

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

Programme Name: Bachelor of Commerce

Proposed Syllabus under NEP

Year of Implementation: 2023-24

Course Category	Major (Core)
Level	4.5
Course Title	HUMAN RESOURCE MANAGEMENT
Semester	II
Course Credit	4
No. of Lecture per week	4
Marks of Comprehensive Continuous Evaluation	50
Marks of Semester End Examination	50

Course Title: HUMAN RESOURCE MANAGEMENT

Course Outcomes	<p>After going through the course, learners will be able to</p> <ul style="list-style-type: none"> ● Get introduced to the concept HRM ● Explain the role and importance of HRM ● Understand HR planning and its contents ● Distinguish and understand the various functions of HRM
Module 1 (Credit 1)	Title of the Module: Introduction to Human Resource Management (HRM) and Human Resource Planning
Learning Outcomes	<p>After learning the module, learners will be able to</p> <ul style="list-style-type: none"> ● Understand the concept and scope of HRM ● Differentiate between Management and Administration ● Gain general knowledge and understand the framework and key functions and responsibilities of Human Resource Manager as applied in practice. ● Define the need and responsibility for Human Resource Planning in an organization ● Understand the concept and sources of Recruitment

<p>Content Outline</p>	<p>1.1 Human Resource Management</p> <ul style="list-style-type: none"> • Meaning • Importance • Scope <p>1.2 Concept and Difference of Management and Administration</p> <p>1.3 Human Resource Planning</p> <ul style="list-style-type: none"> • Meaning • Process <p>1.4 Recruitment</p> <ul style="list-style-type: none"> • Meaning • Sources
<p>Module 2 (Credit 1)</p>	<p>Title of the Module: Selection, Placement, Job Design & Job Analysis</p>
<p>Learning Outcomes</p>	<p>After learning the module, learners will be able to</p> <ul style="list-style-type: none"> • Define the need to select the right candidate for the right job and understand its process. • Need for Induction • Understand the concept of job design and job analysis and its practical application.
<p>Content Outline</p>	<p>2.1 Selection</p> <ul style="list-style-type: none"> • Meaning • Steps <p>2.2 Placement and Induction</p> <ul style="list-style-type: none"> • Meaning • Importance <p>2.3 Job Design, Job Analysis</p> <ul style="list-style-type: none"> • Purpose • Use • Contents <p>2.4 Job Description, Job Specification</p> <ul style="list-style-type: none"> • Purpose • Use • Contents
<p>Module 3 (Credit 1)</p>	<p>Title of the Module: Performance Appraisal and Employee Empowerment</p>

Learning Outcomes	After learning the module, learners will be able to <ul style="list-style-type: none"> • Gain knowledge and importance of the need for Performance appraisal • Explain different methods of performance appraisal • Define the need for training and identify methods to impart training
	3.1 Performance Appraisal. Definition and Concept 3.2 Importance and Methods of Performance Appraisal. 3.3 Training - Meaning and Importance 3.4 Training - Techniques of Training
Module 4 (Credit 1)	Title of the Module: Wage and Salary administration
Learning Outcomes	After learning the module, learners will be able to <ul style="list-style-type: none"> • Distinguish between the concept of wages and salary • Understand types of wages • Explain various factors that influence wages • Gain knowledge of emerging trends in HRM and understand some key aspects of HRM
	4.1 Wages <ul style="list-style-type: none"> • Concept • Difference between Wages and Salaries 4.2Types of wages <ul style="list-style-type: none"> • Piece Wage System • Time Wage System 4.3 Factors influencing wages and Laws related to Wages in India 4.4 Emerging Trends: <ul style="list-style-type: none"> • Emerging Horizons in Human Resource Management • Downsizing and VRS

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

Semester End Examination (SEE) Paper pattern: MCQ 10 Marks

Short notes 10 marks

Descriptive answers 30

References:

A. Essential Reading:

- a. Robert L. Mathis, John H. Jackson (2017), Human Resource Management (1st edition), South Western College publisher (UK).
- b. C.B. Mamoria (2016), Personnel Management (30th edition), Himalaya Publishing House Pvt. Ltd.
- c. K. Aswathppa (2015), Human Resource & Personnel Management (7th edition), McGraw Hill.

B. Additional Reading:

- a. Anjali Ghanekar (2015), Essentials of Human Resource Management (4th edition), Everest Publishing House.
- b. Pattanayak Biswajeet (2015), Human Resource Management (3rd edition), Prentice Hall India Learning Pvt. Ltd.

