Ashoka Education Foundation's

ASHOKA CENTER FOR BUSINESS AND COMPUTER STUDIES

Recognized by Government of Maharashtra, Affiliated to Savitribai Phule Pune University (ID No. PU/NS/CS/143/2009)
AISHE Code C-42104 NAAC Accredited with B+ Grade ISO Certified 9001:2015 Minority Institutions (Linguistic)

SKILL ENHANCEMENT COURSES

Sr. No.	Add on Course
1	Principles of Programming Algorithms
2	Advanced C
3	Add on jQuery
4	Add on Course - IOT
5	Soft Skills Training
6	Basic Managerial Skills
7	Foreign Language (French)
8	International Etiquettes and Mannerisms
9	Basic Course in Environmental Awareness
10	Employability Skill Enhancement Course

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Skill Enhancement (Add-on) Course
Principles of Programming Algorithms(PPA)

Introduction:

Principal of programming Algorithm are fundamental concepts that form the basis of software development and problem solving. It provides guidelines for writing clean, maintainable code while algorithms focus on efficient and effective designing.

Objectives:

To develop Analytical / Logical thinking and Problem solving capabilities

Course Outcome(CO):

At the end of this course students will be able to

1. Understand concept of flowchart and algorithm.
2. Enhance problem solving capabilities.

Course Details:
- **Course Title:** Principles of Programming Algorithms
- **Year of Introduction:** 2019
- **No. of times offered:** Once in a Year
- **Duration:** 30 Hours
- **Mode:** Offline/Online
- **Course Coordinator:** Mrs. Jayashree Darade
- **Targeted Students:** FYBBA(CA)
- **Evaluation of Course:** Continuous concurrent evaluation of students through assignments and theory exam.
- **Benchmark for CO:** 80%

Annexure: 1. Syllabus Copy
2. CO-PO Mapping Matrix

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B.B.A.(C.A) Semester I
Subject Code : - 107
Subject Name -: Principles of Programming and Algorithms

Total Contact Hours: -30   Total Credits: - 2

Pre requisite: Basic Mathematics.
Objectives: To develop Analytical / Logical thinking and Problem solving capabilities

Unit No.	Contents	Lectures

1	**Algorithm**
	
	1.1 Concept: Problem, Algorithm.
	1.2 Characteristics of an algorithm.
	1.3 Examples
	    1.3.1 Addition / Multiplication of integers
	    1.3.2 Determining if a number is +ve / -ve , even / odd
	    1.3.3 Maximum of 2 numbers , 3 numbers
	    1.3.4 Sum of first n numbers, sum of given n numbers , Sum of digits of a given number, sum of first and last digit of a Number.
	    1.3.5 Digit reversing, Table generation for number n, Factorial of a number, Prime number, Factors of a number, Perfect number, Palindrome number , Armstrong number, GCD And LCM of 2 numbers.
		6

2	**Flowchart** 2.1 Introduction 2.2 Symbols 2.3 Draw flowcharts for algorithms implemented in chapter 1.	3

3	**Function**
	3.1 Definition, Syntax.
	3.2 Introduction to Library functions : such as pow(),sqrt() etc
	3.3 Recursion
	    3.3.1. Factorial of a number.
	    3.3.2. Sum of digits of a given number.
		2

4	**Array**
	4.1 Introduction
	4.2 Algorithms and Flowcharts using array
	    4.2.1. Maximum and minimum element from an array
	    4.2.2. Reversing elements of an array
	    4.2.3. Mean and Median of n numbers
	    4.2.4. Row major and Column major representation of an array
	    4.2.5. Sum of elements of an array
	    4.2.6. Matrices: Addition, Multiplication, Transpose, Symmetry, upper/lower triangular
		4

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Credit Distribution: - 1 credit for theory (15 Lectures) and 1credit for Practical's.

