



**Pragnya education trust's
Pragnya college of management & computer studies,
Handewadi, Pune-411060**

BBA (CA) -- Semester: I

Teaching Plan 2020-2021

Name of Faculty:
Subject: Business Communication Skills

Prof. Amina Qadri
(SUBJECT CODE-101)

Sr.No.	Month	Week	Topic
1	JULY	2	Chapter 1: Concept of Communication and Introduction to Communication Role of
		3	Communication in social and economic system
		4	Need for effective communication, meaning and definition,
		1	Principles of effective communication,
2	AUG	1	Barriers to
		2	communication and over comings and related case studies
		3	Chapter 2 : Methods and types of Communication Methods of
		4	Communications]: Linguistics, Non- Linguistics
3	SEP	1	and Para- Linguistics, Art of Listening
		2	Written communication, Forms of written communication.
		3	Qualities, difficulties in written communication,
		4	Constraints in
4	OCT	1	developing effective written communication
		2	Types or Channels of Communication:
		3	Internal- Vertical, Horizontal, Consensus, Grapevine
		4	External- Inward, Outward ,Merits and Limitations of
5	NOV	1	methods & types of communication
		2	Chapter 3: Business Correspondence Concept
		3	,need and functions of Business .Correspondence ,
		4	Types of Business letters ,Layout Drafting of business
6	NOV-DEC	1	Business Correspondence : Sales , Orders sales circulars and
		2	business promotion and resignation letterleave , application
		3	letters
		4	Complaint , Credit verification, Correspondence with bank,
		1	Job application , and Reference check
		2	Chapter 4: Analysis of different Media of Communication
		3	Fax communication ,voice mail ,emails Tele conferencing ,
		4	communication through social media
		5	Online Viva Conducted
		6	DIWALI VACATION
			University Examination Started



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Name of Faculty:

Prof. Fazilat Jagot

Subject: Principles of Management

(SUBJECT CODE-102)

Sr.No.	Month	Week	Topic	
1	JULY		Chapter 1: Nature of management	
			1.1 Meaning & Importance of management	
			Functions of management	1.2
		2	Role of managers	
1	JULY	3	1.3 Management as an Art, Management as a Science, Management as a Profession and a Social System	
		4	1.4 Concept of Management, Administration, Organization & Universality of Management	
		1	case studies	
		2	Chapter 2 : Evolution of management thoughts	2.1
2	AUG		Concept of Managerial Thoughts	
		3	2.2 Contribution of Frederick Taylor, Elton Mayo, Henry Fayol and Peter Drucker	
		4	2.3 Indian Management ethos (Indian)anddifferent Styles for example (J.R.D Tata, DhirubhaiAmbani, N. R. Narayana Murthy, Verghese Kurien)...	
		1	Chapter 3: Major managerial Functions	3.1
3	SEP		Forecasting: Meaning, Need Types, Methods, Advantages, merits ,Disadvantages	
		2	3.2 Planning: Meaning, Need Types ,methods, Advantages, merits, Disadvantages	
		3	3.3 Organizing: Meaning, Concept, Delegation of Authority: Meaning, Importance Decentralization: Concepts, Meaning And, Importance	
		1	3.4 Decision Making: Types, Process, and Techniques Directions nature and principles	
4	OCT		3.5 Motivation: Meaning, Importance, Nature, Principles, and Theories	3.6
		2	Controlling :Meaning, Needs, Process, Techniques	
		3	Chapter 4: Recent trends in Management	4.1
			Management of change , management of crises, Total Quality Management (TQM): Meaning, Merits, Demerits ,stress management .(Principles ,concepts merits)n4.2	
5	NOV		Knowledge Management: Meaning, Merits, Demerits	
			4.3 Outsourcing: Meaning, Merits, Demerits	
		4	Online Viva Conducted	
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6	NOV-DEC		University Examination Started	



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Name of Faculty:
Subject: C-Programming

Prof . Sunita Kadnikar
(SUBJECT CODE-103)

