# B.COM.,

# GENERAL

# SYLLABUS

# FROM THE ACADEMIC YEAR

# 2023-2024

**ALAGAPPA UNIVERSITY, KARAIKUDI – 630 003**

# Contents

i. PO and PSO Description

ii. UG – Template

iii. Methods of Evaluation & Methods of Assessment

iv. Semester Index.

v. Subjects – Core, Elective, Nonmajor, Skill Enhanced, Ability Enhanced, Extension Activity, Environment, Professional Competency

   1) *Course Lesson Box*

   2) *Course Objectives*

   3) *Units*

   4) *Learning Outcome*

   5) *Reference and Text Books*

   6) *Web Sources*

   7) *PO & PSO Mapping tables*

**PROGRAMME OBJECTIVE:**

The B.Com. Degree Programme provides ample exposure to courses from the fields of Commerce, Accountancy and Management. The course equips the students for entry level jobs in industry, promotes the growth of their professional career, entrepreneurship and a key contributor to the economic development of the country.

| TANSCHE REGULATIONS ON LEARNING OUTCOMES-BASED CURRICULUM FRAMEWORK GUIDELINES BASED REGULATIONS FOR UNDER GRADUATE PROGRAMME | |
|---|---|
| **Programme:** | **B.Com General** |
| **Programme Code:** | |
| **Duration:** | **UG - 3 years** |
| **Programme Outcomes:** | **PO1: Disciplinary knowledge:** Capable of demonstrating comprehensive knowledge and understanding of one or more disciplines that form a part of an undergraduate Programme of study **PO2: Communication Skills:** Ability to express thoughts and ideas effectively in writing and orally; Communicate with others using appropriate media; confidently share one's views and express herself/himself; demonstrate the ability to listen carefully, read and write analytically, and present complex information in a clear and concise manner to different groups. **PO3: Critical thinking:** Capability to apply analytic thought to a body of knowledge; analyse and evaluate evidence, arguments, claims, beliefs on the basis of empirical evidence; identify relevant assumptions or implications; formulate coherent arguments; critically evaluate practices, policies and theories by following scientific approach to knowledge development. **PO4: Problem solving: Capacity** to extrapolate from what one has learned and apply their competencies to solve different kinds of non-familiar problems, rather than replicate curriculum content knowledge; and apply one's learning to real life situations. **PO5: Analytical reasoning**: Ability to evaluate the reliability and relevance of evidence; identify logical flaws and holes in the arguments of others; analyze and synthesize data from a variety of sources; draw valid conclusions and support them with evidence and examples, and addressing opposing viewpoints. **PO6: Research-related skills**: A sense of inquiry and capability for asking relevant/appropriate questions, problem arising, synthesising and articulating; Ability to recognise cause-and-effect relationships, define problems, formulate hypotheses, test hypotheses, analyse, interpret and draw conclusions from data, establish hypotheses, predict cause-and-effect relationships; ability to plan, execute and report the results of an experiment or investigation **PO7: Cooperation/Team work:** Ability to work effectively and respectfully with diverse teams; facilitate cooperative or coordinated effort on the part of a group, and act together as a group or a team in the interests of a common cause and work efficiently as a member of a team **PO8: Scientific reasoning**: Ability to analyse, interpret and draw conclusions from quantitative/qualitative data; and critically evaluate ideas, evidence and experiences from an open-minded and reasoned perspective. **PO9: Reflective thinking**: Critical sensibility to lived experiences, with |

