University of Pune

M.C.A. (Under Commerce Faculty)
(To be implemented from Academic year 2013-2014)

Credit Based System

1. Programme Name

Master Degree in Computer Application (M.C.A.)

2. Preamble

The M.C.A program is a combination of computer-related and general commerce courses. The computer related courses are used to introduce techniques of programming , databases, web designing, system analysis and design tools. The commerce courses include the education of Human recourse development, Organizations, accounting, inventory and production. The course is designed to emphasis on the building of business application software . The students are exposed to Software Engineering concepts, MIS and DSS for different organizations.

3. Objective

3.1. The basic objective of the M.C.A (Commerce) is to provide knowledge and skills required for planning, designing and build Complex Application Software Systems as well as to provide support to automated systems or application.

4. Programme Structure

4.1.Duration

The entire Programme is of a Three year (Six semester) full time Program.

4.2.Courses

First Five semesters will have Seven courses each. The entire period of the sixth semester shall be devoted for the Major project work. Two kinds of courses offered are Core courses and Elective courses. Core courses are offered by the department conducting the programme. Elective courses are offered either by the department conducting the programme or by any other department.

5. Eligibility

For First Year : Bachelors Degree in any discipline of Pune University or any other degree of other University / Institution recognized by Pune University as equivalent .

For Lateral Entry (Second Year) : B.C.A. , B.Sc(IT) , B.Sc(cs) , B.C.S.

As Per the rules laid down by AICTE for the admission to MCA (Management)i.e. (Direct Access to 2nd Year MCA), the same should be applied for the students who have cleared BCA, BSc(IT), BSc (CS), BCS from recognized university and should have direct access to Second Year MCA (Commerce).

6. Medium of Instruction

Medium of Instruction will be English.

7. Award of Credits

7.1. Each course will be of 4 credits.

7.2. Semester I to Semester V is of 7 courses and 28 credits and Semester VI is of Industrial training which will carry 16 credits .

7.3. Students will get 4 credits after successful completion of any course.

8. Evaluation Pattern

8.1. Each course will carry 100 marks.

8.2. There will be Continuous Assessment(CA) and University Evaluation(UE) mechanism for each course and carry 50 marks each.

8.3. 50 marks of the course towards CA will be based on tests (minimum 2). In addition, a teacher may consider one or more of the following evaluation systems as CA.

a. Home Assignment(s)
b. Seminar/Presentation by the student
c. Lab assignment

8.4. The assessment of 16 credits towards VI th semester (Full Time Industrial Training / Institutional project) will be carried out as follows:

a. A student will inform the department about the joining date of the above mentioned training.
b. The student will have to make minimum two presentations, one in the third month and the other at the end of the training programme. These presentations will be considered towards CA.
c. The student will have to submit a Dissertation/Report to the department which will be assessed as University Evaluation.

8.5. Industrial Training Project viva-voce will be conducted by University panel of Three Experts.

8.6. In the event of failure in Project Work the candidate shall re-register for project work, redo the project work and resubmit the project report afresh for evaluation. The Continuous Assessment marks shall be freshly allotted in this case.

8.7. If a student fails in a course of any semester then the student can appear only for the End of Semester Examination of the following semester. However he/she can improve the continuous assessment (CA) performance in any of the forthcoming semesters in which the course is subsequently conducted and in this case, the student will have to appear for End of Semester Examination also for the said course.

9. Question Paper Pattern

9.1 Theory paper-

Question 1. 14Marks
Question 2. 12 Marks
Question 3. 12 Marks
Question 4. 12 Marks

9.2 Practical Paper-

Question 1. 10 Marks
Question 2 15 Marks
Question 3. 20 Marks
Viva 05Marks

*Each question may contain sub divisions also. University authorities may change these patterns as
and when needed.

10. ATKT Rules

10.1. Each regular student will have to appear for all the 28 credits of the respective semester.

10.2. Student can appear for maximum 32 credits in 3^{rd} , 4^{th} and Maximum 36 credits in 5^{th} semester .

10.3. Student who wishes to take admission to the Second year M.C.A should have obtained at least 36 credits out of 56 credits of the First year M.C.A.

10.4. Student who wishes to take admission to the Third year M.C.A should have passed First year M.C.A.

11. Completion of Degree Programme

1.1. As soon as a student obtains 156 credits, the student will be deemed to have completed the
requirements of the M.C.A..(Commerce) degree programme.

