

SEVA MANDAL EDUCATION SOCIETY'S  
SMT.MANIBEN M.P SHAH WOMEN'S COLLEGE OF ARTS & COMMERCE  
(AUTONOMOUS)

**Programme Name: Bachelors of Management Studies**

**Proposed Syllabus under NEP  
Year of Implementation: 2023-24**

<b>Course Category</b>	<b>Major (Core)</b>
<b>Level</b>	<b>4.5</b>
<b>Course Title</b>	<b>Financial Management - I</b>
<b>Semester</b>	<b>I</b>
<b>Course Credit</b>	<b>4</b>
<b>No. of Lecture per week</b>	<b>4 Lectures per week</b>
<b>Marks of Comprehensive Continuous Evaluation</b>	<b>50 Marks</b>
<b>Marks of Semester End Examination</b>	<b>50 Marks</b>

**Course Title: Financial Management - I**

<b>Course Outcomes</b>	<p>After going through the course, learners will be able to</p> <ol style="list-style-type: none"> <li>1. Understand the advanced concept of financial management</li> <li>2. Analyze practical understanding of capital budgeting and techniques used to take capital budgeting decisions</li> <li>3. Develop knowledge on allocation and funding of financial resources</li> </ol>
<b>Module 1 (Credit 1) Introduction to Financial Management</b>	
<b>Learning Outcomes</b>	<p>After learning the module, learners will be able to</p> <ol style="list-style-type: none"> <li>1. Understand the concept of financial management and various types of finance.</li> <li>2. Understanding the various sources of finance available to the companies.</li> </ol>

<p><b>Content Outline</b></p>	<p><b>Introduction to Financial Management:</b>  Meaning, scope &amp; objective of finance management, Classification of finance function, Financial goal (Profit Max and Wealth Maximization)</p> <p><b>Sources of Finance:</b> a) Long Term Sources:  Equity share, Preference Shares, Debentures &amp; Bonds , Retained Earnings (Types, advantages and disadvantages)</p> <p>b) Short Term Sources: Trade Credit, Commercial Paper, Bank Loan, Cash Credit.</p>
<p><b>Module 2 (Credit 1) Cost of Capital</b></p>	
<p><b>Learning Outcomes</b></p>	<p>After learning the module, learners will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand concept and importance of cost of capital</li> <li>2. Understanding the practical aspect of cost of debt and equity</li> </ol>
<p><b>Content Outline</b></p>	<p><b>Cost of Capital:</b> Meaning, Concept of Cost of Capital, Importance of Cost of Capital</p> <p>Simple Problems: (Cost of debt, equity and preference)</p>
<p><b>Module 3 (Credit 1) Capital Budgeting</b></p>	
<p><b>Learning Outcomes</b></p>	<p>After learning the module, learners will be able to :</p> <ol style="list-style-type: none"> <li>1. Analyze each proposal using various capital budgeting techniques and take correct financial investment decisions.</li> <li>2. Understanding the practical aspect of capital budgeting decisions.</li> </ol>
<p><b>Content Outline</b></p>	<p><b>Capital Budgeting:</b></p> <p>Introduction, meaning, significance, investment decision process, Methods of Capital Budgeting: (Advantages and Disadvantages)</p> <p>Simple problems on:</p> <ol style="list-style-type: none"> <li>a) Pay back Method</li> <li>b) ARR</li> <li>c) Net Present Value</li> <li>d) Profitability Index</li> <li>e) Discounted Pay back</li> </ol>
<p><b>Module 4 (Credit 1) Management of Current Assets</b></p>	

<b>Learning Outcomes</b>	<p>After learning the module, learners will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand the cash management techniques</li> <li>2. Comprehend the various inventory management techniques.</li> </ol>
<b>Content Outline</b>	<p><b>Management of Current Assets:</b>  <b>Cash management:</b> Meaning, Motive Of Holding Cash, Cash Management Techniques.  <b>Receivable management:</b> Meaning, factors affecting the receivables mgmt.  <b>Inventory management:</b> Meaning, Kinds of inventories, Techniques of inventory management, Methods of valuation of inventory</p>

**Comprehensive Continuous Evaluation (CCE):**

1. Assignments - 10 Marks
2. Problem Solving - 15 marks
3. Presentation - 10 marks
4. Case Study - 15 marks

**Semester End Examination (SEE) Paper pattern:**

Q.1 Objective type Questions (10 Marks)

Q.2 Long Questions (30 Marks )

Q.3 Short Questions (10 Marks)

**References:**

**Essential Reading**

1. P. V. Kulkarni & B. G. Satyaprasad, 2021 Financial Management- Himalaya Publishing House.
2. M. Y. Khan & P. K. Jain, 2019 Basic Financial Management- Tata McGraw Hill Publishing Co. Ltd.

