

Savitribai Phule Pune University
FY BBA- CA Semester II (CBCS) Pattern 2019
Organizational Behavior & Human Resource Management
Course code 201
Credit 3

Depth of the course- Basic working knowledge

Program Objectives:

- i) To understand basic concept of HRM & OB
- ii) To make aware students about traditional & modern methods of procurement & development in organization.
- iii) To know the major trends in HRM & OB

Unit No.	Unit Title	Contents	Purpose and Skills to be developed
1	Introduction to Organizational Behavior	Definition, concept, scope, Models of OB, Major trends in OB:-Total Quality management, Cultural diversity, Organizational change, Stress Management: Sources of Stress, Effects of Stress & Stress Management, Work life Balance and Quality of Work Life	To understand the basic concept of OB & To develop knowledge about major trends & ability to handle cultural diversity Stress, change and to maintain work life balance.
2	Introduction to HRM	Introduction to HRM- Definition, Concepts, scope, importance Functions ,Objectives & limitations, , Role of HR Manager , Areas in which Human Resource Manager can be of assistance	To understand the basic concept of HRM & developing knowledge & ability of the student about HRM.
3	Procurement	HRP- Concept, Definition, Merits & Demerits, process , influencing factors of HRP Recruitment- Concept, Definition, sources of recruitment and their utility in identifying vacancies, methods, E-recruitment, Selection- Concepts, definition, process, Types of interviews and frequently asked interview questions from the candidate at each step and how to answer them, E- selection	To understand process & importance of HR procurement and to develop the skills among students regarding awareness of new trends of Recruitment Selection and interview preparation
4	Training & Development	Training & Development- Concept, definition, importance, Methods, E- Training, Recent trends in Training	To know the training & performance appraisal methods & To develop evaluation skill.

Teaching Methodology

Teaching Hours	Innovative methods to be used	Project	Expected Outcome
10	Lecture ,Interactive teaching & Ice breaking session	Role play on HR Manager	To develop group cohesiveness.
10	Lab activity of Searching links about E-recruitment and E- selection.	Project report	Up gradation of knowledge of new trends in Recruitment and Selection.
12	Guest lecture	Assignment	Up gradation of skill.
13	Case Study , Video clips on Cultural Diversity and Stress management	Case study report	To develop decision making skill.

Evaluation Method

Internal Evaluation	External Evaluation
One project Report : 5 Marks One assignment : 5 marks One Case Study Solution Report : 5 marks Internal Examination : 15 marks	25% MCQ Short notes 35% Long answers 40%
30	70

Suggested references

Sr. No.	Title of the Book	Author/s	Publication	Place
1	Human Resources Management.	-L.M. Prasad	Sultan and Chand Publishing Company	New Delhi
2	Human Resources Management.	K. Ashwathappa –	Tata McGraw Hill	New Delhi
3	Personnel Management.	C. B. Mamoria		
4	Organizational Behavior Text, Cases and Games	- K. Aswathappa,	Tata McGraw Hill	New Delhi
5	Organizational Behavior -	L.M. Prasad	Sultan and Chand Publishing Company	New Delhi

Savitribai Phule Pune University
FY BBA- CA Semester II (CBCS) Pattern 2019
Financial Accounting
Course code 202
Credit 3

Depth of the syllabus: Reasonable working knowledge

Program objectives

- i) To develop right understanding regarding role and importance of monetary and financial transactions in business
- ii) To cultivate right approach towards classifications of different transactions and their implications
- iii) To develop proficiency preparation of basic financial as to how to write basis accounting statement - Trading and P&L

Unit No.	Unit Title	Contents	Purpose and Skills to be developed
1	Financial Accounting-	definition and Scope, objectives, Accounting concepts, principles and conventions	To understand role and importance of accounting in Business and how accounting concept can be implemented in business Computation ability in business ability to distinguished between various accounting concepts and practices
2	Accounting Transactions and Final Accounts	Voucher system; Accounting Process, Journals, Ledger, Cash Book , subsidiary books ,Trial Balance preparation of Final Accounts of Sole Proprietorship(Trading and Profit & Loss Account and Balance Sheet	To understand how to record different financial transactions and their financial implications Ability to write different accounting tractions and prepare basic financial tractions
3.	Bank Reconciliation Statements	Meaning, importance and preparation of Bank Reconciliation Statement	To understand the kind of accounting relationship between customer and bank Ability to write necessary set of entries in books of accounts and in cash book and compare them with bank statement to understand their implications and effect

	Computerized Accounting	Role of computers and Financial application, Accounting Software packages	Ability to understand growing importance of software and to know how to use software and to write books of accounts Ability to use software like tally for writing of accounts
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Teaching Methodology

