

**Gondwana University,  
Gadchiroli**



**Choice Based Credit System (CBCS)  
Syllabus  
of**

**B.Com. in Computer Application  
(BCCA) - I  
(Three Years Degree Course)**

**Prepared by  
Dr. S. B. Kishor**

**2017-2018**

## BCCA I (Semester I)

Subject	Paper Code	Paper Name	Total Period# /Week	Credit	% of Assessment				
					IA	UE	Total	Min. Passing (40%)	
Ability Enhancement Compulsory Course (AECC-I)	UBCCAT101	English (Business Communication-I)	4	4	20	80	100	40	
Core Courses	Core 1	UBCCAT102	Financial Accounting -I	4	2	10	40	50	40
		UBCCAT103	Information and Communication Technology	4	2	10	40	50	
	Core 2	UBCCAT104	Principle of Management - I	4	2	10	40	50	40
		UBCCAT105	Office Automation	4	2	10	40	50	
Elective Course (EC-I)	UBCCAT106.1 UBCCAT106.2	<u>Elective</u> • Business Economics- I • Media Management - I	4	4	20	80	100	40	
Core 3 Lab	UBCAP107	Lab on UBCCAT103	4 Prac. Per Batch	2	20	30	50	20	
	UBCAP108	Lab on UBCCAT105	4 Prac. Per Batch	2	20	30	50	20	
EC based Lab1	UBCAP109	Lab on UBCCAT106.1 or UBCCAT106.2	4 Prac. Per Batch	2	20	30	50	20	
<b>Total</b>				<b>22</b>	<b>140</b>	<b>410</b>	<b>550</b>	<b>220</b>	

**Note:** Student must appear for University Practical Examination.

**Note :** Direction and scheme of course is available in the website of Gondwana University, Gadchiroli( [www.gondwana.digitaluniversity.ac](http://www.gondwana.digitaluniversity.ac))

## BCCA I (Semester II)

Subject	Paper Code	Paper Name	Total Period# /Week	Credit	% of Assessment				
					IA	UE	Total	Min. Passing (40%)	
Ability Enhancement Compulsory Course (AECC -II)	UBCCAT201	English (Business Communication-II)	4	4	20	80	100	40	
Core Courses	Core 4	UBCCAT202	Financial Accounting -II	4	2	10	40	50	40
		UBCCAT203	Introduction to Operating System	4	2	10	40	50	
	Core 5	UBCCAT204	Principle of Management - II	4	2	10	40	50	40
		UBCCAT205	Programming Logic and Techniques & Introduction to 'C'	4	2	10	40	50	
Elective Course (EC-II)	UBCCAT206.1 UBCCAT206.2	<u>Elective</u> • Business Economics- II • Media Management - II	4	4	20	80	100	40	
Core 6 Lab	UBCAP207	Lab on UBCCAT203	4 Prac. Per Batch	2	20	30	50	20	
	UBCAP208	Lab on UBCCAT205	4 Prac. Per Batch	2	20	30	50	20	
EC based Lab2	UBCAP209	Lab on UBCCAT206.1 or UBCCAT206.2	4 Prac. Per Batch	2	20	30	50	20	
<b>Total</b>				<b>22</b>	<b>140</b>	<b>410</b>	<b>550</b>	<b>220</b>	

**BCCA - I**

**(SEMESTER – I)**

**Gondwana University, Gadchiroli**

**Syllabus for F. Y. BCCA**

**(CBCS)**

**Semester-I**

**Ability Enhancement Compulsory Course(AECC-I)**

**UBCCAT101**

**English-Business Communication**

**(To be implemented from June 2017)**

**And**

**Semester-II**

**English-Business Communication**

**Ability Enhancement Compulsory Course(AECC-II)**

**UBCCAT201**

**(To be implemented from November 2017)**

**F. Y. B. Com. C. A.**  
**Semester- I and II**  
**English-Business Communication**

This Syllabus has been designed as per the instructions from the Ministry of Human Resource Development and University Grants Commission.

**Objectives:-**

- i) To equip students with the practical business communication skills and to develop among them the ability to communicate effectively in English, both in oral and spoken forms.
- ii) To upgrade students' grammatical sense and master the basic grammatical aspects of English language.
- iii) To instill among students the practical communication skills to make them ready for modern business world.

**Book Prescribed for Semester I and II :**

- i) *Business Communication- Basic Concepts and Skills*, J. P. Parikh and Others, 2011, Hyderabad, Orient Black Swan.

**Recommended reading for Grammar, Writing Skills and Soft Skills:**

- i) *English Grammar and Composition*, R. C. Jain, Macmillan India Limited, Chennai, 2003.
- ii) *A Course in English Grammar* by R. N. Bakshi, Orient Black Swan.
- iii) *The Communicator*, Orient BlackSwan, 2013.
- iv) *A Course in English Grammar* by R. N. Bakshi, Orient Black Swan.
- v) *Contemporary English Grammar & Composition* by David Green (Macmillan).