**Additional Reading**

1. Prof. A. P. Rao, 2021 Fundamentals of Financial Management- Everest Publishing House
2. Satish M. Inamdar, 2018 Principles of Financial Management- Everest Publishing House

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**Proposed Syllabus under NEP  
Year of Implementation: 2023-24**

<b>Course Category</b>	<b>Major (Core)</b>
<b>Level</b>	<b>4.5</b>
<b>Course Title</b>	<b>Fundamentals of Marketing</b>
<b>Semester</b>	<b>I</b>
<b>Course Credit</b>	<b>4</b>
<b>No. of Lecture per week</b>	<b>4 Lectures per week</b>
<b>Marks of Comprehensive Continuous Evaluation</b>	<b>50 Marks</b>
<b>Marks of Semester End Examination</b>	<b>50 Marks</b>

**Course Title: Fundamentals of Marketing**

<b>Course Title</b>	<b>Fundamentals of Marketing</b>
<b>Course Credits</b>	4
<b>Course Outcomes</b>	After going through the course, learners will be able to : 1. Build an understanding of fundamentals of marketing. 2. Equip students with understanding of Segmentation, Targeting and Positioning 3. Develop an understanding of recent trends in the field of marketing
<b>Module 1 (Credit 1) Introduction to Marketing</b>	
<b>Learning Outcomes</b>	After learning the module, learners will be able to : 1. Understand the concept of marketing and related concepts 2. Comprehend the difference between traditional and contemporary marketing.

<b>Content Outline</b>	<p><b>Introduction to Marketing</b></p> <p><b>Market</b> : Introduction, Meaning of Market, Definition of Market, Classification of Markets</p> <p><b>Marketing</b> : Features of Marketing, Objectives of Marketing , Importance of Marketing, Marketing Functions, Marketing Philosophies</p> <p><b>Recent Marketing trends</b> : <b>Social Marketing, Online marketing, Direct marketing, Services marketing, Green marketing, Rural marketing; Search Engine Marketing, Social Media Marketing, Email Marketing</b></p>
<b>Module 2 (Credit 1) Segmentation , Targeting and Positioning (STP)</b>	
<b>Learning Outcomes</b>	<p>After learning the module, learners will be able to:</p> <ol style="list-style-type: none"> <li>1. Comprehend the need of segmentation of market in an organization.</li> <li>2. Understand the importance of product positioning for an organization.</li> </ol>
<b>Content Outline</b>	<p><b>Segmentation</b> : Introduction to Segmentation, Basis for Segmentation , Advantages of Segmentation</p> <p><b>Targeting</b> : Meaning , Definition,</p> <p><b>Positioning</b> : Introduction to Positioning, Steps in Positioning, Advantages of Positioning</p>
<b>Module 3 (Credit 1) Marketing Mix and Process:</b>	
<b>Learning Outcomes</b>	<p>After learning the module, learners will be able to:</p> <ol style="list-style-type: none"> <li>1. Understanding of various elements of marketing mix</li> <li>2. Analyze the development of a new product and product life cycle.</li> </ol>
<b>Content Outline</b>	<p><b>Marketing Mix</b> : Meaning , Definition, Elements</p> <p><b>New Product Development</b>-Meaning, Definition, Stages of New Product Development</p> <p><b>Product Life Cycle (PLC)</b>- Meaning, Definition, Stages of Product Life Cycle, Strategies of PLC</p>
<b>Module 4 (Credit 1) Pricing &amp; Distribution Strategy</b>	
<b>Learning Outcomes</b>	<p>After learning the module, learners will be able to:</p> <ol style="list-style-type: none"> <li>1. Comprehend the various pricing methods followed by the companies.</li> <li>2. Understand the various channels of distribution and factor affecting.</li> </ol>

