

B.Com (Computer Applications)
Syllabus (CBCS)
(w.e.f. 2019–2020)



215/430

FACULTY OF COMMERCE
OSMANIA UNIVERSITY
HYDERABAD - 500 007 T.S.

2019

B.COM
CBCS COURSE STRUCTURE
w.e.f. 2019-'20

Sl.No.	Code	Course Title	HPW	Credits	Exam Hrs	Marks
(1)	(2)	(3)	(5)	(6)	(7)	(8)
SEMESTER – I						
1.	ELS1	English (First Language)	4	4		
2.	SLS1	Second Language	4	4		
3.	AECC1	a)Environmental Science/ b)Basic Computer Skills	2	2		
4.	DSC101	Financial Accounting-I	5	5	3 hrs	80U+20I
5.	DSC102	Business Organization and Management	5	5	3 hrs	80U+20I
6.	DSC103	Foreign Trade	5	5	3 hrs	80U+20I
Total			25	25		
SEMESTER – II						
7.	ELS2	English (First Language)	4	4		
8.	SLS2	Second Language	4	4		
9.	AECC2	a)Basic Computer Skills/ b)Environmental Science	2	2		
10.	DSC201	Financial Accounting-II	5	5	3 hrs	80U+20I
11.	DSC202	Business Laws	5	5	3 hrs	80U+20I
12.	DSC203	Banking and Financial Services	5	5	3 hrs	80U+20I
Total			25	25		
SEMESTER – III						
13.	ELS3	English (First Language)	3	3		
14.	SLS3	Second Language	3	3		
15.	SEC1 UGC Specified Course	Communication Skills Professional Skills	2	2	1 ½ hrs	40U+10I
16.	SEC2Dep t. Specified Course	a)Principles of Insurance/ b)Foundation of Digital Marketing & Web Design	2	2	1 ½ hrs	40U+10I
17.	DSC301	Advanced Accounting	5	5	3 hrs	80U+20I
18.	DSC302	Business Statistics-I	5	5	3 hrs	80U+20I
19.	DSC303	Financial Institutions and Markets	5	5	3 hrs	80U+20I
Total			25	25		
SEMESTER – IV						
20.	ELS4	English (First Language)	3	3		
21.	SLS4	Second Language	3	3		
22.	SEC3 UGC Specified Course	Leadership & Management Skills Universal Human Values	2	2	1 ½ hrs	40U+10I
23.	SEC4Dept Specified Course	a)Practice of Life and General Insurance / b)Social Media Marketing Search Engine Optimization & Online Advertising	2	2	1 ½ hrs	40U+10I
24.	DSC401	Income Tax	5	5	3 hrs	80U+20I
25.	DSC402	Business Statistics-II	5	5	3 hrs	80U+20I
26.	DSC403	Corporate Accounting	5	5	3 hrs	80U+20I
Total			25	25		
SEMESTER – V						
27.	ELS5	English (First Language)	3	3		

Course 3: Leadership and Management Skills

Context with Justification :

Leaders are foundations of the society, who face and win against adversities and odds of life. Through their words and deeds, they show path to others and transform into inspirational role models, affecting social life vividly. In the current times of cut-throat competitions, disbelief in values, techno-centric complex lifestyles, there is a dire need to emphasise the 'human' agency in community living. This can be done by cultivating and nurturing the innate leadership skills of the youth so that they may transform these challenges into opportunities and become torch bearers of the future by developing creative solutions.

Objectives :

The Module is designed to:

- Help students to develop essential skills to influence and motivate others
- Inculcate emotional and social intelligence and integrative thinking for effective leadership
- Create and maintain an effective and motivated team to work for the society
- Nurture a creative and entrepreneurial mindset
- Make students understand the personal values and apply ethical principles in professional and social contexts.

