

FM/CD/01

Rev : 00

Teaching Plan  
Academic Year 2015-2016

Class : B.Com (E-Commerce)

Semester:- I

Subject: COMMUNICATION SKILLS

Paper No: I

Periods per weeks: Th. 4 Pract. \_\_\_\_\_

Test (Date): \_\_\_\_\_

Weeks(Total): 15

Tutorial (Date): \_\_\_\_\_

WEEKS	TOPICS TO BE COVERED
1	<b>Unit I:-</b> Concepts & Fundamentals Meaning, importance, scope , process of communication, models and theories
2	<b>Unit I:-</b> Essentials of good communication, Seven C's, Channels of Communication
3	<b>Unit I:-</b> Types and barriers of communication <span style="float: right;">(MCQ TEST)</span>
4	<b>Unit II:-</b> Written Communication Meaning, objectives, media, merits & demerits of written communication
5	<b>Unit II:-</b> Letter writing: Business letters, office memorandum, Good news, bad news, persuasive letters, sales letters, layout
6	<b>Unit II:</b> Report writing: meaning, types of reports, format of reports, drafting
7	<b>Unit II:-</b> Essentials of good report writing, Language skills <span style="float: right;">(MCQ TEST)</span>
8	<b>Unit III:-</b> Oral Communication Meaning, principles, media, advantages, disadvantages, styles <span style="float: right;">(TEST &amp; TUT)</span>
9	<b>Unit III:-</b> Interviews: Meaning, purpose, art of interviewing, types, styles, structure, guidelines
10	<b>Unit III:-</b> Meetings: Defn., kinds, advantages, disadvantages, committees, planning organization of meetings
11	<b>Unit III:-</b> Job application: types, form, content, drafting of application, preparation of resume
12	<b>Unit III:-</b> Project presentations: Advantages, disadvantages, executive summary, charts, guidelines, electronic media Listening: meaning, nature, importance, principles, barriers. <span style="float: right;">(MCQ TEST)</span>
13	<b>Unit IV:-</b> Business negotiation Definition, factors influencing, skills needed, process of negotiation. <span style="float: right;">(MCQ TEST)</span>
14	<b>Unit V:-</b> Communication in new millennium Use of technology, Fax, Email, Electronic meeting, conferencing, chat, Internet, telephony, advantages and disadvantages. <span style="float: right;">(MCQ TEST)</span>
15	Revision

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TEACHING PLAN  
ACADEMIC YEAR 2015-2016

Class : B.COM(E.COM)

Semester: I

Subject : FINANCIAL ACCOUTANCY-I

Paper no: IV

Periods per weeks: Th. 4 Pract. \_\_\_\_\_

Test (Date): \_\_\_\_\_

Weeks (Total): 15

Tutorial (Date): \_\_\_\_\_

Week	Topic to be covered
1	<b>Unit I:</b> Double Entry Accounting System Introduction and concept
2	<b>Unit I:</b> Advantages and disadvantages (MCQ TEST)
3	<b>Unit II:</b> Accounting Cycle – concept and meaning, Types of Account
4	<b>Unit II:</b> Journalizing Rules, simple problems of journal (MCQ TEST)
5	<b>Unit III:</b> Ledger, Trial Balance, Subsidiary Books,
6	<b>Unit III:</b> Trading ,Profit and Loss Account and Balance Sheet- meaning, concept
7	<b>Unit III:</b> Trading, Profit and Loss Account and Balance Sheet. Simple numerical problems (TEST & TUT)
8	<b>Unit III:</b> Trading, Profit and Loss Account and Balance Sheet. (Numerical problems with adjustment)
9	<b>Unit III:</b> Partnership Account: Meaning and concept
10	<b>Unit III:</b> Preparation of Partnership Final Accounts (simple problems) (MCQ TEST)
11	<b>Unit IV:</b> Preparation of Partnership Final Accounts.(numerical problems)
12	<b>Unit IV:</b> Depreciation, Introduction, meaning and definition
13	<b>Unit IV:</b> Methods of Depreciation 1. Fixed Installment Method( Simple Problems)
14	<b>Unit IV:</b> 2. Reducing Balance Method (simple problems) (MCQ TEST)
15	<b>REVISION</b>

