Education for knowledge, Science and Culture.

-Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

VIVEKANAND COLLEGE (AUTONOMOUS), KOLHAPUR.

B.C.A. Part-I CBCS Syllabus with effect from June,2018.

Semester: I

BCA-1391A

FUNDAMENTAL OF COMPUTERS

Theory:60 Hours (75 lectures) Credits-4

Module	Title	Justification	Teaching hours	Credit
Module I	Introduction to computer : Computer Characteristics, Concept of Hardware, Software , Evolution of computer and Generations, Types of computer – Analog & Digital computers, Hybrid computers, General purpose & Special Purpose Computer, Limitations of Computer, Applications of Computer in Various fields. Structure and Working of Computer: **Functional Block diagram of computer. CPU, ALU, Memory Unit, Bus structure of Digital Computer - Address, data and control bus.**	It is need based for basic knowledge of subject.	15	1
Module II	Input /Output Devices : Input device – Keyboard, Mouse, Scanner, MICR, OMR. Output devices – VDU, Printers – Dot Matrix, Daisy-wheel, Inkjet, Laser, Line printers and Plotters. Computer Memory : Memory Concept , Memory cell, memory organization, Semiconductor memory- RAM, ROM, PROM,EPROM, Secondary Storage devices - Magnetic tape, Magnetic Disk (floppy disk & Hard disk.), Compact Disk.		15	1
Module III	Computer Language and Software : Number System - Decimal, Binary, Octal & Hexadecimal, Conversion from One base to another base. Computer Codes - : BCD, EBCDIC, ASCII, Machine Language, Assembly language, High Level language, Assembler, Compiler, Interpreter. Characteristics of good Language. Software - System and application software		15	1

Module IV	Operating System: Operating system, Evolution of operating system. Function of operating system. Types of operating systems. Detailed study of Windows Operating System. **Introduction and Features of LINUX OS.**	It is need based for basic knowledge of OS.	15	1

Books Recommended:-

1) Computer Fundamentals by P.K. Sinha & Priti Sinha, 3rd edition, BPB pub.

2) Computers Today by S. Basandra Galgotia Pub.

3) Microsoft Office 2000 by Vipra Computers, Vipra Printers Pvt. Ltd.

4) Advanced Microsoft Office 2000 by Meredith Flynin, Nita Rutkosky, BPB Pub

5) Using Microsoft office 2007 by Ed Bott ,Woody Leonhard , Pearson publication

6) Using Microsoft office 2010 by , Pearson publication

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Semester: I

BCA-1392A

PROGRAMMING IN C PART I

Theory:60 Hours (75 lectures) Credits-4

Module	Title	Justification	Teaching hours	Credit
Module I	Problem Solving Methods: Problem definition, **Steps in Problem Solving (Define Problem, Analyze Problem, Explore Solution)**. ALGORITHM: Definition, notations, characteristics of algorithm, examples on algorithm. FLOWCHARTS: Definition, features of flowcharts, symbols, examples, coding, running, debugging-types of errors (syntax, logical, runtime errors.)	It is need based for basic knowledge of the problem solving.	**(15)**	1
Module II	Introduction to c: History, features of c language, Character set, Identifiers: variables, constants, symbolic constants, keywords. Data types, Operators: Arithmetic, relational, logical, assignment, bitwise, increment/decrement and special operators, **Concept of operator Precedence & Associatively. Comments-types of comments, Use of Comments, Header Files(conio,stdio,string,math).** Structure of C Program, Input and Output Functions.	It is need based for basic knowledge of subject.	**(15)**	1
Module III	Control Structures: Conditional statements: if, If-else nested if-else, switch statement. Loops: while, for, do...While loop, Unconditional statements: Break, continue, exit, goto statements.		**(15)**	1
Module IV	Arrays and Strings: Arrays: Meaning and definition, Declaration, Initialization and types of arrays (single and multidimensional arrays). Strings: Meaning and definition, Declaration, Initialization String functions strlen(), strrev(), strlwr(), strupr(), strcat(), strcmp() , strcpy(). Handling of character array.		**(15)**	1

