# CHAUDHARY DEVI LAL UNIVERSITY
# SIRSA (HARYANA), INDIA -125055



# SCHEME AND SYLLABI
## As per NEP-2020

**3-Year UG Degree (Bachelor of Commerce)**

**4 Year UG Degree (Bachelor of Commerce - Honours)**

**4 Year UG Degree (Bachelor of Commerce - Honours with Research)**
# (Multidisciplinary)

## (w.e.f. Academic Session 2024-25)

# DEPARTMENT OF COMMERCE
# FACULTY OF COMMERCE & MANAGEMENT

# SKILL

# ENHANCEMENT

# COURSES

## B. Com. FIRST SEMESTER

Nomenclature of Course : Computer Applications in Business
Duration of Examination : 2 Hours
Maximum Marks : 75 (Practical: 25, External Evaluation: 50)

**Course Objective:** This paper aims to impart computer knowledge that will enable them with the ability to handle and analyse data for decision making and presenting it to the person concernedin the form of presentations and/or reports in the fast-moving business world.

**Course Learning Outcomes:** After completion of the course, learners will be able to:
 **CO1:** describe the various concepts and terminologies used in computing, computer networks.
 **CO2:** examine document creation for report making and communication.
 **CO3:** identify and make good presentations.
 **CO4:** identify the spreadsheet knowledge acquired through this paper in solving real life problems that help in decision making.

### Unit I
Computing: Concept of computing, Data and information; Computing Interfaces: Graphical User Interface (GUI), Command Line Interface (CLI), Touch Interface, Natural Language Interface (NLI); data processing; applications of computers in business. Computer Networks: Meaning of computer network; objectives/ needs for networking; Applications of networking; Basic Network Terminology; Types of Networks; Network Topologies; Distributed Computing: Client Server Computing, Peer- to- peer Computing; Wireless Networking; Securing Networks: firewall.

### Unit II
Introduction to word Processing, Word processing concepts, Use of Templates and styles, Working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Auto-text; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, page break, table of contents, Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge (including linking with spreadsheet files as data source); Printing documents; Citations, references and Footnotes.

### Unit III
Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, hyperlinking, Media; Design; Transition; Animation; and Slideshow, exporting presentations as pdf handouts and videos.

**Suggestive Readings:**
● Jain, H. C. & Tiwari, H. N. Computer Applications in Business. Taxmann, Delhi.
● Joseph, P.T., S.J. E-Commerce: An Indian Perspective, 6th ed. PHI Learning

- Mathur, S. & Jain, P. Computer Applications in Business. Galgotia Publishing Company
- Madan, S. Computer Applications in Business. Scholar Tech Press, Delhi.
- Sharma, S.K. & Bansal, M. Computer Applications in Business. Taxmann, Delhi.
- Thareja R. Fundamentals of Computers. Oxford University Press.
- Thareja R. IT & Its Business Application. Oxford University Press

**Note for the Paper Setter:** The question paper will consist of seven questions in all. The first question will be compulsory and will consist of four short questions of 2 marks each covering the whole syllabus. In addition, six more questions of 14 marks each will be set unit-wise comprising of two questions from each of the three units. The candidates are required to attempt one compulsory question and three more questions selecting at least one question from each unit.

**Nomenclature of Course : Business Mathematics**
**Duration of Examination : 3 Hours**
**Maximum Marks : 75 (Internal Assessment: 25, External Evaluation: 50)**

**Course Objective:** The objective of this course is to familiarize students with the applications of mathematics in business decision-making. It will also provide basic knowledge and skills of numerical abilities and aptitudes for cracking competitive examinations.

**Course Learning Outcomes:**
After completion of the course, learners will be able to:
**CO1:** describe the number system and Equations.
**CO2:** learn the percentages, ratios and proportions; and Commercial Mathematics.
**CO3:** know the Algebra of matrices and Applications of matrices.
**CO4:** describe the Differential Calculus and Maxima and Minima of functions.