<b>Content Outline</b>	<p><b>Pricing:</b> Pricing Policy: Meaning , Definition, Factors influencing pricing , Methods of Pricing , Determination of Price</p> <p><b>Distribution Strategy:</b> Introduction, Meaning, Need of Distribution channel, factors affecting channel decisions, types of channels.</p>
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### **Comprehensive Continuous Evaluation (CCE)**

1. Case solution - 15 Marks
2. Review Report - 10 Marks
3. Presentations - 15 marks
4. Assignment - 10 Marks

### **Semester End Examination (SEE) Paper pattern:**

- Q.1 Objective type Questions (10 Marks)
- Q.2 Long Questions (30 Marks )
- Q.3 Short Questions (10 Marks)

### **References:**

#### **Essential Reading**

1. Philip Kotler and Gary Armstrong, 2021, Principles of Marketing, Pearson Publications.
2. Rajan Nair, 2020, Marketing Management, Sultan Chand and Sons.

#### **Additional Reading**

1. R.S.N. Pillai and Bhagavathi, 2022 , Modern Marketing Principles, SChand Publications
2. J.Jayasankar, 2021, Marketing, Margham publications.

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Year of Implementation: 2023-24**

<b>Course Category</b>	<b>Major (Core)</b>
<b>Level</b>	<b>4.5</b>
<b>Course Title</b>	<b>Human Resource Management</b>
<b>Semester</b>	<b>I</b>
<b>Course Credit</b>	<b>4</b>
<b>No. of Lecture per week</b>	<b>4</b>
<b>Marks of Comprehensive Continuous Evaluation</b>	<b>50</b>
<b>Marks of Semester End Examination</b>	<b>50</b>

**Course Title: Human Resource Management**

<b>Course Outcomes</b>	After going through the course, learners will be able to <ol style="list-style-type: none"> <li>1. To develop the understanding of the concept of human resource management and to understand its relevance in organizations.</li> <li>2. To analyse the strategic issues and strategies required to select and develop manpower resources.</li> <li>3. To integrate the knowledge of HR concepts to take correct organisational decision</li> </ol>
<b>Module 1 (Credit 1)</b>	<b>Title of the Module: Introduction to HRM</b>
<b>Learning Outcomes</b> <i>(Specific related to the module.. e.g. Define,</i>	After learning the module, learners will be able to <ol style="list-style-type: none"> <li>1. Understanding the basic concept of HRM.</li> <li>2. To understand the difference between HRM &amp; PM.</li> <li>3. Understand the concept of HRP</li> </ol>

<i>Differentiate, Carry out, Design, etc. ... )</i>	
<b>Content Outline</b>	<p>1.1 Importance of Human Resource Management – Meaning, Nature and Scope, Functions and</p> <p>1.2 Role of HR Manager – Advisory and service function to other department.</p> <p>1.3 HRM function planning Importance, Process of Human Resource Planning, Need &amp; Benefit OF HRP, Factors affecting HRP (Internal &amp; External).</p>
<b>Module 2 (Credit 1) Title of the Module: Job analysis, Job Design and Job evaluation &amp; Recruitment &amp; Selection</b>	
<b>Learning Outcomes</b>  <i>(Specific related to the module.. e.g. Define, Differentiate, Carry out, Design, etc. ... )</i>	<p>After learning the module, learners will be able to</p> <ul style="list-style-type: none"> <li>• Understand Job design and job evaluation.</li> <li>• Analyse Recruitment, selection and Induction process.</li> </ul>
<b>Content Outline</b>	<p><b>2.1 Job analysis, Job Design and Job evaluation</b></p> <ul style="list-style-type: none"> <li>• Job analysis- definition, method of collecting job data, merits and demerits/ limitations</li> <li>• Job design definition, factors affecting job design, approaches to job design</li> <li>• Job evaluation- definition, methods of job evaluation, process of job evaluation</li> </ul> <p><b>2.2 Recruitment, selection and Induction:</b></p> <ul style="list-style-type: none"> <li>• Recruitment- Definition, sources of recruitment, merits and demerits</li> <li>• Selection- definition process of selection, types of selection tests, types of interviews.</li> <li>• Induction/orientation- definition, methods, Placement process</li> </ul>



