

Anekant Education Society's
Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati
SYLLABUS STRUCTURE OF
Bachelor of Business Administration (Computer Application)
FYBBA(C.A) (2019 pattern)
Syllabus (CBCS Pattern) under Academic Autonomy for the year 2019-2020

Semester – I (w. e. f. A.Y. 2019-2020)

Subject Code	Name of Subject	Marks			Credit
		Int.	Ext.	Total	
BCA1101	Logic in Computer Science	40	60	100	3
BCA1102	Data Structure and Algorithm	40	60	100	3
BCA1103	Business Accounting	40	60	100	3
BCA1104	Business Communication	40	60	100	3
BCA1105	Principles and Practices of Management and Organizational Behavior	40	60	100	3
BCA1106	Practical Lab-I [Based on Paper 1102 & 1103]	40	60	100	3
	Physical Education	-	-	-	2
Total		300	300	600	20

BBA (C.A) Programme Outcome

PSO1. Knowledge: To understand and apply the fundamental principles, concepts, and methods in diverse areas of computer science, computer applications, management, mathematics, statistics, etc.

PSO2. Problem Analysis: Identify, analyse and formulate complex real-life computing problems. Attain substantiated conclusions to solve the problems using fundamental principles of computer science and application domains by using various tools and emerging technologies.

PSO3. Design and Development: Design and develop efficient solutions for complex real-world computing problems and design system components or processes that meet the specified needs with appropriate consideration for public health and safety and the cultural, societal, and environmental considerations.

PSO4. Conduct investigations of complex problems: Ability to research, analyze and Investigate complex computing problems through the design of experiments, analysis, and interpretation of data, and synthesis of the information to arrive at valid conclusions.

PSO5. Modern Tool Usage: Create, identify and apply appropriate techniques, skills, and modern computing tools to computing activities.

PSO6. Ethics and Social Responsibility: Understand and commit to professional ethics and cyber regulations, responsibilities, and norms of professional computing practices.

PSO7. Individual and Team Work: Ability to work effectively as an individual, and as a member or leader as per need in, multidisciplinary teams.

PSO8. Life-Long Learning: Recognize the need and have the ability to engage in independent continuous reflective learning in the context of technological advancement.

PSO9. Project Management: Understand and apply computing, management principles to manage projects.

PSO10. Communication:

Able to use interpersonal skills and communicate effectively with the professionals and with society to convey technical information effectively and accurately and able to comprehend and write effective reports, design documentation, and make effective presentations.

PSO11. Innovation, employability, and Entrepreneurial skills:

Identify opportunities, and pursue those opportunities to create value and wealth for the betterment of the individual and society at large.

**SYLLABUS (CBCS) FOR F.Y.BBA (C.A.) (w. e. from June,
2019) Academic Year 2019-2020**

Class: F.Y.BBA (C.A.) (Semester - I)

Paper Code: BCA1101

Paper: - I

Title of Paper: Logic in Computer

Science Credit: 3

No. of. Lectures: 48

Course Objectives:

1. To introduce the concepts of mathematical logic and its importance.
2. To discuss propositional, predicate, temporal and modal logic and their Applications.
3. To understand propositional logic & its syntax & semantics
4. To understand the role of modal logic in computer science
5. To understand the need for verification and the various approaches to program verification

Course Outcome:

- CO1.** Understanding formal logic helps students develop a structured approach to problem-solving. It enables them to break down complex problems into smaller, more manageable components.
- CO2.** Fundamental concepts in propositional, predicate and temporal logic and apply resolution techniques.
- CO3.** Students should able to apply the concept of program verification in real-world scenarios.
- CO4.** Specify properties of a reactive system using linear-time temporal logic and branching time temporal logic
- CO5.** Judge the relevance of logical reasoning in computer science, i.e. for Modelling compute systems
- CO6.** Analyze the applicability of logical tools to solve problems in computer science, i.e. finding bugs with the use of model checking
- CO7.** The ability to reason logically is crucial for verifying the correctness of programs. This includes identifying and fixing logical errors in code.

Topics/Contents

Unit 1: Introductory Concepts (02L)

- 1.1 Propositional Logic
- 1.2 Predicate Logic
- 1.3 Modal and Temporal logic
- 1.4 Program Verification

Unit 2: Propositional Logic (12L)

- 2.1 Declarative Sentence
- 2.2 Natural Deduction
- 2.3 Syntax and Semantic
- 2.4 Meaning of logical connectives
- 2.5 Mathematical induction
- 2.6 Soundness and Completeness
- 2.7 Normal form- semantic Equivalence, Satisfiability &

- Validity
- 2.8 Conjunctive Normal form & Validity
- 2.9 Horn clauses and Satisfiability

Unit 3: Binary Decision Diagram (05L)

- 3.1 Definition
- 3.2 Reduced and ordered Binary Decision Diagrams, Operators.

Unit 4: Predicate Logic

- 4.1 Terms and formulas (10L)
- 4.2 Logic programming
- 4.3 Free and bound variables
- 4.4 Substitution
- 4.5 Proof theory of predicate logic
- 4.6 Natural deduction
- 4.7 Quantifier equivalence
- 4.8 Syntax and semantic

Unit 5: Temporal logic (05L)

- 5.1 Syntax and Semantics
- 5.2 Models of Time
- 5.3 Linear time Temporal Logic
- 5.4 Deduction System of Temporal Logic

Unit 6: Program Verification (10L)

- 6.1 Need for verification
- 6.2 Framework for software verification
- 6.3 Verification of sequential programs
- 6.4 Deductive system, verification, synthesis

Unit 7: Modal Logic (04L)

- 7.1 Need for Modal Logic
- 7.2 Syntax and Semantics

Reference Books:

1. Arindhama Singh, Logics for Computer Science, Prentice Hall India, 2004
2. Modechai Ben-Ari, Mathematical Logic for Computer Science, Springer, 3/e, 2012.
3. Michael Huth, Mark Ryan, Logic in Computer Science: Modeling and Reasoning about Systems, Cambridge University Press, 2005.

