Course and Examination Scheme
Bachelor of Commerce (Computer Application) B.Com.(C.A.)
3 year Degree Course in the Faculty of Commerce
Semester –I Examination

Sr. No.	Subject	Course Scheme			No.of Credits	Examination Scheme							
						Maximum Marks				Minimum Passing Marks			
		L	T	P		ESE	P	IA	Total	ESE	P	IA	Total
1.	English (Business Communication) -I	4	-	--	2	80	-	20	100	28	--	07	35
2.	Basic Economics and Business Environment-I	4	--	-	3	80	-	20	100	28	--	07	35
3.	Principle of Management- I	4	--	-	3	80	-	20	100	28	--	07	35
4.	Financial Accounting- I	4	--	--	3	80	-	20	100	28	--	07	35
5.	Information & Communication Technology	4	--	--	3	80	-	20	100	28	--	07	35
6.	Office Automation	4	--	--	3	80	-	20	100	28	--	07	35
7.	Practical –I, Based on Theory Paper-5	-	--	4	2		E25 I25	--	50	-	18	-	E 9 I 9
8.	Practical –II, Based on Theory Paper-6	-	--	4	2		E25 I25	--	50	-	18	-	E 9 I 9

*Note: 1. L –Lecture T-Tutorial P- Practical IA-Internal assessment ESE: End Semester Exam. E-External
  2. Practical period for the subject Information Technology – 04 period per week/per batch of 30 students.

Bachelor of Commerce (Computer Application) B.Com. (C.A.)
Semester –II Examination

Sr. No.	Subject	Course Scheme			No.of Credits	Examination Scheme								
						Maximum Marks					Minimum Passing Marks			
		L	T	P		ESE	P		IA	Total	ESE	P	IA	Total
							E	I						
1.	English (Business Communication) -II	4	-	--	2	80			20	100	28	--	07	35
2.	Basic Economics and Business Environment-II	4	--	-	3	80			20	100	28	--	07	35
3.	Principle of Management- II	4	--	-	3	80			20	100	28	--	07	35
4.	Financial Accounting- II	4	--	--	3	80			20	100	28	--	07	35
5.	Introduction to Operating System	4	--	--	3	80			20	100	28	--	07	35
6.	Media Management	4	--	--	3	80			20	100	28	--	07	35
7.	Practical –I, Based on Theory Paper-5	--	--	4	2		25	25	--	50	-	18	-	E 9 I 9
8.	Practical –II, Based on Theory Paper-6	--	--	4	2		25	25	--	50	-	18	-	E 9 I 9

*Note: 1. L –Lecture T-Tutorial P- Practical IA-Internal assessment ESE: End Semester Exam. E-External Examiner marks. I- Internal Examiner Marks.
  2. Practical period for the subject Information Technology – 04 periods per week/per batch of 30 students.

B.Com. (C.A.) – I
SEMESTER - I
Paper -1: English : Business Communication-I
(1BCCA1)

UNIT I : NATURE OF COMMUNICATION

Definition, Need and importance of communication skills, Basic types of communication-Reading-Writing-Listening-Speaking, Forms of communication-Verbal-Written-Oral-Non verbal, The Communication Process, Barriers of communication and ways in overcoming barriers.

UNIT II : Written Communication

The process of formal written Communication (deciding purpose, analyzing audience, designing a massage, organizing, selecting, arranging ideas and preparing outlines, developing massage)

The qualities of good writing-clarity-conciousness-concisness-correctness-coherance-courtiousness.

UNIT III : Business Correspondence In Organization

Business Letters: Enquiry, letter of reply, letter of order, letter of execution, letter of complaint, letter of collection.

Common errors in business communication

Errors with pronouns, adjectives, verbs adverbs, participles, and prepositions.

UNIT IV: REPORT WRITING

Principles report writing: Types of reports, structure of report, Presentation of report

Reference Books

1) Business Communication-Urmlila Rai , S. M. Rai –Himalayas Publishing House, Asha Kaul-Hall Of India

2) Business Correspondence & Communication Skills-Kapoor (S. Chand & Co)

3) Effective Skills:-Ravi Agrawal –Sublime Publishing Jaipur

4) Developing Communication Skills-Mohan –Macmillan Publishing

5) The Communicator Orient Blackswan

6) Business Communication – Om P Juneja Aarati Mujumdar

7) Business Correspondence & Report Writing- R. C. Sharma & Krishna Mohan

B.Com. (C.A.) – I
SEMESTER - I
Paper -2: Basic Economic and Business Environment - I
(1BCCA2)

Objective

1. To expose students to basic micro economics concepts.
2. To apply economic analysis in the formulation of business policies.
3. To use economic reasoning to problems of business.
4. To make the Students aware about the Business Environment