| | self awareness and reflexivity of both self and society. |
|---|---|
| | **PO10 Information/digital literacy:** Capability to use ICT in a variety of learning situations, demonstrate ability to access, evaluate, and use a variety of relevant information sources; and use appropriate software for analysis of data. |
| | **PO 11 Self-directed learning**: Ability to work independently, identify appropriate resources required for a project, and manage a project through to completion. |
| | **PO 12 Multicultural competence:** Possess knowledge of the values and beliefs of multiple cultures and a global perspective; and capability to effectively engage in a multicultural society and interact respectfully with diverse groups. |
| | **PO 13: Moral and ethical awareness/reasoning**: Ability toembrace moral/ethical values in conducting one's life, formulate a position/argument about an ethical issue from multiple perspectives, and use ethical practices in all work. Capable of demonstratingthe ability to identify ethical issues related to one"s work, avoid unethical behaviour such as fabrication, falsification or misrepresentation of data or committing plagiarism, not adhering to intellectual property rights; appreciating environmental and sustainability issues; and adopting objective, unbiased and truthful actions in all aspects of work. |
| | **PO 14: Leadership readiness/qualities:** Capability for mapping out the tasks of a team or an organization, and setting direction, formulating an inspiring vision, building a team who can help achieve the vision, motivating and inspiring team members to engage with that vision, and using management skills to guide people to the right destination, in a smooth and efficient way. |
| | **PO 15: Lifelong learning:** Ability to acquire knowledge and skills, including „learning how to learn", that are necessary for participating in learning activities throughout life, through self-paced and self-directed learning aimed at personal development, meeting economic, social and cultural objectives, and adapting to changing trades and demands of work place through knowledge/skill development/reskilling. |

| | |
|---|---|
| **Programme Specific Outcomes:** | **PSO1 – Placement:**<br>To prepare the students who will demonstrate respectful engagement with others' ideas, behaviors, beliefs and apply diverse frames of reference to decisions and actions.<br><br>**PSO 2 - Entrepreneur:**<br>To create effective entrepreneurs by enhancing their critical thinking, problem solving, decision making and leadership skill that will facilitate startups and high potential organizations<br><br>**PSO3 – Research and Development:**<br>Design and implement HR systems and practices grounded in research that comply with employment laws, leading the organization towards growth and development.<br><br>**PSO4 – Contribution to Business World:**<br>To produce employable, ethical and innovative professionals to sustain in the dynamic business world.<br><br>**PSO 5 – Contribution to the Society:**<br>To contribute to the development of the society by collaborating with stakeholders for mutual benefit |

## Credit Distribution for UG Programmes
### Consolidated Semester wise and Component wise Credit distribution

| Parts | Sem I | Sem II | Sem III | Sem IV | Sem V | Sem VI | Total Credits |
|-------|-------|--------|---------|--------|-------|--------|---------------|
| Part I | 3 | 3 | 3 | 3 | - | - | 12 |
| Part II | 3 | 3 | 3 | 3 | - | - | 12 |
| Part III | 13 | 13 | 13 | 13 | 22 | 18 | 92 |
| Part IV | 4 | 4 | 3 | 6 | 4 | 1 | 22 |
| Part V | - | - | - | - | - | 2 | 2 |
| Total | 23 | 23 | 22 | 25 | 26 | 21 | **140** |

*Part I. II, and Part III components will be separately taken into account for CGPA calculation and classification for the under graduate programme and the other components. IV, V have to be completed during the duration of the programme as per the norms, to be eligible for obtaining the UG degree.

**Highlights of the Revamped Curriculum**:

➢ Student-centric, meeting the demands of industry & society, incorporating industrial components, hands-on training, skill enhancement modules, industrial project, project with viva-voce, exposure to entrepreneurial skills, training for competitive examinations, sustaining the quality of the core components and incorporating application oriented content wherever required.

➢ The Core subjects include latest developments in the education and scientific front, advanced programming packages allied with the discipline topics, practical training, devising statistical models and algorithms for providing solutions to industry / real life situations. The curriculum also facilitates peer learning with advanced statistical topics in the final semester, catering to the needs of stakeholders with research aptitude.

➢ The General Studies and Statistics based problem solving skills are included as mandatory components in the 'Training for Competitive Examinations' course at the final semester, a first of its kind.

➢ The curriculum is designed so as to strengthen the Industry-Academia interface and provide more job opportunities for the students.

➢ The Statistical Quality Control course is included to expose the students to real life problems and train the students on designing a mathematical model to provide solutions to the industrial problems.

➢ The Internship during the second year vacation will help the students gain valuable work experience, that connects classroom knowledge to real world experience and to narrow down and focus on the career path.

