## B.Com. (Information System Management)-Semester-I & II – CBCS-(Syllabus)

### 1. English (DSC)     BCE-11

| Unit | Content |
|------|---------|
| I | **PROSE**<br>I) Commerce Education: Key to Prosperity and Security - Dr. Manjushree Sardeshpande<br>II) Dhirubhai Ambani<br>III) A R Rahman<br>IV) The Romance of a Busy Broker by O. Henry |
| II | **Poetry**<br>I) Stay Calm - Grenville Kleiser<br>II) All the World's A Stage - William Shakespeare<br>III) Trees - Joyce Kilmer<br>IV) Bright Star - John Keats |
| III | **Grammar**<br>I) Articles<br>II) Parts of Speech<br>III) Word Formation |
| IV | **Communication and Writing Skills**<br>I) letter Writing<br>II) Report Writing<br>III) Resume |
| V | **Soft Skills**<br>I) Critical, Creative and Positive Thinking<br>II) Building Relationship Skills<br>III) Problem Solving Skills<br>**Skill Enhancement Module**<br>How to open a DMAT account<br>**How to write a letter to company letter** |

**Reference Books:**

1.     Intermediate English Grammar - Raymond Murphy (Cambridge University Press)

2.     Advanced English Grammar - Martin Hewings (Cambridge University Press)

3.     'Expressions' by Dr.UdayNavalekar, Published by Pimpalapure Book Distributors

4.     A Course in English Grammar - R.N Bakshi (Orient Blackswan

## 2. Business Communication Skill in English (AEC) BCE-11

**Course Outcomes of AEC:**

The students will be able to:

1) The learners will learn to understand and interpret any text they are reading from

2) different perspectives

3) The interest of learners in listening to and watching good quality audio and visual media will be aroused.

4) Learners will acquire proficiency in the skills of listening, speaking, reading and writing that will help them meet the challenges of the world.

5) The learners will develop good oral and written skills of communication in the English language.


## COURSE MATERIAL: DEVELOPING COMPREHENSION SKILLS IN ENGLISH

A) Reading Skills

- Skimming and Scanning
- Language Structure
- Note Making
- Summary Writing
- Guessing Meanings of Words
- Drawing Inferences

Unit - I
   A) Prose
   i)      The students will have to answer THREE out of FOUR short answer questions of 2 marks each.                    =6Marks
    ii) The students will have to answer ONE out of THREE long answer questions of 6 marks each.
6Marks

 Unit - II
    B) Poetry
i) The students will have to answer THREE out of FOUR short answer questions of 2 marks each.
=6Marks
       ii) The students will have to answer ONE out of THREE long answer questions of 6 marks each.
       =6Marks

Unit - III
       Grammar
       I)      Articles                                          3 Marks
       II)     Parts of Speech                                   6 Marks
       III)    Word Formation                                    3 Marks
Unit - IV
       Communication and Writing Skills
       I)      letter Writing 4 Marks
       II)      Report Writing 4 Marks
       III)    Resume 4 Marks
Unit - V Soft Skills
       I)      Critical, Creative and Positive Thinking          4 Marks
       II)      Building Relationship Skills                     4 Marks
       III)    Problem Solving Skills                            4 Marks
       Multiple Choice Questions
       The Student will have to answer 10 MCQs based on Unit I and II (each MCQ carries 2 Marks)
 20 Marks Internal Assessment (SEM) I) Assignment 10 Marks II) Class Test 10 Marks

## Syllabus prescribed for 1ˢᵗ Year Under Graduate Programme

| Programme : Bachelor of Commerce (Accounting & Finance) | | Semester I |
|---|---|---|
| Code of the Course/Subject | Title of the Course/Subject | Total Number of Periods |
| BAF-03 | Marathi | 45 |

**अभ्यासपत्रिकेचीनिष्पती(COs) :**

१. नेमलेल्या साहित्यातून जीवनदर्शन, समकालीन व्यवहार जाणीवा यांची माहिती होईल.

२. वैचारिक, ललित, कविता वा विविध वाड्.मय प्रकाराचे ज्ञान होईल. या वाड्.मय प्रकाराचे वेगळेपण जाणून घेतील तथा या मधील साम्य भेदाचे आकलन होईल.

३. वैचारिक गद्या तून भाषेच्या सर्जनशील रूपाचे विद्यार्थ्यांना आकलन होईल. तरीच चारित्र्य विषय असलेल्या थोर व्यक्तींच्या जीवनकार्यातून विद्यार्थ्यांना प्रेरणा मिळेल आणि संकटावर मात करून जीवनात यशस्वी होता येते हा विचार त्यांच्या मनी रूजेल.

४. ललित कलाकृतींच्या वाचनातून आनंद, बोध, ज्ञान इत्यादींची प्राप्ती होऊन विद्यार्थ्यांच्या जीवनविषयक जाणिवा समृद्ध होतील.

५. वैचारिकता, तात्विकता, काव्यात्मकता, भावनात्मकता, सामान्य गोष्टीतील असामान्यत्वाचे दर्शन यातून विद्यार्थ्यांचा दृष्टीकोण संपन्न होईल.

६. विविध प्रकारच्या साहित्याचे आकलन, वर्णन, आस्वादन, विश्लेषण आणि मूल्यमापन करण्याची क्षमता वाढून विद्यार्थ्यांची अभिरूची विकसित होईल.

७. या वाड्.मय प्रकारातून विविध प्रकारचे नीतिमूल्ये, जीवनमूल्ये, यांची शिकवण विद्यार्थ्यांना मिळेल, त्याचा उपयोग उत्तम रितीने जिवन जगण्यासाठी होईल.

८. 'उपयोजित' घटकाच्या माध्यमातून विविध प्रकारची कौशल्ये त्यांच्यात निर्माण होतील व ते रोजगारक्षम होतील.

९. विचारवंत, लेखक, कवी होण्यासाठी हे अध्ययन प्रेरक ठरेल, सहाय्यभूत ठरेल. यातून विद्यार्थी भाषेचा सर्जनशील वापरक साक्षराबाहे समजून घेतील व विविध प्रकारातील साहित्य निर्मिती करतील. तरीच व्यवहारिक उपयोजन करून रोजगारक्षम होतील.

| अ.क्र.<br>Sr.No. | घटक<br>Content | अध्यापन तासिका<br>(No. of Periods) |
|---|---|---|
| **विभाग - अ** | **वैचारिक** | १२ |
| १) | दुःखाक्रांत लेंकी येणें - म्हाइंभट | |
| २) | धर्मनिरपेक्षता आणि शिवाजी - नरहर कुरूंदकर | |
| ३) | डॉ.बाबासाहेब आंबेडकरांचे पाणी विषयक धोरण - प्रल्हाद लुलेकर | |
| ४) | भारताचे आर्थिक स्वातंत्र्याचे योद्धे : श्री लक्ष्मणराव किर्लोस्कर <br> - अनंत मराठे | |
| **विभाग - ब** | **ललित** | ११ |
| १) | आज्ञापत्र - रामचंद्रपंत अमात्य | |
| २) | मरी आईचा गाडा - अण्णा भाऊ साठे | |
| ३) | आधार - बाबाराव मुसळे | |
| ४) | पळस पताका - विजय दळवी | |
| **विभाग - क** | **कविता** | ११ |
| १) | इवलेंसे रोप लाविले द्वारी - संत ज्ञानेश्वर | |
| २) | पंढरी वर्णन - शाहीर प्रभाकर | |
| ३) | विद्यार्थ्याप्रत - केशव सुत | |
| ४) | उषःकाल होता होता - सुरेश भट | |
| ५) | साहेबराव पाटील - विठ्ठल वाघ | |
| ६) | आविष्कार - सुदाम सोनुले | |
| ७) | देवमातीची थांब - गोविंद गायकी | |
| **विभाग - ड** | **उपयोजित मराठीSkill Enhancement Module** | |

| | | |
|---|---|---|
| १) कार्यालयीन पत्रव्यवहार – | | ११ |
| २) स्व-परिचय पत्र व नोकरी साठी अर्जलेखन | | |

