



B.Com I Semester Syllabus

Course Code	Course Title	Type	Total Credit	EOSE Marks	Internal Assessment Marks	Total Marks
ABS-51T-101	Financial Accounting	Major	4	80	20	100
ABS-51P-102	Financial Accounting Lab	Practical	2	40	10	50
BDM-51T-102	Principles of Business Management	Major	6	120	30	150
EFM-51T-103	Business Economics	Major	6	120	30	150
	General Hindi	AEC	2	40	10	50
	Foundation of English language	AEC	2	40	10	50
	Computer Fundamental	SEC	2	40	10	50
	Anandam	VAC	2			50
		Total Credit	26			

Financial Accounting

Name of the Programme: Four Year Bachelor of Commerce (Pass Course)

Title of the Course: Financial Accounting (Theory)

Paper Code: UG0202-ABS-51T-101

Semester: I

Semester	Code of the Course	Title of the Course/Paper	NHEQF Level	Credits
I	UG0202-ABS-51T-101	Financial Accounting	5	4
Level of Course	Type of the Course	Delivery Type of the Course		
Introductory	Major	Lecture, Four Hours per Week, Total Sixty Lectures		
Duration of Examination		Maximum Marks	Minimum Marks	
Midterm -1 Hr EoSE-3 Hrs		Midterm-20 Marks EoSE-80Marks	Midterm -8 Marks EoSE-32 Marks	

Detailed Syllabus

UNIT-I

Accounting: Meaning, Concept, Importance and Scope of Accounting, Basic Accounting Principles, Conventions, Concepts, Procedures, Methods, Forms of Accounting and Uses of Accounting information.

Accounting equations and Types of accounts, Rules of recording business transactions. Preparation of Journal, Subsidiary Journal Books, Ledger and Trial Balance, Preparation of Trading Account, Profit & Loss Account and Balance sheet with adjustments.

15 Lectures

UNIT-II

Departmental Accounting: Meaning and objective of departmental accounts; Basis of allocation of common expenses; Inter-departmental transfers; Preparation of departmental trading and P&L account (Including general P&L account and balance sheet).

Branch Accounting: Meaning, Objective and Methods including Debtor system, Stock and Debtor system, Final Account system; Wholesale Branch system and Independent Branch system excluding Foreign Branches; Difference between branch and departmental accounting.

15 Lectures

UNIT-III

Insurance Claims: Meaning of Insurance claims, Need, Loss of Stock policy, Consequential Loss policy, Comprehensive Loss policy, steps for ascertaining insurance claims, Computation of loss of stocks with abnormal items including consequential loss of profit and application of average clause.

Accounting from Incomplete Records: Converting single entry into double entry system, steps in conversion, ascertainment of sales, purchases, stocks, cash and bank balances, capital etc., preparation of final accounts.

Accounting for Investments.

15 Lectures

UNIT-IV

Accounting for Hire Purchase: - Meaning and importance of hire purchase system, Provisions of Hire Purchase Act 1972, Preparation of hire purchase accounts:- Journal entries and Ledger accounts in the books of hire-purchaser and hire-vendor.

Accounting for Instalment System: Meaning and importance of Installment system, Difference between hire purchase and instalment system, Preparation of installment payment accounts: Journal entries and Ledger accounts in the books of Purchaser and Vendor.

Accounting for Lease: Meaning and importance, Difference between Hire purchase and lease, Differences in accounting treatment, Types of leases: Financial lease and Operating lease – Accounting treatment in the books of lessor and lessee.

15 Lectures

Note: The Student shall be permitted to use Battery operated calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless.

- Suggested Books and References:

1. Sharma, Shah, Mangal, Agarwal: Financial Accounting, RBD, Jaipur.
2. Jain, Khandelwal, Pareek, Dave: Financial Accounting, Ajmera Book Company, Jaipur.
3. Agrawal, Sharma, Purohit, Sharma: Financial Accounting, Shivam Book House, Jaipur.
4. Tulsian: Financial Accounting: Sultan Chand & Sons, New Delhi.
5. Shukla & Grewal: Advance Accounts, Sultan Chand & Sons, New Delhi.
6. Maheshwari S.N.: Financial Accounting, Vikas Publishing House Pvt. Ltd, New Delhi.
7. Sehgal A. and Sehgal D.: Advanced Accounting, Taxman Publication, New Delhi.
8. Jain S.P. and Narang K.L.: Financial Accounting, Kalyani Publisher, Delhi.
9. Monga J.R.: Financial Accounting, Mayur Paper Book, New Delhi.
10. Gupta, R.L.: Advanced Financial Accounting, S. Chand & Sons, New Delhi.
11. Kumar A.S.: Advanced Financial Accounting, Himalaya Publication House.
12. Paul Sr. K.: Accountancy Volume-I and II, New Central Book Agency, Kolkata.