➢ Project with viva-voce component in the fifth semester enables the student, application of conceptual knowledge to practical situations. The state of art technologies in conducting a Explain in a scientific and systematic way and arriving at a precise solution is ensured. Such innovative provisions of the industrial training, project and internships will give students an edge over the counterparts in the job market.

➢ State-of Art techniques from the streams of multi-disciplinary, cross disciplinary and inter disciplinary nature are incorporated as Elective courses, covering conventional topics to the latest DBMS and Computer software for Analytics.

**Value additions in the Revamped Curriculum:**

| Semester | Newly introduced Components | Outcome / Benefits |
|---|---|---|
| I | **Foundation Course** To ease the transition of learning from higher secondary to higher education, providing an overview of the pedagogy of learning abstract Statistics and simulating mathematical concepts to real world. | • Instil confidence among students <br> • Create interest for the subject |
| I, II, III, IV | **Skill Enhancement papers** (Discipline centric / Generic / Entrepreneurial) | • Industry ready graduates <br> • Skilled human resource <br> • Students are equipped with essential skills to make them employable |
| | | • Training on Computing / Computational skills enable the students gain knowledge and exposure on latest computational aspects |
| | | • Data analytical skills will enable students gain internships, apprenticeships, field work involving data collection, compilation, analysis etc. |
| | | • Entrepreneurial skill training will provide an opportunity for independent livelihood <br> • Generates self – employment <br> • Create small scale entrepreneurs <br> • Training to girls leads to women empowerment |
| | | • Discipline centric skill will improve the Technical knowhow of solving real life problems using ICT tools |
| III, IV, V & VI | Elective papers- An open choice of topics categorized under Generic and Discipline Centric | • Strengthening the domain knowledge <br> • Introducing the stakeholders to the State-of Art techniques from the streams of multi-disciplinary, cross disciplinary and inter disciplinary nature <br> • Students are exposed to Latest topics on Computer Science / IT, that require strong statistical background <br> • Emerging topics in higher education / industry / communication network / health sector etc. are introduced with hands-on-training, facilitates designing of statistical models in the respective |

| | | |
|---|---|---|
| | | sectors |
| IV | DBMS and Programming skill, Biostatistics, Statistical Quality Control, Official Statistics, Operations Research | • Exposure to industry moulds students into solution providers<br>• Generates Industry ready graduates<br>• Employment opportunities enhanced |
| II year Vacation activity | Internship / Industrial Training | • Practical training at the Industry/ Banking Sector / Private/ Public sector organizations / Educational institutions, enable the students gain professional experience and also become responsible citizens. |
| V Semester | Project with Viva – voce | • Self-learning is enhanced<br>• Application of the concept to real situation is conceived resulting in tangible outcome |
| VI Semester | Introduction of Professional Competency component | • Curriculum design accommodates all category of learners; 'Statistics for Advanced Explain' component will comprise of advanced topics in Statistics and allied fields, for those in the peer group / aspiring researchers;<br>• 'Training for Competitive Examinations' –caters to the needs of the aspirants towards most sought - after services of the nation viz, UPSC, ISS, CDS, NDA, Banking Services, CAT, TNPSC group services, etc. |
| Extra Credits:<br>For Advanced Learners / Honors degree | | • To cater to the needs of peer learners / research aspirants |

| | |
|---|---|
| Skills acquired from the Courses | Knowledge, Problem Solving, Analytical ability, Professional Competency, Professional Communication and Transferrable Skill |

**ALAGAPPA UNIVERSITY, KARAIKUDI**
**SYLLABUS UNDER CBCS PATTERN FOR AFFILIATED COLLEGES**
**WITH EFFECT FROM THE ACADEMIC YEAR 2023-24 ONWARDS**
**B. Com. Programme Structure**

