



Programme: B Voc (Account & Finance) Semester: I

Course Code AEC	UB01AEBVA01	Title of the Course	General English I
Total Credits of the Course	02	Hours per Week	02

Course Objectives:	The programme has been designed to make the learner proficient in the use of communicative English and enhance his/her ability in writing skills in the English Language
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Course Content		
	Description	Weightage
1.	Text: A collection of short stories Name of the Text: Prism: An Anthology of Short Stories Section I - Glimpses of the World (Cambridge University Press) 1. My Thai Cat by Pratoomratha Zeng 2. The Father by Bjornsterne Bjornsen 3. God Sees the Truth, but Waits by Leo Tolstoy (four text-based short questions may be asked)	50%
2.	Grammar: <ul style="list-style-type: none">• Tenses: Present Simple, Present Progressive, Present Perfect, Present Perfect Progressive, Past Simple, Past Progressive, Past Perfect, Future Tense Simple• Modal Auxiliaries (shall, should, will, would, can, could, may, might, must, ought to, need, dare, used to)• Articles (a, an, the)• Concord (Subject Verb Agreement) Vocabulary: Words often confused – 25 pairs of words. Refer to the words given after references. <ul style="list-style-type: none">• Objective Type Questions may be asked	50%





Teaching- Learning Methodology	Learner-centred Instructional methods Direct method, quiz, assignments, interactive sessions, seminars, visual presentations, group discussions, project based learning and use of e-resources, including films
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Course Outcomes: After completion of the course, the learner	
1.	<ul style="list-style-type: none">• Develops proficiency in Communicative English• Interprets the language with enriched vocabulary• Employs the basic concepts of the English language for practical purposes.





Sr. No.	References
	<ul style="list-style-type: none">• Essentials of Business Communication – Rajendra Pal and J S Korlahalli (Sultan Chand & Sons)• Principles and Practice of Business Communication – Rhoda A Doctor & Aspi H Doctor (AR Sheth & Company, Mumbai)• Business Communication – U S Rai & S M Rai (Himalaya Publishing House, Mumbai)• Developing Communication Skills – Krishna Mohan & Meera Benerji (Macmillan)• Effective Business Communication – Asha Kaul (Prentice Hall – Economy Edition)• Business Communication – Asha Kaul (Prentice Hall of India Pvt Ltd, New Delhi)• Effective Business Communication – M V Rodriques (Concept Publishing House)• Writing with a purpose – Champa Tickoo and Jaya Sasikumar (Oxford University Press, Mumbai)• Business Communication and Report Writing – R P Sharma and Krishna Mohan (Tata Mcgraw Hill 2002)• Communication Skills – Sanjay Kumar & Pushplata (OUP)• English Grammar in Use – Murphy Raymond (Cambridge University Press)

On-line resources to be used as and when required.





List of Words (Vocabulary)		
1	Accept	Except
2	Access	Excess
3	Bail	Bale
4	Beside	Besides
5	Boast	Boost
6	Bridal	Bridle
7	Carton	Cartoon
8	Caste	Cast
9	Cite	Site
10	Coast	Cost
11	Complement	Compliment
12	Confident	Confidant
13	Congenial	Congenital
14	Damage	Damages
15	Dear	Deer
16	Decease	Disease
17	Defer	Differ
18	Deprecate	Depreciate
19	Elicit	Illicit
20	Eligible	Illegible
21	Emigrant	Immigrant
22	Empathy	Sympathy
23	Facilitate	Felicitate
24	Heal	Heel
25	Industrial	Industrious





SARDAR PATEL UNIVERSITY
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Syllabus as per NEP 2020 with effect from the Academic Year 2023-2024

Bachelor of Vocation (Account & Finance) Semester - I

Course Code Interdisciplinary	UB01IDBVA02	Title of the Course	Business Economics-I
Total Credits of the Course	04	Hours per Week	04

Course Objectives	The course intends to expose the student to the basic principles in Microeconomics Theories, illustrations and applications.
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Course Description		
Unit	Description	Weightage
1.	Introduction : <ul style="list-style-type: none"> • Robbins' and Samuelson's definition of Economics. • Nature, Scope and Subject Matter of Economics. • Basic problems of Economics. • Basic Concepts: Goods, Utility, Price & Value, Wealth & Welfare. • Consumer's Surplus. 	25%
2.	Basic Elements of Demand and Supply : <ul style="list-style-type: none"> • Demand- Meaning, Demand Schedule, Individual and Market Demand Curve, • Law of Demand, Determinants of Demand, Change in Demand. • Supply- Meaning, Supply Schedule, Individual and Market Supply Curve, Law of Supply, Determinants of Supply, Change in Supply. • Equilibrium of Demand and Supply, Determination of Equilibrium Price and Quantity, Effect of a shift in Demand and Supply. 	25%
3.	Theories of Consumer Behavior: <ul style="list-style-type: none"> • Cardinal Utility Approach-Law of Diminishing Marginal Utility Analysis. • Law of Equi-Marginal Utility; • Ordinal Utility Approach Indifference Curve Approach- Indifference Curves, • Properties of Indifference Curves. • Budget Line-Shift and Change in Budget line. • Consumer's Equilibrium. • Income effect, Price effect & Substitution effect. 	25%
4.	Factor Pricing: <ul style="list-style-type: none"> • Concepts & Types; Rent, Wage, Interest and Profit. • Theories of profit- Innovation theory, Risk bearing theory of Profit and Uncertainty bearing theory of Profit. • Marginal Productivity Theory of Distribution under Perfect Competition. 	25%

