



Programme Structure

School of Management Studies and Commerce B.Com(Hons.)

ProgramCode:SOMC-0705

Batch: 2024-2028

B.Com (Hons.)

TITLE: Four Year Program Structure for Commerce Discipline Bachelor of Commerce (Hons.)

DURATION OF THE COURSE: 4 Years

Total Credits-163

SEMESTER	CORE	MINOR	AE	SE	VB	OE	SI/RP	TOTAL
1	11	--	3	3	2	3		22
2	10	---	3	3	2	3		21
3	7	4	2	2	2	3		20
4	12	4	2	2				20
5	14	4					2	20
6	12	8						20
7-H	8	8					4	20
8-H	8	4					8	20
TOTAL	82/80	32/32	10	10	6	9	2+12	163

Total credit of the 04 year UG Program for year wise	01 st Year	43
	02 nd Year	40
	03 rd Year	40
	04 th Year	40

Minimum credit required for multiple entry and exit:

Award on Exit after 2 Semesters: Undergraduate Certificate 40 credits + Two months Bridge Course 10 credits [Vocational (4) + Internship (6)] = 50 Credits.

Award on Exit after 4 Semesters: Undergraduate Diploma 80 credits + Two months Bridge Course 10 credits [Vocational (4) + Internship (6)] = 90 Credits.

Vision of the University

To be recognized as an Institution of excellence, facilitating learning, fostering creativity, knowledge creation, innovations, consultancy and leadership in multiple areas to build a conscious community that will positively impact living beings for a sustainable future.

Mission of the University

1. To Create conducive environment for an interactive and application oriented experiential learning making the Institute a preferred destination for work and study.
2. To Foster creativity, research and innovation orientation in students and Faculty in basic and applied areas in all of its disciplines, provide cost effective solutions and nurture entrepreneurial capabilities to accelerate growth.
3. To act as a catalyst in social change by developing academic, social, political, technological, scientific, industrial and business leadership in the spirit “Think Globally and Act Locally”; by providing ample opportunities to develop team spirit, sportsmanship and love for culture and national heritage.

Core Values

1. Integrity
2. Honesty
3. Transparency
4. Empathy

School of Management Studies and Commerce

Vision of School

To be a globally recognized center of excellence in management and commerce education, fostering innovation, ethical leadership, and entrepreneurial spirit to drive sustainable economic and social development.

Mission of School

- Create a conducive atmosphere for interactive and experiential learning, making the School of Management Studies and Commerce a preferred destination for students and faculty seeking a dynamic and application-oriented education.
- Promote a culture of creativity, research, and innovation among students and faculty. Focus on both basic and applied areas within management and commerce to provide cost-effective solutions and nurture entrepreneurial capabilities for accelerated growth.
- Act as a catalyst for social change by developing leadership in academic, social, political, technological, scientific, industrial, and business spheres. Embrace the philosophy of “Think Globally and Act Locally” by providing ample opportunities for students to develop team spirit, sportsmanship, and an appreciation for culture and national heritage.
- Build robust partnerships with industry leaders, professional bodies, and community organizations to ensure our programs remain relevant and our graduates are well-prepared to meet the demands of the workforce.

Core Values

- Excellence in teaching -learning process as reflected in results
- Contribution to the existing knowledge through research
- Service to the society through extension activities

Programme Educational Objectives (PEO's)

B.Com(Hons.)-Programme Education Objectives:

PEO1 - The program aims to provide students with a solid foundation of knowledge in commerce and its various disciplines such as accounting, finance, economics, marketing, and business law.

PEO2 - The program aims to develop students' analytical and critical thinking skills.

PEO3 - Graduates should be able to effectively articulate their thoughts, ideas, and research findings in both written and oral forms, and adapt their communication style to different audiences.

PEO4 - The program aims to equip students with professional and entrepreneurial skills necessary for success in commerce and related fields.

Program Outcomes (PO's):

PO1: The curriculum planning of B.Com.(Hons.) course provides the students thorough and inclusive knowledge of the areas related to finance, human resource management, marketing, international business, corporate and business laws, accounting and taxation etc

PO2: The graduates of this program will be trained to develop skills and attitudes needed for critical thinking and adopting a comprehensive problem-solving approach. They shall be exposed to the pedagogy that helps them understand real life situations through case-studies.

PO3: The teaching learning pedagogies used in the program make the students capable enough to deliver and communicate information effectively with a mark.

PO4: The courses aim at instituting entrepreneurial skills in the students by instilling in them competencies needed to become an entrepreneur. These would lead to develop an attitude of life-long learning.

PO5: The courses also involve training the students to check unethical behavior, falsification and manipulation of information in order to avoid debacles which can be seen rising persistently over the period of time. It would also help in making responsible citizens and facilitate character building.

PO6: This program enables the students to be technologically updated as it has courses like computerized accounting system, computer applications etc. which not only make them work using software but also makes them independent enough in this world of digitization.

PO7: The courses of this program give a global perspective to the students such that they will be able to integrate national values and beliefs with international culture and competence.

PO8: This program enables the students to think of a given problem or situation from different perspectives like economic, financial, social, national, global etc. and broadens the horizon of their thought processes. It not only helps the students add dimensions to its decision making but also in reaching to inclusive conclusions.

Program Specific Outcomes (PSO):

PSO1: After successful completion of degree, The graduates can further enhance their knowledge by pursuing career in various professional courses like M.Com, MBA, CA, ICWA, ICMA and Law etc.

PSO2: The graduate will be able to possess inter-personal and professional business communication skills.

PSO3: The graduate will possess knowledge of various basic laws and legalizations related to commerce and business.

PSO4: The degree will upgrade the learners with practical skills which they can apply to manage various businesses at regional as well as global business levels.



Syllabus of B.Com(Hons.) First Year

**SDGI GLOBAL UNIVERSITY (SGU)
DEPARTMENT OF COMMERCE
SYLLABUS**

Financial Accounting-I
(Course Code: B070524101)

Year-1st
Semester-1st

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Course Objective: To familiarize students with the mechanics of preparation of financial statements, understanding corporate financial statements, their analysis and interpretation, role of IFRS in accounting discipline, and the concept of management quality analysis and wealth creation.