अभ्यासक्रमा साठी नेमलेले पाठ्यपुस्तक – **'अक्षरलेणी** ' भाग-१ (सत्र-१ व सत्र-२) (संपादित)
प्रकाशकाचे नाव : राघव पब्लिशर्स अँड डिस्ट्रीब्युटर्स, नागपूर
(विभाग 'अ', 'ब' आणि 'क' साठी)
**उपयोजित मराठी** - संपादक डॉ. केतकी मोडक, संतोष शेणई,
सुजाता शेणई - पद्मगंधा प्रकाशन, पुणे या पुस्तकातील
प्रकरण ३ रे- कार्यालयीन पत्रव्यवहार - डॉ.कल्याणी दिवेकर
प्रकरण ४ थे- स्व-परिचय पत्र व नोकरी साठी अर्जलेखन -
डॉ.भूषण केळकर.

| Code of the Course/Subject | Title of the Course/Subject | Total Number of Periods |
|---|---|---|
| BAF-03 | **Marathi (Business Communication Skill in Marathi) AEC** | 15 |

### 'मराठी भाषिककौशल्ये : संभाषणकौशल्ये'

**उद्दिष्टे**
१. विद्यार्थ्यांच्या भाषिक क्षमतांचा विकास करणे.
२. संभाषण कौशल्ये विकसित करणे.
३. मराठी भाषेचे उपयोजन लक्षात घेणे.
४. विविध व्यवसायातील संधी लक्षात घेणे.
५. मराठी भाषेच्या वैशिष्ट्यांची ओळख करून घेणे.

**उपयोगिता**
१. संभाषण कौशल्य विकासाला सहाय्य होईल.
२. मराठी भाषाक्षमतेच्या वाढीस मदत होईल.
३. संभाषण क्षेत्राची दारे खुली होतील.
४. विविध व्यवसाय क्षेत्रात संधी उपलब्ध होईल.

**अभ्यासघटक**

'व्यक्तित्वविकासासाठी : संभाषण व लेखनकौशल्ये' - (संपादक : डॉ.पृथ्वीराज तौर, डॉ.शीलेंद्र लेंडे, डॉ.वंदना महाजन), अर्थय पब्लिकेशन्सहे संपादित पुस्तक या अभ्यासक्रमासाठीनेमलेले आहे.

**संभाषणकौशल्ये -**
१. संभाषणकौशल्ये - राजेंद्र दत्तात्र यथोरात
२. सूत्रसंचालन - प्रतिभा कदम /जतीन कदम
३. मुलाखत - शीलेश त्रिभुवन / रवींद्र बेम्बरे
४. वक्तृत्व - पुंडलिक कोलते

| विभाग - अ | वैचारिक | – | २० गुण |
|---|---|---|---|
| विभाग - ब | ललित | – | २० गुण |
| विभाग - क | कविता | – | २० गुण |
| विभाग - ड | उपयोजित मराठी | – | २० गुण |

**प्रश्ननिहायगुणविभागणी :-**
| | | | |
|---|---|---|---|
| प्रश्न १ | वैचारिक विभाग | :- दीर्घोत्तरी एक प्रश्न | १० गुण |
| प्रश्न २ | वैचारिक विभाग | :- लघुत्तरी एक प्रश्न | ०५ गुण |
| प्रश्न ३ | ललित विभाग | :- दीर्घोत्तरी एक प्रश्न | १० गुण |
| प्रश्न ४ | ललित विभाग | :- लघुत्तरी एक प्रश्न | ०५ गुण |
| प्रश्न ५ | कविता विभाग | :- दीर्घोत्तरी एक प्रश्न | १० गुण |
| प्रश्न ६ | कविता विभाग | :- लघुत्तरी एक प्रश्न | ०५ गुण |
| प्रश्न ७ | उपयोजित मराठी | :- दीर्घोत्तरी एक प्रश्न | १० गुण |
| प्रश्न ८ | उपयोजित मराठी | :- लघुत्तरी एक प्रश्न | ०५ गुण |

(वरील सर्व प्रश्नांना अंतर्गत पर्याय राहतील.)

**वस्तुनिष्ठ प्रश्न** -उपरोक्त अभ्यासक्रमातील विभाग 'अ' व 'ब' यावर प्रत्येकी    २० गुण

०३ प्रश्न आणि विभाग 'क' व 'ड' यावर प्रत्येकी ०२ प्रश्न
वस्तुनिष्ठ स्वरुपाचे असे एकूण १० बहुपर्यायी प्रश्न विचारले
जातील. प्रत्येक प्रश्नास ०२ गुण या प्रमाणे हा प्रश्न २० गुणांचा असेल.

**विभाग 'ड'** साठी संदर्भग्रंथ म्हणून ●उपयोजित मराठी – संपादक डॉ.केतकी मोडक, संतोष शेणई, सुजाता शेणई – पद्मगंधा प्रकाशन, पुणे या पुस्तकातील **प्रकरण ३ रे** कार्यालयीन पत्रव्यवहार व **प्रकरण ४ थे** – स्व-परिचय पत्र व नोकरी साठी अर्ज लेखन या प्रकरणावर १० गुणांचा ०१ दीर्घोत्तरी व ०५ गुणांचा ०१ लघुत्तरी प्रश्न विचारल्या जाईल.

कौशल्य विकासावर आधारीत अंतर्गत मूल्यमापन :-                    -           २० गुण

  ● गुण विभागणी
  १) घटक चाचणी (Class Test) - ०२          -      १० गुण
  २) स्वाध्याय (Home Assignment) - ०२     -      १० गुण

प्रश्नपत्रिकेचे प्रारूप – एकूण गुण २५
अंतर्गत मूल्यांकन AEC  - २५ गुण
घटक चाचणी    - १   - १० गुण
गृहपाठ        -     - १० गुण
चर्चासत्र      -     - ०५ गुण

  (अभ्यास पत्रिकेतील सर्व घटकांवर प्रश्न विचारण्यात येतील)

## 5. Basics of Accounting (DSC) BCE-13

| CO | Course Outcome |
|---|---|
| 1 | Demonstrate a fundamental understanding of accounting principles and concepts, including the accounting equation, double-entry accounting, and the role of accounting in business. |
| 2 | Apply accounting principles to record and classify business transactions, prepare basic financial statements (income statement, balance sheet), and interpret financial data. |
| 3 | Analyze and evaluate the financial performance of a business by calculating and interpreting financial ratios, understanding cash flow, and identifying areas for financial improvement. |
| 4 | Comprehend ethical considerations in accounting, including the importance of accuracy, transparency, and adherence to accounting standards, and evaluate the impact of accounting on decision-making and financial reporting. |

**Unit 1: Introduction to Accounting**

Definition and Role of Accounting, Accounting Principles and Concepts, Accounting Equation, Types of Business Entities, Accounting Cycle, Double-Entry Accounting, Chart of Accounts, Ethical Issues in Accounting

**Unit 2: Recording Transactions**

Debits and Credits, Journal Entries, General Ledger, Trial Balance, Adjusting Entries, Accrual Accounting, Prepaid and Unearned Revenue, Closing Entries

**Unit 3: Financial Statements**

Income Statement, Statement of Retained Earnings, Balance Sheet, Statement of Cash Flows, Financial Statement Analysis, Accounting Ratios, Cash vs. Accrual Accounting, Interpreting Financial Statements

**Unit 4: Accounting for Assets and Liabilities**

Accounts Receivable and Bad Debt, Inventory Valuation, Property, Plant, and Equipment, Intangible Assets, Current and Non-current Liabilities, Bonds and Long-Term Debt, Leases and Contingent Liabilities, Accounting for Income Taxes