Class: FYBBA (C.A) (Sem -I)
Course: Logic in Computer Science

Subject: BBA (C.A)
Course Code: BCA1101

Weightage: 1= Weak or Low Relation, 2= Moderate or Partial Relation, 3= Strong or Direct Relation

Program Outcomes(PO)											
Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	3						3	2			
CO2	3					2		2		3	
CO3	3										
CO4	3										
CO5	3	2		2		2	2				
CO6	3					2					
CO7	3					2					2

All of the course outcomes (COs) contribute to the development of students' disciplinary knowledge in Computer Application.

PO1. Knowledge:

In CO1,CO2,CO3,CO4, CO5, CO6 and CO7 Strongly mapped as the student will able to get knowledge of fundamental concepts in propositional, predicate and temporal logic, program verification in real world scenario and develops the computational logic.

PO2. Problem Analysis:

CO5 moderately mapped as the student will able to get knowledge of analysing the applicability of logical tools to solve problems in computer science, i.e. Finding bugs with the use of model checking.

PO4. Conduct investigations of complex problems:

CO5 moderately mapped as the student will able to get knowledge to solve problems in computer science, i.e. finding bugs with the use of model checking.

PO6. Ethics and Social Responsibility

CO2, CO5, CO6 and CO7 moderately mapped as students will able to apply the concept of program verification in real-world scenarios .,analyse the applicability of logical tools to solve problems in computer science, i.e. finding bugs with the use of model checking and convert sentences in natural language to logical expressions and vice versa and develop basic computational thinking

PO7.Individual and Team Work

CO1 is strongly and CO5 is moderately mapped as the student will be able to get knowledge of fundamental concepts in propositional, predicate and temporal logic and apply resolution techniques and

analyse the applicability of logical tools to solve problems in computer science, i.e. finding bugs with the use of model checking.

PO8. Life-Long Learning:

In CO1 and CO2 moderately mapped as the student will be able to get knowledge about concepts related to logics used in computer science and student can apply the concept of program verification in real-time world scenarios.

PO10. Communication

CO2 is strongly mapped as the student will be able to apply concepts of program verification in real-world scenarios.

PO11. Innovation, employability, and Entrepreneurial skills:

CO7 moderately mapped as students will be able to develop basic computational thinking for innovation, employability and entrepreneurial skills.

SYLLABUS (CBCS) FOR F.Y.BBA (C.A.) (w. e. from June, 2019)
Academic Year 2019-2020

Class: F.Y.BBA (C.A.) (Semester - I)

Paper Code: BCA1102

Paper: - II

Title of Paper: Data Structure and Algorithm

Credit: 3

No. of. Lectures: 48

A) Course Objectives:

1. To understand concepts of data structure and algorithms
2. To apply concepts about searching and sorting techniques
3. Understanding of fundamental data structure and algorithms
4. To understand and design efficient algorithms for sorting and searching
5. To solve problems using data structures such as linear lists, stacks, queues, binary trees, binary search trees, and graphs and writing programs for these solutions.
6. To use the appropriate data structure and algorithm design method for a specified application.
7. To efficiently implement the different data structures and solutions for specific problems.

B) Course Outcome:

Student should be will able to-

- CO1.** Define data structures like array, stack, queues and linked list.
- CO2.** Explain insertion, deletion and traversing operations on data structures
- CO3.** Identify the asymptotic notations to find the complexity of an algorithm.
- CO4.** Compare various searching and sorting techniques.
- CO5.** Choose appropriate data structure while designing the algorithm.
- CO6.** Design advance data structures using nonlinear data structures.
- CO7.** Develop programming skills which require to solve given problem.

Topics/Contents

Unit 1: Introduction to Data Structure

(16L)

1.1 Fundamentals of Data Structure

1.1.1 Algorithm Analysis (Space Complexity, Time Complexity, Asymptotic notation)

1.3 Operations of Data Structure

1.2.1 Traversing

1.2.2 Searching (Linear and Binary Search)

1.2.3 Sorting (Bubble, Insertion, Selection, Heap, Quick and Merge sort)

1.3 Analysis of All Sorting techniques

1.4 Arrays as Data Structure

1.5 Storage Representation of Arrays

1.6 Polynomial Representation of Arrays

1.6.1 Addition of Two Polynomial

1.6.2 Evaluation of Polynomial
1.7 Self-Referential Structure

Unit 2: Stack

(05L)

- 2.1 Introduction and Definition
- 2.2 Representation of Stacks
- 2.3 Primitive Operations on Stacks
- 2.4 Applications of Stacks
- 2.5 Representation of Arithmetic Expressions
 - 2.5.1 Infix
 - 2.5.2 Postfix
 - 2.5.3 Prefix
- 2.6 Evaluation of Postfix and Prefix Expression
- 2.7 Conversion of Expressions
 - 2.7.1 Infix to Prefix
 - 2.7.2 Infix to Postfix

Unit 3: Queue

(05L)

- 3.1 Introduction and Definition
- 3.2 Representation of Queues
- 3.3 Primitive Operation on Queues
- 3.4 Applications of Queues
- 3.5 Types of Queue
 - 3.5.1 De queue
 - 3.5.2 Circular Queue
 - 3.5.2 Priority Queue

