personality of the student
- Preparedness for corporate employability
- To create awareness about gender equality
- To understand the socio-economic environment
- To understand the meaning of safety and security and the application of technology for the disaster resilient community



Course outcomes

- To enable the student to learn the corporate skill
- To identify gender related issues
- To understand the importance of legal education
- To analyse the economic status of the nation

Title Content

No. of lectures

Unit 1: Campus to corporate skill building

10

Business etiquettes - Corporate social responsibility - Leadership skills - Motivation

Unit 2: Business Correspondence

10

The Right to Information Act, First Information Report - Judicial Activism

Unit 3: Current economic Scene

10

Financial inclusion - Economic survey - Union Budget - New Government Schemes viz Make in India, Digital India, Mudra

Unit 4: Self-study

10

Business Etiquettes - Holistic Health - Internal Complaints Committee - Vishakha guidelines
SHG - Substance Addiction - Virtual Addiction - Start Ups - Digital India – Mudra - Skill Development

REFERENCES:

www.oliverwyman.com/

www.thebalancecareers.com/top-skills

www.prospects.ac.uk

www.corporatestaffing.co.ke

www.fastcompany.com

www.unisdr.org/we/inform/publications/53349

<https://assets.publishing.service.gov.uk/.../defining-disaster-resilience-approach-paper...>

Rudra Datta and Sundaram (2017), Indian Economy

Hindu Survey of Economy 2018

Evaluation Pattern:

Internal and external

The course comprise 100 marks evaluation



40 marks internal in the form of

30 marks of MCQ and brief answer questions & 10 marks assignments from self-study module.

60 marks external

With the paper pattern

Q1 20 marks - short notes on 4 out of 4

Q2 to Q6 any 4 remaining questions out of 5.

S.Y.B.Com (Advertising) (Semester III)

Advertising

Course Code: 19UC3AD5

[Credits - 03]

Preamble

Business survives, grow and prosper only due to customers and advertising creates customers. So it is essential for a commerce graduate to learn about advertising who is planning to enter business world. Advertising is one of the creative fields in commerce which can bring miracles into business world. A company can reach to audience and convey about their products or service with the help of advertising.

In this course "Advertising", learner gains knowledge about basic terms used in field, how advertising is connected with marketing, different types of advertising, media, planning in ad making, advertising agency, creativity in advertising etc.

Course Outcome:

1. To develop understanding of marketing and specifically advertising concepts.
2. To identify different functions of advertising.
3. To develop and enhance ad creativity
4. To give a platform for learners for career opportunities in advertising.
5. To understand aspects of media advertising.



Course Contents	No. of lectures
Unit I Basic Terms	09
Learning Objective To develop knowledge and understanding of various concepts of advertising To enable the learner to use the advertising terms in practical life.	
Learning Outcomes: At the completion of the unit student will be able to get knowledge about basic terms related to advertising and apply these terms in practical.	
Customer, Buying Motives, Advertiser, Audience, Media, Media Vehicles, Media Owner, Communication, Sales Promotion, Salesmanship, Publicity, Public Relation, Product, Packing, packaging, Brand, Market, Marketing mix, Advertising agency, Copy of ad, Logo, Slogan, Illustration, Visualization, Brand Image, Media buying, Media selling, Zipping, Zapping, TRP, ASCI, AAI, IBM, IMC, USP, ABC, AIDA	
Unit II Introduction to Advertising	12
Learning Objectives To impart knowledge of advertising concepts. To analyse various challenges faced by advertising in India	
Learning Outcomes: At the completion of the unit student will be able to get acquainted with advertising concept and challenges faced in India by advertisers.	
Meaning – Evolution – Features – Active participants – functions – scope of advertising industry in India – Challenges faced by advertisers in India in the era of globalization – Association of advertising with Brand, Brand Equity – Image, personality and group influence.	
Unit III Advertising as a component of marketing	12
Learning Objectives: To develop understanding about advertising in the field of marketing To understand the role of Product life cycle in advertising	
Learning Outcomes: At the completion of the unit students should get the knowledge about importance of advertising in marketing field.	
Concept of Marketing and integrated marketing communication (IMC) - goals and objectives – Elements of IMC – role of advertising in Product Life Cycle (PLC) – low involvement and high involvement products	



– consumer behavior and target audience – selling skills – selling to customer – conceptual selling (USP)– strategic selling –Advertising Appeals (Types)

Unit IV Classification of Advertising

12

Learning Objectives:

To enable the learner understand different forms of advertising

Learning Outcomes:

At the completion of the unit student should get acquainted with various forms of advertising.