Reference books:

1. The C programming Language by Ritchie and Kernighan.
2. Let us C by Y.C. Kanetkar
3. Introduction to programming using C by Prof.D.R.Patil, Pawar, Shinde and Lad(Dreamtech).
4. Programming in C by D Ravichandran.
5. C Programming by Venugopal.
6. Programming in C – E. Balagurusamy
7. Pointers in C – Yashwant Kanetkar
10. How to solve it by Computer – R. G. Dromy
11. Introduction to algorithms – Cormen, Leiserson, Rivest, Stein

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B.C.A. Part-I CBCS Syllabus with effect from June,2018.

Semester: I

BCA-1393A

PRINCIPLES OF MANAGMENT

Theory:60 Hours (75 lectures) Credits-4

Module	Title	Justification	Teaching hours	Credit
Module I	Introduction to Management Definition of Management, nature and importance of management, Functions- Planning, Organizing, Staffing, Directing, Controlling. Levels of management, Management as a Profession, Role of Manager in Organization, Contribution of F.W. Taylor, Henry Fayol, Max Weber Elton Mayo and Peter Drucker to management theory.		**(15)**	1
Module II	Planning & Organizing Meaning, Nature, Importance limitation of planning, Types of plans, steps involved in planning. Organizing :- Meaning, definition, Importance, principles of organizing.Formal & Informal organization, Virtual organization.		**(15)**	1
Module III	Directing Motivation:- Meaning, definition & importance of motivation, Theories of motivation –Need Theory , Two factor theory & Theory X & Y. Leading:- Meaning , Definition, Important aspects of leading, functions, supervision, leadership, challenges of Leadership, Function of Leader, Leadership style, Team leadership.		**(15)**	1
Module IV	Controlling and Recent Trends in Management Controlling :- Meaning, Importance, Steps in Control Process, Types of control- Feed forward control, Concurrent control & feedback control, Techniques of control **Recent Trends in Management: Introduction to**	It is Social need for proper decision making.	**(15)**	1

	Management Of Change, Disaster Management, Total Quality Management., Stress Management, Social Responsibility of Management.			

Reference Books
1. Essential of Management by Kncotz & O' Donnel.
2. Principles & practice of Management by Geeage Terry.
3. Principles & Practice of Management by Tripathis C.reddy
4. Management a global Practice-Heinz Welthrich & Harold Koontz.
5. Management –L.M.Prasad
6. Fundamentals of Management – Stepham P. Robbins
7. Principles of Management- P. Subba Rao

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VIVEKANAND COLLEGE (AUTONOMOUS), KOLHAPUR.

B.C.A. Part-I CBCS Syllabus with effect from June,2018.

Semester: I

BCA-1394A
FINANCIAL ACCOUNTING
Theory:60 Hours (75 lectures) Credits-4

Module	Title	Justification	Teaching hours	Credit
Module I	Book-Keeping & Accounting: Meaning, Internal & External uses of Accounting information, Accounting Concepts & Conventions, Accounting Procedure:- Transactions, Types of accounts, Rules of accounting, Source Documents:- Cash voucher, Petty Cash voucher, cash Memo, Receipt, Debit Note, Credit Note, Paying slips, withdrawals, Cheque.		**(15)**	1
Module II	Bank Reconciliation statement**:** Meaning, Needs and Importance, Reasons for difference in bank balance as per cash book & balance as per passbook, preparation of bank reconciliation statement. Types of errors and rectification of errors		**(15)**	1
Module III	Journal & Ledger: Journal, Subsidiary Books, Cash Book, Ledger Posting.	It is business need for proper knowledge of Accounting.	**(15)**	1
Module IV	Final Accounts: Preparation of Trial balance, Preparation of final Accounts of Sole Traders & Partnership firms.		**(15)**	1

Reference Books:
1. Advance Accountancy:- M.C. Shukla & T.S. Grewal
2. Advance Accountancy:- S.C. Jain & K.L. Narang
3. Advance Accountancy:- S.M. Shukla
4. Advance Accountancy:- Maheshwari
5. Advance Accountancy:- R.L.Gupta

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B.C.A. Part-I CBCS Syllabus with effect from June,2018.