**Unit 5: Control and Evaluation**

Cost Accounting, Budgeting and Forecasting, Accounting for Non-Profit Organizations, International Accounting Standards, Ethics in Accounting and Reporting, Audit and Assurance Services, Fraud Examination, Recent Developments in Accounting

**Reference Books: -**

1. Gupta, M. C. (2020). Fundamentals of Financial Accounting. New Delhi Publishers.

2. Agarwal, S. K. (2018). Principles and Practices of Accounting. Mumbai Books.

3. Reddy, G. V. (2017). Managerial Accounting: Concepts and Applications. Bangalore Publications

4. Jain, P., & Mehta, R. (2019). Advanced Financial Accounting and Reporting. Chennai Press

5. Sharma, A., & Kumar, S. (2016). Cost Accounting: Principles and Practice. Delhi Prints.

6. Kapoor, N., & Verma, R. (2021). Accounting for Business Decisions. Hyderabad Publications.

### 6. Principles of Business Management (DSC)        BCE-14

| CO | CourseOutcome |
|---|---|
| 1 | Understand the fundamental principles of management, including the functions of planning, organizing, leading, and controlling, and their application in various organizational settings. |
| 2 | Analyze and apply management theories and concepts related to organizational structure, culture, and decision-making processes. |
| 3 | Demonstrate effective leadership and team management skills, including the ability to lead, motivate, and communicate with team members to achieve common goals. |
| 4 | Comprehend the ethical and social responsibilities of management, including ethical decision-making, corporate social responsibility, and the impact of globalization on management practices. |

**Unit 1: Introduction to Management**

Definition and Nature of Management, The Role of Managers in Organizations, Functions of Management: Planning, Functions of Management: Organizing, Functions of Management: Leading, Functions of Management: Controlling, Levels of Management, Historical Evolution of Management Theories

**Unit 2: Management and Decision-Making**

The Decision-Making Process, Types of Managerial Decisions, Decision-Making Models and Techniques, Problem Solving and Critical Thinking, Ethical Decision Making, Risk and Uncertainty in Decision Making, Group Decision Making, Creativity and Innovation in Decision Making

**Unit 3: Organizational Structure and Design**

Types of Organizational Structures, Span of Control and Centralization, Organizational Culture and Values, Theories of Management and Leadership, Decision Making and Problem Solving, Team Dynamics and Group Behavior, Communication and Conflict Resolution, Managing Diversity in Organizations

**Unit 4: Organizational Structure and Design**

Types of Organizational Structures, Span of Control and Centralization, Organizational Culture and Values, Theories of Management and Leadership, Decision Making and Problem Solving, Team Dynamics and Group Behavior, Communication and Conflict Resolution, Managing Diversity in Organizations

**Unit 5: Contemporary Management Issues**

Innovation and Change Management, Managing in a Global Environment, Social Responsibility and Ethics, Corporate Governance, Quality Management and Total Quality Management (TQM), Strategic Management and Planning, Project Management, Entrepreneurship and Intrapreneurship

**Reference Books:**

1. Verma, A. (2020). Principles of Management. New Delhi Books.

2. Kapoor, N. (2018). Organizational Behavior and Management. Mumbai Publishers.

3. Reddy, G. V. (2017). Human Resource Management: Concepts and Applications. Bangalore Publications.

4. Sharma,      M.,     &     Mehta, R.     (2019). Strategic      Management:   Planning and Implementation. Chennai Press.

5. Agarwal, S., & Kumar, A. (2021). Operations Management: Theory and Practice. Hyderabad Prints.

6. Jain, P., & Verma, R. (2016). Leadership and Change Management in Organizations. Delhi University Press.

### 7. Information System  BCE-15

| CO | CourseOutcome |
|---|---|
| 1 | Understand the role of information systems in organizations, including the various types of information systems,their components,and their impact on business processes. |
| 2 | Analyze and evaluate hardware and software components used in information systems, with an emphasis on their functionalities and how they contribute to organizational efficiency. |
| 3 | Apply database management principles and tools for data storage and retrieval, including the design,querying, and management of database to support business operations. |
| 4 | Evaluate the importance of information security,ethical considerations, and data privacy in information systems, and demonstrate an understanding of emerging technologies in the field. |

**Unit 1: Introduction to Information Systems**

Role and Importance of Information Systems, Types of Information Systems, Components of Information Systems, Information Systems Development, Ethical and Social Issues in IS, Information Systems in Business, Trends in Information Technology, IT Governance and Management

**Unit 2: Hardware and Software**

Computer Hardware and Software, Data Storage and Retrieval, Networking and Connectivity, Operating Systems, Cloud Computing, Mobile Technologies, Information Systems Security, Emerging Technologies

**Unit 3: Database Management and Business Applications**

Introduction to Databases, Database Design and Modeling, SQL and Querying, Database Management Systems, Business Software and Applications, Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Information Systems Security and Privacy

**Unit 4: Data Analysis and Decision Support**

Business Intelligence and Analytics, Data Warehousing and Mining, Reporting and Dashboards, Data Visualization, Decision Support Systems, Artificial Intelligence and Machine Learning, Big Data Analytics, Business Process Automation

**Unit 5: Information Systems Strategy and Management**

IT Strategic Planning, Project Management in IS, IT Service Management (ITSM), IT Risk Management, Change Management, Business Process Management, Global Information Systems, Emerging Trends in Information Systems

**Reference Books:**

1. Singh, R. (2019). Management Information Systems. New Delhi Books.

2. Mehta, A., & Reddy, S. (2020). Introduction to Information Systems. Mumbai Publishers.

3. Verma, M. (2018). Business Information Systems: Concepts and Applications. Chennai Press.

4. Agarwal, P., & Gupta, N. (2017). Data Management and Analysis: A Practical Guide. Bangalore Publications.

5. Kapoor, V., & Joshi, P. (2021). E-Commerce and Information Technology. Hyderabad Prints.

6. Sharma, G., & Kumar, A. (2016). Information Systems Security and Ethics. Delhi University Press.

## 8. Business Communication    BCE-16

| CO | Course Outcome |
|----|----------------|
| 1 | Develop effective written and oral communication skills for business contexts, including producing clear, concise, and professional business documents and presentations. |
| 2 | Apply appropriate communication techniques in various business settings, such as emails, memos, business letters, and reports, with a focus on audience analysis and purpose. |
| 3 | Demonstrate effective interpersonal communication skills, including active listening, conflict resolution, and the ability to communicate in team and group settings. |
| 4 | Understand the ethical considerations in business communication, including the importance of maintaining professional and ethical conduct in all aspects of business communication. |

**Unit 1: Foundations of Business Communication**

Introduction to Business Communication, The Communication Process, Verbal and Nonverbal Communication, Barriers to Effective Communication, Communication Models and Theories, Ethical and Legal Considerations, Cultural and Cross-Cultural Communication, Communication in the Digital Age

**Unit 2: Written Communication**

Business Writing Styles and Formats, Effective Email and Memos, Business Letters and Reports, Proposal Writing, Technical and Scientific Writing, Writing for Social Media and the Web, Document Design and Visual Communication, Proofreading and Editing

**Unit 3: Oral and Interpersonal Communication**

Presentation Skills and Public Speaking, Business Meetings and Facilitation, Negotiation and Conflict Resolution, Interviewing Skills, Listening Skills and Nonverbal Communication, Business Etiquette and Professionalism, Handling Difficult Conversations, Team Communication and Collaboration

**Unit 4: Communication in Professional Contexts**

Communication in Teams and Team Building, Leadership and Communication, Crisis Communication, Marketing and Sales Communication, Customer Service and Client Communication, Communication in Human Resources, Communication in Organizational Change, Communication in a Global Business Environment

**Unit 5: Special Topics in Business Communication**

Social Media and Online Reputation Management, Crisis Communication and Reputation Repair, Intercultural and Global Communication, Business Storytelling and Narrative Communication, Ethics in Business Communication, Media Relations and Public Relations Legal and Regulatory Aspects of Business Communication, Trends in Business Communication and Technology

**Reference Book:**

1. Kapoor, N. (2020). Business Communication: Concepts and Applications. Mumbai Books.

2. Agarwal, S. (2018). Effective Business Writing and Speaking. New Delhi Publishers.

3. Mehta, R., & Verma, A. (2019). Communication Skills for the Workplace. Bangalore Publications.

4. Jain, M., & Reddy, G. (2017). Professional Communication and Business Etiquette. Chennai Press.

5. Sharma, P., & Kumar, S. (2021). Cross-Cultural Communication in Business. Hyderabad Prints.

6. Gupta, M. (2016). Business Communication Strategies and Technologies. Delhi University Press.

## 9. Computer Fundamental & Operating System I (DSC)    BCE-16

**Objective:** The objectives of this course are to impart basic knowledge about Computer, Word Processing.

**Unit-I** Fundamentals of Computer: Introduction to Computer- Definition, Evolution, Characteristics, Generations, Types & Applications of Digital Computer.