Classification on the basis of – Audience, Media, Advertiser and Area, advertising in rural India – Special purpose advertising – word of mouth advertising, financial advertising, corporate image advertising comparative advertising primary or generic advertising and Pro Bono/ social advertising. Green Advertising, Advocacy advertising

Unit V Self- Study

Learning Objective:

To enable the learner to gain practical experience in the field of advertising

Social media – use and influence ---during adolescence--- advertising and its effects---- children and advertising---use of sexual appeal in advertising-----violence in advertising-----Need of critical thinking

References:

Belch. G. Advertising and Promotion .Tata Mc.Grow Hill

Roger Fisher. Getting to Yes. Penguin Group

Keller Kevin. Strategic Brand Management . Person

Batra Rajeev. Advertising Management. Prentice all International

Evaluation:

External Evaluation- Semester End Examination for 60 marks two hours

Question Paper Pattern-Theory

Q 1.Answer the following questions any 1 out of 2 10 marks

Q 2.Answer the following questions any 1 out of 2 10 marks



Q 3. Answer the following questions any 1 out of 2	10 marks
Q 4. Answer the following questions any 1 out of 2	10 marks
Q 5 write short note on any 4 out of 5	20 marks

Internal Evaluation- 40 marks

1. Mid-semester test 25 marks

Assignment 15 marks

Or

2. Project

Or

3. Book Review

S.Y. B. Com (Computers) Semester III

Computer Programming

Course code 19UC3CP5

[Credits 3]

Preamble:

This course of semester III and IV is a course on computer programming where the students are exposed to areas of computer skills that are applied in real world. Semester III Students are made aware of various data communication tools, networking, information security techniques and Data Mining. Also includes MS-Excel. In Semester III the Course introduces topics in two key areas DBMS using MS Access and Visual Basic with real life applications.

Course Outcomes (Module Wise)

- 1) Student will have knowledge of hardware ,software, evolution of computer, compiler, assembler and application in business
- 2) Student will be able to use various MS-Excel functions for generating various reports, budget, and invoice. Students can also summarize the data using pivot table.
- 3) Students will be updated with the knowledge of information security i.e Student will know what are threats to their information and the measures to be taken to save the information



4) Student will have knowledge about data mining concept (testing, verification, preprocessing). Students will know the real-life application of data mining

Course Contents

No. of lectures

Module I – Hardware and Software

12

Evolution of Computers - Generations, Types of computers, Computer system, characteristics, Basic components of a Digital Computer - Control Unit, ALU, Input / Output , functions and memory, Memory addressing capability of a CPU, Binary number system, Binary addition. Software and its Need, Types of Software - System software, Application software. System Software - Operating System, Utility Program, Algorithms, Flow Charts - Symbols, Rules for making Flow chart, Programming languages, Assemblers, Compilers and Interpreter, Computer Applications in Business.

Module II – Spreadsheet

12

Creating and Navigating worksheets and adding information to worksheets. Types of data, entering different types of data such as texts, numbers, dates, functions. Quick way to add data Auto complete, Autocorrect, Auto fill, Auto fit. Undo and Redo. Moving data, contiguous and non-contiguous selections, selecting with keyboard, cut-copy, paste. Adding and moving columns or rows. Inserting columns and rows. Find and replace values. Spell check. Formatting cells, Numbers, Date, Times, Font, Colors, Borders, Fills. Multiple Spreadsheets, adding, removing, hiding and renaming worksheets. Add headers/Footers to a Workbook. Page breaks, preview. Creating formulas, inserting functions, cell references, Absolute, Relative (within a worksheet, other worksheets and other workbooks). Functions Financial functions: FV, PV, PMT, PPMT, IPMT, NPER, RATE, NPV, IRR. Mathematical and statistical functions. IF, NESTED-IF, SUM, ROUND, ROUNDDOWN, ROUNDUP, CEILING, FLOOR, INT, MAX, MIN, MOD, SQRT, ABS, AVERAGE. Date and Time function. Creating report, sorting, subtotal. Pivot Tables- Building Pivot Tables, Pivot Table regions, Rearranging Pivot Table.

Module III – Introduction to Information Security

12

Definition - Secrecy and Confidentiality, Accuracy,

Integrity and Authenticity - Security Threats - Vulnerabilities, Threats and Countermeasures -

Firewall - Planning and Administration -Log analysis basic - Logging states - Security

Management Information System: Overview of MIS Definition, Characteristics. Subsystems of MIS (Activity and Functional subsystems). Reasons for failure of MIS



Module IV Data Mining

12

Understand the purposes of data mining, Understand the data mining process including objective identification, model selection, hypothesis, formulation, target data collection, data preprocess, model fitting, testing/verification, interpretation/evaluation, and application, Learn about values of data mining from real-life data mining applications, Learn about decision trees and neural networks as two major data mining algorithms, Understand the importance of text mining.