Unit 4: Linked List

(10L)

- 4.1 Definition of Linked List
- 4.2 Dynamic Memory Management
- 4.3 Representation of Linked List
- 4.4 Operations on Linked List
 - 4.4.1 Inserting
 - 4.4.2 Deleting
 - 4.4.3 Searching
 - 4.4.4 Sorting
- 4.5 Merging Nodes
- 4.6 Double Linked List (Create, Display)

Unit 5: Trees

(07L)

- 5.1 Introduction and Definition
 - 5.2 Terminology
 - 5.3 Static and Dynamic Representation
 - 5.4 Types of Tree
 - 5.5 Operations on Binary Tree
 - 5.6 Binary Search Tree(BST)

- 5.7 Tree Traversal
 - 5.7.1 In Order
 - 5.7.2 Pre Order
 - 5.7.3 Post Order
- 5.8 AVL Tree

Unit 6: Graphs

(05L)

- 6.1 Definition of Graph
- 6.2 Basic Concepts of Graph
- 6.3 Representation of Graph
 - 6.3.1 Adjacency Matrix
 - 6.3.2 Adjacency List
- 6.4 In Degree Out Degree of Graph
- 6.5 Graph Traversal
 - 6.5.1 DFS
 - 6.5.2 BFS
- 6.6 Spanning Tree
- 6.7 Minimum Spanning Tree
 - 6.7.1 Kruskal's Algorithm
 - 6.7.2 Prim's Algorithm

Reference Books:

1. Lipschutz Schaum's, "Data Structure", Outline Series, TMH, ISBN-0-07-060168-2.
2. D. Samanta, "Classical Data Structure", PHI, ISBN: 8120318749.
3. Fundamental of DS using C++ by Horowitz Sahani, Galgotia pub.
4. Practical Approach to Data Structures by Hanumanthappa.
5. Tenenbaum, "Data Structures Using C and C++", Second Edition, PHI, ISBN-81317-0328-2
6. Data Structures Using C and C++ by Langsam Y, PHI, 2nd Ed
7. The Essence of Data Structures using C++ by Brownesy, Kan
8. Data Structure and Algorithms in C++ by Joshi Brijendra Kumar
9. Data Structures with C++: Schaums Outlines by Hubbard John

Weightage: 1= Weak or Low Relation, 2= Moderate or Partial Relation, 3= Strong or Direct Relation

Program Outcomes(PO)											
Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	3						2				
CO2	3						2				
CO3	3	2	2	2			2				
CO4	3	2	2	2			2				
CO5	3	3	2	2			2				
CO6	3	3	2	2			2				
CO7	3	3	2	2			2	3			2

All of the course outcomes (COs) contribute to the development of students' disciplinary knowledge in Computer Application.

PO1. Knowledge:

In CO1,CO2,CO3,CO4, CO5, CO6 and CO7 Strongly mapped as the student will able to get knowledge to define data structures like array, stack, queues and linked list, to explain insertion, deletion and traversing operations on data structures ,to identify the asymptotic notations to find the complexity of an algorithm, to compare various searching and sorting techniques, to choose appropriate data structure while designing the algorithm, to design advance data structures using nonlinear data structures and to develop programming skills which require to solve given problem.

PO2. Problem Analysis:

CO3 and CO4 are moderately mapped and CO5,CO6 and CO7 are strongly mapped as the student will able to get knowledge to identify the asymptotic notations to find the complexity of an algorithm and to compare various searching and sorting techniques. And student will able to choose appropriate data structure while designing the algorithm, design advance data structures using nonlinear data structures and develop programming skills which require to solve given problem.

PO3. Design and Development:

CO3, CO4, CO5, CO6 and CO7 are moderately mapped as the student will be able to choose appropriate data structure while designing the algorithm, design advanced data structures using nonlinear data structures and develop programming skills which require to solve given problem.

PO4. Conduct investigations of complex problems:

CO3, CO4, CO5, CO6 and CO7 are moderately mapped as the student will be able to choose appropriate data structure while designing the algorithm, design advanced data structures using nonlinear data structures and develop programming skills which require to solve given problem.

PO7. Individual and Team Work

In CO1, CO2, CO3, CO4, CO5, CO6 and CO7 moderately mapped as the student will be able to get knowledge to define data structures like array, stack, queues and linked list, to explain insertion, deletion and traversing operations on data structures, to identify the asymptotic notations to find the complexity of an algorithm, to compare various searching and sorting techniques, to choose appropriate data structure while designing the algorithm, to design advanced data structures using nonlinear data structures and to develop programming skills which require to solve given problem

PO8. Life-Long Learning:

CO7 is strongly mapped as the student will be able to get the lifelong learning about developing programming skills which require to solve given problem.

PO11. Innovation, employability, and Entrepreneurial skills:

CO7 moderately mapped as students will be able to make a use programming skills which require to solve given problems.

SYLLABUS (CBCS) FOR F.Y.BBA (C.A.) (w. e. from June, 2019)

Academic Year 2019-2020

Class: F.Y.BBA (C.A.) (Semester - I)

Paper Code: BCA1103

Paper: - III

Credit: 3

Title of Paper: Business Accounting

No. of. Lectures: 48

A) Course Objectives:

1. To enable the students to acquire sound knowledge of basic concepts of accounting.
2. To impart the knowledge about recording of transactions and preparation of final accounts.
3. To acquaint the students about accounting software packages.
4. Applying auditing concepts to evaluate the conformity of financial statements with appropriate auditing standards.
5. Analyzing internal controls and interpreting assessment of engagement risk.
6. Preparing financial statements in accordance with appropriate standards.
7. Judging product, project, divisional and organizational performance using managerial accounting information.

