



**MES Garware College of Commerce, Pune, India
(Autonomous)**

**Affiliated to
Savitribai Phule Pune University, Pune**

**Choice Based Credit System - CBCS
(2021 Pattern)
With effect from Academic Year 2021-22**

**Degree Programme of
Bachelor of Business Administration – International Business (BBA-IB)**

**Course Contents
Semester II**

Sr. No.	Course Code	Name of the Course (Paper / Subject)	Pg. No.
1	B1-21/101	Business Organizations and Systems	3
2	B3-21/202	Principles of Marketing	6
3	B3-21/203	Principles of Finance	9
4	B3-21/204	Fundamentals of Cost Accounting	11
5	B3-21/205	Business Statistics	15
6	B3-21/206	Business Economics (Macro)	18
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Course Contents

Course Code: B3-21/201	Subject/Course: Business Organizations and Systems	Marks: 100 Credits: 3
<p>Course Objectives:</p> <ol style="list-style-type: none"> 1. To understand concept and evolution of modern business. 2. To study various forms of business organizations. 3. To understand basic legal formalities to start a business enterprise. 4. To understand the application of domestic and international trade in business. 		
<p>Course Outcome:</p> <p>After completing the course, the student shall be able to</p> <p>CO1: Understand the concept of business, prerequisites for success in business and evolution of business as an economic entity.</p> <p>CO2: Understand the significance of different forms of business organizations their types, characteristics, merits and limitations.</p> <p>CO3: Know how to search business ideas, how to prepare business feasibility report, how to identify ideal business location and deciding optimal size for a new business unit, identification of capital sources for new business unit and basic documentation required for business enterprise.</p> <p>CO4: Understand how a retail trade works in business system, different forms of retail trade and their contribution in the economy and a brief introduction of international trade.</p>		

Unit	Unit Title	Contents	No. of Lectures
I	Nature and Evolution of Business	1.1 Concept of business and its characteristics 1.2 Objectives of business and prerequisites for success in business 1.3 Evolution and development of trade, commerce and industry 1.4 Recent Trends in Modern Business i.e. BPO, KPO, entrepreneur & homepreneur and online trading, digital marketing and payment methods	13

Unit	Unit Title	Contents	No. of Lectures
II	Forms of Business Organization	2.1 Forms of business organization 2.2 Meaning, characteristics, advantages and limitations of sole proprietorship, partnership firm, limited liability 2.3 partnership firms, private limited company, public limited company, virtual business organizations, boundary less organizations and one person company (OPC)	12
III	Setting up of a Business Enterprise	3.1 Identification of ideas and opportunities 3.2 Factors to be considered while setting up of business enterprise 3.3 Feasibility report of a business enterprise 3.4 Factors influencing size and location of a business enterprise 3.5 Licensing and basic legal formalities to start a new business enterprise	12
IV	Study of Domestic and Foreign Trade	4.1 Introduction to distribution channels and its levels 4.2 Concept of Domestic Trade- Wholesale trade and Retail trade 4.3 Concept of Foreign Trade- Export, Import and Entrepot 4.4 Export, Import and Entrepot Procedure	11
Total No of Teaching Lectures			48
Total No of Lectures for Evaluation			9

Suggested Readings:

Sr. No.	Title of Book	Author/s	Publication
1	Business Organization and Management	Vijay Kumar Kaul	Pearson
2	Business organization	Dr. Khushpat S. Jain	Himalaya Publishing House
3	Modern Business Organisation and Management – Systems Approach	S.A. Sherlekar, V.s. Sherlekar	Himalaya Publishing House
4	Business Organization	Rajendra P. Maheshwari, J.P. Mahajan	International Book House

Sr. No.	Title of Book	Author/s	Publication
5	Business Organisation and management	Neeruvashitha, namitaRajput	Kitab Mahal
6	New Course in Organization of Commerce	A.N. Rangparia, Chopde, Negwekar and 8 more	Sheth
7	Students' guide to Business Organisation	Dr. neeruVasishth	Taxmann
8	Business Organisation and Management	Jagdish Prakash	Kitab Mahal

Add-on-Courses

1. Recent trends in Business and Upcoming Opportunities.
2. Legal formalities to start a Business.
3. Certification in Import Export Procedure.