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TEACHING PLAN  
ACADEMIC YEAR 2015-2016

CLASS: B.Com (E-Com)  
SUBJECT: ICT FOUNDATION  
PERIODS PER WEEK: Th.4 Pr. \_\_  
WEEKS: 15

Semester: I  
Paper No: II  
TEST(date): \_\_\_\_\_  
TUTORIAL(date): \_\_\_\_\_

WEEKS	TOPICS TO BE COVERED
1	<b>UNIT-I:</b> Definition of Computer, Block Diagram of Computer, Generation of Computer, Classification of Computer.
2	<b>UNIT-I:</b> Distributed computer System, parallel Computer, Computer Input, Output units, Computer memory .
3	<b>UNIT-I:</b> Memory Cell, Memory Organization, Read only Memory, Serial access Memory, Physical Device used to construct Memory.
4	<b>Unit I:</b> Magnetic Hard Disk, Floppy Disk Drive, Compact Disk Read Only Memory, magnetic Tape, Pen Drive. <b>(MCQ TEST)</b>
5	<b>Unit II:</b> Low Level, High Level Languages, Compiler, Interpreter, Linker.
6	<b>Unit II:</b> Algorithm, Flow Charts, Decision Tables, Pseudo Code.
7	<b>Unit II:</b> Software Concept:- Application Software, System Software Packages. <b>(MCQ TEST)</b>
8	<b>Unit III:</b> Operating System Concept, Different types of Operating system, Structure of Operating System. <b>( TEST &amp; TUT)</b>
9	<b>Unit III:</b> Working with windows, windows XP/NT/98, Data Processing.
10	<b>Unit III:</b> Word Processing with Computers, Document Creation in MS-WORD, Formatting, Mail Merge.
11	<b>UNIT III:-</b> Table handling, Spread Sheet in excel, Formulae, Function. <b>(MCQ TEST)</b>
12	Practical on DOS command.
13	Creation of WORD Document in MS-WORD.
14	Practical on MS-EXCEL
15	REVISION

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**TEACHING PLAN**  
**ACADEMIC YEAR 2015-2016**

**Class : B.Com (E-Commerce)**  
**Subject: Internet & WWW**  
**Periods per weeks: Th. 4 Pract. \_\_\_\_\_**  
**Weeks(Total): 15**

**Semester:- I**  
**Paper No: V**  
**Test (Date): \_\_\_\_\_**  
**Tutorial (Date): \_\_\_\_\_**

<b>WEEKS</b>	<b>TOPICS TO BE COVERED</b>
1	<b>Unit I:-</b> Basic elements of Communication System, Data Transmission Modes, Data Transmission Speed.
2	<b>Unit I:-</b> Data Transmission Media, Digital And Analog Transmission, Network Topologies and types of Network.
3	<b>Unit I:-</b> Local Area Network, Wide Area Network, Metropolitan Area Network.
4	<b>Unit I:-</b> OSI Model and Transmission Control Protocol/Internet Protocol Model. <b>(MCQ TEST)</b>
5	<b>Unit II:-</b> Internet: History and Development of Internet, Use of Internet.
6	<b>Unit II:</b> Network, Client & Servers, Host & Terminals, TCP/IP
7	<b>Unit II:-</b> World Wide Web, Hypertext, Uniform Resource Locator, Web Browsers. <b>(TEST &amp; TUT)</b>
8	<b>Unit II:-</b> IP Address, Domain Name, Web Pages Organization, Email, Voice Mail. <b>(MCQ TEST)</b>
9	<b>Unit III:-</b> Internet Services Provider(ISP), Internet Security, Internet Requirement.
10	<b>Unit III:-</b> Modem, ISDN, ADSL, Broad Band and Dial Up Connection.
11	<b>Unit III:-</b> Web Search Engines, Optimizing the search.
12	<b>Unit III:-</b> Net Surfing, Internet Services, Introduction to Intranet. <b>(MCQ TEST)</b>
13	<b>Unit IV:-</b> Internet Protocols, Web Based Client /Server, Internet Security.
14	<b>Unit IV:-</b> Selling on he Web, Chatting on the Web, Multimedia Delivery, Web visits, Internet Governance Introduction. <b>(MCQ TEST)</b>
15	<b>Practical:-</b> Practical based on Internet Surfing, Browsing and Exploring the Internet Services.

