

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- 1

Branch Name:	B.Com
Program Code:	CM101
Course Title:	Accountancy-I
Course Code:	11-COM201-1C
Pre-requisite Course:	Basics knowledge of accountancy up to 12 th Commerce.

Course Objectives:

- To make the students aware with Accounting treatment of various methods of sales.
- Special kinds of transactions like consignment, joint venture, single entry, hire purchase etc.
- Also give the fundamental knowledge of computerized accounting.

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	Consignment Accounting: Meaning, Parties in consignment business, Difference between consignment and sales, Normal loss Abnormal loss, Del-Credre Commission and its accounting treatment. Entries in the books of consignor and consignee and necessary ledger in both the parties.	13	25%
2	Joint Venture Accounting: Meaning, characteristic of Joint Venture. Difference between partnership and Joint venture. Difference between Consignment and Joint Venture, Accounting entries and necessary ledgers When separate set of books are maintained and separate set of books are not maintained by the partners.	13	25%
3	Accounting from Incomplete Records (Single Entry Accounting): Meaning and characteristics of single entry system, Forms of single entry system, difference between single entry and double entry system. Limitation of single entry system, Method of calculation of profit or loss under single entry system. (1) Comparison of Capital method (2) Conversion of Single Entry to double entry	13	25%
4	Computerized Accounting: Introduction of computer in accounting, Usefulness of computer in accounting (Advantages), Limitation of computer accounting, Accounting information system v/s Management information system, Selection of best accounting software for business. Tally software system, Versions of Tally software	13	25%

Text Books:

1. Accountancy -I : Prin. T.J. Rana and Others, 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

List of Open Source Software/learning website:**LAB/Practical**

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

CLO	Description	Bloom's Taxonomy Level
CLO1	Explain the basic concepts of accounting.	2 Understanding
CLO2	The student will get thorough knowledge on the accounting practice prevailing in Consignment Accounting and other allied aspects.	2 Understanding
CLO3	To applying the technical expertise in Computerized Accounting books of accounts.	3 Applying
CLO4	Prepare accounts using single entry bookkeeping.	3 Applying, 6 creatib
CLO5	Apply accounting methods of Joint Venture Accounting in practical approach.	3 Applying
CLO6	To aware with Accounting treatment of various methods of sales.	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		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:	Financial Accounting-I
Course Code:	11-COM202-1C
Pre-requisite Course:	Basics Financial Accounting up to 12 th Commerce.

Course Objectives:

1. Understand the concepts of partnership firm and prepare accounts for dissolution of a partnership firm.
2. Understand the Concepts and practical example Profit and Loss Prior to Incorporation and Purchase of Business Entries in the books of Company.
3. Understand the Concepts of company, Types of Company, Preparation of financial statement of company according to Companies Act 2013.

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	Dissolution of Partnership firm: Insolvency of partners including Garner Vs. Murray Case Piecemeal Distribution of Cash: Capital Surplus method and Maximum Loss Method	13	25%
2	(A) Profit and Loss Prior to Incorporation: Basic Concepts and practical example (Easy type just for explanation of concepts) (B) Purchase of Business: (Entries in the books of Company) Basic Concepts and practical example including settlement of debtors and creditors not taken over by the new company.	13	25%
3	Company Accounts: (A) Basic Theory of company: Nature and characteristics (Features) of company, Types of Company, Preparation of financial statement of company according to Companies Act 2013 (Only Structure of financial statement and Basic theory) (B) Accounts of Underwriting Commission: Basic concept and practical example including firm underwriting and journal entries in the books of company.	13	25%

4	Share Capital Transactions: Basic theory of Share, Share Capital, Types of Share, Types of share capital. Examples based on Issue of share for cash and other than cash, Forfeiture of shares and Example based on pro-rata allotment.	13	25%
---	--	----	-----

Text Books:

1. Financial Accounting-1 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.

List of Open Source Software/learning website:

1. <https://youtu.be/em4OCDiJDNc>
2. <https://youtu.be/VLSiL7jdbmM>

LAB/Practical

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

CLO	Description	Bloom's Taxonomy Level
CLO1	Understand the concepts of partnership firm and prepare accounts for dissolution of a partnership firm.	2 Understanding
CLO2	Describe and understand the accounting principles and recording of business transactions in Journal. Prepare ledgers and subsidiary books.	2 Understanding
CLO3	Understand the theoretical framework of company account.	2 Understanding
CLO4	Understand and apply the various methods of charging depreciation and valuation of stock. Prepare trial balance and evaluate the different errors in trial balance.	2 Understanding
CLO5	Understand the needs of preparing financial statements. Prepare and analyze the financial statements of a business with adjustment entries.	2 Understanding 4 Analyzing
CLO6	Understand the Share Capital Transactions Basic theory of Share, Share Capital, Types of Share, Types of share capital with Examples.	2 Understanding 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		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-I
Course Code:	11-COE203-1C
Pre-requisite Course:	Basics Economics up to HSC Commerce level.

Course Objectives:

1. To provide basic knowledge regarding various aspects of Business Economics.
2. To familiarize the students with the basic concept of microeconomics.
3. To make student understand the demand and supply analysis in business applications.

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)
			T	P	University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
4	--	-	4	-	50	50	-	-	100

Course Contents:

Sr. No	Topic	Total Hours	Weightage (%)
1	Introduction, Basic concepts & Definitions: Wealth oriented, welfare oriented, scarcity oriented definition of economics, nature and scope of economics, micro and Macro Economics, basic problems of economy; working of price mechanism.	13	25%
2	Elasticity of Demand : Concept and measurement of elasticity of Demand; price elasticity of demand, Income elasticity of demand and cross elasticity of demand; Importance of elasticity of Demand, Factor affecting elasticity of Demand.	13	25%
3	Production function Analysis: Concept of Production function; concept of Total, marginal and average product; Law of variable proportion; Iso-quants, properties of Iso-quants, economic regions and optimum factor combination: expansion path, ridge line ,Return to scale, Internal and External economies and diseconomies of scale,	13	25%
4	Cost theories and analysis: Cost function, private cost V/s social cost, short run and long run cost curves, Concept of Marginal, average and Total cost, relationship between marginal and average cost, traditional and modern approaches of costs.	13	25%

Text Books:

1. Basics of Economics, Sudhir Prakashan.
2. Principle of Economics. B.S.shah Prakasan

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. Stingler 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; ELBS Oxford

List of Open Source Software/learning website:

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

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 understand the concepts of cost, nature of production and its relationship to Business operations.	2 Understanding
CLO2	To apply marginal analysis to the "firm" under different market conditions.	3 Applying
CLO3	To analyze the causes and consequences of different market conditions.	4 Analyzing 5 Evaluate.
CLO4	To familiarize students with the production and cost structure under different stages of production.	2 Understanding 3 Applying,
CLO5	Students will perceive the knowledge about Economics at Micro level and various economic concepts such as Opportunity cost, Marginal Concepts, Demand Function and Law of Variable Proportion.	2 Understanding
CLO6	Understand the links between production costs and the economic models of supply.	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		2			2		1		3	2
CLO2		1			3		3											
CLO3			2						2					3			2	1
CLO4		3		1							2		2				1	
CLO5					1									3				2
CLO6	1						3					2				2	2	3

H: High, M: Medium, L: Low

Branch Name:	B.com
Program Code:	CM101
Course Title:	Business Organization and Management -I
Course Code:	11-COE204-1C
Pre-requisite Course:	To understand the concepts of business organization and management.

Course Objectives:-

1. To provide basic knowledge to students about the fundamentals principles and theories and its applications in the field of commerce.
2. Enable them to analyze and understand the environment of the organization.
3. To help the students to develop cognizance of the importance of management principles.
4. To study the system and process of effective controlling in the 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	
4	--	--	4	50	50	--	--	100

Course Contents:

Sr. No	Topic	Total Hours	Weightage (%)
1	Basic concept : Business Organization: Definition, Concept, Characteristics, Objectives, Significance, Components, Functions. Business ethics, Social responsibilities of Business, Promotions of Business: Meaning, Functions, Stages of Promotion. Forms of Business Organization: Detailed Study of Sole Proprietorship and Partnership.	13	25%
2	Business Enterprises: 1 Forms of business organization: Sole Proprietorship, Joint Hindu Family Firm, Partnership Firm, Joint Stock Company, Cooperative Society, Limited Liability Partnership, Choice of forms of Organization	13	25%
3	Business Enterprises: 2 Public Enterprises: Definition of Public Enterprises, Importance of Public Enterprises, Forms of Public Enterprises, Advantages and Disadvantages of Public Enterprises. International Business: Meaning of International Business, Objectives of International Business, and Role of Various Government Organization for the development of International Trade, Concept of Multinational Corporations.	13	25%
4	Foundation of Indian Business: Introduction of Indian industries, Agriculture, Industrial and Service sectors, Definition of Small and Medium Enterprise, Its importance, Problems of Indian Government and Policy,	13	25%

Text Books:-**1. Business Organisation and Management By P. C. Tulsian****Reference Books:**

1. Chhabra, T.N; Business Organization and Management, Sun India Publication, New Delhi.
2. Gupta C.B. Modern Business Organization, Mayur Paperbacks, New Delhi.
3. Kaul, V.K; Business Organization and Management, Pearson Education, New Delhi.

List of Open Source Software/learning website:

1. <https://www.youtube.com/watch?v=BfdNnBAPnmY>
2. <https://www.youtube.com/watch?v=vQHDnJMoyfc>

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

CLO	Description	Bloom's Taxonomy Level
CLO1	Understand the concepts related to Business. And Demonstrate the roles, skills and functions of management.	2 Understanding
CLO2	Describe ethics in business and corporate social responsibility of business.	1 Remembering
CLO3	Explain research skills including the retrieval of information from variety of business, commerce and economics sources.	2 Understanding
CLO4	State the importance of complexities associated with management of human resources in the organizations and integrate the learning in handling these complexities.	3 Applying, 2 Understanding
CLO5	To make aware about multinational companies and international business.	1 Remembering
CLO6	Understand the importance and role of Business Combinations. Remember and understand Rationalization. Understand and analyses Stock Exchanges.	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							3			2		3		1		2	2
CLO2		1			2											2	1	3
CLO3			3						2		1				2		2	1
CLO4		3					2						2			3	1	3
CLO5					2							3					3	2
CLO6	1		3					2						3			2	2

1: High, 2: Medium, 3: Low

Branch Name:	B.Com
Program Code:	CM101
Course Title:	Business Statistics -I
Course Code:	11-MDC251-1C
Pre-requisite Course:	Basics knowledge of Statistics.

Course Objectives:

1. To enable students to apply rules and algorithm of probability and statistics in various logical problems.
2. To understand fundamental concepts in probability and statistics.
3. To provide basic information to students about the theoretical aspects of statistics and its usefulness in the field of commerce.

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	Introduction of Data & Data Classification: - Meaning of Data, Collocation of data (Primary & Secondary Data), and Classification of data. Meaning & Examples of Qualitative & Quantitative Data. Diagrammatic & Graphical Representation of Data.	13	25%
2	Measures of Central Tendency: - Mean, Mode, Median, Dispersion, Range, Quartile Deviation, Mean Deviation, Standard deviation, Measures of Skewness. (Theory & Examples).	13	25%
3	Linear Correlation: Concept of bivariate data, definition and types of correlation, definition of correlation coefficient(r), its properties and interpretation of values of r, Methods of finding correlation coefficient by using Karl Pearson method for bi-variate data and for frequency distribution data, Spearman's method for finding rank correlation coefficient for repeated and non repeated ranks.	13	25%
4	Linear regression : Introduction, Regression model, Fitting of Regression line, utility of the study of regression, Coefficient of determination.	13	25%

Text Books:**Reference Books:**

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

List of Open Source Software/learning website:**LAB/Practical**

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 types of Classification.	3 Applying
CLO3	Compare about the various types of methods of Classification.	4 Analyzing
CLO4	Develop an idea about to create Linear Correlation.	6 Creating
CLO5	Understanding the concepts of Linear Correlation.	2 Understanding
CLO6	To describe basic Demographic statistics 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		2			3		1		3	2
CLO2		1			3		2										1	3
CLO3			3						3					2			2	1
CLO4		2		1							3		2				1	2
CLO5					2									3			3	2
CLO6	1						3					2				2	2	3