Note: - **Practical of PPA is on Computer fundamental and Scratch Programming.**

References:

Sr. No.	Title of the Book	Author/s	Publication
1	How to solve it by Computer	R. G. Dromy	Pearson
2	Fundamentals of Data Structures	Horowitz and Sahani	Universities Press
3	Introduction to algorithms	Cormen, Leiserson, Rivest, Stein	MIT Press

CO-PO Mapping Matrix
Principles of Programming Algorithms(PPA)

Program Outcome BBA (CA)
BBA(CA) PO1: To produce skill oriented human resource.   **BBA(CA) PO2**: To import practical skills among students.   **BBA(CA) PO3**: To make industry ready resource.

Course Outcome(PPA)
CO1.Understand concept of flowchart and algorithm.   **CO2**.Enhance problem solving capabilities.

	BBA(CA) PO1	BBA(CA) PO2	BBA(CA) PO3
CO1	3	2	1
CO2	2	1	1

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Skill Enhancement (Add-on) Course
Advance C Programming

Introduction:

Advance C programming is used to apply advanced concepts of the C programming language to create advanced C applications. This course is designed to take your basic C skills to the next level and enable you to master the art of problem solving in programming using efficient proven methods.

Course Objectives

1. To understand advanced concepts of programming using the 'C' language.

2. To understand code organization with complex data types and structures.

Course Outcome: At the end of this course students will be able to

1. Understand concept of advance C programming.

2. Develop program with help of advanced C concepts.

Course Details:

- **Course Title:**   Advance C Programming
- **Year of Introduction:** 2019
- **No. of times offered:**   Once in a Year
- **Duration:**   30 Hours
- **Mode:**   Offline
- **Course Coordinator:**   Mrs. Jayashree Darade
- **Targeted Students:**   FYBBA(CA)
- **Evaluation of Course:** Continuous concurrent evaluation of students through assignments and theory exam.

Annexure: 1. Syllabus Copy

2. CO-PO Mapping Matrix

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Syllabus for B.B.A (CA) (CBCS 2019 Pattern)
Semester II

207-Advance C Programming

Unit No.	Contents	Lectures
1	Union and Enumeration 1.1 Union 1.1.2. Def, Syntax. 1.2 Working with union 1.3 Initializing union 1.4 Advantages of union 1.3 Structures versus union 1.5 Advantages of union Enumeration 1.6 Enum keyword 1.7 typedef keyword 1.8 Working with Enum	3

2	File handling:
	2.1 File
	    2.1.1 Def
	    2.1.2 File Opening Modes
	    2.1.3 Types of files - text and binary,
	
	2.2 Functions: fopen(), fclose(), fgetc(), fputc(), fgets(), fputs(), fscanf(), fprintf(), getw(), putw(), fread(), fwrite(), fseek(),ftell() etc
	
	2.3 File Management
	
	    2.3.1 Opening/Closing a File
	    2.3.2. Input/Output operations on Files
	
	    2.3.3. Error Handling During I/O Operations
	    2.3.4. Command Line Arguments
	
	2.4. Random Access File
		4

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3	Graphics programming 3.1 Introduction of graphics 3.2 Graphical functions 3.3 Simple Programs	2
4	Hardware Interfacing with C 4.1.Introduction 4.1.1 The C Standard(s) 4.2. Embedded C Fundamentals 4.2.1.Fixed-Width Integers 4.2.2 Binary Data Manipulation 4.2.3.Fixed and Floating Point Math 4.2.4 Performance Improvement 4.2.5 Data Storage and Lifetimes 4.2.6 The World Before main() 4.3. Peripheral Control 4.3.1. Peripheral Registers 4.3.2.Memory-Mapped I/O 4.3.3.Struct Overlays 4.3.4.Volatile Keyword 4.3.5. Bitmasks vs. Bitfields 4.3.6. Device Drivers 4.4. Interrupt Handling 4.4.1. Interrupt Service Routines 4.4.2.Vector Tables 4.4.3.Hardware Hurdles 4.4.4. Disabling Interrupts 4.4.5.Interrupt Latency	6

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CO-PO Mapping Matrix
Principles of Programming Algorithms (Advance C)

Program Outcome BBA (CA)
BBA(CA) PO1.To produce skill oriented human resource.   BBA(CA) PO2.To import practical skills among students.   BBA(CA) PO3.To make industry ready resource.
Course Outcome(Advance C)
CO1.Understand advanced concept of c programming.   CO2.Develop C program with implementation of pointer, union and structure.