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(AUTONOMOUS)

Programme Name: Bachelor of Commerce

Proposed Syllabus under NEP

Year of Implementation: 2023-24

Course Category	OEC
Level	4.5
Course Title	ENVIRONMENTAL STUDIES
Semester	II
Course Credit	4
No. of Lecture per week	4
Marks of Comprehensive Continuous Evaluation	50
Marks of Semester End Examination	50

Course Title: ENVIRONMENTAL STUDIES

Course Outcomes	<p>After going through the course, learners will be able to</p> <ul style="list-style-type: none"> • Understand the term Environment and related studies • To realize the need and importance of environmental issues. • To create a pro–environmental attitude and a behavioral pattern which is based on creating sustainable lifestyles • To achieve a total behavioral change in student community
Module 1 (Credit 1)	Title of the Module: Environment Studies and Population
Learning Outcomes	<p>After learning the module, learners will be able to</p> <ul style="list-style-type: none"> • Understand the concept and importance of environment studies • Describe the role of population and its impact on any economy • Describe the concepts of density of population and population explosion • Understand the meaning and the importance of Family Welfare Programs

Content Outline	<p>1.1 Environment Studies: Definition -- Scope – Importance.</p> <p>1.2 Population: Meaning and Importance</p> <p>1.3 Population growth – factors affecting density of population – population explosion</p> <p>1.4 Family welfare programs – Concept and importance</p>
Module 2 (Credit 1)	Title of the Module: Natural Resources
Learning Outcomes	<p>After learning the module, learners will be able to</p> <ul style="list-style-type: none"> • Understand the concept and importance of natural resources • Learn different types of resources, their causes and effects • State the need for conservation of natural resources as a country and as an individual
Content Outline	<p>2.1 Natural Resources Concept and Importance of natural resources.</p> <p>2.2 Types of natural resources I Forest Resources - Use and overexploitation, Deforestation - Causes and Effects, Dams and their effects on forest and Tribal People Water Resources - Use and overexploitation of ground and Surface water, Floods, Droughts, Water Conservation, and Water Management.</p> <p>2.3 Types of natural resources II Food Resources- World Food Problems – Effects of Modern agriculture, Fertilizer - Pesticide problem Energy Resources Growing Energy Needs, Renewable – Non-Renewable energy resources</p> <p>2.4 Conservation of Natural resources Role of Individual in conservation of natural resources. Equitable use of resources for sustainable lifestyle</p>

Module 3 (Credit 1) Title of the Module: Ecosystem	
Learning Outcomes	<p>After learning the module, learners will be able to</p> <ul style="list-style-type: none"> • Understand the concept of ecosystem and their role in the environmental studies • Understand the structure of ecosystem and its functions • Learn the concept of food chain and food web
	<p>3.1 Concept of an ecosystem - Meaning and importance</p> <p>3.2 Structure and function of ecosystem - Producers, consumers and Decomposers, Food chains, food webs.</p> <p>3.3 Introduction and features of the following types of ecosystems - Forest ecosystem. Grassland ecosystem, Aquatic ecosystem</p> <p>3.4 Eco system Restoration</p>
Module 4 (Credit 1) Title of the Module: Environmental Pollution	
Learning Outcomes	<p>After learning the module, learners will be able to</p> <ul style="list-style-type: none"> • Understand about different types of pollution. • Describe the causes and effects of different types of pollution and their impact on environment and measures to reduce or control pollution along with waste management practices. • Understand different laws relating to environment.
	<p>4.1 Definition and concept of Pollution– Types of pollution– Causes and Effects and Control measures of the following: Air pollution, b. Water pollution, c. Soil pollution, d. Noise pollution and Marine pollution.</p> <p>4.2 Disaster Management – Floods, earthquake, cyclone and landslides</p> <p>4.3 Role of individual in prevention of pollution.</p> <p>4.4 Laws related to protection of environment</p>

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

Semester End Examination (SEE) Paper pattern: MCQ 10 Marks

Short notes 10 marks

Descriptive answers 30

References:

A. Essential Reading:

- Agarwal KC, 2001. Environment Biology, Nidi Publishers Ltd. Bikaner.
- Bharucha -Erach, 2003. The Biodiversity of India, Mapin Publishing Pvt. Ltd, Ahmedabad.
- Brunner RC, 1989, Hazardous Waste Incineration, McGraw Hill Inc.
- Clark RS, Marine Pollution, Clarendon Press, Oxford (TB).
- Gleick HP, 1993. Water in Crisis, Pacific Institute for Studies in Development. Environment and Security. Stockholm Environment institute, Oxford University Press.
- Heywood VH, and Watson RT, 1995. Global Biodiversity Assessment. Cambridge University Press.
- McKinney ML and Schoch RM, 1996. Environmental Science Systems and Solutions. Web enhanced edition.
- Jadhav H and Bhosale VM, 1995, Environment Protection and Laws, Himalaya Publishing House, Delhi.