Laboratory Training:

12 P

Lab 1: Calculation of DA, HRA, PF, Gross Salary and Net Salary Using spreadsheet

Lab 2: Calculation of Income Tax using Spread Sheet

Lab 3: Filtering data and Graphical representation of data using Spread sheet

Lab 4: Using VLOOKUP and HLOOKUP using Spread sheet

Lab 5: Use of Financial functions using Spread sheet

Lab 6: Use of Mathematical functions using Spread sheet

Lab 7: Use of Pivot table and pivot report using Spread sheet

References:

1. Introduction to Computers – Peter Norton, Tata McGraw Hill Unit II Database and SQL
2. Fundamentals of Database Systems - ElmasriNavathe, Somayajulu, Gupta
3. Database Systems and Concepts - Henry F. Korth, Silberschatz, Sudarshan McGraw Hill
4. Jiawei Han, Micheline Kamber, (2011), Data Mining Concepts & Techniques, 3rd Edition The Morgan Kaufmann Series in Data Management Systems
5. Introduction to Computer Fundamentals by Erik Arvidson

Evaluation Pattern:

External Evaluation – Semester End Examination (60 M)- Duration : 2 hours Paper Pattern

Question No	Module	Marks with Option	Marks without Option
1	1	25	20
2	2	25	20
3	3	25	20

Internal Evaluation - (40 M)

Practical Examination with the following subdivision 30 marks practical exam

5 marks Journal (minimum 75% practical work to have been done for this) 5 marks Viva

S.Y. B. Com (Commerce) Semester IV

Management and Organisational Behaviour

Course code: 19UC4C01

[Credits 3]

Preamble:

The youth of today are managers and decision makers of tomorrow. It is essential for young generation to learn various aspects of management and organisation behaviour. In this course Management and Organisation Behaviour, we try to enlighten the learners with various management functions such as planning, staffing, directing , controlling, decision making etc. organisational behaviour, stress and conflicts, organisational culture etc. will enable the learners to understand the various aspects of organisation.

Course Outcome:

1. To demonstrate understanding of management terminologies and concepts.
2. Identify different functions of Management.
3. To give insights of practical exposures or directions of how to use individual components for effective organisational management.
4. To understand the significance and necessity of managing stakeholders.
5. To conceptualise how internal and external environment shape organisation. To develop critical thinking skills

6. To develop critical thinking skills in identifying ethical, global and diversity issues in planning, organising, controlling and leading functions of management.

	Title and Content	No of lectures
Module 1	<p>Learning Objectives: To enable the learner, understand concept of Purchasing in industry To enable the learner, understand the aspects of production Planning</p> <p>Learning Outcomes: Learner will be able to Select appropriate purchasing technique Categorize production system Select the appropriate inventory management technique</p> <p>Purchase Management and Production Planning Concept of Purchasing Role of Purchase in Business, Functions of Purchasing Department, Methods of Purchasing, Principles of Skilful buying B. Production Planning and Control- meaning, objectives and steps. types of Production System C. Inventory Control- meaning, objectives and techniques</p>	09
Module 2	<p>Learning Objectives: To develop understanding of various concepts of Organisational Behaviour.</p> <p>Learning Outcomes: the learner will be able to Understand and describe the role as managers in organisational behaviour. Analyse their own self Demonstrate appropriate personality traits. Handle their emotions in context of Organisational behaviour.</p> <p>Introduction to Organisational Behaviour A. Organisational Behaviour: Concept, Key elements, Role of Managers B. Interpersonal Behaviour: Concept and Nature</p>	12

- C. Concept of Self, Transaction Analysis: Benefits, Johari Window Model
- D. Personality: Meaning, determinants, Personality Traits
- E. Emotions: Meaning, Nature and Emotions in the context of Organisational behaviour
- F. Power and Politics: : Concepts

Learning Objectives:

To identify the significance of ITES sector

To classify E-Payment systems

Learning Outcomes:

Demonstrate the use of various E-Payment system

Make use of Logistics in service delivery process.

Module 3 Learning Objectives: 12
To develop knowledge of different types of international culture
To develop understanding of organisation culture

Learning Outcomes: the learner will be able to

Analyse different aspects of organisational culture.

Create and maintain organisational culture and manage cultural diversity.

Organisational Culture

- A. Organisational Culture: Concept, Meaning and Nature, functions,
- B. Types of international organisation culture
- C. Creating and Maintaining Organisational Culture, Managing Cultural Diversity

Role of Transactional managers.

Module 4 Learning Objectives: 12
To understand the need for organisation change and development
To understand the process of organisation change

Learning Outcomes: the learner will be able to

Recognise need for organisational change.

Frame strategies to overcome resistance to change.

Organisational Change and Development

- A. Organisation Change: meaning, Need for Change



-
- B. Process of Change and Strategies to overcome Resistance to Change
 - C. Organisation Development: Concept and Meaning, Features

Module 5 Learning Objectives:
To get exposure towards organisation behaviour

Practical

- A. Case studies on Management
- B. Group discussions
- C. Interview of employees at managerial levels etc.
- D. Management exercises

References:

Stephen Robbins . Organizational Behaviour. Pearson
Laurie J. Mullins. Management and organizational behavior. Harlow, England Pearson
Laurie J. Mullins. Essentials of Organisational \ Behaviour. . Harlow, England Pearson

Evaluation Pattern:

External Evaluation- Semester End Examination for 60 marks two hours
Question Paper Pattern-Theory

- | | |
|--|----------|
| Q 1. Answer the following questions any 1 out of 2 | 10 marks |
| Q 2. Answer the following questions any 1 out of 2 | 10 marks |
| Q 3. Answer the following questions any 1 out of 2 | 10 marks |
| Q 4. Answer the following questions any 1 out of 2 | 10 marks |
| Q 5 write short note on any 4 out of 5 | 20 marks |

Internal Evaluation- 40 marks

1. Mid-semester test 25 marks + Assignment 15 marks
2. Project
3. Book Review

S.Y. B. Com (Economics) Semester III

Public Finance

Course Code: 19UC4EC3

[Credits - 03]

Preamble:

Objective of the course is to acquaint the students with the concepts and aspects of public Finance including Public Revenue, Expenditure, Debt and Financial Administration.