Course Outcome (CO)		Bloom's Knowledge (BL)
At the end of course, the student will be able		
CO 1	To acquire the basic concept of accounting terms.	BL 1,2
CO 2	To understand the process of recording and classifying the business transactions and events	BL2
CO 3	To understand the financial statements, viz., Profit and Loss Account, Balance Sheet, and cash flow statement of a sole proprietor	BL3
CO 4	To exposed to various methods of depreciation	BL4
CO 5	To demonstrate insight into single and double entry system of accounting	BL5,6

Unit	Topic
1	<p><u>Introduction to Accounting</u></p> <p><u>Accounting-</u> Meaning of Accounting, Process accounting, Basic terminology of accounting, Difference between accounting & book keeping. Importance & Limitations of Accounting, Various users of Accounting Information, Accounting Principles, conventions & Concepts.</p>
2	<p><u>Accounting Transactions</u></p> <p><u>Accounting Cycle-</u> Accounting Equation, Dual Aspect of Accounting Types of accounting Rules of debit & Credit, Preparation of Journal and Cash book including banking transaction, Ledger and Trial balance.</p>
3	<p><u>Financial Statements</u></p> <p><u>Preparation of Financial Statements for Sole Proprietor-</u> Trading Account and Profit and Loss Account: Preparation. Balance Sheet: need, grouping and marshalling of assets and liabilities. Adjustments in preparation of financial statements with respect to closing stock, outstanding expenses, prepaid expenses, accrued income, and income received in advance, depreciation, bad debts, provision for doubtful debts, provision for discount on debtors.</p>
4	<p><u>Depreciation Provisions and Reserves</u></p> <p>Depreciation- Concept of depreciation Causes of depreciation; Depreciation, depletion, amortization, and dilapidation; Depreciation accounting; Methods of recording depreciation; Methods for providing depreciation; Depreciation of different assets; Depreciation of replacement cost; Depreciation accounting as per accounting standard; Depreciation accounting; Provisions and reserves</p>

5	Cash Flow Statements Meaning, objectives Benefits, Cash and Cash Equivalents, Classification of Activities and preparation of cash flow statement (as per AS 3 (Revised))
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Suggested Readings

- 1. Narayanaswamy R. Financial Accounting: A Managerial Perspective. PHI Learning Pvt. Ltd., Delhi**
- 2. Robert N. Anthony, David F. Hawkins, Kenneth A. Merchant. Accountancy- text and cases. McGraw Hill Education (India) Private Limited, New Delhi.**
- 3. Garg CA Kamal, and Sehrawat Neeraj Kumar. Beginner`s Guide to Ind AS & IFRS. Bharat Law House Pvt. Ltd., New Delhi**
- 4. Maheshwari S. N., Maheshwari Sunil K., and Maheshwari Sharad K, An Introduction to Accountancy, Vikas Publishing House Pvt. Ltd.**

PRINCIPLE OF MICRO ECONOMICS

(Course Code: B070524102)

Year-1st

L T P

Semester-1st

4 1 0

Course Objectives:

This course is designed to expose the students to the basic principles of microeconomic theory. The emphasis will be on thinking like an economist and the course will illustrate how microeconomic concepts can be applied to analyze real-life situations.

Course Outcome (CO)		Bloom's Know Level (BL)
At the end of course		
CO 1	The students are familiarized with basic concepts of microeconomics such as laws of demand and supply and elasticity etc so that he/she can comprehend them & familiarize with day today happenings.	BL 2,3
CO 2	The students learn and understand the concepts of consumer behaviour like cardinal utility and ordinal utility analysis.	BL 2,4
CO 3	The students learn and understand the Theory of production- iso-quants, laws of returns to scale, law of variable proportion, Traditional and modern theory of cost.	BL 1,3,6
CO 4	Describe and apply the methods for analysing consumer behaviour through demand and supply, elasticity and marginal utility.	BL 4,5
CO 5	The decision-making process in different market situations such as perfect competition, monopolistic competition, monopoly and oligopoly markets.	BL 2,3,5

Unit	Topic
1	Introduction: Problem of scarcity and choice, Central problems of an economy, microeconomics and macroeconomics; positive and normative economics, production possibility curve and opportunity cost.
2	Consumer Behaviour: Consumer Theory Budget constraint, concept of utility, diminishing marginal utility, Diamond-water paradox, income and substitution effects; consumer choice: indifference curves, derivation of demand curve from indifference curve and budget constraint.

3	<p>Demand and Supply:</p> <p>a. Demand and supply: law of demand, determinants of demand, shifts of demand versus movements along a demand curve, market demand, law of supply, determinants of supply, shifts of supply versus movements along a supply curve, market supply, and market equilibrium.</p> <p>b. Applications of demand and supply: price rationing, price floors, consumer surplus, producer surplus.</p> <p>c. Elasticity: price elasticity of demand, calculating elasticity- percentage formula, the midpoint formula, elasticity along a straight line demand curve, elasticity and total revenue determinants of price elasticity, other elasticities.</p>
4	<p>Production and Costs:</p> <p>a. Production: behaviour of profit maximising firms, production process, production functions, law of variable proportions, choice of technology, isoquant and isocost lines, cost minimizing equilibrium condition.</p> <p>b. Costs: costs in the short run, costs in the long run, revenue and profit maximizations, minimizing losses, short run industry supply curve, economies and diseconomies of scale, long run adjustments.</p>
5	<p>Market Structures:</p> <p>a. Perfect Competition: a. Assumptions: theory of a firm under perfect competition, demand and revenue; equilibrium of the firm in the short run and long run; long run industry supply curve: increasing, decreasing and constant cost industries.</p> <p>b. Imperfect Competition: Monopolistic competition: Assumptions, SR& LR price and output determinations under monopolistic competition, economic efficiency and resource allocation; oligopoly: assumptions, oligopoly models.</p> <p>c. Theory of a Monopoly Firm: Concept of imperfect competition; short run and long run price and output decisions of a monopoly firm; concept of a supply curve under monopoly; comparison of perfect competition and monopoly, social cost of monopoly, price discrimination.</p>

Text books:

1. Lipsey, Richard & Chrystal, Alec (2011) : Economics, Oxford University Press Publications, New Delhi.
2. Pindyck, Robert.S., Rubinfeld. Daniel.L., Mehta. Prem.L.(2009): Microeconomics, Pearson.
3. Salvatore, Dominic(2010) : Principles of Microeconomics, Oxford University Press Publications, New Delhi.
4. Samuelson, Paul.A & Nordhaus, William.D(2010): Economics, Tata McGraw Hill.

References:

1. Ahuja, H.L(2013) : Advanced Economic Theory, S.Chand & Company.
2. Shastri, Rahul.A (1999) : Microeconomics, Orient Blackswan.
3. Ahuja, H.L (2012) : Uchatar Arthik Siddhant, S.Chand & Company, New Delhi.
4. Dwivedi, D.N (2011) : Microeconomics-Theory & Applications, Pearson

Business Mathematics and Statistics

(Course Code: B070524103)

Year-1st

L T P

Semester-1st

4 1 0

Course Objectives: The students will be able to

1. Understand the different basic concept / fundamentals of Business Statistics and Mathematics.
2. Understand the concept of Ratio, proportion, permutation and Combination.
3. Understand the importance of measures of Descriptive statistics which includes measures of central tendency, Measures of Dispersion.
4. Understand the concept of Probability and its usage in various business applications.
5. Understand the concept of Time Series Analysis, Index Number, Correlation and Regression analysis; their implication on Business performance.