Suggested Web/E learning Resources:

Sr. No.	Topic	Lectures (Available on Youtube / Swayam / MOOCS etc)	Films	Journals / Articles / Case studies
1	Nature and evolution of business	1. https://www.youtube.com/watch?v=zD5H2yx0coA 2. https://www.youtube.com/watch?v=LNqT91Xpfdk 3. https://www.youtube.com/watch?v=dzPOgdkzZ0M		1. https://zenodo.org/record/2515158#.YTywQp0zbIU 2. https://www.scirp.org/pdf/TI_2017022014144485.pdf
2	Forms of Business Organization	1. https://www.youtube.com/watch?v=qfArD8LrxJM 2. https://www.youtube.com/watch?v=2BJEEAjs1hk 3. https://www.youtube.com/watch?v=4Qc9g-Gk4WY		1. http://ndl.iitkgp.ac.in/document/MDI5cHdNUUInd0lnZHNoQXlvOG5lQWFoaFFWdSt4R3lZR2NMchRkcjZTOD0
3	Setting up of a business enterprise	1. https://www.youtube.com/watch?v=BVTiqBwO0tE 2. https://www.youtube.com/watch?v=q3_1FyYN1Kc		1. https://www.scirp.org/pdf/CE20122600012_63232659.pdf
4	Study of Domestic and Foreign Trade	1. https://www.youtube.com/watch?v=glkK6Vh90nI 2. https://www.youtube.com/watch?v=-05OINLg_Q8		1. https://www.scirp.org/pdf/ME_2016051814380068.pdf

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Course Code: B3-21/202	Subject / Course : Principles of Marketing	Marks : 100 Credits: 3+1
Course Objectives :		
<ol style="list-style-type: none"> 1. To understand basic concepts of marketing, approaches of marketing, challenges and opportunities in marketing. 2. To study and understand the concept of marketing environment and market segmentations. 3. To study the concept and elements of marketing mix. 4. To understand various conventional marketing system like service marketing, rural marketing and new trends in the field of marketing. 		
Course Outcome :		
After completing the course, the student shall be able to		
CO1: Understand basic concept of marketing, various approaches of marketing and opportunities and challenges of marketing.		
CO2: Know about changing various factors which affects the marketing system, study the profiles of change in technology, economic policy and demography of Indian market, study the types of segmentation, and develop right understanding of profile of Indian market.		
CO3: Understand the marketing mix and significance of each element of marketing mix.		
CO4: Understand classification of marketing and recent trends in marketing.		

Unit	Unit Title	Contents	No of Lectures
I	Basic Concepts of Marketing	1.1 Basic marketing concepts, objectives, importance and functions of marketing. 1.2 Various approaches of marketing. 1.3 Challenges and opportunities in marketing.	08
II	Marketing Environment and Market Segmentation	2.1 Marketing Environment – meaning and importance. 2.2 Internal and external environment. 2.3 Domestic and international environment. 2.4 Political, social, economic and technological factors influencing marketing environment. 2.5 Market Segmentation-concepts, importance and types of segmentation.	15

Unit	Unit Title	Contents	No of Lectures
III	Elements of Marketing Mix	3.1 Marketing mix-Meaning, scope and importance, product mix-concept, product characteristics- intrinsic and extrinsic and Product Life Cycle (PLC). 3.2 Price mix-meaning, elements, importance, factors influencing pricing and pricing methods. 3.3 Place mix-meaning, importance, channels of distribution and intermediaries. 3.4 Promotion mix- meaning, definitions, importance and limitations. 3.5 People mix-meaning, concepts, elements, importance and limitations. 3.6 Process mix-meaning, importance and limitations. 3.7 Physical evidence- meaning, importance, components and limitations.	12
IV	Classification of Marketing and Recent Trends in Marketing.	4.1 Product marketing and Service marketing- features, importance and functions. 4.2 Rural marketing-meaning, features, its contribution to Indian economy, problems and measures to improve rural market. 4.3 Recent trends in Marketing- concept, features and importance. 4.3.1 Green Marketing 4.3.2 Digital Marketing 4.3.3 Viral Marketing 4.3.4 Social Media Marketing 4.4 Emerging concepts in marketing such as Memes Marketing, Surrogate Advertising etc.	12
Total No of Lectures for Teaching			48
Total No of Lectures for Evaluation			09
Total			57