**Unit-II** Computer Organization: Block Diagram of Computer, Input Unit, Output Unit. CPU: Memory Unit, Arithmetic Logic Unit, Control Unit. Computer Software: Concept of Software and Hardware. Types of Software: System Software, Application Software, and Firmware.

**Unit-III** Memory organization of Computer: Primary Memory: Concept, Types: RAM, SRAM, DRAM. Read-Only Memory: PROM, EPROM, EEPROM. Secondary Memory: Concept, Types: Hard Disk, Optical Disk, Pen Drive, Memory Card, Data Card, Blue Ray Disc.

**Unit-IV:** Unit-V: Input/Output Devices of Computer System: Input Devices: Keyboard, MICR, OCR, Bar Coding, Mouse. Output Devices: Printers, Types of Printers: Dot Matrix Printer, Laser Printer, and Inkjet Printer. Monitor: CRT, LCD, LED.

**Unit-V:** Word Processing Working with Text [MS-WORD 2007]: Concept of Word processing, MS-Word Screen Components, Working with Ribbon, Creating, Opening, Saving and Printing a Document. Formatting Document: Paragraph Format, Aligning Text and Paragraph, Line Spacing, Bullets and Numbering, Border and Shading, Header & Footer, Multiple Columns, Change Case, Subscript, Superscript.

**BOOKS RECOMMENDED:**

- Fundamentals of Computers. RajarmanPHI
- Computer Fundamentals-B.Ram (W E)
- Introduction to IBMPC & Applications-Taxali.
- MS-OFFICE (PHI)
- MS-OFFICE (BPB)
- MS-OFFICE (TMH)
- Yeats : Systems Analysis & Design ; Macmillan India, New Delhi.
- Basics of Computer and Business Mathematics, By Dr. Rajiv Ashtikar, Dr. Santosh Sadar and Prof. Vilas Chopade : Payal Prakashan, Nagpur.
- Computer Fundamentals & Operating System : Supriya Bhagade-Pimpalapure& Co. Pub.,Nagpur.

**10. Computer Fundamental & Operating System I (Practical) (DSC)      BCE-16**

| Code of the Course/Subject | Title of the Course/Subject | Total Number of Periods |
|---|---|---|
| BC-16 | Computer Fundamental And Operating System-I (Practical) | 15 |

### Course Outcomes:

Students will be able to do at the end of practical's:

1) Prepare new document using Templates.

2) Change font size & font color

3) Change line spacing of Paragraph

4) Change case of Paragraph

5) Create Bullets, Numbering list

6) Create Subscript & Superscript

7) Decrease and Increase of Paragraph indent

8) Insert Header & Footer in document

9) Page Setup of Document

10) 10) Insert Page break, Section break, Columns.

11) Students will learn to final Proofing and printing documents

### List of Practical's:

1. Creating a Blank or New existing Template and Inserting/editing Text

2. Copying and Moving Text using with the Clipboard

3. Formatting Text, including Font Size & Font color of the content

4. Using Paragraph Alignment including setting Alignments and Line Spacing

5. Setting paragraph including adjusting Indents.

6. Using Bulleted and Numbered Lists and Converting Text to List.

7. Changing a Text to Subscript & Superscript.

8. Creating a content in multiple columns like Newspaper format

9. Inserting Header & Footer in document

10. Setting Page Margins and Setting the Page Orientation

11. Proofing, saving and printing a document

**Division of Marks for Practical's**

| Record Preparation | 10 Marks |
|---|---|
| Practical Performance | 10 Marks |
| Viva-Voce | 10 Marks |
| Description | 10 Marks |
| Practical | Total 40 Marks |

### 11. Generic Open Elective Course (GEOC)    BCE-17

1. Personality Development & Soft Skill
2. Diesaster Management
3. Gender Sensitization
4. Jeevan Koushalya
5. Library and Information Resources
6. Soft Skill for Personality Development
7. Communication Skill in Marathi
8. Communication Skill in Hindi
9. Child Right Protection
10. Intellectual property Rights

## SEMESTER 2

### 1. English ( DSC ) :BCE:21

| Unit | Content |
|------|---------|
| I | I) SudhaMurthy<br>II) DevenderPalSingh<br>III) JadavPayeng<br>IV) SpokenEnglish andBrokenEnglish–G.BShaw |
| II | I) WhyaStart-upNeedstoFindifsCustomers First-PranavJain<br>II) RahulBajaj<br>III) SreelakshmiSuresh<br>IV) TheEyes AreNotHerebyRuskinBond |
| III | **Grammar**<br>I) Tenses<br>II) Voices<br>III) Narration |
| IV | **Communication and writingskills**<br>I) Notice<br>II) Agenda<br>III) Minutes |
| V | **EmployabilitySkills**<br>I) Goal Setting<br>II) PresentationSkills<br>III) TimeManagement<br>**SkillEnhancementModule**<br>VisittoBank orIndustry |

**ReferenceBooks:**

1. IntermediateEnglishGrammar -RaymondMurphy(CambridgeUniversityPress)
2. AdvancedEnglishGrammar-MartinHewings(CambridgeUniversityPress)
3. 'Expressions'byDr.UdayNavalekar,PublishedbyPimpalapureBookDistributors
4. ACoursein EnglishGrammar -R.NBakshi(OrientBlackswan)

### 2. Business Communication Skills in English ( AEC ) :BC:21

**COURSEMATERIAL:ENGLISHUSAGEINCOMMUNICATION**

i) VarietiesofEnglish
    AmericanandBritishEngl
    ishIndianEnglish
ii) Non-verbalCommunication
iii) TheElevatorPitch
iv) ICTandtheuseofEnglish

Course Material : Creative Writing
Personal Essay
Memoir
Short Speech
Story Writing
Unit : I
A) Prose i) The students will have to answer TWO out of THREE short answer questions of 3marks each.
ii) The students will have to answer ONE out of THREE long answer questions of 6 marks each.
Unit : II

B) Prose i) The students will have to answer TWO out of THREE short answer questions of 3marks each.

ii) The students will have to answer ONE out of THREE long answer questions of 6 marks each.

Unit : III

C) Poetry i) The students will have to answer TWO out of THREE short answer questions of 3marks each.

ii) The students will have to answer ONE out of THREE long answer questions of 6 marks each

Writing Skills

I) Comprehension 6 Marks

II) Group Discussion 6 Marks

Unit : V

Grammar

1. Subject – Verb Agreement 3 Marks

2. Some Problematic Verb Patterns 3 Marks

3. Question Tags 3 Marks

4. Short Responses 3 Marks

Multiple Choice Questions

The Student will have to answer 10 MCQs based on Unit I, II and III (each MCQ carries 2 Marks) 20 Marks

Internal Assessment

I) Assignment 10 Marks

II) Class Test 10 Marks

## 3. LANG-II (DSC)

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**Part B**

**Syllabus prescribed for 1ˢᵗ Year Under Graduate Programme**

| Programme : Bachelor of Commerce | | Semester II |
|---|---|---|
| Code of the Course/Subject | Title of the Course/Subject | Total Number of Periods |
| BC-22 | Marathi | 45 |

**अभ्यासपत्रिकेची निष्पती (COs) :**

१.    नेमलेल्या साहित्यातून जीवनदर्शन, समकालीन व्यवहार जाणीवा यांची माहिती होईल.