Expected Outcomes :

Upon completion of the course students will be able to:

1. Examine various leadership models and understand/assess their skills, strengths and abilities that affect their own leadership style and can create their leadership vision
2. Learn and demonstrate a set of practical skills such as time management, self management, handling conflicts, team leadership, etc.
3. Understand the basics of entrepreneurship and develop business plans
4. Apply the design thinking approach for leadership
5. Appreciate the importance of ethics and moral values for making of a balanced personality.

Credit: 02

Duration: 30 Hours

Number & Titles of Modules:

Module 1	Leadership Skills	6 Hours
Module 2	Managerial Skills	6 Hours
Module 3	Entrepreneurial Skills	6 Hours
Module 4	Innovative Leadership and Design Thinking	6 Hours
Module 5	Ethics and Integrity	6 Hours

Module Outline :

Module 1- Leadership Skills	6 Hours
<ul style="list-style-type: none"> a. Understanding Leadership and its Importance <ul style="list-style-type: none"> • What is leadership? • Why Leadership required? • Whom do you consider as an ideal leader? b. Traits and Models of Leadership <ul style="list-style-type: none"> • Are leaders born or made? • Key characteristics of an effective leader • Leadership styles • Perspectives of different leaders c. Basic Leadership Skills <ul style="list-style-type: none"> • Motivation • Team work • Negotiation • Networking 	
Module 2 - Managerial Skills	6 Hours
<ul style="list-style-type: none"> a. Basic Managerial Skills <ul style="list-style-type: none"> • Planning for effective management • How to organise teams? • Recruiting and retaining talent • Delegation of tasks • Learn to coordinate • Conflict management b. Self Management Skills <ul style="list-style-type: none"> • Understanding self concept • Developing self-awareness • Self-examination • Self-regulation 	
Module 3 - Entrepreneurial Skills	6 Hours
<ul style="list-style-type: none"> a. Basics of Entrepreneurship <ul style="list-style-type: none"> • Meaning of entrepreneurship • Classification and types of entrepreneurship • Traits and competencies of entrepreneur b. Creating Business Plan <ul style="list-style-type: none"> • Problem identification and idea generation • Idea validation • Pitch making 	
Module 4 - Innovative Leadership and Design Thinking	6 Hours
<ul style="list-style-type: none"> a. Innovative Leadership <ul style="list-style-type: none"> • Concept of emotional and social intelligence 	

- Synthesis of human and artificial intelligence
- Why does culture matter for today's global leaders

b. Design Thinking

- What is design thinking?
- Key elements of design thinking:
 - Discovery
 - Interpretation
 - Ideation
 - Experimentation
 - Evolution.
- How to transform challenges into opportunities?
- How to develop human-centric solutions for creating social good?

Module 5- Ethics and Integrity

6 Hours

a. Learning through Biographies

- What makes an individual great?
- Understanding the persona of a leader for deriving holistic inspiration
- Drawing insights for leadership
- How leaders sail through difficult situations?

b. Ethics and Conduct

- Importance of ethics
- Ethical decision making
- Personal and professional moral codes of conduct
- Creating a harmonious life

Pedagogy : Pedagogy for the modules is as follows:

1. Leadership Skills - Lectures (augmented with videos); role-plays for leadership models; team building games
2. Managerial Skills - Lectures (augmented with videos), case studies (AMUL, TESLA, Toyota, DMRC, Tata Group, Google, The Mumbai Dabbawala), SWOT analysis, Johari window
3. Entrepreneurial Skills - Lectures (augmented with videos), case studies and practicing business plans
4. Innovative Leadership and Design Thinking- Concept discussion through lecture and videos followed by role-plays and exercises for each set of intelligence, activities using 5 steps – discovery, interpretation, ideation, experimentation, and evolution (Ref.: Workbook of Design Thinking by IDEO)
5. Ethics and Integrity- Experiential learning through stories suggested list (Ahilya Bai, Holkar, Abdul Kalam, Raja Harishchandra, Mahatma Gandhi, Abraham Lincoln), audio visual augmented role plays and storytelling (leaders from varied fields like academics, corporate, social, sports, art, etc.)