1.2. If a student has failed in a course then the said course will not be taken into account for calculating GPA and overall grade. In fact, all the courses in which a student has passed will be taken into account for calculating the GPA and overall grade.

1.3. The policies and procedures determined by University will be followed for the conduct of examinations and declaration of the result of a candidate

Year/ Semester	**Subject**	**Paper**	**Title of Paper**	**Hours / Weak**	**Credit**	**Marks**		
						CA	UE	Total
I Year Sem-I	Core	CAC-101	Fundamentals of Information Technology	4	4	50	50	100
	Core	CAC-102	Programming in C	4	4	50	50	100
	Core	CAC-103	Elements of Statistics	4	4	50	50	100
	Core	CAC-104	Financial Accounting	4	4	50	50	100
	Core	CAC-105	Principles of Management	4	4	50	50	100
	Core	CAC-106	Business Communication	4	4	50	50	100
	Core	CAC-107	Lab on CAC-101 &102	4	4	50	50	100

Minimum Credit : 28, Core Subject is compulsory CA- Continuous Assessment, UE –University Examination.

Year/ Semester	Subject	Paper	Title of Paper	Hours / Weak	Credit	Marks		
						CA	UE	Total
I Year Sem-II	Core	CAC-201	Data Structures	4	4	50	50	100
	Core	CAC-202	OOP- C++	4	4	50	50	100
	Core	CAC-203	Elements of Mathematics	4	4	50	50	100
	Core	CAC-204	System Analysis and Design	4	4	50	50	100
	Core	CAC-205	Database Management System	4	4	50	50	100
	Core	CAC-206	Human Resource Management	4	4	50	50	100
	Core	CAC-207	Lab. on CAC-201,CAC-202	4	4	50	50	100

Minimum Credit : 28 , Core Subject is compulsory. CA- Continuous Assessment, UE – University Examination.

Year/ Semester	Subject	Paper	Title of Paper	Hours / Weak	Credit	Mark		
						CA	UE	Total
II Year Sem-III	Core	CAC-301	Java	4	4	50	50	100
	Core	CAC-302	Advance Database Concepts	4	4	50	50	100
	Core	CAC-303	Object Oriented Software Engineering	4	4	50	50	100
	Core	CAC-304	Network Operations	4	4	50	50	100
	Core	CAC-305	Lab. on 301 & 302	4	4	50	50	100
	Elective	CAC-306	Introduction to Operating Systems	4	4	50	50	100
	Elective	CAC-307	M-Commerce	4	4	50	50	100
	Elective	CAC-308	Management Information Systems	4	4	50	50	100
	Elective	CAC-309	Project	4	4	50	50	100

Minimum Credit : 28 , Maximum Credit 32 . Core Subject is compulsory, From elective courses student can select Two course for Minimum credit and Three for Maximum Credit. CA-Continuous Assessment, UE –University Examination.

Year/ Semester	Subject	Paper	Title of Paper	Hours / Weak	Credit	Mark		
						CA	UE	Total
II Year Sem-IV	Core	CAC-401	Advance Java	4	4	50	50	100
	Core	CAC-402	Visual Programming	4	4	50	50	100
	Core	CAC-403	Distributed Databases	4	4	50	50	100
	Core	CAC-404	Web Technology	4	4	50	50	100
	Core	CAC-405	Lab. on 401,402	4	4	50	50	100
	Elective	CAC-406	IT Project Management	4	4	50	50	100
	Elective	CAC-407	Cyber Law and IT Security	4	4	50	50	100
	Elective	CAC-408	Advanced Networking	4	4	50	50	100
	Elective	CAc-409	Project	4	4	50	50	100

Minimum Credit : 28 , Maximum Credit 32 . Core Subject is compulsory, From elective courses student can select Two course for Minimum credit and Four for Maximum Credit. CA-Continuous Assessment, UE –University Examination.

Year/ Semester	Subject	Paper	Title of Paper	Hours / Weak	Credit	Mark		
						CA	UE	Total
II IYear Sem-V	Core	CAC-501	Advanced Web Programming	4	4	50	50	100
	Core	CAC-502	Data Center Technology	4	4	50	50	100
	Core	CAC-503	Information System Audit	4	4	50	50	100
	Core	CAC-504	Content Management Systems	4	4	50	50	100
	Core	CAC-505	Lab. on CAC-501,CAC-502	4	5	50	50	100
	Elective	CAC-	Mobile Communication	4	4	50	50	100

	e	506						
	Elective	CAC-507	System Simulation and Modeling	4	4	50	50	100
	Elective	CAC-508	Businesses and Professional Skills	4	4	50	50	100
	Elective	CAC-509	Project	4	4	50	50	100

Minimum Credit : 28 , Maximum Credit 32 . Core Subject is compulsory, From elective courses student can select one course for Minimum credit and Three for Maximum Credit. IA- Internal Assessment, UE –University Examination.