Suggested Readings:

Sr. No.	Title of the Book	Author/s	Publication	Place
1.	Marketing Management	Philip Kotler & keven lane keller	Pearson India	South Asia
2.	Marketing Management	V. S. Ramaswamy, S. Namakumari	Macmillan	New Delhi.
3.	Marketing In India Text andcases	S. Neelamrgham	Vikas Publication	New Delhi
4.	Textbook of Marketing	Keith Blois	Oxford	New Delhi
5.	Marketing - Cases Insights	Paul Baines , Chris Fill , Kelly page Piyush K. Sinha	Oxford	New Delhi
6.	Foundational Of marketing	John Fahy& David Jobber	Tata McGraw Hill	New Delhi

E-learning Resources:

- Various videos available on internet relating to the marketing topics.
- E-Books available on the principles of marketing.

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Course Code : B3-21/203	Subject / Course : Principles of Finance	Marks: 100 Credits: 3
Course Objectives :		
<ol style="list-style-type: none"> 1. To Study & Understand the basic of finance 2. To Develop right understand regarding various sources of finances and their role and utility in business organizations 3. To Study & Understand the concept capital structure & its determinants 		
Course Outcome :		
After completing the Course, the student shall be able to:		
CO1: Understand the role and importance of finance in business.		
CO2 : Understand the need of different sources of finance and their applications		
CO3 : Understand the constituents of financially sound business units, causes & effects of under & Over Capitalisation.		
CO4 : Understand emerging trends in business finance		

Unit	Unit Title	Contents	No of Lectures
I	Basics of Finance	1.1 Definition – Nature and Scope of Finance Function, 1.2 Financial Management – Meaning – Approaches:- Traditional, Modern 1.3 Role of Manager	12
II	Sources of Finance	2.1 External: - Shares, Debentures, Public Deposits, Borrowing from banks: - Meaning, Types, Advantages and limitations of these sources, 2.2 Internal: - Reserves and Surplus, Bonus Shares Retained earnings.	12
III	Capital Structure	3.1 Meaning Criteria for determining Capital Structure. 3.2 Factors, Affecting Capital Structure, 3.3 Capitalization – Meaning, Over Capitalization and Under Capitalization – Meaning, Causes, Consequences, Remedies.	14

Unit	Unit Title	Contents	No of Lectures
IV	Recent Trends in Business Finance	4.1 Meaning & Applications of Mutual Fund, 4.2 Derivates, Leasing, Hedging etc. 4.3 Venture Capital	10
No. of Lectures			48 (48 Min)
Total No. of Lectures for Evaluation			09
Total No. of Lectures			57

Suggested Readings :

Sr. No.	Title of the Book	Author/s	Publication	Place
1.	Financial Management – Theory and Practice	Prasanna Chandra	Mcgraw Hill Education	New Delhi
2.	Financial Management	I.M Pandey	Vikas Publishing House Pvt. Ltd.	New Delhi
3.	Financial Management	Rajiv Shrivastava, Anil Mishra	Oxford- University Press	New Delhi
4.	Financial Management	P.V. Kulkarni, B.G. Satyaprasad	Himalaya Publishing House	Mumbai
5.	Fundamentals of Financial Management	James C. Van Horne, John M. Wachowicz	Prentice Hall of India Pvt.Ltd	New Delhi
6.	Financial Management Comprehensive Text Book with case studies	Ravi M Kishore	Taxmann's	New Delhi

