

SANKALCHAND PATEL UNIVERSITY, VISNAGAR

Faculty of Commerce



Structure, Teaching Scheme and Syllabus of Bachelor of Commerce as per NEP-2020

Program Code: CM101

With effect from: 2023-24

SEMESTER-2

Branch Name:	B. Com
Program Code:	CM101
Course Title:	Accountancy-II
Course Code:	12-COM205-1C
Pre-requisite Course:	Basics Accountancy up to 12 th Commerce.

Course Objectives:

- To understanding accounting theory.
- To aware accounting transactions of Investment Accounting, Accounting for Hire Purchase.
- To understanding the fundamental knowledge of Branch accounting system.

Teaching and Examination Scheme:

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture (L)	Tutorial (T)	Practical (P)	Credit	Theory (Marks)		Practical (Marks)		Total (Marks)
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
4	--	-	4	50	50	-	-	100

Course Contents:

Sr. No	Topic	Total Hours	Weightage (%)
1	Branch Accounting (Excluding foreign branch) Meaning of Branch, Objects of branch account, Types of Branch: Dependent Branch, Independent Branch, Methods of writing accounts of Dependent branch: Debtors system, Stock Debtors system, Independent Branch and its final accounts	13	25%
2	Investment Accounting: Preparation of investment account in the book of investor. Explanation of ex interest and cum interest transaction Accrued interest and its explanation Valuation of stock as per FIFO and LIFO method. Examples based on fixed interest bearing securities and its accounting treatment in the books of investor only.	13	25%
3	Fire Claim Accounting: Concept of general insurance and fire claim. Over insurance and under insurance, average clause Claims for loss or stock & fixed assets; claim for profit or consequential loss policy.	13	25%
4	Accounting for Hire Purchase: Meaning of Hire purchase its advantages. Difference between installment and hire purchase system, Accounting treatment of such transaction in the books of hirer and vendor.	13	25%

Text Books:

Reference Books:

1. Grewal's accounting: M.P. Gupta & B. M. Agrwal, S. Chand & Company Ltd.
2. Corporate Accounting: Dr. B. C. Tulsian, S. Chand & Company Ltd.
3. Non Corporate Accounting: Dr. P. C. Tulsian S. Chand & Company Ltd.
4. Financial Accounting and Analysis: P. Premchand Babu on Madan Mohan, Himalaya Publication.
5. Financial Accounting: Dr. Sharda Gangwar, D. K. Gangwar, Himalaya Publication.
6. Problems & Solutions in Advanced Accounting: Arulanandan Raman & Sunivasan, Himalaya Publication.
7. Financial Accounting: Dr. S. N. Maheshwari, Dr. S. K. Maheshwari, Vikas Publication House Pvt. Ltd.
8. Problems & Solutions in Advanced Accounting Vol. I & II : Dr. S. N. Maheshwari, Dr. S. K. Maheshwari, Vikas Publication House Pvt. Ltd

List of Open Source Software/learning website:

1. <https://www.youtube.com/watch?v=AbTdo4NW6M8>
2. <https://youtube.com/watch?v=7YqdD0yg7MI>

Course Learning Outcomes (CLO): On completion of this course, the students will be able to:

CLO	Description	Bloom's Taxonomy Level
CLO1	Find fire insurance claims.	1 Remembering
CLO2	To apply the methods for Valuation of stock as per FIFO and LIFO method of investment accounting.	3 Applying
CLO3	Justify between installment and hire purchase system.	5 Evaluating
CLO4	Explain the application of Fire Claim with respect to its different methods.	2 Understanding
CLO5	Apply accounting procedure for Investment Accounting transition.	3 Applying
CLO6	To aware with Accounting treatment of various methods of Branch Accounting.	2 Understanding

Mapping of CLOs with Pos & PSOs

Course Learning Outcomes	Programme Outcomes (POs)																Programme Specific Outcome (PSOs)	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PSO1	PSO2
CLO1	2			1		3			3					1		2	3	2
CLO2		1			3			2		3							1	1
CLO3			3			1					2	1		3		3	2	3
CLO4		2							1	2					2		1	3
CLO5			1		2		2						2			2	3	2
CLO6	1			3				3			2						2	2

1: High, 2: Medium, 3: Low

Branch Name:	B. Com
Program Code:	CM101
Course Title:	Financial Accounting-II
Course Code:	12-COM206-1C
Pre-requisite Course:	Details knowledge in Financial Accounting.

