

RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce (Computer)

SCHEME

First Semester

Academic Session: 2022-23

S.No	Subject Code	Subject Name	Marks Distribution					Credits
			CAA (Continuous Assessment & Assignment)	Theory Marks	Practical Marks		Total Marks	
					Max	Min		
1	BCOM-101/M1T Major (Core)	Financial Accounting	40	60	-	-	100	06
2	BCOM-102/M2T (Minor)	Business Organizations & Communication	40	60	-	-	100	06
3	BCC GEC-103 Generic Elective	Data Processing Software	40	60	-	-	100	04
4	BCOM-104 (AEC)	Environmental Education	40	60	-	-	100	04
Grand Total			160	240	-	-	400	20

Note: The Student may opt for any one of the Generic elective Course.

CAA : Continuous Assessment & Assignment



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Course	Category	Subject	Subject Code
B.Com. (Computer)	Major	FINANCIAL ACCOUNTING	BCOM-101/M1T
Total Credit: 6		Max.Marks:100 (Internal:40+External:60)	

Outcomes:

- 1. Acquire conceptual knowledge of basics of accounting, process of accounting and able to identify the financial events that need to be recorded in the accounting books.**
- 2. Equip with the knowledge of accounting process for various methods of Depreciation and the preparation of final accounts in the books of a sole trader.**
- 3. Develop the skill of specific accounting for Branch and Departments.**
- 4. Describe the role of Royalty and Consignment accounting.**
- 5. Equip with the knowledge of accounting process regarding the winding up (dissolution) of partnership firm in different situations.**

Units	Topic	Duration (In Hours)	Marks
I	Accounts: Definition, Objectives, <i>Branches of Accounting</i> , Basic concepts and Principles of Double Entry System, Journal Entry, Ledger, Trial Balance, Introduction to Indian Accounting Standards	16	20
II	Final Accounts (With Adjustments) Accounting for Depreciation (As per Accounting Standard 6) <i>Straight Line Method, Written Down Value Method, Deprecation Fund Method, Annuity Method and Insurance Policy Method.</i>	20	20
III	Departmental Accounts Branch Accounts	18	20
IV	Royalty Accounts Consignment Accounts	18	20
V	Partnership Accounts: Dissolution of Partnership (excluding piecemeal Distribution) (With Insolvency) Amalgamation of Partnership Firms and conversion of partnership firm into joint stock company Computerized Accounting: Tally ERR <i>(Basics of tally ERP)</i>	18	20

***Note: Topic/ Topics in Bold Italic represent enhancements made by the college.**

Recommended Books:-

Name of the Book	Author/Authors Name	Publisher	Edition
Financial Accounting	Dr. Mahesh Agrawal	Ram Prasad & Sons	2020
Financial Accounting	S.M. Shukla & Grewal	S. Chand & Sons Delhi	2021
Introduction to Accountancy	S.N. Maheshwari	Vikas publication	2020
Financial Accounting	Dr. Ramesh Mangal	Satish Printers & Publishers	2020
Financial Accounting	S.M. Shukla	Sahitya Bhavan Publications, Agra	2021



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Course	Category	Subject	Subject Code
B.Com. (Computer)	MINOR	BUSINESS ORGANIZATION AND COMMUNICATION	BCOM-102/M2T
Total Credit: 6		Max.Marks:100 (Internal:40+External:60)	

Outcomes:

1. Establish a better understanding of the relationship between the Trade Industry and Commerce.
2. Distinguish and explain each form of business organization.
3. In-depth knowledge of company form of Business Organization.
4. Development of verbal and nonverbal communication skills to make students industry ready.
5. Enhanced understanding of Modern Communication Systems and their business utilities.

Units	Topic	Duration (In Hours)	Marks
I	INTRODUCTION: Trade, Industry and Commerce, Classification, Relationship between Trade, Industry ,and Commerce.BusinessOrganization- Concept,Characteristics,Importance,andObjective s.FunctionsofBusinessandSocialResponsibilityofa business, BusinessEthics , StepstoStartanEnterprise .	10	20
II	FORMSOFBUSINESSORGANIZATION: Business Organization- Classification-FactorsInfluencingtheChoiceofSuitableFormofOrgan ization.SoleProprietorshipandPartnership-Meaning, Definition, Characteristics,advantages,and disadvantages .Co-Operative Organization-Meaning,functions,andLimitationsofCo-operativesSocieties.	20	20
III	ORGANIZATIONOFCOMPANIES: Concepts, Meaning, Formation, Characteristics, Types of Companies , Significance of Private Company and Public Company. Multinational Companies (MNC) and their Challenges in India. COMMUNICATION: Definition,Nature,Importance,ObjectivesofCommun ication.Elementsofthecommunicationprocess.Barrier stoCommunication- LinguisticBarriers,PsychologicalBarriers,Interperson alBarriers,CulturalBarriers,PhysicalBarriers,Organiz ational Barriers.	15	20
IV	WRITTEN COMMUNICATION: Writing techniques and Guidelines. Letter writing-Basic Principles ,Purpose ,Types of business letters,Report writing, types of reports, Drafting of the report. OralCommunication:Speechesfordifferentoccasions,Gu idelinesforeffective listening, Job interviews, Type of information.	30	20
V	Modernformsofcommunication-E- mail,VideoConferencing,InternationalCommunicati onforGlobalBusiness.InformationTechnology: Forms of technology and its uses in modern communication systems. Role of social media in modern business.	15	20