Course Code : B3-21/204	Subject / Course : Fundamentals of Cost Accounting	Marks : 100 Credits: 3+1
Course Objectives :		
<ol style="list-style-type: none"> 1. To acquaint the students with basic concepts of Cost Accounting, the need and importance of Cost Accounting and Cost Accounting Standards 2. To enable the students to ascertain the cost by understanding the methods of classification of cost, types of cost and preparation of cost sheet 3. To develop the understanding and ability to classify the overheads and analyze the reasons of over and under absorption of Overheads 4. To equip the students with the knowledge of computation of cost of a job, process and contract. 		
Course Outcome :		
<p>After completing the course, the student shall be able to</p> <p>CO1: Understand the basic concepts of Cost Accounting and illustrate its significance in comparison with Financial Accounting</p> <p>CO2: Classify the costs, prepare the Cost sheet and ascertain the cost of a product</p> <p>CO3: Classify and apportion the overheads to Cost Centres and analyze the reasons for over and under absorption</p> <p>CO4: Apply different methods of Costing to compute the cost of a Job, Process and Contract.</p>		

Unit	Unit Title	Contents	No of Lectures
I	Introduction to Cost Accounting	1.1 Concept of Cost, Costing, Cost Accounting & Cost Accountancy 1.2 Origin and Development of Cost Accounting 1.3 Need and Importance of Cost Accounting 1.4 Distinction between Financial Accounting and Cost Accounting 1.5 Introduction to Cost Accounting Standards and its importance	12

Unit	Unit Title	Contents	No of Lectures
II	Ascertainment of Cost	2.1 Concept of Cost, Expense and loss 2.2 Concept of Cost Unit & Cost Centre 2.3 Elements of Cost-Material, Labour and Expenses 2.4 Classification of Cost as per CAS –I, Types of Cost 2.5 Preparation of Cost Sheet (Problems on preparation of cost sheet)	14
III	Overheads	3.1 Meaning, Classification of Overheads 3.2 Collection, Allocation, Apportionment and Reapportionment of Overheads, 3.3 Absorption of Overheads, Introduction to Methods of Absorption, Under and Over Absorption of Overheads - Concept & Reasons.	10
IV	Methods of Costing	4.1 Methods of costing 4.2 Preparation of Job Cost Sheet 4.3 Contract Costing – Concept of works certified and Uncertified, Escalation clause, Cost plus contract, Work in Progress, Profit on Incomplete Contract 4.4 Process Costing - Concept of Normal and Abnormal Loss/Gains, Concept of Joint Product, By Product (Problems on Job Costing & Process Costing, Contract Costing)	21

Suggested Readings :

Sr. No.	Title of the book	Author	Publication	Place
1.	Principles and Practice of Cost Accounting	N. K Prasad	Booksyndicate Private Ltd	Kolkata
2.	Cost Accounting-Methods & Problems	B.K. Bhar	Academic	New Delhi.
3.	Cost Accounting Theory and problems	S.N.Maheshwari and S.N.Mittal	Mahavir Book depot	New Delhi.

Sr. No.	Title of the book	Author	Publication	Place
4.	Cost Accounting	Dr.N.K.Agarwal	Suchitra Prakashan Pvt Ltd	
5.	Cost Accounting	Jawahar Lal, Seema Srivastava	Mcgraw Hill Education	New Delhi.
6.	Cost Accounting	V.K. Saxena & C.D. Vashist	Sultan Chand & Sons	Delhi
7.	Cost Accounting Principles and Practice	S.P Jain and K.L.Narang	Kalyani Publishers	Delhi

Suggested Web/E-Learning Resources :

Sr No	Topic	Lectures (Available on Youtube / Swayam / MOOCS etc)	Films	Journals / Articles / Case studies
1	Introduction to Cost Accounting	<ol style="list-style-type: none"> https://youtube.com/playlist?list=PL0zRYVm0a65f5nj6Vw0jusG92KjTCq_z5- http://eclm.unipune.ac.in/ https://www.coursera.org/projects/introduction-cost-accounting 		<ol style="list-style-type: none"> https://icmai.in/icmai/news/209.php www.globalcma.in
2	Ascertainment of Cost	<ol style="list-style-type: none"> https://youtube.com/playlist?list=PL0zRYVm0a65f5nj6Vw0jusG92KjTCq_z5 		
3	Overheads	<ol style="list-style-type: none"> https://youtu.be/N0QmvKPCzuA https://www.youtu 		