| Sem | Part | Course Code | Courses | Title of the Course | T/P | Credit | Hours/ Week | Max.Marks | | |
|-----|------|-------------|---------|---------------------|-----|--------|-------------|-----------|---|---|
| | | | | **FIRST YEAR** | | | | Int. | Ext. | Total |
| | | | | **FIRST SEMESTER** | | | | | | |
| I | I | 2311T | T/OL | தமிழ் இலக்கிய வரலாறு /Other Languages | T | 3 | 6 | 25 | 75 | 100 |
| | II | 2312E | E | General English | T | 3 | 6 | 25 | 75 | 100 |
| | III | 23BCO1C1 | CC-I | Financial Accounting I | T | 5 | 5 | 25 | 75 | 100 |
| | III | 23BCO1C2 | CC-II | Principles of Management | T | 5 | 5 | 25 | 75 | 100 |
| | III | 23BCOA1 / 23BCOAP1 | Generic Elective I(Allied) | Economics /BBA/ Tamil/ History/ B.Com (CA) / Programming in c and Lab | T | 3 | 4 | 25 | 75 | 100 |
| | IV | 23BCOS1 | SEC | IT Skills for Employment | T | 2 | 2 | 25 | 75 | 100 |
| | | 23BCOFC | FC | Fundamentals of Office Management | T | 2 | 2 | 25 | 75 | 100 |
| | | | | **TOTAL** | | 23 | 30 | 175 | 525 | 700 |

- ➢ T/OL-Tamil/Other Languages,
- ➢ E – English
- ➢ CC - Core course –Core competency, critical thinking, analytical reasoning, research skill &teamwork
- ➢ Generic Elective (Allied)
- ➢ SEC-Skill Enhancement Course
- ➢ FC- Foundation Course
- ➢ T- Theory, P-Practical

Chairperson details: Dr.K.Naina Mohamed, Associate Professor, Dr.Zakir Husain College, Ilayankudi. Mobile No: 9942767486

**FIRST YEAR – SEMESTER – I**

**CORE – I: FINANCIAL ACCOUNTING I**

| Subject Code | L | T | P | S | Credits | Inst. Hours | Marks | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | CIA | External | Total |
| 23BCO1 C1 | 5 | | | | 4 | 5 | 25 | 75 | 100 |
| **Learning Objectives** | | | | | | | | | |
| LO1 | To understand the basic accounting concepts and standards. | | | | | | | | |
| LO2 | To know the basis for calculating business profits. | | | | | | | | |
| LO3 | To familiarize with the accounting treatment of depreciation. | | | | | | | | |
| LO4 | To learn the methods of calculating profit for single entry system. | | | | | | | | |
| LO5 | To gain knowledge on the accounting treatment of insurance claims. | | | | | | | | |

**Prerequisites: Should have studied Accountancy in XII Std**

| | Contents | No. of Hours |
|---|---|---|
| Unit I | **Fundamentals of Financial Accounting**<br><br>Financial Accounting – Meaning, Definition, Objectives, Basic Accounting Concepts and Conventions - Journal, Ledger Accounts– Subsidiary Books — Trial Balance - Classification of Errors – Rectification of Errors – Preparation of Suspense Account – Bank Reconciliation Statement - Need and Preparation | 15 |
| Unit II | **Final Accounts**<br><br>Final Accounts of Sole Trading Concern- Capital and Revenue Expenditure and Receipts – Preparation of Trading, Profit and Loss Account and Balance Sheet with Adjustments. | 15 |

| | | |
|---|---|---|
| **Unit III** | **Depreciation and Bills of Exchange**<br><br>Depreciation - Meaning – Objectives – Accounting Treatments - Types - Straight Line Method – Diminishing Balance method – Conversion method.<br><br>Units of Production Method – Cost Model vs Revaluation<br><br>**Bills of Exchange** – Definition – Specimens – Discounting of Bills – Endorsement of Bill – Collection – Noting – Renewal – Retirement of Bill under rebate | **15** |
| **Unit IV** | **Accounting from Incomplete Records – Single Entry System**<br><br>Incomplete Records -Meaning and Features - Limitations - Difference between Incomplete Records and Double Entry System - Methods of Calculation of Profit - Statement of Affairs Method – Preparation of final statements by Conversion method. | **15** |
| **Unit V** | **Royalty and Insurance Claims**<br><br>Meaning – Minimum Rent – Short Working – Recoupment of Short Working – Lessor and Lessee – Sublease – Accounting Treatment.<br>**Insurance Claims** –Calculation of Claim Amount-Average clause (Loss of Stock only) | **15** |
| | **TOTAL** | **75** |

