



Shri Kesharchand Gulabchand Munot Newaskar Sarvajnik trust
K.G.college of Arts and commerce,Ahmednagar

Elective course
BCom

Sr.no	Course Name
1.	Computerised Accounting
2.	Employability skill Enhancement Programme
3.	Gender Sensitivity
4.	Intellectual Property Right Laws
5.	Value Education



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Course No. 1 – Computerised Accounting

Objectives of the course:

The course has been designed to acquaint students with the computerized accounting practices used in the industry. Practical knowledge about accounting software will be provided to the students' along with hands on experience in the computer laboratories. The course aims at enhancing skills and employability of students. This course is an extension of the existing curriculum of Financial Accounting.

Course Contents:

- Tally Fundamentals
- Accounts Masters – Groups, Ledgers, Voucher Types – Create, Display, Alter
- Accounting Voucher Types – Contra, Payment, Receipt, Journal, Sale, Purchase, Debit Note, Credit Note
- Data Export / Import,
- Finalization Adjustment entries
- Inventory Masters – Stock Groups, Unit of Measure, Godowns, Stock Items – Create, Display, Alter
- Invoicing – Enter Purchases / Sales / Debit Note / Credit Note in Invoice Mode – Accounting Invoice, Item Invoice, Additional expenses, Tax ledgers in Invoices
- Bank Reconciliation,
- Data Backup/Restore

Methods of Instruction

- Lecture
- Guest speakers
- Written assignments
- Laboratory practical

Certification :

The college needs to provide 'Course Completion Certificate' to every student who completes the course successfully. The certificate must contain the grade obtained by the student in the examination.

Course No. 2 – Employability Skill Enhancement Programme

Objectives of the course:

This programme is designed to aid candidates in their preparation for recruitment through campus or outside campus. The course will enable students to be a better professional through effective communication.. Students will learn skills to present themselves in an effective manner while facing interviews or similar test for placements.

Course Contents:

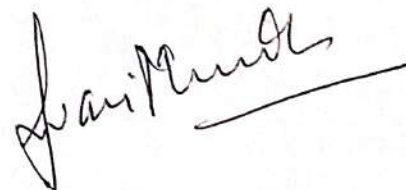
- Basic Communication Skills
- Reasoning Ability
- Verbal Ability
- Personal Grooming
- Personality Development
- CV Writing Skills
- Interview Techniques

Methods of Instruction

- Lecture
- Class discussion
- Role plays
- Guest speakers
- Written assignments
- Videos

Certification :

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A handwritten signature in black ink, appearing to read "S. S. Srinivas", is written over a horizontal line.

Course No. 3 – Gender Sensitivity

Objectives of the course:

The course is designed to sensitize the students regarding the issues of gender and the gender inequalities prevalent in society. It aims at raising and developing social consciousness among the students. Students are expected to initiate the gender perspective in all the issues of their daily life. The course will develop capacity building among the students to enable them to engage in policy decisions to remove gender biases in all fields of life in the process of gender equality for nation building.

Course Contents:

1. Gender Inequality and its Impact on Men and Women

- a. Understanding the Notion of Citizenship
- b. Violation of Women's Rights as Citizens and Individuals
- c. Nature of Gender Inequalities
- d. Access to and Control over Resources and Positions of Power

2. Understanding patriarchy

- a. Biological Sex and Socially Constructed Gender
- b. Femininity and Masculinity,
- c. Gender Stereotypes and their Impact; Breaking the Stereotypes
- d. Gender Equality as Liberation of Men as well as Women

3. Contributing to Prevention of Sexual Harassment

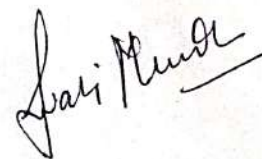
- a. What is and is not Sexual Harassment
- b. Legal Provisions about prevention of Sexual Harassment
- c. Preconditions for Effective Working of Sexual Harassment Complaints Committees
- d. Role of men in prevention of sexual harassment at workplace
- e. Gender sensitive language, work culture and workplace

Methods of Instruction

- Lecture
- Class discussion
- Role plays
- Guest speakers
- Written assignments
- Videos

Certification :

The college needs to provide 'Course Completion Certificate' to every student who completes the course successfully. The certificate must contain the grade obtained by the student in the examination.



Course No. 4 – Intellectual Property Rights Laws

Objectives of the course:

The course is designed to create awareness about the laws relating to intellectual property rights. It aims at providing knowledge about the framework of intellectual property rights. Students will be able to understand various types of intellectual properties, its implications and significance. The case studies will help students understand practical side of intellectual property rights laws.