B. Additional Reading:

- Miller TG, Jr. Environmental Science, Wadsworth Publishing CO. (TB)
- Odum EP, 1971. Fundamentals of Ecology. WB Saunders Co. USA.
- Rao MN and Datta AK, 1987. Waste Water Treatment. Oxford and IBH Publishing Co. Pvt. Ltd.
- Sharma B.K., 2001, Environmental Chemistry, Goel Publ. House, Meerut.
- Survey of the Environment. The Hindu (M)
- Environmental Studies by R. Rajagopalan, 2nd Edition, 2011, Oxford University Press.
- A Textbook of Environmental Studies by Shaashi Chawla, TMH, New Delhi.

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

Programme Name: Bachelor of Commerce

Proposed Syllabus under NEP

Year of Implementation: 2023-24

Course Category	VEC
Level	4.5
Course Title	Fundamentals of Marketing and Customer Relationship Management
Semester	II
Course Credit	2
No. of Lecture per week	2
Marks of Comprehensive Continuous Evaluation	25
Marks of Semester End Examination	25

Course Title: Fundamentals of Marketing and Customer Relationship Management

Course Outcomes	<p>After going through the course, learners will be able to</p> <ul style="list-style-type: none"> • Gain knowledge of basic marketing management and decisions • Understand recent trends in marketing, marketing mix and its application by business units.
Module 1 (Credit 1)	Title of the Module: Introduction to Marketing and Marketing Mix
Learning Outcomes	<p>After learning the module, learners will be able to</p> <ul style="list-style-type: none"> • Understand the concept of market and marketing, Importance of Marketing Mix and various elements of it. • Learning about Importance of Marketing Mix and various elements of it.
Content Outline	1.1 Introduction to Marketing: Market – Introduction – Meaning of Market – Definition of Market– Features of Marketing – Importance of Marketing – Modern Marketing Concept.

	1.2 Marketing Mix, Elements of Marketing Mix.
Module 2 (Credit 1)	Title of the Module: Recent Developments in Marketing and CRM
Learning Outcomes	<p>After learning the module, learners will be able to</p> <ul style="list-style-type: none"> • Understanding of recent trends of marketing. • Learning about Customer Relationship Management and various strategies of it.
Content Outline	<p>2.1 Social Marketing, online marketing, direct marketing, services marketing, green marketing, Rural marketing; Consumerism, Search Engine Marketing-Mobile Marketing- Social Media Marketing-Email Marketing-Live Video Streaming Marketing-Network Marketing,</p> <p>2.2 Customer Relationship Management- Meaning and strategies.</p>

Comprehensive Continuous Evaluation (CCE):

Assignments / Project: 15 marks

MCQ test / Written test: 10 marks

Semester End Examination (SEE) Paper pattern:

Q1: Write in detail any one out of two. (10 marks)

Q2: Write on detail / short notes (10 marks)

Q3: Objective type question (05 marks)

References:

Essential Reading

1. Pillai R.S.N. and Bhagavathi (1987), Modern Marketing Principles and Practice, S. Chand Publishing,
2. Jaya Sankar (2009), Marketing, Margham Publication

Additional Reading

1. Kotler Philip (2008) Principles of Marketing, Prentice Hall
2. Gupta C.B and NairRajan.(1996), Marketing Management, Sultan Chand and Sons

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(AUTONOMOUS)

Programme Name: B.Com

Proposed Syllabus under NEP

Year of Implementation: 2023-24

Course Category	OEC
Level	4.5
Course Title	Business Statistics
Semester	Sem-II
Course Credit	4
No. of Lecture per week	4
Marks of Comprehensive Continuous Evaluation	50
Marks of Semester End Examination	50

Course Title	Business Statistics
Course Credits	4
Course Outcomes	<p>After going through the course, learners will be able to</p> <ol style="list-style-type: none"> 1) Describe and discuss the key terminology, concepts tools and techniques used in business statistical analysis 2) Interpretation and evaluating numerical and quantitative issues in business. 3) Analyze the relationship between two variables of various managerial situations 4) Illustrate the various techniques for trend analysis and forecasting predication.
Learning Outcomes	<p>After going through the course, learners will be able to</p> <ol style="list-style-type: none"> 1) Explain the Statistical concepts and terminology involved in Commercial World.