Course Outcomes:

Course Outcome (CO)		Bloom's Level
At the end of this course, the student will be able :		
CO 1	To gaining Knowledge of basic concept / fundamentals of business mathematics and statistics.	BL1& 2
CO 2	To solve the problems related of Permutation, Combination and apply in probability in real life problems.	BL3,4,5
CO 3	To solve different types of problems from Measures of Central Tendencies and dispersions and apply in business problems.	BL2,4,5
CO 4	To evaluating basic concepts problems of Bivariate Linear Correlation and Regression Analysis.	BL 4&5
CO 5	To compute various measures of Time series and Index Numbers and their implication on Business performance.	BL 5&6

Unit	Topic
1	Ratio, Proportion, Percentage: Ratio, Continued ratio, Inverse ratio, Proportion, Continue Proportion, Simple and Compound proportion, Inverse Proportion, Simple Examples, Percentage, Simple Examples, Partnership, Concept and simple examples
2	Permutation and Combination and Probability: Factorial Notation, Fundamental principle of counting, Permutation as arrangement, Simple examples, combination as selection, Simple examples, Relation between permutation and combination. Basic Concepts of Probability, Conditional Probability and Bayes' Theorem, Random variables and Probability Distributions: Binomial, Poisson & Normal
3	Uni-Variate Analysis: Measures of Central Tendency including arithmetic mean, Geometric mean and Harmonic mean: properties and applications ; mode and median, Partition values- quartiles, deciles and percentiles. Measures of Variation: absolute and relative. Range, quartile deviation and mean deviation; Variance and Standard deviation: calculation and properties.
4	Bi-Variate Analysis Simple Linear Correlation Analysis: Meaning, and measurement. Karl Pearson's co-efficient and Spearman's rank correlation, Simple Linear Regression Analysis: Regression equations and estimation. Relationship between correlation and regression coefficients

5	Time-based Data: Index Numbers and Time- Series Analysis Meaning and uses of index numbers; Construction of index numbers: Aggregative and average of Relatives- simple and weighted, Tests of adequacy of index numbers, Construction of consumer price indices. Components of time series; additive and multiplicative models; Trend analysis: Finding trend by moving average method and Fitting of linear trend line using principle of least squares.
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Text Books:

1. G C Beri- **Business Statistics, 3rd ed., TATA McGraw Hill.**
2. S.C.Gupta- **Fundamentals of Statistics, Himalaya Publishing**
3. B Aggarwal- **Business Mathematics & Statistics, Ane Book Pvt. Limited**
4. D.N.Elhance- **Fundamentals of Statistics. Kitab Mahal; New Revised edition**

Business Management
(Course Code:- B070524104)

Year: 1st
Semester: 1st

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4 1 0

Course Objectives:

- 1) The main objective of this paper is to make the students understand business management principles and practices to withstand the competitive business environment.
- 2) To impart the basic understanding of business management, to enable the students to apply different skills and techniques to assist the management in taking appropriate decisions relating to business enterprise.

Course Outcomes:

Upon completion of the course, the student will be able to:

	Course Outcomes	Bloom's Level
CO-1	Ability to understand the concept of Business Management along with the basic laws and norms of Business Management	BL 2,3
CO-2	Ability to understand the terminologies associated with the field of Business Management and control along with their relevance	BL 2,4
CO-3	Ability to identify the appropriate method and techniques of Business Management for solving different problems	BL 1,3,6
CO-4	Ability to apply basic Business Management principles to solve business and industry-related problems	BL 4,5
CO-5	Ability to understand the concept of Planning, Organising, Direction, Motivation and Control etc.	BL 2,3,5

Detailed Syllabus:

Unit	Topic
1	Introduction: Concepts, Objectives, Nature, Scope and Significance of Management; Functional Areas of Management, Managerial Skills, Roles of a Manager. Levels of Management, Management as a Science, an Art and as a Profession. Evolution of Management Thought - Traditional Vs. Modern
2	Planning: Meaning and Definition, Features, Steps in Planning Process, Approaches, Principles, Importance, Advantages and Disadvantages of Planning. Types of Plans, Types of Planning, Management by Objectives. Decision-Making: Meaning, Characteristics, Decision-Making Process, Guidelines for Making Effective Decision, Types of Decisions.
3	Unit 3 - Organizing: Concept, Objective, Nature of Organizing; Types of Organizing; Delegation of Authority; Authority and Responsibilities; Centralization and Decentralization; Span of Control. Staffing: Meaning, Nature, Importance, Staffing Process - Manpower Planning, Recruitment, Selection, Orientation and Placement, Training, Remuneration, Performance Appraisal, Promotion and Transfer.

4	Directing: Concept, Principles and Techniques of Directing and Coordinating; Concept of Leadership - Meaning, Importance and Styles; Supervision, Motivation. Communication: Definition, Meaning, Nature, Communication Process, Types and Barriers to Communication. Controlling: Concept, Principles, Process and Techniques of Controlling; Relationship between Planning and Controlling.
5	Co-ordination: Characteristics, Essentials, Types and Techniques, Principles, Obstacles and Needs

Textbooks:

1. Agarwal K.K., "Business Organisation and Management".
2. Joshi, G.L., "Vyavsayik Sangathan Evam Prabandha".
3. Prasad, Jagdish, "Vyavsayik Sangathan Evam Prabandha".
4. Shukla, Sudhir, "Vyavsayik Sangathan Evam Prabandha".
5. Shukla, Sudhir, "Management Concept & Principles".
6. Yadav, Pankaj, Business Management, Neel Kamal Prakashan, Delhi

References:

1. Gupta, C.B., "Business Organisation", Mayur Publication, (2014).
2. Singh, B.P., Chhabra, T.N., "An Introduction to Business Organisation & Management", Kitab Mahal, (2014).
3. Sherlekar, S.A. and Sherlekar, V.S., "Modern Business Organization & Management Systems Approach Mumbai", Himalaya Publishing House, (2000).
4. Bhusan Y. K., "Business Organization", Sultan Chand & Sons, (1970).
5. Jagdish Prakash, "Business Organisation and Management", Kitab Mahal publishers, (1997)

Professional Communication
(Course Code:- BSGUAE2404)
(Common for all courses)

Total Teaching Hours for semester: 45

Max Marks: 100

No. of Lecture

Credits: 3

Hours/Week: 3

Course Objectives/ Course Description

Course Objectives: This course is designed to give you a comprehensive view of communication, its scope and importance in business and the role of communication in establishing a favourable outside the firm environment, as well as an effective internal communications program.
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Course Outcomes:

Upon completion of the course, the student will be able to:

	Course Outcomes
CO-1	communicate effectively in a corporate setting and otherwise
CO-2	overcome the varied obstructions to communication and be an adept listener
CO-3	display effective interpersonal communication, maintaining the decorum of the settings
CO-4	have hands-on writing business letters and expertise in drafting technical documents
CO-5	deliver effective presentations in professional environment, tackle group discussions and face interviews

Detailed Syllabus:

Unit-1: NATURE OF COMMUNICATION

Definition, Need and importance of communication skills, Basic types of communication-Reading-Writing-Listening-Speaking, Forms of communication-Verbal-Written-Oral-Non verbal, The Communication Process, Barriers of communication and ways in overcoming barriers.