Teaching-Learning Methodology	These are teacher-centered methods, learner-centered methods, content-focused methods and interactive/participative methods.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to know the following	
1.	<ul style="list-style-type: none">• Explain what economics is and explain why it is important.• Student can understand the study area of economics and what are the problems that economics has to solve.• Understand basic concepts and its meaning in economics.• Can help students understand the economic impact of prices on consumer behavior.
2.	<ul style="list-style-type: none">• Students will learn pricing and price determination, determinants of demand and its exceptions.• They will learn the determinants of supply, exceptions and graphical representation of the diagrams.• Knowledge of graphical illustration of market equilibrium, surplus and shortage.• Equilibrium price is an important part of understanding how market works and how economic decisions are made.• The learning outcomes from this topic are valuable not only for students pursuing economics, but for anyone interested in developing analytical and critical thinking skills.
3.	<ul style="list-style-type: none">• Students can know the basic principles of consumer behavior, analyzing consumer choices, identifying market trends, applying economic concepts, developing critical thinking skills and making informed decisions.• Students can develop a deeper understanding of how individuals and business make economic decisions, which can be applied in various ways on society.• Define the concept of utility and satisfaction.• Differentiate between marginal utility and total utility.• Describe and calculate the concept of marginal utility.• Explain how consumers maximize total utility within a given income using the Utility maximizing Rule.
4.	<ul style="list-style-type: none">• Students will learn about different factors of production and how their rewards are Generated.• They will also learn about the factors that affect the supply and demand for factors of production and how these factors interact to determine the equilibrium prices for each factor, understanding the relationship between factor pricing and production.• How profit plays an important role in defining the role of an entrepreneur and knowing about different theories of profit.• Factor pricing can help students develop a deeper understanding of the workings of the economy and prepare them for careers in fields such as economics, finance, business and formulating policies related to factor of production.

Suggested References:	
No.	References
1.	Advanced Economic Theory - Dr.H.L AHUJA
2.	Advanced Economic Theory - M L Jhingan
3.	Micro Economics - M L Jhingan
4.	Economic Theory - Stonier Hague
5.	Micro Economics - D. M. Mithani

On-line resources to be used if available as reference material On-line Resources:
https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=JVkwqv+HM+natE9SiF7CZA==
https://www.economicdiscussion.net/
www.econlib.org



BVOC (ACCOUNT & FINANCE) SEMESTER : I

Multidisciplinary Course on Introduction to Indian Knowledge Systems

Course Code	UB01IKBVA01	Title of the Course	Introduction to Indian Knowledge Systems
Total Credits of the Course	2	Total Hours	2

Course Objectives:	<p>The course will enable the student teachers to</p> <ul style="list-style-type: none">• Examine the concept of Bhartiya concept of spirituality and its various paths.• Examine the Bhartiya philosophy of life derived from Shashtras (ancient scriptures) and its implications for the Bhartiya lifestyle.• Analyse the concept of Indian Knowledge Systems (IKS) and emphasize its importance in preserving and disseminating indigenous knowledge.• Highlight the contributions of IKS to the world, particularly in the fields of mathematics and astronomy.• Explore the Bhartiya wisdom related to life sciences.• Study the science of architecture in ancient India with reference to significant sites.• Provide an overview of Ayurveda, including its concepts, branches, important books, and pioneers in the field.• Explore Bhartiya literature and the Bhartiya theory of aesthetics and rasa in various art forms.
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Course Content		
Unit	Description	Weightage* (%)
1	<p>Spiritual Bharat and Introduction to IKS</p> <ul style="list-style-type: none">• Bhartiya Concept of Spirituality : Gyaan Marg, Bhakti Marg, Karm marg, Yog Marg• Bhartiya Spiritual Thinking Leading to Unity• Bhartiya Philosophy of Life Derived from Shashtras and its Implications for Bhartiya Life Style• Introduction to IKS and Its Importance• Introduction of Various Indian Knowledge Systems	50 %
2	<p>Contribution of IKS to the World</p> <ul style="list-style-type: none">• Bhartiya Contribution in Mathematics and Astronomy• Bhartiya Wisdom related to Life Science: Physics, Chemistry, Botany• Bhartiya Science of Architecture with reference to Lothal, Mohan Jo Daro, Dholavira, Temple Architecture	50 %