Course Objectives:

1. To make the students acquaint with the advanced topics of financial accounting and company accounts.
2. To interpret and analyze financial statements effectively.
3. To explore in greater depth financial reporting topics introduced in the core course in financial accounting and also examines additional topics not covered in that course.

Teaching and Examination Scheme:

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture (L)	Tutorial (T)	Practical (P)	Credit	Theory (Marks)		Practical (Marks)		Total (Marks)
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
4	--	-	4	50	50	-	-	100

Course Contents:

Sr. No	Topic	Total Hours	Weightage (%)
1	Debenture Accounting: Meaning, characteristic, types of debenture, methods for redemption of debentures. Example: Issue and redemption of debenture journal entries and ledger accounts	13	25%
2	Alteration in share capital (A) Consolidation and subdivision, Splitting of share. Conversion of share into stock and stock into shares. (B) Issue of Bonus Share (Theory and examples) (C) Redemption of Redeemable Preference share (Theory and examples)	13	25%
3	Capital Reduction: (Internal Reconstruction) Basic Concepts, Practical examples (including surrender of share)	13	25%
4	Final Accounts of the company vertical from as per companies Act 2013. Preparation of Balance Sheet As per Scheduled III Part – I Preparation of Profit and Loss Statement as per Schedule III Part - II Simple examples to give fundamental knowledge of the structure.	13	25%

Text Books:

1. Financial Accounting-2, Sudhir prakashan

Reference Books:

1. Grewal's accounting: M.P. Gupta & B. M. Agrwal, S. Chand & Company Ltd.
2. Corporate Accounting: Dr. B. C. Tulsian, S. Chand & Company Ltd.
3. Non Corporate Accounting: Dr. P. C. Tulsian S. Chand & Company Ltd.
4. Financial Accounting and Analysis: P. Premchand Babu on Madan Mohan, Himalaya Publication.
5. Financial Accounting: Dr. Sharda Gangwar, D. K. Gangwar, Himalaya Publication.
6. Problems & Solutions in Advanced Accounting: Arulanandan Raman & Sunivasan, Himalaya Publication.
7. Financial Accounting: Dr. S. N. Maheshwari, Dr. S. K. Maheshwari, Vikas Publication House Pvt. Ltd.
8. Problems & Solutions in Advanced Accounting Vol. I & II : Dr. S. N. Maheshwari, Dr. S. K. Maheshwari, Vikas Publication House Pvt. Ltd.
9. Financial Accounting -1 and Financial Accounting – 2; T.J Rana and Others, Sudhir Prakashan, Latest edition.

List of Open Source Software/learning website:

1. <https://www.youtube.com/watch?v=bpsDDNkp1Zw>
2. https://www.youtube.com/watch?v=f8iyW-J_-b8

LAB/Practical

Course Learning Outcomes (CLO): On completion of this course, the students will be able to:

CLO	Description	Bloom's Taxonomy Level
CLO1	To describe the principles of accounting and its concepts.	1 remembering
CLO2	To explain the Capital reduction allows the elimination of accumulated losses, which would otherwise prevent the payment of dividends, to create distributable reserves.	2 Understanding
CLO3	Understand the theoretical framework of accounting and to prepare financial statements.	4 Analyzing 2 Understanding
CLO4	To discuss and preparing financial statements in accordance with appropriate standards.	2 Understanding
CLO5	To Employ critical thinking skills to analyse financial data as well as the effects of differing financial accounting methods on the financial statements.	2 Understanding
CLO6	To discuss the meaning, types of debenture, methods for redemption of debentures with Example.	2 Understanding 3 Applying

