

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-21	English	60

COs:

1. Able to communicate skillfully in Business correspondence
2. Acquaint with the work culture in corporate world
3. The life of great personalities will motivate them to toil to be successful
4. Learn and gain fluency in the English language and conversation.
5. Become efficient in reading and writing skills.
6. The drafting skills of the learners will be honed through grammar and writing skills
7. Become proficient in the language and to eventually inculcate professional skills

Unit	Topic	No. of Periods
I	PROSE I) Sudha Murthy II) Devender Pal Singh III) Jadav Payeng IV) Spoken English and Broken English – G.B Shaw	10
II	PROSE 1. Why a Start-up Needs to Find its Customers First-Pranav Jain 2. Rahul Bajaj 3. Sreelakshmi Suresh 4. The Eyes Are Not Here by Ruskin Bond	10
III	III Grammar I) Tenses II) Voices III) Narration	10
IV	Communication and writing skills I) Notice II) Agenda III) Minutes	10
V	Employability Skills I) Goal Setting II) Presentation Skills III) Time Management	10
VI	Skill Enhancement Module Visit to Bank or Industry	10

Course Outcomes of Skill Enhancement Module :

The students will be able to:

1. Acquaint with work culture in Bank
 2. Acquaint with the use of ICT in Finance sector
 3. Acquaint with Management Skills in the industry
- i) Assignment: A Report on Visit to Bank or Industry
ii) Class Test: Sharing experiences on visited Bank or Industry

Reference Books:

1. Intermediate English Grammar - Raymond Murphy (Cambridge University Press)
2. Advanced English Grammar - Martin Hewings (Cambridge University Press)
3. 'Expressions' by Dr. Uday Navalekar, Published by Pimpalapur Book Distributors
4. A Course in English Grammar - R.N Bakshi (Orient Blackswan)

Prescribed Textbook: 'Oasis' by Board of Editors & Published by Orient Blackswan

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-21	English (Business Communication Skill in English) AEC	15

COURSE MATERIAL : ENGLISH USAGE IN COMMUNICATION

- i) Varieties of English
American and British English
Indian English
- ii) Non- verbal Communication
- iii) The Elevator Pitch
- iv) ICT and the use of English

Unit - I

A) Prose

- i) The students will have to answer **THREE** out of **FOUR** short answer questions of 2 marks each.

= 6 Marks

ii) The students will have to answer **ONE** out of **THREE** long answer questions of 5 marks each. = 6 Marks

Unit - II

B) Prose

i) The students will have to answer **THREE** out of **FOUR** short answer questions of 2 marks each. = 6 Marks

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

Unit - III

Grammar

I) Tenses **4 Marks**

II) Voices **4 Marks**

III) Narration **4 Marks**

Unit - IV

Communication and Writing Skills

I) Notice **4 Marks**

II) Agenda **4 Marks**

III) Minutes **4 Marks**

Unit - V

Employability Skills

I) Goal Setting **4 Marks**

II) Presentation Skills **4 Marks**

III) Time Management **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**

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-21	Supplementary English	60

COs

1. Able to communicate skillfully in Business correspondence
2. Acquaint with the work culture in corporate world
3. Learn and gain fluency in the English language and conversation.
4. Become efficient in reading and writing skills.
5. The drafting skills of the learners will be honed through grammar and writing skills
6. Become proficient in the language and to eventually inculcate professional skills

Unit	Topic	No. of Periods
I	PROSE I) The Selfish Giant- Oscar II) India, What it can it Teach us?- Max Muller III) Of Travell - Francis Bacon	10
II	PROSE I) The Double Aspect of Goodness- G.H. Palmer II) The Globe of Gold - Bankim Chandra Chattopadhyay III) The Money Box- Robert Lynd	10
III	POETRY I) Good bye Party to Miss Pushpa T.S. - Nissim Ezekel II) Mending Wall - Robert Frost III) After Death- Christina Rosetti	10
IV	Writing Skills I) Creative Writing : Short Story, Expansion of Idea, Poetry Writing, etc. II) Content Writing : For Website, Book Blurb, etc.	10
V	GRAMMAR 1. Subject – Verb Agreement 2. Some Problematic Verb Patterns 3. Question Tags 4. Short Responses	10
VI	Skill Enhancement Module Vocabulary Expansion a) Some common foreign words used in English b) Words with more than one grammatical function and mean in	10

Cos:

The students will be able to:

1. Develop Vocabulary
 2. Develop Spelling sense
- i) Assignment: Vocabulary Expansion ii) Class Test: Spelling Test

Reference Books:

1. 'Wren & Martin High School English Grammar and Composition Book, Revised By Rao N.D.V. Prasada Imprint by S Chand Publishing.
2. 'ESSENTIAL ENGLISH GRAMMER' by Raymond Murphy, Published By Cambridge University Press.
3. 'Practical English Usage' by Michael Swan's by Oxford University Press.