**Gondwana University Gadchiroli**  
**Syllabus for**  
**B.Com. C. A. – English-Business Communication- Semester-I & II**  
**80 Marks Theory (University Examination) + 20 Marks Internal**  
**Assessment**

**Semester- I**

**Unit I: What is Communication?**

Then Nature and the Process of Communication- Its integrity to human life, Communication for Business, Objectives of Business Communication, Prerequisites of Communication, Defining Communication, Features of Communication, Process of Communication, Other Models of Communication.

Types of Communication-

- i) Categories of Communication- Interpersonal Communication, and Mass Communication.
- ii) Forms of Communication- Verbal Communication, and Non-Verbal Communication.

**Unit II: Characteristics of Communication-**

Characteristics of Communication, Characteristics of Business Communication, Principles of Communication, Limitations of Communications.

**Unit III: Resolving Barriers to Communication-**

Defining Barriers to Communication, Types of Barriers- Physical or Environmental Barriers, Physiological or Biological Barriers, Semantic or Language Barriers, Personal Barriers, Emotional or Perceptual Barriers, Socio-Psychological Barriers, Cultural Barriers, and Organisational Barriers.

**Unit IV: Listening Skills-**

What is Listening? Process of Listening, Importance of Listening, Purpose of Listening, Types of Listening, Types of Listening, Barriers to Effective Listening, How to Listen Effectively.

**Unit V: Basic Language Skills-**

Punctuation, Errors in Tenses, One Word for a group of words, Synonyms, Antonyms.

## Unit Wise Allotment of Marks

### Semester-I

Unit No.	Contents	Allotted Marks
I	What is Communication	16 Marks
II	Characteristics of Communication	16 Marks
III	Resolving Barriers to Communication	16 Marks
IV	Listening Skills	16 Marks
V	Basic Language Skills	16 Marks



## **B.Com. C. A. – English-Business Communication- Semester-I**

### **Pattern of Question Paper- Sem-I**

Que. 1. Two Long Answer Questions out of Four to be answered in about 150 words (Based on Unit-I & II)	16
Que. 2. Two Long Answer Questions out of Four to be answered in about 150 words (Based on Unit-III & IV)	16
Que. 3. A) i) One Short Answer Question out of Two to be answered in about 50 words (Based on Unit-I)	4
ii) One Short Answer Question out of Two to be answered in about 50 words (Based on Unit-II)	4
B) i) One Short Answer Question out of Two to be answered in about 50 words (Based on Unit-III)	4
ii) One Short Answer Question out of Two to be answered in about 50 words (Based on Unit-IV)	4
Que. 4. Very Short Answer Questions based on I, II, III & IV Units ( 8 out of 10)	16
Que. 5. A) Punctuation (One out of Two)	4
B) Errors in Tenses	4X1= 4
C) One Word Substitution	4X1= 4
D) i) Synonyms	2X1= 2
ii) Antonyms	2X1= 2

## **B.Com. C. A. – Business Communication- Semester-I**

### **Internal Assessment (20 Marks)**

The criteria for the award of Internal Assessment Marks will be as given below:

- |      |  |   |          |
|------|--|---|----------|
| i)   | Unit Test Performance and Assignment                     | : | 10 Marks |
| ii)  | Oral Test  | : | 05 Marks |
| iii) | Attendance/Overall Performance and Responsible Behaviour | : | 05 Marks |

**BCCA - I (SEMESTER – I)**  
**Paper – II: FINANCIAL ACCOUNTING-I**

[Max. Marks: 40]

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Syllabus will remain same as that FINANCIAL ACCOUNTING-I of

**Objective:**

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

- 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.
- Unit 2:** Final Accounts of companies preparation of final Accounts of Joint stock companies with reference to companies Act.
- 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.
- Unit 4:** consignment Accounts.

**Reference Book**

**Book 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 7/page Advance .
4. Accountancy Vol. I, P.C. Tulsain, persons 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  
Financial Accounting – I  
(UBCCAT102)

Time: Three Hours

Marks: 40

Notes: 1. Attempt all question.  
2. All Questions carry equal marks.

Que. 1.	a) Theory	04
	b) Practical	04
	OR	
	c) Practical	08
Que. 2.	a) Practical	04
	b) Practical	04
	OR	
	c) Practical	08
Que. 3.	a) Practical	04
	b) Practical	04
	OR	
	c) Practical	08
Que. 4.	a) Practical	04
	b) Practical	04
	OR	
	c) Practical	08
Que. 5.	a) Theory	02
	b) Theory	02
	c) Theory	02
	d) Theory	02

## BCCA - I (SEMESTER – I)

### Paper–III: INFORMATION AND COMMUNICATION TECHNOLOGY

[Max. Marks: 40]

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#### UNIT-I: Introduction to IT and Computers

Block Diagram of Computer, Functioning of Computer, Characteristics, Advantages & Limitations of Computer.