Semester: I

BCA-1395A
OFFICE MANAGEMENT AND COMMUNICATIONS
Theory:60 Hours (75 lectures) Credits-4

		Teaching hours	credits
Module 1	**Introduction to Communication**: Basic types of communication- Reading, Writing, Listening, Speaking; Purpose of Communication; Process of Communication; Importance of Communication in Business; Barriers to Communication; Measures to Overcome the Barriers to Communication. **Communication Network**: Scope and Types of Communication Network; Formal and Informal Communication Network; Upward Communication; Downward Communication; Horizontal Communication; Diagonal Communication; Grapevine.	15	1
Module 2	**Writing Memos, Circulars and Notices:** Memo- Characteristics of a memo, Language and writing style of a memo- Format of a Memo; Circulars- Guidelines for writing a circular- Languages and writing style of a circular- Format of a circular; Notices- Purpose- Format- Important points to remember while writing a notice **Writing Business Letter:** Importance of Business Letters; Difference between Personal and Business Letters; Structure and Format of Business Letters; Types of Business Letters.	15	1
Module 3	**Employment Communication –** **Resume**: Contents of Good Resume; Guidelines for Writing Resume; Different Types of Resumes; Reason for a Cover Letter to Apply for a Job-Format of Cover Letter; Different Types of Cover Letters **Employment Communication –** **Job Interview:** Importance and Factors Involving Job	15	1

	Interview; Characteristics of Job Interview; Job Interview Process; Job Interview Techniques- Manners and etiquettes to be maintained during an interview; Sample Questions Commonly asked During Interview.		
Module 4	**Introduction to office Management** 1.**Introduction of Modern Office**, Lay Out and Management, Elements of the Office Management, Environment of an Office, 2. **Planning and Controlling of Office Functions**- Planning of Office System and Routines, Work Flow, Need of Office System and Routine, Difference between office system and routine. 3. **Personnel Management**- Definition and Importance, Selection of the Employees, Training, Remuneration, Supervisions & development of proper working environment, Employee Welfare. 4. **Time Management**- Definition, Importance of Time, setting priorities. 5. **Stress Management**- Definition, Causes of Stress, Positive and Negative stress, overcome of stress in the Office. 6. **Conflict Management**- Introduction, Causes and Cure.	15	1

Reference Books:

7) Office Management by Dr.R.K.Chopra, PriyankaGauri, Himalaya Publishing House

8) Office Management byJ.C.Denyar.

9) Business Communication by N.S.Pradhan, Himalaya Publishing House

10) Business Communication by Smt.LeelawatiPatil, Kumar Prakashan.

11) Textbook of Office Management by Leffingwell and Robinson.

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B.C.A. Part-I CBCS Syllabus with effect from June,2018.

Semester: I

BCA-1396A
FUNDAMENTALS OF COMPUTERS PRACTICAL
Theory:60 Hours (75 lectures) Credits-2

• **DOS OS**

    1) Introduction ,installation and working of DOS

    2) Internal DOS Commands

    3) External DOS commands

• **WI0DOWS OS**

    1. Creating folder, cut, copy, paste, managing file and folder in windows.

    2. Arrange icons, set display properties

    3. Adding and removing software and hardware

    4. Setting date and time, screen saver and appearance.

    5. Using windows accessories.(Notepad, WordPad, Paint)

    6. Settings of all control panel items

                7. Search file

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VIVEKANAND COLLEGE (AUTONOMOUS), KOLHAPUR.

B.C.A. Part-I CBCS Syllabus with effect from June,2018.