Teaching Hours	Innovative methods to be used	AV Applications	Project	Expected Outcome
10	Applying accounting concepts in real life business Ability to distinguish between accounting transactions and real life business	Role of accounting in business	Importance of accounting of business and nonprofit organizations	To learn about importance of acc. In business
15	Using practical situations for writing Transactions And applying accounting concepts different situations	Writing ledger and cash book	Developing model of Journals and model books of accounts Preparing flow chart of accordance of different transactions	Ability to distinguish between different transactions and its nature
11	Interpretation of bank passbook and its statement Comparative analysis of bank pass book and statement and their interpretation	Lesson on How to write bank reconciliations. Statement from YouTube	Preparing BR. With imaginary data	Ability to prepare and interpret bank reconciliation statement
12	NIL	To Understand how various transactions are recorded while using software and what cautions are need to be taken while recording transactions.	Film on silent features of tally accounting As business software	Applying software basic financial statement and converting row financial data into well written financial data

Evaluation Method

Unit No	Internal Evaluation	External Evaluation	Suggested Add on Course
I	MCQ on various aspects of accounting Presentations on accounting and its importance in business	25%MCQ Short notes 35% Long answers 40%	Tally and computer based accounting
II	Practical problems on how to write different accounting tractions and maintaining books of accounts		
III	Practical problems on Bank Reconciliation		
IV	Demonstrations and hands on of experience regarding application of Tally and other accounting software		
	30	70	

References

Sr. No.	Title of the Book	Author/s	Publication	Place
1	Advance Accounting Vou- I	S.N. Maheshwari & S.K. Maheshwari	Vikas Publication	New Delhi
2	Advance Accounting Vou- I	M.C. Shukla , T.C. Grewal , S.C Gupta	S. Chand	New Delhi
3	Accountancy (Vol- I)	S. Kr. Paul	Central Educational Enterprises (P). Ltd.	Kolkata
4	Accounting (text and Cases)	Robert N. Anthony , David F. Hawkins , Kenneth A. Merchant	McGraw Hill Companies	New Delhi
5	Advanced Accountancy(Volume – I)	R.L. Gupta , M. Radhaswamy	Sultan Chand & Sons	New Delhi

Savitribai Phule Pune University
FY BBA- CA Semester II (CBCS) Pattern 2019
Business Mathematics
Course code 203
Credit 3

Course Depth: Fundamental Knowledge

Objectives:

- i) To understand role and importance of Mathematics in various business situations and while developing softwares.
- ii) To develop skills related with basic mathematical technique

Unit No.	Topic	No. of Lecture
1	1. Ratio, Proportion and Percentage: Ratio – Definition, Continued Ratio, Inverse Ration, Proportion, Continued Proportion, Direct Proportion, Inverse Proportion, Variation, Inverse Variation, Joint Variation, Percentage, computation of Percentage.	8
2	2. Profit and Loss: - Terms and Formulae, Trade discount, Cash discount, Problems involving cost price, selling price, Trade discount and cash discount. Introduction to Commission and brokerage, Problems on commission and brokerage	6

3	<p>3. Interest and Annuity: - Simple interest, Compound interest, Equated monthly Installments (EMI) by interest of reducing balance and flat interest methods and problems.</p> <p>Ordinary annuity, sinker fund, annuity due, present value and future value of annuity.</p> <p>Shares and Mutual Funds:- Concepts of Shares, face value, market value, dividend, brokerage, equity shares, preferential shares, bonus shares, examples and problems, Concept of Mutual Funds, Change in Net Asset Value (NAV), Systematic Investment Plan (SIP), Examples and Problems.</p>	7
4	<p>4. Matrices and Determinant: - Definition of Matrices, Types of Matrices, Algebra of Matrices, Determinant, Adjoint of Matrix, Inverse of Matrix, System of Linear equations, Solution of System of Linear Equation by adjoint method (upto 3 variables only).</p>	10
5	<p>5. Linear Programming Problem (LPP) Concept of LPP, Formulation of LPP and solution of LPP by graphical method.</p> <p>Transportation Problem (T.P.):-</p> <p>Concept of Transportation Problem, Initial Basic Feasible Solution, North-West Corner Method (NWCM), Least Cost Method (LCM), Vogel's Approximation Method (VAM).</p>	5
Total		48

Reference Books:

- 1) Business Mathematics by Dr. AmarnathDikshit and Dr. Jinendrakumar Jain.
- 2) Business Mathematics by V. K. Kapoor – Sultan, Chand and sons. Delhi.
- 3) Business Mathematics by Bari – New Literature publishing company, Mumbai.
- 4) Operation Research by S. D. Sharma - Sultan, Chand and sons.
- 5) Operation Research by J. K. Sharma - Sultan, Chand and sons.

Savitribai Phule Pune University
FY BBA- CA Semester II (CBCS) Pattern 2019
Relational Data Base
Course code 204
Credit 3

Course Depth: Fundamental Knowledge

Objectives:

- i) Enables students to understand relational database concepts and transaction management concepts in database system.
- ii) Enables student to write PL/SQL programs that use: procedure, function, package, cursor and trigger.