Sr.No.	Month	Week	Topic
1	JULY	2	Chapter 1: Introduction to C language
		3	1.1 History 1.2 Basic structure of C Programming 1.3 Language fundamentals 1.3.1 Character set, tokens 1.3.2 Keywords and identifiers 1.3.3 Variables and data types
		4	1.4 Operators 1.4.1 Types of operators 1.4.2 Precedence and associativity 1.4.3 Expression
		1	Chapter 2 : Managing I/O operations 2.1 Console based I/O and related built-in I/O functions 2.1.1 printf(), scanf() 2.1.2 getch(), getchar() 2.2 Formatted input and formatted output LAB WORK
2	AUG	2	Chapter 3 : Decision Making and looping 3.1 Introduction 3.2 Decision making structure 3.2.1 If statement 3.2.2 If-else statement 3.2.3 Nested if-else statement 3.2.4 Conditional operator 3.2.5 Switch statement
		3	LAB WORK 3.3 Loop control structures 3.3.1 while loop 3.3.2 Do-while loop 3.3.3 For loop 3.3.4 Nested for loop
		4	3.4 Jump statements 3.4.1 break 3.4.2 continue 3.4.3 goto 3.4.4 exit LAB WORK
		1	Chapter 4: Programs through conditional and looping statements Addition / Multiplication of integers Determining if a number is +ve / -ve / even / odd LAB WORK
3	SEP	2	Maximum of 2 numbers, 3 numbers, Sum of first n numbers, given n numbers, Integer division, Digit reversing, Table generation for n, ab .Factorial, sine series, cosine series, nCr , Pascal Triangle. Prime number, Factors of a number Other problems such as Perfect number, GCD of 2 numbers etc (Write algorithms and draw flowcharts) LAB WORK

			Chapter 5: Arrays and Strings	5.1
			Introduction to one-dimensional Array	
			5.1.1 Definition 5.1.2 Declaration	
		3	5.1.3 Initialization 5.2 Accessing and displaying array elements	
			5.3 Finding smallest and largest number from array	
			5.4 Reversing array 5.5 Finding odd/even/prime number from array	
			LAB WORK	
			5.4 Introduction to two-dimensional Array	
			5.4.1 Definition 5.4.2 Declaration 5.4.3 Initialization	
		1	5.5 Accessing and displaying array elements	
			5.6 Matrices: Addition, Multiplication, Transpose, Symmetry, upper/lower triangular	
			5.7 Introductions to Strings	
			5.7.1 Definition 5.7.2 Declaration	
			5.7.3 Initialization 5.8 Standard library functions	
			5.9 Implementations without standard library functions.	LAB
4	OCT	2	WORK	
			Chapter 6 : Functions	
			6.1 Introduction	
			6.1.1 Purpose of function 6.1.2 Function definition	
			6.1.3 Function declaration 6.1.4 Function call	
			6.2 Types of functions 6.3 Call by value and call by reference	
		3	6.4 Storage classes	LAB
			WORK	Chapter 7 :
			Introduction to pointer	
			7.1 Definition 7.2 Declaration 7.3 Initialization 7.4 Indirection	
			operator and address of operator 7.5 Pointer arithmetic	7.6
			Dynamic memory allocation 7.7 Functions and pointers	
		4	Online Viva Conducted	
5	NOV	2	DIWALI VACATION	
6	NOV-DEC		University Examination Started	



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BBA (CA)-- Semester: I

Teaching Plan 2020-2021

Name of Faculty:
Subject: Database Management Systems

Prof. Shilpa Thakur
(SUBJECT CODE-104)