<b>Module 3 (Credit 1) Title of the Module: Performance Appraisal &amp; Compensation Management</b>	
<b>Learning Outcomes</b>	<p>After learning the module, learners will be able to</p> <p>Understand performance appraisal and compensation Management</p>
<b>Content Outline</b>	<p><b>3.1 Performance Appraisal</b></p> <ul style="list-style-type: none"> <li>• Definition, Methods of appraisal for managers – traditional and modern, Process/procedure of conducting performance appraisal, Advantages of performance appraisal &amp; Limitations of performance appraisal.</li> </ul> <p><b>3.2 Compensation management</b></p> <ul style="list-style-type: none"> <li>• Definition of compensation, Components of salary/ salary slip,</li> <li>• Fringe benefits- definition and types.</li> <li>• Performance linked incentives/incentives definition, advantages and disadvantages</li> </ul>
<b>Module 4 (Credit 1) Human Resource Information System</b>	

<b>Learning Outcomes</b>	After learning the module, learners will be able to  Learn the new trends in HRM
<b>Content Outline</b>	<b>4.1 Human Resource Information Systems</b> <ul style="list-style-type: none"> <li>• HRIS-Meaning, Features, Evolution, Objectives, Essentials, Components, Functions, Steps in designing of HRIS, Introduction to HR Analytics.</li> <li>• Trends in Human resource Management Software.</li> </ul>

**Comprehensive Continuous Evaluation (CCE): Assignments/ Project/MCQ test/Written test**

**A . Internal Exams: Total Marks: 50**

1 Written test – 25

2 Assignment / Presentation/s, Case study on HR Policies, HRP, Recruitment, job analysis - 25

**Semester End Examination (SEE) Paper pattern:**

1. Objective questions (10 Marks)
2. Short questions (10 Marks)
3. Long Questions (30 Marks)

**References:**

**A. Essential Reading:**

1. P. Subba Rao, Essential of HR Management & IR, Himalaya Publishing House, 2010.
2. N.D.GAMI, Personnel Management, New Popular Publication, 2010.
3. K. Aswathppa ,Human Resource & Personnel Management, Himalaya Publishing House, 2012.

**B. Additional Reading:**

1. Gary Dessler , Human Resource Management, Pearson Publication, 2016.
2. K Aswathappa, HRM Cases and Texts, Mc Graw Hill Edition, 2015

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**Year of Implementation: 2023-24**

<b>Course Category</b>	<b>Major (Core)</b>
<b>Level</b>	<b>4.5</b>
<b>Course Title</b>	<b>Principles of Management</b>
<b>Semester</b>	<b>I</b>
<b>Course Credit</b>	<b>2</b>
<b>No. of Lecture per week</b>	<b>2</b>
<b>Marks of Comprehensive Continuous Evaluation</b>	<b>00</b>
<b>Marks of Semester End Examination</b>	<b>50</b>

**Course Title: Principles of Management**

<b>Course Outcomes</b>	<p>After going through the course, learners will be able to</p> <ol style="list-style-type: none"> <li>1. Understand the concept related to business organisation.</li> <li>2. Demonstrate the roles, skills and functions of management.</li> <li>3. Better understanding of managing the constantly changing business environment.</li> <li>4. Understanding the leadership styles and their implication into business organization</li> </ol>
<b>Module 1 (Credit 1)</b>	<b>Title of the Module: Introduction to Management</b>
<b>Learning Outcomes</b> <i>(Specific related to the module..)</i>	<p>After learning the module, learners will be able to</p> <ol style="list-style-type: none"> <li>1. To understand the basic concept of management and different approaches towards management.</li> </ol>

