



Programme: BVOC (ACCOUNT & FINANCE) Semester II

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|--------------------------------|-------------|------------------------|-----------------------|
| Course Code AEC | UB02AEBVA01 | Title of the Course | Business English – II |
| Total Credits of the Course | 02 | Hours per Week | 02 |

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| Course Objectives: | The programme has been designed to acquaint the learner with the creative use of the English language. It also introduces the learner to the basic concepts and practices of business writing with essentials of writing effectively 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 II-A Taste of India(Cambridge University Press) 1. A Shadow by R.K.Narayan 2. The Weed by Amrita Pritam 3. Arjun by Mahashweta Devi (text-based short questions may be asked) | 50% |
| 2. | Business Writing: A). Structure/Format/Layout of a business letter <ul style="list-style-type: none">Regularparts- (Letterhead,Date,InsideAddress,Salutation,Bodyofth eLetter,ComplimentaryClose,Signature)Occasionalparts- (ReferenceNo.,Attentionline,Carboncopynotation,Identi fication initials, Enclosures)Essentials of good business writing- Correctness, Conciseness, Clarity, Courtesy, Completeness and 'You' Attitude (Consideration) A). Business Writing related to Inquiry and Replies to Inquiries. | 50% |





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| Teaching- Learning Methodology | <p style="text-align: center;">Learner-centered Instructional methods</p> Direct method, quiz, assignments, interactive sessions, seminars, visual presentations, group discussions, project based learning, 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">• Evaluates creative use of the English language• Applies the concepts of business writing in drafting effective business communication.• Appraises an understanding pertaining to the basic concepts of communication. |





| Sr. No. | References |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none">• Essentials of Business Communication – Rajendra Paland JSK or lahali(Sultan Chand & Sons)• Principle sand Practice of Business Communication – Rhoda A Doctor & As piH Doctor(AR Sheth & Company, Mumbai)• Business Communication– US Rai & SM 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, NewDelhi)• Effective Business Communication– MVRodriques(ConceptPublishingHouse)• Writingwithapurpose– ChampaTickooandJayaSasikumar(OxfordUniversityPress,Mumbai)• BusinessCommunicationandReportWriting– RPSharmaandKrishnaMohan(TataMcgrawHill2002)• Communication Skills–Sajaykumar, Pushplata(OUP2011) |

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



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

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|-----------------------------|--------------------|----------------------------|--------------------------|
| Course Code | UB02MABVA01 | Title of the Course | MUTUAL FUND AGENT |
| Total Credits of the Course | 18 | Hours per Week | 06 |

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| Course Objectives | The course intends to expose the student to in depth learning about mutual fund basic terms, updated information related to mutual fund and its importance in investment. |
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| Unit | Course Description | Weightage (%) |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1. | Conduct Research Update knowledge on mutual fund market Keep up to date on regulations and guidelines Impact of Macro Economic factors on mutual fund market | |
| 2. | Market & Sell Mutual Fund Approach and market various mutual funds schemes to prospective customer identified Assist customer with determining most suitable mutual fund scheme according to needs Receive approval for initiating purchase process | |
| 3. | Assist with purchase of Mutual Fund Assist customer with the application process for purchasing the mutual fund Collect and ensure payments are processed at the bank/organization Deliver proof of purchase and plan follow-up sessions | |
| 4. | Perform After Sales Activities Develop long-term relationships with customers Respond to customer queries and clarifications and advise the customers on existing product and new schemes Assist in termination of investment | |

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

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| 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. | Students will Conduct Research for updated information related to mutual fund. |
| 2. | Students will understand the market & sell Mutual Fund. |
| 3. | Students will get idea about assist with purchase of Mutual Fund |
| 4. | Students will understand the perform After Sales Activities |

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

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|-----------------------------|--------------------|----------------------------|-------------------------------------------------|
| Course Code | UB02MABVA02 | Title of the Course | BUSINESS ORGANIZATION AND MANAGEMENT -II |
| Total Credits of the Course | 04 | Hours per Week | 04 |