**THEORY 20% & PROBLEM 80%**

| CO | Course Outcomes |
|---|---|
| CO1 | Remember the concept of rectification of errors and Bank reconciliation statements |
| CO2 | Apply the knowledge in preparing detailed accounts of sole trading concerns |
| CO3 | Analyse the various methods of providing depreciation |
| CO4 | Evaluate the methods of calculation of profit |
| CO5 | Determine the royalty accounting treatment and claims from insurance companies in case of loss of stock. |
| | **Textbooks** |
| 1. | S. P. Jain and K. L. Narang Financial Accounting- I, Kalyani Publishers, New Delhi. |

| 2. | S.N. Maheshwari, Financial Accounting, Vikas Publications, Noida. |
|----|------------------------------------------------------------------|
| 3. | Shukla Grewal and Gupta, "Advanced Accounts", volume 1, S.Chand and Sons, New Delhi. |
| 4. | Radhaswamy and R.L. Gupta: Advanced Accounting, Sultan Chand, New Delhi. |
| 5. | R.L. Gupta and V.K. Gupta, "Financial Accounting", Sultan Chand, New Delhi. |
| **Reference Books** | |
| 1. | Dr. Arulanandan and Raman: Advanced Accountancy, Himalaya Publications, Mumbai. |
| 2. | Tulsian , Advanced Accounting, Tata McGraw Hills, Noida. |
| 3. | Charumathi and Vinayagam, Financial Accounting, S.Chand and Sons, New Delhi. |
| 4. | Goyal and Tiwari, Financial Accounting, Taxmann Publications, New Delhi. |
| 5. | Robert N Anthony, David Hawkins, Kenneth A. Merchant, Accounting: Text and Cases. McGraw-Hill Education, Noida. |
| **NOTE: Latest Edition of Textbooks May be Used** | |
| **Web Resources** | |
| 1. | https://www.slideshare.net/mcsharma1/accounting-for-depreciation-1 |
| 2. | https://www.slideshare.net/ramusakha/basics-of-financial-accounting |
| 3. | https://www.accountingtools.com/articles/what-is-a-single-entry-system.html |

## MAPPING WITH PROGRAMME OUTCOMES
## AND PROGRAMME SPECIFIC OUTCOMES

|  | PO 1 | PO 2 | PO 3 | PO 4 | PO 5 | PO 6 | PO 7 | PO 8 | PSO 1 | PSO 2 | PSO 3 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | 3 | 2 | 3 | 3 | 2 | 3 | 2 | 2 | 3 | 2 | 2 |
| **CO2** | 3 | 2 | 3 | 3 | 3 | 2 | 2 | 2 | 3 | 2 | 2 |
| **CO3** | 3 | 2 | 3 | 3 | 3 | 2 | 2 | 2 | 3 | 2 | 2 |
| **CO4** | 3 | 2 | 3 | 3 | 2 | 2 | 2 | 2 | 3 | 2 | 2 |
| **CO5** | 3 | 2 | 3 | 3 | 3 | 2 | 2 | 2 | 3 | 2 | 2 |
| **TOTAL** | 15 | 10 | 15 | 15 | 13 | 11 | 10 | 10 | 15 | 10 | 10 |
| **AVERAGE** | 3 | 2 | 3 | 3 | 2.6 | 2.2 | 2 | 2 | 3 | 2 | 2 |

**3 – Strong, 2- Medium, 1- Low**

# FIRST YEAR – SEMESTER – I

## CORE – II: PRINCIPLES OF MANAGEMENT

| Subject Code | L | T | P | S | Credits | Inst. Hours | Marks | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | CIA | External | Total |
| 23BCO1C2 | 5 | | | | 4 | 5 | 25 | 75 | 100 |

| | Learning Objectives |
|---|---|
| LO1 | To understand the basic management concepts and functions |
| LO2 | To know the various techniques of planning and decision making |
| LO3 | To familiarize with the concepts of organisation structure |
| LO4 | To gain knowledge about the various components of staffing |
| LO5 | To enable the students in understanding the control techniques of management |