B) Course outcomes:

Student should be able to:

- CO1. Define book-keeping and accounting.
- CO2. Explain the differences between management and financial accounting.
- CO3. Describe the main elements of financial accounting information – assets, liabilities, revenue and expenses.
- CO4. Identify and interpret accounting information to inform users and make decisions.
- CO5. Apply critical thinking skills by identifying and analyzing accounting issues using relevant accounting frameworks.
- CO6. Analyze financial and contextual information to make decisions, estimate costs and determine tax implications, audit risk, and engagement procedures.
- CO7. Students will recognize commonly used financial statements, their components and how information from business transactions flows into these statements

Topics/Contents

- Unit 1 Introduction:** (06L)
 - 1.1 Financial Accounting- Definition, Scope, Objectives & Limitations
 - 1.2 Distinction between Accounting & Book Keeping
 - 1.3 Types of Account
 - 1.4 Branches of Accounting
 - 1.5 Rules of Debit and Credit
- Unit 2 Conceptual Framework:** (06L)
 - 2.1 Accounting Concept

2.2 Principles & Conventions	
2.3 Accounting Standards-Concept, Objectives, Benefits, Overview of Accounting Standards in India	
2.4 Accounting Policies	
2.5 Accounting as a Measurement Discipline	
2.6 Valuation Principles	
2.7 Accounting Estimates	
Unit 3 Recording of Transactions:	(14L)
3.1 Accounting Process	
3.2 Journals	
3.3 Ledger	
3.4 Types of Cash Book	
3.5 Subsidiary Books	
3.6 Trial Balance.	
Unit 4 Final Accounts	(10L)
4.1 Introduction	
4.2 Preparation of Trading and Profit and Loss Account and Balance Sheet of a Proprietary and Partnership Firms	
Unit 5 Introduction to GST	(06L)
5.1 Introduction	
5.2 Objectives	
5.3 GST Benefits – Advantages and Disadvantages of GST	
5.4 Features of GST	
5.5 Classification of GST	
5.6 Types of GST – CGST, SGST, IGST	
5.7 Types of Dealer	
Unit 6 Accounting in Computerized Environment:	(06L)
6.1 Computers and Financial Application	
6.2 Introduction to Accounting Software Package - Tally 9.0	
6.3 An Overview of Computerized Accounting Systems - Salient Features and Significance	
6.4 Generating Accounting Reports	

Reference Books:

1. Fundamentals of Accounting & Financial Analysis: By Anil Chowdhry (Pearson Education)
2. Financial accounting: By Jane Reimers (Pearson Education)
3. Accounting Made Easy By Rajesh Agarwal & R Srinivasan (Tata McGraw –Hill)
4. Financial Accounting for Management: By Amrish Gupta (Pearson Education)
5. Financial Accounting for Management: By Dr. S. N. Maheshwari (Vikas Publishing)
6. Advanced Accounts – M.C. Shukla and S P Grewal (S.Chand & Co., New Delhi)

Class: FYBBA (C.A) (Sem -I)
Course: Business Accounting

Subject: BBA (C.A)
Course Code: BCA1103

Weightage: 1= Weak or Low Relation, 2= Moderate or Partial Relation, 3= Strong or Direct Relation

Program Outcomes(PO)											
Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	3	2		2			3	2			
CO2	3							2			
CO3	3	2									
CO4	3										
CO5	3					3	2				
CO6	3			2		2					
CO7	3	3		2				3			3

All of the course outcomes (COs) contribute to the development of students' disciplinary knowledge in Computer Application.

PO1. Knowledge:

In CO1, CO2, CO3, CO4, CO5, CO6 and CO7 are strongly mapped as the student will be able to get knowledge to define book-keeping and accounting, to differentiate types of accounting etc.

PO2. Problem Analysis:

CO1, CO3 are moderately mapped and CO7 is strongly mapped as student will get to analyse the problems regarding accounting, types of accounting etc.

PO4. Conduct investigations of complex problems:

CO1, CO6 and CO7 are moderately mapped as student will be able to get that this is essentially a mechanism for investigation of complex problem by differentiating accounting types, by analysing financial and contextual information to make decision, estimate costs and determine tax implications etc.

PO6. Ethics and Social Responsibility

CO5 is strongly mapped as students will be able to get social responsibility regarding accounting by applying critical thinking skills by identifying and analyzing accounting issues using relevant accounting frameworks.

PO7. Individual and Team Work

CO1 is strongly mapped as student will solve the different problems of accounting individually or by group.

CO5 is moderately mapped as the student will be able to apply critical thinking skills by identifying and analysing accounting issues using relevant accounting frameworks.

PO8. Life-Long Learning:

In CO1,CO2 moderately mapped as the student will be able to get details of defining book-keeping and accounting and explain the differences between management and financial accounting.

CO7 is strongly mapped as student will recognize commonly used financial statements, their components and how information from business transactions flows into these statements

PO11. Innovation, employability, and Entrepreneurial skills:

CO7 strongly mapped as students will be able to get the opportunities by applying knowledge of accounting concepts.

