Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)

Accredited by National Assessment and Accreditation Council (NAAC)

Criteria 1

Supporting Document

(Academic Year 2023-2024)

1.3.2 ***GGSIPU Syllabus of courses***

Jagannath International Management School
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BBA

Syllabus of courses that include experiential learning through project work/field work/internship

(Assessment Year 2023-2024)

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, NEW DELHI
BACHELOR OF BUSINESS ADMINISTRATION (BBA)

BBA 111: IT Applications in Business- Lab

L-0, P-02

Credit-1

This Lab would be based on the course **BBA-109: IT Applications in Business**

1. Knowledge of all commands of using Windows to be taught.

2. **Introduction to MS-Word:**
Introduction to Word Processing, it's Features, Formatting Documents, Paragraph Formatting, Indents, Page Formatting, Header and Footer, Bullets and Numbering, Tabs, Tables, Formatting the Tables, Finding and Replacing Text, Mail Merging etc.

3. **Introduction to MS-Excel:**
Introduction to Electronic Spreadsheets, Entering Data, Entering Series, Editing Data, Cell Referencing, ranges, Formulae, Functions, Auto Sum, Copying Formula, Formatting Data, Creating Tables, Graphs and charts, Creating Database, Sorting Data, Filtering etc.

   Mathematical functions, Statistical functions, date and time functions, Text functions, financial functions, Analyze data with Pivot tables, create and manage scenarios and summaries.

4. **Introduction to MS PowerPoint:**
PowerPoint, Features of MS PowerPoint Clipping, Slide Animation, Slide Shows, Formatting etc.

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, NEW DELHI
BACHELOR OF BUSINESS ADMINISTRATION (BBA)

BBA 112: E-Commerce Lab

L-0, P-2

Credit: 01

Objective:

Lab would be based on the Paper BBA-108: E-Commerce and will cover the following : Creating Web pages using HTML Tags, Elements, Basic and advanced text formatting, multimedia components in HTML documents, Designing of webpage: Document Layout, List, Tables, Hyperlink, Working with Frames, Forms and Controls and other relevant things.

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, NEW DELHI
BACHELOR OF BUSINESS ADMINISTRATION (BBA)

BBA 114: Minor Project-I

Credits: 03

During the second semester each student shall undertake a project to be pursued by him / her under the supervision of an Internal Supervisor to be appointed by the Director / Principal. The project should preferably be based on primary / secondary data. The project title and the supervisor will be approved by the Director / Principal of the Institution. It shall be evaluated by an External Examiner to be appointed by the University.

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
BACHELOR OF BUSINESS ADMINISTRATION (BBA)
BBA-213: Business Research Methodology Lab

L-0, P-4 **Credits-2**

Objective: To enable the students about the various aspects of data analysis and interpretation in promoting quality research.

Course Outcomes:

CO1: Acquire skills to use software (Advance Excel/ SPSS).
CO2: Examine research tools for solving business problems.
CO3: Implement statistical tests for resolving an issue.
CO4: Demonstrate skills for decision making.

The Lab would be based on the Course: Business Research Methodology. The lab will cover various aspects of research, identification and use of various statistical tests using software tools available to a researcher such as Excel / SPSS / R / Python / any other analytical software.

CO-PO MAPPING

BBA 213 Business Research Methodology Lab

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
CO1	3	3	3	1	3	1	2	3
CO2	3	3	3	1	3	1	2	3
CO3	3	3	3	1	3	1	2	3
CO4	3	3	3	1	3	1	2	3
AVG	3	3	3	1	3	1	2	3

Pravin Chandra

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
BACHELOR OF BUSINESS ADMINISTRATION (BBA)

BBA215: NSS/NCC/NSO/others as notified by the university (NUES)

L-2, T-0, **Credits: 02**

NCC/NSS are offered so as to unable the students to opt for the same for ability enhancement. The student who has successfully completed the said programme as per guidelines shall be awarded two credits after the same is duly approved by the NSS/NCC Cell and recommended by the Controller of Examination to post two credits as per decision of the Board of Studies of the School.

Pravin Chandra

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
BACHELOR OF BUSINESS ADMINISTRATION (BBA)

BBA-218: MINOR PROJECT - II

Credits —3

Course Outcomes:

CO1: Identify a field of study or a business problem.
CO2: Examine the environment to identify the potential research areas.
CO3: Crystallize a business concern into a concrete business research problem.
CO4: Explore alternative ways to resolve a business problem

During the fourth semester each student shall undertake a project to be pursued by him / her under the supervision of an Internal Supervisor to be appointed by the Director / Principal. The project should preferably be based on primary / secondary data. The project title and the supervisor will be approved by the Director / Principal of the Institution. It shall be evaluated by an External Examiner to be appointed by the University.

CO-PO MAPPING

BBA 218: Minor Project-II

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
CO1	3	3	3	2	3	3	3	3
CO2	3	3	3	2	3	3	3	3
CO3	3	3	3	2	3	3	3	3
CO4	3	3	3	2	3	3	3	3
AVG	3	3	3	2	3	3	3	3

Pravin Chandra

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
BACHELOR OF BUSINESS ADMINISTRATION (BBA)

BBA-307: Information Systems Management Lab

L-0, T/P-4 **Credits-2**

Course Outcomes:

CO1: Select the relevant data for decision making using SQL.
CO2: Understand the relevance of E-R Models.
CO3: Create and Manipulate Databases.

Lab would be based on the Paper: Information Systems Management. The Lab will cover various aspects and components of Information Systems specially databases. Students are required to design the Databases using E-R Model and run SQL queries on DDL Commands, DML commands and aggregate functions.