Unit 1   **INTRODUCTION OF ECONOMICS**

1.1   Nature and Scope of Economics : Definition, Nature   and Scope of Economics.

1.2   Difference between Micro and Macro Economics

1.3   Basic Economics Problems

Unit 2   **CONSUMER BEHAVIOR**

2.1   Utility Analysis : Total Utility and Marginal Utility ;

2.2   Law of diminishing Marginal Utility,   Law of Equi- Marginal Utility

2.3   Indifference Curve Analysis Features, Price-line Consumer's

Unit 3   **DEMAND ANALYSIS**

3.1   Concept of Demand.

3.2   Demand Function and The Law of Demand.

3.3   Elasticity of Demand and their types.

Unit 4   **BUSINESS ENVIRONMENT**

4.1   Business Environment : Concept, Significance and Nature of Business Environment.

4.2   Elements of Environment : Internal and External

4.3   Market Failure and Government Failure ; Market Guidance Vs. State Regulation.

_____

Recommended Books

1.   Business Economics – H.L. Ahuja S.Chand and Company New Delhi.

2   Micro Economics – D.N. Dwivedi – Pearson Publication NOIDA (U.P.)

3.   Vyavasaik Arth Shastra – Dr.T.G. Gite Atharv Publication. Pune

4.   Basic Economics & Business Environment Prof. G.M.Kochar Dr.K.B. Moharir Ku.G.K.Khalsa, DR Devender Kawday -Das Ganu Prakashan Nagpur. I.S.B.N. No

6.   978-93-81660-19-5

7.   Micro   Economics—Theory An Analytical Approch- -J.M. Joshi and R. Joshi - Wishwa Prakashan New Delhi

7   The Globa Business Environment—Tayeb,Monis H.—An Introduction, Sage Publication , New Delhi

Paper -3: Principal of Management - I
(1BCCA3)

Objectives:

     To provide a basis of understanding to the students with reference to working of Business Organization through the Process of Management. On completion of the syllabi the student will understand the basic Principles of Management- will acquainted himself with management process, functions and principles. Student will also get the idea about new development in management.

Unit-I : **Nature of management :** Meaning, Definition, Nature, Purpose, Importance and functions. Management as an Art, Science & Profession- Management as Social System Concepts of Management- Administration - Organization.   - 15 Periods

Unit-II : **Evaluation of management t:** Contribution of F.W.Taylor, Henry Fayol, Elton Mayo chester Barhard and Peter Drucker to the management (i.e School of management thought) Indian Management Thought.
- 15 Periods

Unit-III : **Functions of Management:**
 Planning : Meaning, Need and Importance, Types, Levels, Advantages & Limitations. Forecasting – Need & Techniques, **Decision-making**: Types- process rational decision-making and techniques of decision making. **Organizing:** Elements of Organizing and Processes. Types of Organizations. Delegation of authority, Need difficulties in delegation-Decentralization.
- 15 Periods

Unit-IV : **Recent Trends in Management :** Social Responsibility of Management-environment friendly Management. Management of Change, Management of Crisis, Total Quality Management, Stress Management, International Management.   - 15 Periods

Books Recommended
1. Essentials of Management – Horold Koontz and Iteniz Weibrich –McGraw-Hill's International
2. Management Theory and Practice- J. N. Chandan
3. Principal of Management – S. B. Kishor, Das Ganu Prakashan
4. Essential of Business Administration – K. Aswathapa Himalaya Publishing House

5.. Principles and Practice of Management- Dr. L.M. Prasad, Sultan chand a & Sons – New Delhi

6.Business Organization and Management – Dr- Y. K. Bhushan

7.Management Concept and Strategies By J.S. Chandan, Vikas Publishing.

8. Principles of Management By Tripathi and Reddy- Tata McGraw Hill

9. Business & Organization & Management by Talloo by Tata McGraw Hill

10.Business Environment and Policy – A Book on Strategic Management/Corporate Planning By Francies Cherunilam Himalaya Publishing House 2001 Edition.

B.Com. (C.A.) – I
SEMESTER - I
Paper -4: Financial Accounting – I
(1BCCA4)

Objective:

The courses aims an acquainting the students with the emerging issues in business mainlining & relenting the accounting and financial facts.

Periods Allotment

Unit 1:	An overview of basic of book keeping and accountancy. Theory & practice pertaining to recording of transactions in an integrated manner right from basic rules to final Accounts (Journal, Ledger, Cash Book, Trial balance) Accounting concept & conventions and relevant accounting standards, Accounting policies and their discloser.	*14*
Unit 2:	Final Accounts of companies preparation of final Accounts of Joint stock companies with reference to companies Act.	*16*
Unit 3:	Accounts of professional's practical problems based on preparation of receipt and payment Account & income & Expenditure Accounts & Balance sheet of medical practioners & professional accounts.	*14*
Unit 4:	*Consignment Accounts.*	*16*

Reference Book :-

Books on financial Accounting:-

1. Advance Accountancy Vol. I, R. L. Gupta & M. Radhaswamy, sultan chand & sons.
2. Fundamentals of Accounting, Dr. T. P. Ghosh, Sultan chand & Sons.
3. Accountancy for C. A. foundation course, P. C. Tulsain, Tata Mcgraw Hill

4. Advance Accountancy Vol. I, P. C. Tulsain, pearsons Education New Delhi.
5. Advance Accounts, M. C. Shikla, T. S. Gerewal & S. C. Gupta, S. Chand & Co. Ltd.
6. Financial Accounting, A. Mukherjee & M. Haneef, Tata Mcgraw Hill.
7. Fundamentals of Accounting, Dr. S. N. maheshwari & Dr. S. K. Maheshwari, Vikas publishing house, New Delhi.
8. Financial Accounting, Dr. K. B. Moharir, Dr. Pradip Ghorpade, Dr. Narendrasingh Dixit, Das Ganu Prakashan, Nagpur.