Mapping of CLOs with Pos & PSOs

Course Learning Outcomes	Programme Outcomes (POs)																Programme Specific Outcome (PSOs)	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PSO1	PSO2
CLO1	2			1		2				1					1		2	2
CLO2		1			3		3				3		3			3	2	1
CLO3			3						2						2		3	3
CLO4		2						3				2		2			2	2
CLO5				2	2						2		1		3		1	2
CLO6	1					1				3						2	2	3

1: High, 2: Medium, 3: Low

Branch Name:	B. Com
Program Code:	CM101
Course Title:	Business Economics-II
Course Code:	12-COE207-1C
Pre-requisite Course:	Basics Economics concepts and market structure.

Course Objectives:

1. To understand the pricing and output decisions under various market structure.
2. To help students understand and apply the various decision tools to understand the market structure.
3. To make student understand the study of factor Pricing like rent, wages, Interest and profit.

Teaching and Examination Scheme:

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture (L)	Tutorial (T)	Practical (P)	Credit	Theory (Marks)		Practical (Marks)		Total (Marks)
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
4	--	-	4	50	50	-	-	100

Course Contents:

Sr. No	Topic	Total Hours	Weightage (%)
1	Perfect Competition :Meaning of perfect Competition Characteristics of perfect competition, revenue curves of firms under perfect competition, Short run and Long-run Supply curves. Profit maximization and equilibrium of firm and industry.	13	25%
2	Monopolistic Competition : Meaning of monopolistic competition, characteristics of monopolistic Competition, revenue curves of firm under monopolistic competition, price and output determination under monopolistic competition, product differentiation, selling cost comparison with perfect competition, and excess capacity under monopolistic competition.	13	25%
3	Monopoly Competition :Meaning of monopoly Competition Characteristics of Monopoly, Revenue curves of firm under monopoly, Determination of price under monopoly, equilibrium of a firm, comparison between perfect competition and monopoly. Price discrimination-possibility & profitability, Equilibrium under discriminating monopoly.	13	25%
4	Factor pricing :Marginal productivity theory of Distribution, Meaning of wage Determination of Wage rate under Perfect competition monopolistic competition and monopoly, exploitation of labor Meaning and types of rent Ricardian and modern theories of rent, concept of quasi-rent, Meaning, Types of Interest, Classical Theory of Interest ,modern theories of Interest, Determination of Interest rate Keynes liquidity preference theory of interest, Meaning of Profit ,Types of Interest Innovation risk Bearing and uncertainty Bearing theory of profit.	13	25%

Text Books:

1. Basics of Economics, Sudhir Prakashan.

Reference Books:

1. Ahuja H, L: Macroeconomic theory & policy, s.chand ,& Co. Ltd. new Delhi.
2. Dewett K.K: modern Economic theory, S.chand,& Co.Ltd new Delhi.
3. Ahuja H, L: Business economics, S.chand,&Co.Ltd new Delhi.
4. Stinger G: The theory of price; prentice hall of India.
5. Nellis & Parker : The essence of business economics; prentice hall of India.
6. Richard G,lipsey : An Introduction to positive economics; ELSB Oxford
7. John P.Gould,Jr.and Edward P. lazear; Micro economic theory all India Traveler, Delhi

List of Open Source Software/learning website:

- <https://www.khanacademy.org/economics-finance>
- <https://www.youtube.com/watch?v=dweKm0x0NlA>

Course Learning Outcomes (CLO): On completion of this course, the students will be able to:

CLO	Description	Bloom's Taxonomy Level
CLO1	Determine the profit maximizing price and output for a firm operating in a competitive Environment.	2 Understanding 4 Analyze
CLO2	Determine profit maximizing price and output for a monopoly firm.	2 Understanding 3 Applying
CLO3	Students will be able to identify the characteristics of each of the market structures: perfect competition, monopoly, monopolistic competition and oligopoly.	2 Understanding 4 Analyze
CLO4	Determine profit maximizing price and output for a firm in monopolistic Competition.	2 Understanding 5 Evaluating
CLO5	Students are better able to understand marginal product of a factor.	2 Understanding 3 Applying
CLO6	Understand the definition and characteristics and types of factor of production.	2 Understanding 5 Evaluating

Mapping of CLOs with Pos & PSOs

Course Learning Outcomes	Programme Outcomes (POs)																Programme Specific Outcome (PSOs)	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PSO1	PSO2
CLO1	1					2		1				3			2		3	1
CLO2		1			3					2				2			1	2
CLO3			2					2			3		1				2	3
CLO4		2		3		3				2		1			2	3	1	2
CLO5					2				3				2				2	2
CLO6	1		3				2				2			3		2	2	3

1: High, 2: Medium, 3: Low

Branch Name:	B. com
Program Code:	CM101
Course Title:	Business Organization and Management-II
Course Code:	12-COE208-1C
Pre-requisite Course:	Understand the concepts of business organization and management.

Course Objectives:

1. To understand the concepts of business organization and management.
2. To Understanding Theories of Functional Areas of Management.
3. To Understanding practical of Financial Management.

Teaching and Examination Scheme:

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture (L)	Tutorial (T)	Practical (P)	Credit	Theory (Marks)		Practical (Marks)		Total (Marks)
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
4	--	--	4	50	50	--	--	100

Course Contents:

Sr. No	Topic	Total Hours	Weightage (%)
1	Management and Organization: The process of Management: Planning, Decision making, Strategy Formulation, Organizing, and Basic consideration: Departmentation- functional, Project, Matrix and Network, Delegation and Decentralization of Authority, Groups and Teams.	13	25%
2	Leadership, Motivation and Communication: Leadership: concepts and styles, Trait and Situational theory of Leadership. Motivation: Concept and Importance, Maslow Need Hierarchy Theory, Herzberg Two factors Theory. Communication: Definition, Importance of communication, Process and Barriers,	13	25%
3	Functional Areas of Management: 1 Marketing Management: Concepts of Market, Marketing, Marketing Management, Marketing Mix, Product Life Cycle, New product Development. Production Management: Definition, Objectives, Importance	13	25%
4	Functional Areas of Management: 2 Human Resource Management Definition of Human Resource Management, Features of HRM Functions of HRM, Qualities of Human Resource Manager, Financial Management: Meaning of Financial Management, Objectives of Financial Management, Source of Funds- Equity share, Preference share, Debenture, Role of SEBI.	13	25%

Text Books:

1. Business Organization and Management by Vijay Kumar Kaul.

Reference Books:

1. B.P Singh and A.K Singh, Essentials of Management, Excel Books.
2. Basu, C.R, Business Organization and Management, Mc Graw Hill Education.
3. Koontz and Weihrich, Essentials of Management, McGraw Hill Education.

List of Open Source Software/learning website:

1. https://www.youtube.com/watch?v=jiPYQd_EWvU
2. <https://www.youtube.com/watch?v=Z9Hh7lfGCiQ>

Course Learning Outcomes (CLO): On completion of this course, the students will be able to:

CLO	Description	Bloom's Taxonomy Level
CLO1	Describe how "motivation" operates in organizational behavior. And various theories of motivation.	1 remembering
CLO2	Explain various organizational structures and their history.	2 Understanding
CLO3	Understand the qualities of human resource manager and Main function of HRM.	2 Understanding
CLO4	Describe the various sources of business capital and identify how they used in business.	3 Applying, 2 Understanding
CLO5	Understanding concepts of motivations and different theories of motivations.	2 Understanding
CLO6	Explain organizing and different types of organization.	4 Analyzing