Sr No	Topic	Lectures (Available on Youtube / Swayam / MOOCS etc)	Films	Journals / Articles / Case studies
		be.com/watch?v=t4QF8Ppi8qc		
4	Methods of Costing-Process Costing		<ol style="list-style-type: none"> 1. Amul 2. https://youtu.be/h1Xp7p1taW0 (.Amul) 3. https://youtu.be/guZc84c5HNI 4. https://youtu.be/azQI-ct5S04 (Process of Sugar Industry) 5. https://youtu.be/wnz_o0Tt77U (Process of Volkswagen) 6. https://youtu.be/JiZcECPv2EI (Video of Mercedes Benz) 	



Course Code : B3-21/205	Subject / Course : Business Statistics	Marks : 100 Credits : 3
<p>Course Objectives :</p> <ol style="list-style-type: none"> 1. To understand role, importance and applications of statistics in business. 2. To know the main properties of each measure of Central Tendency and select the most appropriate one for use with a given set of data. 3. To understand measures of Dispersion, Coefficient of Variation & Combined Standard Deviation. 4 To develop right understanding regarding Regression & Correlation. 5 To understand measures of Index Number and its type. 		
<p>Course Outcome :</p> <p>After completing the Course, the student shall be able to</p> <p>CO1: Recognise the importance and applications of statistics in business.</p> <p>CO2: Understand basic role of Central Tendency – Mean, Median, Mode & their features.</p> <p>CO3: Understand measures of Dispersion, Coefficient of Variation & Combined Standard Deviation.</p> <p>CO4: Understand Correlation, use of Regression Analysis & estimate the relationship between two variables and its applications.</p> <p>CO5: Understand measures of Index Number and its type.</p>		

Unit	Unit Title	Contents	No. of Lectures
I	Introduction to Statistics	1.1 Concept of Statistics, Role of Statistics, importance & its limitations. 1.2 Tabulation. 1.3 Data Condensation: Raw Data, Variable, Discrete Variable, Continuous Variable, Constant, Attribute with illustration. 1.4 Classification: Concept of Classification, Objectives of Classification, Types of Classification. 1.5 Frequency Distribution – Discrete and Continuous Frequency Distribution, Cumulative Frequency and Cumulative Frequency Distribution. 1.6 Graphs & Diagrams: Histogram, Frequency Polygon, Frequency Curve, Ogive Curve, Pie –	08

Unit	Unit Title	Contents	No. of Lectures
		Diagram, Bar Diagram, Multiple Bar Diagram, Sub – Divided Bar Diagram.	
II	Measure of Central Tendency	2.1 Concept of Measure of Central Tendency, Objectives of Measure of Central Tendency, Requirements of Good Measure of Central Tendency. 2.2 Types of Measure of Central Tendency – Arithmetic Mean (A.M), Median, Mode for Discrete and Continuous Frequency Distribution, Merits & Demerits of A.M., Median, Mode. 2.3 Determination of Mode and Median Graphically. 2.4 Empirical Relation Between Mean, Median and Mode. 2.5 Combined Mean. 2.6 Numerical Problems.	08
III	Measure of Dispersion	3.1 Concept of Measure of Dispersion, Requirements of Good Measure of Dispersion. 3.2 Types of Measure of Dispersion – Absolute & Relative Measure Dispersion, Range, Standard Deviation (S.D), Variance, Quartile Deviation, Coefficient of Range, Coefficient of Quartile Deviation, and Coefficient of Variation (C.V). 3.3 Combined Standard Deviation. 3.4 Numerical Problems.	10
IV	Correlation & Regression	4.1 Concept of Correlation, Types of Correlation. 4.2 Methods to Study Correlation – Scatter Diagram, Karl Pearson Correlation Coefficient, Spearman Rank Correlation Coefficient (With Repeated Ranks). 4.3 Numerical Problems on Correlation. 4.4 Regression – Concept of Regression, Lines of Regression Equation of Y on X and X on Y. 4.5 Regression Coefficients, Properties of Regression Coefficients. 4.6 Numerical Problems on Regression.	12