<p><i>e.g. Define, Differentiate, Carry out, Design, etc. ... )</i></p>	<p>2. Explain how managers align the planning process with company mission, vision, and values.</p>
<p><b>Content Outline</b></p>	<p><b>1.1 Nature and Scope of Management</b>  Meaning, significance and objectives of Management, management as-an-art, science.</p> <p><b>1.2 Planning</b>  Meaning, importance, process, forecasting, MBO.</p> <p><b>1.3 Organizing and Staffing</b>  Meaning, importance, process, sources of recruitment and selection process.</p>
<p><b>Module 2 (Credit 1)      Title of the Module: Motivation and Leadership, Decision Making.</b></p>	
<p><b>Learning Outcomes</b>   <i>(Specific related to the module.. e.g. Define, Differentiate, Carry out, Design, etc. ... )</i></p>	<p>After learning the module, learners will be able to</p> <ol style="list-style-type: none"> <li>1. Recognize the importance of employee motivation and how to promote it.</li> <li>2. Explain the process and techniques of decision-making.</li> </ol>
<p><b>Content Outline</b></p>	<p><b>2.1 Motivation</b> – meaning, importance and theories of motivation (Maslow’s theory and Theory X and Y)  <b>2.2 Leadership</b> – meaning, importance and leadership styles  <b>2.3 Decision Making</b> - meaning, importance, process and techniques of decision making.    <b>2.4 Recent trends</b> - Green management and Fintech management</p>

**Semester End Examination (SEE) Paper pattern:**

1. Objective questions (10 Marks)
2. Short questions (10 Marks)
3. Long Questions (30 Marks)

**References:**

A. Essential Reading

1. Tripathi Reddy (2019), Principles of Management, Tata McGraw Hill.
2. P.S. Rao and NV Shah (2015), Management Concepts and OB, Ajab Pustakalaya.
3. Koontz II& W (2006), Essentials of Management –, Mc Graw Hill, New York.

B. Additional Reading

1. Dr. M. Sakthivel Murugan (2015), Principles of Management – Text and Cases, New Age Publications.
2. Ramaswamy (2012), Principles of Management, Himalaya Publishing House.
3. N.D. Gami (2015), Personnel Management, New Popular Publication.

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Year of Implementation: 2023-24**

<b>Course Category</b>	<b>SEC</b>
<b>Level</b>	<b>4.5</b>
<b>Course Title</b>	<b>Business Economics</b>
<b>Semester</b>	<b>I</b>
<b>Course Credit</b>	<b>2</b>
<b>No. of Lecture per week</b>	<b>2</b>
<b>Marks of Comprehensive Continuous Evaluation</b>	<b>00</b>
<b>Marks of Semester End Examination</b>	<b>50</b>

**Course Title: Business Economics**

<b>Course Outcomes</b>	<p>After going through the course, learners will be able to</p> <ol style="list-style-type: none"> <li>1. Understand the basic concepts of business economics.</li> <li>2. Students will perceive the knowledge about Economics at Micro level and various economic concepts such as Opportunity cost, Marginal Concepts and Demand Function.</li> <li>3. Student will learn Short Run and Long Run Equilibrium of a firm and industry and also about different market structure</li> </ol>
<b>Module 1 (Credit 1)</b>	<b>Title of the Module: Demand and Supply Function</b>
<b>Learning Outcomes</b> <i>(Specific related to the module.. e.g. Define,</i>	<p>After learning the module, learners will be able to</p> <ol style="list-style-type: none"> <li>1. Understand the basic concepts and importance business economics</li> </ol>

2. Describe the nature of demand function and Supply function

3. demonstrate the demand and supply elasticity

<i>Differentiate, Carry out, Design, etc. ... )</i>	
<b>Content Outline</b>	<p><b>1.1 Introduction :</b> Scope and Importance of Business Economics - basic tools in economic analysis</p> <p><b>1.2 Demand Analysis:</b> Demand function and determinants of demand –, types of elasticity of demand – Consumer’s Surplus and Demand forecasting.</p> <p><b>1.3 Supply Analysis:</b> Supply function and determinants of Supply, types of elasticity of Supply.</p>
<b>Module 2 (Credit 1) Structure Analysis</b>	<b>Title of the Module: Cost ,Revenue and Market</b>
<p><b>Learning Outcomes</b></p> <p><i>(Specific related to the module.. e.g. Define, Differentiate, Carry out, Design, etc. ... )</i></p>	<p>After learning the module, learners will be able to</p> <ol style="list-style-type: none"> <li>1. Illustrate the production functions with diagrammed.</li> <li>2. Classify the various costs and Revenue concepts.</li> <li>3. Identify the different market structure.</li> </ol>
<b>Content Outline</b>	<p><b>2.1 Production functions:</b> Short Run and Long Run, Returns to Scale – Economies of Scale - Producer’s Equilibrium.</p> <p><b>2.2 Cost Concepts:</b> Social and Private costs, Economic and Accounting Costs, Fixed and Variable Costs, Opportunity Cost – Behavior of Cost Curves: Short Run and Long Run.</p> <p><b>2.3 Revenue Concepts</b> - Total Revenue, Average Revenue and Marginal Revenue - Break Even Analysis.</p> <p><b>2.4 Market Structure</b> - Features of perfect competition, monopoly, monopolistic competition and oligopoly</p>