Prescribed Textbook :

4. **SINGING BIRD** by Board of Editors & Published by DnyanPath Publication, Amravati.

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-21	Supplementary English (Business Communication Skill in Supplementary English) AEC	15

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

Unit : II

- B) Prose** i) The students will have to answer **TWO** out of **THREE** short answer questions of 3marks each. =6Marks
 ii) The students will have to answer **ONE** out of **THREE** long answer questions of 6 marks each. =6Marks

Unit : III

- C) Poetry** i) The students will have to answer **TWO** out of **THREE** short answer questions of 3marks each. =6Marks
 ii) The students will have to answer **ONE** out of **THREE** long answer questions of 6 marks each. =6Marks

Unit : IV

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

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

Learning Objectives (COs) :

1. ...
2. ...

+ AEC - 25
 PEJ - 2 - 10
 MEJ - 10
 SEJ - 05

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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	Hindi	45

Unit	Syllabus	No. of Lectures
I	इकाई एक - गद्यखण्ड - (6 से 12 पाठोंसे) अ) दीर्घोत्तरी प्रश्न (एक) ब) लघुत्तरी प्रश्न (तीन)	08
II	इकाई दो - पद्यखण्ड - (6 से 12 कविताओंसे) - अ) दो कविताओं के केन्द्रीय भाव	08
III	अ) व्यावहारिक भाषा एवं व्याकरण १) पदनाम (कोई दो) २) पारिभाषिक प्रशासनिक शब्दावली (कोई दो) ३) मुहावरे (कोई दो) ४) वाक्यशुद्धी (कोई दो) आ) हिंदी अनुवाद - मराठी गद्यांश का हिंदी अनुवाद	08
IV	इकाई चार - अ) निबंध (एक) व्यावसायिक एवं पर्यावरण विषयो पर आधारित ब) ब्लॉग लेखन : प्रकार, सावधानियाँ	07
V	इकाई पाँच - संपूर्ण पाठ्यक्रम पर आधारित वस्तुनिष्ठ प्रश्न (प्रत्येक प्रश्न पर एक अंक)	07
VI	Skill Enhancement Module साक्षात्कार :- अ] साक्षात्कार के प्रकार एवं विशेषताएं आ] साक्षात्कार अपने परिसर के प्रतिष्ठित शिक्षक प्राध्यापक, प्राचार्य, खिलाड़ी, किसी विभाग विशेष के अधिकारी इत्यादि किसी भी एक का साक्षात्कार लेना	07

संदर्भ पुस्तक का नाम

पाठ्यपुस्तक - क्षितिज संपादक - डॉ. निभा उपाध्याय

डॉ. मनोज जोशी

डॉ. सुशांत ठोके

प्रकाशक- राघव पब्लिशर्स एंड डिस्ट्रीब्यूटर्स नागपुर

व्यवहारिक हिंदी व्याकरण लेखक श्याम चंद्र कपूर

हिंदी ज्ञान विकास लेखक डॉ हरी प्रसाद पांडे

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

***संभाषण कौशल्य**

१)संभाषण कौशल्य

२)सूत्रसंचालन

३)साक्षात्कार

४)वक्तृत्व, वाद-विवाद आदि

पाठ्य पुस्तक का इकाइयों में अंक विभाजन एवं प्रश्नों का स्वरूप निम्नानुसार है

इकाई एक - गद्यखण्ड - (प्रथम छह पाठों से)

अ) दीर्घोत्तरी प्रश्न (एक) (०६अंक)

ब) लघुत्तरी प्रश्न (तीन) (१२अंक)

इकाई दो - पद्यखण्ड -(प्रथम छह कविताओं से) -

अ) दो कविताओं के केन्द्रीय भाव (१४अंक)