***Note: Topic/ Topics in Bold Italic represent enhancements made by the college.**

Recommended Books:

Name of the Book	Author/Authors Name	Publisher	Edition
Business Communication	T.NChabra	Himalaya Publishing House, Mumbai	Latest Edition
Essentials of Business Communication	K.KSinha	V.KGlobal Publication	Fourth Revised Edition
Modern Business Organization	Gupta,C.B	New Delhi: Mayur Paperbacks	2011
Business Organization and Management	V.S.P.Rao	Himalaya Publishing House ,Mumbai	First Edition,2012
Business Organization and Communication	Dr.ShaizalBatra Dr.DeepakSingh	Thakur Publication Pvt.Ltd., Lucknow	2022
An Introduction to Business Organization and management	Himanshu ShrivastavaMohitBahal	KitabMahal, New Delhi	2022
Business Organisation and Management	RKSharmaShashiK.Gupta	Kalyani Publication ,New Delhi	4 th Edition, 2015



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First Semester

Course	Category	Subject	Subject Code
Bachelor of Commerce (Computer)	GEC	Data processing Software	BCC GEC-103
TotalCredit:4		Max.Marks:100 (Internal:40+External:60)	

CourseOutcomes:

1. To understand the basic concept of various Applications of software.
2. To gain knowledge of MS Word, Excel, Access and Power point.
3. To apply acquired knowledge in office automation tasks.
4. To study various methods of formatting of documentation and use of spread sheets.
5. To develop and enhance presentation skills using power point.

Units	Topic	Duration (In Hours)	Marks
I	MS Windows: Introduction to Ms Windows; Features of Windows; Various version of Windows & their use; Working with Windows; My Computer & recycle bin; Desktop, Icons and Windows Explorer; Screen description & Working styles of Windows; Dialog Boxes & Toolbars; Working with Files & Folders; Shortcuts & Auto starts; Accessories and Windows setting using control Panel; Start button & Program List; Installing new Hardware's & Software's.	12	20
II	Basic of MS Word: Creating Word Documents; The word Window, Entering Texts. Editing Document texts; Selecting Texts, Copying and moving Texts. Applying Text Enhancements; Applying fonts and fonts Styles in Word, Highlighting Text for Distinctive Look. Aligning and Formatting; Aligning Text using identification options, setting line spacing Options using Tabs. Cresting Lists, Number and symbols; Numbering and Bullets, Creating Special Characters, Replacing and checking Text; Creating and Applying Frequently used Texts, Finding and Replacing Texts, More about spelling and grammar using the thesaurus command, Getting Print using Print Preview, Changing Page orientation and paper size, Aligning Text Vertically, Setting Margins, Printing Options. Advanced Formatting Techniques in Word: Formatting Pages; Formatting Sections, Creating and Modifying Page Numbers, Creating Headers and Footers, Taking Care of Loose Ends, Working with Columns; Working with Newspaper Columns , Revising Columns structure. Constructing High- Quality Tables; Creating and Revising Tables, Modifying Table structure, Formatting	12	20

	Table, Creating Outlines in Word using Templates, Use of Mail Merge in Microsoft Word.		
III	MS Access: Concepts & terms : database tables, relational database, records, fields, controls & objects, queries, forms, reports, properties, wizards, macros, MS Access requirements, Starting & quitting MS Access, MS Access Workspace, tool & views. Creating database & tables with & without wizard, field name, data types & Properties, adding & deleting fields, renaming fields & their caption, resizing fields, freezing columns, primary key field & indexing fields. MS Access Form; Form Wizard, saving & Modifying forms, Entering & editing data, finding, sorting & displaying data, creating queries, Using select queries and wild cards. MS Reports: Creating Reports, Previewing reports, Printing reports, Modifying & saving reports. Relational Databases: definition, purpose, creation, viewing, deleting. Expressions, Create Pivot Table or Pivot Chart Views in an Access desktop database.	12	20
IV	Creating Excel Worksheets: Entering and Editing Cell Entries: Excel Application window, Workbooks and Worksheets, Moving the Cell Pointer, Entering Text and Numbers, Revising Text and Numbers. Working with Numbers; Creating Formulae, Formatting numbers. Changing worksheet Layout; Adjusting column width and Row Height, Inserting and Deleting Rows and Columns, Inserting and Deleting Cells, Moving and Copying Cell Contents, Naming Worksheets, Selecting Worksheets, Copying and Moving Worksheets, inserting and deleting Worksheets, other Formatting Options; Aligning Text, Border and colour. Printing in Excel; Print preview, Changing Page setup, Checking Worksheet Spelling. Advanced Techniques in Excel Using Functions and references: Use of functions, Entering Functions, Relative and Absolute Cell References. Create Named ranges, Creating Easy- to-understand Charts; Pie Charts, Series Charts, Creating Charts, Moving , Sizing and printing Chart Objects. Editing and Formatting Chart; Adding a Data series, Deleting a Data series, Modifying and	12	20

