

**CIRCULAR NO./SU/Com.&Mgt./B.Com./65/2021**

It is hereby notified for information to all the concerned that, on the recommendation of the Board of Studies & the Dean, Faculty of Commerce & Management **Academic Council, at its meeting dated 01 November 2021 has accepted the revised Paper of I.T. Applications in Business in B.Com. IIIrd Sem. and Computer Programming included as optional in B.Com VIth sem. It is also accepted by the Academic Council as paper of I.T. programming included in B.com. IVth sem.** under the Faculty of Commerce and Management with Choice Based Credit & Grading System from the Academic Year 2021-2022 and onwards.

This is effective from the **Academic Year 2021-2022** & onwards.

All concerned are requested to note the contents of this circular and bring the notice to the students, teachers and staff for their information and necessary action.

University Campus,
Aurangabad-431 004.
REF.NO. SU/B.COM.
/2021/ **4528-38**
Date:- 08-12-2021.

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[Signature]
**Deputy Registrar,
Academic Section.
Syllabus unit.**

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Copy forwarded with compliments to :-

- 1] The Principals, affiliated concerned Colleges,
Dr. Babasaheb Ambedkar Marathwada University.
- 2] The Director, University Network & Information Centre, UNIC, with
a request to upload this Circular on University Website.

Copy to :-

- 1] The Director, Board of Examination & Evaluation,
- 2] Assistant Registrar, Degree Unit, Examination,
- 3] The Section Officer, [Commerce Unit] Examination Branch,
- 4] The Section officer, [Eligibility Unit],
- 5] The Programmer [Computer Unit-1] Examinations,
- 6] The Programmer [Computer Unit-2] Examinations,
- 7] The In-charge, [E-Suvidha Kendra], Rajarshi Shahu Maharaj Pariksha Bhavan, Dr. Babasaheb Ambekar Marathwada University.
- 8] The Public Relation Officer,
- 9] The Record Keeper.

2. Restructuring of syllabus as per the discussion and agreement in the Board of Studies meeting held on 11th October 2021 for Faculty of Commerce and Management

B.Com S.Y. (Third Semester)
Revised Syllabus:
I.T. Application in Business - III

Total Marks: 100
Theory: 50
Practical: 50

COURSE CODE:		NO OF CREDITS: 4	SEMESTER: Third
<u>COURSE OBJECTIVES</u>			
1) To provide assistance in understanding how Internet Workspace makes business enterprise work easier.			
2) To help students to acquire Internet & Cloud Skills.			
3) To Create an understanding among students relating to Cyber Crimes.			
PART A -THEORY			
UNIT	COURSE CONTENTS	LECTURES	
I	Introduction to Internet Workspace (e.g. Google): Introduction , Importance of Google Workspace , Contents of Google Workspace, Google Calendar, Google Drive, Google Docs, Google Sheets, Google Slides, Google Meet & Google Chat, Google Classrooms.	06	
II	Fundamentals of E-Mail: Introduction to E-mail, Importance of E-mail, Creating & E-mail Account, Compose, Send and Reply to Messages, Customizing Inbox, Email Settings	06	
III	Fundamentals of Online Survey Forms (e.g. Google Forms) : Introduction, Importance of Google Forms, Benefits of Google Forms, Application of Google Forms, Accessing Google Forms, Creating a Google Forms, Sharing a Google Forms, View Responses	08	
IV	Introduction to Cyber Crime: Definition , Classification and Types of Cyber Crime, Cyber Crime Legal Perspective, Categories of Cyber Crime : Cyber Stalking, Phishing etc. Cloud Computing, Risk Associated with Cloud Computing	05	
V	Mobile and Wireless Devices: Trend Mobility, Authentication Service Security, Mobile Phone Security, Attacks on Mobile Phones, and Organizational Measurement for handling Mobile, and Security Policies & Measures in Mobile Computing ERA.	05	
PART B – LIST OF PRACTICALS			(30 Hrs)
Sr. No	Name of Practical		

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3. Addition of Elective Subject in B.Com T.Y. Fifth Semester (CBCS P-2018) as per the discussion and agreement in the Board of Studies meeting held on 11th October 2021 for Faculty of Commerce and Management