Unit No.	Unit Title	Contents	Purpose	Expected Outcome
1.	Introduction To RDBMS	Introduction to popular RDBMS product and their features	To understand concept of RDBMS & use in business	Understanding of various RDBMS products()
		Difference Between DBMS and RDBMS	To understand advantages of RDBMS over DBMS	Use of relational database
		Relationship among application programs and RDBMS	To understand interface between application programs and data	To get knowledge of Front End and Backend

2.	PL-SQL	Overview of PLSQL Data Types ,PLSQL Block	To understand various data types , operators , functions and control statements	Understanding of various programming aspects
		Exception Handling	To understand predefined and user defined exceptions	Learning of different exceptions
		Functions, Procedures	To understand concept of compact program writing by making use of functions and procedure	Writing of compact code (Small program writing)
		Cursor	To understand types of cursors and selective data retrieval	Understanding of exact data retrieval
		Trigger Package	To understand concept of stored	Writing of triggers and

			procedure and compiled data	packages(S all application using all contents)
3.	Transaction Management	Transaction Concept	To understand effect of transaction process on database	Understanding use of transaction and effect on database
		Transaction Properties	To understand properties like atomicity, consistency, isolation and durability	Application of properties (Case solving)
		Transaction States	To understand various states such as active, partially committed, Failed , aborted, committed	Understanding of various states
		Concurrent Execution	To understand concept of reduction in waiting time	
		Serializability	To understand Conflict Serializability and View Serializability	
4	Concurrency Control & Recovery System	Lock Based Protocol	To understand meaning Locks, Granting of Locks ,Two Phase Locking Protocol	To understand concept of shared and exclusive lock
		Timestamp Based Protocol	To understand Timestamp and timestamp ordering protocol	To learn how to prevent deadlock situation
		Deadlock Handling	To understand dead lock detection, prevention and recovery	Understand what deadlock is and how it can occur when giving mutually exclusive access to multiple resources
		Failure Classification	To understand transaction failure and system crash	To learn concepts related to hardware failures
		Recovery & Atomicity	To understand log based recovery and checkpoint	Data recovery with different techniques
		Recovery with concurrent transaction	To understand concept of transaction rollback	Restoring of data which is changed by mistake

Suggested References:

Sr. No.	Title of the Book	Author/s	Publication	Place
1	Database Management System	Bipin Desai	Galgotia Publications	New Delhi
2	SQL/PLSQL the programming language of oracle	Ivan Bayross	BPB Publications	New Delhi
3	An Introduction to Database Systems Eighth Edition	C. J.Date, A.Kannan, S.Swamynathan	Pearson Publications	North America
4	Database System Concepts 5th Edition	Silberschatz, Korth, Sudershan	McGraw-Hill	New York

Savitribai Phule Pune University
FY BBA- CA Semester II (CBCS) Pattern 2019
Web Technology (HTML-JSS-CSS)
Course code 205
Credit 3

Course Depth: Fundamental Knowledge

Objectives:

- i) To know & understand concepts of internet programming.
- ii) To understand how to develop web based applications using JavaScript.

Unit No	Topic	No. of Lecture
1	1. Introduction 1.1 Clients- Servers and Communication 1.2 Internet-Basic, Internet Protocols (HTTP, FTP, IP) 1.3 World Wide Web(WWW) 1.4 HTTP request message, HTTP response message	5
2	2. Web Design 2.1 Concepts of effective web design 2.2 Web design issues including Browser Bandwidth and Cache 2.3 Display resolution 2.4 Look and Feel of the Website 2.5 Page Layout and linking 2.6 User centric design 2.7 Sitemap 2.8 Planning and publishing website 2.9 Designing effective navigation	9

3	3. HTML 3.1 Introduction to HTML 3.2 Basic HTML Structure 3.3 Common HTML Tags 3.4 Physical and Logical HTML 3.5 Types of Images, client side and server-side Image mapping 3.6 List, Table, Frames 3.7 Embedding Audio, Video 3.8 HTML form and form elements 3.9 Introduction to HTML Front Page	12
4	4. Style sheets 4.1 Need for CSS 4.2 Introduction to CSS 4.3 Basic syntax and structure 4.4 Using CSS- 4.4.1 background images, colors and properties, 4.4.2 manipulating texts, using fonts, borders and boxes, margins, padding lists, positioning using CSS 4.5 Overview and features of CSS2 and CSS3	10
5	5. JavaScript 5.1 Introduction to Java Script 5.2 Identifier & operator, control structure, functions 5.3 Document object model(DOM), 5.4 DOM Objects (window, navigator, history, location) 5.5 Predefined functions, math & string functions 5.6 Array in Java scripts 5.7 Event handling in Java script	12
Total		48

Reference Books:

1. Complete HTML- Thomas Powell
2. HTML and JavaScript – Ivan Bayross
3. HTML & CSS: The Complete Reference, Fifth Edition
4. Mastering HTML, CSS & Javascript Web Publishing

Reference websites:

1. www.w3schools.com
2. www.tutorialspoint.com

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