



"Education for Knowledge, Science, and Culture"

- Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

Vivekanand College, Kolhapur
(Autonomous)



Department of BCA

B.C.A. Part I (CC & AECC)



(स्वायत्त) कोल्हापूर

SYLLABUS

Introduced from June 2018

Syllabus Structure

BCA-I

| Sem-I | | | | | | | |
|--------|------|--|-------------|--------|----------|----------|-------|
| Sr.No. | | Title of Paper | Course Code | Credit | Internal | External | Total |
| 1 | CC | Fundamentals of Computer | BCA-1391-A | 4 | 20 | 80 | 100 |
| 2 | CC | Programming Using C Part-I | BCA-1392-A | 4 | 20 | 80 | 100 |
| 3 | CC | Financial Accounting | BCA-1393-A | 4 | 20 | 80 | 100 |
| 4 | CC | Principles of Management | BCA-1394-A | 4 | 20 | 80 | 100 |
| 5 | AECC | Business Communication | BCA-1395-A | 4 | 20 | 80 | 100 |
| 6 | CCL | Lab Course-I Based on Fundamental of Computers | BCA-1396-A | 2 | - | 50 | 50 |
| 7 | CCL | Lab course-II Based on C Programming | BCA-1397-A | 2 | - | 50 | 50 |
| 8 | CCC | Compulsory Civic Course (CCC) | | - | - | - | - |
| | | | | 24 | 100 | 500 | 600 |

BCA-I

| Sem-II | | | | | | | |
|--------|-----|---|-------------|--------|----------|----------|-------|
| Sr.No. | | Title of Paper | Course Code | Credit | Internal | External | Total |
| 1 | CC | Basics Web Technology | BCA-1398-B | 4 | 20 | 80 | 100 |
| 2 | CC | Programming Using C Part-II | BCA-1399-B | 4 | 20 | 80 | 100 |
| 3 | CC | Operating System | BCA-1400-B | 4 | 20 | 80 | 100 |
| 4 | CC | Database Management System | BCA-1401-B | 4 | 20 | 80 | 100 |
| 5 | CC | Human Resource Management | BCA-1402-B | 4 | 20 | 80 | 100 |
| 6 | CCL | Lab Course-III Based on Web Technology + DBMS | BCA-1403-B | 2 | - | 50 | 50 |
| 7 | CCL | Lab course-IV Based on C Programming | BCA-1404-B | 2 | - | 50 | 50 |
| | | | | 24 | 100 | 500 | 600 |



Dissemination of Education for Knowledge, Science and Refined Manners
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Department of BCA

BCA-I Sem-I
(With effect from July-2018)

Fundamental of Computers

| | | | |
|--------------|---------------------------------|----------------|-------------------------|
| Semester | I | Total credit | 4 |
| Course code | Core Course –CCBCA 1391 A | Credit pattern | L-60, T -100 Marks,P-00 |
| Course title | Fundamental of Computers | | |

| Course objectives | |
|-------------------|---|
| 1 | To know the basic of Computer |
| 2 | To Understand the Basics of Operating systems |
| 3 | To understand the basic concepts of Linux operating system. |

| Module | Content | Teaching Hrs. |
|--------|---|---------------|
| 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. | 15 |
| 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,EPRM, Secondary Storage devices - Magnetic tape, Magnetic Disk (floppy disk & Hard disk.), Compact Disk. | 15 |
| 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 |
| 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. | 15 |



| Learning Recourses | | |
|--------------------|-----------------|--|
| 1 | Reference Books | 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 Flynnin, Nita Rutkosky, BPB Pub 5) Using Microsoft office 2007 by Ed Bott ,Woody Leonhard , Pearson publication 6) Using Microsoft office 2010 by , Pearson publication |

| Course Outcomes | |
|-----------------|---|
| 1 | Understand basic concepts of computer. |
| 2 | Describe peripheral devices and number systems. |
| 3 | Understand operating environment. |
| 4 | Demonstrate the use of Disk operating system. |



BCA-I Sem-I
(With effect from July-2018)