1: High, 2: Medium, 3: Low

Branch Name:	B. Com
Program Code:	CM101
Course Title:	Communication Skills-I
Course Code:	11-AEC211-1C
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 and communicating effectively.
2. It helps the Students to learn all the useful components, ways and techniques of communication to communicate well with others.
3. It helps to better understand the communication process between two organizations or individuals and remove the obstacles in the process.
4. it helps to know how good communication helps to aim at making everyone concerned aware of the goal which the organization wants to achieve and how this good communication helps to achieve the goal very well.

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	Introduction to communication: - History of communication. - Definitions of communication. - Nature of Communication - Process of communication - Importance of communication - Communication Gap - Barriers in communication	10	40%
2	Various Aspects of Communication: - Modes of Communication - Types of communication. - Objectives of communication. - Seven C's in communication. 4 S's in Communication. - Principles for effective communication. - Characteristics of communication - Four Skills for communicative ability	8	30%
3	Vocabulary & Composition: - Précis writing - Translation from English to Gujarati/Hindi - Antonyms & Synonyms - Making sentences using words - Leave Applications - Letters to the Banks	8	30%

Text Books:

1. Commercial Communication-I by B.S.Shah Prakashan, Ahmedabad.

Reference Books:

1. A Resume writing Guide: A step by step workbook for creating a winning resume, Lisa Mc Grimmon.
2. Business Communication – Asha Kaul- Prentice- Hall, New Delhi.
3. Business Communication Today- Bovee & Thill- Prentice- Hall, 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. Essentials of Business Communication- Rajendra Pal & J S Korlahalli- Sultan Chand & Sons, New Delhi.

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

CLO	Description	Bloom's Taxonomy Level
CLO1	Describe the basics of grammar without error.	1 Remembering
CLO2	Compare between the process of listening and hearing.	4 Analyzing
CLO3	Analyze information learnt about communication to become a good communicator.	4 Analyzing
CLO4	Describe the usage of reading and writing skills.	1 Remembering
CLO5	Demonstrate the language skills.	3 Applying
CLO6	Understand Vocabulary & Composition.	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					1			1				2	2	1
CLO2		1			3	2							2		3		2	2
CLO3			2					2			2					1	3	2
CLO4		3					3			3				1			1	3
CLO5					2	1						3			2		3	1
CLO6	1		3					3								2	2	3

1: High, 2: Medium, 3: Low

Branch Name:	B. Com
Program Code:	CM101
Course Name:	Yoga and Meditation
Course Code:	11-IKS101-1C
Pre-requisite Course:	

Course Objectives:

- To understand the basic concept of Sectional Breathing.
- To understand the concept of Pranava Manta.
- To be able to understand the Mental, Emotional, Physical, Social and Spiritual Health.

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	Breathing Practices and Pranayama - Sectional Breathing(Abdominal, Thoracic and Clavicular) - Yogic Deep Breathing - Concept of Puraka, Rechaka, and Kumbhaka - Concept of Bandha and Mudra - Anulmoa Viloma/Nadi Shodhana - Shitali, Bhramari Key Words: Sectional Breathing, Deep Breathing, Bandha & Mudra, Shitali, Bhramari.	30	50
2	Practices Leading to Meditation - Recitation of Pranava Manta - Recitation of Hymns, In Vocations and Prayers - Anter Maun - Breath Meditation - Om Dhyana Key Words: Pranav Mantra, Antermaun, Breath meditation, Om Dhyana.	30	50

Reference Books:

- 1) Singh S.P & Yogi Mukesh: Foundation of Yoga, Standard Publication, New Delhi, 2010
- 2) Sarswati, Swami Satyanand : Asana, Pranayama, Mudra, Bandha (APMB), Yoga Publication Trust, Munger, 2013
- 3) Ishwar Bhardwaj: Saral Yogasana, satyam Publishing House, New Delhi, 2018.