इकाई तीन - अ) व्यावहारिक भाषा एवं व्याकरण

१) पदनाम (कोई दो) (०२अंक)

२) पारिभाषिक प्रशासनिक शब्दावली (कोई दो) (०२अंक)

३) मुहावरे (कोई दो) (०२अंक)

४) वाक्यशुद्धी (कोई दो) (०२अंक)

आ) हिंदी अनुवाद - मराठी गद्यांश का हिंदी अनुवाद (०६अंक)

इकाई चार - अ) निबंध (एक)

व्यावसायिक एवं पर्यावरण विषयो आधारीत (०८अंक)

ब) ब्लॉग लेखन : प्रकार, सावधानियाँ (०६अंक)

इकाई पाँच - संपूर्ण पाठ्यक्रम पर आधारीत वस्तुनिष्ठ प्रश्न (२०अंक)

(प्रत्येक प्रश्न पर एक अंक)

आंतरिक मुल्यांकन - (कौशल्य आधारीत मॉड्युल) (२०अंक)

१. साक्षात्कार-अपने परिसर के कलाकार,पत्रकार,साहित्यकार,शिक्षक, नेता, मजदुर,पत्रकार आदि मे से किसी भी एक का साक्षात्कार लेना (१०अंक)

२. गृहपाठ, इकाई परीक्षा, समुहचर्चा, प्रस्तुतीकरण आदि (१०अंक)

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	Sanskrit	45

Course Outcomes :

This course will help Students to –

- Study of Sanskrit has a wide scope in the field of Translation. So many Sanskrit manuscripts are there still untouched, which, if translated into other languages, would be a great serve to the mankind.
- Transliteration is one of specialties of Sanskrit Language. Sanskrit text can be transliterated into other foreign languages for a better understanding of Indian Culture and Heritage.
- Sanskrit Computational Linguistics helps human beings for a better Cognitive Understanding Skill.
- Machine Translation is a modern application of Sanskrit Language as Paninian grammar is having a great potential of transformation from Natural Language to Artificial language through Artificial Intelligence (AI).
- Voice Therapy and Voice Culture are best modern avenues of Sanskrit Scholars.

Unit	Content	No. of Periods
I	घटक 1 गद्यपाठ 1 तथा 2 वाणिज्यसुधा (भाग - 1), द्वितीय विभाग	09

- 4) {t {EE dSla EESXe Eo uxE oEE@MEI EEo o{E] o Eo@WE afa qE.
- 5) oEEhEg + , aEEofGo EESla oE o E + v afa Xe Eo uxE Eo iEExE o jE q x E E E O = kE@ n aEE afa fO+E.

Unit	Contents	No. of Periods
Unit-I VEEIEO EoI EE	1) oEQEE o Eo VEEIEO 2) Eo] oEEhEV aE VEEIEO	09
Unit-II IEoMEIEE	1) JE aEEIE o 2) EE o EEMEE aE E O	09
Unit-III vE EE nu	1) aEE E EME 2) {E b o E EME	09
Unit-IV vE EE nu	1) {EQ; o EME 2) + @ v pi E EME	09
Unit - V	Skill Enhancement Module {EE+EO jEE EE E o EME hE O	09

Course Outcomes of SEM

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2. vE EE{E n o i E O+ E x E i E O E q E E O h E + , aEE o E h a

oE a q E E -

- 1) VEEIEO EoI EE {EE+E - xEE+Eb o o E E o M E, <MEIE{E O
- 2) IE o MEIEE - JE a b a E E+EE o i E O - o E a E O jE E o q E X E - x E E O E n i + E O
- 3) vE EE nu - b a j E n i E + x E M u E o E P E a E X E
- 4) {EE+EO oEEv aEESe <E i E v a E - jE M E E o E v a = {EE v a E
- 5) VEEIEO EoI EE, vE E E E b u E o E a E O, x E X b jE E o q E X E - x E M E {E O u 2011
- 6) vE EE{E nu b a @ v EE E X E j E b a o E M E E jE E o q E X E
- 7) vE EE{E nu M E I EE E E o I EE, + E j V E O, b a o E v n o @ C j E i EE, jE E o q E E O, o E a E O vE EE n O E j B] o + E o E i E O-2019.
- 8) VEEIEO EoI EE - vE E E E b u E o E a E O, x E X b jE E o q E X E x E M E {E O u 2011.
- 9) IE o MEIEE + x E E E n i E O jE E b a q E a E E E a E E, jE E o q E E O - o E E S E E E v a @ u j a o v a E oEE v a E + E E h E o E E D i E O E b a y E E < 1993
- 10) {EE+EO jEE EE E o q E + a E - b a a E + E E V E O M E v a E o - oEE M E I E jE E o q E X E - {E q E h E O - 2017.
- 11) Email Wikipedia, ebooks, Apps, News paper, Magazines, Paint Social Media, You Tube etc.

