

F.Y.B.F.M
Semester – II

M.L.Dahanukar College of Commerce

Teaching Plan: 2021 - 22

Department: B.com (FM) Semester: II

Class: FYB.com (FM)

Subject: Business Communication

Name of the Faculty: Ridhima Mahabal

Month	Topics to be Covered	Internal Assessment	Number of Lectures
January	Presentations- Principles of effective presentation, Effective use of OHP, Effective use of transparencies, how to make a power point presentation. Interviews: Group Discussion, preparing for an interview, types of interviews, selection, appraisal, grievance, exit, preparation of candidate and interviewer.		20
February	Meetings-need and Importance of meetings, conduct of meeting and group dynamics, role of the chairperson, role of participants, drafting of notice, agenda and resolutions. Conference- meaning and importance of conference, organizing a conference, modern methods of vide and tele-conferencing. Public Relations- Meaning, functions of PR department, external and internal measures of PR		20
March	Trade letters- Letter of inquiry, letter of complaints, claims, adjustments, sales letters, promotional leaflets and fliers, consumer grievance letters, letters under right to information act, order, status, credit and collection.		10
April	Reports- parts, types, feasibility reports, investigative reports. Summarization-identification of main and supporting /sub points .		10

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Extra Activities:

- Presentations and resume writing How to study for technical round in an interview. General questions of interview.
- How to write notice, agenda and minutes of a meeting. Grammar exercises
- Assignment on writing such letters in form of email. Making them understand the importance of Statement of Purpose
- Assignment on writing reports, summarization. Group discussions for MBA.

M.L.Dahanukar College of Commerce

Teaching Plan: 2021 - 22

Department: B.Com (Financial Markets)

Class: F.Y.B.Com(Financial Markets)

Semester: II

Subject: Foundation Course

Name of the Faculty: Karishma Shetty

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 50 minutes)
January	Unit 1-Globalisation & Indian Society- Understanding the concepts of liberalization, privatization and globalization, Growth of information technology and communication and its impact manifested in everyday life, Impact of globalization on industry: changes in employment and increasing migration, Changes in agrarian sector due to globalization, rise in corporate farming and increase in farmers' suicides.		15
February	Unit2-Human Rights- Concept of Human Rights, origin and evolution of the concept, The Universal Declaration of Human Rights, Human Rights constituents with special reference to Fundamental Rights stated in the Constitution.		15
March	Unit 3-Ecology- Importance of Environment Studies in the current developmental context, Understanding concepts of Environment, Ecology and their interconnectedness, Environment as natural capital and connection to quality of human life, Environmental Degradation- causes and impact on human life, Sustainable development - concept and components, poverty and environment		15
April	Unit 4 and Unit 5 Unit 4-Understanding Stress and		15

	<p>Conflict- Causes of stress and conflict in individuals and society, Agents of socialization and the role played by them in developing the individual, Stereotyping and prejudice as significant factors in causing conflicts in society. Aggression and violence as the public expression of conflict.</p> <p>Unit 5-Managing Stress and Conflict in Contemporary Society- Types of conflicts and use of coping mechanisms for managing individual stress, Maslow's theory of self-actualisation, Different methods of responding to conflicts in society, Conflict-resolution and efforts towards building peace and harmony in society.</p>		
	Total Lectures		60

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Teaching Plan: 2021 - 22

Department: BFM Class: F.Y.B.F.M Semester: II

Subject: Environmental Science

Name of the Faculty: Priya Tiwari

Month	Topics to be Covered	Internal Assessment	Number of Lectures
January	<ul style="list-style-type: none">• Environment- structure, components and typology• Ecosystem as part of environment-• Functioning and levels of organisation• Biodiversity-• Classification, value, threats to biodiversity		2 3 2 3
February	<ul style="list-style-type: none">• Definition, importance and classification of natural resources• Utilisation and conservation of water,• forest,• soil and• energy resources• Issues associated with natural resources		3 2 2 2 2 2
March	<ul style="list-style-type: none">• Economic activities-• nature and pattern-• primary,secondary and tertiary• Environmental problems associated with economic activities• Case studies with reference to India		3 2 2 3 3
April	<ul style="list-style-type: none">• Environment management- Concept, need and relevance of environmental education• Environmental Impact Assessment,• Environmental audit Role of technology in Environment Management-• GIS,• GPS,• Remote sensing as tools		2 2 2 3 2

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M. L. Dahanukar College of Commerce