Financial Accounting Lab

Name of the Programme: Four Year Bachelor of Commerce (Pass Course)

Title of the Course: Financial Accounting (Lab)

Paper Code:UG0202-ABS-51P-102

Semester: I

Semester	Code of the Course	Title of the Course/Paper	NHEQF Level	Credits
I	UG0202-ABS-51P-102	Financial AccountingLab	5	2
Level of Course	Type of the Course	Delivery Type of the Course		
Introductory	Major	Practical, Four Hours per Week, Total Sixty Lectures		
Duration of Examination		Maximum Marks	Minimum Marks	
Midterm -1 Hr EoSE-3 Hrs		Midterm-10 Marks EoSE-40Marks	Midterm -4 Marks EoSE-16 Marks	

Detailed Syllabus

Objectives of the Course:

1. Help the students to acquire the basic knowledge of the functioning of an accounting system (Tally).
2. Help the students to understand the importance of documentation and flow of data in an organization.
3. Equip the students with adequate knowledge and expertise in the use of software and e packages in recording financial transactions, developing financial documents, preparing the books of financial accounting and other records as per the requirements of business.

Unit I

Computerised Accounting Systems: Meaning, Importance, Difference between computerized accounting and manual accounting, Software programs for computerized accounting, Factors affecting selection of suitable Computerised accounting software, Procurement and installation of Computerised accounting software. Managing Financial and Inventory Accounting using Tally Software- Salient Features of Tally Software.

Creation/ Display/ Alteration/ Deletion of a Company, Tally Software Screen Components, Base Currency Information, Working with Multiple Companies, Pre-defined Groups of Ledger Accounts, Pre-defined Ledger Accounts, Creation/ Display/ Alteration/ Deletion of Accounting Master, Ledger Accounts and Groups in Tally Software, List/ Chart of Accounts.

15 Lectures

Unit II

Accounts Info, Basic Accounting Voucher Types, Creation/ Display/ Alteration/ Deletion of Accounting Vouchers (Journal Entries), Journalizing Compound Journal Entries in Tally Software.

Creation/ Display/ Alteration/ Deletion of Accounting Voucher in Single Entry Mode/ Invoice Mode, Display of Day Book (Journal Book), Account Books (Ledger Book).

Display of Trial Balance, Trading and Profit & Loss Account, Balance Sheet, Mentioning Value of Closing Stock in Final Accounts. Use of F2 (Date/ Period) and F12 (Configure) during Display of Financial Reports (Trading Account, Profit & Loss Account and Balance Sheet), Maintaining Balances Bill-by-Bill of the Accounts of Debtors and Creditors and Mentioning Opening Balance during Ledger creation. *RJ | J60* **15 Lectures**

Unit III

Creation/ Display/ Alteration/ Deletion of a Company for Inventory Accounting, Concepts of Stock Groups, Stock Categories, Godowns/ Locations, Units of Measure and Stock Items, Creation/ Display/ Alteration/ Deletion of Stock Groups, Stock Categories, Godowns/ Locations, Units of Measure and Stock Items.

Creation/ Display/ Alteration/ Deletion of Purchase & Sales Transactions in Voucher Mode/ Invoice Mode, Concept of Item Invoice & Account Invoice in Invoice Mode, Use of Debit Note & Credit Note for Journalizing Transactions of Purchase Returns & Sales Returns, Creation/ Display/ Alteration/ Deletion of Purchase Returns & Sales Returns Transactions in Voucher Mode/ Invoice Mode.

Use of Stock Journal for Stock Transfer, Display of Stock Summary (Stock Register), Inventory Books and Statement of Inventory, Use of F2 (Date/ Period) and F12 (Configure) during Display of Inventory Reports. **15 Lectures**

Unit IV

Generation of Financial Reports through Tally: Cash Book, Ledger Accounts, Trial Balance, Development of Income Statement, Profit and Loss Account, Cash Flow Statement and Balance Sheet.

Accounting through DBMS (Data Base Management System).