	BBA(CA) PO1	BBA(CA) PO2	BBA(CA) PO3
CO1	3	2	
CO2	3	2	1

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Skill Enhancement (Add-on) Course
jQuery

Introduction:

JQuery is a lightweight, "write less, do more", and JavaScript library. The purpose of jQuery is to make it much easier to use JavaScript on your website. jQuery takes a lot of common tasks that require many lines of JavaScript code to accomplish, and wraps them into methods that you can call with a single line of code.

Course Objectives:
1. To get hands-on experience on JavaScript and jQuery.
2. To learn how to work with binding events to the controls in JavaScript
3. To learn handling different events for different Controls.

Course Outcome:
At the end of this course students will be able to
1. Prepare students with a comprehensive understanding of JavaScript library.
2. Design and develop rich interactive web application.

Course Details:
- **Course Title:** jQuery
- **Duration:** 30 Hours
- **Year of Introduction:** 2019
- **No. of times offered:** Once in a Year
- **Mode:** Offline
- **Course Coordinator:** Mrs. Jayashree Darade
- **Targeted Students:** BBA(CA) from ACBCS
- **Evaluation of Course:** Continuous concurrent evaluation of students through assignments and theory exam.
- **Benchmark:** 80%

Annexure:
1. Syllabus Copy
2. CO-PO Mapping Matrix

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Syllabus for B.B.A (CA) (CBCS 2019 Pattern) Semester IV

Subject Code: - 407

Subject Name -: jQuery

Credit Distribution: --1 credit for theory (15 Lectures) and 1 credit for Practical.

Unit No	Contents	Lectures
1.	**Introduction** 1.1 jQuery Introduction 1.2 Install and Use jQuery Library 1.3 Un-Obstructive JavaScript 1.4 First jQuery Example 1.5 jQuery Syntax 1.6 How to escape a special characters 1.7 Basic Selectors 1.8 Traversal Functions	5
2.	**HTML Manipulation** 2.1 Getting Setting values from elements 2.2 Handling attributes 2.3 Inserting New elements 2.4 Deleting/Removing elements 2.5 CSS manipulations 2.6 Dimensions 2.7 Positioning	5
3.	**Effects and Events** **Effects:** 3.1 Showing/Hiding elements 3.2 Sliding elements	5
	3.3 Fading elements **3.4 Deleting animation elements** **3.5 Custom animation** **Events:** **3.6 Working with events.**	

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CO-PO Mapping Matrix

jQuery

Program Outcome BBA (CA)
BBA(CA) PO1: To produce skill oriented human resource.
BBA(CA) PO2: To import practical skills among students.
BBA(CA) PO3: To make industry ready resource.
BBA(CA) PO4: To bring the spirit of entrepreneurship

Course Outcome(jQuery)
CO1: To equip students with a comprehensive understanding of JavaScript library. **CO2**: To design and develop rich interactive web application.

	PO1	PO2	PO3	PO4
CO1	3	3	1	
CO2	3	2	2	1

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Skill Enhancement (Add-on) Course
Internet of Things(IOT)

Introduction:

IOT has become one of the most important technology in 21st Century. The Internet of Things (IOT) refers to a network of interconnected physical objects embedded with software and sensors in a way that allows them to exchange data over the internet. It encompasses a wide range of objects, including everything from home appliances to monitors implanted in human hearts to transponder chips on animals, and as it grows it allows businesses to automate processes, improve efficiencies, and enhance customer service.

Course Objectives:

1. To understand Technical aspects of Internet of things.
2. To describe smart objects and IoT Architecture
3. To study and compare different Application protocols of IoT

Course Outcome(CO):

At the end of this course students will be able to
1. Explain key technologies, smart objects, IoT Architecture and security in Internet of Things
2. Illustrate the role of IoT protocols for efficient network communication.
3. Understand IoT platform such as Arduino Uno.