**Computer Memory:** Primary & Secondary, Types of Primary Memory.

**Number System:** Decimal, Binary, Octal, Hexadecimal number systems, features and conversions

#### UNIT-II: I/O and Storage Device

**Input Devices:** Keyboard, Mouse, Light Pen, Touch Screen **Scanning:** MICR, OCR, OMR, Barcode Reader.

**Output Devices:** VDU, Dot Matrix, Laser and Inkjet Printers

**Storage Device:** Hard Disk, Optical Disk, Blu Ray Disk and Pen Drive.

#### UNIT–III: Network & Internet

Computer Communication, Need for Networks, Communication Device, Types of Network- LAN, WAN, MAN, Concept of Network Topology, Types of Topologies and its Advantages and Limitations, OSI Model.

**Internet:** Basic Internet terms, Internet Addressing, Detail about E-mail, Search Engine, Social and Ethical Issues, E-learning.

**Open Source Terminologies:** Open Source Software, Freeware, Shareware, Proprietary Software.

#### UNIT–III: PC Maintenance and Virus

PC Maintenance- Active Software Maintenance, Passive Maintenance. Types of Pc Faults- Diagnostic and Repair Tools Diagnostic Software Tools- Diagnostic Hardware Tools- Disassembling PC.

Computer Virus, Types of Viruses, Antivirus

#### Books:

- 1) Dr.S.B.Kishor, "Information & Communication Technology", Das Ganu Publication, ISBN: 978-93-81660-73-7
- 2) Aksoy, "Introduction to Information Technology", Cengage, ISBN: 9788131505915
- 3) Dr.Madhulika Jain, Shashank&Satish Jain, "Information technology Concepts", BPB Publication, New Delhi, ISBN-- 8176562769

#### References:

- 1) Rao, "Information Technology for Real World Problem", Universities Press, ISBN- 978-81-7371-734-5
- 2) KamleshAgarwal", WAP the NET", MacMillan Publication.
- 3) Verma,"Computer, Internet & Multimedia – Dictionary", Universities Press
- 4)

**BCCA - I (SEMESTER – I)**  
**Paper–IV:PRINCIPLE OF MANAGEMENT-I**

[Max. Marks: 40

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**Syllabus will remain same as that PRINCIPLE OF MANAGEMENT-I of**

**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.

**Examination Scheme (Question Paper Pattern)**  
**B.Com.(C.A.) – I (SEMESTER – I)**  
**Core Course (UBCCAT104)**  
**Principal of Management – I**

**Total Marks : 40**

<b>Question No. 1. :</b>	<b>a) On unit 1</b>	<b>4 Marks</b>
	<b>b) On unit 1</b>	<b>4 Marks</b>
	<b>OR</b>	
	<b>c) On unit 1</b>	<b>8 Marks</b>
<b>Question No. 2. :</b>	<b>a) On unit 2</b>	<b>4 Marks</b>
	<b>b) On unit 2</b>	<b>4 Marks</b>
	<b>OR</b>	
	<b>c) On unit 2</b>	<b>8 Marks</b>
<b>Question No. 3. :</b>	<b>a) On unit 3</b>	<b>4 Marks</b>
	<b>b) On unit 3</b>	<b>4 Marks</b>
	<b>OR</b>	
	<b>c) On unit 3</b>	<b>8 Marks</b>
<b>Question No. 4. :</b>	<b>a) On unit 4</b>	<b>4 Marks</b>
	<b>b) On unit 4</b>	<b>4 Marks</b>
	<b>OR</b>	
	<b>c) On unit 4</b>	<b>8 Marks</b>
<b>Question No. 5. :</b>	<b>a) On unit 1</b>	<b>2 Marks</b>
	<b>b) On unit 2</b>	<b>2 Marks</b>
	<b>c) On unit 3</b>	<b>2 Marks</b>
	<b>d) On unit 4</b>	<b>2 Marks</b>

**BCCA - I (SEMESTER – I)**  
**Paper–V:OFFICE AUTOMATION**

[Max. Marks: 40]

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**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
- Sanjay Saxena, “A First Course in Computers”, Vikas Pub., ISBN : 9788125914440



**BCCA - I (SEMESTER – I)**  
**Elective I**  
**Paper–VI: BUSINESS ECONOMICS-I**

[Max. Marks: 40]

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**Basic Economic and Business Environment – I**

**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. 978-93-81660-19-5
5. Micro Economics – Theory An Analytical Approach – J.M. Joshi and R. Joshi – Wishwa Prakashan New Delhi.
6. The Global Business Environment – Tayeb, Monis H. – An Introduction, Sage Publication, New Delhi.