SYLLABUS (CBCS) FOR F.Y.BBA (C.A.) (w. e. from June, 2019)

Academic Year 2019-2020

Class: F.Y.BBA (C.A.) (Semester - I)

Paper Code: BCA1104

Paper: - IV

Title of Paper: Business Communication

Credit: 3

No. of. Lectures: 48

A) Course Objectives:

1. To understand the concept, process and importance of communication.
2. To develop an integrative approach where reading, writing, presentation skills are used to get here enhance the student's ability to communicate and write effectively.
3. To create awareness among students about methods and media of communication.
4. To make students familiar with information technology and improve job seeking skills.
5. To perceive and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation
6. To improve students Interpretation, Reading, Writing and Speaking skills for official communication
7. To penetrate and appropriately apply modes of expression in written, visual, and oral communication

B) Course outcomes:

Student should be able to

- CO1.** Communicate effectively in real life situation.
- CO2.** Demonstrate the use of basic and advanced business writing skills.
- CO3.** Produce clear and concise written business documents.
- CO4.** Develop interpersonal communications skills that are required for social and business interaction.
- CO5.** Plan and conduct effective meetings.
- CO6.** Employ proper public speaking techniques.
- CO7.** Develop and deliver a formal presentation...

Topics/Contents

Unit 1:

(06L)

Introduction to Communication

- 1.1 Role of Communication in Business
- 1.2 Objectives of Communication
- 1.3 Process of Communication
- 1.4 Principles of Communication
- 1.5 Barriers to Communication
- 1.6 Overcoming Barriers

Unit 2: Media of Communication

(06L)

- 2.1 Written Communication
- 2.2 Oral Communication
- 2.3 Face of Face Communication
- 2.4 Visual Communication
- 2.5 Audio Visual Communication Skills

Unit 3: Oral Communication

(12L)

- 3.1 Listening, Importance of listening, Guidelines of Effective Listening.
- 3.2 Group Communication/Discussion-Activity.
- 3.3 Speeches- Characteristics of good Speech, Model Speech
- 3.4 Presentation- Elements of presentation, designing a presentation, Practicing Delivery of Presentation, Media management, Press Conference, Seminars, workshop, Conferences, Business etiquettes.
- 3.5 Dialogue Skills- Need for Dialogue and Conversation Skill, Good Manners and Etiquettes
- 3.6 Interview- Mock Interview

Unit 4: Written Communication

(10L)

- 4.1 Layout of Business Letter, Enquiry letter, Order Letter, Complaint letter, Sales Letter, Office Memo
- 4.2 Job Application Letter- Appointment, Promotion, Resignation letter
- 4.3 Report Writing- Introduction, Reports by Individuals, Reports by Committees.
- 4.4 Agenda and Minutes of Meeting
- 4.5 Notices- Public Notices, Tender Notices
- 4.6 Copy Writing for Advertisement – Introduction, Structure of an Advertisement
- 4.7 Email Etiquette

Unit 5: Information Technology for Communication

(08L)

- 5.1 Introduction
- 5.2 Advantages and Limitations of–Telex, Telegram, Fax, Voice Mail, Teleconferencing, Video Conferencing, Internet and Social Media Sites, E-communication at workplace.

(06L)

Unit 6: Oral, Visual and Audio –Visual Communication

- 6.1 Telephone Skills
 - 6.1.1 Basics of Telephone Communication
 - 6.1.2 handle calls- telephone manners

6.1.3 Teleconference handling, Handling Tele interviews for Call Centre's.

Reference Books:

1. Business Communication (Principles, Methods and Techniques) Nirmal Singh Deep & Deep Publications Pvt. Ltd, New Delhi.
2. Essentials of Business Communication Rajendra Pal & J.S. Korhalli Sultan Chand & Sons, New Delhi.
3. Media and Communication Management– C.S. Raydu Himalaya Publishing House, Mumbai.
4. Professional Communication-Aruna Koneru-Tata McGraw-Hill Publishing Co. Ltd, New Delhi.
5. Creating a Successful CV –Siman Howard–Dorling Kindersley.
6. Business Communication–Dr. Anjali Kalkar, Ashapak G. Nadaf, Tech-Max Publication, Pune
7. Effective Documentation and Presentation-Urmila Rai & S.M. Rai– Himalaya Publishing House, Mumbai.
8. Principles Practices of Business Communication– Aspi Doctor & Rhoda Doctor–Sheth Publishers Pvt. Ltd

Weightage: 1= Weak or Low Relation, 2= Moderate or Partial Relation, 3= Strong or Direct Relation

Program Outcomes(PO)											
Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	3			2		2		2	2	2	
CO2	3							2			
CO3	3							2			
CO4	3										
CO5	3										
CO6	3										
CO7	3			2		2		2	2	2	3

All of the course outcomes (COs) contribute to the development of students' disciplinary knowledge in Computer Application

PO1. Knowledge:

In CO1,CO2,CO3,CO4, CO5, CO6 and CO7 Strongly mapped as the student will able to get knowledge of formal communication, informal communication and of proper public speaking techniques etc.

PO4. Conduct investigations of complex problems:

CO1 and CO7 are moderately mapped as student will able be communicate effectively in real life situation to solve complex problem regarding business and student will able to develop and deliver a formal communication.

PO6. Ethics and Social Responsibility

CO1 and CO7 are moderately mapped as student will able be communicate effectively in real life situation to solve complex problem regarding business and student will able to develop and deliver a formal communication..

PO8. Life-Long Learning:

In CO1,CO2,CO3 and CO7 moderately mapped as the student will able to communicate effectively in real life situation, to demonstrate the use of basic and advanced business writing skills,produce clear and concise written business documents and to develop and deliver a formal presentation.

PO9. Project Management

CO1 and CO7 are moderately mapped as student will able to make the use of his communication skill in project management.

PO10. Communication

CO1 and CO7 are moderately mapped as student will able to communicate effectively in real life situation and develop and deliver a formal presentation.

PO11. Innovation, employability, and Entrepreneurial skills:

CO7 strongly mapped as students will able to make a use of his communication skill he will get the number of opportunities in real world.