२.    वैचारिक, ललित, कविता या विविध वाड्मय प्रकारचे ज्ञान होईल. या वाड्मय प्रकाराचे वेगळेपण जाणून घेतील तथा यामधील साम्यभेदाचे आकलन होईल.

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३. वैचारिक गद्यातुन भाषेच्या सर्जनशील रूपावे विद्यार्थ्यांना आकलन होईल. तसेच चारित्र्यविषय असलेल्या थोर व्यक्तींच्या जीवन कार्यातुन विद्यार्थ्यांना प्रेरणा मिळेल आणि संकटावर मात करून जीवनात यशस्वी होता येते हा विचार त्यांच्या मनी रुजेल.

४. ललित कलाकृतीच्या वाचनातून आनंद, बोध, ज्ञान इत्यादींची प्राप्ती होऊन विद्यार्थ्यांच्या जीवनविषयक जाणिवा समृद्ध होतील.

५. वैचारिकता, तात्विकता, काव्यात्मकता, भावनात्मकता, सामान्य गोष्टीतील असामान्यत्वाचे दर्शन यातून विद्यार्थ्यांचा दृष्टीकोण संपन्न होईल.

६. विविध प्रकारच्या साहित्याचे आकलन, वर्णन, आस्वादन, विश्लेषण आणि मूल्यमापन करण्याची क्षमता वाढून विद्यार्थ्यांची अभिरूची विकसित होईल.

७. या वाड्.मय प्रकारातून विविध प्रकारचे नीतिमूल्ये, जीवनमूल्ये, यांची शिकवण विद्यार्थ्यांना मिळेल, त्याचा उपयोग उत्तमरितीने जिवन जगण्यासाठी होईल.

८. 'उपयोजित' घटकाच्या माध्यमातून विविध प्रकारची कौशल्ये त्यांच्यात निर्माण होतील व ते रोजगारक्षम होतील.

९. विचारवंत, लेखक, कवी होण्यासाठी हे अध्ययन प्रेरक ठरेल, सहाय्यभूत ठरेल. यातून विद्यार्थी भाषेचा सर्जनशील वापर कसा करावा हे समजून घेतील व विविध प्रकारातील साहित्य निर्मिती करतील. तसेच व्यवहारिक उपयोजन करून रोजगारक्षम होतील.

| अ.क्र.<br>Sr.No. | घटक<br>Topic | अध्यापन तासिका<br>(Teaching Hours) |
|---|---|---|
| **विभाग - अ** | **वैचारिक** | १२ |
| १) | राजर्षी शाहू : वसा आणि वारसा - गोविंद पानसरे | |
| २) | गांधीजी आणि रविंद्रनाथ टागोर - सुरेश द्वादशीवार | |
| ३) | यशवंतराव चव्हाणांच्या स्वप्नातला महाराष्ट्र - जनार्दन वाघमारे | |
| ४) | लिज्जतची लज्जत - ज्योती नाईक - प्रकाश बियाणी, सुवर्णा बेडेकर | |
| **विभाग - ब** | **ललित** | ११ |
| १) | होरपळणारी ममता - केशर मेश्राम | |
| २) | मुल्यसंस्कार - शेषराव खाडे | |
| ३) | सरप मारावे सार्वगौम शास्त्र - पुरूषोत्तम बोरकर | |
| ४) | आंबे घ्या... आंबे - विमल भालेराव | |
| **विभाग - क** | **कविता** | ११ |
| १) | पाहा परदारा जननिये समान - संत नामदेव | |
| २) | खोप्यामधी खोपा - बहिणाबाई चौधरी | |
| ३) | आमचा वाटा - वामनदादा कर्डक | |
| ४) | पराधीन - नीलकृष्ण देशपांडे | |
| ५) | एकविसावे शतक आजचे तारखेनुसार - अजय खडसे | |
| ६) | त्याहीपलीकडे जायचं आहे मला ! - सुरेश देवराव वर्षे | |
| ७) | आम्ही मानसं मातीचे - गजानन मते | |
| **विभाग - ड** | **उपयोजित मराठी (Skill Enhancement Module)** | ११ |
| | १) जाहीर निवेदन | |
| | २) निविदासूचना लेखन | |

**संदर्भ ग्रंथ**

१) उपयोजित मराठी - संपादक डॉ.केतकी मोडक, संतोष शेणई, सुजाता शेणई - पद्मगंधा प्रकाशन, पुणे

२) लेखन कौशल्ये – प्रतिक्षा गौतम तालंगकर कथले

३) संवाद लेखन - राजकुमार लक्ष्मणराव तांगडे

४) जाहिरात लेखन – रवि पवार

५) गीत लेखन – विनायक पवार

| Code of the Course/Subject | Title of the Course/Subject | Total Number of Periods |
|---|---|---|
| BC-22 | Marathi (Communication Skill in | 15 |

# 4. LANG-II Communication Skill in Marathi (DSC)

## 'मराठी भाषिक कौशल्ये : लेखन कौशल्य'

**उद्दिष्टचे**

१. विद्यार्थ्यांच्या भाषिक क्षमतांचा विकास करणे.

२. संभाष कौशल्ये विकसित करणे.

३. मराठी भाषेचे उपयोजन लक्षात घेणे.

४. विविघ व्यवसायातील संधी लक्षात घेणे.

५. मराठी भाषेच्या वैशिष्ट्यांची ओळख करुन घेणे.

**उपयोगिता**

१. संभाषण कौशल्य विकासाला सहाय्य होईल.

२. मराठी भाषा क्षमतेच्या वाढीस मदत होईल.

३. संभाषण, लेखन क्षेत्राची दारे खुली होतील.

४. विविघ व्यवसाय क्षेत्रात संधी उपलब्ध होईल.

**अभ्यास घटक**

'व्यक्तित्व विकासासाठी : संभाषण व लेखन कौशल्ये' – (संपादक : डॉ.पृथ्वीराज तौर, डॉ.शैलेन्द्र लेंडे, डॉ.वंदना महाजन), अथर्व पब्लिकेशन्स हे संपादित पुस्तक या अभ्यासक्रमासाठी नेमलेले आहे.

लेखन कौशल्ये - एकूण तासिका-१५

१. लेखन कौशल्ये – प्रतिक्षा गौतम तालंगकर कथले

२. संवाद लेखन - राजकुमार लक्ष्मणराव तांगडे

३. जाहिरात लेखन – रवि पवार

४. गीत लेखन – विनायक पवार

| विभाग – अ | वैचारिक | – | २० गुण |
|---|---|---|---|
| विभाग – ब | ललित | – | २० गुण |
| विभाग – क | कविता | – | २० गुण |
| विभाग – ड | उपयोजित मराठी | – | २० गुण |

**प्रश्ननिहाय गुणविभागणी :-**

| प्रश्न १ | वैचारिक विभाग | :- दीर्घोत्तरी एक प्रश्न | १० गुण |
|---|---|---|---|
| प्रश्न २ | वैचारिक विभाग | :- लघुत्तरी एक प्रश्न | ०५ गुण |
| प्रश्न ३ | ललित विभाग | :- दीर्घोत्तरी एक प्रश्न | १० गुण |
| प्रश्न ४ | ललित विभाग | :- लघुत्तरी एक प्रश्न | ०५ गुण |
| प्रश्न ५ | कविता विभाग | :- दीर्घोत्तरी एक प्रश्न | १० गुण |
| प्रश्न ६ | कविता विभाग | :- लघुत्तरी एक प्रश्न | ०५ गुण |
| प्रश्न ७ | उपयोजित मराठी | :- दीर्घोत्तरी एक प्रश्न | १० गुण |
| प्रश्न ८ | उपयोजित मराठी | :- लघुत्तरी एक प्रश्न | ०४ गुण |

(वरील सर्व प्रश्नांना अंतर्गत पर्याय राहतील.)