Course outcome:

1. Students will be able to relate the concepts in public finance to the current economic situation
2. Enhancement of analytical ability
3. They will be able to critically analyse the various economic policies implemented by the Government
4. They will be equipped with the knowledge of actual functioning of the economy to take the correct policy measures in future.

UNIT	TITLE AND CONTENT	NO OF LECTURES
6	<p>Introduction and Concepts of Public Finance Learning Objective- To introduce with the basic concepts of public finance Learning Outcome –Students will be able to relate the basic concepts in public finance in real life</p> <p>6.1 Meaning & Scope of Public Finance 6.2 Fiscal Operational Areas and Fiscal Functions 6.3 Principle of Maximum Social Advantage (Dalton and Musgrave versions) 6.4 Rates of Taxation, Direct Tax and GST, Impact and Incidence of Taxation</p>	09
7	<p>Public Revenue Learning Objective To learn the key aspects of tax and non-tax revenue Learning Outcome Students will be able to analyse the revenue structure in India Students will be able to examine the implications of trade barriers on the size and composition of the international trade</p> <p>7.1 Sources of Public Revenue 7.2 Merits and Demerits of Taxes 7.3 Canons of Taxation 7.4 Effects of Taxation</p>	12

7.5 Impact of GST on the economy

8 Balance of Payments and WTO

Learning Objective 12

To understand and analyse the economic impact of public expenditure and debt

Learning Outcome

Students will be able to classify expenditure and debt under different headings and also, they will be able to assess its impact on various aspects of the economy.

8.1 Public Expenditure: Canons, Classification, Effects, Growth of Public Expenditure

8.2 Public Expenditure and Social Welfare

8.3 Public Debt: Types and redemption of debt

9 Fiscal Management and Financial Administration

Learning Objective 12

To assess fiscal policy and administration

Learning Outcome

Students will be able to suggest fiscal measures to stabilise the economy and also they will be able to read and understand the budget.

9.1 Fiscal Policy: Meaning, Objectives, Constituents and Limitations, Types of Fiscal Policy

9.2 Principles of Sound and Functional Finance

9.3 Budget: Meaning, Objectives, Types, Structure of Union Budget

9.4 Concepts of Deficit and measures to correct deficit (FRBM Act)

9.5 Fiscal Federalism- Fiscal Decentralization- Centre-State Financial Relations- Finance Commission (FEATURES OF 14TH Finance Commission), NITI Ayog (Structure and functions: Replacement of the Planning Commission)

10 Self-study

Learning Objective

To use tools and resources to study independently

Learning Outcome

Students will be equipped with latest knowledge of the topics Learning Objective-

Detail syllabus – sub units

10.1 Indian Money market- Indian Capital Market and SEBI

10.2 RBI'S Measures of money Supply

10.3 Balance Sheet- Liquidity vs. Profitability-NPAs

References:

1. H. L. Bhatia (2018), Public Finance, India, Vikas
2. Musgrave and Musgrave(2017): Public Finance in Theory and Practice, New York : McGraw-Hill Book Company

Evaluation Pattern: Theory

External Evaluation – Semester End Examination (60 M)- Duration : 2 hours

Paper Pattern

Question No	Module	Marks with Option	Marks without Option
1 Compulsory- Short notes	All	15	15
2	1	15	From q.2 to q.6 attempt any 3= 45 marks
3	2	15	
4	3	15	
5	4	15	
6	4	15	

Internal Evaluation - (40 M)

25 marks- office test

15 marks- assignments/journals

S.Y. B. COM. (Accountancy) Semester IV

Financial Accounting

Course Code: 19UC4AC2

[credits - 04]

Preamble: -

The Accounts and Finance play an important role in the success story of every organisation and is considered as the lifeline of every business. The accountancy Dept has always tried to revise the syllabus looking to the industry requirements and also considering how the knowledge and skill will enhance the employability of the students. All the contemporary topics are introduced to keep the students updated and well equipped to face the new challenges of the business world.

Course outcome:-

- Introduce the New form of Business LLP Limited Liability Partnership. Its form, advantages and legal requirements and distinction between traditional partnerships and corporate forms of businesses.



- The student will be introduced to basic Corporate Accounts to enable him to have in-depth knowledge of Corporate accounting in T.Y.B.com.