**BCCA.I**  
**SEMESTER I & II**  
**QUESTION PAPER PATTERN**  
**BUSINESS ECONOMICS**  
**BUSINESS ENVIRONMENT**

**TOTAL MARKS-80 MARKS**  
**INTERNAL ASSIGNMENT-20 MARKS**

<b>Q. 1.</b>	<b>A) Unit –I</b>	<b>8</b>
	<b>B) Unit – I</b>	<b>8</b>
	<b>OR</b>	
	<b>C) Unit –I</b>	<b>16</b>
<b>Q. 2</b>	<b>A) Unit –II</b>	<b>8</b>
	<b>B) Unit – II</b>	<b>8</b>
	<b>OR</b>	
	<b>C) Unit –II</b>	<b>16</b>
<b>Q. 3</b>	<b>A) Unit –III</b>	<b>8</b>
	<b>B) Unit – III</b>	<b>8</b>
	<b>OR</b>	
	<b>C) Unit –III</b>	<b>16</b>
<b>Q.4</b>	<b>A) Unit –IV</b>	<b>8</b>
	<b>B) Unit – IV</b>	<b>8</b>
	<b>OR</b>	
	<b>C) Unit –IV</b>	<b>16</b>
<b>Q. 5</b>	<b>A) Unit – I</b>	<b>4</b>
	<b>B) Unit – II</b>	<b>4</b>
	<b>C)Unit – III</b>	<b>4</b>
	<b>D)Unit – IV</b>	<b>4</b>

**BCCA - I (SEMESTER – I)**  
**Elective II**  
**Paper–VI: MEDIA MANAGMENT-I**

[Max. Marks: 40

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**Unit- I : Introduction to Adobe Pagemaker**

Introduction to Desk Top Publishing, Introduction to Page Maker Advantages, Using the Mouse, Components of the Page Maker Window. 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 : Creating Frames in Pagemaker**

Converting Other Objects to Frames, Threading and Unthreading Text. Threading additional Text, Threading Text to Different Page, Unthreading Text Blocks, Rethreading Text Blocks, Making Text Blocks Disappear Without Deleting them, Selecting and Dragging Text, Editing Deleting Text, Cut, Copying, Pasting Text, Viewing the Contents of Clipboard, Using Undo and Revert. Inserting and Removing Pages: Inserting and Removing Pages, Adjusting Spacing of Characters, Words, Lines : Adjusting, Spacing and Leading, Setting and changing Tabs. Introduction to Auto Flow, page maker Plug-Ins, Drop Cap, Change Case, Bullets and Numbering.

**Unit- III : Adding Design Elements**

Adding Graphics to your Document, Adding Lines, Changing Lines Specifications, Adding Shapes, changing Shape specifications, Changing Line and fill, Specifications together (Fill and Stroke), Changing Round Corners, Creating Drop-Shadow, Boxes, Text wrap, Changing page maker Options: Adjusting Margins, Setting and Adjusting Columns, Setting Unequal Width Columns, Creating headers and Footers, Creating Graphics in page maker, Rotating Text, Skewing and Mirroring objects with Control Palette. Importing Graphics into page maker : Placing, Sizing, aligning Graphics, Cropping Graphics. Introduction to Using layers, Moving and creating objects.

**Unit- IV : Basic 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).

**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

**BCCA - I (SEMESTER – I)**  
**Core Lab3**  
**(based on UBCCAT103)**

**[Max. Marks: 50**

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**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 labincharge/HOD.
- 2 Set your E-Mail Settings like appearance, vacation, signature etc.
- 3 Change your Email 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)**  
**Core Lab3**  
**(based on UBCCAT105)**

[Max. Marks: 50]

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**Practical Should be Perform Using LibreOffice Writer/Ms-Word**

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

**CONTENTS**

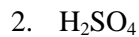
<b>Chapter</b>	<b>Page No.</b>
Windows .....	1
Ms-Word.....	18
Ms-Excel.....	27
Power-Point .....	98
Ms-Access.....	131

[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.  $B^2 - 4AC = 0$



3. If  $(A^2 \geq 0)$

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

5.  $k^2 - 4 = 0$ , if  $b_0 \neq 0$



6.  $e^{i\theta} + e^{-i\theta} = 2\cos\theta$

2. Type the following letter and take printout

**ABC**  
SAI Nagar  
Mumbai  
☎020-1111111

Dear Sir,

Kindly provide the rate of following set of peripherals,

- Computer  with following configuration
  - Intel® Pentium® Processor T4400 (2.2GHz, 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**

3. Type the following



- 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.

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 1<sup>st</sup> 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.
  - j.

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"
- 3)



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

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

6. Write a letter to publisher for supplying the list of books along with book details. For ex.  
To,  
Publisher,  
Das GanuPrakasan,  
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.KishorMohrir	13

Thanking you,

Date: < Insert System Date >

Yours

Principal  
(Dr. WWW)

Perform Following option

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

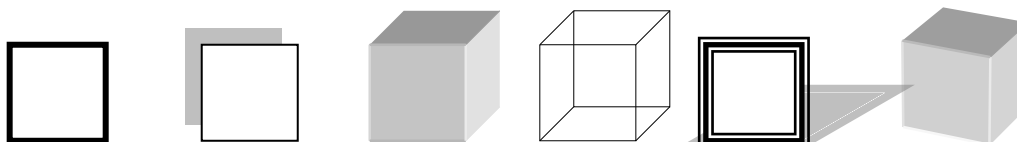
4 Business Economics GurbirKaurKhalsa 10