Programming in C Paper –I

| | | | |
|--------------|-----------------------------------|----------------|--------------------------|
| Semester | I | Total credit | 4 |
| Course code | Core Course – CCBCA 1392 A | Credit pattern | L-60, T -100,P-00 |
| Course title | Programming in C Paper –I | | |

| Course objectives | |
|--------------------------|--|
| 1 | To understand the basic of problem solving techniques. |
| 2 | To understand the basic terms used in C programming. |
| 3 | To know program write skills |

| Module | Content | Teaching Hrs. |
|--------|---|---------------|
| 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.) | 15 |
| 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 & Associativity . Comments-types of comments, Use of Comments, Header Files(conio,stdio,string,math) . Structure of C Program, Input and Output Functions. | 15 |
| 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 |
| 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(), strev(), strlwr(),strupr(), strcat(), strcmp() , strcpy(). Handling of character array. | 15 |

Learning Recourses

| | | |
|---|-----------------|---|
| 1 | Reference Books | <ol style="list-style-type: none"> 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 |
|---|-----------------|---|



| Course Outcomes | |
|-----------------|---|
| 1 | Able to implement the algorithms and draw flowcharts for solving Mathematical problem. |
| 2 | Ability to design and develop Computer programs, analyze, and interprets the concept of pointers, declarations, initialization, operations on pointers and their usage. |
| 3 | Able to define data types and use them in simple data processing applications also he/she must be able to use the concept of array of structures and file Handling. |
| 4 | Develop confidence for self-education. |

BCA-I Sem-I
(With effect from July-2018)
Financial Accounting

| | | | |
|--------------|-----------------------------|----------------|-------------------|
| Semester | I | Total credit | 4 |
| Course code | Core Course – CCBCA 1393 A | Credit pattern | L-60, T -100,P-00 |
| Course title | Financial Accounting | | |

| Course objectives | |
|-------------------|--|
| 1 | Ability to prepare accounting statements and reports in accordance with accounting concepts and conventions. |
| 2 | To find out arithmetic accuracy of balance sheet. |
| 3 | To find out arithmetic accuracy of trial balance. |

| Module | Content | Teaching Hrs. |
|--------|--|---------------|
| 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 |
| 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 |
| III | Journal & Ledger: Journal, Subsidiary Books, Cash Book, Ledger Posting. | 15 |
| IV | Final Accounts: Preparation of Trial balance, Preparation of final Accounts of Sole Traders & Partnership firms. | 15 |

| Learning Recourses | | |
|--------------------|-----------------|---|
| 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 |



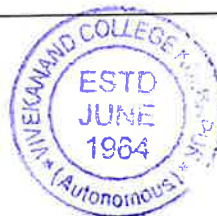
| Course Outcomes | |
|-----------------|--|
| 1 | Understand the role of accounting and its limitations. |
| 2 | Prepare financial statements in accordance with Generally Accepted Accounting Principles. |
| 3 | Demonstrate knowledge of each step in the accounting cycle |
| 4 | Learn to create company, enter accounting voucher entries and also print financial statements etc. in tally. |

BCA-I Sem-I
(With effect from July-2018)
Principles of Management

| | | | |
|--------------|---------------------------------|----------------|-------------------|
| Semester | I | Total credit | 4 |
| Course code | Core Course – CCBCA 1394 A | Credit pattern | L-60, T -100,P-00 |
| Course title | Principles of Management | | |

| Course objectives | |
|-------------------|---|
| 1 | To the students gain understanding of the function and responsibility of managers. |
| 2 | To provide them tools and techniques to be used in the performance of the managerial job. |

| Module | Content | Teaching Hrs. |
|--------|--|---------------|
| 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 |
| 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 |
| 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 |



| | | |
|----|---|----|
| IV | Controlling and Recent Trends in Management Controlling :- Meaning, Importance, Steps in Control Process, Types of control- | 15 |
| | Feed forward control, Concurrent control & feedback control, Techniques of control Recent Trends in Management: Introduction to Management Of Change, Disaster Management, Total Quality Management., Stress Management, Social Responsibility of Management. | |

| Learning Recourses | | |
|--------------------|--|---|
| 1 | 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 |
| Course Outcomes | | |
| 1 | Understand the influence of historical forces on current practice of management. | |
| 2 | Understand frameworks in the four functions of management. | |
| 3 | Understand leadership styles to anticipate the consequences of each leadership style | |
| 4 | Be able to identify and apply appropriate management techniques for organizations; and | |

BCA-I Sem-I

(With effect from July-2018)