Unit-2: Written Communication

The process of formal written Communication (deciding purpose, analyzing audience, designing a message, organizing, selecting, arranging ideas and preparing outlines, developing message) The qualities of good writing-clarity-consciousness-conciseness-correctness-coherence-courteousness.

Unit-3: Business Correspondence In Organization Business Letters:

Enquiry, letter of reply, letter of order, letter of execution, letter of complaint, letter of collection, Common errors in business communication Errors with pronouns, adjectives, verbs adverbs, participles, and prepositions

Unit-4: REPORT WRITING

Principles report writing: Types of reports, structure of report. Presentation of report

Unit-5: Application of Communication Skills

Group Decision-Making - Conflict and Negotiations - Presentation and Interviews - Speeches - Customer care/Customers Relations - Public Relations (Concept, Principles, Do's and Don'ts etc. to be studied for each type).

Text Books And Reference Books:

Business Communication-Urmila Rai , S. M. Rai-Himalayas Publishing House. Asha Kaul-Hall Of India

Essential Reading / Recommended Reading:

- 1) Business Correspondence & Communication Skills-Kapoor (S. Chand & Co)
- 2) Effective Skills:-Ravi Agrawal -Sublime Publishing Jaipur
- 3) Developing Communication Skills-Mohan -Macmillan Publishing
- 4) Business Communication - Om P Juneja Aarati Mujumdar
- 5) Business Correspondence & Report Writing- R. C. Sharma & Krishna Mohan.



SDGI GLOBAL UNIVERSITY

OFFICE AUTOMATION

(BSGUSE2410)

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JUSTIFICATION

This subject aims to cover the handling of whole field of word processing. It also involves various clerical tasks, such as organizing customer data or creating reports. It enables people with lower skill levels to perform higher-level tasks. In Today's commercial world, automation helps the users with a sophisticated set of commands to format, edit, and print text documents. It is used as valuable and important tools in the creation of application such as newsletters, brochures, charts, presentation, documents, drawings and other graphic images. This will make the students proficient in office automation applications

DETAILED CONTENTS

Unit 1: Microsoft Word Basics & Advanced Features

Total Hours: 6

1. Introduction to Microsoft Word
 - Basic features of Word processors (Microsoft Word/Libre Office/Open Office).
 - Overview of the user interface: ribbon, quick access toolbar, navigation pane.
2. Formatting Documents
 - Changing fonts, font sizes, and colors.
 - Using bold, italic, and underline to emphasize text.
 - Working with subscript and superscript.
3. Document Layout
 - Justifying text (left, right, center, and full).
 - Using bullets and numbering to create lists.
 - Page setup: Margins, orientation, page size.
4. Headers, Footers, and Page Breaks
 - Inserting page numbers, headers, and footers.
 - Managing page breaks and section breaks.
 - Adjusting line spacing and paragraph settings.
5. Advanced Features: Mail Merge and Macros
 - Creating a mail merge for letters, labels, or envelopes.
 - Introduction to macros: Creating, recording, and using macros to automate repetitive tasks.

Unit 2: Microsoft Word Tables & Document Enhancement

Total Hours: 6

1. Working with Tables
 - Inserting and formatting tables.
 - Merging and splitting cells.
 - Adding borders, shading, and formatting table content.
 - Inserting and deleting rows and columns.
2. Proofing Tools
 - Applying spelling and grammar checks.
 - Using the thesaurus for alternative word suggestions.
 - Setting up autocorrect options.
3. Creating Professional Documents
 - Designing brochures using templates.
 - Page setup for documents and print preview options.
 - Printing documents: Full and selected pages.
4. Document Navigation and Protection
 - Adding bookmarks and hyperlinks for document navigation.
 - Using features like password protection, track changes, and comments.

Unit 3: Microsoft Excel Basics & Data Manipulation

Total Hours: 6

1. Introduction to Microsoft Excel

- Overview of the Excel interface.
 - Creating, saving, and opening workbooks.
 - 2. Cell Management & Data Entry
 - Adding, deleting, and merging cells.
 - Formatting cells and adjusting row/column layout.
 - Using predefined functions: SUM, AVERAGE, COUNT, etc.
 - 3. Working with Multiple Worksheets
 - Switching between multiple worksheets and workbooks.
 - Creating linked data between worksheets.
 - 4. Advanced Excel Features
 - Using LOOKUP and VLOOKUP functions.
 - Working with formulas and applying automatic calculations.
 - Creating and formatting different types of charts.
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Unit 4: Microsoft PowerPoint Basics & Presentation Techniques

Total Hours: 6

1. Introduction to PowerPoint
 - Overview of PowerPoint interface.
 - Creating and saving presentations using slide templates.
 2. Adding and Formatting Content
 - Adding text, images, tables, and charts.
 - Applying transitions and animations to slides.
 3. Multimedia Elements in PowerPoint
 - Inserting movies, sounds, and audio clips.
 - Customizing slide layout and color schemes.
 4. Presenting and Sharing PowerPoints
 - Viewing presentations using slide navigator.
 - Running and printing presentations.
 - Exporting PowerPoint presentations as PDFs or videos.
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Unit 5: G Suite (Google Workspace) & Collaborative Tools

Total Hours: 6

1. Introduction to Google Drive
 - Creating, uploading, and organizing files/folders in Google Drive.
 - Sharing files with permissions (view, edit, comment).
2. Google Docs and Sheets
 - Creating and sharing Google Docs for collaboration.
 - Using Google Sheets to manage and share data.
 - Collaborative features: Comments, suggestions, and real-time editing.
3. Google Slides and Forms
 - Creating and sharing Google Slides for presentations.
 - Designing Google Forms for surveys and data collection.
4. Integration and Cloud Collaboration
 - Integrating Google Docs, Sheets, and Slides within Drive.
 - Best practices for real-time collaboration and version control.



SDGI GLOBAL UNIVERSITY

OFFICE AUTOMATION LAB

(BSGUSE2460)

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JUSTIFICATION

This subject aims to cover the handling of whole field of word processing. It also involves various clerical tasks, such as organizing customer data or creating reports. It enables people with lower skill levels to perform higher-level tasks. In Today's commercial world, automation helps the users with a sophisticated set of commands to format, edit, and print text documents. It is used as valuable and important tools in the creation of application such as newsletters, brochures, charts, presentation, documents, drawings and other graphic images. This will make the students proficient in office automation applications

LEARNING OUTCOMES

After completing this course, students will be able to:

1. Use file managers, word processors, spread sheets, presentation software's
2. Describe the features and functions of the categories of application software.
3. Present conclusions effectively, orally and in writing.
4. Understand the dynamics of an office environment.
5. Demonstrate the ability to apply application software in an office environment.
6. Use Google Suite for office data management tasks.