	<ol style="list-style-type: none"> 2) Acquired the knowledge of the basic statistical including Central Tendency and Dispersion to solve business application problems; 3) Apply the statistical correlation and Regression for business decisions. 4) Enhance the skill of calculation and try to predicate future scenarios for upcoming projects at their work-place.
Module 1 (Credit 1) Introduction of Statistics, Measures of Central tendency and Dispersion	
Learning Outcomes	After learning the module, learners will be able to
	<ol style="list-style-type: none"> 1) Explain the basic concept of Business Statistics and its Significand 2) solve problems associated with: Arithmetic Mean, Median, and Mode for grouped Data, Range, Quartile Deviation, Mean Deviation, Standard Deviation, and Variance.
Content Outline	Introduction of Statistics, Measures of Central tendency and Dispersion <ol style="list-style-type: none"> 1.1) Definition of Business Statistics, Importance of business statistics, Needs of Data Collection and Analysis 1.2) Mean, Median, Mode and its merits and demerits with practical example 1.3) Measures of dispersion- Range, Mean Deviation, Standard Deviation, Variance, 1.4) Quartile Deviation with merits and demerits
Module 2 (Credit 1) Correlation of Various Commercial Variable	
Learning Outcomes	After learning the module, learners will be able to
	<ol style="list-style-type: none"> 1) Build skills for quantitative application in business situations. 2) Analyze the correlation of various factors in business decisions

Content Outline	Correlation 2.1) Statistical concept of Correlation 2.2) Types of Correlation 2.3) Karl Pearson and Simple rank Correlation with Practical solutions. 2.4) Merits and Demerits of Correlations.
Module 3 (Credit 1)	Regression Analysis
Learning Outcomes	After learning the module, learners will be able to 1) Identify the basic concept of Regression Analysis and its Significant 2) Discuss the types of Regressions 3) develop the skill to solve the problems associated with: Regression analysis
Content Outline	3.1 Concept of Regression Analysis and types of regressions 3.2 Estimation of regression line in graphical way 3.3 Interpretation of regression coefficients with practical example 3.4 Use and Limitation of Regression.
Module 4 (Credit 1)	
Time Series Analysis	
	After learning the module, learners will be able to
	1) Interpret the time series and its type 2) Illustrate the graphical commercial trend in business decisions 3) Appraise the demand and supply trend with practical commercial scenarios at work-place.
Content Outline	4.1) Definition of Time series, Components and types of Time series. 4.2) Moving Average with examples. 4.3) Straight line Methods of time series with numerical and graphs 4.4) Merits and demerits of Time series,

	After learning the module, learners will be able to
	<ol style="list-style-type: none"> 1) Identify the basic concept of Regression Analysis and its Significant 2) Discuss the types of Regressions 3) develop the skill to solve the problems associated with: Regression analysis
Content Outline	<ol style="list-style-type: none"> 3.1 Concept of Regression Analysis and types of regressions 3.2 Estimation of regression line in graphical way 3.3 Interpretation of regression coefficients with practical example 3.4 Use and Limitation of Regression.
Module 4 (Credit 1) Time Series Analysis	
	After learning the module, learners will be able to
	<ol style="list-style-type: none"> 1) Interpret the time series and it's type 2) Illustrate the graphical commercial trend in business decisions 3) Appraise the demand and supply trend with practical commercial scenarios at work-place.
Content Outline	<ol style="list-style-type: none"> 4.1) Definition of Time series, Components and types of Time series. 4.2) Moving Average with examples. 4.3) Straight line Methods of time series with numerical and graphs 4.4) Merits and demerits of Time series,

Assignments/Activities towards Comprehensive Continuous Evaluation (CCE)