Course Contents :-

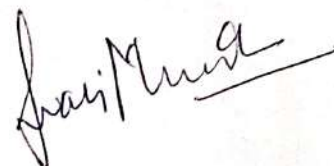
- Intellectual Property Rights in India: Overview,
- Patents, Copyrights, Related Rights, Trademarks, Geographical Indications, Industrial Designs, New Patent Varieties, Unfair Competition
- Basic knowledge on the various branches of Intellectual Property Law
- holistic understanding of the legalities of Intellectual Property Rights
- Contemporary issues in Intellectual Property Laws
- Filings for Intellectual Property registration
- Steps of development of Intellectual Property

Methods of Instruction

- Lecture
- Class discussion
- Role plays
- Guest speakers
- Written assignments
- Videos

Certification :

The college needs to provide 'Course Completion Certificate' to every student who completes the course successfully. The certificate must contain the grade obtained by the student in the examination.



Course No. 5 – Value Education

Objectives of the course:

The course is designed to inculcate the values which are an utmost need of the hour to overcome various challenges. The students will learn to adopt and implement the suitable values at appropriate time, understand various challenges in value adoption in this contemporary world, use the 'Reflection method' to explore values from inside out.

The course is expected to acquaint students with the core values such as physical, mental and spiritual aspects of personality, developing respect for the dignity of individual and the society, inculcation of spirit of patriotism and national integrity and developing tolerance towards understanding of different religious faiths as well. The course will help students to be a better human being and a strong pillar of society.

Course Contents :-

1. Values for excellence in life :

Developing Values, Personal Values, Family Values, Professional Values.

2. Life Skills :

Motivational Skills, Communication Skills, Life style modification, Accessibility and Addiction, Environmental Awareness.

3. Spiritual Education :

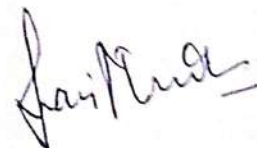
Different schools of meditation, exploring the self, universal concept of the supreme, changing the belief system, Self Esteem, Stress free living.

Methods of Instruction

- Lecture
- Class discussion
- Role plays
- Guest speakers
- Written assignments
- Videos

Certification :

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Elective course
BBA(CA)

Sr.no	Course Name
1.	Internet Of things(IOT)
2.	Soft skill



Jai...

Savitribal Phule Pune University
T.Y.B.B.A.(C.A.) Semester-VI
Subject: Soft Skill
Course Code : CA – 607

To improve oral and written communication, teamwork, leadership, problem-solving and decision-making skills, to gain best results..

5. This course is useful for landing a great job, building a career and also finding employment as soft skills trainers.

Outcomes:

1. Understand the significance and essence of a wide range of soft skills
2. Learn how to apply soft skills in a wide range of routine social and professional settings.
3. Learn how to employ soft skills to improve interpersonal relationships.
4. Learn how to employ soft skills to enhance employability and ensure workplace and career success.

Unit	Topics	No. of Lectures
1	Introduction to Soft Skills 1.1 An Introduction to Soft skill - 1.1.1 Definition and Significance of Soft Skills 1.1.2 Soft skill Process 1.1.3 Uses of Soft Skill Development.	02
2	Communication Skills 2.1 Introduction - Components of communication process, Communication process , Effective communication process. 2.2 Types of communication – 2.2.1 Verbal Communication – <ul style="list-style-type: none"> • Punctuation • Meaning & opposites , vocabulary • Real Life conversations 2.2.2 Non – Verbal Communication - <ul style="list-style-type: none"> • Facial Expression , Posture , Gesture , Eye contact • appearance (dress code) , Body Language, listening skills • essential formal writing skills 	04

3	Skills Development 3.1 Interview Skills – Interviewer and Interviewee – in-depth perspectives, Before, During and After the Interview, Tips for Success. 3.2 Presentation Skills - Types, Content, Audience Analysis, Essential Tips Before, During and After, Overcoming Nervousness. 3.3 Etiquette and Manners - Social and Business 3.4 Time Management - Concept, Essentials, Tips 3.5 Personality Development - Meaning, Nature, Features,	05
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Dr. M. S. Reddy

	Stages, Models, Learning Skills, Adaptability Skills.	
4	<p>Skill Implementation</p> <p>4.1 Resume writing –</p> <p>4.1.1 How to write your resume.</p> <ul style="list-style-type: none"> • Contact details. • Opening statement. • List of key skills. • List of technical/software skills. • Personal attributes/career overview. • Educational qualifications. • Employment history /volunteering/work placements. • References/referees. <p>4.1.2 Types of resume</p> <p>4.2 Group Discussion - Importance, Planning, Elements, and Skills assessed, Effectively disagreeing, Initiating, Summarizing and Attaining the Objective.</p> <p>4.3 Teamwork and Leadership Skills - Concept of Teams, Building effective teams, Concept of Leadership and honing Leadership skills , A Good Leader, Leaders and Managers , Types of Leaders , Leadership Behaviour.</p>	04
	Total	15
	Practical Please Refer Lab Book	15

Reference Books :

1. Managing Soft Skills for Personality Development – edited by B.N.Ghosh, McGraw Hill India, 2012.
2. English and Soft Skills – S.P.Dhanavel, Orient Blackswan India, 2010.
3. Soft skills Training – A workbook to develop skills for employment by Fredrick H.Wentz .
4. Personality Development and Soft skills, Oxford University Press by Barun K. Mitra
5. The Time Trap : the Classic book on Time Management by R. Alec Mackenzie

Signature

Prerequisite:

Basic knowledge of Internet, Networking, and Electronics.