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| Course Objectives | The course aims to provide deep knowledge to the students about the Organization and Management of a Business Enterprise. |
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| Unit | Course Description | Weightage (%) |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1. | Decision making Introduction , Definition ,characteristics, Elements ,process, principles of decision making, characteristics of good & effective decision, Administrative problems in decision making, Types of decisions | 25% |
| 2. | Staffing Introduction, definitions Recruitment: meaning, sources of recruitment. Selection : meaning, need, importance, stages of selection procedure Training: meaning, needs, importance & types Development : Meaning, importance &Methods /Techniques of development | 25% |
| 3. | Coordination concept characteristics Need and importance Principles or essential of effective coordination Techniques of coordination Types of coordination Problems in coordination | 25% |
| 4. | Social Responsibility & Business Ethics Introduction, meaning & definitions Factors responsible for realization of SR SR of business towards different groups Business ethics: concept, Ethics and Business ethics Needs of Business ethics Principles of Business ethics Factors affecting business ethics, Benefits of business ethics | 25% |

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

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|--------------------------------|---------------------------------------------------|
| Teaching –Learning Methodology | Lecture Method, Online Lectures, Group Discussion |
|--------------------------------|---------------------------------------------------|

| 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 decision making and its related concepts. |
| 2. | Student will have a thorough idea about Staffing and its all parameters. |
| 3. | Student will have in depth knowledge of the term Coordination. |
| 4. | Student will acquire conceptual clarity about Social responsibility and Business ethics. |

| Suggested References: | |
|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| No. | References |
| 1. | Human Resource Management by CBGupta, Modern Business Organization, Mayur Paperbacks, New Delhi |
| 2. | Text and Cases of Human Resource Management by P SUBBA ROA. Global Media. |
| 3. | Human Resource and Personnel Management by K ASWATHAPPPA, McGraw Hill Education. |
| 4. | Human Resources Management by SKhanka, S. Chand and Company. |
| 5. | Kaul, V.K., Business Organization and Management, Pearson Education, New Delhi |
| 6. | Chhabra, T.N., Business Organization and Management, SunIndia Publications, New Delhi |
| 7. | KOONTZ and WEIHRICH, Essentials of Management, McGraw Hill Education. |
| 8. | BASU, C. R., Business Organization and Management, McGraw Hill Education. |
| 9. | BURTONGENE and MANABTHAKUR; Management Today: Principles and Practice; TataMcGraw Hill, New Delhi. |
| 10. | DRUKER PETER F: Management Challenges for 21 st Century, Butterworth Heinemann, Oxford. |
| 11. | LOUIS A. ALLEN: Management and Organization; McGraw Hill, Tokyo |
| 12. | HAMTON, DAVID R.: Modern Management, McGraw Hill; New York. |
| 13. | 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 | |



PROGRAMME : BVOC (ACCOUNT & FINANCE) SEMESTER : II

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|-----------------------------------------|--------------------|----------------------------|-----------------------------------|
| Course Code Multidisciplinary | UB02MDBVA01 | Title of the Course | Computer Application- II |
| Total Credits of the Course | 04 | Hours per Week | 02(Theory) + 02(Practical) |

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| Course Objectives | 1. To develop computer skill in students through word processor. |
| | 2. Computer skill helps Vocational Education students to meet the needs of modern business through Power Point Presentation. |
| | 3. Computer skilled students can efficiently use Information and Communication Technology through Mailing and others. |
| | 4. Computer skill increase the chances of getting hired. |

Course Content

| Unit | Description | Weightage (%) |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1. | <p>Word Processor Basics</p> <p>Introduction of Word Processor, Basic Concept and Objectives of Word Processor. Facilities Available in Word Processor, Different Word Versions. Starting of Word. Introduction of File Templates and its use, Opening of Blank File, Introduction of Word Screen Ribbon, Customize the Ribbon, Back Stage View, Opening, Closing, Save and Save As, File Info, Permissions, Save & Send, Save to SharePoint, Printing, Previewing, Changing File Type, Create PDF, File Sharing, Exit Customize Quick Access Toolbar</p> <p>Typing and Editing: Action with Mouse and through Keyboard, Selecting Text, Typing, Editing, Copying, Moving Text (Cut, Copy, Paste, Paste Options, Move, Drag and Drop). Typing Special Characters (Symbols), Use of format Painter.</p> <p>Features: Formatting Text i.e. Selection of Fonts, Font Styles, Size, Colour and Text effects. Clear all formatting. Setting Paragraph Alignment (Left, Center, Right, Justify), Line and Paragraph Spacing, Spacing before and after paragraph, formatting paragraph, Indents, indenting a paragraph, finding and replacing text, Bullets and Numbering (Formatting List) styles.</p> | 25% |
| 2. | <p>Insert:</p> <p>Page, Page Break, Table, Picture, Clipart, Shapes, Smart Act, Chart, Screenshot, Header, Footer, Page Number, Date & Time, Object, Equation, Symbol, Drop Cap.</p> <p>Page Layout:</p> | 25% |