DETAILED CONTENTS

1 Tools to be used: Microsoft office/ Libre Office / Open Office / G Suite

PRACTICING MS WORD

- 2 Creating a document using different font, changing font size and colour, changing the appearance through bold/italic/underline.
- 3 Creating a document using subscript and superscript, justification of the document.
- 4 Create a document using Bullets and Numbering.
- 5 Create a document using page number, header and footer.
- 6 Create a document using inserting page breaks and column break, line spacing.
- 7 How to use mail merge and macro in MS Word.
- 8 Creating table, formatting cells, use of different border styles, shading in tables, merging of cells, and partition of cells, inserting and deleting a row in a table in MS word document.
- 9 Apply spelling checker, grammar mistakes, thesaurus in a document.
- 10 Create a Boucher using templates, page setup and print preview, and then print that document.

PRACTICING MS EXCEL

- 11 Working on spread sheet like adding, deleting, merging cells, layout and style.
- 12 Create a table and perform operation using predefined function on it.

- 13 In MS Excel procedure to switching between different spread sheets and workbook.
- 14 Create a spread sheet and print selected as well as full workbook.
- 15 Create a spread sheet with LOOKUP/VLOOKUP features.
- 16 Create different charts in excel and implement formulas (automatic and use defined).

PRACTICING MS POWERPOINT

- 17 Create a Power Point presentation using slide template.
- 18 Create a Power Point presentation using animation.
- 19 Create a Power Point presentation using transition
- 20 Create a Power Point Presentation with Adding movie and sound.
- 21 Create a Power Point Presentation with Adding tables and chart etc.
- 22 Changing slide colour scheme in presentation.
- 23 Viewing the presentation using slide navigator.
- 24 Create, Save, Run and Print the Power Point Presentation.
- 25 Create a database table using predefined template.
- 26 Create a database form using form wizard.
- 27 Create and share files/folders in Google drive
- 28 Create and share Google docs.
- 29 Create and share Google sheets.
- 30 Create and share Google Forms. And create and share Google slides.

Environmental Education
(Course Code:- BSGUVA2401)
(Common for all courses)

L T P C
3 0 0 3

Course Objectives:
1. Aims and objectives of environmental education emphasize the relationship between man and the environment and educate young people about the importance of nature and the environment.
2. Environmental education aims to impart ecological knowledge and promote environmentally conscious behavior towards nature.
3. It encourages young minds to take responsibility for protecting the natural environment through information and knowledge and to develop environmental awareness
4. Incidentally, promoting awareness and a sense of respect for nature leads to a comprehensive understanding of the environment and a reasonable attitude towards protecting it.
5. The focus of environmental education is Awareness, Knowledge, Attitude, Skills, Capacity Building, and Participation.

Course Outcomes:

Upon completion of the course, the student will be able to:

	Course Outcomes	Bloom's Level
CO-1	Gain in-depth knowledge on natural processes that sustain life, and govern economy.	K2
CO-2	Estimate and predict the consequences of human actions on the web of life, global economy and quality of human life.	K3
CO-3	Develop critical thinking for shaping strategies (scientific, social, economic and legal) for environmental protection and conservation of biodiversity, social equity and sustainable development.	K4
CO-4	Acquire values and attitudes towards understanding complex environmental-economic social challenges, and participate actively in solving current Environmental problems and preventing the future ones.	K3
CO-5	Adopt sustainability as a practice in life, society and industry.	K3

Detailed Syllabus:

Unit-1 Environment:

Definition, Types and Segments of Environment, Importance and Need for Public Awareness, Effects of Human Activities on Environment (Housing, Agriculture, Industry, Mining and Transportation), Sustainable Development and its challenges. Sustainable life style

Unit-2 Natural Resources and their Conservation:

Introduction and Classification of natural Resources, Water, Mineral, Forest Resources; Depletion and their Conservation Energy Resources; Conventional and Non-conventional Sources of Energy and their impact Environment.

Unit-3 Concept of Ecosystem:

Definition, Structure and function of an Ecosystem, Types of Ecosystem Balanced Ecosystem - Food chains, food webs and ecological pyramids, Biodiversity and Its Conservation - Value of biodiversity, Threats to biodiversity, In-situ and Ex-situ conservation of biodiversity.

Unit-4 Environmental Pollution and Waste Management:

Definition and types of Environmental Pollution, Air, Water, Soil, Noise Pollution; cause, effect and control measures, E-waste and Solid Waste, cause, effect and management. 1/2

Unit-5 Current Environmental Issues and Protection:

Global Warming and Climate Change Acid Rain and Ozone Layer Depletion, Population Growth and Women Education, Role of Government in Environmental Protection Environmental Protection Act 1986

Textbook: Textbook of Environment and Ecology by Dave, Katewa & Singh, 2nd Edition, Cengage Learning India Pvt Ltd Delhi.

Reference Books:

1. Environmental Studies by S Deswal, Dhanpat Rai & Co.
2. Environmental Studies by VK Ahluwalia, 2nd Edition, TERI Press, New Delhi.
3. Environmental Studies by R Rajgopalan, Oxford University Press.
4. Environment & Ecology by Singh & Malviya, Acme Learning

**B.COM HONS
II ND SEM
SYLLABUS**

Financial Accounting-II

Course Type: Discipline Core
(Course Code: **B070524201**)

Year-1st

L T P

Semester-2nd

4 1 0

Course Objective: To impart basic knowledge of Accounting that learn to record the transaction to prepare financial statements and various types of accounts as per accounting standards. To help the students to understand about accounting treatment of various firms.

Course Outcome (CO)		Bloom's Knowledge Level)
At the end of course, the student will be able		
CO 1	To Understand and analyse the financial statements from different the perspective of different stakeholders using ratio analysis	BL-1,2
CO 2	To Analyse & Interpret the result for getting information about actual position different business arrangements	BL3&4
CO 3	To Understanding of financial distress or bankruptcy prediction and how to analyse management quality means the concept of beyond balance sheet.	BL5
CO 4	To Understand Branch and Departmental Accounting System.	BL3

1. Accounting for A Long Term Payment System

Royalty Accounts -Accounting Records for Royalty in the books of Landlords and Lessee, Recoupment of 20% Short working, Sub lease, Short working Reserve Account, Nazarana.

Hire Purchase Account -Accounting Records in the Books of Hire Purchaser and Vendor, Different Methods of Calculation of Interest and Cash Price, Maintenance of Suspense Account, Payment of Premium, Default in Payment and Partial Returns of Goods.