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	<ul style="list-style-type: none">• Ayurveda : Concept, Branches, Books and Pioneers• Bhartiya Literature and Bhartiya Theory of Aesthetics and Rasa	
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Teaching-Learning Methodology	Lecture-cum-discussion, Group Discussion, Presentations, Seminars, tutorials, Research Exercises
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination Internal Continuous Assessment in the form of Practical, Vivavoce, Quizzes, Seminars, Assignments, Attendance	30%
2.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Understand the diverse paths of spirituality in Bhartiya culture, including Gyaan Marg, Bhakti Marg, Karm Marg, and Yog Marg, and recognize their significance in individual and collective spiritual growth.
2.	Evaluate the Bhartiya philosophy of life derived from Shashtras and analyze its implications for contemporary Bhartiya lifestyles, fostering a deeper understanding of the connection between spirituality and everyday life.
3.	Explain the concept of Indian Knowledge Systems (IKS) and recognize its importance in preserving and promoting indigenous knowledge, fostering a sense of cultural identity and pride.
4.	Demonstrate knowledge of various Indian knowledge systems, such as Ayurveda, Vedic sciences, Yoga, Vedanta, and Jyotish, and appreciate their contributions to human knowledge and well-being.
5.	Recognize and appreciate the significant contributions of IKS to the world, particularly in the fields of mathematics and astronomy, and understand their impact on modern scientific advancements.
6.	Analyze the Bhartiya wisdom related to life sciences, including physics, chemistry, and botany, as described in ancient texts, and understand their relevance and potential applications in contemporary scientific research.
7.	Identify and analyze the unique architectural features and principles of ancient Indian sites like Lothal, Mohenjo-daro, Dholavira, and temple architecture, understanding their cultural, historical, and spiritual significance.





Suggested References:

- જયેન્દ્ર દવે . (૧૯૮૬). ભારતીય યજ્ઞોદ્ધિ શિક્ષક યજ્ઞોદ્ધિ. અમદાવાદ: ડી.વી.સી. ગ્રામીણ નિર્માણ બોર
- કંગલ કશબેર શર્મા. (૨૦૦૦). ડી.વી.સી. ભારત. ક્ષત્રીય: સંઘના ડી.સી. પબ્લિકેશન
- સવામી વિદ્યાતપાનંદન (૧૯૯૪). ભારતને ઓળખીએ. અમદાવાદ: રાજાચંદ્ર પબ્લિકેશન
- Radhakrishnan, S. (1992). The Hindu View of Life. HarperCollins Publishers.
- Singh, A. P., & Yagnik, S. (Eds.). (2019). Indian Knowledge Systems: Understanding the Human Uniqueness. Springer.
- Frawley, D., & Ranade, S. (2001). Ayurveda, Nature's Medicine. Lotus Press.
- Lad, V., & Frawley, D. (1986). The Yoga of Herbs: An Ayurvedic Guide to Herbal Medicine. Lotus Press.
- Dasgupta, S. (1947). A History of Indian Philosophy. Cambridge University Press.
- Pollock, S. (2006). The Language of the Gods in the World of Men: Sanskrit, Culture, and Power in Premodern India. University of California Press.
- Sarma, K. V. (2008). Indian Astronomy: A Source-Based Approach. National Council of Education Research and Training.
- Narlikar, J. V., & Padmanabhan, T. (Eds.). (2016). Development of Physics in India. Springer.
- Mahdihassan, S. (1982). Ancient Indian Botany: Its Bearing on Art and Literature. Deccan College Post-Graduate and Research Institute.

Online References :

- Indian Knowledge Systems Vol 1 <https://iks.iitgn.ac.in/wp-content/uploads/2016/01/Indian-Knowledge-Systems-Kapil-Kapoor.pdf>
- <http://www.indianscience.org/index.html>
- Traditional Knowledge Systems of India <https://www.sanskritimagazine.com/india/traditional-knowledge-systems-of-india/>
- <https://orientviews.wordpress.com/2013/08/21/how-colonial-india-destroyed-traditional-knowledge-systems/>
- <https://www.thebetterindia.com/63119/ancient-india-science-technology/>
- <https://orientviews.wordpress.com/2013/08/21/how-colonial-india-destroyed-traditional-knowledge-systems/>

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B.VOC.: (Account & Finance) SEMESTER -I

Course Code	UB01MABVA01	Title of the Course	Accounts Executive (Accounts Payable and Receivables)
Total Credits of the Course	18	Hours per Week	06