- 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"

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
8. Create a document and while saving give a security to open the saved document.  
Take a screen shot while opening it.
9. Draw the following shape using rectangle option found in Drawing Toolbar



And generate following types of box by copying and formatting above box



### C) LibreOfficeCalc/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  $DA = \text{Basic} * 27 \%$
  - o  $Hra = \text{Basic} * 10 \%$
  - o  $PF = \text{Basic} * 12.5 \%$
  - o  $Gross Pay = \text{Basic} + DA + HRA$
  - 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
- 4) Prepare following using MS-Excel.

Players	Match 1	Match 2	Match 3	Average	Highest	Sum
---------	---------	---------	---------	---------	---------	-----



					Score	
Sehwag	78	43	91			
Sachin	45	77	62			
Yuvraj	65	80	37			
Dhoni	34	15	46			
Raina	23	75	55			

Perform following:-

- Calculate Average and High score of each player using AVERAGE & MAX function
  - Calculate total score of each match using SUM function.
  - Sort above records in descending order on the basis of average.
  - Take the printout in landscape orientation
- 5) Prepare the Mark sheet of IT subject on the basis of 3 Unit test. Each of 30 Marks and perform following,
- Calculate total marks, Average and Grade
  - Auto format to the above table.
  - Take the printout
- 6) Prepare the multiplication using
- Relative cell reference
  - Absolute cell reference.

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

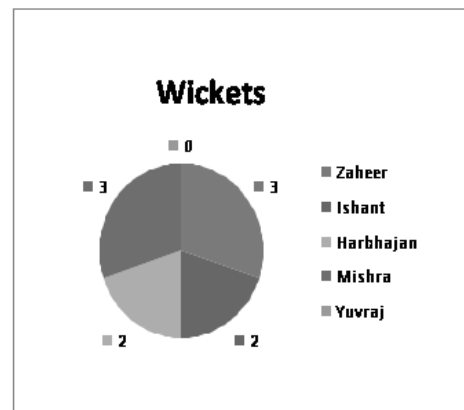
- 7) Create profit and prepare a column chart in MS-EXCEL using the data.

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

Perform following operations:-

- Find the profit
  - Give a chart title "Profit Report"
  - 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



#### D) LibreOffice Impress/Ms-Powerpoint

- 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 favourite 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

**BCCA - I (SEMESTER – I)**  
**Elective I**  
**(based on UBCCAT106.1)**

**[Max. Marks: 50]**

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**Based on Business Economics-I**  
**Minimum 5 case studies to be perform under the guidance of faculty member**

**BCCA - I (SEMESTER – I)**  
**Elective I**  
**(based on UBCCAT106.2)**

**[Max. Marks: 50]**

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## **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.

**BCCA - I**

**(SEMESTER – II)**

**B.Com. C. A.**  
**English-Business Communication- Semester- II**

**Unit I: Formal and Informal Networks of Communication-**

Communication: the Lifeline of an Organisation. Formal Communication- Types of Formal Communication, Merits of Formal Communication Limitations of Formal Communication. Informal Communication / The Grapevine Phenomenon- How did the Grapevine come into existence? Functions of Grapevine Communication, Characteristics of Grapevine, Grapevine Communication Chains, The Grapevine: Merits and Limitations.

**E-Communication-** Impact of Technology on Communication, Telecommunications, Computer Media- Computer Network, the Internet, World Wide Web, E-mail, Netiquette, Voice Mail, Word Processing, Duplication Technology.

Computer Technology and Recent Concepts in Business- Paperless Office, E-commerce/E-business, Video-conferencing, E-money Transactions, E-banking

**Unit II: Presentation Skills-**

Introduction, Preparing for an Oral Presentation, Forms of Oral Presentation, Using Visual Aids in Oral Presentation, Advantages and Disadvantages of Oral Presentation, Seminars and Conferences, Nonverbal Communication while Presentations, Making the Presentation, Checklist for Oral Presentation.

**Unit III: Self-Development and Communication-**

- i) Nature of Attitude and its Influence on Communication- Introduction, Self-Development and Communication, Attitude: Meaning and Nature, Factors that Shape Attitude, Types of Attitude, Persuasive Communication.
- ii) The SWOT Analysis: Process and Basic Components- What is SWOT Analysis; Basic Elements of the SWOT Analysis; Scope, Advantages and Limitations of the SWOT Model; SWOT Analysis for Organisations; SWOT Analysis for Individuals; How is the SWOT Analysis Done? Teaching Cases.

**Unit IV: Applying for a Job-**

- i) Writing Job Application Letters and Resumes: Job Application Letters- Drafting an Application Letter, Types of Application Letters, Essentials of a Good Covering Letter, Format and Contents of an Application Letter.
- ii) Writing a Resume: Format and Style, Contents of a Resume, Types of Resume Layouts, Essential Features of a Good Resume.
- iii) Job Interviews- Interview: Definition and Purpose, Employment or Job Interviews, Why Candidates Fail in a Job Interview, Preparation for a Successful Job Interview, Responsibilities for an Interviewer.