Title Content	No. of lectures
Module 1: Redemption of Preference Shares	15
Learning Objective: To learn the procedural and accounting aspects of redemption of preference shares under Companies Act 2013.	
Learning Outcome: Students will be able to pass journal entries and make balance sheet of the company in the event of redemption of preference shares. Company law provisions for redemption of Preference shares in companies Act	
1.2) Sources of redemption from security premium and profits of company	
1.3) Premium on redemption from security premium and profit of premium	
1.4) Capital redemption reserve a/c creation and use	
Module 2: Redemption of Debentures	15
Learning Objective To learn the procedural and accounting aspects of redemption of debentures under Companies Act 2013.	
Learning Outcome: Students will be able to make accounting entries under various method for redemption of debentures.	
2.1) Introduction	
2.2) Methods of redemption <ul style="list-style-type: none">- Redemption out of capital- Redemption out of profit- Redemption out of annual drawings-Redemption by conversion into share and New debentures	
2.3) Purchase/Buy back of own debentures	
2.4) Accounting entries for the above	
2.5) Cancellation of Own Debentures held as Investment	
Module 3: Amalgamation of Partnership Firms (Realisation method only)	15



Learning Objective

To study accounting treatments in the books of amalgamating and amalgamated firms.

Learning Outcome

Students will be able to close the books of accounts of amalgamating firms and open books of accounts for new firm.

3.1) Calculation of purchase consideration

3.2) Accounting entries in books of old firms and new Firms and balance sheet after amalgamation

3.3) Realignment of capitals in the new firm current Accounts/cash or combination thereof excluding Common transactions between amalgamating firms

3.4) Inter firm transactions for Debtors, bills, stock etc but excluding inter firm holding

Module 4: Limited Liability Partnership

15

Learning Objective

To introduce the new and emerging form of business- Limited Liability Partnership

Learning Outcome:

Students will be able to understand the form, advantages, legal requirements and distinction between traditional partnerships and corporate forms of businesses.

4.1) Concept of LLP- Meaning and Features

4.2) Structure of LLP

4.3) Advantages of LLP

4.4) Difference between LLP and traditional partnership

4.5) Difference between LLP and company

4.6) Taxation of LLP

References:

Ainapure , Manan Prakshan. *Financial Accounting.Mumbai.*

Choudhari & Chopde. Sheth Publication, Financial Accounting, Mumbai



Evaluation Pattern:

External Evaluation – Semester End Examination (60 M)- Duration: 2 hours

Paper Pattern

Question No	Module	Marks with Option	Marks without Option
1	Any of the 4 modules	30	15
2	Any of the 4 modules	30	15
3	Any of the 4 modules	30	15
4	Any of the 4 modules	30	15

Internal Evaluation - (40 M)

Option A- 25 Marks Internal Test & 15 marks Assignment/Project

Option B- 40 Marks Project and Viva

Option C- 40 Marks Book Review & Presentation

S.Y. B. COM. (Business Law) Semester IV

Business Law

Course Code: 19UC4BL4

[Credits - 03]

Preamble:-

Business law is a law which is applicable in the context of commercial activities which refer to a buyer and a seller of goods commodities and intangible properties like patents, copyrights, trademarks

Course outcome: -

- 1.Learners will be able to appreciate the relevance of business law to individuals and businesses
- 2.Identify the fundamental legal principles behind contractual agreements
- 3.Examine how businesses can be held liable under contract and tort for the actions of their employees
- 4.Understand the legal structure of different forms of business organizations and their responsibilities as an employer
- 5.Acquire problem solving techniques



Title Content	No. of lectures
1. The Companies Act, 2013	15
Objective To encourage transparency and high standard of corporate governance, to cater to the needs of stakeholders and set up institutional structure in the form of various authorities bodies and panels	
Introduction to Regulatory Framework of Companies Documents relating to Formation of Companies Capital of the Company Management of Company Company Meetings Winding Up	
2. Insolvency and Bankruptcy Code 2016	15
Objective To consolidate and amend the laws relating to reorganization and insolvency resolution of corporate persons, partnership firms and individuals and to improve the ease of doing business and facilitate more investments relating to higher economic development.	
Introduction Features and key concepts CIR process by creditors/ corporate applicants, National Company Law Tribunal Insolvency Resolution Process, Committee of Creditors, Payment and waterfall mechanism, IBBI Winding up	
3. Information Technology Act, 2000	15
Objective To know about the various cyber crimes their consequences To get an overview of cyber crime investigation To understand the concept and duration of patents copyrights and Trademarks and their registration process	
Object Definitions E-Contract, E-Commerce, E-Governance, E-Business,	



Digital Signature

Classification of

Cyber Crimes:

Hacking, Data Theft, Spreading Virus and worm, Disruption of any computer or network, Cyber bullying, Cyber terrorism, Email frauds, Credit card fraud and Sim Swap

Intellectual Property Rights

General principles IPR

Meaning, registration, duration, infringement remedies in case of Patent, Copyright and Trademark

Plagiarism

Rights of patentee,

Patent and Health

4. The Negotiable Instruments Act, 1881

15

Objective

To understand the Meaning essentials and kinds of various negotiable instruments and consequences in case of their dishonour and also to identify the difference between a holder and a holder in due course

Promissory Notes

Bills of Exchange

Cheque

Holder and Holder in Due Course

Dishonour of a cheque.