Mapping of CLOs with Pos & PSOs

Course Learning Outcomes	Programme Outcomes (POs)																Programme Specific Outcome (PSOs)	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PSO1	PSO2
CLO1	2			1		1			3			1		2	1	3	1	2
CLO2		1			2			3		2		3					2	2
CLO3			3				1							3		2	2	1
CLO4		3							2						2		1	3
CLO5					2					1	3		3				3	2
CLO6	1			3			2				2			1		3	2	3

1: High, 2: Medium, 3: Low

Branch Name:	B. Com
Program Code:	CM101
Course Title:	Business Statistics -II
Course Code:	12-MDC252-1C
Pre-requisite Course:	Fundamentals knowledge of Statistics.

Course Objectives:

1. To provide basic information to students about the Statistics and its development in the field of commerce.
2. To understand fundamental concepts in Linear Regression and Linear Programming.
3. To enable students mathematical probabilistic models for different problems, to analyze them and to interpret the results.

Teaching and Examination Scheme:

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture (L)	Tutorial (T)	Practical (P)	Credit	Theory (Marks)		Practical (Marks)		Total (Marks)
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
4	--	-	4	50	50	-	-	100

Subject Contents:

Sr. No	Topic	Total Hours	Weightage (%)
1	Sampling Methods: Meaning of Sample, Sampling & Population, Difference Between Population Survey V/s Sample Surveys, Characteristics of Ideal Sample. Sampling Methods: Probability & Non Probability Sampling Methods. -Simple Random Sampling, Stratified Random Sampling, Multistage Sampling, Cluster Sampling, Judgemental Sampling, Snow ball Sampling.(Theory Only).	13	25%
2	Statistical Quality Control (SQC): Concepts of Quality, Quality Control and Statistical Quality Control, Causes of Variation in Quality, Meaning, Uses and Advantages of SQC, Theory of Control Charts, Theory of Runs, Control Limits and Revised Control Limits, Types of Control Charts, Control Charts for Variables (X and R Charts) and Their Interpretations, Control Charts for Attributes (p, np and C Charts) and Their Interpretations.	13	25%
3	Index Number: Meaning, Definition, Characteristics, Uses and Limitations of Index Number, Methods of constructing price and quantity indices- Laspeyre's, Paache's, Fisher's, Dorbish-Bowely's and Marshal-Edgeworth's index numbers, Cost of Living Index number of Consumer price index number, Test of adequacyTime and Factor reversal tests, Chain-base index numbers, Base shifting splicing.	13	25%
4	Analysis of Time Series: Meaning and Scope of Time Series, Causes of variations in time series data, Components of a time series, Determination of Trend- Moving averages method and method of least squares for linear trend, Computation of Seasonal variations by the method of moving averages, Seasonal indices by Simple averages and ratio-to-moving averages methods.	13	25%

Text Books:**Reference Books:**

1. J.K.Sharma, Business statistics, Pearson, New Delhi
2. Gupta S.C., Fundamentals of Statistics, Himalaya Publishing house, Mumbai.
3. Sancheti and Kapoor , Business statistics , Sultan Chand And Sons , New Delhi
4. Trivedi & Trivedi: Business mathematics, Pearson India ltd. New Delhi.
5. Srivastava O.S; A text book of demography, Vikas Publishing
6. Ken Black, Business statistics, Jhon Wiley and sons (Asia) Pte. Ltd. Singapore

List of Open Source Software/learning website:

Course Learning Outcomes (CLO): On completion of this course, the students will be able to:

CLO	Description	Bloom's Taxonomy Level
CLO1	Enable students for understanding the importance of Basic Statistics.	2 Understanding
CLO2	Illustrate the different methods of Sampling Methods.	3 Applying
CLO3	Compare about the various types of methods of Index Number.	4 Analyzing
CLO4	Develop an idea about to create Linear Regression.	6 Creating
CLO5	Understanding the concepts of Time Series.	2 Understanding
CLO6	To describe basic Business Statistical Quality Control concepts.	1 Remembering