Course Details:

- **Course Title:**   Internet of Things
- **Year of Introduction:** 2019
- **No. of times offered:** Once in a Year
- **Duration:**   30 Hours
- **Mode:**   Offline
- **Course Coordinator:** Mrs. Jayashree Darade
- **Targeted Students:**   TYBBA(CA)
- **Evaluation of Course:** Continuous concurrent evaluation of students through assignments and theory exam.
- **Benchmark for CO:**   80%

Annexure: 1. Syllabus Copy
2. CO-PO Mapping Matrix

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Syllabus
T.Y.B.B.A.(C.A.)Sem-V (CBCS 2019 Pattern)
Subject Code: CA-507
Subject: Internet of Things (IoT)

Unit No.	Contents Theory	No. of Lectures
1	**Fundamentals of IoT** 1.1 Basic Concepts of IoT 1.2 Major components of IoT devices 1.3 IOT Architecture 1.4 Pros & Cons of IOT	03
2	**Communication Technologies** 2.1 Wireless Communication: Bluetooth, ZigBee, WiFi, RF Links 2.2 Wired Communication: Ethernet 2.3 IOT Protocol: MQTT, CoAP, XMPP, OSGi	05
3	**Microcontroller Fundamental and Arduino uno** 3.1 System on Chip & Microcontroller 3.2 Arduino UNO: Introduction to Arduino, Arduino UNO, Arduino Board, The Anatomy of an Arduino Board 3.3 The Development Environment of Arduino Board 3.4 Writing Arduino Software, The Arduino Sketch 3.5 Fundamentals of Arduino Programming 3.6 Trying the code on an Arduino Emulator 3.7 Arduino Libraries 25 Programming & Interfacing 3.8 Application of IoT 3.9 Case studies: Home Automation, Smart Parking, etc.	07
	Total	**15**
	Practical Please Refer Lab Book	**15**

CO-PO Mapping Matrix
IOT

Program Outcome BBA (CA)
BBA(CA) PO1. To produce skill oriented human resource. **BBA(CA) PO2.** To import practical skills among students. **BBA(CA) PO3.** To make industry ready resource. **BBA(CA) PO4.** To bring the spirit of entrepreneurship

Course Outcome(IOT)
CO1. To explain key technologies, smart objects, IoT Architecture and security in Internet of Things. **CO2.** To illustrate the role of IoT protocols for efficient network communication. **CO3.** To understand IoT platform such as Arduino Uno.

	PO1	PO2	PO3	PO4
CO1	3	2	1	
CO2	2	2	1	
CO3	2	2	1	1

Skill Enhancement (Add-on) Course
Soft Skill Training

Introduction: Soft skills play a crucial role in forming good rapport with batch mates, building a network with seniors, and establishing trust. Soft skills and personality development skills are important for students due to two main reasons: These skills improve employability.

Skill development is important in education because it prepares students for the demands of the workforce, enhances their social and emotional well-being, and helps them become more well-rounded individuals.

Course Objectives:
1. To Develop effective communication skills (spoken and written) and presentation skills
2. To Conduct effective business correspondence and prepare business reports which produce results.

Course Outcome:
At the end of this course students will be able to
1. Improved verbal, non-verbal, and written communication abilities, including clarity, active listening, and effective presentation skills.
2. Enhanced abilities to collaborate, empathize, negotiate, and build relationships in professional and personal settings.
3. Improved leadership qualities and managing time effectively.

Course Details:
- **Course Title:** Soft Skill Training
- **Year of Introduction:** 2019
- **No. of times offered:** Once in a Year
- **Duration:** 30 Hours
- **Mode:** Offline
- **Course Coordinator:** Mrs. Jayashree Darade
- **Targeted Students:** TYBBA(CA)
- **Evaluation of Course:** Continuous concurrent evaluation of students through assignments and theory exam.
- **Benchmark for CO:** 80%

Annexure: 1. Syllabus Copy
2. CO-PO Mapping Matrix

Syllabus
T.Y.B.B.A.(C.A.) Semester-VI
Subject: Soft Skill
Course Code : CA – 607
Total Hours: 30 Credit:02