SYLLABUS (CBCS) FOR F.Y.BBA (C.A.) (w. e. from June, 2019)

Academic Year 2019-2020

Class: F.Y.BBA (C.A.) (Semester - I)

Paper Code: BCA1105

Paper: - V

Title of Paper: Principles and Practices of Management and
Organizational Behavior

Credit: 3

No. of. Lectures: 48

A] Course Objectives:

1. Improve students understanding of Management & human behavior in organization and the ability to lead people to achieve more effectively toward increased organizational performance.
2. Students should understand the impact that individual, group and structures have on their behavior within the Organization.
3. Students should identify the required behavioral model in the Organization.
4. Identify the components of effective interpersonal communications.
5. Differentiate between group development vs. team development and how they operate within an organization.
6. Discuss formal and informal communication process.
7. Identify barriers to effective communication and discuss methods to overcome barriers.

B] Course Outcomes:

Student will be able to-

- CO1. Develop skills to manage work-related stress
- CO2. Analyze the interactions between multiple aspects of management.
- CO3. Justify the role of leadership qualities.
- CO4. Analyze the role of planning and decision making.
- CO5. Utilize interpersonal communication and conflict management effectively in a diverse organizational setting
- CO6. Analyze how teams and groups act as supportive functions within organizational structures.
- CO7. Identify fundamental concepts and principles for managing organizations and employees.

Topics/Contents

Unit 1: Management

(08L)

- 1.1 Meaning and Definition
- 1.2 Need, Scope and Process of Management
- 1.3 Managerial Levels/Hierarchy
- 1.4 Managerial Functions –
Planning, Organizing, Staffing, Directing, Controlling
- 1.5 Types of Managers and their Skill – Functional, Specialize,
Generalize
- 1.6 Leadership – Meaning, Qualities of Effective Leadership and
Functions of Leader.

Unit 2:	Evolution of Management Thoughts	(05L)
	2.1 Introduction to Scientific Management by Taylor	
	2.2 Administrative management by Fayol	
Unit 3:	Decision Making	(05L)
	3.1 Introduction	
	3.2 Decision Making Environment – Decision Making under Certainty, under Uncertainty, under Risk	
	3.3 Types of Decision	
	3.4 Decision making Process and Tools	
Unit 4:	Organization and Organizational Behavior	(07L)
	4.1 Definition and Need for Organization	
	4.2 Introduction to Organizational Behavior	
	4.3 Goals of Organizational Behavior	
	4.4 Fundamental Concepts of Organizational Behavior	
Unit 5:	Motivation	(07L)
	5.1 Concept of Motivation, Benefits to Organization ad Manager	
	5.2 Motivation Process	
	5.3 Maslow's Need Hierarchy Theory	
	5.4 McGregor's Theory 'X' and Theory 'Y'	
	5.5 Herzberg's Two Factor Theory of Motivation	
Unit 6	Group Dynamics and Team Building	(07L)
	6.1 Concept of Group, Effect & Characteristics of Group	
	6.2 Types of Groups	
	6.3 Five Stage Model of Group Development	
	6.4 Concept of Team, Nature and Benefits from Team	
	6.5 Creating Effective Teams	
Unit 7	Stress Management and Conflict Management	(09L)
	7.1 Work Stress - Meaning of Stress, Stressors	
	7.2 Sources of Stress- Individual Level, Organizational Level	
	7.3 Types of Stress	
	7.4 Type A and Type B Assessment of Personality	
	7.5 Effect of Stress – Physiological Effect, Psychological Effect, Behavioral Impact	
	7.6 Stress Management – Individual Strategies, Organizational Strategies	
	7.7 Concept of Conflict	
	7.8 Five Stage Process of Conflict	
	7.9 Types of Conflict- Inter-Personal, Intra-Personal, Inter-Group Organizational, Johari Window	
	7.10 Effects of Conflict	
	7.11 Conflict Management Strategies.	

Reference Books:

1. Principles and Practices of Management- Shejwalkar
2. Essential of management- 7th edition Koontz H & Weirich H TMH
3. Management Today Principles And Practices - Burton & Thakur
4. Mgmt. Principles and Functions - Ivancevich & Gibson, Donnelly
5. Organizational behavior Keith Davis
6. Organizational behavior Fred Luthans TMH 10th edition
7. Organizational behavior Dr. Ashwatthapa THI 7th edition

Class: FYBBA (C.A) (Sem II)
Course: Principles and Practices of Management and Organizational Behavior.

Subject: BBA (C.A)
Course Code: BCA1105

Weightage: 1= weak or low relation, 2= moderate or partial relation, 3= strong or direct relation

Course Outcomes	Programme Outcomes (PO)										
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO10	PO11
CO1	3										
CO2	3	3									
CO3		3		2							
CO4	3	3									
CO5			2								
CO6							3	2			
CO7				2		1				3	

PO1. Knowledge:

CO1 CO2 CO4 are Strongly mapped as students will be able to explain fundamental principles of management and also apply functions of management, principles and organizational behavior ,decision-making models to real-world scenarios

PO2. Problem Analysis:

CO2 CO3 CO4 are Strongly mapped students will able to analyse, describe fundamental principles of individual behaviors, attitudes, and motivations in organizational behaviors.

PO3. Design and Development:

CO5 Partially related as students will able to acquire and develop the skills to work within an organization or at team level.

PO4. Conduct investigations of complex problems:

CO3 and CO7 has Moderate relation with PO4 as student will analyse evaluate and examine their own behavior while working in an organization.