**Unit V: Basic Language Skills-** Narration, Degrees of Comparison, Phrases and Idioms.

## **B.Com. C. A. – English-Business Communication**

### **Unit Wise Allotment of Marks**

#### **Semester-II**

<b>Unit No.</b>	<b>Contents</b>	<b>Allotted Marks</b>
I	Formal and Informal Networks of Communication	16 Marks
II	Presentation Skills	16 Marks
III	Self Development and Communication	16 Marks
IV	Applying for Job	16 Marks
V	Basic Language Skills	16 Marks

## **B.Com. C. A. – English-Business Communication**

### **Pattern of Question Paper- Sem-II**

Que. 1. Two Long Answer Questions out of Four to be answered in about 150 words (Based on Unit-I & II)	16
Que. 2. Two Long Answer Questions out of Four to be answered in about 150 words (Based on Unit-III & IV)	16
Que. 3. A) i) One Short Answer Question out of Two to be answered in about 50 words (Based on Unit-I)	4
ii) One Short Answer Question out of Two to be answered in about 50 words (Based on Unit-II)	4
B) i) One Short Answer Question out of Two to be answered in about 50 words (Based on Unit-III)	4
ii) One Short Answer Question out of Two to be answered in about 50 words (Based on Unit-IV)	4
Que. 4. Very Short Answer Questions based on I, II, III & IV Units (8 out of 10)	16
Que. 5. A) Narration (Any Three Out of Five)	6
B) Degrees of Comparison	5
C) Phrases	5



## **B.Com. C. A. – English-Business Communication- Semester-II**

### **Internal Assessment (20 Marks)**

The criteria for the award of Internal Assessment Marks will be as given below:

- |     |  |   |          |
|-----|--|---|----------|
| iv) | Unit Test Performance and Assignment/Project Submission  | : | 10 Marks |
| v)  | Oral Test  | : | 05 Marks |
| vi) | Attendance/Overall Performance and Responsible Behaviour | : | 05 Marks |

**BCCA - I (SEMESTER – II)**  
**Paper – II: FINANCIAL ACCOUNTING-I**

[Max. Marks: 40]

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Syllabus will remain same as that FINANCIAL ACCOUNTING-II of

**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.

**Unit 1 :** Flotation of Joint stock companies and their capital structure. Issue and forfeiture of shares, Reissue of forefend shares.

**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, factor Influencing valuation of shares, methods of valuation of shares- Net Asset method-Yield method – Fair value method.

**Unit 3:** Accounting of insurance claims: Introduction, loss of stock, Average clause, consequential loss(Practical problem on loss of stock)

**Unit 4:** Winding up of companies: Type 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.

Financial Accounting – II  
(UBCCAT202)

Time: Three Hours

Marks: 40

Notes: 1. Attempt all question.  
2. All Questions carry equal marks.

Que. 1.	a) Theory	04
	b) Practical	04
	OR	
	c) Practical	08
Que. 2.	a) Practical	04
	b) Practical	04
	OR	
	c) Practical	08
Que. 3.	a) Practical	04
	b) Practical	04
	OR	
	c) Practical	08
Que. 4.	a) Practical	04
	b) Practical	04
	OR	
	c) Practical	08
Que. 5.	a) Theory	02
	b) Theory	02
	c) Theory	02
	d) Theory	02

**BCCA - I (SEMESTER – II)**  
**Paper–III:INTRODUCTION TO OPERATING SYSTEM**

[Max. Marks: 40]

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**UNIT-I: Basic of Operating System**

**Introduction to Operating System:** Types of Operating System. Simple Batch System, Multiprogramming, Time Sharing System, Personal Computer 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, Type of DOS Commands (Internal and External), Directory Commands: Dir, MD, RD, Tree, Path, etc. Wild Card, File Management Command: Copy, Del, Erase, Rename

General Command: Type, Date, Time, Prompt, etc.

**UNIT-III: Windows**

Operating System, Classification of Operating System on the basis of task (Single User Single Task, Single User Multiple Task, and Multi-User Multiple Task), Features of Windows, GUI, Operating with Windows, Desktop, Taskbar, and Windows Explorer.