- 1– Assignments
- 2– Surprise Test
- 3– MCQ test
- 4- Written test
- 5- Project

References-

- Tulsian P.C. & Jhunjhunwala (2022) *Business Statistics (All Indian universities)* S Chand Edutech Pvt. Ltd.
- S. C. Gupta (2016) *Fundamentals of Statics* by Himalaya Publishing House
- Field, Andy (2013). *IBM SPSS Statistics* UK: Sage Publication Pvt.
- Gupta, S.P. (2012). *Statistical Methods* New Delhi: Sultan Chand and Son.
- Patri, Digambar and Patri, D. N. (2011). *Statistical Methods*, New Delhi: Kalayani publisher.
- Graham, Alan (2010). *Statistics: A Complete Introduction*, UK: Teach Yourself
- Arora, PN, Arora, Sumeet and Arora, Amit:(2009) “Managerial Statistics”, S. Chand, Ist Ed., 2009.
- Bharadwaj, RS: (2008) *Business Statistics*, Excel books, 2nd Ed,
- Gupta, S.C & V.K.Kapoor (2007) *Fundamentals of Applied Statistics*, Delhi: S. Chand & Sons.
- Gupta, S.C & V K. Kapoor (1993) *Fundamentals of Applied Statistics*, Delhi: S. Chand & Sons.
- Mohan Man Gupta P.K. Gupta S.P. (2012) “Business Statistics and Operations Research" by S.Chand

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(AUTONOMOUS)

Programme Name: Bachelor of Commerce

Proposed Syllabus under NEP

Year of Implementation: 2023-24

Course Category	Vocational Skill Course (VSC)
Level	4.5
Course Title	MASS MEDIA
Semester	II
Course Credit	2
No. of Lecture per week	2
Marks of Comprehensive Continuous Evaluation	25
Marks of Semester End Examination	25

Course Title: MASS MEDIA

Course Outcomes	<p>After going through the course, learners will be able to</p> <ul style="list-style-type: none"> • Understand the various options available in Mass Media. • Study Mass Media in detail. • Weigh the pros & cons of available Mass Media. • Will be able to choose the best option available for different products
Module 1 (Credit 1)	Title of the Module: Concept and Types of Mass Media
Learning Outcomes	<p>After learning the module, learners will be able to</p> <ul style="list-style-type: none"> • Explain the concept, types and importance of Mass Media • Understand the Print Media-its types, merits & demerits. • Understand the Electronic Media, its types, merits & demerits. • Understand the Outdoor Media, its types, merits & demerits. • Gain knowledge of online media.

Content Outline	<p>1.1 Mass Media Concept and Importance</p> <p>1.2 Types, Merits and Demerits of Print Media (Newspapers, Magazines) Types, Merits and Demerits of Broadcasting Media (TV, Radio)</p> <p>1.3 Types, Merits and Demerits of Outdoor Media (Posters, Window Display, Neon Signs)</p> <p>1.4 Other Media (Cinema, Online advertising) Merits & Demerits</p>
Module 2 (Credit 1)	Title of the Module: Functions of Mass Media
Learning Outcomes	<p>After learning the module, learners will be able to</p> <ul style="list-style-type: none"> • Understand the functions of mass media. • Analyze various mass media options. • Understand the effect of mass media on Society, Culture & Entertainment
Content Outline	<p>2.1 Functions of Mass Media: Information, Interpretation, Instructive, Bonding, Diverse Functions</p> <p>2.2 Scope of Mass Media</p> <p>2.3 Effects of Mass Media: On Society, On Entertainment, On Culture</p> <p>2.4 Social Media as an integral part of Mass Media: Introduction to Social Media</p>

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

Semester End Examination (SEE) Paper pattern: 05 Marks MCQ

10 Marks Short Notes

10 Marks Descriptive Answers

References:

A. Essential Reading:

1. Kotler Phillip, 2007, Marketing Management, Prentice Hall, New Delhi.
2. Etzel MJ, Walker BJ & Stanton William J, Marketing Concept & Cases, 13th Edition, Special Edition, Tata McGraw Hill,
3. Rajeev Batra, John G. Myers & David A. Aaker, 2007, Advertising Management, Himalaya Publishers.
4. S. A. Chunawalla & K. C .Sethia, 2007, Foundations of Advertising theory & Practices,Himalaya Publishing.
5. O'Guinn, Allen Semenik, 2007, Advertising & Integrated Brand Promotion, Thomson.

B. Additional Reading:

1. Kenneth Clown & Donald Bach, 2009, Integrated Marketing Communication, McGraw Hill.
2. Clow Back, 2007, Integrated Advertising, Promotion & Marketing Communications,Pearson Education.
3. Duncan, 2009, Integrated Marketing Communication, Tata McGraw Hill.