Unit	Unit Title	Contents	No. of Lectures
V	Index Numbers	5.1 Concept of Index Number. 5.2 Construction of Price Index Number, Problems in the Construction of Index Number, Cost of Living Index Number, Family Budget Index Number. 5.3 Uses of Index Number. 5.4 Numerical Problems.	10
Total No of Lectures for Teaching			48
Total No. of Lectures for Evaluation			09
Total			57

Suggested Readings:

Sr.	Title of the Book	Author/s	Publication	Edition	Place
1.	Business Statistics	G. C. Beri	Mc-Graw Hill	Third	New Delhi
2.	Business Statistics	J. K. Sharma	S. Chand	Fourth	New Delhi
3.	Statistics Theory and Practice	R. S. N. Pillai	S. Chand	First	New Delhi
4.	Fundamentals of Statistics	S. C. Gupta	Himalaya	Seventh	New Delhi
5.	Business Statistics	V. Shenoy	New Age Int.	First	New Delhi

Suggested Web / E-Learning Recourses :

Sr. No.	Topic of the Lecture	Lectures (Available on Youtube / Swayam / MOOCS etc.)	Films	Journals / Articles / Case studies
1.	All	https://youtube.com/c/IcaiOrgtube		
2.	All	College e-library: https://sites.google.com/mespune.in/mesgarwarcollegeoofcommercelib/f-y-bbaib?authuser=0		

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Course Code : B3-21/206	Subject / Course : Business Economics (Macro)	Marks : 100 Credits : 3
Course Objectives: <ol style="list-style-type: none"> 1. To understand the basic concepts of Macroeconomics. 2. To provide the basic knowledge of inter-linkages between the macroeconomic variables. 3. To make aware about macroeconomic problems and the theories giving probable solutions. 4. To understand the important macroeconomic situations and their significance. 		
Course Outcome : After completing the course, the student shall be able to <p>CO1: Understand basic concepts of Macroeconomics</p> <p>CO2: Demonstrate the understanding of national income accounting and other macroeconomic Variables</p> <p>CO3: Understand the macroeconomic theories and correlate to current economic situations to know probable solutions</p> <p>CO4: Relate the Macroeconomic Indicators and situations to the economic life.</p>		

Unit	Unit Title	Contents	No. of Lectures
I	Introduction to Macroeconomics	1.1 Introduction, Definition and Nature of Macroeconomics. 1.2 Scope, Importance and Limitations of Macroeconomics 1.3 Interrelation between Microeconomics and Macroeconomics	6
II	Business Environment	2.1 National Income Aggregates (GDP, GNP, NDP and NNP at market price and factor cost), Concepts of Personal Income and Disposable Income 2.2 Methods of measurement of National Income. 2.3 Concepts of Nominal and Real National Income, Gross Value Add GVA	8

Unit	Unit Title	Contents	No. of Lectures
III	Theory of Income and Employment	3.1 Say's Law of Markets. 3.2 Keynes' Theory of Income and Employment. 3.3 Aggregate Expenditure Function 3.4 Consumption Function 3.5 Saving Function. Investment Function.	12
IV	Business Cycles, Inflation and Deflation	4.1 Meaning, nature and characteristics of Business Cycles. 4.2 Phases of a Business Cycle. 4.3 Inflation – Meaning, Types, Causes and Control, Stagflation 4.4 Deflation – Meaning	8
V	Macroeconomic Policies	5.1 Monetary Policy, Fiscal Policy. 5.2 Creation of Credit and Credit Control 5.3 Introduction to the 'New Economic Policy' (LPG) 5.4 Concept of Balance of Trade and Balance of Payments 5.5 Introduction to the concept of Foreign exchange rates	14
Teaching– Learning Process			48
Evaluation Process			09
Total			57

Suggested Readings:

Sr. No	Title of the Book	Author/s	Publication	Edition	Place
1	Economics.	Paul A. Samuelson.	McGraw Hill	19th, 2010	New York.
2	Public Finance in Theory and Practice.	Richard Musgrave and Peggy Musgrave.	McGraw Hill	5th, 2017	New York.
3	Macro Economics: Theory and Policy.	Ackley G.	Macmillan Publications,	--	New York.