Course 4: Universal Human Values

Context with Justification :

Human civilisation is known for the values that it cherishes and practices. Across various times and places, sages, saints and seers, drawing on their experience, developed practices that placed central importance on values, though the names used by them differed, as their languages varied but the spirit was same. Universal human values are values that human beings cherish and hold in common consciously and otherwise in most of the places and times and practice them.

Renunciation is the foundational value. Renunciation or greedlessness has two preconditions: love for all living beings and absence of selfishness. Renunciation is not self-directed but other-directed and is for life in all forms and shapes, for welfare of all. Renunciation begins when selfishness ends. Renunciation to run away from the problems of life is cowardice. Renunciation without action means parasitic life. Also, service can be practised only when renunciation with action begins. Unegoistical service is inconceivable without renunciation; and true service is possible only through love and compassion. Life and death are eternal truths, so is the truth as fact and truth as value. Truth exists between the two ends of life and death and is to be pursued.

Truth, Love, Peace, Non-Violence and Righteous Conduct are the Universal Human Values. Renunciation (sacrifice), Compassion and Service are also commonly acceptable human values, which at the operation level have been named differently as sincerity, honesty, righteousness, humility, gratitude, aspiration, prosperity, non-violence, trust, faith, forgiveness, mercy, peace and so on. These are needed for well-being of an individual, society and humanity and ultimately Peace in the world.

This course aims at making learners conscious about universal human values in an integral manner, without ignoring other aspects that are needed for learner's personality development.

Objectives :

The present course deals with meaning, purpose, and relevance of universal human values and how to inculcate and practice them consciously to be a good human being and realise one's potentials.

Learning outcomes :

By the end of the course the learners will be able to:

1. Know about universal human values and understand the importance of values in individual, social circles, career path, and national life.
2. Learn from case studies of lives of great and successful people who followed and practised human values and achieved self-actualisation.
3. Become conscious practitioners of human values.
4. Realise their potential as human beings and conduct themselves properly in the ways of the world.

Credit: 02

Duration: 30 Hours

Number & Titles of Modules:

Module 1: Love & Compassion

5 Hours

Module 2: Truth

5 Hours

Module 3: Non-Violence	5 Hours
Module 4: Righteousness	5 Hours
Module 5: Peace	4 Hours
Module 6: Service	3 Hours
Module 7: Renunciation (Sacrifice)	3 Hours

Module Outline :

Module 1: Love & Compassion	5 Hours
<ul style="list-style-type: none"> • Introduction: What is love? Forms of love—for self, parents, family, friend, spouse, community, nation, humanity and other beings, both for living and non-living • Love and compassion and inter-relatedness • Love, compassion, empathy, sympathy and non-violence • Individuals who are remembered in history for practicing compassion and love. • Narratives and anecdotes from history, literature including local folklore • Practicing love and compassion: What will learners learn/gain if they practice love and compassion? What will learners lose if they don't practice love and compassion? • Sharing learner's individual and/or group experience(s) • Simulated Situations • Case studies 	
Module 2: Truth	5 Hours
<ul style="list-style-type: none"> • Introduction: What is truth? Universal truth, truth as value, truth as fact (veracity, sincerity, honesty among others) • Individuals who are remembered in history for practicing this value • Narratives and anecdotes from history, literature including local folklore • Practicing Truth: What will learners learn/gain if they practice truth? What will learners lose if they don't practice it? • Learners' individual and/or group experience(s) • Simulated situations • Case studies 	
Module 3: Non-Violence	5 Hours
<ul style="list-style-type: none"> • Introduction: What is non-violence? Its need. Love, compassion, empathy sympathy for others as pre-requisites for non-violence • Ahimsa as non-violence and non-killing • Individuals and organisations that are known for their commitment to non-violence • Narratives and anecdotes about non-violence from history, and literature including local folklore • Practicing non-violence: What will learners learn/gain if they practice non-violence? What will learners lose if they don't practice it? • Sharing learner's individual and/or group experience(s) about non-violence • Simulated situations • Case studies 	

