

Circulars file

- 14 -

CIRCULAR NO.SU/BBA&BCA/CBC & GS/66/2018

It is hereby informed to all concerned that, the syllabi prepared by the Board of Studies & recommended by the Dean, Faculty of Commerce & Management the **Academic Council at its meeting held on 30 June & 02 July 2018 has accepted the syllabi under Choice Based Credits & Grading System for Bachelor of Computer Application & Bachelor of Business Administration First Semester** under the Faculty of Commerce & Management as enclosed herewith.

This is effective from the Academic Year 2018-2019 and onwards.

All concerned are requested to note the contents of this circular and bring the notice to the students, teachers and staff for their information and necessary action.

University Campus,
Aurangabad-431 004.
REF.No.SU/2018/
Date:- 17-07-2018.

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[Signature]
**Deputy Registrar,
Syllabus Section.**

Copy forwarded with compliments to :-

- 1] **The Principals, affiliated concerned Colleges, Dr. Babasaheb Ambedkar Marathwada University.**
- 2] **The Director, University Network & Information Centre, UNIC, with a request to upload this Circular on University Website.**

Copy to :-

- 1] The Director, Board of Examinations & Evaluation,
- 2] **The Section Officer, [B.Com.Unit] Examination Branch,**
- 3] The Section officer, [Eligibility Unit],
- 4] **The Programmer [Computer Unit-1] Examinations,**
- 5] **The Programmer [Computer Unit-2] Examinations,**
- 6] The In-charge, [E-Suvidha Kendra],
- 7] The Public Relation Officer,
- 8] The Record Keeper,

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B.C.A. I Sem

**DR. BABASAHEB AMBEDKAR
MARATHWADA UNIVERSITY,
AURANGABAD.**



Curriculum of
BACHELOR OF COMPUTER APPLICATION
(BCA)
1ST YEAR
under Choice Based Credit & Grading System
SEMESTER FIRST

[Effective from the Academic Year 2018-19 & onwards]

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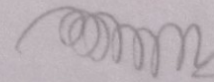
DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD.

FACULTY OF MANAGEMENT SCIENCE.

Syllabus - Bachelor of Computer Application (BCA)

Choice Based Credit System (CBCS) - 2018-19

Semester & Credits	Core Course [04]	Ability Enhancement Compulsory Courses [AEC] [01]	Discipline Specific Elective [DSE] [01]
I Credit 24	1. Accountancy – I 2. Industrial Economics 3. Business Statistics 4. Operating System – I	1. Communication Skills	Elective Paper [Any One] 1. Office Automation Tools 2. Basic Web Technology - I
Total Credits 24	No. of Credits : 16	No. of Credits : 04	No. of Credits : 04



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FIRST SEMISTER

Paper Number	Subject/ Title of the Paper	Course	Weekly		Credits		IA	UA	Total Marks	Duration of Theory Exam
			Th	Pr	Th	Pr				
I	Financial Accounting – I	Core Course	4	-	4	-	20	80	100	3 Hrs
II	Industrial Economics	Core Course	4	-	4	-	20	80	100	3 Hrs
III	Business Statistics	Core Course	4	-	4	-	20	80	100	3 Hrs
IV	Operating System – I	Core Course	2	4	2	2	20	80	100	3 Hrs
V	Business Communication	Ability Enhancement Compulsory	4	-	4	-	20	80	100	3 Hrs
VI	1.Office Automation Tools 2.Basic Web Technology –I	Discipline Specific Elective [Any One]	2	4	2	2	20	80	100	3 Hrs
	Total		20	8	20 + 4 =24		120	480	600	--

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Paper I-

ACCOUNTANCY - I

Theory 80

Sessional 20

Credits 04

1. Double Entry Accounting System Introduction and concept & Advantages, Accounting Cycle, Types of Account, Journalizing Rules, Subsidiary Books, Ledger, Trial Balance
2. Cash Book – Single Column & Double Column.
3. Trading ,Profit and Loss Account and Balance Sheet (Simple exercise on Sole Trader, Final Account expected)
4. Partnership Account: Introduction, Preparation of Partnership Final Accounts.
5. Depreciation Introduction, meaning and definition, methods of Depreciation 1. Fixed Installment Method 2. Reducing Balance Method