### Unit-I

**Number System-** Natural numbers, Prime numbers, Real numbers, Even numbers, Odd numbers, Rational numbers, Irrational numbers, Integers-HCF & LCM-Problems on Multiplication, Division, Additions, Subtractions, HCF and LCM

**Equations-** Meaning and Types of Equations-Linear Equation – Meaning & Problems-Simultaneous Equation – Meaning and Problems with only two variables (Elimination method and Substitution method)-Quadratic Equation – Meaning and Problems under Factorization and Formula method

## Unit-II

**Percentages, Ratios and Proportions-** Percentages - Meaning of Percent, Meaning of Percentage- Difference between Percent and Percentage - Expression of Percent-Calculation of Percentage – Problems-Ratios – Meaning and Types of Ratio – Duplicate, Triplicate and Sub-duplicate of a Ratio-Proportions -Meaning & Properties – Cross product property and Reciprocal property –United Proportions-Continued Proportions –-Compound Proportions – Meaning and Problems.

**Commercial Mathematics-** Discount – Meaning & Kinds-Problems on Trade Discount, Cash Discount, True Discount, Bankers Discount, Bankers Gain & Equated Due Date-Interest – Meaning and Kinds. Problems on calculation of simple Interest & compound Interest-Annuity – Meaning of Annuity Certain, Annuity Due, Contingent Annuity, Deferred Annuity and Deferred Perpetuity

## Unit-III

**Matrices-** Definition of a matrix, Types of matrices; Algebra of matrices, Calculation of values of determinants up to third order; Adjoint of a matrix; Finding inverse of a matrix through ad joint; Applications of matrices to solution of simple business and economic problem

**Suggested Readings:**
Ayres, Frank Jr. Schaum's, *Outlines Series: Theory and Problems of Mathematics of Finance*, McGraw Hill Education
Sanchethi & Kapoor, *Business Mathematics*. Sultan Chand & Sons
Singh J. K., *Business Mathematics*. Himalaya Publishing House
Soni, R.S, *Business Mathematics*, Ane Books, New Delhi
Thukral, J.K., *Mathematics for Business Studies*, Mayur Publications
Vohra, N.D., *Quantitative Techniques in Management*. McGraw Hill Education
Wikes, F.M., *Mathematics for Business, Finance and Economics*. Thomson Learning

**Note for the Paper Setter:** The question paper will consist of seven questions in all. The first question will be compulsory and will consist of four short questions of 2 marks each covering the whole syllabus. In addition, six more questions of 14 marks each will be set unit-wise comprising of two questions from each of the three units. The candidates are required to attempt one compulsory question and three more questions selecting at least one question from each unit.

**Nomenclature of Course** : **Business Communication**
**Duration of Examination** : **3 Hours**
**Maximum Marks** : **75 (Internal Assessment: 25, External Evaluation: 50)**

**Course Objective**: The objective of this course is to help the students in developing the communication skills in business.

**Course Learning Outcomes:**
After completion of the course, learners will be able to:
**CO1**: To Familiarize the student regarding the concept of Business communication
**CO2**: To develop the comprehensive writing skills
**CO3**: To develop effective listening skills among students
**CO4**: To promote various modern forms of communication

### UNIT I
Business Communication: meaning, concept and process of communication; Types of communication; Significance of positive attitude in improving communication.

### UNIT II
Writing Skills: Letters of all kinds, Tender notices, Auction notices, Public Notices, Memos and Advertisements relating to sales and marketing; Precise writing; Curriculum vitae; Short formal reports.

### UNIT III
Effective Listening: Importance of effective listening, barriers to effective listening, types of effective listening, benefits and use of effective listening skills; Non-verbal communication, group discussion, etc.