Mapping of CLOs with Pos & PSOs

Course Learning Outcomes	Programme Outcomes (POs)																Programme Specific Outcome (PSOs)	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PSO1	PSO2
CLO1	2			1			3			1			3				3	2
CLO2		1			3										3		2	2
CLO3			3				2		3		2			2		1	3	3
CLO4		2						1					3		3		1	2
CLO5					2	3					3						2	1
CLO6	1									2			2			3	2	3

1: High, 2: Medium, 3: Low

Branch Name:	B. Com
Program Code:	CM101
Course Title:	Communication Skills-II
Course Code:	12-AEC212-1C
Pre-requisite Course:	To learn Basics of Communication Skills.

Course Objectives:

- 1) The objective is to acquaint the students with the basic concepts and techniques of communication that are useful in developing skills communicating effectively.
- 2) In future students are being able to present their questions in written form in any organization or bank and help to get resolved their questions through effective writing skills.
- 3) The Objective is to get helps in writing effective business letters on topic like inquiry, reply and adjustment for the personal growth of any organization.

Teaching and Examination Scheme:

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture (L)	Tutorial (T)	Practical (P)	Credit	Theory (Marks)		Practical (Marks)		Total (Marks)
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
2	--	-	2	25	25	-	-	50

Course Contents:

Sr. No	Topic	Total Hours	Weightage (%)
1	Business Writing: • Business terms • Letter writing: ▪ Components - Lay-out - Types of business letters • Drafting of business letters : inquiry, reply , complaints Adjustments, placing orders & cancellation of orders	10	40%
2	Resume and Business Report Writing: • Guidelines for an effective Resume writing & Job application • Resume writing & Job application • Guidelines for drafting a report • Drafting Business reports	8	30%
3	Oral Communication: • Interview tips: What is an interview? Types of interview, Preparation before the interview, Tips while appearing • Business meetings: Introduction, tips for attending the meeting, drafting notice & Agenda, Drafting Minutes.	8	30%

Text Books:

Reference Books:

1. Business Communication Today- Bovee & Thill- Prentice- Hall, New Delhi.
2. Business Communication – Asha Kaul- Prentice- Hall, New Delhi.
3. Essentials of Business Communication- Rajendra Pal & J S Korlahalli- Sultan Chand & Sons, New Delhi.
4. Business correspondence & report writing- R.C. Sharma & Krishna Mohan- Tata McGraw Hill, New Delhi.
5. Contemporary English Grammar Structure & Composition- David Green- Macmillan.
6. Commercial Communication-I by B.S.Shah Prakashan, Ahmedabad.
7. A Resume writing Guide: A step by step workbook for creating a winning resume- Lisa Mc Grimmon.

List of Open Source Software/learning website:

Course Learning Outcomes (CLO): On completion of this course, the students will be able to:

CLO	Description	Bloom's Taxonomy Level
CLO1	Describe a well-structured resume or job application with the right policies and procedures for future work at their preferred location.	1 Remembering
CLO2	Analyze the developmental issues of any organization in a meeting with its proper form.	4 Analyzing
CLO3	Analyze report for any business area.	4 Analyzing
CLO4	Describe draft notice and minutes of meeting.	1 Remembering
CLO5	Demonstrate various tips to attend the meeting.	3 Applying
CLO6	Understand properly judge students interview at in any organization and get good position as well.	2 Understanding

Mapping of CLOs with Pos & PSOs

Course Learning Outcomes	Programme Outcomes (POs)																Programme Specific Outcome (PSOs)	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PSO1	PSO2
CLO1	1										1		2				2	1
CLO2		1			3		2		3					2	3		2	2
CLO3			3			1				2		3				2	3	2
CLO4		3		1				2									1	3
CLO5					2		3						1			3	2	2
CLO6	2								3			2			1		2	1

1: High, 2: Medium, 3: Low

Branch Name:	B. Com
Program Code:	CM101
Course Name:	National Service Scheme
Course Code:	12-VAC101-1C
Pre-requisite Course:	

Course Objectives:

- To understand the basic concept of NSS Regular Activities.
- To understand the Important of Soft Skills .
- To be able to understand the Leadership Skill, Communication Skill And Report Writing Skills.