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TEACHING PLAN  
ACADEMIC YEAR 2015-2016

Class : B.COM (ECOM)  
Subject : STATISTICS FUNDAMENTALS  
Periods per weeks: Th. 4 Pract. \_\_\_\_\_  
Weeks (Total): 15

Semester: I  
Paper no: VI  
Test (Date): \_\_\_\_\_  
Tutorial (Date): \_\_\_\_\_

Week	Topic to be covered
1	<b>Unit I:</b> Introduction of statistics, origin & growth of statistics, definitions of statistics
2	<b>Unit I:</b> Functions, scope, advantages and disadvantages of statistics (MCQ TEST)
3	<b>Unit II:</b> Organising of statistical survey, planning survey, scope of survey techniques.
4	<b>Unit II:</b> Data collection, primary data and secondary data, methods of collection of primary data, methods of collecting secondary data. (MCQ TEST)
5	<b>Unit III:</b> Sampling: Meaning, objectives, sample design meaning and its types.
6	<b>Unit III:</b> Meaning of classification, definitions of classification, methods of classification of data.
7	<b>Unit III:</b> Tabulation of data: meaning, purpose, importance, types. (TUT & TEST-I)
8	<b>Unit III:</b> Measures of Central Tendency: Definition, objectives and characteristics, types of averages
9	<b>Unit III:</b> Types of series: individual series, discrete series and continuous series.
10	<b>Unit III:</b> Mean, Mode, Median, properties and its application, calculation of averages (MCQ TEST)
11	<b>Unit IV:</b> Measures of Dispersion Meaning, definitions, properties of dispersion, Range, Quartile Deviations.
12	<b>Unit IV:</b> Calculation of Mean deviation & Standard Deviation, co-efficient of S.D
13	<b>Unit IV:</b> Correlation analysis: meaning, definitions and use of correlation, types of correlation, positive and negative correlation.
14	<b>Unit IV:</b> Problems of Karl Pearson's coefficient of correlation. (MCQ TEST)
15	REVISION

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## Teaching Plan Academic Year 2015-2016

**Class:** B.COM (E-COMMERCE)

**Semester:** I

**Subject:** BUSINESS ECONOMICS

**Paper No:** III

**Periods per weeks:** Th. 4 Pract. \_\_\_\_

**Test (Date):** \_\_\_\_\_

**Weeks (Total):** 15

**Tutorial (Date):** \_\_\_\_\_

WEEKS	TOPICS TO BE COVERED
1	<b>UNIT-I:</b> Definition and scope of Business/Industrial Economics - Micro, Macro Economics - Significance of Economics.
2	<b>UNIT-I:</b> Definition and scope of Business/Industrial Economics - Micro, Macro Economics - Significance of Economics.
3	<b>UNIT-I:</b> Role in Business/Industrial decisions Economic Systems (MCQ TEST)
	<b>UNIT II:</b> Indifference Curve Analysis
5	<b>UNIT II:</b> Properties of Indifference Curves
6	<b>UNIT II:</b> Consumer equilibrium
7	<b>UNIT II:</b> Income effect (TEST & TUT)
8	<b>UNIT II:</b> Price effect and Substitution effect (MCQ TEST)
9	<b>UNIT III:</b> Production - Meaning
10	<b>UNIT III:</b> Laws of Returns (MCQ TEST)
11	<b>UNIT IV:</b> Economic Development:-Concept, of Economic Development
12	<b>UNIT IV:</b> Indicators of Economic Development
13	<b>UNIT IV:</b> Factors promoting Economic Development
14	<b>UNIT IV:</b> Obstacles in the Economic Development of under developed countries
15	<b>UNIT IV:</b> Features of under developed economy with reference to India (MCQ TEST) REVISION

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