Course Objectives	The course intends to expose the student to in depth learning about Account receivables and payables in that journal entries, voucher, payment and record keeping etc
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Unit	Course Description	Weightage (%)
1.	Understanding the Purchase order, Purchase journal, supplier and payment details Enter details in the purchase journal Sort suppliers in various categories Write details about supplier Write details regarding payment particulars.	
2.	Understanding the customer Purchase order, payment terms, delivery challan and sales journal Read the customer purchase order. Enter details in the sales journal Make the delivery challan. Describe the payment particulars.	
3.	Booking credit purchase in the purchase journal Describe details in the purchase journal Check documents related to purchase Recording data in the purchase journal Get authorization from senior/manager Pass the accounting entry in the purchase journal	
4.	Booking credit sales in the sales journal Describe the sales journal Obtain and check documents related to sale Record data in the sales journal Get authorization from senior/manager Pass accounting entry in the sales journal	
5.	Verification of the documents Identify and understand the transaction prompting documents Explaining relevance of master documents Explaining the contents of these documents Verify and validate correctness of documents	
6.	Preparation of Payment voucher Knowledge of accounting software used by company Preparation of payment voucher Creating transactional document in the correct supplier's name Ascertaining the amount to be paid Determining the mode of payment Get authorization from senior/manager	

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7.	Preparation of mode of payment Ascertaining the mode of payment Preparing the mode of payment Ascertaining amount payable to supplier Preparing payment in favour of supplier Get authorization from senior/manager	
8.	Updating voucher with payment details Obtaining payment voucher Filling particulars of authorized payment	
9.	Preparing Receipt voucher Raising invoice on customer Verifying invoice raised on customer and its value Verifying mode of invoice and value of receipt Generate transactional documents Get approval of transactional documents	
10.	Performing the accounting entry Knowledge of accounting software used by company Account updating Selecting the voucher type Pass accounting entry in books of accounts	
11.	Record keeping Study and understand the relevant documents Filing/storing the document for audit/future purposes Maintaining the documents as per the accounting period Maintain supplier details Prepare statements	

Units have the same weightage in the evaluation as suggested in the course outline.

Teaching –Learning Methodology	Lecture Method, Online Lectures, Group Discussion
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Evaluation Pattern		
Number	Details of Evaluation	Weightage
3.	Examination conduct by BFSI	100%

Students have to score a minimum of 50% (Fifty Percentage) to pass the course.

No.	Course Out comes: Having completed this course,
1.	Understanding the Purchase order, Purchase journal, supplier and payment details
2.	Understanding the customer Purchase order, payment terms, delivery challan and sales journal
3.	Booking credit purchase in the purchase journal
4.	Booking credit sales in the sales journal
5.	Verification of the documents
6.	Preparation of Payment voucher
7.	Preparation of mode of payment
8.	Updating voucher with payment details
9.	Preparing Receipt voucher
10.	Performing the accounting entry
11.	Record keeping



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B.VOC.: (Account & Finance) SEMESTER -I

Course Code	UB01MABVA02	Title of the Course	BUSINESS ORGANIZATION AND MANAGEMENT -I
Total Credits of the Course	04	Hours per Week	04

Course Objectives	The course aims to provide basic knowledge to the students about the Organization and Management of a Business Enterprise.
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Unit	Course Description	Weightage (%)
1.	Nature & Scope of Business Concept of business Characteristics of business Classification of business activities Interrelation ship between industry ,commerce, trade, Functions of business	25%
2.	Forms of business organization Sole proprietorship: Concept, characteristics, merits and demerits Partnership : Concept, characteristics, Types, advantages and disadvantages Joints Stock Company :Concept, Features, types of companies, advantages and disadvantages Cooperative society: Concept, characteristics, distinction between cooperative and company,	25%
3.	Management Meaning, nature, purpose, functions ,managerial process Planning: Nature & purpose, objectives, strategies, polices and planning premises Organizing: Nature & Purpose of organization, Types of Organization :Line & Functional Organization	25%
4.	Directing & Controlling Directing : Meaning, characteristics & purpose Motivation: Meaning & significance, theories of motivation-Maslow& Herzberg theory Leadership: Meaning &Nature, Leadership styles Controlling: Meaning characteristics, importance & process	25%



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Units have the same weightage in the evaluation as suggested in the course outline.

Teaching –Learning Methodology	Lecture Method, Online Lectures, Group Discussion
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Evaluation Pattern		
Number	Details of Evaluation	Weightage
1.	Internal/Written Examination	15%
2.	Internal Continuous Assessment in the form of Practical, Viva- Voce, Quizzes, Seminars, Assignments, Attendance	15%
3.	University Examination	70%

Students have to score a minimum of 40% (Forty Percentage) to pass the course.

No.	Course Out comes: Having completed this course,
1.	Student will be acquainted with the Nature & Scope of Business.
2.	Student will have a thorough idea about Forms of business organization.
3.	Student will have in depth knowledge of the term Management.
4.	Student will acquire conceptual clarity about Directing & Controlling.