Negotiation

Endorsements

References:

1. M.R.Wadhvani, Business Law, Sheth Publishers
2. K.R.Bulchandani, Business Law, Himalaya Publishers
3. Sumathi Gopal, Business Law, Sheth Publishers
4. Lata Nagarkar, Business Law, Manan Prakashan
5. Avtar Singh, Company Law, EBC publication.

Evaluation Pattern:

External Evaluation – Semester End Examination (60 M)- Duration : 2 hours

Internal Evaluation - (40 M)

OPTION A- 25 Marks Internal Test & 15 marks Assignment/Project

OPTION B- 40 Marks Project and Viva

OPTION C- 40 Marks Book Review & Presentation



S.Y. B. COM. (Foundation Course) Semester IV

Foundation Course

Course Code:19UC4FC6

Preamble:

The purpose of higher education is to deal with an individual's life successfully. Higher education in commerce enables a student to get absorbed in the field of commerce or to start his own enterprise. In order to achieve this, they need to be equipped with certain skills. This course enables them to get an exposure to both indoor and outdoor performance.

Hence fields like corporate preparedness, contemporary economic scenario, awareness about legal education enables them to understand the various avenues in the area of career planning and preparation towards taking up a professional path. Their association with contemporary technology also immensely contributes in achieving their goals.

Course Objectives :

- To develop the overall personality of the student
- Preparedness for corporate employability
- To create awareness about gender equality
- To understand the socio-economic environment
- To understand the meaning of safety and security and the application of technology for the disaster resilient community

Course outcome

- To enable the student to learn the corporate skill
- To identify gender related issues
- To understand the importance of legal education
- To analyse the economic status of the nation

Unit I Career Competence

10 lectures

Professional Career Planning -Group discussion - Interview techniques -Presentation skills - Career Development Skills - Portfolio Preparation

Unit II impact of technology & Innovative society

10 lectures

Social Media –ICT -Cyber Security & Violation -Space Technology -Laser Technology – Nano Technology



Unit III Disaster Resilient Community

10 lectures

Concept -Types of disaster -Disaster cycle -Role of youth in disaster response -
Role of media in disaster response -Evacuation procedure -Human Rights issues relating to disaster -
Critical Control Point (CCP)

Unit IV Self Study

Report writing – Technical Report - impact of social media on youth -
Filing of an RTI application - Filing of a PIL - Role of youth in disaster response –
Role of media in disaster response -Evacuation procedure E-Portfolio

References:

www.oliverwyman.com/

www.thebalancecareers.com/top-skills

www.prospects.ac.uk

www.corporatestaffing.co.ke

www.fastcompany.com

www.unisdr.org/we/inform/publications/53349

<https://assets.publishing.service.gov.uk/.../defining-disaster-resilience-approach-paper...>

Rudra Datta and Sundaram (2017), Indian Economy

Hindu Survey of Economy 2018

Evaluation Pattern:

Internal and external

The course comprise 100 marks evaluation

40 marks internal in the form of

30 marks of MCQ and brief answer questions & 10 marks assignments from self-study module.

60 marks external

With the paper pattern

Q1 20 marks - short notes on 4 out of 4

Q2 to Q6 any 4 reaming questions out of 5.



S.Y.B.Com (Advertising) (Semester IV)

Advertising

Course Code: 19UC4AD5

[Credits - 03]

Preamble

Business survives, grow and prosper only due to customers and advertising creates customers. So, it is essential for a commerce graduate to learn about advertising who is planning to enter business world. Advertising is one of the creative fields in commerce which can bring miracles into business world. A company can reach to audience and convey about their products or service with the help of advertising.

In this course “Advertising” learner gains knowledge about basic terms used in field, how advertising is connected with marketing, different types of advertising, media, planning in ad making, advertising agency, creativity in advertising etc.

Course Objectives:

1. To develop understanding of marketing and specifically advertising concepts.
2. To identify different functions of advertising.
3. To develop and enhance ad creativity
4. To give a platform for learners for career opportunities in advertising.
5. To understand aspects of media advertising

Course Contents

No. of lectures

Unit 1 Advertising Agency

Learning Objectives:

To develop understanding about types of advertising agency and their functions.

Learning Outcomes:

At the end of the unit student should be able to get the knowledge about the entire concept of advertising agency and its working style.

Meaning – features – structure – services offered – types – agency selection criterion – maintaining Agency Client relationship – creative pitch – agency compensation – agency accreditation – career with ad agency, freelancing options for career in advertising



Unit 2 **Media in Advertising**

Learning Objectives

To impart the knowledge of various media in advertising field.