Office Management And Communications

| | | | |
|--------------|---|----------------|-------------------|
| Semester | I | Total credit | 4 |
| Course code | Core Course – AECCBCA 1395 A | Credit pattern | L-60, T -100,P-00 |
| Course title | Office Management And Communications | | |

| Module | Content | Teaching Hrs. |
|--------|---|---------------|
| I | 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 15 1 Communication Network; Formal and Informal Communication Network; Upward Communication; Downward Communication; Horizontal Communication; Diagonal Communication; Grapevine | 15 |



| | | |
|---------------------------|---|--|
| II | 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; | 15 |
| | Structure and Format of Business Letters; Types of Business Letters. | |
| III | 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 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. | 15 |
| IV | 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 |
| Learning Recourses | | |
| 1 | Reference Books | 1) Office Management by Dr.R.K.Chopra, PriyankaGauri, Himalaya Publishing House 2) Office Management, by J.C.Denyar. 3) Business Communication by N.S.Pradhan, Himalaya Publishing House 4) Business Communication by Smt.LeelawatiPatil, Kumar Prakashan. 5) Textbook of Office Management by Leffingwell and Robinson. |

| Course Outcomes | |
|------------------------|---|
| 1 | Communicate in English in written as well as oral mode . |
| 2 | Make presentations in English. |
| 3 | Do effective business correspondence. |
| 4 | Identify word classes of the given words and understand their usages. |

BCA-I Sem-I

(With effect from July-2018)

Lab Course Based on Fundamental of computer

| | | | |
|--------------|--|----------------|------------|
| Semester | I | Total credit | 2 |
| Course code | Core Course –CCLBCA1396A | Credit pattern | L-30, P-50 |
| Course title | Lab Course Based on Fundamental of computer | | |



| No. | Content |
|---------------|--|
| DOS OS 1) | 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. |

| Course Outcomes | |
|-----------------|---|
| 1 | Formulate opinions about the impact of computers on society |
| 2 | Possess the knowledge of basic hardware peripherals |
| 3 | Know and use different number systems and the basics of programming |
| 4 | Formulate opinions about the impact of computers on society. |

BCA-I Sem-I
(With effect from July-2018)

Lab Course Based on Programming in C Paper –I

| | | | |
|--------------|--|----------------|------------|
| Semester | I | Total credit | 2 |
| Course code | CCLBCA-1397A | Credit pattern | L-30, P-50 |
| Course title | Lab Course Based on Programming in C Paper –I | | |

| | Content |
|---|--|
| 1 | Simple programs using printf(), scanf(). |
| 2 | Programs based on if statements |
| 3 | Programs using switch statement |
| 4 | Programs based on while loops |
| 5 | Programs based on for loops |
| 6 | Programs based on do loops |



| | |
|----|--|
| 7 | Simple program using array to find frequency of each value within an array. |
| 8 | Programs on matrices like addition, subtraction and multiplication and transpose |
| 9 | Programs on sorting and searching methods |
| 10 | Programs based on string handling |

| Course Outcomes | |
|-----------------|---|
| 1 | Read, understand and trace the execution of programs written in C language. |
| 2 | Write the C code for a given algorithm. |
| 3 | Implement Programs with pointers and arrays, perform pointer arithmetic, and use the pre-processor. |
| 4 | Write programs that perform operations using derived data types. |

BCA-I Sem-II
(With effect from July-2018)
Software Packages

| | | | |
|--------------|-------------------|----------------|-------------------|
| Semester | I | Total credit | 4 |
| Course code | CCBCA-1398A | Credit pattern | L-60, T -100,P-00 |
| Course title | Software Packages | | |

| Course objectives | |
|-------------------|--|
| 1 | The basic features of Microsoft Office, Windows basics, and file management. |
| 2 | Develops familiarity with Word, Excel, Access, PowerPoint, email, and Internet basics. |

| Module | Content | Teaching Hrs. |
|--------|---|---------------|
| I | MS-OFFICE: Introduction to Ms-office, Components and features. | 15 |
| 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 |
| III | POWER POINT: Introduction to Power Point Creation of Slides, Inserting pictures, Preparing slide show with animation. MS-ACCESS - Creation and Manipulation of Files. | 15 |
| IV | Networking : Concept, Basic elements of a Communication System, Data transmission media, Topologies, LAN, MAN, WAN, Internet | 15 |



| Module | Content | Teaching Hrs. |
|--------|---|---------------|
| 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. | 15 |
| 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(). | 15 |
| 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 |
| 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 | <ol style="list-style-type: none"> 1. Microsoft Office 2010 Bible- WILEY. 2. Microsoft Office-Word 2007 inside out Microsoft Press Publication. 3. Microsoft Office-Excel 2007 inside out Microsoft Press Publication. 4. Step by step 2007 Microsoft Office system by Curtis Frye, Joyce Cox, Steve Lambert. 5. Microsoft Office-Power Point 2007 Plian and simple- Nancy Muir. 6. Microsoft Office 2000 by Vipra Computers, Vipra Printers Pvt. Ltd. |
|---|-----------------|--|