Year/ Semester	**Subject**	**Paper**	**Title of Paper**	**Hours / Weak**	**Credit**	**Marks**		
						CA	UE	Total
III Year Sem-VI	Core	CAC-601	Industrial Training /Institutional project	--	16	100	200	300

M.C.A. (Commerce) Part I, Semester I
Subject Name -: Fundamental of Information Technology
Course Code -: 101

Chapter No.	Topic	No. of Lect.
1.	**Number System and Introduction to 8085:**Digital Signals and Logic gates, Number systems: Binary, octal and hexadecimal number systems, signed binary number, binary arithmetic, 2's complement arithmetic, Microprocessors: Introduction, System Bus, Architecture and operation of 8085 microprocessor and instruction set	10
2.	**Introduction to software**: Software types and Software Development activities (Requirement, Design (algorithm, flowchart, decision table and tree), Coding, Testing, Installation, Maintenance). Low and high level languages, assemblers, compilers, interpreters, linkers.	6
3.	**Introduction to Graphics primitives:** Display Devices: Refresh Cathode Ray Tube, Raster Scan Display, Plasma Display, Liquid Crystal Display, Plotters, Printers, Keyboard, Trackball, Joystick, Mouse, Light Pen, Tablet and Digitizing Camera. External Storage devices.	6
4.	**Operating System:**Introduction to Operating system, Different types of operating systems and its working, DOS commands, File Structure and Storage, Introduction to process management: process, threads, scheduling and synchronization. Introduction to Database Management System and its types.	10
5.	**Introduction to Computer Networks:**Basic elements of a Communication System, Data transmission media, Digital and Analog Transmission, Network topologies, Network Types (LAN, WAN and MAN), Introduction to Communication protocols, Inter networking tools	10
	Total	

Recommended Books

1. Norton Peter, "Introduction to computers", TMH, 4th Ed., 2006.
2. Simon Haykins, "Communication System", John Wiley & Sons, 2006.
3. B. Basaraj, "Digital Fundamentals", Vikas Publications, 1999.
4. V. Rajaraman, "Introduction to Information Technology", PHI, 2006.
5. V. Rajaraman, "Fundamentals of Computers", PHI, 5th Ed., 2006.
6. David Anfinson and Ken Quamme, "IT Essentials PC Hardware and Software Component on Guide", Pearson, 3rd Ed., 2008

M.C.A. (Commerce) Part I, Semester I

Subject Name -: Programming in C

Course Code -: 102

Chapter No.	Topic	No. of Lect.	Ref. Book
1.	**Introduction to C language** 1.1 History 1.2 Basic structure of C Programming 1.3 Language fundamentals 1.3.1 Character set, tokens 1.3.2 Keywords and identifiers 1.3.3 Variables and data types 1.4 Operators 1.4.1 Types of operators 1.4.2 Precedence and associativity 1.4.3 Expression	4	Book 1, 2
2.	**Managing I/O operations** 2.1 Console based I/O and related built-in I/O functions 2.1.1 printf(), scanf() 2.1.2 getch(), getchar() 2.2 Formatted input and formatted output	2	Book 1, 2
3.	**Decision Making and looping** 3.1 Introduction 3.2 Decision making structure 3.2.1 If statement 3.2.2 If-else statement 3.2.3 Nested if-else statement 3.2.4 Conditional operator 3.2.5 Switch statement 3.3 Loop control structures 3.3.1 while loop 3.3.2 Do-while loop 3.3.3 For loop 3.3.4 Nested for loop 3.4 Jump statements 3.4.1 break 3.4.2 continue 3.4.3 goto 3.4.4 exit	6	Book 1, 2
4.	**Functions and pointers** 4.1 Introduction 4.1.1 Purpose of function 4.1.2 Function definition	12	Book 1, 2,3