Technological advantages of Tally: Security controls, Backup and Restore, Export and Import of Data and Printing Reports. **15 Lectures**

Suggested Books and References:

1. Agarwal, Garima. Computerised Accounting: Himalaya Publishing House.
2. Chheda, Rajesh. Learn Tally. ERP 9 with GST and E-way Bill: Ane's Student Education.
3. Maidasani, Dinesh. Mastering Tally: Firewall Media
4. Nathani, Ashok K. Tally ERP 9 Training Guide. BPB Publications
5. Official Guide to Financial Accounting using Tally ERP 9 with GST, Tally Education Pvt Ltd. 6. Tally ERP 9 book advanced user, Swayam Publication (www.tallyerp9book.com)
7. Tarang, Tally ERP 9. Computer World Publications.
8. Yogeshwaran, G. Computerised Accounting. BPB Publications.
9. Agrawal, Namrata. Comdex Tally, ERP 9 Course Kit: Dreamtech Press

Business Economics

Name of the Programme: Four Year Bachelor of commerce Programme

Title of the Course: Business Economics

Paper Code:EFM-51T-103

Semester: I

Level	Course Credits	No. Of Hours per Week	Total No. of Teaching Hours	End Semester Exam	Continuous Comprehensive Assessment (30 Marks)
5	6 Credits	6 Hours	90 Hours	120 Marks	Internal Assignments -10 marks
					Seminar & Group Discussions- 10 marks
					Attendance and Discipline- 10 marks

OBJECTIVES:

1. The objective of this course is to acquaint the students with concepts and techniques used in Micro & Macro Economic theory and to enable them to apply this knowledge in Business decision-making.
2. Business economics also aims to help students understand the broader economic environment in which businesses operate, including the macroeconomic factors that affect the overall performance of the economy.

SYLLABUS

UNIT -I

Business Economics- Meaning, Nature and Scope, Role of Business Economist in Business.

Central problems of the economy. Micro Economics & Macro Economics: Concept&Scope. Role of Micro and Macro Economic Analysis in Formulation of Business Decisions, Difference and Interdependence of Micro and Macro Economic Analysis.

Utility Analysis: Cardinal and Ordinal Approaches, Law of Diminishing Marginal Utility and Law of Equi-Marginal Utility, Consumer's Surplus.

UNIT-II

Indifference Curve-Meaning, Characteristics, Consumer's Equilibrium, Income Effect, Price Effect and Substitution Effect.

Demand Analysis, Law of Demand, Elasticity of demand and its measurement and significance.

Supply and Law of Supply, Elasticity of supply.

Demand Forecasting.

Revenue and Cost Analysis: Revenue Analysis, Relationship between Total Revenue, Marginal Revenue and Average Revenue, Various concepts of cost, short and long run cost curves.

UNIT-III

Production Function – Types of Production functions, Laws of Returns, Law of Variable Proportions, Returns to scale, Isoquant curves, Expansion path.

General Theory of Price Determination. Role of Time Element in Price Determination.

Market Analysis: Price and Output determination under Perfect Competition, Monopoly, Discriminating Monopoly, Imperfect Competition and Oligopoly: Price Leadership and Kinked Demand Curve.

Unit-IV

Business Cycles-Theories and Phases.

Factor Pricing: Determination of Rent, Wages, Interest and Profit.

Marginal Productivity theory of Distribution.

National Income and its measurement, National Income and Its relationship with Economic welfare.

Suggested Readings:

1. D.M. Mithani: Fundamentals of business and managerial economics, Himalaya Publishing House.
2. Mote and Paul and Gupta: Managerial Economics, TATA McGraw Hill, New Delhi.
3. Ahuja, H.L.: Managerial Economics, S. Chand & Company Ltd., New Delhi.
4. B.P. Gupta: VyavsayikArthashastra (Hindi), Malik and Company, Jaipur.
5. Agarwal and Agarwal: VyavsayikArthshastra, (Hindi) Ramesh Book Depot., Jaipur.
6. M. D. Agarwal and Som Deo: Business Economics, Ramesh Book Depot, Jaipur.
7. Dwivedi D. N., Managerial Economics, Vikas Publications, Delhi.

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Registrar (Acad.)
Bikaner

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Principles of Business Management

Course Code : BDM-51T-102
Name of Course : Principles of Business Management
Semester : I

Level	Course Credits	No. Of Hours per Week	Total No. of Teaching Hours
5	6 Credits	6 Hours	90 Hours

OBJECTIVES:

1. To make the students aware of the universality of management and need for formal management education.
2. To enable them to appreciate the evolutionary process of management thought.
3. To introduce them to the various managerial functions and the principles behind practicing them.
4. To acquaint the students with the recent changes in the field of management.