| Course Outcomes | |
|-----------------|--|
| 1 | Understanding the concept of input and output devices of computer. |
| 2 | Learn basic word processing, spreadsheet and presentation graphic software skills. |
| 3 | Study to use internet safely, legally and responsibly . |
| 4 | Understand an operating system and its working and solve common problems relating to operating system. |



BCA-I Sem-II
(With effect from July-2018)
Programming in C Paper –II

| | | | |
|--------------------------|---|----------------|-------------------|
| Semester | II | Total credit | 4 |
| Course code | Core Course –CCBCA 1399 B | Credit pattern | L-60, T -100,P-00 |
| Course title | Programming in C Paper –II | | |
| Course objectives | | | |
| 1 | To understand the different techniques used in C programming. | | |
| 2 | To know program write skills using advance C concepts. | | |

| Module | Content | Teaching Hrs. |
|--------|---|---------------|
| 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. | 15 |
| 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(). | 15 |
| 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 |
| 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 |

| Learning Recourses | | |
|--------------------|-----------------|---|
| 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 |

| Course Outcomes | |
|-----------------|---|
| 1 | After the successful completion of the course the student understand the techniques used in programming and implement it. |
| 2 | To know program writing skills using advance C concepts. |
| 3 | To understand different techniques used in C program. |
| 4 | To implement the concepts of file handling |



BCA-I Sem-II
(With effect from July-2018)
Bank Management

| | | | |
|--------------|-----------------------------------|----------------|-------------------|
| Semester | II | Total credit | 4 |
| Course code | Core Course – CCBCA 1400 B | Credit pattern | L-60, T -100,P-00 |
| Course title | Bank Management | | |

| Course objectives | |
|-------------------|---|
| 1 | To apply key concepts of value based bank management like deposit and loan pricing. |
| 2 | To understand key concepts of Risk Management in Banking. |

| Module | Content | Teaching Hrs. |
|--------|--|---------------|
| 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 |
| 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, Reverse Repo, CRR Policy, RIB Selection | 15 |
| 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. | 15 |
| 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 |

| Learning Recourses | | |
|--------------------|-----------------|---|
| 1 | Reference Books | <ol style="list-style-type: none"> 1. Management of Indian Financial Institutions- R.M.Srivastawa. 2. Commercial Bank Management- Edward w.Reed 3. The Management of Bank funds- Roland I Robinsion 4. Development Banking- Issues and options-Vasant Desai 5. Modern Banking of India- O.P. Agarwal 6. Banking principles and operation-M.N.Gopinath 7. G.S. Panda-' Principles and Practices of Insurance' Kalyani Publishers Ludhiana 8. M. Aribkhan -'Theory and practice of Insurance' Educational Book House, Aligarh |



| Course Outcomes | |
|-----------------|--|
| 1 | Develop & understand the nature and purpose of financial statements in relation to decision making. |
| 2 | Analyze the ability to use basic accounting system to create the data needed to solve a various problems of banking. |
| 3 | Understand various banking concepts. |
| 4 | Examine the procedures of Online Banking. |

BCA-I Sem-II
(With effect from July-2018)
Financial Accounting with Tally

| | | | |
|--------------|--|----------------|-------------------|
| Semester | II | Total credit | 4 |
| Course code | Core Course – CCBCA 1401 B | Credit pattern | L-60, T -100,P-00 |
| Course title | Financial Accounting with Tally | | |

| Course objectives | |
|-------------------|--|
| 1 | To helps students to work with well-known accounting software i.e. Tally |
| 2 | To create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement |

| Module | Content | Teaching Hrs. |
|--------|---|---------------|
| 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 |
| 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 |
| 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 |
| IV | Reports- Profit and Loss A/C, Balance Sheet, . Statutory Master, CST Reports, TDS Repots, TCS Reports, Inventory Report, Day Book. | 15 |

| Learning Recourses | | |
|--------------------|-----------------|---|
| 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. |



| Course Outcomes | |
|-----------------|--|
| 1 | To help students to work with well-known accounting software i.e. Tally |
| 2 | To create company, enter accounting voucher entries including advanced voucher entries, do reconcile bank statement. |
| 3 | After the successful completion of this course the students are ready with required skill for employability in the job market. |
| 4 | Understand financial statements. |