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-22	Pali and Prakrit (Communication Skill in Pali and Parkrit) AEC	15

E E q E a E E E q E E O u / + E o E E X E E E q E E O u

{E q E] o a :

- 1) E v E E X E E O o n] E o a E V E E H E M E P E h a
 - 2) E X E E q E E S E K E v a a E E o i E E j E a E i X E E o M e a
 - 3) o E E i E E E E n O o n] E o a E + , a E E o E h a
 - 4) o E E P E O E v a E a j E o j E E E E i E E v a a E E S E a E o E q E + a E + E i E E i E P E h a
- = {E a E M i E E**
- 1) {E E o u i E E E E n O v a a E E o E E v a a E E O E o E E
 - 2) E E X E E O E E o E V E E H E M E P E a E E a f a E O + E
 - 3) o E E E v E X E O E E E O V E E E o E + a E E V E E < q E
 - 4) E v E X E V E M E h a E E S E O E o + E E + E M E i E E o M e a E a q E

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-23	Financial Accounting	75

Course outcome :

- 1 Rectification of Journal entry
- 2 Student acquire the knowledge of nonprofit organization
- 3 Prepare the all types of cooperative society account
- 4 Students should be acquired partnership farm accountancy
- 5 The bill of exchange contest and unconditional order to pay a create amount on as agree day.

Unit	Topic	No. of Periods
I	Final Account of individual, manufacturing Account, Trading Account, Profit & Loss Accounts, Balance Sheet with Adjustment entry.	13
II	Bill of Exchange	13
III	Accounts of Non-profit organization.	13
IV	Final Accounts of co-operative societies.	12
V	Final Accounts of partnership Firms, Basic Terminology, Method Capital.	12
VI	Skill Enhancement Module :- 1) Finalization of Accounts with the help of Tally 2) Visit to office of C.A. and submission of visit report.	12

Books recommended :

- 1) Financial Accounting : Dr.L.K.Karangale, Dr.W.D.Golait, Dr.Arun Yeole, Prashant Publication, Jalgaon
- 2) Financial Accounting : Dr.Sanjay P.Kale, Dr.Arun N.Dasode, Saijyoti Prakashan, Nagpur
- 3) Financial Accounting : Dr.Prof.Pradip Wath, Dr.Raju Jadhao, Dr.Rajendra Selukar
- 4) Financial Accounting : Ku.Jaiprabha Mahadev Bhagat, Aakash Anandrao Budhe
- 5) Advanced Accountancy : R.R.Gupta

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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-24	Business Economics	75

Course Outcomes

1. Examine the difference between business and managerial economics.
2. Application of Discriminative nature of monopolist.
3. Application of monopolistic competition, oligopoly, and perfect competition
4. Application of demand and supply pattern of rent and wage.
5. Application of the theories of interest and profit.

Unit	Content	No. of Periods
I	Business and Managerial Economics: 1.1 Meaning and characteristics of Business Economics. 1.2 Meaning and characteristics of Managerial Economics. 1.3 Nature and Scope of Managerial Economics. 1.4 Objectives and Importance of Managerial Economics. 1.5 Relation of Managerial Economics with Business Economics	13
II	Market Structure: Monopoly 2.1 Meaning and classification of Markets. 2.2 Working of Price Mechanism. 2.3 Monopoly: Meaning and Characteristics. 2.4 Price determination under monopoly 2.5 Price discrimination under monopoly.	13
III	MARKET STRUCTURE : Competitive Market 3.1 Monopolistic competition: Meaning and Characteristics. 3.2 Price determination in monopolistic competition. 3.3 Oligopoly: Meaning and Characteristics. 3.4 Price determination under Oligopoly. 3.5 Perfect competition: Meaning, Characteristics and Price Determination.	13
IV	FACTORS PRICING: LAND & LABOUR 4.1 Factors Inputs: Nature, Demand & Supply 4.2 Marginal Productivity Theory. 4.3 RENT: Concept, Ricardian Theory, Quasi Rent. 4.4 WAGES: Meaning & Types. 4.5 Determination of wages.	12
V	FACTORS PRICING: CAPITAL & ENTREPRENURSHIP 5.1 INTEREST: Concept and time preference. 5.2 Loanable funds and Liquidity preference theory of Interest. 5.3 PROFIT: Meaning and Definition. 5.4 Dynamic & Risk bearing theory of Profit. 5.5 Innovation theory of Profit.	12
VI	Skill Enhancement Module Application of Price Determination for consumer products and services and factors of productions.	12