B.Com Vth Semester Syllabus (CBCS)
Elective
Information and Communication Technology

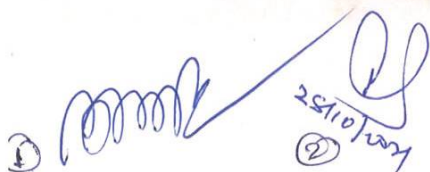
Theory = 80
Sessional = 20

		No. of Lectures
Unit – I	C-LANGUAGE : Introduction: Types of Languages – History of C language – Basic Structure – Creating – Compiling - Linking and Executing the C Program - Pre-processors in "C". Token- Constants- Keywords & Identifiers– Variables- Data types- declaration and assignment of variables – defining symbolic constants	(10)
Unit – II	OPERATORS, EXPRESSIONS AND DECISION MAKING : Introduction to Operator, Type of Operator, Arithmetic, Relational and Logical Operators, Assignment, Increment and Decrement of Operators – Conditional, bitwise and Special Operator, arithmetic expression and its evaluation – hierarchy of arithmetic operations – evaluations.	(08)
Unit – III	CONTROL BRANCHING AND DECISION-MAKING IN C - Decision Making in C, Introduction, if Statement, if-else Statement, Nested if Statement, if else if Ladder, switch case, GOTO statement.	(14)
Unit – IV	LOOP - Loop Introduction in C, while loop, do while Loop, for Loop with variations, Nested Loops, Loop interruption statement - break and continue.	(14)
Unit – V	ARRAYS AND STRINGS : - Arrays : Introduction - Defining an array - Initializing an array - One dimensional array – Two dimensional array - Dynamic array. Strings: Introduction - Declaring and initializing string variables - Reading and Writing strings - String handling functions.	(14)
	Sessional CA : 20 Marks 1. Test : 05 Marks 2. Practical's do at least minimum : 15 Marks (05 Programs in the file)	

Reference Books :

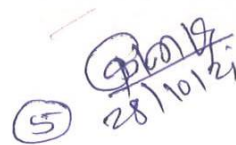
1. Programming in ANSCI C: Balaguruswamy, McGraw Hill.
2. Programming in C: Ashok Kamthane, Pearson.
3. The C Programming Language: B.W.Kernighan & D.M.Ritche, PHI.
4. Let Us C: Y. Kanetkar, BPB.
5. Fundamental of C : Dr Prasad Madan, Dr. Gajanan Chaudhari, Miss Ujjwala Wagh, Chinmay Prakashan, Aurangabad

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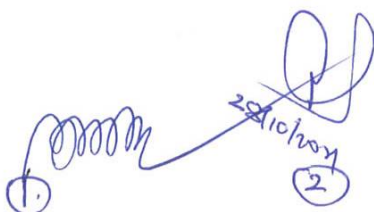
1.	Creating a Gmail Account
2.	Composing an Email
3.	Sending Mail with Attachments
4.	Checking Inbox & Outbox
5.	Setting up Events in Google Calendar
6.	Delete and Restore Events
7.	Checking Google Drive
8.	Upload Files and Folders in My Drive
9.	Modify and Removing files from My Drive
10.	Creating a Meeting using Google Meet
11.	Add People to a Video Conference
12.	Creating a Google Document
13.	Editing and Saving Google Document
14.	Creating Google Sheet
15.	Editing and Saving Google Sheet
16.	Creating Google Slide
17.	Editing and Saving Google Slide
18.	Creating a Google Form
19.	Editing and Saving Google Form
20.	Sharing Google Form Link

Learning Outcomes:

1. After successfully studying this subject, students will be able to secure, share, collaborate and customize workflows to meet work elegance.
2. Students will possess required skills to be employed at a various offices and administrative level jobs using technology.
3. Students will acquire knowledge of major cyber crimes and their resulting impact.

Books for References:

1. **Nina Godbole&SunitBalapure:** Cyber Security, Wiley India Pvt. Ltd., 2012.
2. **PankajAgrawal :** Information Security and Cyber Laws, Acme Learning, 2013
3. **Mathew Guay, Weston Thayer:** The Ultimate Guide to G-Suite, Zapier, Inc. 2017
4. **Lan Lamont:** Google Drive and Docs, 130 Media Corporation, 2018

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