SYLLABUS

UNIT I: Introduction: Concept, Nature, Process and Significance of Management; Managerial Roles (Mintzberg); An Overview of Functional Areas of Management, Development of Management Thoughts - Classical, Neo-Classical and Contingency Approaches. Planning: Concept, Process, Types, Levels, Advantages, Disadvantages and Principles of Planning.

UNIT II: Decision- Making: Concept and Process; Management by Objective (MBO). Organisation: Concept, Nature, Process and Significance, Authority and Responsibility Relationships. Centralization and Decentralization; Span of Management. Coordination: Meaning, Importance, Principles and Techniques.

UNIT III: Direction: Meaning & Principles. Motivation and Leading People at Work: Motivation- Concept, Importance, Theories of - Maslow, Herzberg, McGregor and Ouchi. Leadership- Concept and Leadership Styles; Likert's System of Management.

UNIT IV: Managerial Control: Concept and Process; Effective Control System; Techniques of Control. Management of Change: Concept, Nature, Types of Changes and Process of Planned Change, Resistance to Change and Methods of Reducing Resistance to Change.

Suggested Readings:

Harold Knootz & Heinz Wehrich: Essentials of Management, Tata McGraw Hill, New Delhi

Vijay Kumar Kaul: Business Management, Vikas Publishing House, Noida (UP).

Louis A. Allen : Management and Organisation, McGraw Hill, Tokyo

Ansoff, H.I. : Corporate Strategy, McGraw Hill, New York

Hampton David R. : Modern Management, McGraw Hill, New York

James A.F. Stoner, R. Edward Freeman, Daniel R. Gilbert, Jr.: Management, Prentice Hall, New Delhi.

Harsey, Paul and Blanchard Kenneth H: Management of Organizational Behaviour-Utilizing the Human Resources, Prentice Hall of India, New Delhi

John M. Ivancevich, James H. Donnelly, Jr. James L. Gibson: Management Principles and Functions. AITBS Publishers and Distributors, New Delhi.

George R. Terry, Stephgen G. Franklin: Principles of Management, AITBS Publishers and Distributors, New Delhi.

R.D. Agarwal: Organization and Management, Tata McGraw Hill, New Delhi.

AEC (General Hindi)

Total 50 Marks(40+10)

40 marks (EOSE)

Part A- 8 Questions of 2 Marks each (16 Marks)

Part B – 2 Questions of 4 Marks each (8 Marks)

Part C – 2 Questions of 4 Marks & 1 question of 8 Marks (16 Marks)

10 Marks (Internal Assessment)

बी.ए./बी.एससी./बी. कॉम – प्रथम सेमेस्टर

सामान्य हिन्दी (व्याकरण)

2 क्रेडिट– 50 अंक

प्रश्न पत्र– 40 अंक

आंतरिक मूल्यांकन– 10 अंक

उद्देश्य (Objectives)	<ol style="list-style-type: none">1. विद्यार्थियों में अभिव्यक्ति कौशल विकसित करना।2. हिन्दी भाषा को अधिक सशक्त और व्यापक बनाना तथा विद्यार्थियों में भाषा प्रयोग की क्षमता को विकसित करना।3. शोध के लिए नवीन शैक्षिक दृष्टि की पृष्ठभूमि तैयार करना।4. सृजनात्मक लेखन तथा आलोचनात्मक दृष्टि का विकास करना।
अधिगम प्रतिफल (Learning Outcomes)	<ol style="list-style-type: none">1. भाषायी ज्ञान से अभिव्यक्ति और सम्प्रेषण कौशल का परिमार्जन हो सकेगा।2. हिन्दी व्याकरण का ज्ञान सृजनात्मकता में उपयोगी सिद्ध हो सकेगा।3. भाषायी क्षमता से वैश्विक परिदृश्य में हिन्दी का उन्नयन कर सकेंगे।4. हिन्दी भाषा का व्यावहारिक ज्ञान प्राप्त कर सकेंगे।

प्रश्नपत्र का अंक विभाजन

यह प्रश्नपत्र तीन खण्डों (अ, ब, स) में विभक्त है।

खण्ड- अ के अंतर्गत प्रश्न संख्या 1 में इकाई 1 के भाग (क) एवं (ख) तथा इकाई 2 के भाग (क) एवं (ख) प्रत्येक से दो-दो प्रश्न कुल आठ प्रश्न पूछे जाएंगे। प्रत्येक प्रश्न 02 अंक का होगा।