PO6. Ethics and Social Responsibility

CO7 Moderately Mapped Student will be able to make them responsible for working in the organization and organizational behavior describes how people interact with one another inside a company or organization. These interactions then have an impact on how the organization behaves and operates.

PO7. Individual and Team Work:

CO6 has a Strong relationship since students can make them work with an organization and conduct teamwork.

PO8. Life-Long Learning:

CO6 has a moderate relationship as students can demonstrate an awareness of group dynamics, team formation, and intergroup relations. Because adherence to organizational behavior and management principles generates a culture of continual improvement.

PO10. Communication:

CO7 strongly mapped as students able to learn the management in organization and behavior within organization and organization behavior enhances communication skills at all levels. Communication is essential for successful management and team collaboration

SYLLABUS (CBCS) FOR F.Y.BBA (C.A.) (w. e. from June, 2019)

Academic Year 2019-2020

Class: F.Y.BBA (C.A.) (Semester - I)

Paper Code: BCA1106

Paper: - VI

Credit: 3

Title of Paper: Practical Lab-I

No. of. Lectures:48

A]Course Objectives:

1. Understand the basic concept of C Programming, and its different modules that include conditional and looping expressions, Arrays, Strings, Functions, Pointers and Structures.
2. Acquire knowledge about the basic concept of writing a program.
3. Role of constants, variables, identifiers, operators, type conversion and other building blocks of C Language.
4. Use of conditional expressions and looping statements to solve problems associated with conditions and repetitions.
5. To write and execute programs in C to solve problems using data structures such as arrays, linked lists, stacks, queues.
6. To write and execute write programs in C to implement various sorting and searching methods.
7. To make the students to learn about the application of computers in accounting.

B] Course Outcomes:

Students will be able to

- CO1.** Implement linear and nonlinear data structures using linked list.
- CO2.** Apply various data structures such as stack, queue and tree to solve the problems.
- CO3.** Implement various searching and sorting techniques.
- CO4.** Analyze the complexity of the algorithms.
- CO5.** Choose appropriate data structure while designing the applications, variables, identifiers, operators, type conversion and other building blocks of C Language.
- CO6.** Design programs for solving problems using different data structures.
- CO7.** Implement basic data structures and applications. Also learn about the application of computers in accounting.

C programming

Programs based on Control Structures and Loops

1. Write a C Program to accept a four digit number from user and count zero , odd and even digits of the entered number.

2. Write a C program to generate the following pattern for n lines: *Aa*

Aa Bb

Aa Bb Cc

Aa Bb Cc Dd

3. Write a 'C' Program to check whether a given number is Armstrong or not.

4. Write a C program to generate the following pattern for n lines:

1 2 3 4 5 6 7

9 10

5. Write a C program to calculate sum of Fibonacci series up to a given number. .

6. Write a C program to check whether given number is Palindrome or not.

7. Write a C program to display multiplication table up to given number.

8. Write a C program to covert temperature from Celsius to Fahrenheit.

9. Write a program, which accepts a number n and displays each digit in words. Example: 6702
Output = Six-Seven-Zero-Two.

10. Write a C program to generate following pattern for n lines: *

*

* * *

* * * *

Data Structure

1. Write a 'C' program for implementing Linear Search method using function.

2. Write a 'C' program to sort array elements using Insertion sort method.

3. Write a 'C' program to sort array elements in ascending order using Selection sort method.

4. Write a 'C' program to sort the array elements in ascending order using Merge sort method

5. Write a 'C' program to sort array elements using Bubble sort method.

6. Write a 'C' program to reverse a string using Static implementation of Stack.

7. Write a menu driven program using 'C' for singly linked list-

- To create linked list.
 - To display linked list
 - To insert node at last position of linked list.
 - To delete node from specific position of linked list.
8. Write a 'C' program to create linked list with given number in which data part of each node contains individual digit of the number.
- (Ex. Suppose the number is 584 then the nodes of linked list should contain 5, 8, 4)
9. Write a 'C' program that creates a 2-D table of integers whose size will be specified at run time. (Dynamic Memory Allocation)
10. Write a 'C' program to create a singly linked list and count total number of nodes in it and display the result.
11. Write a 'C' program to create two singly linked lists and perform the union of two lists and display it.
12. Write a C program that create a 1-D table of integers whose size will be specified at run time. (Dynamic Memory Allocation)
13. Write a 'C' program to create a singly linked list, reverse it and display both the list.
14. Write a menu driven program using 'C' for Dynamic implementation of Queue for integers. The menu includes
- Insert
 - Delete
 - Display
 - Exit
15. Write a 'C' program to read n integers and create two lists such that all positive numbers are in one list and negative numbers are in another list. Display both the lists.
16. Write a 'C' program to accept an infix expression, convert it into its equivalent prefix expression and display the result.
17. Write menu driven program using 'C' for Dynamic implementation of Stack. The menu includes following operations:
- push
 - pop
 - display
 - exit

Tally

1. **Practical Based on Journal Entry**
- a) **Journalized the transaction in the book of Ram Bandhu & balance the same for Jan. 2008.**
- Started business with cash Rs 18,500.
 - || Opened an account with Bank of Baroda depositing Rs 6,000.
 - || Purchase stationery Rs 25.
 - || Purchase goods on credit from Meera Sales Corporation Rs 1,500.
 - || Purchase machinery from Vishal Engineering co. ltd for cash Rs 750.
 - || Sold goods for cash Rs 550.
 - || Paid salary to Menon Rs 250.
 - ||

Deposited into Bank of India Rs 500.

|| Received commission from Mahesh Rs 100.

|| Withdraw cash Rs 100 for personal use.

|| Paid to Meera Sales Corporation Rs 1,000 by cheque.

b) Journalize the following transaction of Manmohan Singh and post them into their respective Ledger account for April ,2008

Placed an order for purchase of goods worth Rs, 6000 for which advance Rs. 1000 was given to Mohana Singh, the supplier.