	4.1.3 Function declaration 4.1.4 Function call 4.2 Types of functions 4.3 Call by value and call by reference 4.4 Storage classes 4.5 Recursion 4.6 Introduction to pointer 4.6.1 Definition 4.6 2 Declaration 4.6.3 Initialization 4.7 Indirection operator and address of operator 4.8 Pointer arithmetic 4.9 Dynamic memory allocation 4.10 Functions and pointers		
5.	**Arrays and Strings** 5.1 Introduction to one-dimensional Array 5.1.1 Definition 5.1.2 Declaration 5.1.3 Initialization 5.2 Accessing and displaying array elements 5.3 Arrays and functions 5.4 Introduction to two-dimensional Array 5.4.1 Definition 5.4.2 Declaration 5.4.3 Initialization 5.5 Accessing and displaying array elements 5.6 Introductions to Strings 5.6.1 Definition 5.6.2 Declaration 5.6.3 Initialization 5.7 Standard library functions 5.8 Implementations without standard library functions.	8	Book 1, 2
6.	**Structures and union** 6.1 Introduction to structure 6.1.1 Definition 6.1.2 Declaration 6.1.3 Accessing members 6.2 structure operations 6.3 nested structure 6.4 Introduction to union 6.4.1 Definition 6.4.2 Declaration 6.5 Differentiate between structure and union	5	Book 1, 2
7.	**C Preprocessor** 7.1 Definition of preprocessor 7.2 Macro substitution directory	2	Book 1, 2

	7.3 File inclusion directory 7.4 Conditional compilation		
8.	**File handling** 8.1 Definitions of files 8.2 File opening modes 8.3 Standard functions 8.4 Random access to files 8.5 Command line argument	9	Book 1, 2
	Total		

Recommended Books
1) Let us C –Yashwant Kanetkar, BPB publication. 2) Programming in C - Balguruswamy, Tata McGraw-Hill publication. 3) Pointers in C - Yashwant Kanetkar, BPB publication. 4) C programming by Dr.Vishal Lichade dreamtech press

M.C.A. (Commerce) Part I, Semester I

Subject Name -: Elements of Statistics

Course Code -: 103

Objectives:

1. To understand and Master the concepts, techniques & applications of Statistical Methods.
2. To develop the skills of solving real life problems using Statistical methods.
3. To make students to understand the art of applying statistical techniques to solve some real life problems.
4. To gain knowledge of Statistical Computations.

Chapter No.	Topic	No. of Lect.
Unit-1	**Introduction to Statistics :** 1.1 Presentation of data: concept of frequency, frequency distribution, cumulative frequency ,graphical presentation of data(histogram, frequency curve, ogive curve) 1.2 Measures of Central tendency: concept of central tendency , different measures of central tendencies (arithmetic mean, median, mode) partition values. 1.3 Measures of Dispersion : concept of dispersion, different measures of Dispersion (range, quartile deviation , variance, standard deviation, Coefficient of variation(c.v.)) 1.4 Examples and problems.	**8**
Unit-2	**Correlation and Regression :** 2.1 Concept of bivariate data 2.2 Correlation: Concept and definition, types of correlation, Scatter diagram, Karl's Pearson's correlation coefficient and statements of its properties 2.3 Linear Regression: Concept , lines of regression, coefficient of regressions and statements of its properties 2.4 Examples and problems.	**8**
Unit-3	**Some Standard probability Distributions :** 3.1 Concept of random variable, discrete random variable with examples. Probability mass function, Mean and variance of a discrete random variable, Examples and problems. 3.2 Binomial distribution: p.m.f., problems on computing probabilities, mean and variance. 3.3 Poisson distribution: p.m.f., problems on computing probabilities, mean and variance.	**8**
Unit -4	**Normal Distribution :** 4.1 introduction: concept of continuous random variable with examples. 4.2 probability density function of normal distribution with mean μ and Variance σ^2. 4.3 Standard normal variate and its properties (without proof)	**10**

	4.4 Additive properties of two independent normal variates (without proof) 4.5Problems on evaluation of probabilities and to find mean and variance. 4.6 Examples and problems.	
Unit-5	**Testing of hypothesis :** a) Large sample tests: 5.1 Concept of hypothesis, null hypothesis, alternative hypothesis, Type I and Type II error, Level of significance, Test of significance , critical region & acceptance region, P-value 5.2 Concept of large sample test for testing : $H_o: \mu = \mu_0$ v/s $H_1: \mu \neq \mu_0$ $H_o: \mu_1 = \mu_2$ v/s $H_1: \mu_1 \neq \mu_2$ $H_o: P = P_0$ v/s $H_1: P \neq P_0$ $H_o: P_1 = P_2$ v/s $H_1: P_1 \neq P_2$ b) Small sample tests: 5.3 Chi- square test of goodness of fit. 5.4 Chi- square test of independence of two attributes. i) 2 x 2 contingency table ii) m x n contingency table. 5.5 t- test for testing : $H_o: \mu = \mu_0$ v/s $H_1: \mu \neq \mu_0$ $H_o: \mu_1 = \mu_2$ v/s $H_1: \mu_1 \neq \mu_2$ Paired t- test. t- test of significance of correlation coefficient $H_o: p = 0$ v/s HA: $p \neq 0$ 5.6 F-test for testing H0 : $\square 1^2 = \square 2^2$ v/s HA : $\square 1^2 \neq \square 2^2$ 5.7 Examples and Problems.	**14**
	Total	