Suggested References:	
No.	References
1.	Business Organisation & Management — by R.K. Sharma
2.	Business Organisation & Management — by C.B. Gupta
3.	Principles of Business Organisation — by Y.K. Bhushan
4.	Essentials of Management — by Koontz & O'Donald
5.	Principal and Practice of Management — by L.M. Prasad
6.	KOONTZ and WEIHRICH, Essentials of Management, McGraw Hill Education.
7.	BASU, C. R., Business Organization and Management, McGraw Hill Education.
8.	BURTONGENE and MANABTHAKUR; Management Today: Principles and Practice; TataMcGraw Hill, New Delhi.
9.	DRUKER PETER F: Management Challenges for 21 st Century, Butterworth Heinemann, Oxford.
10.	LOUIS A. ALLEN: Management and Organization; McGraw Hill, Tokyo
11.	HAMTON, DAVID R.: Modern Management, McGraw Hill; New York.
12.	STONER, FREEMAN and GILBERT: Management; Prentice-Hall International Learning Limited, New Delhi.
On-Line Resources available that can be used as Reference Material	
https://ugcmoocs.inflibnet.ac.in/view_module_pg.php/384	



B.VOC.: (Account & Finance) SEMESTER -I

Course Code Multidisciplinary subject	UB01MDBVA01	Title of the Course	Computer Application- I
Total Credits of the Course	04	Hours per Week	02(Theory) + 02(Practical)

Course Objectives	1. To develop computer skill in students.
	2. Computer skill helps Vocational Education students to meet the needs of modern business.
	3. Computer skilled students can efficiently use Information and Communication Technology as modern businesses are highly rely on it.
	4. Computer skill increase the chances of getting hired.

Course Content

Unit	Description	Weightage (%)
1.	<p>Components of a computer system: computer, computer Hardware and software, Difference Between Hardware and Software, History of Computer, Computer Generation, Types of computer, Block Diagram of Digital computer and function of its Each part, post-power on self-test. Application of computer, characteristics of computer, limitations of computer.</p> <p>Memory: Types of Memory, primary Memory (RAM, DRAM, SRAM, SDRAM, DDR, SDRAM, ROM, PROM, EPROM, EEPROM), Auxiliary, memory, cache Memory.</p>	25%
2.	<p>Input, output and storage Devices:</p> <p>Input Devices: Keyboard, scanners, Joy Stick, Barcode reader, Digital Camera, Microphone, webcam, pointing Devices (Mouse, Touchpad). Touch Screen, Light Pen, OMR, OCR, MICR, Digitizer, Trackball</p> <p>Output Devices: Monitors (CRT, TFT, LCD, LED), printers (Laser, inkjet, Dot Matrix, line, MFP, Bar Code, plotter), speakers projector.</p> <p>Storage Devices: CD,DVD, Blue Ray Disc, Floppy Disc, Hard Disk, Memory Sticks/Pen Drives, Flash Memory Cards etc. Difference between Main/Primary Memory and Secondary/Auxiliary Memory. Relative benefits of each in terms of speed and performance.</p>	25%
3.	<p>Introduction to Software, Operating System and Windows: Introduction of Software, Types of Software and its Examples. Introduction of Operating System, Overview of Various Types of Operating Systems.</p> <p>Introduction of various version of Windows Operating System, Overview of Windows 7, Concept of booting and How to start Desktop Computer.</p>	25%





	<p>Desktop:</p> <p>Working with desktop Icons (Computer, My Documents, Recycle Bin, Start Menu (Parts of Start Menu), Browser, Taskbar Overview (Start Button, Quick Launcher toolbar, the notification are), Parts of window (Minimize-Maximize and close button, Menu bar, scroll bar, Borders and Corners), Switching between Windows.</p> <p>Windows Explorer:</p> <p>Viewing of files, Folders and its concern operations (Open, Copy, Move, Rename, Delete, Cut, Paste, Create Shortcut, Properties, Print), Searching for Files/Folders.</p>	
4.	<p>Windows Accessories: Notepad, WordPad, Paint, Calculator, Use of Snipping Tool, Use of Sound Recorder, Windows Photo Gallery, Connect to Projector, Sticky Note.</p> <p>Windows Control Panel: Mouse, Fonts, Date/Time, Display, Printer, Manage User Accounts, Regional Settings, How to Add Languages, Folder Options, Task bar and Start Menu. Windows Trouble Shootings.</p>	25%

Teaching-Learning Methodology	<p>Theory (50%) + Practical (50%)</p> <p>Practical: Practical are based on above Units.(Weightage 50%) – Two Practical periods per week per batch.</p>
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination Theory (50%) + Practical (50%)	70%





Course Outcomes

1.	Students will learn about Components of a computer system
2.	Students will get idea about Input, output and storage Devices.
3.	Students will understand the Software, Operating System and Windows as well as Windows Explorer.
4.	Students will acquired knowledge related to Windows Accessories and Windows Control Panel.