Installment Payment System -Difference between Hire Purchase and Installment Payment System

2	<p><u>Departmental & Branch Account</u></p> <p><u>Departmental Accounts</u>- Meaning, Objects and Importance, Advantage, Methods of Departmental Accounts, Allocation of Indirect Expenses.</p> <p><u>Branch Accounts</u>- Meaning and Objectives of Branch Account, Importance and Advantages, Classification of Branches, Accounting of Branch Accounts under various Methods.</p>
3	<p><u>Insolvency Accounts</u></p> <p><u>Insolvency Accounts</u>-Meaning, Circumstances of Insolvency, Procedure of Declaring Insolvency, Preparation of Statement of Affairs and Deficiency Account</p>
4	<p><u>Voyage Accounts and Joint Venture</u></p> <p><u>Voyage Accounts</u>- Meaning & Preparation of Voyage Accounts.</p> <p><u>Joint Venture</u>- Meaning, Accounting Treatment, and Methods of Joint venture- Complete Record Method & Partial Record Method.</p>

5	<u>Consignment Accounts</u> <u>Consignment</u> – Meaning, Consignment: Basic features Difference with sales, Recording in the books of Consignee. Consignor – at cost & at invoice price, Valuation of unsold stock; Ordinary commission, Treatment and valuation of abnormal & normal loss, Special commission, Del-credere commission (with and without bad debt), Use of Consignment Debtors A/C
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Suggested Readings:

- 1. Narayanaswamy R. Financial Accounting: A Managerial Perspective. PHI Learning Pvt. Ltd., Delhi**
- 2. Robert N. Anthony, David F. Hawkins, Kenneth A. Merchant. Accountancy- text and cases. McGraw Hill Education (India) Private Limited, New Delhi.**
- 3. Garg CA Kamal, and Sehrawat Neeraj Kumar. Beginner`s Guide to Ind AS & IFRS. Bharat Law House Pvt. Ltd., New Delhi**
- 4. Maheshwari S. N., Maheshwari Sunil K., and Maheshwari Sharad K, An Introduction to Accountancy, Vikas**

Computerized Accounting

Course Type: Discipline Core
(Course Code: B070524253)

Year-1st

L T P

Semester-2nd

0 0 4

Course Objective: This course aims to make students understand and to acquire basic knowledge in the Computerized accounting systems and its applications in the area of business. The purpose of this paper is providing to knowledge of accounting with computer.

Course Outcome (CO)		Bloom's Knowledge Level (BL)
At the end of course, the student will be able to		
CO1	Compare the differences between manual accounting and Computerised accounting and develop skills to master the practical aspects of Computerised accounting	BL1, BL2
CO 2	Prepare Final accounts of Sole traders and maintain other registers and reports pertaining to accounts and Inventory.	BL2

Unit	Topic
1	Accounting- Concept, Objectives, Advantages And Limitations, Types Of Accounting Information; Use Accounting Information And Their Needs. Qualitative Characteristics Of Accounting Information. Role Of Accounting In Business.
2	Introduction To Computer And Accounting Information System {AIS}: (A) Introduction To Computers (Elements, Capabilities, Limitations Of Computer System). (B) Introduction To Operating Software, Utility Software And Application Software. Introduction Accounting Information System (AIS) As A Part Of Management Information System.
3	Computerised Accounting Systems: Computerized Accounts by using any popular accounting software. Creating a Company; Configure and Features settings; Creating Accounting Ledgers and Groups; Creating Stock Items and Groups; Vouchers Entry; Generating Reports - Cash Book, Ledger Accounts, Trial Balance, Profit Loss Account, Balance Sheet, Funds Flow Statement, Cash Flow Statement Selecting and shutting a Company; Backup and Restore data of a Company.

Suggested Readings

1. Computerized Accounting System For B.Com. by Ajay Sharma and Manoj Bansal
2. Computerized Accounting System by Neeraj Goyal and Rohit Sachdeva
3. Computer Based Accounting by C Mohan Luneja, Sandeep Bansal and Rama Bansal
4. Robert N Anthony, David Hawkins, Kenneth A. Merchant, Accounting: Text and Cases. McGraw- Hill Education, 13th Ed. 2013.

Principle of Macro Economics

Course Type: Discipline Core
(Course Code: B070524202)

Year-1st

Semester-2nd

L T P

4 1 0

Course Objective:

This course introduces students to the basic concepts in Macroeconomics. Macroeconomics deals with the aggregate economy. In this course the students are introduced to the definition, measurement of the macroeconomic variables like GDP, consumption, savings, investment and balance of payments. The course also discusses various theories of determining GDP in the short run.

Course Outcome (CO)	Bloom's Knowledge Level (KL)
At the end of course,	
CO 1	Students are able to explain national income, comprehend calculation methods of national income, and concepts related to national income. K2, K1
CO 2	Students are able to comprehend classical theory of employment and the Keynesian approach. K2, K4
CO 3	Students are able to relate factors determining national income such as consumption, saving and investment. K4, K5
CO 4	Students are able to comprehend the concept of multiplier and its working. K3, K4
CO 5	Students are able to understand the relationship between inflation and employment. K2, K3

Detailed syllabus	
Unit	Topic
I	Introduction: What is macroeconomics? Macroeconomic issues in an economy. Macro vs. Micro Economics, Limitations of Macroeconomics; Introduction to National Income. Concepts of GDP.

II	National Income Accounting: Concepts of GDP GNP, NDP and NNP at market price and factor cost; Personal Income and Disposable Personal Income. Measurement of National Income- Income, expenditure, product or Value added Methods and related aggregates; nominal and real income; limitations of the GDP concept, Circular Flow of Income and expenditure in two, three, and four-sector economy.
III	Classical Theory of Employment. Say's Law of Markets. Keynes' Objection to the Classical Theory; Aggregate Demand and Aggregate Supply Functions; The Principle of Effective Demand; Consumption Function - Average and Marginal Propensity to Consume; Factors influencing Consumption Spending
IV	The Investment Multiplier and its Effectiveness in LDCs; Theory of Investment - Autonomous and Induced Investment; Marginal Efficiency of Capital; Savings and Investment - Ex Post and Ex Ante, Equality and Equilibrium. Principle of Accelerator.
V	Inflation and Unemployment Concept of inflation; determinants of inflation; relationship between inflation and unemployment: Phillips Curve in short run and long run.

Text Books:

1. Ackley.G (1976) : **Macroeconomics: Theory And Policy**, Macmillan, New York.
2. Ahuja,H.L (2012) : **Macroeconomics: Theory and Policy** , S. Chand &Company, New Delhi.
3. Ahuja,H.L (2012) : **Samasti Arthshastra** , S. Chand &Company, New Delhi. Lal,S.N (2012) : **SamastibhaviVisleshan** , Shiva Publishing House,Allahabad.
4. Branson,W.A (1989) : **Macroeconomics Theory And Policy**, Harper & Row.

Suggested Books:

1. Dwivedi,D.N (2010) : **Macroeconomics: Theory and Policy** , Tata McGraw Hill Education.
2. Gupta,R.D.&Rana,A.S (2009) : **Keynes post-Keynesian Economics** , Kalyani Publishers, New Delhi &Ludhiana.
3. Hansen,A.H (1953) : **A Guide To Keynes**, McGraw Hill.
4. Jhingana, M.L (2010): **Macroeconomics** ,Vrinda Publications, New Delhi.

Business Law
Course Type: Discipline Core
(Course Code: B070124203)

Year-1st

L T P

Semester-2nd

4 0 0

Course Objectives: The purpose of the course is to enable students:-

1. Acquaint with the Indian Legal System.
- 2 Describe how the legal framework affects both businesses as well as individuals.
- 3 Prepare them to apply the various laws to a given situation (case studies) .
4. Develop concise legal arguments in a logical manner and improve upon communication and interpersonal skills.
5. Evaluate the various laws in light of changing environment.