**Semester End Examination (SEE) Paper pattern:**  
**External Examination: 50 Marks**

1. Objective questions (10 Marks)
2. Short questions (10 Marks)
3. Long Questions (30 Marks)

**References:**

**A. Essential Reading:**

Ahuja. H. L (2012), Theory of Micro Economics Analysis, S. Chand, 14<sup>th</sup> Edition

Chatterjee, Johnson and Mascarenhas (2011) Managerial Economics, Manan Prakashan ,  
Mumbai.

MI than. D. M (2008), Advanced Economic Theory, Himalaya Publications.

**B. Additional Reading:**

Swaminathan Saraswathy (2014), Introduction to Economics, Vipul Prakashan , Mumbai.

Swaminathan Saraswathy (2013), Micro Economics , Vipul Prakashan , Mumbai.

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**Year of Implementation: 2023-24**

<b>Course Category</b>	<b>VAC</b>
<b>Level</b>	<b>4.5</b>
<b>Course Title</b>	<b>Information Technology – I</b>
<b>Semester</b>	<b>I</b>
<b>Course Credit</b>	<b>2</b>
<b>No. of Lecture per week</b>	<b>2 Lectures per week</b>
<b>Marks of Comprehensive Continuous Evaluation</b>	
<b>Marks of Semester End Examination</b>	<b>50 Marks</b>

**Course Title: Information Technology – I**

<b>Course Title</b>	<b>Information Technology – I</b>
<b>Course Credits</b>	2
<b>Course Outcomes</b>	<p>After going through the course, learners will be able to</p> <p>Explain the basic concepts of Information Technology and its role in management facilitation.</p> <p>Understand how to effectively use information technology tools to communicate ideas and information using a variety of media.</p> <p>To empower students with the practical application of MS Office software.</p> <p>Understand the basic concepts of Email, Internet and websites and security therein.</p>
<b>Module 1(Credit 1)</b>	
<b>Learning Outcomes</b>	After learning the module, learners will be able to

1. Define the basic concepts of Information systems and its various support systems

	2. Demonstrate the ability to design ideas using the elements MSOffice software
<b>Content Outline</b>	<ul style="list-style-type: none"> <li>• Introduction to IT Support in Management:</li> <li>• Main types of IT Support systems - Computer based Information Systems (CBIS),Types of CBIS - brief description, Office Automation System(OAS),Management Information System(MIS), Executive Information System(EIS), Knowledge based system.</li> <li>• Learn Word: Creating/Saving of Document Editing and Formatting Features Designing a title page, Preparing Index, Use of SmartArt Cross Reference, Bookmark and Hyperlink. Mail Merge Feature.</li> <li>• Spreadsheet application (e.g. MS-Excel/) Creating/Saving and editing spreadsheets Drawing charts. Using Basic Functions: text, statistical, date &amp; time, database, financial, logical Using Advanced Functions : Use of VLookup/HLookup.</li> <li>• Presentation Software Creating a presentation with minimum 20 slides with a script. Presenting in different views, Inserting Pictures, Videos, Creating animation effects on the Slide Transitions, Timed Presentations Rehearsal of presentation.</li> </ul>
<b>Module 2(Credit 1)</b>	
<b>Learning Outcomes</b>	After learning the module, learners will be able to
	1. Comprehend basic concepts of Email, Internet, Websites and Security.
	2. Describe and practice appropriate safety procedures when working with information technology tools.
<b>Content Outline</b>	<ul style="list-style-type: none"> <li>• Introduction to Email Writing - professional emails, creating digitally signed documents.</li> <li>• Internet Understanding - Concepts of Internet, Intranet, Extranet Networking Basics, different types of networks.</li> <li>• Threats to Computer systems and control measures. Types of threats virus, hacking, phishing, spyware, spam, physical threats, threat management</li> <li>• E-Commerce - Global Electronics Market, Trade Cycle, E-Market, EDI, Firewall, Digital Certificates, (WMIS)Web-based Mass Information System, Password, E-transaction Payment. etc.</li> </ul>