Suggested References

Sr. No.	References
1	Microsoft Word 2010 Step by Step By Joyce Cox and Joan Lambert (Microsoft Press, 2010)ISBN978-0-7356-2693-5
2	MicrosoftOffice2010 by BittuKumar V & SPublishers

On-line resources to be used if available as reference material

On-line Resources

<https://ptgmedia.pearsoncmg.com/images/9780735626966/samplepages/9780735626966.pdf>

<https://www.youtube.com/watch?v=fUkh3yWm3d4>(VIDEO)

<https://www.webucator.com/blog/2019/06/how-to-learn-microsoft-word-12-free-and-paid-wordtraining-resources/>

[https://edu.gcfglobal.org/en/topics/office2010/\(Tutorials\)](https://edu.gcfglobal.org/en/topics/office2010/(Tutorials))





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Bachelor of Vocation (Account & Finance) Semester - I

Course Code Multidisciplinary	UB01MDBVA02	Title of the Course	Business Economics-I
Total Credits of the Course	04	Hours per Week	04

Course Objectives	The course intends to expose the student to the basic principles in Microeconomics Theories, illustrations and applications.
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Course Description		
Unit	Description	Weightage
1.	Introduction : <ul style="list-style-type: none"> • Robbins' and Samuelson's definition of Economics. • Nature, Scope and Subject Matter of Economics. • Basic problems of Economics. • Basic Concepts: Goods, Utility, Price & Value, Wealth & Welfare. • Consumer's Surplus. 	25%
2.	Basic Elements of Demand and Supply : <ul style="list-style-type: none"> • Demand- Meaning, Demand Schedule, Individual and Market Demand Curve, • Law of Demand, Determinants of Demand, Change in Demand. • Supply- Meaning, Supply Schedule, Individual and Market Supply Curve, Law of • Supply, Determinants of Supply, Change in Supply. • Equilibrium of Demand and Supply, Determination of Equilibrium Price and • Quantity, Effect of a shift in Demand and Supply. 	25%
3.	Theories of Consumer Behavior: <ul style="list-style-type: none"> • Cardinal Utility Approach-Law of Diminishing Marginal Utility Analysis. • Law of Equi-Marginal Utility; • Ordinal Utility Approach Indifference Curve Approach- Indifference Curves, • Properties of Indifference Curves. • Budget Line-Shift and Change in Budget line. • Consumer's Equilibrium. • Income effect, Price effect & Substitution effect. 	25%
4.	Factor Pricing: <ul style="list-style-type: none"> • Concepts & Types; Rent, Wage, Interest and Profit. • Theories of profit- Innovation theory, Risk bearing theory of Profit and Uncertainty bearing theory of Profit. • Marginal Productivity Theory of Distribution under Perfect Competition. 	25%

Teaching-Learning Methodology	These are teacher-centered methods, learner-centered methods, content-focused methods and interactive/participative methods.
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Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.11))
Syllabus as per NEP 2020 with effect from the Academic Year 2023-2024

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to know the following	
1.	<ul style="list-style-type: none">• Explain what economics is and explain why it is important.• Student can understand the study area of economics and what are the problems that economics has to solve.• Understand basic concepts and its meaning in economics.• Can help students understand the economic impact of prices on consumer behavior.
2.	<ul style="list-style-type: none">• Students will learn pricing and price determination, determinants of demand and its exceptions.• They will learn the determinants of supply, exceptions and graphical representation of the diagrams.• Knowledge of graphical illustration of market equilibrium, surplus and shortage.• Equilibrium price is an important part of understanding how market works and how economic decisions are made.• The learning outcomes from this topic are valuable not only for students pursuing economics, but for anyone interested in developing analytical and critical thinking skills.
3.	<ul style="list-style-type: none">• Students can know the basic principles of consumer behavior, analyzing consumer choices, identifying market trends, applying economic concepts, developing critical thinking skills and making informed decisions.• Students can develop a deeper understanding of how individuals and business make economic decisions, which can be applied in various ways on society.• Define the concept of utility and satisfaction.• Differentiate between marginal utility and total utility.• Describe and calculate the concept of marginal utility.• Explain how consumers maximize total utility within a given income using the Utility maximizing Rule.
4.	<ul style="list-style-type: none">• Students will learn about different factors of production and how their rewards are Generated.• They will also learn about the factors that affect the supply and demand for factors of production and how these factors interact to determine the equilibrium prices for each factor, understanding the relationship between factor pricing and production.• How profit plays an important role in defining the role of an entrepreneur and knowing about different theories of profit.• Factor pricing can help students develop a deeper understanding of the workings of the economy and prepare them for careers in fields such as economics, finance, business and formulating policies related to factor of production.

Suggested References:	
No.	References
1.	Advanced Economic Theory - Dr.H.L AHUJA
2.	Advanced Economic Theory - M L Jhingan
3.	Micro Economics - M L Jhingan
4.	Economic Theory - Stonier Hague
5.	Micro Economics - D. M. Mithani

On-line resources to be used if available as reference material On-line Resources:
https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=JVkwqv+HM+natE9SiF7CZA==
https://www.economicdiscussion.net/
www.econlib.org



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Bachelor of Vocation (Account & Finance) Semester-I

Course Code	UB01MIBVA01	Title of the Course	Financial Accounting
Total Credits of the Course	4	Hours per Week	4
Course Objective: <ol style="list-style-type: none">1. To give an insight into the basics of Financial Accounting Concepts and Principles2. To help the students to develop cognizance of the importance of Financial accounting in organization.3. To enable students to describe how people analyze the corporate financial accounting under different conditions and understand why people describe the financial accounting in different manner.			