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| | <p>Margin, Orientation, Size, Column, Watermark, Page colour, Page Border, Printing and Document.</p> <p>Mailings and Other:</p> <p>Mail Merge, Macro, Spelling and Grammar (Correct the spelling error, Correct a Contextual Spelling Error, and Correct the Grammar, Automatically Corrects Misspellings, Proofing and Auto Correct Options).</p> <p>Creating Business documents using above facilities.</p> | |
| 3. | <p>Introduction to Presentation and MS PowerPoint: Introduction to Basic concepts of Presentation, Introduction to MS powerpoint, Uses of PowerPoint, Starting of PowerPoint, Introduction to PowerPoint, Interface, Screen, Quick Access Toolbar, and PowerPoint views, Creating PowerPoint Template.</p> <p>Slide Basics: About Slides – Design, Themes, Transition, Animation, Layouts, Use a Blank Slide, Add Slide, Delete a Slide, Copy a Slide, Arranging Slides,</p> <p>Entering Text in Placeholder, About Slide Views, Adding Notes to Slides.</p> | 25% |
| 4. | <p>Working with Text and Graphics in Slides: Insert Text Boxes, Resize a Text Box, Text Alignment, formatting a Text, correcting a Text with Spelling Check, Use of find and Replace, Formatting Paragraphs, Inserting in Slide – Table, Chart, SmartArt, Chart, Hyperlink, Picture, ClipArt, Screenshot, Video, Audio, Object, Photo Album, Shapes.</p> <p>Printing and Delivering Presentation: Introduction to Printing, Printing Slides, Setting the Slide size and Orientation, Printing the Presentation, Creating and Presenting a Custom Show, Animating Text and Graphic objects, Running a Slide Show, Setting Timings and Transitions.</p> <p>Slide Show: From Beginning Slide, From Current Slide, Broad Cast Slide show, Custom Slide show, Hide Slide, Setting up presentations for Delivery, Presenting Slide show as a Video, Package Presentation on CD, Creating Business presentation using above facilities.</p> | 25% |

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| Teaching-Learning Methodology | <p>Theory (50%) + Practical (50%)</p> <p>Practicals: 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% |





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| 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 | |
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| 1. | <ul style="list-style-type: none">• Work with the basic features of Word processor• Display documents using various views through typing and editing.• Select and work with text in a document |
| 2. | <ul style="list-style-type: none">• Work effectively with features that affect the page layout of your document• Create and modify tabs and tables• Insert and work with clip art and pictures. |
| 3. | <ul style="list-style-type: none">• Learn about Power point Presentation• Use Skillful Presentation in Business |
| 4. | <ul style="list-style-type: none">• Working with Text and Graphics in Slides• Printing and Delivering Presentation |

| Suggested References | |
|-----------------------------|--|
|-----------------------------|--|

| Sr. No. | References |
|----------------|------------------------------------------------------------------------------------|
| 1 | Computer course windows 7 and office 2010 by R.K.Taxali Publisher Tata McGrawHill. |
| 2 | Computer fundametalts by Anita Goel Pearson Publication New Delhi. |
| 3 | Sinha, P.K.(2003),”Computer Fundamentals”,3 rd Ed.,BPB Publications |





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

| | | | |
|------------------------------------------------|--------------------|----------------------------|----------------------------|
| Course Code Multidisciplinary | UB02MDBVA02 | Title of the Course | INTERNATIONAL TRADE |
| Total Credits of the Course | 04 | Hours per Week | 04 |

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| Course Objectives | The course intends to expose the student to learn International Transport, Packing and Marking for export, Customs Control as well as Import procedures and documents |
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| Unit | Course Description | Weightage (%) |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1. | International Transport: • Modes of international transport: freight forwarders, the services of the forwarders, advantages & disadvantages of using freight forwarders. • Mode of international transport • Types of sea freight services • Choosing a mode of transport | 25% |
| 2. | Packing and Marking for export: • Packing methods, factors affecting choice of packing, marking for export International transport documentation: an overview of export documentation, the transport conventions, the bill of lading, A bill of lading glossary | 25% |
| 3. | Customs Control: Export procedures and documents: An Overview of customs controls, export, import, transit, the European union, export procedures processing relief (IPR/OPR), the new computerized Transit system(NCTS) | 25% |
| 4. | Import procedures and documents: EU imports, import controls, the export invoice, description, the Brussels Tariff Nomenclature (BTN), Customs Management | 25% |