Unit	Topics	No. of Lectures
1	**Introduction to Soft Skills** 1.1 An Introduction to Soft skill - 1.1.1 Definition and Significance of Soft Skills 1.1.2 Soft skill Process 1.1.3 Uses of Soft Skill Development.	5
2	**Communication Skills** 2.1 Introduction - Components of communication process, Communication process , Effective communication process. 2.2 Types of communication – 2.2.1 Verbal Communication – ◻ Punctuation ◻ Meaning & opposites , vocabulary ◻ Real Life conversations 2.2.2 Non – Verbal Communication - ◻ Facial Expression , Posture , Gesture , Eye contact ◻ appearance (dress code), Body Language, listening skills ◻ essential formal writing skills	12
3	**Skills Development** 3.1 Interview Skills – Interviewer and Interviewee – in-depth perspectives. Before, During and After the Interview. Tips for Success. 3.2 Presentation Skills - Types, Content, Audience Analysis, Essential Tips Before, During and After, Overcoming Nervousness. 3.3 Etiquette and Manners - Social and Business 3.4 Time Management - Concept, Essentials, Tips 3.5 Personality Development - Meaning, Nature, Features,	13

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CO-PO Mapping
Soft Skill Training

Program Outcome BBA (CA)
BBA(CA) PO1. To produce skill oriented human resource. **BBA(CA) PO2.** To import practical skills among students. **BBA(CA) PO3.** To make industry ready resource. **BBA(CA) PO4.** To bring the spirit of entrepreneurship
Course Outcome(Soft Skill Training)
CO1. Improved verbal, non-verbal, and written communication abilities, including clarity, active listening, and effective presentation skills. **CO2.**Enhanced abilities to collaborate, empathize, negotiate, and build relationships in professional and personal settings. **CO3.**Improved leadership qualities and implement strategies for managing time effectively.

	PO1	PO2	PO3	PO4
CO1	3	2	1	
CO2	3	2	1	
CO3	2	2	1	1

Co-Ordinator
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Ashoka Center for Business & Computer
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Skill Enhancement (Add-on) Course
Basic Managerial Skills

Introduction:

The present program will enable the students to foster entrepreneurial attitude, ability to think independently and take rational decisions at various levels of management. It aims to develop a professional and managerial acumen and leadership qualities amongst the youth. Moreover, it incorporates various skills like time management skills, presentation skills, geo-political awareness and business awareness that are required for managerial effectiveness. This program predominantly endeavors for holistic development of students by providing training in soft skills, computer skills, various Add on Courses and interdisciplinary subjects.

Course Objectives:
1. To develop ability to contribute to value creation in the respective organization.
2. To create awareness of Basic Management Skills required in an organization or business

Course Outcome(CO):
At the end of this course students will be able to
1. Be equipped with essential communication skills (writing, verbal and non-verbal)
2. Master the presentation skill and be ready for facing interviews.
3. Inculcate values of team building and enhance critical thinking of students.

Course Details:
- **Course Title:**   Basic Managerial Skills
- **Year of Introduction:** 2019
- **No. of times offered:** Once in a Year
- **Duration:**   30 Hours
- **Mode:**   Offline/Online
- **Course Coordinator:** Dr. Manisha Shirsath
- **Targeted Students:**   FYBBA
- **Evaluation of Course:** Continuous concurrent evaluation of students through assignments and theory exam.

Annexure: 1. Syllabus Copy
    2.CO-PO Mapping Matrix

Annexure II

Savitribai Phule Pune University
Syllabus for BBA, BBA (IB) (CBCS 2019 Pattern)
Details for Skill Enhancement (Add-On) Courses

A. Course title: - Basic Managerial Skills (A)

Credit -2 & Hours -30

Objective of the course: -

1. To develop leadership abilities.
2. To develop ability to contribute to value creation in the respective organisation
3. To develop negotiations and team building skills .

Course Content

1. Team Building(Essentials of team skills – Team building)
2. Cooperativeness & Positive attitude
3. Assertiveness –(Importance & Steps to develop)
4. Stress management – (Causes of stress Importance of stress management stress relief techniques)
5. Ownership & accountability for the work (Work ethics)
6. Techniques to improve attention & observation skills.
7. Negotiations skills
8. Leadership & decision making skills
9. Listening skills

Methodology

Faculty can conduct Workshops, Online training lectures, Role-play, interactive sessions of experts. Class assignments, Chart presentation etc.