**वस्तुनिष्ठ प्रश्न** - उपरोक्त अभ्यासक्रमातील विभाग 'अ' व 'ब' यावर प्रत्येकी **२० गुण** ०३ प्रश्न आणि विभाग 'क' व 'ड' यावर प्रत्येकी ०२ प्रश्न वस्तुनिष्ठ स्वरुपाचे असे एकूण १० बहुपर्यायी प्रश्न विचारले जातील. प्रत्येक प्रश्नास ०२ गुण याप्रमाणेहा प्रश्न २० गुणांचा असेल.

**विभाग 'ड'** साठी संदर्भ ग्रंथ म्हणून उपयोजित मराठी - संपादक डॉ.केतकी मोडक, संतोष होगई, सुजाता होगई - पद्मगंधा प्रकाशन, पुणे या पुस्तकातील **प्रकरण ६ वे** जाहीर निवेदन व **प्रकरण ७ वे** - निविदा सुचनालेखन या प्रकरणावर १० गुणांचा ०१ दीर्घोत्तरी व ०५ गुणांचा ०१ लघुत्तरी प्रश्न विचारल्या जाईल.

**कौशल्य विकासावर आधारीत अंतर्गत मूल्यमापन :-** — **२० गुण**

- गुण विभागणी
  १) घटक चाचणी (Class Test)- ०२ – १० गुण
  २) स्वाध्याय (Home Assignment)- ०२ – १० गुण

**प्रश्नपत्रिकेचे प्रारूप - एकूण गुण २५**

## 5. BankingPractices ( DSC ):

| CO | CourseOutcome |
|---|---|
| 1 | Understandthefoundationalprinciplesandfunctionsofthebankingindustry,includingdifferenttypesofbanks,theirroleintheeconomy,andthehistorical evolutionofbanking. |
| 2 | Describethecoreservicesandproductsofferedinretailandcommercialbanking,withafocusoncustomerrelationshipmanagement,depositaccounts,loans,andcreditservices. |
| 3 | Examinetheoperationsofinvestmentbankinganditsroleincapitalmarkets, includingunderwriting,mergersandacquisitions,andfinancialadvisoryservices. |
| 4 | Analyzetheethicalandlegalaspectsofbanking,includingregulatorycompliance, dataprivacy,andcorporatesocialresponsibility,anddiscussemergingtrendsandchallenges inthebanking industry. |

### Unit1:IntroductiontoBanking

Overview of the Banking Industry, Types of Banks and Financial Institutions, Historyand Evolution of Banking, Banking Regulations and Supervision, Banking Services andProducts

### Unit2:RetailBanking
Retail Banking Services, Customer Relationship Management in Banking, Savings andCheckingAccounts,PersonalLoansandMortgages,CreditCardsandPaymentSystems.

### Unit3:CommercialBanking
Business Banking Services, Business Loans and Credit Analysis, Treasury and CashManagement, Trade Finance and Letters of Credit, Risk Management in CommercialBanking.

### Unit4:InvestmentBanking
IntroductiontoInvestmentBanking,CapitalMarketsandSecurities,UnderwritingandIPOs,       MergersandAcquisitions, FinancialAdvisoryServices

### Unit5:BankingEthicsandCompliance
EthicalIssuesinBanking,RegulatoryComplianceandAnti-MoneyLaundering,CustomerDataPrivacyandSecurity,CorporateSocialResponsibilityinBanking,EmergingTrends in Banking

### ReferenceBooks:

1. Verma,A.(2021).BankingandFinancialInstitutions:APracticalGuideforBankers.XYZPublications.

2. Kapoor,N.,&Garg,S.(2019).ModernBanking:PrinciplesandPractices.ABCPublishers.

3. Joshi,M.(2018).RetailBanking:Concepts,Policies,andPractices.LMNBooks.

4. Singh,R.,&Kumar,S.(2020).CreditRiskManagementinIndianBanks.PQRPublications.

5. Sharma,A.,&Pandey,V.(2017).LegalAspectsofBankingOperations.RSTPrinters.

6. Reddy,G.,&Rao,S.(2016).MicrofinanceandFinancialInclusion:ChallengesandOpportunities.STUPress.

## 6. BankingTechnology (DSC): BCE:25

| CO | CourseOutcome |
|---|---|
| 1 | Comprehendtheroleoftechnologyinmodernbankinganditsimpacton customerexperience,security,andoperationalefficiency. |
| 2 | Evaluatethekeycomponentsofbankingtechnology,suchascorebankingsystems,online andmobilebanking,paymenttechnologies,andATMs. |

| | |
|---|---|
| 3 | Analyzetheimportanceofcybersecurityinbanking,includingidentifyingand mitigatingsecuritythreats,complyingwithregulations,andensuringdataprivacy. |
| 4 | Investigateemergingtrendsandinnovationsinbankingtechnology,includingfintechdevelopments,dataanalytics,anddigitaltransformation,while consideringtheethicalimplicationsoftheseadvances. |

### Unit1:IntroductiontoBankingTechnology

Role of Technology in Banking, Core Banking Systems, Online and Mobile Banking,ATMsandSelf-serviceBanking,PaymentTechnologiesandE-Wallets

### Unit2: CybersecurityinBanking
BankingSecurityThreats,InformationSecurityMeasures,DataEncryptionandSecureTransactions,      Risk Management in Banking Technology, Compliance with BankingRegulations.

### Unit3:FintechandInnovation
FintechStartupsandDisruption,BlockchainandCryptocurrencies,ArtificialIntelligence      in      Banking, Biometrics and Authentication, Technology Partnerships andCollaborations

### Unit4: DataAnalyticsinBanking
Big Data in Banking, Predictive Analytics, Customer Behavior Analysis, Credit Scoringand RiskManagement, Data-DrivenDecision-Making inBanking

### Unit5:DigitalTransformationinBanking
OmnichannelBanking,OpenBankingandAPIs,CloudComputinginBanking,CustomerExperienceandDesignThinking,FutureTrendsinBankingTechnology

### ReferenceBooks:

1. Agarwal,S.(2021).FintechRevolution:ImplicationsforBankingandFinance.MNOPublishers.

2. Mehta,R.,&Shah,S.(2019).BankingonTechnology:InnovationsandTrendsinIndianBanks.OPQBooks.

3. Sinha,P.(2018).CybersecurityinBanking:AComprehensiveGuide.UVWPublications.

4. Rastogi,A.(2020).DigitalBankingandFinancialInclusioninIndia.ABCDPrinters.
5. Prasad,V.(2017).BlockchainTechnologyandCryptocurrencies:AComprehensiveStudy.KLM Publications.

6. Khanna,A.,&Verma,R.(2016).CloudComputinginBanking:OpportunitiesandChallenges.STVPrint

### 7. BusinessEconomics (DSC ):BCE:24

| CO | CourseOutcome |
|---|---|
| 1 | Developafundamentalunderstandingofeconomics,distinguishingbetweenmicroeconomicsandmacroeconomics,andrecognizingeconomicsystemsand basicconcepts. |
| 2 | Analyzemicroeconomicprinciples,includingconsumerbehavior,elasticityofdemandandsupply,productionandcostanalysis,andmarketstructures. |
| 3 | Evaluatemacroeconomicconcepts,suchasnationalincomeandGDP,unemployment,inflation,fiscalandmonetarypolicies,andtheirimplicationsfor businessdecision-making. |
| 4 | Applyeconomictheoriesandprinciplestoreal-worldbusinessscenarios, examiningeconomicfactorsinstrategicplanning,ethicalconsiderations,andemerging economictrends. |

### Unit1:IntroductiontoEconomics

Definition and Scope of Economics, Microeconomics vs. Macroeconomics, EconomicSystems, KeyEconomic Concepts, SupplyandDemand

**Unit2:MicroeconomicAnalysis**

Consumer Behavior and Utility, Elasticity of Demand and Supply, Production and CostAnalysis, MarketStructures,PricingandOutputDecisions

**Unit3:MacroeconomicAnalysis**
National Income and GDP, Unemployment and Inflation, Aggregate Demand andSupply,FiscalPolicyandGovernmentSpending,MonetaryPolicyandtheCentralBank.