B.Com. (C.A.) - I
SEMESTER - I
Paper- 5: Information and Communication Technology
(1BCCA5)

UNIT-I: Basic of Computer
Introduction to Computer, Types and Classification. **Basic Anatomy of Computer:** Block, Diagram of Computer, Generation of Computers. **CPU:** Function of Each Unit.
Data Representation: Decimal, Binary, Their Interconversion

UNIT-II: Input/ Output Peripherals and Storage Devices
 Input Devices: Keyboard**, Locator Device:** Mouse, Joy Stick Digitizing Tablet **Pick Device:** Light Pen, Touch Screen Track Ball, **Voice Recognition:** Microphone, **Scanning:** MICR, OCR, OMR, Barcode Reader, **Vision Capturing:** Webcam, Digital Camera Point of Scale, Touch Pad, Smart Card, **Output Devices:** VDU, Dot Matrix, Laser and Inkjet Printers, Plotters.
M**emory:** Primary, Cache, Flash, **Storage Classification:** Sequential, Random, **Storage Devices:** Pen Drive**,** Hard Disk, and Optical Disk, Blue Ray Disc.

UNIT–III: Network & Internet
Computer Communication, Need for Networks, Types of Network- LAN, WAN, MAN, Concept of Network Topology, Types of Topologies and its Advantages and Limitations.
Internet: Basic Internet terms, Internet Addressing, Services provided by Internet, Detail about E-mail, Search Engine, Social and Ethical Issue, YouTube, FaceBook, Linkedin, Orkut

UNIT-IV: Open Source Terminologies and PC Maintenance
Open Source Terminologies: Open Source Software, Freeware, Shareware, Proprietary Software, FLOSS, GNU, FSF, OSI
PC Maintenance- Active Software Maintenance-Passive Maintenance Procedures-
Trouble Shooting-Introduction-Types of Pc Faults- Diagnostic and Repair Tools
Diagnostic Software Tools- Diagnostic Hardware Tools-Advanced Testing Tools-Hand Tools for Service Engineers-Disassembling PC.

Books:

1) Aksoy, "Introduction to Information Technology", Cengage, ISBN: 9788131505915
2) Dr. Madhulika Jain, Shashank & Satish Jain ,"Information technology Concepts", BPB Publication, New Delhi, ISBN- 8176562769

3) Kamlesh Agarwal,"WAP the NET", MacMillan Publication.
4) Rao, "Information Technology for Real World Problem", Universities Press,ISBN- 978-81-7371-734-5

References:
1) Kamlesh Agarwal,"WAP the NET", MacMillan Publication.
2) Douglas Comer, "the Internet Book", PHI Publication, ISBN: 0132335530
3) Peter Norton's, "Introduction to Computers", 4TH Ed. TMH Pub., ISBN-0070593744

B.Com (C.A.) – I
SEMESTER - I
Paper- 6: Office Automation
(1BCCA6)

UNIT–I: Office Automation
Introduction of Office Automation, What is Office?, Need of Office Automation
Office Automation Tools: Computer: E-MAIL, Internet for Business Conferencing, Voice-Mail, Fax Machine, Printer. E-commerce, E-governance.

UNIT–II: Word Processing
Introduction to Word Processing, Features of MS-Word, Creating document, Opening Documents, Saving Documents, Protecting Document, Print Preview, Page Setup, Printing Document, Various Utility Option like: Undo, Copy, Paste, Cut, Select, Find, Replace, Goto, Formatting Text With : Font, Paragraph, Alignment, Line Spacing, Working with Table, Spelling and Grammar Check, Mail Merge

UNIT–III: Working with Spreadsheet
Introduction to Spreadsheet, Features of Ms-Excel, Basic of MS-Excel, Navigating around the Worksheet, Excel Toolbars and Operations, Formatting Features, Copying Data Between Worksheets, Entering and Editing Cell Entries, Various type of Charts (Column Chart, Pie Chart, Line chart, Bar chart), Creation of Charts, Editing and Formatting Charts, Goal Seek. Database in Excel

UNIT–IV: Presentation Graphics
Introduction, Features of Ms-Powerpoint, Standard Toolbar, Formatting Toolbar, Drawing Toolbar, Creating Slides, Running Slides, Different types of Layout, Moving the Frame, Inserting Clip Art, Picture, Slide, Copying, Hiding, Slide Transition, Text Styling, Send to Back, Entering Data to Graph, Table, Design Template.

Books:
1) K.K. Bajaj, "Office Automation", MacMillan, ISBN 13: 9780333929278
2) Sanjay Saxena, "MS Office in a Nutshell", Vikas Pub., 2011, ISBN-978-81-259-5036-3

3) Rutkosky, Seguin, Audrey "Microsoft Office ", BPB, ISBN-10:81-8333-228-5/13:978-81-8333-228-6

References:
1) Gini Courier, Annelte Marquis, "Microsoft Office", BPB, ISBN: 8176560839
2) S.Jaiswal, "IT Today Encyclopedia", Galgotia, ISBN: 9788175152700
3) Sanjay Saxena, "A First Course in Computers", Vikas Pub., ISBN : 9788125914440

BCCA – I
SEMESTER - I
Practical I
(1BCCA7)

Practical - I based on IT

Information Technology

1. Study of various input devices with troubleshooting.
   a. To study and installation of keyboard.
   b. To study and installation of mouse.
2. Study of various output devices.
   a. To study the installation of printer.
3. To study the installation of multimedia.
4. Study of different operating system.
5. Study of booting process.
6. To study assembling and deassembling the PC.
7. To study and installation of antivirus software
8. Things to know while purchasing the computer.