Recommended Books
1) S.C. Gupta -Fundamentals of Statistics 2) J.S Chandran -Statistics for Business and Economics 3) S. P Gupta -Statistical Methods 4) S.C Gupta, Gupta Indra -Business Statistics 5) Amir D Aczel, Jayavel Sounderpandian -Complete Business statistics 6) D.N. Elhance -Fundamentals of Statistics

M.C.A. (Commerce) Part I, Semester I

Subject Name -: Financial Accounting

Course Code -: 104

Objectives:

1. To enable the students to acquire sound knowledge of basic concepts of accounting
2. To impart basic accounting knowledge
3. To impart the knowledge about recording of transactions and preparation of final accounts
4. To acquaint the students about accounting software packages

Chapter No.	Topic	No. of Lect.
Unit 1	**Introduction:** Financial Accounting-definition- objectives-scope-limitations-users – internal users, external users.	06
Unit 2	**Accounting Standards** in general: - concept-importance-indian accounting standards-AS1, AS2, AS25, AS31. **Accounting concepts ,conventions &principles:** objectives- concepts-conventions-principles.	07
Unit 3	**Recording of financial transactions:** Voucher system; Accounting Process, Journals, Ledger, Cash Book , subsidiary books ,Trial Balance, depreciation with Straight Line & Reducing Balance Method)	16
Unit 4	**Final accounts :** Introduction- preparation of Final Accounts of Sole Proprietorship (Trading and Profit &Loss Account and Balance Sheet)	10
Unit 5	**Concept of management accounting:** Concept-Meaning-definitions-nature-objectives-difference between financial & management accounting. (theory only)	05
Unit 6	**Computerized Accounting:** Introduction- role of computers- introduction to enterprise resource planning (ERP)-system application & products (SAP) –an overview, merits,demerits.	04
	Total	**48**

Recommended Books

1. Fundamentals of Accounting & Financial Analysis: By Anil Chowdhry (Pearson Education)
2. Financial accounting: By Jane Reimers (Pearson Education)
3. Accounting Made Easy By Rajesh Agarwal & R Srinivasan (Tata McGraw –Hill)
5. Financial Accounting For Management: By Amrish Gupta (Pearson Education)
6. Financial Accounting For Management: By Dr. S. N. Maheshwari (Vikas Publishing)
7. Advanced Accounts – M.C. Shukla and S P Grewal (S.Chand & Co., New Delhi)

M.C.A. (Commerce) Part I, Semester I
Subject Name -: Principles of Management
Course Code -: 105

Objectives:

1. To provide the fundamental knowledge about working of business organization.
2. To make students well acquainted with management process , functions and principles.
3. To make the students familiar with recent trends in management.

Chapter No.	Topic	No. of Lect.
Unit 1	**Nature of Management** 1.1 Meaning, Definition, Nature, Importance & Functions 1.2 Management an Art, Science & Profession-Management as social System 1.3 Concept of Management-Administration-Organization-Universality of management, Roles of Manager, Managerial Skills	08
Unit 2	**Evolution of management Thoughts** 2.1 Contribution of F.W.Taylor, Henri Fayol, Modern Approach - Contingency or Situational Approach, Systems Approach, decision Theory Approach, Inter personal Behaviour Approach, Total Quality Management, McKinsey's Framework	08
Unit 3	**Functions of Management : Part – l** 3.1 Planning –Meaning –Need & Importance, types levels –advantages & limitations; 3.2 Forecasting- Need & Techniques; 3.3Decision making – Types - Process of rational decision making & techniques of decision making. 3.4 Organizing – Process, Principles of Organization, Types of organizations, Span of Management 3.5 Delegation of authority – Need, difficulties in delegation – Decentralization. 3.6 Staffing – Importance, Staffing Process	08
Unit 4	**Functions of Management : Part –II** 4.1 Direction - Nature – Principles 4.2 Motivation - Importance – Theories - Maslow's Need Hierarchy Theory, Hezberg's Two Factor Theory, McClelland's Need for Achievement Theory, Morale 4.3 Leadership – Meaning - qualities of effective Leadership & functions of leader 4.4 Co-ordination - Importance, Techniques 4.5 Controlling – Need, nature, Importance, Process & techniques	08
Unit 5	**Strategic Management** 5.1 Definition, 5.2 Strategy 5.3 Role of Strategic Management and its benefits 5.4 SWOT Analysis, TOWS Matrix, Business Portfolio Matrix- BCG 5.6 Strategic Management in India	08