Course Outcomes:

Course Outcome (CO)		Bloom's Knowledge Level (KL)
At the end of course, the student will be able		
CO 1	To classify the various kinds of contracts, to understand the requisites of a valid contract.	K1, K2
CO 2	To explain the various agreements that is opposed to public policy, to identify the various kinds of Quasi- contracts.	K2
CO 3	To state the various modes of creation of agency contracts, to explain the duties of a Surety.	K3
CO 4	To identify the various conditions and warranties that are implied in a contract of sale.	K4
CO 5	To list out the various kinds of intellectual property rights, to understand the objects of Right to information Act.	K5, K6

DETAILED SYLLABUS

Unit	Topic
1	The Indian Contract Act. 1872: General Principals of Law Contract Contract – Meaning, characteristics and kinds a) Essentials of valid contract- Offer and acceptance, consideration, contractual capacity, free consent, legality of objects. b) Void agreements c) Discharge of contract-modes of discharge including breach and its remedies. d) Contingent contracts e) Quasi contracts
2	The Indian Contract Act, 1872: Specific Contract a) Contract of Indemnity and Guarantee b) Contract of a ailment c) Contract of Agency
3	The Sale Of Goods Act. 1930 a) Contract of Sale, meaning and difference between sale and agreement to sell. b) Conditions and Warranties c) Transfer of ownership in goods including sale by non-owners d) Performance of contract of sale e) Unpaid seller- meaning and rights of an unpaid seller against the goods and buyer
	Partnership Laws

4	<p>The Partnership Act, 1932</p> <ul style="list-style-type: none"> a) Nature and characteristics of part b) Registration of firms c) Types of partners d) Rights and duties of partners e) Dissolution of partnership <p>Limited Liability Partnership Act, 2008</p>
5	<p>The Negotiable Instruments Act 1881</p> <ul style="list-style-type: none"> a) Meaning and characteristics of Negotiable Instrument: Promissory Note, Bill of Exchange, cheque b) Holder and holder in due course, Privileges of holder in due course c) Negotiation: Types and Endorsements <p>Intellectual Property Rights</p> <ul style="list-style-type: none"> a) Intellectual Property rights-Concepts, Procedure for registration of trademark. b) Patent- Definition, kinds of Patent, Rights of patentee c) Copyright- Definition, Rights of copyright owners <p>Right to Information Act.</p> <p>Right to Information Act 2005- Introduction-Objectives of the Act.</p>

Suggested Readings:

1. Kuchhal M.C. and Vivek Kuchhal , Business Law, Vikash Publishing House, New Delhi
2. Singh, Attar Business Law, Eastern Book Company, Lucknow.
3. Maheshwari & Maheshwari, Business Law, National Publishing House, New Delhi
4. Chadha, P.R., Business Law Galgotia Publishing House, New Delhi
5. Aggarwal S.K, Business Law Publishing House, New Delhi
6. Goyal Bhushan Kumar and Jain Kinneri, Business Laws, International Book House
7. Ravindra Kumar, Legal Aspects of Business, Cengage L

SDGI GLOBAL UNIVERSITY
HINDI LANGUAGE & COMMUNICATION SKILL
(BSGUAЕ2402)

L	T	P
2	0	0

DETAILED CONTENTS

UNIT 1: Applied Hindi Grammar and Composition

- 1.1 Advanced Hindi Grammar (वाक्यरचना, संधि, समास, पर्यायवाचीशब्द, विलोमशब्द)
- 1.2 Writing precise answers based on comprehension passages (अभिप्रायआधारितप्रश्न)
- 1.3 Techniques of writing summaries, essays, and letters in Hindi (निबंध, पत्र)

UNIT 2: Functional Hindi Writing

- 2.1 Writing professional documents like reports, memos, and official letters (रिपोर्टलेखन, सरकारीपत्र);
- 2.2 Composing formal emails and meeting agendas (ईमेल, बैठककाएजेंडा).
- 2.3 Writing for media: Press releases and advertisements (प्रेसविज्ञप्ति, विज्ञापन)
- 2.4 Creative writing: Essays, stories, and articles (निबंध, कहानीलेखन)

UNIT 3: Professional Hindi Communication

- 3.1 Public speaking and presentations in Hindi (भाषण, प्रस्तुति),
- 3.2 Group discussions and debates (समूहचर्चा, वाद-विवाद),
- 3.3 Interview skills and communication etiquette in professional settings (साक्षात्कारकौशल, व्यावसायिकशिष्टाचार).

UNIT 4: Technical Writing

- 4.1 Technical Writing: Writing technical manuals, user guides, project reports, and research papers,
- 4.2 Translating technical documents into Hindi,
- 4.3 Writing product descriptions and specifications.

UNIT 5: Business Communication

- 5.1 Writing business proposals and contracts in Hindi
- 5.2 Communicating with clients and stakeholders
- 5.3 Conducting business meetings in Hindi

RECOMMENDED BOOKS

1. Hindi Vyakaran Core by Dr Vipin Gupta; New Saraswati House., New Delhi
2. Aaroh, Part-1, Published by NCERT, New Delhi
3. Vitaan, Part-1, Published by NCERT, New Delhi
4. Abhivyaakti Aur Madhyam, Published by NCERT, New Delhi

ADVANCED EXCEL
(Course Type: Skill Enhancement)
(Course Code: BSGUSE2411)

L T P C

2 0 0 2

Course Objectives: After completion of the Advanced Excel course Student will be able to Use Excel functions and productivity tools to assist in developing worksheets.

Course Outcome (CO)		Bloom's Level
At the end of course, the student will be able		
CO 1	To understand the concept of look-up functions in Excel	K2
CO 2	To gain the practical knowledge of worksheet	K3
CO 3	To gain the practical knowledge of Excel Function & Formulas	K3,4
CO 4	To gain the practical knowledge of Financial modelling in Excel	K3,4

Unit	Topic
1	Conditional Formatting – In built Conditional Formatting, Custom Conditional Formatting, Dynamic Search & Highlight, Partial Match V lookup/ H lookup/ X lookup – 18 Scenario
2	Offset Function–Basic, Offset with Sum – Horizontal, Offset with Sum – Vertical, Offset with Match, Offset with Average, Offset with Count if Cloud Features – Edit Report, Export to PowerPoint & PDF, Embed Code Generation Setting, Manage Permissions & Content Pack, Mail Subscription, Quick Insights
3	Index & Match Function - Index Function Basic, Index Function with Area Number, Match Function Basic, Index & Match Functions as replacement to V lookup Function, Index & Match Functions with Drop Down , SUMIF, AVERAGEIF and COUNTIF Application of Excel Functions in Creating HR Dashboards
4	Financial Modelling in Excel: PMT, PPMT, IPMT,IRR, MIRR, XIRR, FV, FVSCEDULE, PV,CUMPRINC Forecasting, Financial Statements Forecasting, Statistical tools-Standard Deviation , Correlation, Regression , histogram, testing-z-test,t-test, chi square
5	Business Analytics, Use of Spread Sheet to analyze data-Descriptive analytics and Predictive analytics. Macro, Designing Dashboard Power Query Protection New Functions of Excel 2019, VBA

Suggested Readings:

- 1. William Fischer ,Excel: Quick Start Guide from Beginner to Expert**
- 2. Grey Harvey, Excel 2019 All – in- One For Dummies**

Advanced Excel
(Course Code: BSGUSE2461)

Year: 1st
Semester: IInd

L	T	P	C
0	0	2	1

List of Experiments (Indicative & not limited to)

1. Data Entry and Formatting

- Enter a list of names, addresses, and phone numbers.
- Format cells with different font styles, sizes, and colors.
- Adjust column widths and row heights.