Evaluation of the course: Continuous evaluation of the student through oral, necessary writing assignments, participation in activities and presentations etc.

Certification: A Course Completion Certificate will be provided by the college to every student who has passed in the continuous evaluation and the Grade as per his / her performance in the evaluation will appear on the Certificate.

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CO-PO Mapping Matrix
Basic Managerial Skills

Program Outcome (BBA)
BBA PO1. To develop precise understanding about business environment and organizations.
BBA PO2. To develop leadership aptitude among the students in order to work independently and in organized groups.
BBA PO3. To inculcate among the students, the qualities of a dynamic manager, capable of taking various decisions and communicating effectively to different groups of people.
BBA PO4. To understand and gain knowledge of various financial institutions and agencies.

Course Outcome(Basic Managerial Skills)
CO1. Be equipped with essential communication skills (writing, verbal and non-verbal)
CO2. Master the presentation skill and be ready for facing interviews.
CO3. Inculcate values of team building and enhance critical thinking of students.

	BBA PO1	BBA PO2	BBA PO3	BBA PO4
CO1	3	3	2	1
CO2	3	2	1	
CO3	2	2	1	

Co-Ordinator
Internal Quality Assurance Cell (IQAC)
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Skill Enhancement (Add-on) Course
Foreign Language (German/ French)

Introduction:

In today's competitive world it is very essential to learn a foreign language, so we at Ashoka Center for Business & Computer Studies are committed to give Practical & Career oriented education to students.

More than 300 million people speak French on the five continents. French is the second most widely learned foreign language after English, and the fifth most widely spoken language in the world. The ability to speak French and English is an advantage on the international job market.

Course Objectives:

To equip learners with the ability to read and write with understanding, communicate effectively and to make them use language with ease in different situations.

Course Outcome(CO):

At the end of this course students will be able to
1. Basic proficiency in the understanding and use of a foreign language.
2. Gained knowledge of the distinctive features of culture(s) associated with the language.

Course Details:

- **Course Title:** Foreign Language (German/ French)
- **Year of Introduction:** 2019
- **No. of times offered:** Once in a Year
- **Duration:** 30 Hours (2 hours Per Day)
- **Mode:** Offline
- **Course Coordinator:** Dr. Manisha Shirsath
- **Targeted Students:** FYBBA
- **Evaluation of Course:** Continuous evaluation of students through assignments and exam.
- **Certification:** Course Completion Certificate will be provided by college to every student who has passed in the continuous evaluation.
- **Benchmark for CO:** 80%

Annexure: 1. Syllabus Copy
2. CO-PO Mapping Matrix

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CO-PO Mapping Matrix

Foreign Language (French)

Program Outcome (BBA)
BBA PO1. To develop precise understanding about business environment and organizations.
BBA PO2. To develop leadership aptitude among the students in order to work independently and in organized groups.
BBA PO3. To inculcate among the students, the qualities of a dynamic manager, capable of taking various decisions and communicating effectively to different groups of people.
BBA PO4. To understand and gain knowledge of various financial institutions and agencies.
Course Outcome (Foreign Language (French)
CO1. Improved proficiency in the understanding and use of a foreign language.
CO2. Gained knowledge of the distinctive features of culture(s) associated with the language.

	BBA PO1	BBA PO2	BBA PO3	BBA PO4
CO1	3	3	2	1
CO2	3	2	1	

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Savitribai Phule Pune University

Syllabus for Skill Enhancement Courses

BBA, BBA (IB) (New syllabus 2019 pattern)

Note: – Select Any One Course for every semester

G. Course title: – International Etiquettes & Mannerisms (G)

Credit -2 & Hours -30

Objective of the course: -

1. To prepare the students to manage the transition from national to international
2. To overcome the cross cultural barriers.
3. To understand about professional skills required in global corporate world.

Course content

1. Grooming for corporate
2. Email etiquette & Telephone etiquette.
3. Meeting etiquettes
4. Proximity
5. Body language
6. Social Conversation skills & GD
7. Table manners
8. Time management & procrastination
9. Listening skills
10. Presentation skills

Methodology

Faculty can conduct Workshops, Online training lectures, Role-play, interactive sessions of experts. Class assignments, Chart presentation etc.