**Unit4:InternationalEconomics**
TradeandComparativeAdvantage,ExchangeRatesandCurrencyMarkets,BalanceofPayments,Globalizatio nandTradePolicy,EconomicIntegration

**Unit5:AppliedBusinessEconomics**
Business Cycles and Economic Forecasting, Economic Decision-Making in Business,EconomicFactorsinStrategicPlanning,EthicalandSocialResponsibilityinEconomics,EmergingE conomicTrends and Challenges

## ReferenceBooks:

1. Ahuja,H.L.(2021).PrinciplesofMicroeconomics.XYZPublications.

2. Dutt,R.,&Gupta,S.(2019).MacroeconomicTheoryandPolicy.ABCPublishers.

3. Kapoor,G.,&Nanda,A.(2018).InternationalEconomics.LMNBooks.

4. Verma,S.(2020).ManagerialEconomics:ConceptsandApplications.PQRPublications.

## 8. Introduction to E- Business ( DSC ): BCE-24

| CO | CourseOutcome |
|---|---|
| 1 | Comprehendthefundamentalconceptsofe-business,itshistory,andthe differencebetweene-businessandtraditionalbusinessmodels. |
| 2 | Evaluate the e-business infrastructure, including internet and web technologies,e-commerceplatforms,paymentsystems,andsecuritymeasures. |
| 3 | Analyzee-commerceandonlineretailing,includingB2Ce-commerce,website development,userexperience,andonlinepaymentmethods. |
| 4 | Developanunderstandingofe-businessstrategies,digitalmarketing,social media,legalandethicalconsiderations,andtheemergingtrendsinthefieldofe-business. |

**Unit1:IntroductiontoE-Business**

WhatisE-Business?,HistoryandEvolutionofE-Business,E-BusinessModels,E-Businessvs.TraditionalBusiness,E-BusinessOpportunitiesandChallenges

**Unit2:E-BusinessInfrastructure**

InternetandWebTechnologies,E-CommercePlatformsandPaymentSystems,WebHostingandDomainRegistration,SecurityinE-Business,MobileandCloud TechnologiesinE-Business

**Unit3:E-CommerceandOnlineRetailing**

E-Commerce and Online Shopping, Business-to-Consumer (B2C) E-Commerce, E-Commerce Website Development,Customer Experience and User Interface, Online Payment Methods

**Unit4:E-BusinessStrategiesandMarketing**

E-Business Strategy Development, Digital Marketing and SEO, Social Mediain E-Business, Email Marketing and Online Advertising, Content Management and E-Business Promotion

**Unit5:LegalandEthicalAspectsofE-Business**

E-Business Laws and Regulations, Intellectual Property in E-Business, Privacy and Data Protection, Ethical Issues in E-Business, Emerging TrendsinE-Business.

## ReferenceBooks:

1. Verma,S.(2021).E-Business Fundamentals:Concepts and Applications .XYZ Publications.

2. Agarwal,R.,&Gupta,P.(2019).E-Commerce and Online Business: A Comprehensive Guide. ABC Publishers.

3. Kapoor,M.,&Sharma,V.(2018).DigitalMarketingandE-BusinessStrategies.LMNBooks.

4. Reddy,S.,&Kumar,N.(2020).E-BusinessSecurityandPrivacy:ChallengesandSolutions.PQR Publications.

5. Jain,A.,&Verma,R.(2017).SocialMediaandE-BusinessIntegration.RSTPrinters.

6. Mehta,P.,&Sinha,A.(2016).MobileCommerce:Technology,Theory,andApplications.STU Press

## 9. Introduction to Programming Python(DSC): BCE:26

| CO | CourseOutcome |
|---|---|
| 1 | Master the fundamental concepts of programming, including understanding what programming is and the role of Python in the programming world. |
| 2 | Implement basic Python programming techniques, including setting up a development environment, writing and running Python programs, and using variables and basicsyntax. |
| 3 | ApplycontrolstructuresandfunctionsinPython,suchasconditionalstatements, loops,andfunctions,andeffectivelyhandleerrorswithexceptionhandling. |
| 4 | Exploreessentialdatastructuresin Python,includinglists,dictionaries,andstrings,andga inproficiencyinworkingwithobject-orientedprogramming concepts,modules,andlibraries. |

**Unit1:IntroductiontoProgramming**

WhatisProgramming?,Python:AHigh-LevelOverview,SettingUptheDevelopmentEnvironment,WritingandRunningPythonPrograms,BasicSyntaxandVariables

**Unit2:ControlStructuresandFunctions**
ConditionalStatements,LoopsandIteration,FunctionsandModules,ExceptionHandling,Debugging andTesting

**Unit3:DataStructures**
ListsandTuples,DictionariesandSets,StringsandStringManipulation,FileInputandOutput, Lists andDictionaryComprehensions

**Unit4:Object-OrientedProgramming**
ClassesandObjects,InheritanceandPolymorphism,EncapsulationandAbstraction,Advanced OOPConcepts, Workingwith Modulesand Libraries

**Unit5:DataAnalysisandVisualizationwithPython**

DataAnalysiswithPandas,DataVisualizationwithMatplotlib,IntroductiontoNumPyandSciPy,Workingwith DataFrames,Real-WorldApplicationsandProjects

## ReferenceBooks:

1. Goyal,R.(2021).PythonProgramming:AnIntroductionforBeginners.MNOPublishers.

2. Singh,S.,&Sharma,P.(2019).PythonEssentials:APracticalGuidetoPythonProgramming.OPQBooks.

3. Pandey,N.,&Choudhary,A.(2018).LearningPython:FundamentalsandBeyond.UVWPublications.

4. Reddy,V.(2020).PythonforDataScienceandMachineLearning.ABCDPrinters.

5. Mehta,M.,&Joshi,P.(2017).WebDevelopmentwithPythonandDjango.KLMPublications.

6. Aggarwal,R.,&Kapoor,V.(2016).PythonProgrammingforScientificandEngineeringApplications.ST VPrint.

## 10. Introduction to Programming Python(DSC) Practical

# I. Python Pandas: Data Handling

1. Create a pandas series from a dictionary of values and an ndarray.

2. Write a Pandas program to perform arithmetic operations on two Pandas Series.

3. Write a Pandas program to add some data to an existing Series.

4. Write a Pandas program to select the rows where the percentage greater than 70.

5. Write a Pandas program to select the rows the percentage is between 70 and 90 (inclusive)

6. Write a Pandas program to change the percentage in a given row by the user.

7. Write a Pandas program to join the two given dataframesalong rows and assign all data.

8. Write a Pandas program to join the two given dataframes along with columns and assign all data.

9. Write a Pandas program to append a list of dictionaries or series to an existing DataFrame and display the combined data.

10. Program  to select or filter rows from a DataFrame based on values in columns in pandas ( Use of Relational and Logical Operators)

11. Filter out rows based on different criteria such as duplicate rows.

12. Importing and exporting data between pandas and CSV file.

- To create and open a data frame using 'Student_result.csv' file using Pandas.

- To display row labels, column labels data types of each  column and the dimensions

- To display the shape (number of rows and columns) of the CSV file.