Windows and Internet

1. Create personal E-Mail ID and send a successful message of creation to your lab incharge/HOD.
2. Set your E-Mail Settings like appearance, vacation, signature etc.
3. Change your E-Mail Id Password
4. Write a procedure to search the information and note down the differences between simple search, exact search, multiple search,
5. Procedure to download the information of required contents.
6. Write a procedure to Upload the file.

BCCA – I
SEMESTER - I
Practical II
(1BCCA8)

Ms-Word

1.   a) Type the Content Heading and then set the Index option using Tab setting. Finally take a print out.
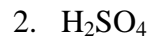
CONTENTS

[Chapter names at 1" with left alignment while Page number at 4.5" with right alignment and with leader …..]

b) Draw a Block diagram of computer system using auto-shapes, and name them using textbox and join each parts using line-style. At the end give the page border to it. Finally take a print out.

c) Type the following set of equation. Finally take a printout.

1. $B^2 - 4AC = 0$
2. H_2SO_4
3. If $(A^2 \geq 0)$

4. $f(x) = \displaystyle\sum_{i=1}^{i=5} 5 * X^i$

5. $k^2 - 4 = 0$, if $b_0 \neq 0$
6. $e^{i\theta} + e^{-i\theta} = 2\cos\theta$

   Tip: Use Superscript, Subscript, Insert Symbol and Math equation (Insert → Object → Microsoft Equation)

2.   Type the following letter and take printout

                                                                        ABC
                                                                        SAI Nagar
                                                                        Mumbai
                                                                        ☎020-1111111

        Dear Sir,

                Kindly provide the **rate** of following <u>set of peripherals,</u>

> Computer 💻 with following configuration
> - Intel© Pentium© Processor T4400 (2.2 Ghz, 1MB L2 Cache,
>   800 MHz FSB)
> - 250 GB HDD, DVD RW, 35.56cms (14) CSV LED Backlit, 1GB
>   DDR3 RAM
> Floppy disk 💾 of 1.44 MB of 12 Box
>   - Sony
>   - Verbatin
> 3-Button mouse 🖱 of following 5 each
>   a) i-ball
>   b) Logitech

Thanking you,

Date : < Insert System Date >   Your
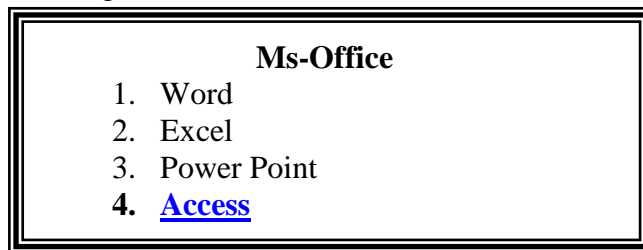   **XYZ**

Tip: Use Bullet and Insert symbol option (Wingdings Font), System Date should be inserted through Insert Date and Time Option.

3.   Type the following

```
┌─────────────────────────────────┐
│          Ms-Office              │
│   1.  Word                      │
│   2.  Excel                     │
│   3.  Power Point               │
│   4.  Access                    │
└─────────────────────────────────┘
```

a)   **Ms-Word:** MS-Word is the application software and one of the most powerful word processor in Windows operating system. It is used for formatting of letters or the text. In simple meaning it is a word processor having various functions for text you may insert different objects like pictures, sound and video or calendar in word file.

b)   **Ms-Excel:** Ms-Excel is a powerful spreadsheet or worksheet application that can use for managing, analyzing and presenting data in tabular format. It also helps to display data in graphical format using charts.

c)   **Ms-Power Point**: Ms-Powerpoint is a powerful tool to create professional looking presentation and slide shows.

d)   **Ms-Access**: Ms-Access is a powerful program to create and manage database.

Perform the following operation,
    i. When user presses on Access it should jump to Access Paragraph within page.
   ii. Similarly create a hyperlink for other option within a page.
  iii.Print it.

Tip: First of all create a book mark for word Ms-Access and then use hyperlink to word Access to link within page for Ms-Access bookmark.

4.   Define and write the characteristic of computer and perform following operation,
        a. Divide the text in two columns
        b. Insert the picture of computer in the background in each column.
        c. Insert header with your name

    d. In footer write name of your college
    e. Give proper heading for phrase.
    f. Use Drop Cap for 1st letter of each paragraph
    g. Define line spacing 1.5 with left margin 1.25" and right margin 0.75"
    h. Font : Courier New, Font size for heading 14 and for normal text 11
    i. Finally take a print out.

5.   Type the following letter exactly as given below,
    Before start of typing, set up page in the following format
       1) Page Size : A4 with Landscape Orientation
       2) Left Margin: 2" Right Margin: 1" Top Margin: 0.5"

Computer Stream after 12th

- **Science Stream**
  - **B.Sc (Computer Science)**
  - **B.Sc (IT)**
  - **BCA**
  - **B.E. (Computer Science)**
  - **B.E. (Information Technology)**
- **Commerce Stream**
  - i.   **BCCA**
  - ii.   **B.Com (Information Technology)**

COMPUTER

[If Computer Picture is not loaded on your computer then simply select one of the pictures loaded in clip-art]

Tip: For writing a text in direction, In Text box write COMPUTER and then select Text Direction option from Format menu. And For background, select textbox and use fill color.

