



RKDF UNIVERSITY, BHOPAL

Bachelor of Commerce

SCHEME

Second 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-201/M1T Major (Core)	Business Regulatory Framework	40	60	-	-	100	06
2	BCOM-202/M2T (Minor)	Business Mathematics	40	60	-	-	100	06
3	BCC GEC-203 Generic Elective	Desktop Publishing	40	60	-	-	100	04
4	BCOM-204 (AEC)	English Language	40	60	-	-	100	04
Grand Total			160	240	-	-	400	20

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



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Course	Category	Subject	Subject Code
B.Com	Major	BUSINESS REGULATORY FRAMEWORK	BCOM-201/MI1
Total Credit: 6		Max.Marks:100 (Internal:40+External:60)	

Outcomes:

1. Examine various aspects of entering a contract and implications of different types of contracts.
2. To Differentiate between contract of Indemnity and guarantee, contract of Bailment and pledge.
3. To understand the concept of negotiable instruments and their essential of validity.
4. Describe the significant provision of the consumer Protection Act to protect the interest of the consumers. Explain the law governing regulation and management of foreign exchange under FEMA.
5. Discuss the laws governing partnership and legal consequences of their transactions and other action in relation with the partnership and examine contractual obligations and provisions governing limited liability partnership.

Unit	Topics	Duration (In Hours)	Marks
I	Historical Background of Business Laws in India, Indian Contract Act 1872-General Laws भारत में व्यावसायिक सन्धियों की ऐतिहासिक पृष्ठभूमि, भारतीय अनुबंध अधिनियम 1872-सामान्य उपबंध	26	20
II	Contract Relating to Indemnity and Guarantee हानि रक्षा एवं प्रतिभूति अनुबंध (धारा 124 से 147 तक)	10	20
III	Negotiable Instrument act 1881- General Introduction, Negotiable Instrument (amendment) Act 2002 पराक्राम्य विलेख अधिनियम 1881 का सामान्य परिचय तथा संशोधित पराक्राम्य विलेख (संशोधन), अधिनियम 2002 का परिचय	18	20
IV	General Introduction of Consumer Protection Act 1986 and 2018, FEMA (Foreign Exchange Management Act). उपभोक्ता संरक्षण अधिनियम, 1986 का सामान्य परिचय एवं उपभोक्ता संरक्षण अधिनियम, 2018 का परिचय एवं वर्णन फेमा	18	20
V	Indian Partnership Act 1932- General Introduction. Limited Liability Partnership act 2008. भारतीय साझेदारी अधिनियम, 1932, सीमित देयता साझेदारी अधिनियम, 2008	18	20

Recommended Reference Books:

Name of the Book	Author/Authors Name	Publisher	Edition
Business Regulatory Framework	Dr. G.K. Varshney	Sahitya Bhawan Publication	2021
Elements of Business Law	N.D. Kapoor	Sultan Chand	2019
Business Regulatory Framework	Tejpal Sheth	Pearson	2012
Business Law	P.C. Tulsian Bharat Tulsian	McGraw Hill	2018
Business Law	Dr. R.L. Nolakha	Ramesh Book Depot	2017
Business Regulatory Framework	Dr. Jyoti Mathur and Dr. Vinay Kumar Verma	Thakur Publication Pvt. Ltd.	2022



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Course	Category	Subject	Subject Code
B.Com	Minor	BUSINESS MATHEMATICS	BCOM-202/M2T
Total Credit: 6		Max.Marks:100 (Internal:40+External:60)	

Outcomes:

1. To apply basic terms of integration in solving practical problems in the field of business.
2. Connect acquired knowledge and skills with practical problems in economic practice.
3. To explain basic methods of Business calculus, types and methods of interest account and their basic applications in practice.
4. To solve problems in the area of business calculus, types and methods of interest account and their basic applications in practice.
5. To discuss effects of various types and methods of interest account.

Unit	Topics	Duration (In Hours)	Marks
I	Brief History of Vedic Mathematics in Indian Knowledge tradition, methods and practice of quick calculation of addition, multiplication, division, square and square root of numbers, method of quick verification of answers from Digit Sum. भारतीय ज्ञान परम्परा में वैदिक गणित का संक्षिप्त इतिहास वैदिक गणित के माध्यम से, संख्याओं के जोड़, गुणवर्ग एवं वर्गमूल की त्वरित गणना की विधियाँ एवं भाग, अभ्यास, योगांक से उत्तर के त्वरित सत्यापन की विधि	18	20
II	Rules for sign in algebra and practice, Rules for Calculation(BODMAS) and practice, simultaneous Equations- Meaning, Characteristics, types, Calculations(with word problems). बीजगणित में चिन्हों संबंधी नियम एवं अभ्यास, गणना संबंधी नियम एवं अभ्यु BODMAS युगपत समीकरण : अर्थ विशेषताएं प्रकार एवं गणनाएं हैं इबारती प्रश्न सहित	18	20
III	Theory of Indices(preliminary Knowledge only formulae). घातांक के सिद्धांत (प्रारंभिक ज्ञान), लघुगणक एवं प्रतिलघुगणक सिद्धांत एवं गणनाएं, प्रतिशत	18	20
IV	Ratio, Proportion, Percentage, Discount, Brokerage. अनुपात, समानुपात, अपहार बट, दलाली	18	20
V	Commission, Average, Profit and Loss, Simple Interest and Compound Interest कमीशन, औसत, लाभ एवं हानि, साधारण ब्याज, चक्रवृद्धि ब्याज	18	20

Recommended Reference Books.