	<ul style="list-style-type: none"> ❖ Gathered details on administrative audit report and methods adopted by any organization. ❖ Report on motivational tools for employees adopted by any organization. ❖ Report on contribution of any organization for conservation of environment, energy and heritage. 	
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BOOKS RECOMMENDED

1. Organization : Text, Cases and readings on the Management of Organizational Design and Change, J.P. Kotter, L.A. Schlesinger and V. Sathe
2. Business Organization & Management, Mr. Mahesh Chaudhary
3. Business Organization & Management, Kaul V (Pearson Education 2012)
4. Business Organization & Management, Tulsian P and Pandey V (Pearson Education 2011)
5. Business Environment, Cherunilam F. (Himalaya Publishing House 2010)
6. Business Sutra, Pattnaik D. (Aleph Book Company 2013)
7. Organizational Traps : Leadership, Culture, Organizational Design, Chris A (Oxford University, Press 2010)
8. World Class in India, Piralal G and Ghoshal S (Penguin India 2002)
9. Business Maharajas, Parimal G (Penguin India 2011)
10. On Becoming a Leader, Warren B. (Perseus Books Group 2009)

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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-26	Computer Fundamental & Operating System II	45

• **Course Outcome**

The students will be able to-

1. Get basic introduction of Computer and mobile operating systems
2. Know concept of windows versions.
3. Create and delete file in File Explorer.
4. Know concept of modern communication and network topologies.
5. Create e-mail account and compose e-mail message.
6. Create table, utilizing existing Template provided by Microsoft and add customization on Template according to user needs.
7. Identify steps in the process and complete an activity to create a mail merge.
8. Develop the skill of power point programs.
9. Insert various graphical object on slide.
10. Add different Transition, Animation, Sound and Timing effect to Slide.
11. Run a presentation on computer screen.

Unit	Topic	No. of Periods
I	Operating System (OS): Operating System Basics: Introduction, Definition, Basic Functions. Types of Operating Systems: Batch OS, Single User, Multiuser, Time Sharing/Multitasking OS, Real Time OS, Distributed OS, Network OS and Mobile OS. Concepts of Popular Operating Systems: MS DOS, Microsoft Window, UNIX, LINUX, Apple iOS, Google Android, BlackBerry, Macintosh.	09
II	MS-WINDOWS: Concept & Version of Windows: Windows 1.0, Windows NT, Windows 95, Windows 98, Windows XP, Windows 7 and Windows 8 Windows 10: Introduction, Features, Screen Element of Window 10. Desktop: This PC, Icons, Recycle Bin, Microsoft Edge (Browser), Taskbar, Start Menu, Notification area. Manage Files and Folders with File Explorer: Creating, Deleting, Opening, Copying, Moving And Renaming Files and Folders. Microsoft Cortana; meaning and features.	09
III	Modern Communications: (Concept Only) Definition, Characteristics of Modern communication Technology. Communications Methods; SMS (Text Messaging), IM (Instant Messaging), Voice Calling, Video Chat, Blogging, Social Media and e-mail. Audio and Video Conferencing tools: concept and features of Zoom, Google Meet, Google Hangouts, Skype and YouTube. Networking: Concept, Topology. Network types: PAN, LAN, MAN and WAN. Communication Devices: Smart Phone, Bandwidth; Modem, Wi-Fi, Bluetooth	09
IV	Advanced Table, Graphics and Mail Merge: [MS-WORD 2013/2016] Working with Tables: Creating, Inserting data, Aligning Data in a Table, inserting, Moving, Resizing Rows & Columns. Adding Border & Shading to Table, Convert Text to Table.	09