2. Basic Formulas

- Calculate the total and average of a list of numbers.
- Use SUM, AVERAGE, MIN, and MAX functions.

3. Sorting and Filtering

- Sort data by multiple criteria (e.g., by name, then by age).
- Apply filters to display specific records (e.g., only sales over a certain amount).

4. Conditional Formatting

- Highlight cells based on specific conditions (e.g., values greater than a certain number).
- Use color scales to visualize data trends.

5. Using Functions

- Implement logical functions like IF, AND, OR.
- Use text functions like CONCATENATE, LEFT, RIGHT, and MID.

6. Charts and Graphs

- Create various chart types (bar, line, pie) to represent data visually.
- Customize charts with titles, labels, and legends.

7. Pivot Tables

- Create a Pivot Table to summarize sales data by product and region.
- Use slicers to filter data in the Pivot Table.

8. Data Validation

- Set up drop-down lists for data entry.
- Implement rules to restrict the type of data entered (e.g., dates only).

9. VLOOKUP and HLOOKUP

- Use VLOOKUP to find information in a large dataset.
- Implement HLOOKUP for horizontal data retrieval.

10. Descriptive Statistics

- Calculate standard deviation, variance, and correlation using Excel functions.
- Create a summary table with descriptive statistics for a dataset.

12. Macros

- Record a simple macro to automate repetitive tasks (e.g., formatting).
- Edit a recorded macro in the VBA editor.



SDGI Global University

Value Added Course

Subject: Human Values & Professional Ethics	Type: Theory	L	T	P	C
		3	0	0	3
Total Hours:45	Sub. Code: BSGUVA2402	Maximum Marks:100			

COURSE OBJECTIVE

To help students distinguish between values and skills, and understand the need, basic guidelines, and process of value education. To help students initiate a process of dialog within themselves to know what they 'really want to be in their life. To help students understand the meaning of happiness and prosperity for a human being Human living, and living accordingly.

Expected Course Outcomes

Course Outcome No.	At the end of the course, the learner will be able to do the following.	Cognitive level
CO1	Understand the significance of value inputs in a classroom, distinguish between values and skills, understand the need, basic guidelines, content and process of value education, explore the meaning of happiness and prosperity and do a correct appraisal of the current scenario in the society	K 1
CO2	Distinguish between the Self and the Body, understand the meaning of Harmony in the Self the Co-existence of Self and Body	K 2
CO3	Understand the value of harmonious relationship based on trust, respect and other naturally acceptable feelings in human-human relationships and explore their role in ensuring a harmonious society	K3
CO4	Understand the harmony in nature and existence, and work out their mutually fulfilling participation in the nature.	K4
CO5	To facilitate the students in applying the understanding of harmony in existence in their profession and lead an ethical life	K 5

Detailed Syllabus

UNIT 1: Course Introduction - Need, Basic Guidelines, Content and Process for Value Education (9 hour)

1. Understanding the need and basic guidelines for Value Education
2. Self-Exploration–what is it?-Its content and process; on the basis of Natural Acceptance
3. Right understanding, Relationship and Physical Facilities- the basic requirements for fulfilment of aspirations of every human being with their correct priority
4. Understanding Happiness and Prosperity correctly- A critical appraisal of the current scenario at various levels

UNIT 2: Understanding Harmony in the Human Being-Harmony in Myself! (9Hours)

1. Understanding human being as a co-existence of the sentient 'I' and the material 'Body'
2. Understanding the needs of Self ('I') and 'Body' - *Sukh and Suvidha*
3. Understanding the Body as an instrument of 'I' (I being the doer, seer and enjoyer)
4. Understanding the activities in the self and activities in the body.
5. Harmony with the Body: *Sanyam* and *Swasthya* (Correct appraisal of Physical needs)

UNIT 3: Understanding Harmony in the Family and Society-Harmony in Human-Human Relationship. (9Hours)

1. Understanding Harmony in the family—the basic unit of human interaction
2. Four element of Justice; Ensure Mutual Happiness
3. Values in Human Relationship (Nine Values): Understanding the meaning of Values
4. Foundation Value (Trust): Difference between intention and competence
5. Undivided Society (*Akhand Samaj*) From Individual to world family.

UNIT 4: Understanding Harmony in the Nature and Existence-Whole existence as Co-existence. (9 Hours)

1. Understanding the harmony in the Nature: The Four Order in Nature
2. Interconnectedness and mutual fulfilment among the four orders of nature - recyclability and self-regulation in nature.
3. Understanding Existence as Co-existence (*Sah-astitva*) of mutually interacting
4. Holistic perception of harmony at all levels of existence.

UNIT 5: Implication of the above Holistic Understanding of Harmony on Professional Ethics (9 Hours)

1. Basis for Universal Human Values and Ethical Human Conduct
2. Professional Ethics in Light of Right Understanding.
3. Vision for Holistic Technologies, Production Systems and Management Models
4. Evolving Holistic Models of Living

Books reference: -

1. R R Gaur, R Sangal, G P Bagaria, 2009, A Foundation Course in Human Values and Professional Ethics.
2. E G Seebauer & Robert L. Berry, 2000, Fundamentals of Ethics for Scientists & Engineers, Oxford University Press
3. M Govindrajran, S Natrajan & V.S. Senthil Kumar, Engineering Ethics (including Human Values), Eastern Economy Edition, Prentice Hall of India Ltd.

Text Books

1. RRGaur, RSangal, GPBagaria, 2009, A Foundation Course in Human Values and Professional Ethics.

Reference Book

- Ivan Illich, 1974, Energy & Equity, The Trinity Press, Worcester, and Harper Collins, USA
- E.F. Schumacher, 1973, small is Beautiful: a study of economics as if people mattered, Blond & Briggs, Britain.
- Sussan George, 1976, How the Other Half Dies, Penguin Press. Reprinted 1986, 1991
- Donella H. Meadows, Dennis L. Meadows, Jorgen Randers, William W. Behrens III, 1972, Limits to Growth – Club of Rome's report, Universe Books.
- A Nagraj, 1998, Jeevan Vidya Ek Parichay, Divya Path Sansthan, Amarkantak