Learning Outcomes:

At the end of the unit student should be able to get the knowlwdge to availability of various media available for advertising products and services.

Popular media for advertising in India (TV, radio, newspaper, magazine, films, outdoor) Options of online advertising on www through internet – digital media and its impact on advertising – research and reports and publications on media in India - Legal, ethical and social concerns of advertising.

Unit 3 **Planning in Ad Making**

Learning Objectives:

To develop the understanding of various aspects of planning in advertising

Learning Outcomes:

At the end of the unit student should be able to acquaint with various aspects of planning in advertising.

The creative brief – setting communication, ad campaign – media planning – media buying – media objectives – factors to be considered while selecting media, media vehicles – developing a media strategy with media mix and media scheduling strategy -

Unit 4 **Creativity in Advertising**

Learning Objectives:

To develop the understanding of role of creative thinking in advertising

To develop the knowledge of creative process and use it in creating ads.

Learning Outcomes:

At the end of the unit student should be able to get acquainted with importance of creativity in advertising.

Message tactics – determining the message theme – role of creativity in advertising – creative thinking—the thinking process--persuasion-- Executional styles of presenting ads – art of copy testing (Pre and Post Testing)– production of ads and implementation - copywriting for print , TV , radio , out of home and web.



Unit 5 Self-study

Learning Objectives:

To gain knowledge of advertising through practical experience.

Children and media—Crime in media----Daily soaps and advertising-----Media and politics----Audience participation and reality TV shows----preparation of add with imaginary product

References:

Belch. G. Advertising and Promotion .Tata Mc.Grow Hill

Roger Fisher. Getting to Yes. Penguin Group

Keller Kevin. Strategic Brand Management . Person

Batra Rajeev. Advertising Management. Prentice all International

Evaluation Pattern:

External Evaluation- Semester End Examination for 60 marks two hours

Question Paper Pattern-Theory

Q 1. Answer the following questions any 1 out of 2	10 marks
Q 2. Answer the following questions any 1 out of 2	10 marks
Q 3. Answer the following questions any 1 out of 2	10 marks
Q 4. Answer the following questions any 1 out of 2	10 marks
Q 5 write short note on any 4 out of 5	20 marks

Internal Evaluation- 40 marks

1. Mid-semester test 25 marks

Assignment 15 marks

Or

2. Project

Or

3. Book Review



S.Y. B. Com (Computers) Semester IV

Computer Programming

Course code: 19UC4CP5

[Credits 3]

Preamble:

This course of semester III and IV is a course on computer programming where the students are exposed to areas of computer skills that are applied in real world. Semester III Students are made aware of various data communication tools, networking, information security techniques and Data Mining. Also includes MS-Excel. In Semester III the Course introduces topics in two key areas DBMS using MS Access and Visual Basic with real life applications.

Course objective

To introduce students to the foundations of computing, information security, data mining programming, problem-solving and basic programming skills.

Course Outcomes (Module Wise)

- 1) Students will have knowledge of network structure, network topology, search engine, network protocol.
- 2) Students will be able to solve the case study of DBMS using MS-Access
- 3) Student will be able to solve query using MS Access. They will also be able to create and edit form, report using MS-Access.
- 4) Students will have the knowledge of fundamentals of designing, implementing and distributing a visual basic application. Student will know to modify object properties

Course Contents

No. of lectures

MODULE I Data Communication, Networking and Internet

15

Data Communication Component, Data representation, Distributed processing. (Concepts only)
Network Basics and Infrastructure: Definition, Types (LAN, MAN, WAN) Advantages.

Network Structures – Server Based, Client server, Peer to Peer.

Topologies – Star, Bus, Ring. Network Media, Wired and Wireless.

Network Hardware: Hubs, Bridges, Switches, Routers. Network Protocols – TCP/IP, OSI Model.

Internet: Definition, Types of connections, sharing internet connection.



Services on net- WWW, Email-Blogs. IP addresses, Domain names, URLs.

Searching Directories, Search engines, Boolean search (AND, OR, NOT), Advanced search, Meta Search Engines. Email – POP/SMTP accounts in Email, Different parts of an Email address. Receiving and sending emails with attachments by scanning attachments for viruses.

MODULE II Database Management System

12L

Database, Relational databases (Relation, Attribute, Instance, Relationship, Join) ,Database capabilities (Data definition, data manipulation, Access as an RDBMs)

Case Study of DBMS using MS-Access MS-Office workspace basics, Exploring the Office menu, Working with ribbon, Opening an access database, Exploring database objects, Creating database , Changing views. Printing database objects. Saving and closing database file. Working with datasheets, Moving among records, Updating records, adding records to a table, Finding records, sorting records, Filtering records, Using the PIVOT chart View. Saving and closing tables. Adding a table to a database, Adding fields to a table, adding a Lookup field, setting a Primary Key, Using the input mask wizard. Saving design changes, Importing data (From Excel).