	Formatting Charts. Macros. Creation of Pivot table to analyse worksheet data.		
V	Pricedeterminationunderperfect competitionandequilibriumofthefirm,monopolypriceandou tputdetermination andmonopolycontrol,pricedeterminationundermonopoly,i mperfectandmonopolisticcompetition- pricedetermination. Creating a Basic Presentation, Building Presentations, Modifying Visual Elements, Formatting and Checking Text, Adding Objects, Applying Transitions, Animation Effects and Linking, Preparing handouts.	12	20

Name of the Book	Author/Authors Name	Publisher	Edition
Microsoft office 97	K Will Train,GiniCourter,Annette MarquisennedyJohn	BPB Publication.	1998
Microsoft office 2000	Gini Courter & Annette Marquis	BPB Publication.	2000
Microsoft office 2000 for Everyone	Saxena Sanjay	s Chand	2000
Writer's Guide to Microsoft	Kari Holloway	-	Latest Edition
Access 2016 Bible	Michael Alexander, Richard Kusleika	-	2016
Excel 2019	Greg Harvey	-	2019
Microsoft PowerPoint Made Easy	Chris Smith	-	Latest Edition



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Course	Category	Subject	Subject Code
Bachelor of Commerce (Computer)	AECC	ENVIRONMENTAL EDUCATION	BCOM-104 (AEC)
TotalCredit:4		Max.Marks:100 (Internal:40+ External:60)	

Course Outcomes:

1. To understand the various aspect soft the life forms, ecological processes, and the impact on them by the human during anthropogenic era.
2. To build capabilities to identify relevant environmental issues, analyze the various underlying causes, evaluate the practices and policies, and develop framework to make informed decisions.
3. To develop empathy for all the life forms, awareness and responsibility towards environmental protection and nature preservation.
4. To develop the critical thinking for the shaping strategies such as scientific, social economical, administrative & legal environmental protection, conservation of biodiversity, environmental equity and sustainable development.
5. To prepare for the competitive exams.

Units	Topic	Duration (In Hours)	Marks
I	Environmental and Natural Resources: Multidisciplinary nature Scope and importance of Environment. Component of Environment: Atmosphere,Hydrosphere ,Lithosphere and Biosphere. Brief account of Natural Resources and associated problems: Land Resources ,Water Resources and Energy Recourses. Concept of Sustainability and Sustainable Development	12	20
II	Biome, Ecosystems and Biodiversity: Major Biomes: Tropical, Temperate, Forest, Grassland, Desert, Tundra, Wetland, Estuarine and Marines. Ecosystems: Structure Function and types their Preservation& Restoration Biodiversity and its conservation practices.	12	20
III	Environmental Pollution: Types (Air, Water, Soil, Noise, Marine, Thermal, Nuclear) Control Measure, Management and Associated Problems.	12	20
IV	Management and Social Issues-I Environmental Law and Legislations :Protection and Conversation Acts. Air (Prevention and Control of Pollution) Act Water (Prevention	12	20

	and control of Pollution) Act Wildlife Protection Act Forest Conservation Act		
V	Management and Social Issues-II International Agreement & Programmer. Environmental movements, Communication and public awareness programme. National and International Organizational related to Environment Conservation and Monitoring. Role of Information Technology in Environment and Human Health.	12	20

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Recommended Books:-

Name of the Book	Author/Authors Name	Publisher	Edition
Ecology; Environmental Science and Conservation	Singh;J.S., SinghS.P .and Guota,SR;	S.Chand Publishing, New Delhi,(2018)	2018
Environmental Law and Policy in India :Cases, Material & Status	Divan,S. and Rosencranz ,A.	Oxford University Press, India	(2002) 2°dEdition
A Textbook of Environmental Studies.	Asthana K Asthana Meera	S.Chand Publishing, New Delhi.	(2007)
Fundamentals of Ecology	Odum, E.P	Philadelphia Saundres	1971
Perceptive in Environmental Studies	Kaushik, Anubha, Kaushik. C.P	New Age International Publishers	2018 6thEdition