## **Assignments/Activities towards Comprehensive Continuous Evaluation (CCE)**

1. Draw charts, graphs etc using excel.- 10 marks
2. Practical assignments on V Lookup, H Lookup. - 10 marks
3. Use of presentations to convey a given topic.- 15 marks
4. Preparation of digital certificates.- 15 marks

### **References:**

#### **A. Essential Reading**

1. Efraim Turban, R. Kelly Rainer Jr, Richard E. Potter (2015), Introduction to InformationTechnology John Wiley & Sons, (Asia) Pvt. Ltd
2. Deshpande, A V ;Kulkarni, S K ; Vaishampayan, S Y ; Tatpuje, Dipak (2012), A text book ofInformation Technology NiraliPrakashan
3. Rajaraman – V (2016)-Fundamentals of Computers, Prentice Hall of India

#### **B. Additional Reading**

1. Sanders (2020), Donald Computers Today (3rd Ed.) New York Mcgraw Hill
2. Xavier C (2017), Introduction to Computers- NewAge

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Year of Implementation: 2023-24

<b>Course Category</b>	<b>AECC</b>
<b>Level</b>	<b>4.5</b>
<b>Course Title</b>	<b>French Basics</b>
<b>Semester</b>	<b>I</b>
<b>Course Credit</b>	<b>2</b>
<b>No. of Lecture per week</b>	<b>2</b>
<b>Marks of Comprehensive Continuous Evaluation</b>	<b>00</b>
<b>Marks of Semester End Examination</b>	<b>50</b>

Course Title: French Basics

<i>Course Title</i>	French Basics
<i>Course Credits</i>	2
<i>Course Outcomes</i>	After going through the course, learners will be able to
	1. Introduce oneself, family, my house, my school, objects in the surroundings, weather conditions etc.
	2. Describe daily routine and daily activities.
	3. Basic conversation with the locals for their needs (order in restaurant, book tickets, book hostel room, buying clothes etc.)

	4. Comprehend different grammar patterns of tenses.
	5. Become more open minded & build cultural gaps.

**Module 1 (Credit 1)**

	After learning the module, learners will be able to:
	1. Introduces oneself, family, neighbors, friends & objects in the surroundings.
	2. Build up vocabularies with the French accent & frame basic sentences.
<b>Content Outline</b>	<ul style="list-style-type: none"> <li>• Alphabets, Articles, Accents, Numbers, Days, Month.</li> <li>• Salutations, subject pronouns.</li> <li>• Adjectives / Nationalities.</li> <li>• Verbs – is / are / go / come.</li> <li>• [Vocabularies – Prepositions, Classroom vocabularies, Directions, Parts of the Body].</li> <li>• Sentence formations using above Vocabularies.</li> <li>• Essay: Myself, My family, My friend, My neighbor, My teacher etc.</li> </ul>

**Module 2 (Credit 1)**

<b>Learning Outcomes</b>	After learning the module, learners will be able to
	1. Describe daily routine & daily activities.
	2. Comprehend different grammar patterns.
	3. Basic conversations: Ordering food, booking taxi, showing directions etc.
<b>Content Outline</b>	<ul style="list-style-type: none"> <li>• Different verbs / regular / irregular and their conjugations.</li> <li>• Vocabularies of clothes, house, French cuisine, weather.</li> <li>• Describe daily routines with time phrase along with their activities.</li> <li>• Learn to write &amp; speak daily basics conversations in the restaurant booking, flights, train tickets / booking hostel room, buying clothes.</li> <li>• Essay on My school, My house, French meals, Seasons etc.</li> </ul>

## Assignments/Activities towards Comprehensive Continuous Evaluation (CCE)

1. Dialogue practicing between two students.
2. Completion of worksheets.
3. Listening practice.
4. Essays.

## References

1. Mahitha Ranjit (2019), Apprenons le francais, New Saraswati House, French Edition
2. Vipul P (2020), French Rencontres, Maharashtra State Board