Sr. No	Title of the Book	Author/s	Publication	Edition	Place
4	Macroeconomic Theory	Jhingan M.L.,	Vrinda,	13th, 2017.	New Delhi
5	Monetary Economics.	Gupta S.B.	S.Chand Publications,	2012	New Delhi
6	Macro Economics: Theory and Policy.	Ahuja H.L.,	S Chand and Co. Ltd.	22nd 2019.	New Delhi
7	Macro Economics: Theory and Policy.	Dwivedi D.N.,	Tata McGraw Hill	12th, 2018.	New Delhi
8	Principles of Macroeconomics,	Rangarajan,C & Dholakia, Bakul H.,	Tata McGraw Hill,		New Delhi
9	Macroeconomics	Dornbusch, Rudiger & Fischer, Stanley.	Tata McGraw Hill,	9th, 2007.	New Delhi

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Course Code: B3-21/207	Subject / Course : Information Communication Technology (ICT)-Level-II	Marks: 50 Credits : 02
Course Objectives:		
<ol style="list-style-type: none"> 1. To understand the concept and applications of multimedia. 2. To develop the understanding of advanced excel and its application. 3. To understand the concept of computer based accounting using Tally 		
Course Outcome:		
<p>After completing the course, the student shall be able to</p> <p>CO1: Understand the concept and applications of multimedia.</p> <p>CO2: Demonstrate the use of advanced excel.</p> <p>CO3: Apply the basic concepts of computer based accounting using tally</p>		

Module	Module Title	Contents
I	Multimedia and its applications	1.1 Introduction to multimedia 1.2 Types of multimedia 1.3 Significance and limitations of multimedia
II	Advanced Excel	2.1 Commonly used excel functions and shortcut keys 2.2 Commonly used formulas in excel 2.3 Managing large sets of data using excel 2.4 Understanding functions like multiple windows, autofill, conditional formatting and tables.
III	Computer Based Accounting using Tally	3.1 Introduction to computer-based accounting 3.2 Introduction to Tally 3.3 Features of Tally software 3.4 Application of Tally 3.5 Significance and limitations of Tally

Evaluation Method:

After the completion of the course students will be evaluated through

1. 25 Marks MCQ test
2. 25 Marks project



Course Code: B3-21/208	Subject / Course : Physical Education, Sports And Yoga	Marks: 50 Credits : 2
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Unit	Unit Title	Contents
I	Participation in Yoga Activity	Every student should participate in Yoga Activity for 5 hours
II	Participation in Fitness Activity	Every student should participate in Fitness Activity for 5 hours
III	Participation in Games and Sports	A student will have to select one game/sport from the list of Association of Indian Universities, New Delhi (List of events available on website www.aiuweb.org). The choice of game/sports will be according to the facilities available in the college. Every student should participate in Games and sports for 5 hours.
IV	Fitness Assessment	<ul style="list-style-type: none"> • Cardiovascular Endurance • Flexibility • Muscular Strength Endurance • Body Composition (No marks)

Suggested Readings :

Sr. No.	Title of the Book	Author/s	Publication	Place
1	Foundation of Physical Education, Exercise Science and Sports.	Bucher, C. A., & Wuest, D.	Tata McGraw Hill Education Private Limited	New Delhi
2	Textbook of Applied Measurement Evaluation & Sports Selection.	Kansal, D. K.	Sports & Spiritual Science	New Delhi
3	Advanced Fitness Assessment and exercise prescription	Hayward, V	Human Kinetics,	USA.
4	Physical Activity and Health Guidelines	Rahl, R. V	Human Kinetics.	USA

Sr. No.	Title of the Book	Author/s	Publication	Place
5	Light on Yoga	Iyengar, B.K.	Orient Longman Pvt. Ltd.	Mumbai
6	Light on Astanga Yoga	Iyengar, B.K.	Alchemy Publishers.	New Delhi
7	Guidelines for Yogic Practices	Gharote, M. L.	The Lonavla Yoga Institute	Pune

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