Unit 6	**Recent Trends in Management** 6.1 Management of change 6.2 Disaster Management 6.3 Event Management 6.4 Stress, Conflict Management 6.5 Social Responsibility of management	08
	Total	**48**

Recommended Books

1 Essential of Management - Harold Koontz and Iteinz Wiebritch- McGraw-Hill International
2 Management Theory & Practice – J.N. Chandan
3 Essential of Business Administration – K. Aswathapa, Himalaya Publishing House
4 Principles & Practice of management – Dr. L.M. Prasad, Sultan Chand & Sons – New Delhi
5 Business Organization & management – Dr. Y.K. Bhushan.
6 Management: Concept and Strategies by J.S. Chandan, Vikas Publishing.
7 Principles of Management, By Tripathi, Reddy Tata McGraw Hill
8 Business organization and management by Talloo by Tata Mc Graw Hill
9 Business Environment and policy – A book on Strategic Management/ Corporate Planning By Francis Cherunilam, Himalaya Publishing House.
10 Business Organization & Management – C.B. Gupta
11 Dictionary of Commerce & Management -- J.L. Hanson

M.C.A. (Commerce) Part I, Semester I

Subject Name -: Business Communication

Course Code -: 106

Objectives:

1. To understand the concept, process and importance of communication.
2. To develop an integrative approach where reading, writing, presentation skills are used together to enhance the students' ability to communicate and write effectively.
3. To create awareness among students about Methods and Media of communication.
4. To make students familiar with information technology and improve job seeking skills.

Chapter No.	Topic	No. of Lect.
Unit 1	**Introduction to Communication** 1.2 Meaning 1.3 Definition 1.4 Process, importance. *1.5 Principles of effective communication* 1.6 Scope of Business communication - Internal & External 1.7 Barriers to Communication, Overcoming the barriers	08
Unit 2	**Media of Business Communication** **2.1 Verbal Communication** 2.1.1 – Written Communication-Advantages & Limitations (writing a Cover Letter, Memo, Agenda, Notice & Minutes) 2.2.2 Oral Communication -Advantages & Limitations **2.2 Non-Verbal Communication** 2.2.1 Body Language (Positive & Negative Gestures) **2.3 Grapevine**	06
Unit 3	**Listening Skills** Importance Types of Listening Barriers to Effective listening How to make listening effective **10** Commandments of listening	06
Unit 4	**Business Correspondence** 4.1 Need of Business Correspondence 4.2 Components and layout of Business letter, 4.3 Drafting of letters: Enquiry, Quotation, order , Complaints and follow up , Recovery 4.4 Email etiquette	08
Unit 5	**Information Technology for Communication** Introduction, Advantages and Limitations of – Telex, Telegram, Fax, Voice Mail, Teleconferencing, Video Conferencing, Internet and Social Media Sites, E-communication at work place.	08

Unit 6	**Job Skills** 6.1 Job application letter 6.2 Essentials of an impressive Resume 6.3 Group Discussion 6.4 Interview Skills 6.5 Learning to deliver an Effective Presentation	06
Unit 7	**Introduction to Grammar** Parts of Speech Noun - Pronouns - Adjective - verb - adverb - Preposition - Conjunction - Interjection Correct Usage of Tenses	06
	Total	**48**

Recommended Books

1 Modern Business Organization - S.A. Sherlekar
2 Industrial Organization Management - Sherlekar
3 Business Organization and management – Y.K. Bhushan
4 Business Environment - F. Cherunilam
5 Business Organization & Management – C.B. Gupta.
6 Entrepreneurial Development – S.S. Khanna.
7 Organizing and Financing of Small scale Industry – Dr. V. Desai
8 Business Communication - Sangeeta Magan - International Book House Pvt Ltd./ Biztantra Management for the flat world.
9 Communication for Business - Shirley Taylor - V. Chandra Pearson Publication