Sr.No.	Month	Week	Topic
1	JULY		Chapter 1: File Structure and Organization 1.1
			Introduction 1.2 Logical and Physical Files
		2	1.2.1 File 1.2.2 File Structure
			1.2.3 Logical and Physical Files Definitions
			1.3 Basic File Operations
			1.3.1 Opening Files 1.3.2 Closing Files 1.3.3 Reading and Writing
			1.3.4 Seeking 1.4 File Organization
		3	1.4.1 Field and Record structure in file
			1.4.2 Record Types 1.4.3 Types of file organization
			1.4.3.1 Sequential 1.4.3.2 Indexed 1.4.3.3 Hashed LAB WORK
2	AUG	4	1.5 Indexing
			1.5.1 What is an Index? 1.5.2 When to use Indexes?
			1.5.3 Types of Index 1.5.3.1 Dense Index 1.5.3.2 Sparse Index
		1	LAB WORK
			Chapter 2 : Database Management System 2.1
			Introduction 2.2 Basic Concept and Definitions
		2	2.2.1 Data and Information 2.2.2 Data Vs Information
			2.2.3 Data Dictionary 2.2.4 Data Item or Field 2.2.5 Record
		3	2.3 Definition of DBMS 2.4 Applications of DBMS
			2.5 File processing system Vs DBMS
3	SEP		2.6 Advantages and Disadvantages of DBMS LAB WORK
			2.7 Users of DBMS
		4	2.7.1 Database Designers 2.7.2 Application programmer
			2.7.3 Sophisticated Users 2.7.4 End Users
			2.8 Views of Data 2.9 Data Models
			2.9.1 Object Based Logical Model
			a. Object Oriented Data Model b. Entity Relationship Data Model
			2.9.2 Record Base Logical Model
		1	a. Relational Model b. Network Model
			c. Hierarchical Model 2.10 Entity Relationship Diagram(ERD)
			2.11 Extended features of ERD 2.12 Overall System structure LAB WORK
			Chapter 3: Relational Model 3.1
			Introduction 3.2 Terms
			a. Relation b. Tuple c. Attribute d. Cardinality e.
		2	Degree of relationship set f. Domain
			3.3 Keys
			3.3.1 Super Key 3.3.2 Candidate Key
			3.3.3 Primary Key 3.3.4 Foreign Key LAB WORK

			3.4 Relational Algebra Operations a. Select b. Project c. Union d. Difference e. Intersection f. Cartesian Product g. Natural Join	3
			Chapter 4: SQL (Structured Query Language) 4.1	
		1	Introduction 4.2 History Of SQL 4.3 Basic Structure	
			4.4 DDL Commands 4.5 DML Commands 4.6 Simple Queries	
			4.7 Nested Queries 4.8 Aggregate Functions	
4	OCT	2	LAB WORK	
			Chapter 5: Relational Database Design 5.1	
		3	Introduction 5.2 Anomalies of un normalized database	
			5.3 Normalization 5.4 Normal Form5.4.1 1 NF 5.4.2 2 NF 5.4.3 3	
		4	Online Viva Conducted	
5	NOV	2	DIWALI VACATION	
6	NOV-DEC		University Examination Started	



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Name of Faculty:
Subject: Business Statistics

Prof. Aadil Rashid
(SUBJECT CODE-105)

Sr.No.	Month	Week	Topic
1	JULY		Chapter 1: Concept of statistics. Role of
		2	statistics. In informatics business science
		3	Tabulation, Data condensations and tabulation
		4	Data Condensation and graphical Methods :Raw data , attributes and variables, classification ,frequency distribution ,cumulative frequency distributions.
2	AUG	1	Graphs - Histogram, Frequency polygon. Diagrams - Multiple bar , Pie ,Subdivided bar.
		2	Numericals
		3	Chapter 2 : Measures of central tendency and dispersion Criteria
		4	for good measures of central tendency
3	SEP	1	Arithmetic mean,
		2	Median and Mode for grouped and ungrouped data
		3	combined mean
		4	Chapter 3 : Measures of Dispersion Concept of
4	OCT	1	dispersion , Absolute and relative measure of dispersion
		2	Range, Variance, Standard deviation
		3	Coefficient of variation, Quartile
		4	Deviation , Coefficient of Quartile deviation.
5	NOV	1	Chapter 4: Correlation and Regression(for ungrouped data)
		2	Concept of correlation, positive & negative correlation
		3	Karl Pearson's
		4	Coefficient of correlation, Meaning of regression, Two regression equations, Regression coefficients and properties.
6	NOV-DEC	2	Online Viva Conducted DIWALI VACATION University Examination Started