**Prerequisites: Should have studied Commerce in XII Std**

| | Contents | No. of Hours |
|---|---|---|
| Unit I | **Introduction to Management**<br><br>Meaning- Definitions – Nature and Scope - Levels of Management – Importance - Management Vs. Administration – Management: Science or Art –Evolution of Management Thoughts – F. W. Taylor, Henry Fayol,<br><br>Peter F. Drucker, Elton Mayo - Functions of Management - Trends and Challenges of Management. Managers – Qualification – Duties & Responsibilities. | 15 |
| Unit II | **Planning**<br><br>Planning – Meaning – Definitions – Nature – Scope and Functions – Importance and Elements of Planning – Types – Planning Process - Tools and Techniques of Planning – Management by Objective (MBO). Decision Making: Meaning – Characteristics – Types - Steps in Decision Making – Forecasting. | 15 |

| | | |
|---|---|---|
| **Unit III** | **Organizing**<br><br>Meaning - Definitions - Nature and Scope – Characteristics – Importance – Types - Formal and Informal Organization – Organization Chart – Organization Structure: Meaning and Types - Departmentalization– Authority and Responsibility – Centralization and Decentralization – Span of Management. | **15** |
| **Unit IV** | **Staffing**<br><br>Introduction - Concept of Staffing- Staffing Process – Recruitment – Sources of Recruitment – Modern Recruitment Methods - Selection Procedure – Test- Interview– Training: Need - Types– Promotion –Management Games – Performance Appraisal - Meaning and Methods – 360 degree Performance Appraisal – Work from Home - Managing Work from Home [WFH]. | **15** |
| **Unit V** | **Directing**<br><br>Motivation –Meaning - Theories – Communication – Types - Barriers to Communications – Measures to Overcome the Barriers. Leadership – Nature - Types and Theories of Leadership – Styles of Leadership - Qualities of a Good Leader – Successful Women Leaders – Challenges faced by women in workforce - Supervision.<br><br>**Co-ordination and Control**<br><br>Co-ordination – Meaning - Techniques of Co-ordination.<br><br>Control - Characteristics - Importance – Stages in the Control Process - Requisites of Effective Control and Controlling Techniques – Management by Exception [MBE]. | **15** |
| | **Total** | **75** |
| **Course Outcomes** | |
| **CO1** | Demonstrate the importance of principles of management. | |
| **CO2** | Paraphrase the importance of planning and decision making in an organization. | |
| **CO3** | Comprehend the concept of various authorizes and responsibilities of an organization. | |
| **CO4** | Enumerate the various methods of Performance appraisal | |

| CO5 | Demonstrate the notion of directing, co-coordination and control in the management. |
|---|---|
| **Textbooks** | |
| 1 | Gupta.C.B, -Principles of Management-L.M. Prasad, S.Chand& Sons Co. Ltd, New Delhi. |
| 2 | DinkarPagare, Principles of Management, Sultan Chand & Sons Publications, New Delhi. |
| 3 | P.C.Tripathi& P.N Reddy, Principles of Management. Tata McGraw, Hill, Noida. |
| 4 | L.M. Prasad, Principles of Management, S.Chand&Sons Co. Ltd, New Delhi. |
| 5 | R.K. Sharma, Shashi K. Gupta, Rahul Sharma, Business Management, Kalyani Publications, New Delhi. |
| **Reference Books** | |
| 1 | K Sundhar, Principles Of Management, Vijay Nichole Imprints Limited, Chennai |
| 2 | Harold Koontz, Heinz Weirich, Essentials of Management, McGraw Hill, Sultan Chand and Sons, New Delhi. |
| 3 | Grifffin, Management principles and applications, Cengage learning, India. |
| 4 | H.Mintzberg - The Nature of Managerial Work, Harper & Row, New York. |
| 5 | Eccles, R. G. & Nohria, N. Beyond the Hype: Rediscovering the Essence of Management. Boston The Harvard Business School Press, India. |
| **NOTE: Latest Edition of Textbooks May be Used** | |
| **Web Resources** | |
| 1 | http://www.universityofcalicut.info/sy1/management |
| 2 | https://www.managementstudyguide.com/manpower-planning.htm |
| 3 | https://www.businessmanagementideas.com/notes/management-notes/coordination/coordination/21392 |