Course Objectives:

1. To understand Technical aspects of Internet of things.
2. To describe smart objects and IoT Architecture.
3. To study and compare different Application protocols of IoT.
4. To understand IoT platform using Arduino Uno.

Course Outcomes: Students will be able

1. To explain key technologies, smart objects, IoT Architecture and security in Internet of Things.
2. To illustrate the role of IoT protocols for efficient network communication.
3. To understand IoT platform such as Arduino Uno.

Unit No.	Contents Theory	No. of Lectures
1	Fundamentals of IoT 1.1 Basic Concepts of IoT 1.2 Major components of IoT devices 1.3 IOT Architecture 1.4 Pros & Cons of IOT	03
2	Communication Technologies 2.1 Wireless Communication: Bluetooth, ZigBee, WiFi, RF Links 2.2 Wired Communication: Ethernet 2.3 IOT Protocol: MQTT, CoAP, XMPP, OSGi	05
3	Microcontroller Fundamental and Arduino uno 3.1 System on Chip & Microcontroller 3.2 Arduino UNO: Introduction to Arduino, Arduino UNO, Arduino Board, The Anatomy of an Arduino Board 3.3 The Development Environment of Arduino Board 3.4 Writing Arduino Software, The Arduino Sketch 3.5 Fundamentals of Arduino Programming 3.6 Trying the code on an Arduino Emulator 3.7 Arduino Libraries 25 Programming & Interfacing 3.8 Application of IoT 3.9 Case studies: Home Automation, Smart Parking, etc.	07
Total		15
Practical Please Refer Lab Book		15

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Reference Books:

1. Learning internet of things by Waher, Peter -Packt Publishing Ltd, 2015
2. "Fundamentals of Wireless Sensor Networks: Theory and Practice" by WalteneagusDargie,

Christian Poellabauer

3. Internet of Things (A Hands-on-Approach) by Vijay Madiseti , ArshdeepBahga
4. Designing the Internet of Things by Adrian McEwen, Hakim Cassimally
5. Internet of Things with Arduino Cookbook by Schwartz, M. - Packt Publishing Ltd.
6. "IoT Fundamentals: Networking Technologies, Protocols, and Use Cases for the Internet of Things"
David Hanes, Gonzalo Salgueiro, Patrick Grossetete, Robert Barton, Jerome Henry, 1stEdition
Pearson Education (Cisco Press Indian Reprint)
7. "Internet of Things" by Srinivasa K G, CENGAGE Learning India, 2017
8. Computer Networks by Tanenbaum, Andrew S - Pearson Education Pte. Ltd., Delhi, 4th Edition
9. Data and Computer Communications; By: Stallings, William - Pearson Education Pte. Ltd., Delhi
6th Edition



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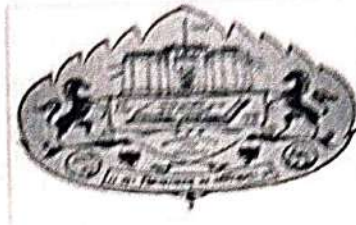
Elective course
BA

Sr.no	Course Name
1.	Generic Elective

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Savitribai Phule Pune University



T. Y. B. A.

Generic Elective

Humanities

(Mandatory Course)

Syllabus

4 Credit Course

(To be implemented in 2021-2022)

Generic Elective Syllabus (Mandatory Course)

4 Credit Course- 60 Hours

SEM V

(30 hours)

1. Digital Literacy

6 Hours

- What is Digital Literacy?
- What is role of Digital literacy in professional life?
- Trends and opportunities in using digital technology in workplace

2. Social Innovation

6 Hours

- What is Social Innovation?
- How to identify social problems?
- Civic Action and Innovation

3. Social (Graduate) Entrepreneurship and Start Up

12 Hours

- What is Social Entrepreneurship: Concept and Functions
- What is impact of policies and programmes pertaining to enterprising activities?
- What is Start Up?
- How to conduct field survey for understanding society/ market?
- How to prepare business plan and raising funding for project?