खण्ड- ब के अंतर्गत प्रश्न संख्या 2, 3 में इकाई 3 के भाग (क) एवं भाग (ख) से एक-एक प्रश्न पूछा जाएगा। प्रत्येक प्रश्न 04 अंक का होगा।

खण्ड- स के अंतर्गत प्रश्न संख्या 4, 5, 6 दीर्घ उत्तरीय प्रश्न हैं जिसमें इकाई 4 के भाग (क) से दो प्रश्न (प्रत्येक 04 अंक) तथा भाग (ख) से एक प्रश्न (आंतरिक विकल्प सहित) 8 अंक का होगा।

इकाई-1

(क) शब्द निर्माण- उपसर्ग एवं प्रत्यय, संधि एवं समास।

(ख) शब्द के प्रकार- संज्ञा, सर्वनाम, विशेषण, क्रिया, क्रिया-विशेषण।

इकाई-2

(क) शब्द एवं वाक्यगत अशुद्धि संशोधन।

(ख) मुहावरे एवं लोकोक्तियाँ अर्थ एवं वाक्य प्रयोग।

इकाई-3

(क) संक्षेपण।

(ख) पल्लवन।

इकाई-4

(क) पत्र लेखन शासकीय एवं अर्द्धशासकीय पत्र, कार्यालय आदेश, अधिसूचना, ज्ञापन, अनुस्मारक निविदा का प्रारूप।

(ख) निबंध लेखन (शब्द सीमा-400)

आंतरिक मूल्यांकन

राजस्थान के किसी ऐतिहासिक अथवा सांस्कृतिक स्थल की यात्रा पर विवरणात्मक लेख।

अनुशंसित ग्रंथ-

1. हिन्दी व्याकरण- कामताप्रसाद गुरु
2. हिन्दी की वर्तनी और शब्द विश्लेषण- किशोरी दास वाजपेयी
3. हिन्दी भाषा की संरचना- भोलानाथ तिवारी
4. अच्छी हिन्दी- रामचन्द्र वर्मा
5. आधुनिक हिन्दी व्याकरण और रचना- डॉ. वासुदेवनन्दन प्रसाद, भारती भवन पब्लिशर्स एण्ड डिस्ट्रीब्यूटर्स
6. हिन्दी का मानक स्वरूप - देवर्षि कलानाथ शास्त्री, साहित्यागार, जयपुर
7. अनुप्रायोगिक हिन्दी- डॉ. कृष्ण कुमार गोरखामी, अरुणोदय प्रकाशन, नई दिल्ली

AEC (General English)

Total 50 Marks(40+10)

EOSE- 40 Marks

Unit I- 5 Marks

Unit II- 5 Marks

Unit III- 10 Marks

Unit IV – 20 Marks

Internal Assessment 10 Marks

Foundations of English Language: A Comprehensive Introduction

2023-24

Semester I

General English

Credit: 2

Duration: 3 hrs

Max. Marks: 50

(40+10)

The syllabus aims at achieving the following objectives:

1. Enhancing vocabulary with different types of words
2. Translation from Hindi to English and vice versa
3. Reinforcing selected components of grammar and usage
4. Strengthening comprehension of poetry, prose and short-stories
5. Strengthening compositional skills in English for paragraph writing, CVs and job applications.

The Pattern of the Question Paper will be as follows:

Unit I: Vocabulary and Translation

1. Homophones and Homonyms
2. Translation of 05 Words from Hindi to English
from English to Hindi

(20 marks)

(06)

(07)

(07)

Unit II: Grammar and Usage

3. Elements of a Sentence
4. Tense
5. Punctuation of a Short Passage with 10 Punctuation Marks
(As discussed in Quirk and Greenbaum)

(15 marks)

(05)

(05)

(05)

Unit III: Comprehension

Following Essays and Stories in *Essential Language Skills* revised edition compiled by Macmillan for University of Rajasthan General English B. A. /B. Com./B. Sc.

Candidates will be required to answer 5 questions out of ten questions from the prescribed texts. Each question will be of two (5) marks. (25)

(45 marks)

(10)

6. Bernard Shaw
7. Ruskin Bond
8. M.K. Gandhi

Spoken English and Broken English
Night Train at Deoli
The Birth of Khadi

9. The candidates will be required to answer 5 questions from an unseen passage.

(15)

10. One vocabulary question of 5 words from the given passage.

(5)

Unit IV: Compositional Skills

11. Formal Letter and Writing Emails

(20 marks)

(10)

12. Paragraph Writing

(10)

20

Recommended Reading:

Sasikumar, V., Dutta and Rajeevan, A Course in Listening and Speaking-I Foundation Books. 2005.