**Windows Accessories:** Calculator, Notepad, Paint, System Information, Disk Cleanup

**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)”

**BCCA - I (SEMESTER – II)**  
**Paper– IV:PRINCIPLE OF MANAGEMENT-II**

[Max. Marks: 40]

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**Principal of Management - II**

**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

**Examination Scheme (Question Paper Pattern)**  
**B.Com. (C.A.) Part I Semester-II**  
**Core Course (UBCCAT204)**

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

**Total Marks : 40**

<b>Question No. 1. :</b>	<b>a) On unit 1</b>	<b>4 Marks</b>
	<b>b) On unit 1</b>	<b>4 Marks</b>
	<b>OR</b>	
	<b>c) On unit 1</b>	<b>8 Marks</b>
<b>Question No. 2. :</b>	<b>a) On unit 2</b>	<b>4 Marks</b>
	<b>b) On unit 2</b>	<b>4 Marks</b>
	<b>OR</b>	
	<b>c) On unit 2</b>	<b>8 Marks</b>
<b>Question No. 3. :</b>	<b>a) On unit 3</b>	<b>4 Marks</b>
	<b>b) On unit 3</b>	<b>4 Marks</b>
	<b>OR</b>	
	<b>c) On unit 3</b>	<b>8 Marks</b>
<b>Question No. 4. :</b>	<b>a) On unit 4</b>	<b>4 Marks</b>
	<b>b) On unit 4</b>	<b>4 Marks</b>
	<b>OR</b>	
	<b>c) On unit 4</b>	<b>8 Marks</b>
<b>Question No. 5. :</b>	<b>a) On unit 1</b>	<b>2 Marks</b>
	<b>b) On unit 2</b>	<b>2 Marks</b>
	<b>c) On unit 3</b>	<b>2 Marks</b>
	<b>d) On unit 4</b>	<b>2 Marks</b>

**BCCA - I (SEMESTER – I)**

**Paper –IV : PROGRAMMING TOOLS AND TECHNIQUES& INTRODUCTION TO  
'C'**

**[Max. Marks: 40**

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**UNIT – I: Language Evolution**

Machine Language, Assembly Language, High Level Language. Translators: Compiler, Interpreter and Assembler. The Compilation Process, Linker, Loader, Study of HLL, Characteristics of Good Language

**UNIT – II: Programming Construction Tools**

Problem Analysis, Process Analysis, Conceptual Development of Solution. Development Tools: **Algorithm:** Advantage and Disadvantage of Algorithm, Complexity of Algorithm  
**Flowcharts:** Advantage and Disadvantage of Flowchart.

**UNIT – III: Introduction to C**

C-Character Set and Keyboards, Constants and Variables, Data types, Type Casting, **Operators and Expressions** – Arithmetic, Relational, Logical Assignment, Increment and Decrement Operator, Updating Assignment, Conditional Operator, Hierarchy of Operators, Input and Output statements in C.

**UNIT – IV: Conditional and Looping Statements**

**Conditional Statement:** if-else, nested if, else-if ladder, switch, ternary Operator

**Looping Statement:** for loop, while and do- while loop, Comma Operator and Use of break, continue and goto statements.

**Books:**

- 1) Anil V. Chouduri, “The Art of Programming through Flowchart and Algorithms”, Laxmi Pub. ISBN-8170087791
- 2) R.G. Dromey, “How to Solve it by Computer”, Pearson, ISBN 978-81-317-0562-9
- 3) S.B. Kishor, “Programming Logic and Techniques”, BlackSwan (University Press), ISBN 978 81 7371 822 9
- 4) Koren, “Computer Arithmetic Algorithm”, Universities Press, ISBN- 9788173715334

**References:**

- 1) Donald Knuth, “The Art of Computer Programming Vol-I, II III”, Pearson.
- 2) Dr. S. B. Kishor, “Programming Logic and Techniques”, BlackSwan (University Press), ISBN 978 81 7371 822 9

**BCCA - I (SEMESTER – II)**  
**Elective :- Paper–VI:BUSINESS ECONOMICS-II**

[Max. Marks: 40]

**Business Economics and Business Environment – II**

Unit No.	Topics
1	PRODUCTION, COST AND REVENUE ANALYSIS
	1.1 Meaning of Production. 1.2 Law of Variable Proportions, Returns to Scale, Internal and External economics and diseconomies. 1.3 Cost and Revenue concepts and their relationship with Output; economics and diseconomies
2	THEORY OF PRICE
	2.1 Equilibrium of the Firm and Industry – Price and output Determination under perfect competition. 2.2 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 3.2 Importance of National Income
4	ECONOMIC ENVIRONMENT OF BUSINESS
	4.1 Significance and Elements of economic environment. 4.2 Economic System and Business Environment



	<p>4.3 Economic Planning in India; Government Policies –</p> <p>Industrial Policy, Fiscal Policy, Monetary Policy, EXIM Policy.</p>
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**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. 978-93-81660-19-3
5. Micro Economics – Theory An Analytical Approach – J.M. Joshi and R. Joshi – Wishwa Prakashan New Delhi
6. The Global Business Environment – Tayeb, Monis H.- An Introduction, Sage Publication, New Delhi.
7. International Business Environment – Black & Sundaram – Prentice Hall of India, New Delhi.