6.   Write a letter to publisher for supplying the list of books along with book details. For ex.

To,
    Publisher,
    Das Ganu Prakasan,
    Nagpur.

R/Sir,
    Supply following title of books at the earliest.

Sr.No.	Title	Author	No. of Copies
1	Information System	S.Kishor	10
2	Information Technology	S. Kishor	15
3	Principle of Business Management	S. Kishor	12
4	Financial Accounting	Dr. Kishor Mohrir	13

Thanking you,

Date: < Insert System Date >

Yours

Principal
(Dr. WWW)

Perform Following option
1) Take a printout
2) Assume Liberian forget to enter one of the entry of book so, kindly add it between number 3 and 4 say,

   4   Business Economics   Gurbir Kaur Khalsa   10

3) Replace author name S. Kishor by S.B. Kishor at once.
4) Finally print the copy of this document with following settings,
   - Left Margin   = 1.75"
   - Right Margin   = 1"
   - Top Margin   = 1.5"
   - Bottom Margin   = 1"

[**Tip**: Formatting option and Table]

7. Using Mail-Merge write a letter to all selected candidate for their final admission on specific date say (30-June) at XYZ Institute, with necessary documents at 10 AM.
   Name should be highlighted while course and date of commencing class should be underlined
   Tip: Assume at least 5 recipient students details (Name, Address, Course for Enroll) are entered in database.

8. Create a document and while saving give a security to open the saved document.
   Take a screen shot while opening it.
   Tip : While Saving, select Security option from Tools Menu option.

9. Draw the following shape using rectangle option found in Drawing Toolbar

   And generate following types of box by copying and formatting above box
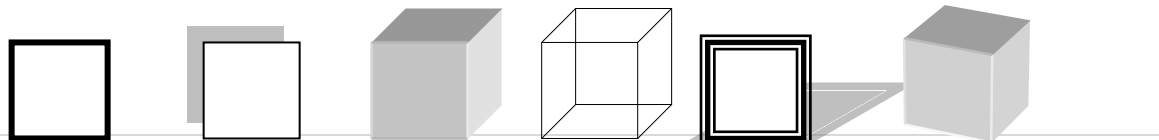
Tip : Use shadow-style and 3-D style found in Drawing Toolbar

MS-Excel

1) Prepare following table in a worksheet using MS-Excel.

Name	Basic	DA	HRA	Gross Pay	PF	Net Pay
Rahul	10000					
Sachin	20000					
Nilesh	15000					
Bharti	25000					

Perform following operations:-
1. Complete the table using formulas
   o DA = Basic * 27 %
   o Hra = Basic * 10 %
   o PF = Basic * 12.5 %
   o Gross Pay = Basic + DA + HRA
   o Net Pay = Gross Pay – PF
2. Give the Proper Heading.
3. Take the printout in landscape orientation

2) Enter following data in MS-Excel worksheet.

Name	Date of joining	Salary	Designation
Rahul	Jan-05	10000	Peon
Sachin	Oct-10	20000	Accountant
Nilesh	Jan-05	15000	Clerk
Bharti	Dec-09	25000	Manager

Perform following operations:-
1. Copy the above data and place in sheet2 and sort the table in the ascending order or date of joining and give proper heading.
2. Copy the above data and place in sheet3 and sort the table in the ascending order or date of joining followed by order of name and give proper heading.
3. Copy all the above data to sheet4 and take printout
3) Prepare following using MS-Excel.

Players	Match 1	Match 2	Match 3	Average	Highest Score	Sum
Sehwag	78	43	91			
Sachin	45	77	62			
Yuvraj	65	80	37			
Dhoni	34	15	46			
Raina	23	75	55			

Perform following:-
a. Calculate Average and High score of each player using AVERAGE & MAX function
b. Calculate total score of each match using SUM function.

c. Sort above records in descending order on the basis of average.

d. Take the printout in landscape orientation

4) Prepare the Mark sheet of IT subject on the basic of 3 Unit test. Each of 30 Marks and perform following,
1. Calculate total marks, Average and Grade
2. Auto format to the above table.
3. Take the printout

5) Prepare the multiplication using
1) Relative cell reference
2) Absolute cell reference.

Multiplicand	Multiplier	Product using Relative	Product using Absolute
13	1		
	2		
	3		
	:		
	:		
	10		

6) Create profit and prepare a column chart in MS-EXCEL using the data.

Month	Net Sales	Actual Cost	Profit
Jan. 10	22000	18000	
Feb. 10	245005	9555	
Mar. 10	32450	24850	

Perform following operations:-
a. Find the profit
b. Give a chart title "Profit Report"
c. Take the printout.

7) Draw Pie chart of following excel sheet.

Bowler	Over	Maiden	Runs	Wickets
Zaheer	10	2	22	3
Ishant	10	1	36	2
Harbhajan	10	0	48	2
Mishra	10	0	37	3
Yuvraj	10	0	43	0

Wickets
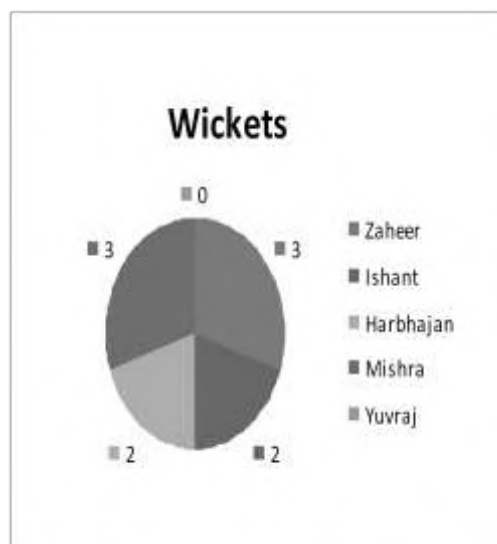
Ms-Powerpoint

1. Prepare the following slides with the information given below:
   - Select the slide of your choice and write about yourself.
   - Write about your family members name with relation.
     Tip: By using Title and 2 column text
   - Using Title Content and text slide insert the picture of your favorite hero with the list of their movies.
   - Finally run the slide continuously until ESC key is not pressed.