**Suggested Readings:**
Andrews, D. C., & Andrews, W. D. (2003). *Management Communication: A Guide*. Boston: Cengage Learning.
Anjali Kalkar, R.B. Suryawanshi, Amlan Jyoti Sengupta, Textbook of Business Communication Hyderabad: Orient Blackswan.
Canavor, N. (2012). *Business Writing in the Digital Age*. California: SAGE Publications.
Guffey, M. E., & Loewy, D. (2013). *Essentials of Business Communication*. Boston: Cengage Learning.
Locker, K., & Kaczmarek, S. (2009). *Business Communication: Building Critical Skills*. New York: McGraw Hill Education.
Om P. Juneja & Aarti Mujumdar, *Business Communication, Ed.,* Hyderabad: Orient Blackswan.

**Note for the Paper Setter:** The question paper will consist of seven questions in all. The first question will be compulsory and will consist of four short questions of 2 marks each covering the whole syllabus. In addition, six more questions of 14 marks each will be set unit-wise comprising of two questions from each of the three units. The candidates are required to attempt one compulsory question and three more questions selecting at least one question from each unit.

***

**Nomenclature of Course** : **E-Business and Accounting**
**Duration of Examination** : **3 Hours**
**Maximum Marks** : **75 (Internal Assessment: 25, External Evaluation: 50)**

**Course Objective**: The objective of this course is to help the students regarding to the e-business and its applications.

**Course Learning Outcomes:**

After completion of the course, learners will be able:

**CO1**: To Familiarize the student regarding the concept of e-commerce and e-business and its uses.

**CO2**: To develop the introductory knowledge of tally software.

**CO3**: To enhance the knowledge of tally software.

**CO4**: To generating basic reports in tally

### Unit-I

E-Business: Introduction, E-Commerce – Definition, History of E-commerce, Difference between E – Commerce and E - Business. Comparison of traditional commerce and e-commerce Advantages/Disadvantages of e-commerce, E-Commerce business models – major B to B, B to C model, Consumer-to-Consumer (C2C), Consumer-to-Business (C2B) model, Peer to-Peer (P2P) model – Emerging trends, web auctions, virtual communities, portals, e-business revenue models. Hardware and Software for E-Business: Web server – Internet – World Wide Web - hardware and software for web servers, web hosting choices – shopping cart.

### Unit-II

Getting Started with Tally: Meaning of Tally software – Features – Advantages - Required Hardware, Preparation for installation of tally software – installation, Items on Tally screen: Menu options, creating a New Company, Basic Currency information, Other information, Company features and Inventory features.

Configuring Tally: General Configuration, Numerical symbols, accts/inv info – master configuration -voucher entry configuration

### Unit-III

Working in Tally: Groups, Ledgers, writing voucher, different types of voucher, voucher entry Problem on Voucher entry -Trail Balance, Accounts books, Cash Book, Bank Books, Ledger Accounts, Group Summary, Sales Register and Purchase Register, Journal Register, Statement of Accounts, & Balance Sheet.

**Suggested Readings:**

Agarwala K.N & Deeksha Ararwala: Business on the Net, Whats and Hows of E-Commerce

Amrutha Gowry & Soundrajana, E – Business & Accounting, SHBP

C.S.V Murthy, E Commerce, Himalaya Pub. House

Kalakota Ravi and A. B. Whinston : Frontiers of Electronic Commerce, AddisonWesley

Raydu, *E Commerce*, Himalaya Pub. House

Suman. M, *E Commerc & Accounting* - Himalaya Pub. House

Watson R T : Electronic Commerce – the strategic perspective. The Dryden press

**Note for the Paper Setter:** The question paper will consist of seven questions in all. The first question will be compulsory and will consist of four short questions of 2 marks each covering the whole syllabus. In addition, six more questions of 14 marks each will be set unit-wise comprising of two questions from each of the three units. The candidates are required to attempt one compulsory question and three more questions selecting at least one question from each unit.

**Nomenclature of Course** : Event Management
**Duration of Examination** : 3 Hours
**Maximum Marks** : 75 (Internal Assessment: 25, External Evaluation: 50)

**Course Objective:** The purpose of this course is to make the students familiar with techniques and skills required for successful organization of special events.
**Course Outcomes:**
After completing the course students would be able to:
**CO1:** Understanding the Concept of Event management
**CO2:** Understanding the concepts of Leadership and budgets
**CO3:** Know the Planning and Management of an Event
**CO4:** Understand the Marketing and Promotion of Event.