**MAPPING WITH PROGRAMME OUTCOMES**
**AND PROGRAMME SPECIFIC OUTCOMES**

|  | PO 1 | PO 2 | PO 3 | PO 4 | PO 5 | PO 6 | PO 7 | PO 8 | PSO 1 | PSO 2 | PSO 3 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | 3 | 2 | 2 | 3 | 3 | 2 | 2 | 2 | 3 | 2 | 3 |
| **CO2** | 3 | 2 | 3 | 3 | 2 | 2 | 2 | 2 | 3 | 2 | 2 |
| **CO3** | 3 | 2 | 2 | 3 | 2 | 2 | 2 | 1 | 3 | 2 | 2 |
| **CO4** | 3 | 2 | 2 | 3 | 2 | 2 | 2 | 2 | 3 | 2 | 2 |
| **CO5** | 3 | 2 | 3 | 3 | 2 | 2 | 2 | 1 | 3 | 2 | 2 |
| **TOTAL** | 15 | 10 | 12 | 15 | 11 | 10 | 10 | 8 | 15 | 10 | 11 |
| **AVERAGE** | 3 | 2 | 2.4 | 3 | 2.2 | 2 | 2 | 1.6 | 3 | 2 | 2.2 |

**3 – Strong, 2- Medium, 1- Low**

## SEC- **IT SKILLS FOR EMPLOYMENT**

| Subject Code | L | T | P | S | Credits | Inst. Hours | Marks | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | CIA | External | Total |
| 23BCOS1 | 2 | | | | 2 | 2 | 25 | 75 | 100 |
| **Learning Objectives** | | | | | | | | | |
| LO1 | To understand the components of computer | | | | | | | | |
| LO2 | To understand Internet and its terminology | | | | | | | | |
| LO3 | To understand basic cyber safety and security norms | | | | | | | | |
| **Prerequisites: Should have studied Commerce in XII Std** | | | | | | | | | |

| | **Contents** | **No. of Hours** |
|---|---|---|
| Unit I | Basic of Computer network – Modem, Hub, Switch, Bridge, Routers – Wi-Fi- Bluetooth. Introduction to Free and open source software (FOSS) – Need of Open Sources – Advantages of Open sources – copyrights – Software piracy. | 6 |
| Unit II | Basic operating of word processing – Creating, opening and Closing documents – Use of shortcuts – Creating and Editing of text – Formatting the text – Find and replace – Drawing Table- Page layout- Header/Footer – Setting page number – Creating simple applications. | 6 |
| Unit III | Basic of Excel worksheet and its importance – Creating simple worksheets – formulas – conditional formatting – sort – filter – chart. Introduction to PowerPoint – Understand various views of presentation, animations, transitions, header, footer etc. | 6 |
| Unit IV | Online educational websites (MOOC's – nptel – Swayam Central – Spoken – Tutorial.org) – Video tutorials – Step to use Government portals like aadhar – Election Commission website – Eservices. | 6 |
| Unit V | Internet Safety concerns: (Digital Footprints, Threats, Virus, Worm, Trojan Horse, Spam, Malware, Adware, Spyware, Snooping) – Security Measures – Cyber crime (Spoofing, Hacking) – Cyber Safety. | 6 |
| **Total** | | 30 |
| **Course Outcomes** | | |
| CO1 | Skills to work efficiently with windows, word, excel, PowerPoint presentation. | |
| CO2 | Skills to use internet for various purpose with safe and secure. | |
| **Reference Books** | | |
| 1 | Vikas B.Agarwal Jyoti P. Mirani, Computer Fundamentals – Publisher: Nirali Prakashan (1 august 2019) | |
| 2 | Adesh K. Pandey, Internet fundamentals. | |
| 3 | James KL, The Internet : A users guide | |
| 4 | Jaago Teens, Cyber Safety for Everyone – BPB Publications | |
| 5 | Mike Mc Grath and Michael, office 2016 in Easy Steps, BPB Publications | |