**BCCA.I**  
**SEMESTER I & II**  
**QUESTION PAPER PATTERN**  
**BUSINESS ECONOMICS**  
**BUSINESS ENVIRONMENT**

**TOTAL MARKS-80 MARKS**  
**INTERNAL ASSIGNMENT-20 MARKS**

<b>Q. 1.</b>	<b>A) Unit –I</b>	<b>8</b>
	<b>B) Unit – I</b>	<b>8</b>
	<b>OR</b>	
	<b>C) Unit –I</b>	<b>16</b>
<b>Q. 2</b>	<b>A) Unit –II</b>	<b>8</b>
	<b>B) Unit – II</b>	<b>8</b>
	<b>OR</b>	
	<b>C) Unit –II</b>	<b>16</b>
<b>Q. 3</b>	<b>A) Unit –III</b>	<b>8</b>
	<b>B) Unit – III</b>	<b>8</b>
	<b>OR</b>	
	<b>C) Unit –III</b>	<b>16</b>
<b>Q.4</b>	<b>A) Unit –IV</b>	<b>8</b>
	<b>B) Unit – IV</b>	<b>8</b>
	<b>OR</b>	
	<b>C) Unit –IV</b>	<b>16</b>
<b>Q. 5</b>	<b>A) Unit – I</b>	<b>4</b>
	<b>B) Unit – II</b>	<b>4</b>
	<b>C)Unit – III</b>	<b>4</b>
	<b>D)Unit – IV</b>	<b>4</b>

**BCCA - I (SEMESTER – II)**  
**Elective:- Paper–VI:MEDIA MANAGMENT-II**

**[Max. Marks: 40**

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**Unit -I: Adobe Photoshop-I**

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

**Unit -II: Adobe Photoshop-II**

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 – III : Macromedia Flash-I**

Introduction and How Flash Software Works, Steps to Do A Flash Movie, Basic Functions, Opening and Closing Files, Flash Windows, Window Control

**Unit – IV : Macromedia Flash-II**

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. Rajani Singh, “Media Management”, Das Ganu Prakashan

**BCCA - I (SEMESTER – II)**  
**Practical : Core Lab6**  
**(based on Lab on UBCCAT203)**

[Max. Marks: 50]

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## **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 BCCA1 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 BCCA1 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:\BCCA1\CPP directory to MCM1 directory if exist otherwise display the message of non existence of file.

## **Windows**

- Procedure to cleanup Disk, Disk fragmentation
- Working on control panel to create user account
- Setting the environment for personal account

## **UNIX/Linux**

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 arithmetic operations.

4) A Shell Script that takes two numbers from keyboard 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.

**BCCA - I (SEMESTER – II)**  
**Practical : Core Lab 6**  
**(based on Lab on UBCCAT205)**

**[Max. Marks: 50**

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- 1) A program to find simple and compound interest for the rate of interest.
- 2) A program to find corresponding temperature in Fahrenheit from a given temperature in Celsius.
- 3) A program to swap the contents of two variables.
- 4) A Program to accept the distance between two cities in Kilometer and print the distance in meter, feet, inches and centimeter.
- 5) A Program to accept the two sides and angle included by these two sides to find area and third side of a Triangle.
- 6) A Program to check a number is even or odd using conditional operator.
- 7) A program for testing leap year.
- 8) A program to find roots of Quadratic equation  $ax^2+bx+c$ .
- 9) A Program to check a number is palindrome or not.
- 10) A Program to generate a menu driven program using switch statement.
  - 1) Add
  - 2) Edit.
  - 3) Delete.
  - 4) Exit.
- 11) A Program to print multiplication Table of a number.
- 12) A program to print number, square and cube of the first 10 natural number.
- 13) A program to find the factorial of an integer number.
- 14) A program to generate and print Fibonacci sequences.
- 15) A program to print first 5 lines of the following pyramid.

```
1
1 2
1 2 3
1 2 3 4
1 2 3 4 5
```
- 15) A program to find the GCD of two Positive integers by successive division.
- 16) A Program to find the number of Armstrong number between 123 to 425
- 17) A program to print all the prime number between 10 to 100
- 18) A Program to generate a menu driven program using switch statement.
  - 1) Add
  - 2) Edit.

- 3) Delete.
- 4) Exit.
- 19) A Program to find sum of two matrices having size  $m*n$  and  $p*q$ .
- 20) A Program to find multiplication of two Matrices having size  $m*n$
- 21) A Program to Transport the matrix of size  $M*N$ .
- 22) A Program to delete an element from the list
- 23) A Program to add element  $K$  at  $P^{\text{th}}$  Position in the list of  $N$  elements

**Note: Practical should be performed either using Open Source Software 'C' or by using Turbo 'C'.**

**BCCA - I (SEMESTER – II)**  
**Elective I**  
**(based on Lab on UBCCAT206.1)**

**[Max. Marks: 50**

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**Minimum 5 case studies need to be perform under the guidance of faculty member**

**BCCA - I (SEMESTER – II)**  
**Elective II**  
**(based on Lab on UBCCAT206.2)**

**[Max. Marks: 50**

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**Minimum 5 Practical's to be perform under the guidance of faculty member**