Reference Books:

1. Shukla & Greval " Advanced Accounts " S. Chand & Co.
2. Batliboy " Advanced Accounting ", Standard Accounting Publication.
3. Khan & Jain " Financial Management " Tats Mc Graw Hill.
4. S.C Kuchal " Financial Management "

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1. Definition and scope of Business/Industrial Economics - Micro, Macro - Economics - Significance of Economics. Role in Business/Industrial decisions Economic Systems.
2. Indifference Curve Analysis, Properties of Indifference Curves, Consumer equilibrium, Income effect, Price effect and Substitution effect.
3. Production - Meaning - Laws of Returns.
4. Economic Development:- Concept, of Economic Development, Indicators of Economic Development, Factors promoting Economic Development, Obstacles in the Economic Development of under developed countries, Features of under developed economy with reference to India.

Reference Books:

1. Business Economics by Prof. V.G. Mankar
2. Industrial Organisation and Engg. Economics by T.R. Banga, S.C. Sharma
3. Business and Managerial Economic by Sampat Mukherjee
4. Financial Institutions and Economic Growth in India. by Goyal, O.P.
5. Modern Economic Theory by K K Dewett

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PAPER III -

BUSINESS STATISTICS

Theory 80

Sessional 20

Credits 4

1. Introduction, Origin & Growth of Statistics, Definitions, Functions, Scopes and Limitations
2. Organising Statistical Survey, Planning the Survey, Scope of Survey Techniques of data Collection.
3. Sampling and sample designs.
4. Classification and Tabulation of Data.
5. Measures of Central Value - Mean, Median and Mode.
6. Measures of Dispersion - Range, Quartile Deviation, Mean Deviation, Standard Deviation.
7. Correlation Analysis: Introduction, Utility of the study of correlation, Correlation and Causation, Types of correlation - Positive and Negative Correlation Karl Pearson's Coefficient of Correlation.

Reference Books:-

1. Seymour Lipschutz Probability - Schaum Outline series. Mc Graw Hill.
2. M.C. Shukla and S.S. Gulshan - Statistic S. Chand & Co. New Delhi.
3. V. Seetharaman - A Text book of Statistics - M. Nandana South Bros.
4. Gupta and Kapoor Fundamental of Statistics.
5. D.N. Elhance Statistical Methods

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1. Operating System concept, Its necessity, functions
2. Memory Management; Device Management; Job Scheduling, I/O Management, Resource Management, Types of Operating System.
3. DISK OPERATING SYSTEM (DOS) System Prompt, Default Device, File Directory, Display of files, Directory handling, copying, deleting files,
4. Windows Exploring Windows, Settings, Control Panel, Add Remove Hardware, Printers, Date Time Regional Settings, Games, File Handling activities, Recycle Bin etc.
5. Study of Internal & External Commands of MS-DOS DIR (With Options) DATE, TIME, CLS, COPY CON, EDIT, COPY, DELETE, REN, FORMAT, FIND, RESTORE, PROMPT, PATH, MORE, TYPE, VER, VOL, CHKDSK, DISKCOMP, TREE, SYS, MEM, XCOPY, Wild Card Characters, Configuring Dos and Batch Files, CONFIG.SYS, BREAK ON/OFF, BUFFER, FILES, SHELL, SET, ECHO, PAUSE, CALL, IF, GOTO, END.

Reference Books:-

1. MS-DOS
2. Dos the Complete reference
3. Mastering Windows . -

By Peter Norton

By Jasma.

Pc Software Taxali

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1. Meaning, Nature, Scope, Importance, Functions and Limitations of Communication.