   At last, write the steps that you have perform.

2. Create the following slide.

ICAT PVT LTD

• COURSES	• FEES STRUCTURE
✓ C	❖ 1500
✓ C++	❖ 2500
✓ VB	❖ 2000
✓ ORACLE	❖ 3000
✓ JAVA	❖ 4000

1. Change the bullet style in the first and the second level.
2. Change the case of the first level text to upper case and second level text to lower case.(By using Change Case option)
3. Change the attribute of the text to: Font : Arial, Font Style : Italics, Size:20
4. Justify the text.

3. Select the 10 slides of your choice. Apply the following settings and write the steps you have perform in each options.
   - Insert page number in each slide
   - Timer should be displayed during execution.
   - Change the background color of each slide.
   - Set the interval time for each slide to be displayed.
   - Use Flash bulb animation in your presentation.
   - Select a Color Schemes of your choice.
   - Insert Chart in one of your slide.
   - Insert a table in your presentation

B.Com. (C.A.) - I
SEMESTER – II
Paper-I: English: Business Communication - II
(2BCCA1)

UNIT I : Greeting and Salutation

Introducing yourself, Greetings, Making Request and Responding To Request

Business interaction-Various situation in business world, Interviews, conducting interviews, Meeting-notice, agenda, minutes and drafting resolutions.

UNIT II: Oral Communication

Nature, characteristics, public speech, prepared speech.

INVITATION: Inviting, Accepting invitation, Refusing invitation.

Business Manners: Body Language, Gestures, Dialogues Skill, Feedback Skill, Telephone Dialogue, Telephone Etiquette and Participating In Business Meeting.

UNIT lll: **Inter Departmental Communication**

Internal memo, office circulars, orders, notes, communication with branch office and regional office.

Basic Writing Skill

Punctuation, Words often frequently misspells, Words-multiple meaning, foreign words and phrases commonly used.

UNIT IV: Modern Office Communication

Electronic communication, Telephone, Tele-conferencing, answering machines, Email, voice mail, Fax-Internet, Audio-Visual aids etc.

Reference Books

1) Business Communication-Urmlila Rai , S. M. Rai –Himalayas Publishing House, Asha Kaul-Hall Of India

2) Business Correspondence & Communication Skills-Kapoor (S. Chand & Co)

3) Effective Skills:-Ravi Agrawal –Sublime Publishing Jaipur

4) Developing Communication Skills-Mohan –Macmillan Publishing

5) The Communicator Orient Blackswan

6) Business Communication – Om P Juneja Aarati Mujumdar

7) Business Correspondence & Report Writing- R. C. Sharma & Krishna Mohan

B.Com (C.A.) – I

SEMESTER - II
Paper -2: Business Economics and Business Environment - II
(2BCCA2)

Unit. No.	TOPICS
1	PRODUCTION , COST AND REVENUE ANALYSIS
	1.1 Meaning of Production 1.2 Law of variable Proportions, Returns to Scsle, Internal and External economics and diseconomics. 1.3 Cost and Revenue concepts and theirrelationship with Output; economics ans diseconomics.

2	THEORY OF PRICE
	2.1 Equilibrium of the Firm and Industry –Price and output Determaination under perfect competition. 2.1 Monopoly and Monopolistic competition.

3	NATIONAL INCOME

	3.1 Meaning and Concepts— GDP,GNP.NNP, Personal Income, Private Income, National Income.
	 3.2 Methods of Computing National income and it's difficulties-
	     1) Production Method
	     2) Income Method
	     3) Expenditure Method
	 3.3 Importance of National Income

4	ECONOMIC ENVIRONMENT OF BUSINESS
	4.1 Significance and Elements of economic invironment. 4.2 Economic System and Business Environment 4.3 Economic Planing in India ; Government Policies – Industrial Policy, Fiscal Policy, Monetary Policy ,EXIM Policy.

Recommended Books : (For Business Economics Paper-I & Paper -II of Semester I & II)

1. Business Economics – H.L. Ahuja S.Chand and Company New Delhi.
2. Micro Economics – D.N. Dwivedi – Pearson Publication NOIDA (U.P.)
3. Vyavasaik Arth Shastra – Dr.T.G. Gite Atharv Publication. Pune
4. Basic Economics & Business Environment Prof. G.M.Kochar Dr.K.B. Moharir Ku.G.K.Khalsa, DR Devender Kawday -Das Ganu Prakashan Nagpur. I.S.B.N. No
8. 978-93-81660-19-5
9. Micro Economics—Theory An Analytical Approch- -J.M. Joshi and R. Joshi - Wishwa Prakashan New Delhi
7 The Globa Business Environment—Tayeb,Monis H.—An Introduction, Sage

Publication , New Delhi

8.   International Business Environment—Black &Sundaram.—Prentice Hall of India, New Delhi.

B.Com (C.A.) – I

SEMESTER - II
Paper -3: Principal of Management - II
(2BCCA3)

Objectives:
1. To acquaint the Students with the basic concept, Principles and functions of Management.
2. To make students aware about the recent trends in management.