BCA-I Sem-II
(With effect from July-2018)
Marketing Management

| | | | |
|--------------|-----------------------------|----------------|-------------------|
| Semester | II | Total credit | 4 |
| Course code | Core Course – CCBCA 1402 B | Credit pattern | L-60, T -100,P-00 |
| Course title | Marketing Management | | |

| Course objectives | |
|-------------------|---|
| 1 | To understand the concepts of marketing management |
| 2 | To learn about marketing process for different types of products and services |
| 3 | To understand the marketing environment |

| Module | Content | Teaching Hrs. |
|--------|--|---------------|
| 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 |
| II | A) Marketing Mix: -- Elements in Micro & Macro 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 |
| 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 |
| 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. | 15 |



| Learning Resources | | |
|--------------------|-----------------|---|
| 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 |

| Course Outcomes | |
|-----------------|---|
| 1 | To understand the concepts of marketing management |
| 2 | To learn about marketing process for different types of products and services |
| 3 | To understand the marketing environment |
| 4 | To understand the concept of marketing mix in detail. |



BCA-I Sem-II
(With effect from July-2018)
Lab Course Based on software package & Tally

| | | | |
|--------------|---|----------------|-----------|
| Semester | II | Total credit | 2 |
| Course code | Core Course – CCLBCA 1403B | Credit pattern | L-30,P-50 |
| Course title | Lab Course Based on software package & Tally | | |

| No. | Content |
|---------------|---|
| 1. 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 |
| Tally | 6. Inserting Recorded Sound Effect Tally Different sections of Gateway of Tally, Creation, alteration and deletion of company, recording transactions, creation of ledgers and groups, creation of voucher types, creation of different reports using tally software. |

Course Outcomes

| | |
|---|--|
| 1 | Understanding the concept of input and output devices of computer. |
| 2 | Learn basic word processing, spreadsheet and presentation graphic software skills. |
| 3 | Study to use internet safely, legally and responsibly. |
| 4 | Understand an operating system and its working and solve common problems relating to operating system. |

BCA-I Sem-II
(With effect from July-2018)
Lab Course Based on C Programming part – II

| | | | |
|--------------|--|----------------|-----------|
| Semester | II | Total credit | 2 |
| Course code | Core Course – CCLBCA 1404B | Credit pattern | L-30,P-50 |
| Course title | Lab Course Based on C Programming part – II | | |



| No. | Content |
|-----|---|
| 1. | Programs based on user defined functions(covering categories of functions) |
| 2. | Programs based on recursion |
| 3. | Programs based on pointers(pointer arithmetic, pointer expressions) |
| 4. | Programs based on Structures(array of structures, array within structures and structure within structure) |
| 5. | Programs based on Unions |
| 6. | Programs based on File handling covering basic file operations |
| 7. | Programs based on File handling (single and multiple file handling). |

| Course Outcomes | |
|-----------------|---|
| 1 | Read, understand and trace the execution of programs written in C language. |
| 2 | Write the C code for a given algorithm. |
| 3 | Implement Programs with pointers and arrays, perform pointer arithmetic, and use the pre-processor. |
| 4 | Write programs that perform operations using derived data types. |



Course Outcome

After the successful completion of the course the student understand the problem solving techniques and basic terms used in programming and implement it.

Exam Pattern

| Sr. No. | Type | Particular | Marks | Total |
|--------------|----------|--------------|-------|------------|
| 1 | Internal | Assignment | 06 | 20 |
| | | Seminar | 08 | |
| | | Oral | 06 | |
| 2 | External | Theory paper | 80 | 80 |
| Total | | | | 100 |

Question Paper Pattern

Duration: 3 Hours Total Marks –80

- Instructions:** 1) Que.8 is compulsory
2) attempts any four Questions from Que. No.1 to Que. No.7.
3) Figures to the right indicate full marks.

| Que.. No. | Type of question | Marks |
|-----------|--------------------------------------|-------|
| 1 | Long answer question | 16 |
| 2 | Long answer question | 16 |
| 3 | Long answer question | 16 |
| 4 | Long answer question | 16 |
| 5 | Long answer question | 16 |
| 6 | Long answer question | 16 |
| 7 | Long answer question | 16 |
| 8 | Short notes on (Any two out of five) | 16 |



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