2. Elements of Communications - Principles of Communication, Barriers to effective Communication.

3. Communication Skills:

a) Oral Communication:

Effective speaking - Principles of effective oral communication, speech preparation - guidelines for effective speech. listening skills - telephonic and group communication - Board and union Meetings - Interviews, their types, techniques and styles.

b) Written Communication:

Meaning and objective of written communication - Medias of written communication - Features of written communication - Preparation, analysis and interpretation of reports. Business letter writing - Application, references, Preparation of Tenders and Quotations - Drafting of sales circular letters.

4. Use of electric equipments in Business Communication - A hands on experiments on Telex, Fax, Pager, Cellular Phone, Computer and Internet.

Reference Books:-

1. Handbook Business Correspondence - Frailey
2. Technical & Professional Communication - Hickini.
3. Communication Dynamics Dr. Mrs. V.S. Mishra
4. Business Communication Richard Huseman.
5. Business Communication Bhende, Pradhan & Others.
6. Communication C. S. Rayndu
7. Business Communication Ray & Ray 8. Communication in I T Age Dhiraj Sharma

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Familiarizing with different devices and facilities of computer system.

Study of MS-Word , Excel & Power Point:

1. Features and tools of MS-Office, Word, Excel, Power Point.
2. **Word:** Creating word documents, menu, office assistant working with files , editing text, saving, printing , undo, redo, spelling, formatting, ruler, selecting, cutting, copying, numbering, bullets, page, orientation, margins, tables in a document, formatting text in table, addition deletion of rows columns, record handling, sorting, label, & envelop, using forms, Recycle bin. Protection of documents, mail merge.
3. **Excel:** Excel Sheet creation, entering data, layout and formatting of sheet preview & print, working with range, rows, columns, total, sorting using formatting toolbars, format cells, cell content moving & coping grouped & ungrouped worksheet alignment of text, border colors, page setup, chart, types of chart merging sizing printing chart objects, formatting charts, formula palette , functions & uses - Analysing data with excel.
4. **Power Point:** Creating a presentation, modifying visual elements, adding objects, applying transition, animation and linking, preparing layouts, presenting a slide show.

Reference Books:-

1. Courter Marquis - Office - 2000
2. Courter Marquis - Office - 97
3. Mansfield - MS- Office
4. Swell - MS- Office - 97
5. Syber Publication - Office- 2000 Complete Ulrich, L. - Sams Teach Your self 2000.

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Unit I HTML & Forms

Introduction To HTML, WWW, W3C, web publishing, Common HTML, Tags Physical & Logical, Some basic tags like, changing background color of page, text color etc., Text formatting tags, ,tags, Ordered & Unordered Lists Tags, Inserting image, Links: text, image links, image mapping ,

Unit II Table

Tables , Frames, Form Introduction with text box, text area, buttons, List box, radio, checkbox, header & footer, Index form creating, mobile responsive, videos, songs.

Unit III CSS

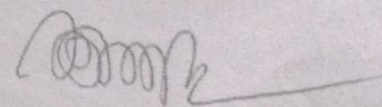
Introduction To Style sheet, types of style sheets- Inline, External, Embedded CSS, text formatting properties, CSS Border, margin properties, Positioning Use of classes in CSS, color properties, use of <div> & , padding, CSS multiple columns.

Unit IV JavaScript Basic

Introduction to Java Script, variable, commands, operations, syntax, objects, data types, JavaScript DOM theory.

Reference Books:

1. HTML, DHTML, JavaScript, Perl & CGI Ivan Bayross
2. HTML & CSS : The Complete reference, Fifth Edition By Thomas Powell
3. Html, Xhtml, And Css Bible (English) 5th Edition (paperback) by Schafer, Steven
4. HEAD FIRST HTML AND CSS, 2/ED (UPDATED FOR HTML) by ROBSON
5. Beginning HTML and CSS (English) (Paperback) by Rob Larsen
6. Learn to Code HTML and CSS (English) (Paperback) by Howe
7. Javascript Bible (English) 7th Edition by Danny Goodman Michael Morrison Paul Novitski Tia GustaffRayl
8. Javascript Programming: Pushing the Limits (English) 1st Edition By (2013)Jon Raasch
9. Head First JavaScript (2007) By michael Morrison



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