Unit-I

Direction and Communication – Direction- Meaning, Principles, Techniques, Process of Communication of as Management Functions, Barriers to Communication, Essentials of Organizational Communication.

- 15 Periods

Unit-II

Motivation and Leadership –

Motivation- Meaning, importance, Theories of motivation- (Maslow's need Hierarchy Theory, -Herzberg's Theory, Douglas, McGreger's Theory, 'x' and Theory 'y', McClelland's Theory) Leadership – Meaning and Importance, Qualities, Functions of leader, Leadership styles. - 15 Periods

Unit-III

Co-ordination and Control – Co-ordination – Meaning, Need, Requisites for excellent Co-ordination Techniques of Co-ordination. Control – Need, Steps in the process of Control Techniques.   - 15 Periods

Unit-IV

New Trends in Management :
1. **Business Ethics and Social Responsibility.**
2. **Disaster Management.**
3. **Management of Change.**
4. **Event Management.**   - 15 Periods

Books recommended
1. Principles of Management- Koontz & O'Donnel
2. Principal of Management – S. B. Kishor, Das Ganu Prakashan
3. The Management Process- R.S. Davar
4. Essentials of Management- Koontz & O'Donnel TraleMc-Grow Hill Publishing House
5. Business Administration- Mritunjooy Banerjee
6. Principles and Practice – T.N. Chhabra, Dhanapat Rai & Co. of Management

7. Management- Prasad
8. Ancient Indian Commerce – Dr. Ambedkar
9. Makers of Modern India- NBT Pblishers
10. Economics Thought of Dr. B.R.Ambedkar- Dr. Narendra Jadhav
11.Articles & Speeches of Dr. B. R. Ambedkar, Mahatma Gandhi, Pandit Nehru

B.Com (C.A.) – I

SEMESTER - II
Paper -4: Financial Accounting - II
(2BCCA4)

Objective:

   This course shall entree the students to develop awareness and train them in corporate Accounting inconformity with the provision of Indian companies Act 1956.

		Periods Allotment
Unit 1:	Flotation of Joint stock companies and their capital structure. Issue and forfeiture of shares, Reissue of forefend shares	*16*
Unit 2:	1) Valuation of Good-Will :– Meaning & features of goodwill, need for valuation of goodwill, factors influencing valuation of goodwill. Methods of valuation of goodwill. Average profit Method - Weighted Average profile method - Super, profit Method. - Capitalization method 2) Valuation of Shares :- Meaning & need for valuation of shares, factors influencing valuation of shares, methods of valuation of shares. - Net Asset method - Yield method - Fair value method	*16*
Unit 3:	Accounting of insurance claims :- Introduction, loss of stock, Average clause, consequential loss (Practical problem on loss of stock). 3)	*14*

Unit 4:   Winding up of companies :-   *14*

Types of winding up preparation of Liquidator's final statement of
Accounts

Reference Book :-

Books on financial Accounting:-

1. Advance Accountancy Vol. I, R. L. Gupta & M. Radhaswamy, sultan chand & sons.
2. Fundamentals of Accounting, Dr. T. P. Ghosh, Sultan chand & Sons.
3. Accountancy for C. A. foundation course, P. C. Tulsain, Tata Mcgraw Hill
4. Advance Accountancy Vol. I, P. C. Tulsain, pearsons Education New Delhi.
5. Advance Accounts, M. C. Shikla, T. S. Gerewal & S. C. Gupta, S. Chand & Co. Ltd.
6. Financial Accounting, A. Mukherjee & M. Haneef, Tata Mcgraw Hill.
7. Fundamentals of Accounting, Dr. S. N. maheshwari & Dr. S. K. Maheshwari, Vikas publishing house, New Delhi.
8. Financial Accounting, Dr. K. B. Moharir, Dr. Pradip Ghorpade, Dr. Narendrasingh Dixit, Das Ganu Prakashan, Nagpur.

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SEMESTER - II
Paper -5: Introduction to Operating System
(2BCCA5)

UNIT-I: Basic of Operating System
Introduction to Operating System: Types of Operating System. Simple Batch System, Multiprogramming, Time Sharing System, Personal Computer System, Parallel System, Distributed System, Real Time System, Multiprocessing, on-Line and Off-Line Processing.

UNIT-II: Disk Operating System
Introduction to Disk Operating System (DOS): File Types, Directory Structure, Booting From (Floppy and Hard Disk), Warm and Cold Booting**,** Type of DOS Commands (Internal and External), Introduction of Autoexe and Config Files, Directory Commands: Dir, MD, RD, Tree, Path, etc. Wild Card, File Management Command: Copy, Del, Erase, Rename, Attrib, Xcopy, Backup and Restore**,** General Command: Type, Date, Time, Prompt, etc.