Name of the Book	Author/Authors Name	Publisher	Edition
Business Mathematics	Dr. Abhilasha Magar	Himalaya Publication Mumbai	2021
Business Mathematics	Sacheti & Kapoor	Sultan Chand and Sons New Delhi	2020
Business Mathematics	JK Sharma	JK International Pvt. Ltd. New Delhi	2021
Business Mathematics	Kumar Mrityunjay	Sultan Chand and Sons New Delhi	2020
Business Mathematics	Dr. Mahesh Agrawal	Ramprasad and sons	2021
Maths Sutra	Gaurav Tekriwal	Penguin Books Gudgao	2021



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Second Semester

Course	Category	Subject	Subject Code
B.Com	Generic Elective	Desktop Publishing (DTP)	BCC GEC -203
Total Credit: 4		Max.Marks:100 (Internal:40+External:60)	

Outcomes:

After studying this course the student will be able to :

- Understand basics of computer and its related terminology.
- Write , Edit & Print documents using MS-WORD & EXCEL .
- Understand various software used for Desktop Publishing and would be able to create and design documents with text and graphics like newspaper ad , wedding cards, visiting cards, greeting cards etc.
- Using PageMaker, CorelDraw & Photoshop. Understanding colour concept in Printing.

Unit	Topics	Duration (In Hours)	Marks
I	Computer Fundamentals –Generations of Computer , Advantage and Disadvantage of Computer, Block Diagram of a Computer, Description of Different Parts of a Computer. Formatting a given File by using undo/redo, repeat ,cut, copy, paste, delete, duplicate and clone utilities.	12	20
II	System Software and Application Software MS office Introduction to MS Office , Word Processing Software ,Electronic Spreadsheet, MS Paint. Formatting and Editing a document, Saving and Printing a given document.	12	20
III	PageMaker Introduction to various versions, concepts and applications of Page Maker Guides and rulers .Drawing tools. fill and outlines. Creating and Opening a document in page maker. Insertion of text and graphics in a given document from external source.	12	20
IV	Photo Shop – History and Introduction, the file menu, the tools , Drawing lines and shapes .Photo editing/inserting starting with Setting Up ,introduction of Layers, Understanding Design principles and color theory.	12	20
V	Coral Draw – Drawing - lines, shapes. Inserting pictures, objects, tables, templates, Use of various tools such as Pick tools, Zoom tools ,Free hand tool, square tool, rectangle tool, Text tool, fill tool etc. Adding various symbols to Drawing and creating pattern, Use of mode edit tools i.e.to line to curve,to stretch and rotate.	12	20

Recommended Reference Books.

Suggested Readings:

- 1.Desk Top Publishing From A to Z by Bill Grout and Osborne, McGraw Hill
- 2.DTP (Desk Top Publishing) for PC user by Houghton; Galgotia Publishing House Pvt. Ltd, Daryaganj, New Delhi.
3. ADOBE PAGEMAKER 6.5-Shashank Jain & Satish Jain - First Edition 2001, BPB Publications.
- 4.DESKTOP PUBLISHING ON PC-M.C. Sharma, BPB Publications
5. Corel draw the Official Guide By Gray David Bouton, Corel Press.
6. The complete Reference Getting Started with Page Maker, McGraw-Hills
7. Adobe Photoshop CS2 Classroom In A Book (2020), Adobe Press.
8. Computers Today S.K.Basandra, Galgotia Publications,.

Suggested equivalent online courses:

http://www.nptelvideos.com/adobe/adobe_photoshop_tutorials.php

https://onlinecourses.swayam2.ac.in/cec20_es05/preview



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Course	Category	Subject	Subject Code
B.Com	AEC	English Language	BCOM-204 (AEC)
Total Credit: 4		Max.Marks:100 (Internal:40+External:60)	

Outcomes:

1. Prepare for various competitive exams by developing their English language competence
2. Promote their comprehension skills by being exposed to a variety of texts and their interpretations.
3. Build and enhance their vocabulary.
4. Develop their communication skills by strengthening grammar and usages.
5. Inculcate values which make them aware of national heritage and environmental issues, making them responsible citizens.

Unit	Topics	Duration (In Hours)	Marks
I	Reading, Writing and Interpretation Skills : 1. Where The Mind is without fear – Rabindranath Tagore (Key Word: Patriotism) 2. National Education – M.K. Gandhi (Key Word : Edification) 3. The Axe – R.K. Narayan (Key Word : Environment) 4. Preface to the Mahabharata C. Rajagopalachari [Key Word : Indian Mythology)	5	20
II	Paragraph Writing, Letter writing (both formal, informal letters)	5	20
III	Comprehension Skill: Unseen Passage Followed by Multiple choice questions, Adequate Practice of Reading English text book in classroom for proper pronunciation.	5	20
IV	Basic Language Skills : Vocabulary Building : Suffix , Prefix, Synonyms , Antonyms, Homophones, Homonyms and One- word substitution.	5	20
V	Basic Grammar : Noun, Pronoun, Adjective, Verb, Adverb, Prepositions, Articles, Time and Tense, Sentence, Modal verbs, stress and Intonation, Narration.	5	20

Recommended Reference Books.

Name of the Book	Author/Authors Name	Publisher
Essential English Grammar	Raymond Murphy	Cambridge University Press
Practical English Grammar Exercises	A.J. Thomson & A.V. Martinet	Oxford India
Practical English Usage	Michael Swan	Oxford
English Grammar in Use	Raymond Murphy	Cambridge University Press