Teaching Plan: 2021 - 22

Department: B.Com. Financial Markets

Class: FYBFM

Semester: II

Subject: Computer Skills - I

Name of the Faculty Member: Amit Bane

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures
January	<u>UNIT- 1 Computer Hardware</u> Personal Computers - identification/demonstration of different storage -Devices like CD and CD drive, hard disk- HDD, storing and retrieving data from various storage devices, - Identification of various input and output devices. - Primary memory, RAM and ROM- Processor- CPU, it's speed- machine cycle, ports, computer buses, - Different types of printers. - Introduction to trouble shooting of personal computers.	Presentation and Audio visuals	10
February	<u>UNIT- 2 Windows</u> - Introduction, features, various versions of windows, -My computer, my documents, recycle bin, network neighborhood, start menu, taskbar, - file and folder operation (creating, copying, moving, deleting), - system tools,	MCQ Test and Audio visuals	10

	Basic, Useful functions and Paste Function, Calc, Comments, Drawing toolbar, Edit, Replace, Delete, Clear, - Essential Printing, - Data Sorting, Hiding, AutoFormats, Protection, - Basic Charts, - Basic Formatting, - If Function		
	Total no. of lectures		60

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Teaching Plan: 2021 - 22

Department: B.COM (FINANCIAL MARKETS) Class: F.Y.B.F.M. Semester: II

Subject: Financial Accounting II

Name of the Faculty: CA Rupali Dugal

Month	Topics to be Covered	Internal Assessment /Semester Exam	Number of Lectures
January	Unit - I Chp. 1 Issue of Shares Unit - II Chp. 3 Issue of Bonus Shares	To be included in internal assessment (Unit I and Unit II)	16
February	Unit - II Chp. 3 Issue of Bonus Shares Unit - I Chp. 2 Issue of Debentures Unit III Chp. 5 Valuation of Shares	To be included in internal assessment (Unit I and Unit II)	16
March	Unit – III Chp. 6 Buyback of Shares Chp. 7 Buyback of Debentures Chp. 8 Investment Accounting	To be included in Semester exam	14
April	Unit – III Chp. 8 Investment Accounting Chp. 4 Corporate Financial Statements Unit – IV Chp. 4 Corporate Financial Statements Chp. 9 Indian Accounting Standards Chp. 10 Generally Accepted Accounting Principles Chp. 11 Computerisation of Accounting	To be included in Semester exam	18

Total 64

CA Rupali Dugal, Visiting Faculty

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M.L. Dahanukar College of Commerce

Teaching Plan: 2021 - 22

Department: B.COM (FINANCIAL MARKETS) Class: F.Y.B.F.M. Semester: II

Subject: PRINCIPLES OF MANAGEMENT

Name of the Faculty: Ms. Shivani Naik

Month	Topics to be Covered	Internal Assessment	Number of Lectures
January	Unit – I Introduction	To be included in internal assessment	14
February	Unit – II Planning and decision making	To be included in internal assessment Case study	14
March	Unit – III Organising	Presentations and quizzes Management games	16
April	Unit –IV Management control	Group discussions Recap Doubt clarification Class test	16

Total 60

Ms. Shivani Naik, Core Faculty

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M.L.Dahanukar College of Commerce

Teaching Plan: 2021 - 22

Department: B.Com (F.M.)

Class: F.Y.B.Com (F.M.)

Semester: II

Subject: Business Statistics

Name of the Faculty: Mrs. Anushri Joshi

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 50 minutes)
January	<p>Unit 1: a) Meaning of Statistics , methods of collection of data , Types of data , concept of population and sample, meaning of parameter and statistic.</p> <p>b) Classification of data : Frequency distribution, Cumulative frequency distribution</p> <p>c) Presentation of data: <u>Graphs</u>- Histogram, frequency polygon , frequency curve. Diagrams: Simple , multiple, subdivided , pie diagrams.</p> <p>Unit 2: Averages : Concept , types of averages , Arithmetic mean and its properties</p>		16
February	<p>Unit 2 (continued) : weighted averages, Median, Partition values , Mode, graphical presentation of partition values and mode .</p> <p>Unit 3: Measures of dispersion : absolute and relative measures , Range and coefficient of range, Quartile deviation and coefficient of quartile deviation</p> <p>Revision for internal exam.</p>		14
March	<p>Unit 3 (continued): Standard deviation and coefficient of variation.</p> <p>Unit 4: Correlation –positive and negative , Karl Pearson’s coefficient and Spearman’s rank correlation coefficient. Regression : Concept , Regression equations , Properties of regression coefficients and regression equations.</p>		16

April	<p>Unit 5: Linear programming problem: Meaning , formulation of LPP , solution to LPP by graphical method , special cases.</p> <p>Unit 1: Sampling and methods of sampling ,advantages of sampling.</p> <p>Revision on entire syllabus</p>		14
	Total Lectures		60

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