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

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|--------------------------------|---------------------------------------------------|
| Teaching –Learning Methodology | Lecture Method, Online Lectures, Group Discussion |
|--------------------------------|---------------------------------------------------|

| 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. | Students will learn about International Transport. |
| 2. | Students will acquired knowledge of Packing and Marking for export. |
| 3. | Students will understand the Customs Control. |
| 4. | Students will get idea about Import procedures and documents. |

| Suggested References: | |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| No. | References |
| 1. | Gandolfo Giancarlo. International Trade: Theory and Policy - Springer Berlin Heidelberg, -2013 |
| 2. | Krugman Paul, Obstfeld Maurice, Melitz Marc International Trade: Theory and Policy: Global Edition -Pearson Education Limited- 2014 |
| 3. | Suranovic Steve International Trade: Theory and Policy- Flat World Knowledge, 2010 |
| 4. | Shengelia T.(2013) Global Business. Tbilisi, Publishing House, Universal“. |
| 5. | James R. Markusen Keith E. Maskus INTERNATIONAL TRADE: THEORY AND EVIDENCE October, 2011. |



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PROGRAMME : BVOC (ACCOUNT & FINANCE) Semester-II

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|---------------------------|
| Course Code | UB02MIBVA01 | Title of the Course | Company Accounting |
| Total Credits of the Course | 4 | Hours per Week | 4 |
| Course Objective: <ol style="list-style-type: none">To understand knowledge of new trends in corporate accounting, issue of share and redemption of shares.To enable the students to acquire the basic knowledge of the corporate accounting and to learn the techniques of preparing the financial statements | | | |

| Course Content | | |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Unit | Description | Weightage* (%) |
| 1. | Structure of Balance Sheet: <ul style="list-style-type: none">Meaning of Balance Sheet, functions, objectives and limitations of Balance Sheet, Arrangement of Assets & Liabilities in the Balance Sheet. Computation of the following items from balance sheet: Owner's fund, Capital Employed, Gross Working Capital and Net working Capital | 25% |
| 2. | Issue of Shares: <ul style="list-style-type: none">Types of Shares - Provisions relating to issue of shares at Par, Premium and discount- Examples of Issue and Allotment of shares including pro rata allotment (Excluding Forfeiture and reissue of shares) | 25% |
| 3. | Preparation of Fund Flow Statement <ul style="list-style-type: none">Meaning & importance of Fund Flow Statement and Cash Flow StatementDifference between Fund Flow Statement and Cash Flow Statement | 25% |
| 4. | Preparation of Cash Flow Statement (Theory Only) <ul style="list-style-type: none">Meaning and Importance of Cash FlowPreparation of Cash Flow Statement as per AS-III | 25% |

Evaluation Pattern



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| 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

- Develop conceptual framework of Balance Sheet
- Understand the fundamental of shares
- Develop an understanding of issue of shares
- Identify the concept of Fund flow statements and its purposes.
- Explain mechanics of preparation of funds flow statement under different Approaches.
- Understand the usefulness of cash flow statement
- To know how well a company manage its cash position



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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. | Advanced Accountancy-Jain S P & Narang K L |
| 7. | https://www.accountingcoach.com/financial-accounting/explanation |
| 8. | https://www.icsi.edu/media/webmodules/Corporate%20and%20Management%20Accounting.pdf |



Programme: BVOC (ACCOUNT & FINANCE) Semester: II

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|----------------------------|-------------|---------------------|-------------------------|
| Course Code | UB02SEBVA01 | Title of the Course | Communication Skills II |
| Total Creditsof the Course | 02 | Hours per Week | 02 |

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| 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. | <p>Communication</p> <ul style="list-style-type: none"> • Types of Communication (Vertical – Upward, Downward / Horizontal / Consensus / Grapevine) • Barriers to Communication (Wrong choice of medium/ Physical / Semantic / Socio-psychological barriers to Communication) | 25% |
| 2. | <ul style="list-style-type: none"> • Letters of Complaints & Adjustments (Letters concerning delivery of goods (e.g. late delivery of Goods), wrong goods, damaged goods, defective goods, inferior quality of goods, shortage in goods (nos and weight), insolent behavior) • Collection Letters (Letters concerning sending the statement of account or bill; the reminder stage; requests for payment; final appeal for cooperation; threats and warnings; legal action) | 25% |