List of Open Source Software/learning website:

1. <https://sahayji.com/hathayoga-course>
2. <https://theyogagainstitute.org/>
3. www.rishikeshnathyogshala.com

Branch Name:	B. Com
Program Code:	CM101
Course Title:	Computer Application-I
Course Code:	11-SEC231-1C
Pre-requisite Course:	Basics knowledge of Computer.

Course Objectives:

1. To make the students aware regarding basic concepts of computer with practical application.
2. To enable the students to have thorough knowledge of computer hardware, software, its components and operating system.
3. To provide basic conceptual knowledge about the computer systems and information technology.

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)
			T	P	University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
2	--	-	2	-	25	25	-	-	50

Course Contents:

Sr. No	Topic	Total Hours	Weightage (%)
1	Basic Anatomy of Computer ❖ What is Computer? ❖ Characteristics of a Computer ❖ Classification of Computer (A) Analog, Digital, Hybrid, Micro, Mini, Main, Super (B) PC-Desktop, Laptop and palmtop ❖ Applications of a Computer ❖ Block diagram of computer ❖ Parts of a standalone computer: CPU, RAM, ROM, Keyboard, Monitor, Mouse, HDD, CD-ROM, Pen Drive ❖ Printers ❖ What is Hardware and Software?	10	40%
2	Basic Internet & HTML & Email Communication ❖ Types of Networking (LAN, MAN, WAN) ❖ What is Internet and its advantages ❖ Modem and ISP ❖ Search Engine & Web Browser ❖ WWW, E-Mail ❖ Introduction to HTML ❖ HTML Document (Structure) ❖ Creating a Simple Web Page using following Tags ❖ <!... ,
 , <p> , , <i> <u> , <tt> , , , ❖ Anchor Tag ❖ Hyper Link ❖ Google email overview ❖ use of Google calendar ❖ Google drive, Google forms	8	30%
3	Introduction To Word	8	30%

❖ What is Word processing?		
❖ Advantages of Word processing		
❖ Starting Word-2003 and its parts		
❖ Basic operations on a document • Typing, Saving, Printing, Print preview, Opening, Closing a document and Saving a document with new name		
❖ Editing a document • Cursor Movement, Selected text, Deleting text, Replacing text, Undoing and Redoing changes, Moving to a specific page • Move and Copy text		
❖ Formatting text and paragraph • Alignment, Font dialog box, Bullets and Numbering, Controlling paragraph, Indents, line spacing, Border and shade, Inserting date / time		
❖ Finding and Replacing a text		

Text Books:

1. C.S.V.Murthy, 2001, Fundamentals of Computers, 1st Edition, Himalaya publishing House.
2. LP Editorial Board, Fundamentals of Computer, 1st Edition, Law Point Publishers.

Reference Books:

1. V.RAJARAMAN, 2002, Fundamentals of Computers, 3rd Edition, Prentice Hall of India.
2. Marilyn W. Meyer and Roberta L. Baber, Computers in your future, 2nd Edition Prentice Hall of India.
3. Fundamentals of Computer & Its Application Part-I, Dr. A.M.Patel, Pankaj Pandya, Kiran Desai
4. IT Tools & Applications, Taxali R.K., TMH.
5. World Web Design with HTML, C. Xavier, TMH.

List of Open Source Software/learning website:

1. <https://www.youtube.com/watch?v=yHIip25ryow>
2. https://www.youtube.com/watch?v=eEo_aacpwCw

LAB/Practical

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 computers in business.	2 Understanding
CLO2	Illustrate the different types of operating systems.	3 Applying
CLO3	Compare about the various types of computer system and networking.	4 Analyzing
CLO4	Develop an idea about to create webpage using Html.	6 Creating
CLO5	Understanding the concepts of E-mail and Google Form.	2 Understanding
CLO6	To describe basic word 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						2			1				3	1		3	2
CLO2		1			3				2			2				3	1	2
CLO3			3			1				3	2					2	2	3
CLO4		3		3				2					3	2			1	1
CLO5					2		3		2							3	3	2
CLO6	1											3			2		2	3

1: High, 2: Medium, 3: Low