Course Content		
Unit	Description	Weightage* (%)
1.	Conceptual Frame work: (Theory) <ul style="list-style-type: none">• Meaning Objectives• Scope & Areas of Accounting• Advantages & Limitations of Accounting• Business Transactions Classification of Accounts and rules of debit & Credit Distinction between Capital and revenue expenditures and incomes Basic Accounting Terms <ul style="list-style-type: none">• Assets, Liabilities, Capital, Expenses, Expenditure, Debtors, Creditors, Goods, Cost, Gain, Stock, Purchase, Sales, Loss Profit, Voucher, Discount, Transaction, Drawing, Depreciation, Reserves & Provisions	25%
2.	Accounting Principles and Concepts: (Theory) <ul style="list-style-type: none">• Introduction of Accounting Standards issued by ICAI:<ul style="list-style-type: none">➤ AS 1 Disclosure of Accounting Policies➤ AS 2 Valuation of Inventories➤ AS 6 Depreciation Accounting➤ AS 9 Revenue Recognition	25%
3.	Accounting Cycle <ul style="list-style-type: none">• Introduction of Journals.• Various Subsidiary• Books and Ledgers• Examples only on Recording the Transaction into Journal• Posting into Ledgers	25%
4.	Company Final Accounts: <ul style="list-style-type: none">• Vertical presentation of accounting with notes as per revised schedule VI, as per amendments of Companies Act-2013.	25%



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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / MCQ (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quiz, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to
<ul style="list-style-type: none">• Have a solid foundation in accounting and reporting requirements of the Companies Act and relevant Indian Accounting Standards• Develop understanding towards recording transaction• Have a comprehensive understanding of the advanced issues in accounting for assets, liabilities and owner's equity• Understand the treatment regarding how to prepare P&L and balance sheet as per schedule III



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Suggested References:

Sr. No.	References
1.	Advanced Accountancy 1-Maheshwari S N & Maheshwari S K
2.	Fundamentals of Financial Accounting-Sehgal Ashok and Sehgal Deepak
3.	Advanced Accountancy-Tulsian
4.	Advanced Accountancy 1-Gupta Radhaswamy
5.	Principals & Practice of Accountancy Gupta R L & Gupta V K
6.	Accountancy (Company Account) – T. J. Rana, B.S.Shah Prakashan
7.	https://www.accountingcoach.com/financial-accounting/explanation
8.	https://www.icsi.edu/media/webmodules/Corporate%20and%20Management%20Accounting.pdf



Programme: B.Voc (Account & Finance) Semester: I

Course Code	UB01SEBVA01	Title of the Course	Communication Skills I
Total Credits of the Course	02	Hours per Week	02

Course Objectives:	To enhance students' abilities in both verbal and written communication, enabling them to effectively convey ideas, listen actively, and engage in various interpersonal and professional communication scenarios while also fostering critical thinking and adaptability in diverse contexts.
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Course Content		
	Description	Weightage
1.	Introducing Business Communication <ul style="list-style-type: none"> • Concepts, Definition & Attributes of Communication • Objectives Of business communication • Process of communication Importance of effective communication in business	25%
2.	Verbal & Non Verbal Communication <ul style="list-style-type: none"> • Verbal: <ul style="list-style-type: none"> A) Characteristics & importance of verbal communication B) Advantages & limitations of verbal communication • Non Verbal: <ul style="list-style-type: none"> A) Kinesics , Proxemics , Chronemics , Paralanguage B) Advantages & Disadvantages of non verbal communication 	25%

Teaching-Learning Methodology	Learner-centred Instructional methods Direct method, quiz, assignments, interactive sessions, seminars, visual presentations, group discussions, project based learning and use of e-resources, including films
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Course Outcomes: After completion of the course, the learner	
1.	<ul style="list-style-type: none"> • Develops proficiency in Communicative English • Interprets the language with enriched vocabulary • Employs the basic concepts of the English language for practical purposes.





Sr. No.	References
	<ul style="list-style-type: none">• Essentials of Business Communication – Rajendra Pal and J S Korlahalli (Sultan Chand & Sons)• Principles and Practice of Business Communication – Rhoda A Doctor & Aspi H Doctor (AR Sheth & Company, Mumbai)• Business Communication – U S Rai& S M Rai (Himalaya Publishing House, Mumbai)• Developing Communication Skills – Krishna Mohan & Meera Benerji (Macmillan)• Effective Business Communication – Asha Kaul (Prentice Hall – Economy Edition)• Business Communication – Asha Kaul (Prentice Hall of India Pvt Ltd, New Delhi)• Effective Business Communication – M V Rodriques (Concept Publishing House)• Writing with a purpose – Champa Tickoo and Jaya Sasikumar (Oxford University Press, Mumbai)• Business Communication and Report Writing – R P Sharma and Krishna Mohan (Tata Mcgraw Hill 2002)• Communication Skills – Sanjay Kumar & Pushplata (OUP)• English Grammar in Use – Murphy Raymond (Cambridge University Press)

On-line resources to be used as and when required.