MODULE III MS-Access Queries

12L

Query, Creating a query, working with queries, saving and running a query, creating calculated fields, using aggregate functions, Understanding query properties, Joining Tables. What is a Form, Using the form tool, Creating a form with form wizard, Working in design view, Changing the form layout, Using calculated controls, Working with records on a Form. What is a report tool, Printing report, saving a report, designing a report, changing report layout, creating mailing labels.

MODULE IV Visual Basic

10L

Introduction to Visual Basic, Introduction Graphical User Interface (GUI). Programming Language (Procedural, Object Oriented, Event Driven), Writing VB Projects. The Visual Basic Environment, Finding and fixing errors

Introduction to VB Controls Text boxes, Frames, Check boxes, Option button, Images, Setting a Border & Styles. The Shape Control, The line Control, Working with multiple controls and their properties, Designing the User Interface, Keyboard access keys, Default

& Cancel property, tab order, Coding for controls using Text, Caption, Value property and Set Focus method Variables, Constants, and Calculations Variable and Constant, Data Type (Boolean, Byte, String, Integer, Currency, Single, Double, Date), Naming rules/conventions, Constants (Named & Intrinsic), Declaring variables, Scope of variables, Val Function, Arithmetic Operations, Formatting



Data. Decision and Condition Condition, Comparing numeric variables and constants, Comparing Strings, Comparing Text Property of text box, Compound Conditions (And, Or, Not). If Statement, if then-else Statement, Nested If Statements, LCase and Ucase function, Using If statements with Option Buttons & Check Boxes. MsgBox (Message box) statement Input Validation: Is Numeric function. Planning the project. Menus, Sub-procedures and Sub-functions, Defining/Creating and Modifying a Menu, Using common dialog box, Creating a new sub-procedure, Passing Variables to procedures, Passing Argument By Val or By Ref, Writing a Function procedure

Lists, Loops and Printing List boxes and Combo Boxes, Do/ Loops, For/ Next loops, Functions: MsgBox with multiple buttons, Strings. Sending information to the printer using Printer.

Laboratory Training:

13P

Lab 1: MS-Office 2007 basics: Office menu, ribbon, quick access tool bar.

Lab 2: Opening an access database, creating blank database, using featured online templates, familiarizing all Access objects in navigation pane, opening an existing database and closing database.

Lab 3: Creating tables and adding details.(design view)(Learners should be made to enter at least 10 meaning full records to the table. These tables should be common to all the learners so that continuity is maintained) Using a form as object for data entry.

Lab 4: Adding a table to a database, Adding fields to a table, adding a Lookup field, setting a Primary Key, using the input mask wizard, saving design changes.

Lab 5: Understanding different views.

Lab 6: Adding and saving records to an existing table, adding fields, deleting fields, modifying fields .

Lab 7: Sorting & Filtering tables.

Lab 8: Creating a query, running a query and saving a query.

Lab 9: Importing data from Excel sheet.

Lab 10: Designing, changing report.

Lab 11: Write a project in VB to design a suitable form to add two numbers and display their sum

Lab 12: Write a project in VB to design a suitable form to enter sales and calculate and display the bonus which is 10% of sales

Lab 13: Write a project in VB to design a suitable form to enter salary and calculate and display the DA which is 90% of salary



References:

1. Data Communication and Networking -Behrouz A Forouzan
2. Access 2007 Inside Out-John L. Viescas, Jeff Conrad (PHI)
3. Microsoft Office Access 2007 –Introductory –Linda O’Leary (TMH)
4. Microsoft Office Access 2007 QuickSteps-John Cronan (TMH)
5. Data Analysis with Access 2007 –Larry Rockoff-Course Technology PTR
6. Access 2007 for Dummies –John Wiley & Sons
7. Programming in VB 6.0 - Julia case Bradley, Anita C. Milspaugh, TMH
8. Visual Basic 6.0 Programming - Content Development Group, TMH
9. The Complete Reference to Visual Basic 6 - Noel Jerke, TMH .
10. Visual Basic 6 Programming Black Book - Steven Holzner, Dreamtech

Evaluation Pattern:

External Evaluation – Semester End Examination (60 M)- Duration : 2 hours Paper Pattern

Question No	Module	Marks with Option	Marks without Option
1	1	25	20
2	2	25	20
3	3	25	20

Internal Evaluation - (40 M)

Practical Examination with the following subdivision 30 marks practical exam

5 marks Journal (minimum 75% practical work to have been done for this) 5 marks Viva



Evaluation Pattern: Theory

External Evaluation – Semester End Examination (60 M)- Duration: 2 hours

Paper Pattern

Question No	Module	Marks with Option	Marks without Option
1 Compulsory- Short notes	All	20	20
2	1	10	From q.2 to q.6 attempt any 4= 40marks
3	2	10	
4	2	10	
5	3	10	
6	3	10	

Internal Evaluation - (40 M)

25 marks- Offee test

15 marks- assignments/presentat



SOMAIYA
VIDYAVIHAR

K J Somaiya College of Science & Commerce

S. Y. B.Com. Syllabus