Semester: I

BCA-1397A
PROGRAMMING IN C PART I PRACTICAL
Theory:60 Hours (75 lectures) Credits-2

1. Simple program to display"Wel-Come to BCA".

2. Simple programs using printf(), scanf().

3. Program for Arithmetic Operations.

4. Programs based on if statements.

5. Programs using switch statement.

6. Programs based on while loops.

7. Programs based on for loops.

8. Programs based on do loops.

9. Programs for manipulating Array.

10. Simple program using Array to find frequency of each value within an array.

11. Programs on matrices like addition, subtraction and multiplication and transpose.

    12. Programs based on string handling function.

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B.C.A. Part-I CBCS Syllabus with effect from June,2018.

Semester: II

BCA-1398B
SOFTWARE PACKAGES
Theory:60 Hours (75 lectures) Credits-4

Module	Title	Justification	Teaching hours	Credit
Module I	MS-OFFICE: Introduction to Ms-office, Components and features.		15	1
Module II	MS-WORD– Creating letter, table , fonts , page layout document formatting spell check, print preview, template, color, mail merge, auto text, inserting picture , word art. MS EXCEL– Introduction to Excel, Sorting, Queries, Graphs, Scientific functions.		15	1
Module III	POWER POINT: Introduction to Power Point Creation of Slides, Inserting pictures, Preparing slide show with animation. **MS-ACCESS** - **Creation and Manipulation of Files**.	It is need based for basic knowledge of subject.	15	1
Module IV	**Networking : Concept, Basic elements of a Communication System, Data transmission media, Topologies, LAN, MAN, WAN, Internet**	It is Market need for basic knowledge of H/W.	15	1

Reference Books:

➢ Microsoft Office 2010 Bible- WILEY.
➢ Microsoft Office-Word 2007 inside out Microsoft Press Publication.
➢ Microsoft Office-Excel 2007 inside out Microsoft Press Publication.
➢ Step by step 2007 Microsoft Office system by Curtis Frye, Joyce Cox, Steve Lambert.
➢ Microsoft Office-Power Point 2007 Plian and simple- Nancy Muir.
➢ Microsoft Office 2000 by Vipra Computers, Vipra Printers Pvt. Ltd.

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B.C.A. Part-I CBCS Syllabus with effect from June,2018.

Semester: II

BCA-1399B
PROGRAMMING IN C PART II
Theory:60 Hours (75 lectures) Credits-4

Module	Title	Justification	Teaching hours	Credit
Module I	User defined functions**:** Need, multi functioned program, form of a c function, return value and their type, calling a function, category of a functions, **Actual and Formal arguments**, functions with array, Storage classes: auto, external, static and register. **Command line argument. Preprocessors-Introduction, types of Preprocessor.**	It is need based for basic knowledge of Programming.	**(15)**	1
Module II	Pointers: Understanding pointers, accessing address of variable, declaration and initializing pointers, pointer expression, pointer to array and functions, function call by value and by reference. **Dynamic memory allocation-malloc(),calloc(),realloc().**	It is need based for basic knowledge of Pointer.	**(15)**	1
Module III	Structures and Unions: Defining and processing a structure, array of structure, array within structure, structure within structure, Defining and processing a Unions. **Difference between structure and union**.		**(15)**	1
Module IV	File Handling: Defining and opening a file, File opening mode- open, modify, write, Closing a file, Functions:fopen(), fclose(), fscanf(), Input/Output Operations on file: getc(), putc(), getw(), putw(), fprintf(), fscanf(), ftell(), fseek(), rewind().		**(15)**	1

Reference books:
1. The C programming Language by Ritchie and Kernighan.
2. Let us C by Y.C. Kanetkar
3. Introduction to programming using C by Prof.D.R.Patil, Pawar, Shinde and Lad(Dreamtech).

4. Programming in C by D Ravichandran.

5. C Programming by Venugopal.

6. Programming in ANSI C – E. Balagurusamy

7. Programming in C – Schuam outline Series

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B.C.A. Part-I CBCS Syllabus with effect from June,2018.