Module 4: Righteousness	5 Hours
<ul style="list-style-type: none"> • Introduction: What is righteousness? • Righteousness and <i>dharm</i>a, Righteousness and Propriety • Individuals who are remembered in history for practicing righteousness • Narratives and anecdotes from history, literature including local folklore • Practicing righteousness: What will learners learn/gain if they practice righteousness? What will learners lose if they don't practice it? • Sharing learners' individual and/or group experience(s) • Simulated situations • Case studies 	
Module 5: Peace	4 hours
<ul style="list-style-type: none"> • Introduction: What is peace? Its need, relation with harmony and balance • Individuals and organisations that are known for their commitment to peace • Narratives and Anecdotes about peace from history, and literature including local folklore • Practicing peace: What will learners learn/gain if they practice peace? What will learners lose if they don't practice it? • Sharing learner's individual and/or group experience(s) about peace • Simulated situations • Case studies 	
Module 5: Service	3 Hours
<ul style="list-style-type: none"> • Introduction: What is service? Forms of service, for self, parents, family, friend, spouse, community, nation, humanity and other beings—living and non-living, persons in distress or disaster. • Individuals who are remembered in history for practicing this value. • Narratives and anecdotes dealing with instances of service from history, literature including local folklore • Practicing service: What will learners learn/gain if they practice service? What will learners lose if they don't practice it? • Sharing learners' individual and/or group experience(s) regarding service • Simulated situations • Case studies 	

U.G. I year Semester-I - (B.Sc/B.A./B.Com) CBCS

Environmental Studies

AECC-2 (2 hrs./week)

Credits – 2

(30 hours)

UNIT - I : Ecosystem, Biodiversity & Natural Resources

(15 hrs.)

1. Definition, Scope & Importance of Environmental Studies.
2. Structure of Ecosystem – Abiotic & Biotic components Producers, Consumers, Decomposers, Food chains, Food webs, Ecological pyramids)
3. Function of an Ecosystem :Energy flow in the Ecosystem (Single channel energy flow model)
4. Definition of Biodiversity , Genetic,Species & Ecosystem diversity , Hot-spots of Biodiversity, Threats to Biodiversity , Conservation of Biodiversity (Insitu & Exsitu)
5. Renewable & Non – renewable resources, Brief account of Forest , Mineral & Energy (Solar Energy & Geothermal Energy) resources
6. Water Conservation , Rain water harvesting & Watershed management.

UNIT – II: Environmental Pollution , Global Issues & Legislation

(15 hrs.)

1. Causes, Effects & Control measures of Air Pollution, Water Pollution
2. Solid Waste Management
3. Global Warming & Ozone layer depletion.
4. Ill – effects of Fire- works
5. Disaster management – floods, earthquakes & cyclones
6. Environmental legislation :-
(a) Wild life Protection Act (b) Forest Act (c) Water Act (d) Air Act
7. Human Rights
8. Women and Child welfare
9. Role of Information technology in environment and human health

❖ Field Study:

(5 hours)

- Pond Ecosystem
- Forest Ecosystem

REFERENCES:

- Environmental Studies - from crisis to cure – by R. Rajagopalan (Third edition) Oxford University Press.
- Text book of Environmental Studies for undergraduate courses (second edition) by Erach Bharucha
- A text book of Environmental Studies by Dr.D.K.Asthana and Dr. Meera Asthana

Kitchen garden

TSWRDCCW HAS started a new initiative called kitchen gardening to give students first hand experience with nature and gardening .





CYBER SECURITY

TSWRDCCW has organised Cyber security programme with collaboration of budhera police station. Cops has explained the cyber related crimes very clearly to all students.





GENDER SENSITISATION

TSRDCCW has organised gender sensitisation on 7-11-2022.guest speaker is DR. Naveen K Associate Proffessor School of Humanities & Liberal Arts ,Woxen University.



PROFESSIONAL ETHICS CLASS