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|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Teaching-Learning Methodology | <p>Learner-centred Instructional methods</p> <p>Direct method, quiz, assignments, interactive sessions, seminars, visual presentations, group discussions, project based learning and use of e-resources, including films</p> |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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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 -II

| Course Code | UB02SEBVA02 | Title of the Course | Time Management - II |
|-----------------------------|--------------------|----------------------------|-----------------------------|
| Total Credits of the Course | 02 | Hours per Week | 02 |

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|-------------------|-------------------------------------------------------------------------------------------------------------|
| Course Objectives | The Objective of this course is to understand the Time Management Tools and Application of Time Management. |
|-------------------|-------------------------------------------------------------------------------------------------------------|

| Unit | Course Description | Weightage (%) |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1. | Time Management Tools Ways to overcome Time Wasters Planning Components and Time Management - Objectives, Policy, Programmes, Schedule, Strategies Budget - Best Tools for Time Management How to save Time? | 50% |
| 2. | Application of Time Management Learning Time Management Practical Experience and Games on: Goal Setting Prioritizing Weekly Plan | 50% |

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

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| Teaching – Learning Methodology | <ul style="list-style-type: none">• Lecture Method• Online Lectures• Group Discussion• Practical Problem Solving |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|

| 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.



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| No. | Course Out comes: Having completed this course, |
|------------|--------------------------------------------------------|
| 1. | Learn about Time Management Tools |
| 2. | Get an idea about Application of Time Management |

| 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 |



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

| | | | |
|-----------------------------|--------------------|----------------------------|---------------------------------|
| Course Code | UB02SEBVA03 | Title of the Course | ENTREPRENEUR SKILLS - II |
| Total Credits of the Course | 02 | Hours per Week | 02 |

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|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Course Objectives | The course intends to expose the student to Entrepreneurial Development Programmes as well as Small Business as a Seed Bed of Entrepreneurship. |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|

| Unit | Course Description | Weightage (%) |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1. | Entrepreneurial Development Programmes Their relevance and achievements → Role of government in organising such programmes. → Critical Evaluation | 25% |
| 2. | Small Business as a Seed Bed of Entrepreneurship Concept of business venture. The start-up process: Concept, Plan, Implementation, Initial Strategic Planning, Product and marketing scope → Risk analysis and financial considerations. → Profit planning in small enterprise, Growth strategies and diversification. | 25% |

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

| | |
|--------------------------------|---------------------------------------------------|
| Teaching –Learning Methodology | Lecture Method, Online Lectures, Group Discussion |
|--------------------------------|---------------------------------------------------|

| 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. | Students will acquired knowledge for Entrepreneurial Development Programmes. |
| 2. | Students will learn about Small Business as a Seed Bed of Entrepreneurship. |



SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC)

| Suggested References: | |
|------------------------------|--------------------------------------------------------------------------------------------|
| 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". |



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

| | | | |
|-----------------------------|--------------------|----------------------------|------------------------------------|
| Course Code | UB02VABVA01 | Title of the Course | ON THE JOB TRAINING PROJECT |
| Total Credits of the Course | 02 | Hours per Week | 02 |

| | |
|-------------------|--|
| Course Objectives | |
|-------------------|--|

| Unit | Course Description | Weightage (%) |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1. | <ul style="list-style-type: none">The students have to undergone for internship/ on the job training under any Concerned Organization in the areas of QP/NOSA presentation as well as report has to prepared and presented for the viva-voce and submit it to the concerned faculty. | 100% |

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

| | |
|--------------------------------|---------------------------------------------------------|
| Teaching –Learning Methodology | Field visit, internship base project work, Presentation |
|--------------------------------|---------------------------------------------------------|

| Evaluation Pattern | | |
|---------------------------|----------------------------------------------------------------------------------------|------------------|
| Number | Details of Evaluation | Weightage |
| 1. | External examination through project submission and viva voce by University / College. | 100% |

Students have to score a minimum of40% (Forty Percentage)to pass the course.

| No. | Course Out comes: Having completed this course, |
|------------|-------------------------------------------------------------------|
| 1. | Students will get Practical knowledge |
| 2. | Students will Learn so many things through Field work experience. |
| 3. | Students will develop their Presentation Skills. |
| 4. | Students will enrich their talent and get overall development. |