Semester: II

BCA-1400B
BANK MANAGMENT

Theory:60 Hours (75 lectures) Credits-4

Module	Title	Justification	Teaching hours	Credit
Module I	Bank Organization: Meaning and concept of Bank Importance and Functions of Bank-Meaning and concept of Bank Management- Customer centric v/s Business Centric management organizational set up of commercial bank-Bank organization- Role of Director, General manager- Important Provisions of and Branch manager Important Provisions of - Banking regulation Act-1949.		15	1
Module II	Liquidity and credit Management Liquidity policies- Day to Day management of the money position-Fund based credit management NPA- supervision and Follow up credit administration and monitoring of advances-Non fund based credit management-concept of Leasing and Hire purchase.**RBI : Role as Regulator, Information about credit policy- Repo, Revise Repo, CRR Policy, RIB Selection**		15	1
Module III	**Customer service and ombudsman scheme:** **Customer Orientation, Basic Aspects of Customer Service: Deposit Accounts, Remittances Services, Collections Services, Loans and Advances, Discipline and Attitudes, Complaints, Other Services. Know Your Customer (KYC) Policy: Definition, Objective, Key Elements of KYC Policy, KYC and new technologies: Credit .Debit/Smart Cards.** **Banking Ombudsman Scheme: Scope of Complaints, Present Scenario.**	It is need based to Retaining Old Customer and attracting new customer Avoid Transferring illegal money.	15	1

Module IV	Capital Management and Information Technology Banking sector reforms- Capital adequacy-E- banking, E-money and Tele Banking- Cyber Law-Management Information system. **Virtual Banking**		15	1

Reference books:

- Management of Indian Financial Institutions- R.M.Srivastawa.
- Commercial Bank Management- Edward w.Reed
- The Management of Bank funds- Roland I Robinsion
- Development Banking- Issues and options-Vasant Desai
- Modern Banking of India- O.P. Agarwal
- Banking principles and operation-M.N.Gopinath
- G.S. Panda-' Principles and Practices of Insurance' Kalyani Publishers Ludhiana
- M. Aribkhan -'Theory and practice of Insurance' Educational Book House, Aligarh

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B.C.A. Part-I CBCS Syllabus with effect from June,2018.

Semester: II

BCA-1401B
FINANCIAL ACCOUNTING WITH TALLY
Theory:60 Hours (75 lectures) Credits-4

Module	Title	Justification	Teaching hours	Credit
Module I	Final Accounts of Non-trading/Non-profit making organizations- Preparation of Receipts and Payments A/C, Income and Expenditure A/C and Balance Sheet.		**(15)**	1
Module II	**Accounting of Limited company-** Types of shares and Debentures, Classification of Share Capital, Preparation of Profit and Loss A/C and Balance Sheet in vertical format.		**(15)**	1
Module III	Introduction to Tally:-Introduction to GST, Features of tally, creation of company, Accounts only and Accounts with Inventory, Getway of Tally, Accounts configuration, Groups and Ledgers, Voucher entry with Bill wise details Interest computation, order processing., Cases		**(15)**	1
Module IV	Reports- Profit and Loss A/C, Balance Sheet, . Statutory Master, CST Reports, TDS Repots, TCS Reports, Inventory Report, Day Book.**.**	It is need based for basic knowledge of Business.	**(15)**	1

Reference Books-
1. Advanced Accountancy- Shukla, Grewal and Gupta
2. Advanced Accountancy- Jain and Narans
3. Advanced Accountancy- Maheshwari
4. Advanced Accountancy- L.B.Singh & V.P. Singh
5. Computerized Financial Accounting Using Tally - Rajan Chougale.

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B.C.A. Part-I CBCS Syllabus with effect from June,2018.