UNIT- III: Window
Introduction to Windows and Advantages of Windows, Using Different Window Simultaneously, Moving Through Windows, Maximizing, Minimizing and Closing of

Windows, Use of Help Features, Starting an Application, Essentials Access Ones, Windows Explorer

UNIT-IV: Unix
Introduction to UNIX Overview, File System and Structure of Directories and File, File Oriented Commands- cat, cp, ln, mv, rm, Etc., File Permission, Directory, Oriented Commands –ls, mkdir, rmdir, cd, pwd, Etc., Types of Shell, Introduction to Linux

Books:
1) Andrew Tanenbaum, "Modem Operating Systems", PHI Pub., ISBN - 97 -81 317-2003- 5
2) S.B. Kishor, "Operating System", DAS Ganu, ISBN 978-93-81660-11-9
3) Jason Manager "Unix the Complete Books A Guide for the Professional", Galgotia Publ., ISBN - 81-85623-71-6
4) Tackett, Burnett, "Using Linux", PHI, Fifth Ed.,2001, ISBN 81-203-1653

References:
1) Galvin, "Operating System Concept", John Willey and Sons Ltd, ISBN -9971- 51-388-9
2) S. Jaiswal, "Dos/Unix and Windows: I.T. Today (Encyclopedia)"

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SEMESTER - II
Paper- 6: Media Management
(2BCCA6)

Unit- I : Adobe Pagemaker

Pagemaker Screen, Entering Text, Viewing the Pagemaker Screen, the Keyboard, Tools and Menus. Editing Text, Undoing Changes, Text Blocks, Saving Document On Disk, Printing A Document Existing Pagemaker. Preparation of Table of Contents. Page Formatting (Columns) Story Editor, Highlighting In the Editor, Showing Invisible Character, Formatting, Returning to the Layout, Spelling Check, Selective Editing With FIND and REPLACE Commands. Printing of Documents and Printing to Files

Unit- II : Basics of CorelDraw

Introduction-Getting Started-Creating A New File - Title Bar-Menu Bar-Work Area-Printable Page-Property Bar-Page Counter Bar-Color Palette-Toolbox-Status Bar-Drawing Figures-Lines-Ellipse-Circles-Rectangle-Square-Polygon-Saving-Closing-Opening-Views-Normal View-Preview-Wire Frame View-Draft View-Zoom-View Manager-Creating A View. **Toolbox**-Selecting An Object, Resizing An Object, Moving An Object, Changing the Shape, Combining Two Objects. **Text Tool**-Entering Artistic Text, Entering Paragraph Text, Converting Text, Formatting Text (Size, Color).

Unit -III: Adobe Photoshop

Introduction to Adobe Photoshop CS3 , Working With Layers , Making Selections ,Incorporating Color Techniques , Placing Type In An Image ,Using Painting Tools ,Working With Special Layer Functions ,Creating Special Effects With Filters , Enhancing Specific Selections, Adjusting Colors ,Using Clipping Groups, Paths,& Shapes ,Transforming Type ,Liquefying An Image , Performing Image Surgery , Annotating   and Automating An Image

Unit – IV : Macromedia Flash

Introduction and How Flash Software Works, Steps to Do A Flash Movie, Basic Functions, Opening and Closing Files, Flash Windows, Window Control, Creating Objects, Drawing In Flash, Drawing Toolbar, Line Tool, Oval Tool, Rectangle Tool. Animation: Elements of Animation, Motion Twinning, Shape Twinning.

Books :

1) Scott Basham ,"Pagemaker in Easy Steps", Dream Tech, ISBN : 978-81-7722-0001
2) Kogent Learning Solution ,"Corel Draw In Easy Steps", Dream Tech ISBN : 978-81-7722-960-8
3) "Photoshop In Easy Steps", Kogent Learning Solution, Dream Tech ISBN : 978-93-5004-078-2
4) Bonnie Blake ,"Flash In Easy Steps ", Dream Tech ISBN : 81-7722-451-4

DOS

1) Working on following Basic Commands

      Dir, Md,, Cd, Copy con, type, Copy, Rename, Del, Rd

2) Write a batch file which display all current date, time followed by current version of the operating system

3) Write a batch file which copies all files including sub directory if any from BCA1 directory to MCM1 directory. At the end display all the files that have been copied.

4) Write a batch file which will copy all the files from the subdirectory BCA1 directory to pen drive . at the end display all the files that have been copied in the pen drive.

5) Write a batch file which will copy the file having extension CPP from c:\BCA1\CPP directory to MCM1 directory if exist otherwise display the message of non existence of file.

Windows

1) Procedure to cleanup Disk, Disk fragmentation
2) Working on control panel to create user account
3) Setting the environment for personal account

UNIX

1) Perform the following Directory Commands
    a) pwd b) ls c) mkdir   d) cd   e) rmdir

2) Perform the following File management Commands
     a. Cat b) cp   c) ln   d) rm   e)more   f) mv
3) A Shell Script to perform various arithematic operations.
4) A Shell Script that takes two numbers from keybord and display their average as an output.
5) A Shell Script to display current date, users who have logged in , process status and calendar of the month.

Media Management

1) Study of LAYERS IN FLASH
2) STUDY OF TIME LINE IN FLASH
3) Study of Transition/ Background in flash
4) Simple presentation using FLASH
5) Study of Flash plug-ins
6) PageMaker-use of toolbox and creation of simple letterhead or identity card of your institute.
7) PageMaker- Design of a commercial color newspaper ad related to the exhibition of educational books in the size 2 columns x 10 cm
8) Photoshop- use of toolbox and creation of identity card of your institute.
9) Photoshop-study of toolbox and change the background colour and format the photo.
10) Coral draw-use of toolbox and creation of any greeting card.