Purchased stationery for office use Rs 950.

| Bought furniture worth Rs. 3800 from Pavan and paid him cash Rs 800 on spot

Received goods from Mohan as per our order dated 4th April and settled his account in cash.

| Paid cartage on goods Rs.150.

| Goods distributed as free sample costing Rs. 200.

| Sold goods worth Rs. 8,000 to Deouchand @ 25% T.D, 50% of which on credit.

| Paid freight Rs 200 on behalf of Deouchand.

| Sold goods for cash Rs 5,600 net @ 10% cash discount.

c) Accounting Assignment using Tally.

Vishal Mega Mart has requested you to write their account for following transaction for current year
Ms Usha brought her capital Rs 10,00,000 in cash

|| Ms Ayesha brought her capita cheque 5,00,000 deposited in Bank of Baroda

|| Company has opened new current account with "Bank of Baroda" with Rs 10,000

|| Conveyance paid to Meenal Rs 200 by cash for office work

|| Rent received Rs 45000 from Deodatta in cash

|| Invested in vision system in cash in shares for Rs 1000

|| Rs 120 paid as a property tax in cash

|| Cash deposited in bank Rs 20,000

|| Cash withdrawn from bank Rs 5,000

d) Accounting Assignment using Tally.

Amruta Capital Investment Company has requested you to write their accounts for the year 1.4.2007-31.3.2008 & find profit or loss during the year

|| Amruta capital cheque 10,00,000 deposited in Bank Of India, Laxmi Road

|| Anuradha capital cheque rs 2,00,000 deposited into ICICI Bank Bhandarkar Road Pune

|| Sharmil's capital RS 3,00,000 in cash

|| Meghana brought capital in cash Rs 2,00,000

|| Audit fees Rs 10,000 paid to Sonali Kulkarni ,Pune by cheque no.99850 ICICI bank

|| Office Ganpati festival exp. Is Rs 200 by cash

|| Bonus paid to employee Rs 24,000 in cash

2. Practical Based on Ledger

a. Record the following transaction and post them into Ledger.

Started business with a capital of Rs. 5,000.

|| Sold goods to Mr. X for Rs. 500.

- || Received cash from Mr. X Rs. 450 in full settlement.
- || Purchased goods from Mr. T for Rs. 1,500.
- ||
- Paid salaries Rs. 1,400.
- Purchased plant for Rs. 1,000.
- || Sold goods for cash Rs. 1,300.
- || Received interest Rs. 50.
- || Deposited cash into bank Rs. 1,000.
- || Paid wages Rs. 1,000.
- || Withdraw cash from bank for personal use Rs. 200.

3. Practical Based on Cash Book

a) **You are asked to prepare Anil A/C in the book of Sunil for May 2008**

- Anil purchased goods from Sunil worth Rs. 20,000 @ 10 % T.D.
- | Return goods to Sunil Rs. 1,000
- | Anil sold goods worth Rs. 6,000 @ 10 % T.D to Sunil.
- | Sunil returned goods to Anil Rs. 500.
- | Anil paid Rs. 8,000 to Sunil.
- | Anil paid Rs. 3,000 to Sunil.
- | Anil placed an order with Sunil worth Rs. 200.
- | Sunil executed Anil's order of Rs. 200 on 25th May.

b) **Enter the following transaction in the purchase book**

- Purchase goods from Mala Rs. 10,000.
- | Purchase food from Rajan subject to T.D at 5% Rs. 20,000 Purchase goods from Anand Rs. 35,000.
- | Brought goods from Karthik subject to T.D. at 2% Rs. 45,000.
- | Purchase goods for cash from Raja Rs. 20,000.
- | Purchase machinery from Karthik Rs. 2,000.
- | Purchase goods from Selvi, subject to T.D at 25% Rs. 50,000.

Class: FYBBA (C.A) (Sem -I)
Course: Practical Lab-I

Subject: BBA (C.A)
Course Code: BCA1106

Weightage: 1= Weak or Low Relation, 2= Moderate or Partial Relation, 3= Strong or Direct Relation

Program Outcomes(PO)											
Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	3	2		2				2			
CO2	3	2	2	2							
CO3	3	2	2	2							
CO4	3	3	2	2							
CO5	3	2	2	2							
CO6	3	2	2	2							
CO7	3	2	2	2				2			2

PO1. Knowledge:

CO1,CO2,CO3 ,CO4, CO5, CO6 and CO7 are strongly mapped as the student will be able to get knowledge of data structures like linear ,non linear etc.

PO2. Problem Analysis:

CO1,CO2,CO3 ,CO4, CO5, CO6 and CO7 are moderately mapped as student will be able to solve the different problems regarding data structure and algorithm .

PO3. Design and Development:

CO2,CO3 ,CO4, CO5, CO6 and CO7 are moderately mapped as the student will be able to get knowledge of various data structure like stack ,queue ,tree and he can also implement basic data structures and some of their standard applications.

PO4. Conduct investigations of complex problems:

CO1,CO2,CO3 ,CO4, CO5, CO6 and CO7 are moderately mapped as the student will be able to get knowledge of data structures like linear ,nonlinear etc.

PO8. Life-Long Learning:

CO1 and CO7 moderately mapped as the student will be able to get detailed knowledge of data structure and algorithms for their future enhancement..

PO11. Innovation, employability, and Entrepreneurial skills:

CO7 moderately mapped as students will be able to get the employability opportunities in real life.