### Unit I
Principles of Event Management; Types of events: Sports, Rallies, Wedding, Festivals, Educational and Corporate events; Developing mission, establishing objectives, preparing event proposal.

### Unit II
Leadership Traits and characteristics, Crowd management, Major risks and emergency planning; Event Budget Different types of sponsorships.

### Unit III
Purpose, Venue, Timing, Guest list, Invitations, Food & drink, Room dressing, Equipment, Protocols, Dress codes, Staging, Guest of honor, Speakers, Media, Photographers, Podium, Exhibition.

**Suggested Readings:**
Anton Shone & Bryn Parry, Successful Event Management, Cengage Learning, New Delhi.
Chaturvedi Ashutosh, Event management, a professional approach, Global India Publications, New Delhi.
Glenn Bowdin, William O'Toole, Johnny Allen, Rob Harris, Ian McDonnell, Events Management, Routledge Publishers, New Delhi.
Lynn Van Der Wagen & Brenda R Carlos, Event Management, Pearson, New Delhi.
Singh, S. & Kaur, H., *Event Management*, Arihant Books, New Delhi.

**Note for the Paper Setter:** The question paper will consist of seven questions in all. The first question will be compulsory and will consist of four short questions of 2 marks each covering the whole syllabus. In addition, six more questions of 14 marks each will be set unit-wise comprising of two questions from each of the three units. The candidates are required to attempt one compulsory question and three more questions selecting at least one question from each unit.

**Nomenclature of Course** : **E-Governance**
**Duration of Examination** : 3 Hours
**Maximum Marks** : 75 (Internal Assessment: 25, External Evaluation: 50)

**Course Objective:** The purpose of this course is to make the students familiar with e-governance and its implementation.

**Course Outcomes:**
After completing the course students would be able to:
**CO1:** Understanding the Meaning, Scope and Importance of e-Governance
**CO2:** Understanding the E-Governance Policy, E-Governance in India, challenges of E –Governance.
**CO3:** Discuss the e-Governance of Company Law
**CO4:** Enhance the Challenges and Approach of E-government Security.

### Unit-I
Introduction: Governance – concept, meaning and definitions, elements of good governance, Governance in Digital Age (Introduction of ICTs in administration, Technological Adaptation, Reorganization of Administrative Structures and institutions).
E-Governance: Meaning, Scope and Importance of e-Governance, Techniques of E-Governance

### Unit-II
Implementing E-Governance: E-Governance Policy, E-Governance in India, challenges of E –Governance, Security concerns, E-governance in a Small Office, Web Portal for E-governance, E-governance for Public utilities, E-governance in a Medium Enterprise, E-governance & Finance, E-Tender, E-Governance Projects in Haryana

### Unit-III
E-Governance of Company Law: MCA-21 Mission- goals, technical and operational aspects of MCA-21-CIN, DIN,DSC,CFN SRN etc, E-forms and on-line filing, inspection of documents and substantial benefits of MCA-21

**Suggested Readings:**
Jan Erik Lane, *New Public Management*, Rout ledges, 2000
M.G. Gupta and R.K. Tiwari (eds.), *Reinventing the Government*, IIPA, 1998
Richard Hecks, *Implementing and Managing E-Governance*, Vistar Publications
Study Material, *Professional Programme*, Company Secretarial Practice, ICSI, New Delhi
Work Bank Report, *Good Governance: The Business of Government*, 1997

**Note for the Paper Setter:** The question paper will consist of seven questions in all. The first question will be compulsory and will consist of four short questions of 2 marks each covering the whole syllabus. In addition, six more questions of 14 marks each will be set unit-wise comprising of two questions from each of the three units. The candidates are required to attempt one compulsory question and three more questions selecting at least one question from each unit.