4. Civic Education

6 Hours

- What are Fundamental Rights and Duties of Indian Citizens?
- What is Social Justice?
- What are the marginal sections within the Indian Society?
- Role of Panchayat System

SEM VI

(30 Hours)

Field Work and Project Activity*

6 Hours

1. Digital Literacy:

- Internet Basics and Introduction to MS Office tools:
 - i. Paint
 - ii. Office
 - iii. Excel
 - iv. PowerPoint

6 Hours

2. Understanding the marginal sections within the society:

1. Visiting Slum Area around your locality.
2. Write a field work report narrating the problems faced by the people living in the locality.

3. Identify the specific government department concerning with the any specific problem e.g., Sanitation, Electricity, Public Food Distribution and visit the government authority to convey the problems.

3. Graduate Entrepreneurship and Start Up:

12 Hours

1. Visit the Centre for Innovation, Incubation and Linkage center in Savitribai Phule Pune University.
2. Write a detailed report explaining the innovation activities suitable for your residential area or any specific social problem in consultation of course teacher.

4. Your Responsibilities and Rights

6 Hours

A. Understanding Law Enforcement Agencies:

1. Identify the law enforcing authorities you came across in your everyday life.
2. Describe how these authorities work to implement the laws.
3. What are the responsibilities of individual citizens towards government authorities to cooperate with these agencies?
4. What are citizen's rights protected by the constitution of India?

OR

B. Understanding Social Inclusion and Discrimination:

1. What are the Public and Private spaces in your residential locality?
2. Are these places accessible to all individuals without discrimination?
3. Note down your observation and discuss in the class.

Or

C. Understanding Social Occupation:

1. Conduct a survey of your locality to understand the social occupation of the residents.
2. Interview any particular individual or group of individual to understand nature of their work.
3. Observe what are the factors affecting the occupation of people and opportunities available to them.
4. Discuss your observation in the class under the guidance of teacher.

*** The second unit is fully dedicated to project work. Students have to select any two unit to complete the field work.**

References

Digital Literacy

1. Colin Lankshear & Michele Knobel. 2008. Digital Literacies: Concept, Policies and Practices, New York: Peter Lang Publishing
2. Paul E. Ceruzzi. 2003. A History of Modern Computing, Cambridge: MIT Press.
3. Anna Everett and John T. Caldwell (eds.). 2003. New Media: Theories and practices of digitaxality. New York: Routledge
4. James Gillies and Robert Cailliau. 2000. How the Web Was Born. Oxford: Oxford University Press.

5. Thomas Swiss (ed.). 2000. *Unspun: Key Concepts for Understanding the World Wide Web*, New York: New York University Press.

6. Gunther Kress. 2003. *Literacy in the New Media Age*, New York: Routledge

7. Lisa Gitelman. 2006. *Always Already New: Media, History, and the Data of Culture*, Cambridge, MA: MIT Press.

Social Innovation

1. Philips, Bonefiel and Sharma. 2011. *Social Entrepreneurship*, New Delhi: Global vision publishing house.

2. Laura Michelini, 2012, *Social Innovation and New Business Models: Creating Shared Value in Low-Income Markets*, Springer.

3. Stephen Goldsmith. 2010. *The Power of Social Innovation: How Civic Entrepreneurs Ignite Community Networks for Good*, California: Jossey-Bass.

4. S. Baker .2006. *The concept of sustainable development*, London: Routledge.

5. Jennifer A Elliot. 2013. *An Introduction to Sustainable Development*, Oxon: Routledge.

6. Malcolm Gladwell. 2000. *The Tipping Point*, Boston: Little Brown.

7. Andreasen R. Alan. 2006. *Social Marketing in the 21st Century*, SAGE Publications.

Graduate/ Social Entrepreneurship

1. Robin Lowe & Sue Marriott (eds.). 2012. *Enterprise: Entrepreneurship and Innovation Concepts, Contexts and Commercialization*, Taylor & Francis

2. John Bessant & Joe Tidd. 2011. *Innovation and Entrepreneurship*, Chichester: John Wiley

3. Rabindra N. Kanungo. 1998. "Entrepreneurship and innovation", New Delhi: Sage Publications

4. Roy Rajeev. 2011. *Entrepreneurship*, New Delhi: Oxford University Press

5. Robert Hisrich, Michael Peters & Dean Shepherd. 2009. *Entrepreneurship*, New Delhi: Tata McGraw-Hill Publishing Company Limited.

Civic Education

1. Peter Strandbrink. 2017. *Civic Education and Liberal Democracy*, London: Palgrave Macmillan

2. Dennis Gunn. 2020. *Educating for Civic Dialogue in an Age of Uncivil Discourse*, New York: Routledge

3. Beth C. Rubin & James M. Giarelli. 2007. *Civic Education for Diverse Citizens in Global Times: Rethinking Theory and Practice*, New York: Routledge

4. Peterson, A. 2011. *Civic Republicanism and Civic Education*, UK: Palgrave Macmillan.