SEVA MANDAL EDUCATION SOCIETY'S
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(AUTONOMOUS)

Programme Name: Bachelor of Commerce

Proposed Syllabus under NEP

Year of Implementation: 2023-24

Course Category	VSC
Level	4.5
Course Title	COMPUTER GRAPHICS
Semester	II
Course Credit	2
No. of Lecture per week	4 Practical Lectures
Marks of Comprehensive Continuous Evaluation	25 Marks
Marks of Semester End Examination	25 Marks

Course Title	COMPUTER GRAPHICS
Course Credits	2
Course Outcomes	<p>After going through the course, learners will be able to</p> <ul style="list-style-type: none"> • Improve creativity skills and create the most intricate illustrations, designs for stationery, covers, packaging, books, and much more • Expressing their ideas and views through graphical software • Learn different types of graphic software • Pursue exciting career opportunities in the field of digital, print & multimedia design
Module 1 (Credit 1)	
Learning Outcomes	<p>After learning the module, learners will be able to</p> <ol style="list-style-type: none"> 1. Create professional illustrations for newsletters, brochures, logos and web graphics 2. Create and edit images and text

	3. Learn the usage of various tools & techniques of CorelDraw
Content Outline	<p>1.1 Fundamentals of Computer Graphics</p> <ul style="list-style-type: none"> ● Uses of Graphic in Computer ● Formatting Text ● Scaling Graph and Text ● Color CRGB and CMYK <p>1.2 Overview of Graphic Software - I</p> <ul style="list-style-type: none"> ● About Graphic Software - I ● Using the Menus, Standard Toolbar, Property bar and Dialog Boxes ● Drawing Rectangle, Ellipses, Polygons, Stars, Spirals and Graph paper. ● Drawing Lines of All Shapes and Sizes ● Creating and Manipulating Text ● Aligning, Copying, Pasting and Cloning ● Page Setup and Printing <p>1.3 Working with Objects</p> <ul style="list-style-type: none"> ● Selecting and Transforming Objects ● Shaping Objects ● Filling and Outlining Objects ● Viewing, Zooming and Ordering ● Combining, Breaking Apart, Grouping, Ungrouping, Separating and Converting to Curves ● Scanning <p>1.4 Tolls and their use</p> <ul style="list-style-type: none"> ● Weld, Intersection and Trim ● Blending and Contouring ● Lens, Perspective and Power clip ● Fitting Text to a Path ● Color Adjustment and Bitmap Effects ● Uses of Graphic Software in Textile and Fashion Designing
Module 2 (Credit 1)	
Learning Outcomes	After learning the module, learners will be able to
	1. Create, enhance, or edit images, artwork, and illustrations
	2. Gain a working knowledge of Photoshop and develop their skills in editing and altering photographs for through a basic understanding of the PS toolbar, layers, and the adjustments panel

	3. Prepare images for Web and print output with appropriate sizing and resolution
Content Outline	<p>2.1 Overview of Graphic Software - II</p> <ul style="list-style-type: none"> • About Graphic Software - II • Using Toolbox, Palettes and Context Menus • Creating, Operating and Closing Files • Changing Canvas Size, Color Modes and Resolution • Printing Your Result <p>2.2 Working with areas, Colors, Text and images</p> <ul style="list-style-type: none"> • Selecting Areas • Picking and Selecting Colors • Painting and Drawing • Creating Text • Resizing and Reshaping Images <p>2.3 Using Layers</p> <ul style="list-style-type: none"> • Understanding and Working with Layers <p>2.4 Applying special effects</p> <ul style="list-style-type: none"> • Manipulating Focus with Blur, Sharpen and Smudge • Adjusting tone with Dodge, Burn and Sponge • Cloning and Pattern Creation with the Rubber Stamp • Creating Special image effect • Using Lights and Shadows

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

The internal testing should be continual and spread over the semester

The pattern of the Internal exam would be as follows:

- Practical Exam of 25 Marks
- Assignment and Lab Manuals of 25 Marks

Out of above two exam the average of two will be considered as internal marks.

Semester End Examination (SEE) Paper pattern:

The pattern of the practical exam would be as follows:

- The Practical exam of 25 Marks (Answer any 2 questions out of 4, each question will be of 10 marks + Viva of 5 Marks)

References:

A. Essential Reading

- “Mastering CorelDRAW 12”: Altman
- Mastering Photoshop 5.5 for the web”: Staznitkas
- Bouton, G. D. (16 June 2012). CorelDRAW X6 The Official Guide. USA: McGraw Hill Education.