## Foundation Course- FUNDAMENTALS OF OFFICE MANAGEMENT

| Subject Code | L | T | P | S | Credits | Inst. Hours | Marks | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | CIA | External | Total |
| 23BCOFC | 2 | | | | 2 | 2 | 25 | 75 | 100 |
| **Learning Objectives** | | | | | | | | | |
| LO1 | To understand the Elements of Office Management | | | | | | | | |
| LO2 | To understand Functions of an office administrator | | | | | | | | |
| LO3 | To understand the Modern method of filing | | | | | | | | |
| **Prerequisites: Should have studied Commerce in XII Std** | | | | | | | | | |

| | Contents | No. of Hours |
|---|---|---|
| Unit I | Office Management – Meaning – Elements of Office Management – Functions of Office Management. | 6 |
| Unit II | Office organisation – Definition, Characteristics and steps – Types of organisation – Functions of an office administrator. | 6 |
| Unit III | Office record management – Importance – Filing essentials – Classification and arrangement of files – Modern method of filing – Modern filing devices. | 6 |
| Unit IV | Office communication – Correspondence and report writing - Meaning of Office communication and mailing. | 6 |
| Unit V | Form Letters – Meaning, Principles and factors to be considered in designing office forms – types of report writing. | 6 |
| | **Total** | **30** |
| **Course Outcomes** | | |
| CO1 | Skills to work efficiently with report writing | |
| CO2 | Skills in designing various office forms | |
| **Reference Books** | | |
| 1 | Fundamentals of Office Management – by J.P. Mahajan. | |
| 2 | Office Management – by S.P.Arrora | |
| 3 | Office Management – R.S.N.Pillai & Bagavathi – S.Chand. | |

| METHODS OF EVALUATION | | |
|---|---|---|
| **Internal Evaluation** | Continuous Internal Assessment Test | **25 Marks** |
| | Assignments / Snap Test / Quiz | |
| | Seminars | |
| | Attendance and Class Participation | |
| **External Evaluation** | End Semester Examination | **75 Marks** |
| **Total** | | **100 Marks** |

| METHODS OF ASSESSMENT | |
|---|---|
| **Remembering (K1)** | <ul><li>Thelowestlevelofquestionsrequirestudentstorecallinformationfromthecoursecontent</li><li>Knowledgequestionsusuallyrequirestudentstoidentifyinformation inthetextbook.</li></ul> |
| **Understanding (K2)** | <ul><li>Understandingoffactsandideasbycomprehendingorganizing,comparing,translating,interpolatingandinterpretingintheirownwords.</li><li>Thequestionsgobeyondsimplerecallandrequirestudentstocombinedatatogether</li></ul> |
| **Application (K3)** | <ul><li>Studentshavetosolveproblemsbyusing/applyingaconceptlearnedintheclassroom.</li><li>Studentsmust usetheir knowledgetodetermineaexactresponse.</li></ul> |
| **Analyze (K4)** | <ul><li>Analyzingthequestionisonethatasksthestudentstobreakdownsomethingintoitscomponentparts.</li><li>Analyzingrequiresstudentstoidentifyreasonscausesormotivesandreachconclusionsorgeneralizations.</li></ul> |
| **Evaluate (K5)** | <ul><li>Evaluationrequiresanindividualtomakejudgmentonsomething.</li><li>Questionstobeaskedtojudgethevalueofanidea,acharacter,aworkofart,orasolutiontoaproblem.</li><li>Studentsareengagedindecision-makingandproblem–solving.</li><li>Evaluationquestionsdonothavesinglerightanswers.</li></ul> |
| **Create (K6)** | <ul><li>Thequestionsofthiscategorychallengestudentstogetengagedincreativeandoriginalthinking.</li><li>Developingoriginalideasandproblemsolvingskills</li></ul> |