Evaluation of the course: Continuous evaluation of the student through oral, necessary writing assignments and presentations.

Certification: A Course Completion Certificate will be provided by the college to every student who has passed in the continuous evaluation and the Grade as per his / her performance in the evaluation will appear on the Certificate.

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CO-PO Mapping Matrix

International Etiquettes & Mannerisms (G)

Program Outcome (BBA)
BBA PO1. To develop precise understanding about business environment and organizations.   **BBA PO2.** To develop leadership aptitude among the students in order to work independently and in organized groups.   **BBA PO3.** To inculcate among the students, the qualities of a dynamic manager, capable of taking various decisions and communicating effectively to different groups of people.   **BBA PO4.** To understand and gain knowledge of various financial institutions and agencies.
Course Outcome (International Etiquettes & Mannerisms (G))
CO1.Prepare participants for international business insights.   CO2.Offer a framework for understanding different cultures.   CO3.Provide clear and concise guidelines related to international etiquette practices.

	BBA PO1	BBA PO2	BBA PO3	BBA PO4
CO1	3	3	2	
CO2			2	
CO3	3	2	1	

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Ability Enhancement Compulsory Courses
Basic Course in Environmental Awareness

Introduction:

The Introduction to Environmental Awareness course is designed for individuals to develop an awareness of environmental issues that can impact your daily life. The course will demonstrate to learners the benefits of good environmental management and addressing environmental issues.

Course Objectives:

1. To provide an opportunity to acquire the knowledge, values, attitudes, commitment, and Skills needed to protect and improve the environment
2. To develop conscious towards a cleaner and better managed environment

Course Outcome(CO):

At the end of this course students will be able to

1. Gain a basic understanding of environmental terminology.
2. Identify and comprehend various environmental challenges and their impacts on ecosystems and human society.
3. Bring up a sense of personal responsibility towards the environment.

Course Details:

- **Course Title:** Basic Course in Environmental Awareness
- **Year of Introduction:** 2019
- **No. of times offered:** Once in a Year
- **Duration:** 30 Hours
- **Mode:** Online
- **Course Coordinator:** Ms. Rameshwari Hullule
- **Targeted Students:** SYBBA, SYBBA(CA), SYBCOM, SYBSc(CS)
- **Evaluation of Course:** Continuous evaluation of students through test and presentation.
- **Certification:** Course Completion Certificate will be provided by college to every. student who has passed in the continuous evaluation
- **Benchmark for CO:** 80%

Annexure: 1. Syllabus Copy
2. CO-PO Mapping Matrix

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Details for Skill Enhancement (Add-On) Courses

Savitribai Phule Pune University

Syllabus for BBA(CA) CBCS 2019 Pattern)

Details for Skill Enhancement (Add-On) Courses

M. AECC - Course Title: - Basic Course in Environmental Awareness – (M)

Credit -2 & Hours -30

Objectives:
1) To provide an opportunities to acquire the knowledge, values, attitudes, commitment, and
skills needed to protect and improve the environment
2) To develop conscious towards a cleaner and better managed environment

Course content

1 Introduction - Environmental studies Definition, scope importance and need for public awareness. (Multidisciplinary nature of environmental studies)

2. Environmental Pollution -Definition, Causes, effects on human, water, soil, air (Mother Earth)
   ❖ Air pollution
   ❖ Water pollution
   ❖ Soil pollution
   ❖ Marine pollution
   ❖ Noise pollution
   ❖ Thermal pollution
   ❖ Nuclear hazards

3 .Various Government initiatives for conservation of Environment. Controlling measures)
   ❖ Solid waste Management: Causes, effects and control measures of urban and industrial wastes.
   ❖ Role of an individual in prevention of pollution. Pollution case studies.
   ❖ Disaster management: floods, earthquake, cyclone and landslides.