Semester: II

BCA-1402B
PRINCIPLE OF MARKETING
Theory:60 Hours (75 lectures) Credits-4

Module	Title	Justification	Teaching hours	Credit
Module I	Introduction : Meaning, & definition of Marketing, features of Marketing, Significance of marketing, core concepts of Marketing- Need, Want, Demand, Value, Satisfaction, exchange, transaction & relationship. Modern Marketing concept, holistic marketing & green marketing. Marketing in 21st Century- Challenges & opportunities.		**(15)**	1
Module II	A) Marketing Mix: - - Elements in Micro & Micro environment, Analysis of their impact on Marketing function of an organization B) Marketing of Services- Meaning, Characteristics of services, problems in services Marketing, Outsourcing of I.T. services.		**(15)**	1
Module III	A) Marketing Research: - Meaning & importance, Steps in Marketing research process, Marketing Information System- concepts & components B) E-Marketing: Concept & techniques, significance of e-Marketing in 21st Century.		**(15)**	1
Module IV	**A) Distribution Marketing Management : Introduction, Need for Marketing Channels, Decision involved in setting up the channels, Channel Management strategy** B) Consumer Behavior**:** Meaning & significance of consumer behavior, factors affecting consumer behavior.	It is need based for basic knowledge of Marketing Channels.	**(15)**	1

Reference Books
1. Philip Kotler- Marketing Management Prentice Hall of India Pvt. Ltd. delhi (10 th edition Sept 2001)
2. Ravi Shankar- Service Marketing – The Indian Perspective, Excel Books (1998)

3. S.M. Jha- Service Marketing Himalaya publishing House , Mumbai (1994)

4. V.S. Ramaswamy & S Namakumari- Marketing Management Himalaya publishing House Mumbai.

5. William stamtor & Ajay Pandit: Marketing concepts and cases The Mc GraowHill Ltd,New Delhi

6. Amukumanr and N. Marketing Management Vikas Publishing House Pvt. Ltd. New Delhi

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B.C.A. Part-I CBCS Syllabus with effect from June,2018.

Semester: II

BCA-1403B
SOFTWARE PACKAGES PRACTICAL
Theory:60 Hours (75 lectures) Credits-2

MS-Word

1. Creating & Editing Document

2. Formatting Document

3. Use of Auto-text, Autocorrect, Spelling and Grammar Tool,

4. Page Formatting, Page Border, Background,

5. Creation of MS-Word-Mail Merge, Macros, Tables.

6. Practice of Printing, page setup etc.

MS-Excel

1. Creating & Editing Worksheet, Fill Handle

2. Use Formulas and Functions

3. Preparing Charts

MS-PowerPoint

1. Creating, Manipulating & Enhancing Slides,

2. Inserting Organizational Charts, Excel Charts

3. Using Word Art

4. Putting Animations and Sounds

5. Inserting Animated Pictures

6. Inserting Recorded Sound Effect

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B.C.A. Part-I CBCS Syllabus with effect from June,2018.

Semester: II

BCA-1404B
PROGRAMMING IN C PART II PRACTICAL
Theory:60 Hours (75 lectures) Credits-2

1. Programs based on different categories of user defined functions.

2. Programs based on recursive function.

3. Programs based on concept call by value and call by reference.

4. Programs based on pointers arithmetic's.

5. Programs based on Array of Structures.

6. Programs based on Array within Structure.

7. Programs based on Structure within Structure.

8. Programs based on Unions.

9. Programs based on File handling covering basic file operations.

    10. Programs based on File handling (single and multiple file handling).

Nature of Question Paper

B.C.A. I

Marks 80

Instructions:-

1) **All Questions carry equal marks.**
2) **Question No. 8 is Compulsory.**
3) **Attempt any four Questions from Q1 to Q7.**
4) **Figures to right indicate full marks.**

Q.1 A) B)	Long Answer	8+8=16Marks
Q.2 A) B)	Long Answer	8+8=16Marks
Q.3 A) B)	Long Answer	8+8=16Marks
Q.4 A) B)	Long Answer	8+8=16Marks
Q.5 A) B)	Long Answer	8+8=16Marks
Q.6 A) B)	Long Answer	8+8=16Marks
Q.7 A) B)	Long Answer	8+8=16Marks
Q.8	Write Short Notes (Attempt Four out of Six)	4+4+4+4= 16Marks

Note: Questions from 1 to 7 can be of 16 marks or it contains two bits of 8 marks each.