B.VOC.: (ACCOUNT & FINANCE) SEMESTER -I

Course Code	UB01SEBVA02	Title of the Course	Time Management - I
Total Credits of the Course	02	Hours per Week	02

Course Objectives	The Objective of this course is to understand the concepts of Time Management, Time Wasters, Time Management Tools and Application of Time Management.
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Unit	Course Description	Weightage (%)
1.	Introduction to Time Management Meaning, Characteristics, Objectives of Time Management Significance of Time Management Fundamental Truths about Time Basic Principles of Time Management	50%
2.	Typical Time Wasters Causes of Time Wastage Time Wasters: Office Environment, Meetings, Telephone Calls, Visitors, Poor Delegation, Inability to say "No", Internet, Televisions, Travel	50%

Units have the same weightage in the evaluation as suggested in the course outline.

Teaching –Learning Methodology	<ul style="list-style-type: none">• Lecture Method• Online Lectures• Group Discussion• Practical Problem Solving
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Evaluation Pattern		
Number	Details of Evaluation	Weightage
1.	Internal/Written Examination	15%
2.	Internal Continuous Assessment in the form of Practical, Viva- Voce, Quizzes, Seminars, Assignments, Attendance	15%
3.	University Examination	70%

Students have to score a minimum of 40% (Forty Percentage) to pass the course.

No.	Course Out comes: Having completed this course,
1.	Understand the basics of Time Management



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2.	Get familiarity with the concept of Typical Time Wasters
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	Suggested References:
No.	References
1.	The Seven Habits of Effective People by Stephen R. Covey, Simon - Schuster Publishers, 1990
2.	Managing Time for a Competitive Edge by Bharti R. L., S. Chand & Co.
3.	Graham Roberts, Phelps – Handbook of Time Management – Working Smarter, Crest Publishing House, New Delhi - 2003
4.	Dr. Jan Yager – Creative Time Management for the New Millennium, Jaico Publishing, Mumbai - 2001
5.	Gary Kroehnert – Taming Time – Tata McGraw Hill Publishing Company Ltd., 2004
6.	C. B. Gupta – Management: Theory and Practice by Sultan Chand & Sons, New Delhi
7.	On-Line Resources available that can be used as Reference Material



B.VOC.:(Account & Finance)SEMESTER-I

CourseCode	UB01SEBVA03	Title of theCourse	Entrepreneur Skills-I
Total Credits oftheCourse	04	Hoursper Week	04

Course Objectives	Thecourseintendstoexposethestudentto learn the Concept of Entrepreneurship and Forms of Entrepreneurship.
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Unit	CourseDescription	Weightage (%)
1.	Concept of Entrepreneurship Definition, nature, and characteristics of entrepreneurship → Emergence of entrepreneurial → women entrepreneurs → Socio-economic environment and the entrepreneur	50%
2.	Forms of Entrepreneurship The concept of Joint Stock Company, Public company, Private Company, Government company, Partnership firm, Hindu undivided family. → Characteristics of entrepreneur leadership, Risk taking, Decision making and business planning. → Innovation and entrepreneurship, Entrepreneurial behavior and motivation.	50%

Unitshavethesameweightageintheevaluationassuggestedinthecourseoutline.

Teaching–LearningMethodology	LectureMethod,OnlineLectures,GroupDiscussion
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EvaluationPattern		
Number	Detailsof Evaluation	Weightage
1.	Internal/WrittenExamination	15%
2.	Internal Continuous Assessment in the form of Practical, Viva- Voce,Quizzes,Seminars,Assignments,Attendance	15%
3.	UniversityExamination	70%

Studentshavetoscore aminimumof40%(FortyPercentage)topassthecourse.

No.	CourseOutcomes:Havingcompletedthiscourse,
1.	Students will understand the Concept of Entrepreneurship.
2.	Students will acquired knowledge of Forms of Entrepreneurship.



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SuggestedReferences:	
No.	References
1.	Hal, B. Pricke; and Royce L. Brahamson, “Small Business Management”.
2.	Keneth R., Van Vorthis, “Entrepreneurship and Small Business Management
3.	Hans Scholhammer and Arthur H. Kuril “Entrepreneurship and Small Business Management”
4.	Joseph R. Mancuso, “How to Start, Finance and Manage Your Own Small Business”.
5.	Dhar, P.N. and Lydal H.F., “The Role of Small Enterprises in Indian Economic Development”.