4 Field work Visit / Project Report preparation
• Visit to a local area to document environmental assets - river / forest / grassland / hill /mountain.
• Visit to a local polluted site-Urban/Rural/Industrial/Agricultural
• Effects on plants, insects, birds – As Elements of ecosystem

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Evaluation of the course: Continuous evaluation of the student through oral, necessary writing assignments / Quiz and presentations.

Certification: A Course Completion Certificate will be provided by the college to every student who has passed in the continuous evaluation and the Grade as per his / her performance in the

Evaluation will appear on the Certificate.

CO-PO Mapping Matrix
Basic Course in Environmental Awareness

Program Outcome (BBA,BCOM,BBA (CA) and BSc(CS))
BBA PO1. To develop precise understanding about business environment and organizations. BBA(CA) PO2. To bring the spirit of entrepreneurship BCOM PO3. Students can independently start up their own Business.
Course Outcome (Basic Course in Environmental Awareness)
CO1.Gain a basic understanding of environmental terminology. CO2.Identify and comprehend various environmental challenges and their impacts on ecosystems and human society. CO3.Bring up a sense of personal responsibility towards the environment.

	BBA PO1	BBA(CA) PO2	BCOM PO3
CO1	2	1	
CO2	2	1	
CO3	2	2	1

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Skill Enhancement (Add-on) Course
Employability Skill Enhancement Programme

Introduction:

Savitribai Phule Pune University has introduced Choice Based Credit System from the academic year 2019-20. Students need to earn two credits during first and second semester through completion of two value added courses, i.e. one course for each semester. This comprehensive program aims to bridge the gap between academic knowledge and practical employability skills, empowering our students to thrive in today's competitive job market. Through a combination of interactive workshops, real-world case studies, and hands-on projects, this course will equip B. Com students with essential skills such as communication, teamwork, problem-solving,and adaptability.

Course Objectives:

1. To Promote holistic personal and professional growth among B. Com students
2. To empower students with the confidence and competence to excel in their chosen careers.

Course Outcomes:

1. Be equipped with essential business communication skills (writing, verbal and non-verbal)
2. Master the presentation skill and be ready for facing interviews.
3. Build team and lead it for critical thinking.

Course Details:

- **Course Title:** Employability Skill Enhancement Programme
- **Year of Introduction:** 2019
- **No. of times offered during the year:** Once in a Year
- **Duration:** 30 Hours
- **Mode:** Offline
- **Course Coordinator:** Mr. Aniket Songire
- **Targeted Students:** FYBcom
- **Evaluation of Course:** Student Presentations and Evaluation
- **Benchmark for CO:** 80%

Annexure: 1. Syllabus Copy

2.CO-PO Mapping Matrix

Syllabus
Course No. 2 – Employability Skill Enhancement Programme

Objectives of the course:

This programme is designed to aid candidates in their preparation for recruitment through campus or outside campus. The course will enable students to be a better professional through effective communication.. Students will learn skills to present themselves in an effective manner while facing interviews or similar test for placements.

Course Contents:

- Basic Communication Skills
- Reasoning Ability
- Verbal Ability
- Personal Grooming
- Personality Development
- CV Writing Skills
- Interview Techniques

Methods of Instruction

- Lecture
- Class discussion
- Role plays
- Guest speakers
- Written assignments
- Videos

Certification :

The college needs to provide 'Course Completion Certificate' to every student who completes the course successfully. The certificate must contain the grade obtained by the student in the examination.

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Employability Skill Enhancement Programme

Program Outcome (BCOM)
PO1.This program could provide Industries, Banking Sectors, Insurance Companies, Financing companies, Transport Agencies, warehousing etc., well trained professionals to meet the requirements. PO2.After completing graduation, students can get skills regarding various aspects like Marketing Manager, Selling Manager, over all Administration abilities of the Company. PO3.Capability of the students to make decisions at personal & professional level will increase after completion of this course
Course Outcome (Employability Skill Enhancement Programme)
CO1.Be equipped with essential business communication skills (writing, verbal and non-verbal) CO2.Master the presentation skill and be ready for facing interviews. CO3.Build team and lead it for critical thinking.

	PO1	PO2	PO3
CO1	*	*	
CO2	*	*	*
CO3	*	*	*

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