13. Read the 'Student_result.csv' to create a data frame and do the following  operation:

- To display Adm_No, Gender and Percentage from 'Student_result.csv' file.

- To display the first 5 and last 5 records from 'student_result.csv' file.

14. Read the 'Student_result.csv' to create a data frame and do the following  operation:

- To display Student_result file with new column names.

- To modify the Percentage of student below 40 with NaN value in dataframe.

15. Read the 'Student_result.csv' to create a data frame and do the following  operation:

- To create a duplicate file for 'student_result.csv' containing Adm_No, Name and Percentage.

- Write the statement in Pandas to find the highest percentage and also print the student's name and percentage.

16. Importing and exporting data between pandas and MySQL database.

17. Find the sum of each column, or find the column with the lowest mean.

18. Locate the 3 largest values in a data frame.

19. Subtract the mean of a row from each element of the row in a Data Frame.

20. Replace all negative values in a data frame with a 0.

21. Replace all missing values in a data frame with a 999.

22. Given a Series, print all the elements that are above the 75th percentile.

23. Create a Data Frame quarterly sale where each row contains the item category, item name, and expenditure. Group the rows by the category, and print the total expenditure per category.

24. Create a data frame based on e-commerce data and generate descriptive statistics (mean, median, mode, quartile, and variance)

## II. Visualization

25. Given the school result data, analyses the performance of the students on different parameters, e.g subject wise or class wise.

26. Write a program to plot a bar chart in python to display the result of a school for five consecutive years.

27. For the Data frames created above, analyze, and plot appropriate charts with title and legend.
- Number of Students against Scores in all the 7 subjects
- Show the Highest score of each subject

28. For the Data frames created above, analyze, and plot appropriate charts with title and legend.
- Show the Average score of each subject

29. For the Data frames created above, analyze, and plot appropriate charts with title and legend.
- Number of Females and Males
- Average Percentage of Females and Males

30. Take data of your interest from an open-source (e.g. data.gov.in), aggregate and summarize it. Then plot it using different plotting functions of the Matplotlib library.

**Generic Open Elective Course (GEOC)**

1. Personality Development & Soft Skill

2. Disasters Management

3. Gender Sensitization

4. Jeevan Koushalya

5. Library and Information Resources

6. Soft Skill for Personality Development

7. Communication Skill in Marathi

8. Communication Skill in Hindi

9. Child Right Protection

10. Intellectual property Rights

# Scheme of teaching, learning & Examination leading to the Degree Bachelor of Commerce
## Information System Management
## (Three Years - Six Semesters Degree Course- C.B.C.S)
## (B. Com Part-I) Semester- I

| Sr. No | Subjects | Subject Code | Teaching Period Per week | | | | Credits | | | Duration of Exams Hrs. | Maximum Marks | | | | | Minimum Passing | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | L | T | P | Total | Theory/ Tutorial | Practical | Total | | Theory + M.C.Q External | Skill Enhancement Module Internal | Practical Internal | External | Total Marks | Marks | Grade |
| 1 | English (DSC) | BCE-11 | 04 | - | - | 04 | 03 | - | 03 | 03 | 60+20 | 20 | - | - | 100 | 40 | p |
| 2 | Business Communication Skill in English (AEC) | BCE-11 | | 1 | - | 01* | 01 | - | 01 | - | - | - | 25 | - | 25 | 10 | p |
| 3 | LANG-II (DSC) | BCE-12 | 03 | - | - | 03 | 03 | - | 03 | 03 | 60+20 | 20 | - | - | 100 | 40 | p |
| 4 | Communication Skill in Language-II (AEC) | BCE-12 | - | 1 | - | 01 | 01 | - | 01 | - | - | - | 25 | - | 25 | 10 | p |
| 5 | Basics of Accounting (DSC) | BCE-13 | 05 | - | - | 05 | 04 | - | 04 | 03 | 60+20 | 20 | - | - | 100 | 40 | p |
| 6 | Principles of Business management (DSC) | BCE-14 | 05 | - | - | 05 | 04 | - | 04 | 03 | 60+20 | 20 | - | - | 100 | 40 | P |
| 7 | Information System | BCE-15 | 04 | - | - | 04 | 04 | - | 04 | 03 | 60+20 | 20 | - | - | 100 | 40 | P |
| 8 | Business Communication | BCE-16 | 03 | - | - | 03 | 03 | - | 03 | 03 | 40+20 | -- | - | - | 60 | 24 | P |
| 9 | Computer Fundamental & Operating System I (DSC) | BCE-16 | - | - | 1 | 01 | - | 01 | 01 | - | - | - | - | 40 | 40 | 16 | P |
| 10 | Computer Fundamental & Operating System I (Practical) (DSC) | BCE-16 | - | - | 1 | 01 | - | 01 | 01 | - | - | - | - | 40 | 40 | 16 | P |
| 11 | Generic Open Elective Course (GEOC) | BCE-17 | 02 | - | - | 02 | 02 | - | 02 | | College Level Evaluation | | | | 50 | 20 | P |
| 12 | Induction Programme | 30 Hrs (one Week) at the beginning semester one only | | | | | | | 01 | | | | | | | | |
| | Total | | | | | 30 | | | 28 | | | | | | 700 | | |

**Scheme of teaching, learning &Examination leading to the Degree Bachelor of Commerce in Information System Management**
**(Three Years ... Six Semesters Degree Course- C.B.C.S)**
**(B. Com Part-I)Semester-II**

| Sr. No | Subjects | Subject Code | Teaching Period Per week | | | | Credits | | | Duration of Exams Hrs. | Maximum Marks | | Practical | | Total Marks | Minimum Passing | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | L | T | P | Total | Theory/ Tutorial | Practical | Total | | Theory + M.C.Q External | Skill Enhancement Module Internal | Internal | External | | Marks | Grade |
| 1 | English (DSC) | BC-21 | 04 | - | - | 04 | 04 | -- | 04 | 03 | 60+20 | 20 | - | - | 100 | 40 | p |
| 2 | Business Communication Skill in English (AEC) | BC-21 | - | 1 | - | 01* | 01 | - | 01 | - | - | -- | 25 | - | 25 | 10 | p |
| 3 | LANG-II (DSC) | BC-22 | 03 | - | - | 03 | 03 | - | 03 | 03 | 60+20 | 20 | - | - | 100 | 40 | p |
| 4 | Communication Skill in LANG-II (AEC) | BC-22 | - | 1 | - | 01 | 01 | - | 01 | - | -- | - | 25 | - | 25 | 10 | p |
| 5 | Banking Practices | BCE-23 | 05 | - | - | 05 | 04 | - | 04 | 03 | 60+20 | 20 | --- | ---- | 100 | 40 | p |
| 6 | Banking Technology | BCE-24 | 05 | - | - | 05 | 04 | - | 04 | 03 | 60+20 | 20 | -- | -- | 100 | 40 | p |
| 7 | Business Economics | BCE-25 | 04 | - | - | 04 | 04 | - | 04 | 03 | 60+20 | 20 | - | - | 100 | 40 | p |
| 8 | Introduction of E-Business (DSC) | BCE-26 | 03 | - | - | 03 | 03 | - | 03 | 03 | 40+20 | - | - | - | 60 | 24 | p |
| 9 | Introduction To Programming (python) (DSC) | BCE-26 | - | - | 1 | 01 | -- | 01 | 01 | -- | -- | -- | - | 40 | 40 | 16 | p |
| 10 | Introduction To Programming (python) Practical (DSC) | BCE-26 | - | - | 1 | 01 | -- | 01 | 01 | -- | -- | -- | - | 40 | 40 | 16 | p |
| 11 | Generic Open Elective II- (GOEC ) | BCE-27 | 2 | - | - | 2 | 2 | -- | 2 | College Level Evaluation | | | | | 50 | 20 | p |
| | Total | | | | | 29 | | | 27 | | | | | | 700 | | |