B. Additional Reading

- “Teach Yourself CorelDRAW 12 in 24 Hours”: Karlins

- Jain, S. (First edition 2018). Corel Draw Training Guide Paperback. INDIA: BPB
- “Inside Adobe Photoshop 5.5”: Bouton
- “Special Edition using Adobe Photoshop 7”: Richard Cynch, Que Publisher

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(AUTONOMOUS)

Programme Name: Bachelor of Commerce/AFI and Bachelor of Arts

Proposed Syllabus under NEP

Year of Implementation: 2023-24

Course Category	SEC
Level	4.5
Course Title	Introduction to Spreadsheet
Semester	II
Course Credit	2
No. of Lecture per week	1 Theory Lecture 1 Practical Lecture per Batch
Marks of Comprehensive Continuous Evaluation	25 Marks
Marks of Semester End Examination	25 Marks

Course Title	Introduction to Spreadsheet
Course Credits	2
Course Outcomes	After going through the course, learners will be able to <ol style="list-style-type: none"> 1. Create, edit, save, and print spreadsheets 2. Work with spreadsheets, Construct formulas, including the use of built-in functions, and relative and absolute references 3. Create and edit charts and graphics 4. Filter and sort table data
Module 1 (Credit 1)	
Learning Outcomes	After learning the module, learners will be able to <ol style="list-style-type: none"> 1. Working with spreadsheet 2. Create, edit, save, and print spreadsheets

	3. Work with spreadsheets, Construct formulas, including the use of built-in functions, and relative and absolute references
Content Outline	<p>1.1 Working with Data</p> <ul style="list-style-type: none"> • Alignment (Text Wrap, Merge & Center, Indent & Text Direction) • Number (General, Number, Currency, Accounting, Date, Time, Percentage, Fraction, Scientific, Text, Special & Custom) <p>1.2 Editing</p> <ul style="list-style-type: none"> • Clear Content • Sort & Filter • Find-Replace • GoTo <p>1.3 Using Formula</p> <ul style="list-style-type: none"> • AutoSum • Conversion of % into Value • Combining different formula • Total, Average • Percentage • Minimum • Maximum • If-Else <p>1.4 Function</p> <ul style="list-style-type: none"> • Mathematical • Statistical • String
Module 2 (Credit 1)	
Learning Outcomes	<p>After learning the module, learners will be able to</p> <ol style="list-style-type: none"> 1 Table Formatting 2 Create and edit charts and graphics 3 Filter and sort table data 4 Data Analysis with graph
Content Outline	<p>2.1 Cells</p> <ul style="list-style-type: none"> • Insert • Delete • Format • Hide-Unhide • Height-Width <p>2.2 Styles</p> <ul style="list-style-type: none"> • Formatting • Styles in Table • Conditional Formatting <p>2.3 Data Analysis</p>

	<ul style="list-style-type: none"> • Data Analysis (Analysis data) • Inserting Chart with related data • Working with Cell Reference • Workbook Formatting • Printing Procedure in excel
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Comprehensive Continuous Evaluation (CCE): Assignments/ Project/MCQ test/Written test

The internal testing should be continual and spread over the semester

The pattern of the Internal exam would be as follows:

- Practical/Theory Exam of 25 Marks
- Assignment and Lab Manuals of 25 Marks

Out of above two exam the average of two will be considered as internal marks.

Semester End Examination (SEE) Paper pattern:

The pattern of the practical/theory exam would be as follows:

- The Practical exam of 25 Marks (Answer any 2 questions out of 4, each question will be of 10 marks + Viva of 5 Marks)

OR

- The Theory exam of 25 Marks (Answer any 5 questions out of 6, each question will be of 2marks and answer any 3 questions out of 5, each question will be of 5 marks)

References:

A. Essential Reading

1. "Microsoft Excel 365 Bible: The Comprehensive Tutorial Resource": M Alexander, Wiley
2. "Excel Macros for Dummies": Michael Alexander, John Wiley & Sons (14 July 2015)
3. "Basic of Computer Systems": Jiwani and Copper
4. "Introduction to Computers": Subramanian

B. Additional Reading

1. "Introduction to Computer Science": Francis Scheid
2. "Computer Today": Sanders
3. "Mastering windows 2000, the window bible": Robert Cowart, BPB Publisher
4. "Fundamentals of Informational Technology" : S.K. Bansal, APH Publishing Corporation.
5. "Microsoft Office 2000 Complete" : Amy Romanoff and Sherry Benelli, BPB Publisher
6. " Advanced Microsoft Office 2000"; Meredith Flynn, Nita Rutkowski, BPB Publication.
7. "Mastering windows 2000, the window bible": Robert Cowart, BPB Publisher

8. “Fundamentals of Informational Technology” : S.K. Bansal, APH Publishing Corporation.