Teaching and Examination Scheme:

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture (L)	Tutorial (T)	Practical (P)	Credit	Theory (Marks)		Practical (Marks)		Total (Marks)
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
--	-	4	2	--	--	25	25	50

Subject Contents:

Sr. No	Topic	Total Hours	Weightage (%)
1	NSS Regular Activities and Special Camping Programme - NSS Regular Activities – A Detailed Study - Adoption of villages, Contracting Village / Area Leader, Identification of Problems - Adoption of Slums, NSS Volunteers for Slums Work - Some Suggestions For Selecting of Slums - Objective and Contribution of the Special Camping Programs - Suggestive List of Activities During Special Camping - Environment Enrichment and Conservation - Health, Family and Nutrition Program, Social Service program	30	50
2	NSS Programmes and Soft Skills - Soft Skills – Basic Concepts - Importance of Soft Skills - Leadership Skills, Communication Skills and Writing Skills as Part of Soft Skills Development - Report Writing On the Basis of Your Institutional Activities - Basic Concepts and Components - Various NSS Programmes and Activities - National Calamities and National Emergencies, Urban Projects and Rural Projects - Institutional Work Campus Work , Orientation of NSS Volunteers	30	50

Reference Books:

- 1) National Service Scheme manual – 1998 and 2006
- 2) Principles and Practices of Management by L.M. Prasad

List of Open Source Software/learning website:

1. <https://nss.nic.in>

Branch Name:	B. Com
Program Code:	CM101
Course Title:	Computer Application-II
Course Code:	12-SEC232-1C
Pre-requisite Course:	Basics practical knowledge of Ms Word, Flash and Html.

Course Objectives:

1. To make the students aware regarding basic concepts of Ms Word Program.
2. To enable the students to have thorough knowledge of Ms word Program components Page Layout, Table, Mail merge and Format painter.
3. To provide basic conceptual knowledge about the Animation using Macromedia Flash8.

Teaching and Examination Scheme:

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture (L)	Tutorial (T)	Practical (P)	Credit	Theory (Marks)		Practical (Marks)		Total (Marks)
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
--	--	4	2	-	-	25	25	50

Course Contents:

LAB/Practical

- There are total 16 Practical for the students that are based on Ms Word, HTML and Macromedia Flash 8.

Course Learning Outcomes (CLO): On completion of this course, the students will be able to:

CLO	Description	Bloom's Taxonomy Level
CLO1	Enable students for understanding the importance of Web Page in business.	2 Understanding
CLO2	Illustrate the different types of Tab option in Ms word Program.	3 Applying
CLO3	compare about the various steps of Mail merge in Ms Word Program.	4 Analyzing
CLO4	Develop an idea about to create Mail merge for Students using Ms Word Program.	6 Creating
CLO5	Understanding the concepts of Macromedia Flash.	2 Understanding
CLO6	To describe basic word concepts like editing and formatting.	1 Remembering

Mapping of CLOs with Pos & PSOs

Course Learning Outcomes	Programme Outcomes (POs)																Programme Specific Outcome (PSOs)	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PSO1	PSO2
CLO1	2						1			3				1			3	2
CLO2		1			3							2					2	2
CLO3			3			2				1			2			3	2	1
CLO4				2				1							3		2	3
CLO5		2			2			3			2						1	2
CLO6	1						2						3		2		2	2

1: High, 2: Medium, 3: Low