Sawhney, Panja and Verma eds. English At the Workplace, Macmillan 2003.

Singh, R.P. Professional Communication. OUP. 2004

Judith Leigh. CVs and Job Applications. OUP. 2004

Arthur Waldhorn and Arthur Zeiger, English Made Simple. Upa and Co.

Gunashekar ed. A Foundation English Course for Undergraduates. Book I, CIEFL, Hyderabad.

Quirk and Greenbaum: A University Grammar of English Longman, 1973

VAC (Anandam) 50 Marks

Examination Scheme:

Programme Evaluation Methods:

S.No.	Parameters	Max. Marks
1	Entries in Daily Diary	05
2	Synopsis of Project	10
3	Participation in Anandam Day (Last working day of every month)	10
4	Report of Group Project	25
	Total	50

SEC (Computer Fundamental)

EOSE- 40 Marks

40 Multiple choice questions of 1 marks each

Duration -1 Hour

Internal assessment – 10 Marks

SEC-001 – Computer Fundamentals

Semester	Code of the Course	Title of the Course/Paper		NHEQF Level	Credits
I/II	SEC-001	Computer Fundamentals		5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course
		Theory	Practical		
Introductory	Skill Enhancement	2	-	Yes	30 Hours Theory

Examination Scheme-

Regular Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-001 –Computer Fundamentals	1 Hrs-MT	10 Marks-MT	4 Marks-MT
		1 Hrs-EoSE	40 Marks-EoSE	16 Marks-EoSE

Question paper for Computer Fundamentals will be so set that it has 40 multiple choice questions (Bilingual) of one mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

SEC-001- Computer Fundamentals

Unit – I

Introduction to Information Technology: Evolution and generation of computers, Type of computers, Micro, mini, mainframe and Super computer. Architecture of a computer system: CPU, ALU, Memory (RAM, ROM families, Cache Memory, Input/Output Devices, Pointing Devices, Hardware and Software

Operating System and Programming Languages: Concept of Operating System, Need, Types of Operating Systems, Batch, Single User, Multi-Processing, Distributed and Timeshared operating systems, Introduction to UNIX, Linux, Windows, Window NT, Virtual Machine, Programming Languages, Low Level and High Level, Generation of Languages, 3 GL and 4 GL languages, Procedural Programming Languages, Object Oriented Programming languages, Functional Programming Languages, Scripting Languages, Logic Programming Languages, Command Line Interface and Graphical User Interface

(8 Lectures)

Unit -II

The Internet: History and Functions of the Internet, Working with Internet, Web Browsers, World Wide Web, Uniform Resource Locator and Domain Names, Uses of Internet, Search for Information, Email, Chatting, Instant Messenger Services, News Group, Teleconferencing, Video Conferencing, E-Commerce and M-Commerce, E-services -Online Banking, Online Payment Modes, Mobile Wallets, Social Networking Sites, E-Learning/ Online Educations, Cloud-Based Storage, Digital Signature

Manage an E-Mail Account, E-Mail Address, Configure E-Mail Account, Login to an Email, Receive Email, Sending Email, Sending Files as Attachments, Adress Book, Downloading files

(8 Lectures)

Unit -III

Social, Legal, Ethical Matters and Network Security: Types of Cyber Threats, how to identify Safe Websites/ Portals, Secure Seals (Verisign/Trust pay etc.), Secure Browsing Habits and Mailing Etiquettes, Social, Legal and ethical aspect of IT, Effects on the way we work Socialise, Operational Areas, Cyber Crime, Prevention of Cyber Crime, Cyber Law, Indian IT Act, Intellectual Property Right, Software Piracy, Copy right and Patent, Software Licencing, Proprietary Software, Free and Open-Source Software, GPL Licence,

(7 Lectures)

Unit-IV

Cyber Security Threats: Security Threats and Attacks (Passive, Active). Types and Effects. Computer Virus, Malware, Adware, Ransomware, Spyware, Emotet, Identity Theft, Denial of Service, Man in Middle, Phishing, MySQL/SQL Injection, Password Attacks

Network Security: Risk Assessment and Security Measures, Assets and Type (Data, Applications System and Network). Security issues and Security Measure (Firewall, Encryption/Decryption), Prevention

Raj Jay

(7 Lectures)