	<p>Illustrations and Objects: Insert Pictures, SmartArt, Shapes, Screenshot, Hyperlink, Text Box, WordArt, Drop Cap and Symbol.</p> <p>Document Designing: Themes, Watermark, Page Color, Page Border.</p> <p>Mail Merge: Meaning and Advantages. Procedures of Mail merge; Create Main Document, Edit Recipient's list, Insert Merge fields, Preview Results and Finish & Merge documents.</p>	
V	<p>PowerPoint Presentation: [2013/2016]</p> <p>Concept of Presentation: MS-PowerPointScreen, Creating a new Presentation Using a Template.</p> <p>Inserting and Editing: Text, Pictures, screenshot, Shapes, SmartArt, WordArt, Video and Audio effects.</p> <p>Formatting Slide: Resizing and Scaling an Object, Slide Size, format background and Changing Slide layouts.</p> <p>Slide Effects; Adding Transition and Animation effect, Setting Slide Show Timings, Different Slide Views, Running a Slide Show, Saving, Sharing and Printing a presentation.</p>	09

Books Recommended :

1. Computer Fundamentals, P. K. Sinha, V.K.Goyal
2. Computer Fundamentals-B.Ram (WE)
3. Fundamentals of Computers-V. Rajarman(PHI)
4. Introduction to IBMPC & Applications-Taxali.
5. Computer Fundamentals & Operating System : Dr. Sanjay Kadu, Dr. Arun Harne
6. MS-OFFICE (PHI)
7. MS-OFFICE (BPB)
8. MS-OFFICE (TMH)
9. Yeats : Systems Analysis & Design ; Macmillan India, New Delhi.
10. Basics of Computer and Business Mathematics, By Dr. Rajiv Ashtikar, Dr. Santosh Sadar and Prof. Vilas Chopade : Payal Prakashan, Nagpur.
11. Computer Fundamentals & Operating System : Supriya Bhagade-Pimpalpure & Co. Pub., Nagpur.
12. Principles of Computer, By Prof. S. M. Kolte, Pimpalpure & co. publisher, Nagpur.
13. Computer Fundamentals & Operating System, Dr. C. M. Tembhurnekar, Dr Sushant Jadhao
14. Computer Fundamentals & Operating System, Dr Sanjay Tidke, Aakash Bele
15. Computer Fundamentals & Operating System : Prof. Sunil Ishwarkar, Prof. Sharad Kulat

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-26	Computer Fundamental And Operating System-II (Practical)	15

• **Course Outcome:**

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

- 1) Know how to organize files/folder in File Explorer
- 2) Understand different customization setting in windows 10.
- 3) Create windows login Account which is necessary for Windows 10
- 4) Create table, utilizing existing Template provided by Microsoft and add customization Template according to user needs.
- 5) Add header and footer to long list of pages which is crucial.
- 6) Complete Mail Merge process.
- 7) Change layout of pages
- 8) Create Presentation, designing slides and add different Transition and Animation effect to objects and Slide

• **List of Practical's:**

- 1) Create a new folder on desktop
- 2) Create, rename, delete, and restore File from Recycle Bin.
- 3) Change icon of Folder from Disk.
- 4) Open Control Panel or Setting in Windows 10 to customize and personalize.
- 5) Creating Windows Login User Account
- 6) Change Time Zone and Language of Keyboard.
- 7) Personalization your computer according to your need like changing theme, changing color, changing start menu app.
- 8) Create class time Table in table format, save file.
- 9) Open any existing Template and customize according to your need.
- 10) Create two column page, add border to page and add Picture /Text Watermark.
- 11) Create two pages with Header and Footer, add current date on Footer and your College name on Header.

- 12) Create main document (letter/Notice/Invitation etc,) along with Recipients' Address (minimum five) then insert merge field, merge document, Preview and save/print it.
- 13) Create Blank or New Existing Template, Add few Slides and Edit content on each slides.
- 14) Change Background color of each slides make sure each slides has different background.
- 15) Create a Presentation Title and Content slide layout. Add class name as a Title and add Exam Table (Sample) in table format in Content Section.
- 16) Create two Slides with Transition Effect on Each Slides
 - I) Insert WordArt on First Slide and Animate it.
 - II) Insert Picture on Second slide and Animate it with Sound.

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