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

Programme Name: Bachelor of Commerce

Proposed Syllabus under NEP

Year of Implementation: 2023-24

Course Category	SEC
Level	4.5
Course Title	ADVANCED SPREADSHEET
Semester	II
Course Credit	2
No. of Lecture per week	4 Practical Lectures
Marks of Comprehensive Continuous Evaluation	25 Marks
Marks of Semester End Examination	25 Marks

Course Title	Advanced Spreadsheet
Course Credits	2
Course Outcomes	<p>After going through the course, learners will be able to</p> <ol style="list-style-type: none"> 1. Use Spreadsheet to create personal and/or business spreadsheets following current professional and/or industry standards. 2. Use critical thinking skills to design and create spreadsheets. 3. Communicate in a business setting using spreadsheet vocabulary 4. To create dynamic reports by mastering one of the most popular tools in excels - PivotTables, Pivot chart, If, VLOOKUP, Index, and Match etc. 5. Have skills of interpreting the result of data analysis and understanding limitation and relevance of applied methods.
Module 1 (Credit 1)	
Learning Outcomes	After learning the module, learners will be able to

	<ol style="list-style-type: none"> 1. Use advanced functions and productivity tools to assist in developing worksheets 2. Manipulate data lists using Outline and Auto filter 3. Use Consolidation to summarise and report results from multiple worksheets 4. Record repetitive tasks by creating Macros 5. Use Hyperlinks to move around worksheets 6. Use goal seeking to determine the values required to reach a desired result 7. Use the macro recorder to create a variety of macros 8. learn how to use different functions in Spreadsheet to perform data analytics tasks, including sorting and filtering, lookup functions, and conditional formatting
Content Outline	<p>1.1 Working with Data</p> <ul style="list-style-type: none"> • Conditional Formatting • Data Sorting • Data Table • Text to Column • Sub Total • Paste Special <p>1.2 Handling Formula</p> <ul style="list-style-type: none"> • Protection • Formula Auditing • Define Name • Insert Slicer • Insert Time Line • Formula Building <p>1.3 Macros</p> <ul style="list-style-type: none"> • Create and use macros in spreadsheet <p>1.4 Analyze data using Advanced Techniques</p> <ul style="list-style-type: none"> • Goal Seek • Scenario Manager • Advance Filter • Data Consolidation • Data Validation • MIS Report
Module 2 (Credit 1)	
Learning Outcomes	<p>After learning the module, learners will be able to</p> <ol style="list-style-type: none"> 1. Apply Excel tools and formulas to transform and structure data. 2. Create pivot tables to slice and dice your data. 3. Visualize data with pivot charts and Excel Charts.

Content Outline	2.1 Fundamentals of Data Analysis <ul style="list-style-type: none">● Instant Data Analysis● Sorting Data by Color● Slicers● Flash Fill 2.2 Powerful Data Analysis-I <ul style="list-style-type: none">● PivotTable Recommendations● Data Model● Power Pivot● External Data Connection● Pivot Table Tools 2.3 Powerful Data Analysis-II <ul style="list-style-type: none">● Power View● Visualizations● Pie Charts● Additional Features● Power View in Services● Handling Integers● Templates● Inquire● Workbook Analysis● Manage Passwords● Discontinued Features 2.4 Reports <ul style="list-style-type: none">● Format Reports● File Formats
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Comprehensive Continuous Evaluation (CCE): Assignments/ Project/MCQ test/Written test

The internal testing should be continual and spread over the semester

The pattern of the Internal exam would be as follows:

- Practical Exam of 25 Marks
- Assignment and Lab Manuals of 25 Marks

Out of above two exam the average of two will be considered as internal marks.

Semester End Examination (SEE) Paper pattern:

The pattern of the practical exam would be as follows:

The Practical exam of 25 Marks (Answer any 2 questions out of 4, each question will be of 10 marks + Viva of 5 Marks)

References:

A. Essential Reading

1. "Microsoft Excel 365 Bible: The Comprehensive Tutorial Resource": M Alexander, Wiley
2. "Excel Macros for Dummies": Michael Alexander, John Wiley & Sons (14 July 2015)

B. Additional Reading

1. "Advanced Excel for Scientific Data Analysis": Robert De Levie, Oxford University Press
2. "Advanced Excel Reporting for Management Accountants": Neale Blackwood, Wiley