CO-PO MAPPING

BBA 307 Information Systems Management Lab

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
CO1	3	1	3	2	3	1	1	2
CO2	3	3	3	2	3	1	1	3
CO3	3	3	3	2	3	1	1	3
AVG	3	2.33	3	2	3	1	1	2.67

Pravin Chandra

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GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI

BACHELOR OF BUSINESS ADMINISTRATIION (BBA)

BBA 315: Summer Training Report

CREDITS: 04

Course Outcomes:

CO1: Work & gain practical experience of working in a real business setting and environment.

CO2: Explore the various functional areas and correlate a few theoretical concepts taught in classrooms to real life work and life scenarios.

CO3: Identify and Analyze best practices, system, processes, procedures and policies of a company/industry in different functional areas and also identify areas with scope of improvements and recommend changes that may be incorporated.

CO4: Develop skills in report writing through observation, data collection, data analysis and present it as a report for analysis to the company.

Each student shall undergo practical training of Six to Eight weeks duration after fourth semester in an approved business / industrial / service organization and submit Hard Copy of the Summer Training Report along with Soft Copy to the Director / Principal of the Institution before the commencement of the Fifth Semester End-term Examination. The Summer Training Report shall Carry 100 marks. It shall be evaluated for 60 marks by an External Examiner to be appointed by the University and for the rest of the 40 marks by an Internal Examiner to be appointed by the Director / Principal of the Institution.

CO-PO MAPPING

BBA 315 Summer Training Report

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
CO1	3	3	3	3	3	3	3	3
CO2	3	3	3	3	3	3	3	3
CO3	3	3	3	3	3	3	3	3
CO4	3	3	3	3	3	3	3	3
AVG	3	3	3	3	3	3	3	3

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GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
BACHELOR OF BUSINESS ADMINISTRATION (BBA)

BBA-314: Major Project

L-0 T-2

Credits-6

Course Outcomes:

CO1: Apply all theoretical concepts learned in research methodology.
CO2: Articulate a clear research objective with accurate scope and limitations of the study.
CO3: Identify an appropriate sample size for a study.
CO4: Choose the appropriate data collection tools for accurate, authentic and complete data collection.
CO5: Study the data using techniques appropriate to the Research Design.
CO6: Analyze data using parametric techniques and conduct Univariate analysis.
CO7: Draw conclusions based on the results from the analysis

During the sixth semester each student shall undertake a project to be pursued by him / her under the supervision of an Internal Supervisor to be appointed by the Director / Principal. The project should preferably be based on primary data. Both the subject, the name of the Supervisor will be approved by the Director / Principal of the Institution. The Project Report in duplicate along with one soft copy will be submitted prior to the commencement of the End Term Examination of the Sixth Semester. Project Report shall carry 100 marks. It shall be evaluated for 60 marks by an External Examiner to be appointed by the University and for the rest of the 40 marks by an Internal Examiner to be appointed by the Director / Principal of the Institution.

CO-PO MAPPING

BBA 314: Major Project

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
CO1	3	3	3	3	3	3	1	1
CO2	3	3	3	3	1	3	1	1
CO3	3	3	3	3	3	1	1	1
CO4	3	2	3	3	3	3	1	1
CO5	1	3	3	3	1	1	2	1
CO6	1	1	1	3	1	1	3	1
CO7	3	3	3	3	3	3	1	1
AVG	2.42	2.57	2.71	3	2.14	2.14	1.42	1

Pravin Chandra

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, NEW DELHI
BACHELOR OF COMMERCE (B.Com Honours)

BCOM 113 - Information Technology for Commerce (C) (Lab Based)

L-0, T/P-4 **Credits -2**

Objective: The course aims to provide students with the knowledge and skills to use computing machines for business operations.

Learning Outcomes: After completion of the course, students will be able to:

CO1. Use computers and other devices to perform basic operations of creating documents and spreadsheets with data

CO2. Develop proficiency in using the features of computers to process Mail merge, Hyperlink, etc.

CO3. Prepare a business presentation on MS PowerPoint;

CO4. Perform mathematical, logical, and other functions on a data set using MS Spreadsheets;

Course Contents

Unit I

Introduction : Introduction to Computer- Parts of Computers, Servers, Computer H/W Setup, Configuration, Networking, Mobile H/W Device and types, Networking – LAN, WAN, WWW and Wireless; Computer & Mobile Operating System, Application Usage of payment gateways. Basic terminology of databases and communication through Internet. **(14 Hours)**

Unit II

Introduction to essential tools- I:

Introduction to facilities & commonly used features of word, Power Point, Spreadsheets.

a) Word Processing: Creating word document with images, tables, hyperlinks, Mail Merge including linking with Access Database, Creating Macros -Sending Email from Word, Import / Export of files, Converting Word Document to Web Document, PDF files with Hyperlinks; OLE Security features in Word Processor - Protection of Documents - Password for Documents - Checking for viruses in macros, referencing, creation of bibliography, manage sources and citations, review documents.

b) PowerPoint: Preparing Presentations, Slides, Handouts, Speaker's Notes - Outlines - Media Clips - Charts – Graphs, Adding the Transitions with timings and sound to the Slide Show

Designing Corporate Presentations. **(14 Hours)**

Unit III

Introduction to essential tools- II

a) Spreadsheet: Creating a workbook, Rearranging Worksheet, Organizing Charts and graphs, Range; Mathematical, Statistical and Financial Functions; Consolidation of Data - Sorting List, Filter & More Filtering Techniques; Protect cell data, using password to protect sheet and workbook. Graphical representation of data; Frequency distribution and its statistical parameters. **(14 Hours)**

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B.COM (H)

Syllabus of courses that include experiential learning through project work/field work/internship

(Assessment Year 2023-2024)

Unit IV

RDBMS Concepts & Access

RDBMS Concepts, Terminology, Models - RDBMS, Data Modelling using ERD, DB Design using Normalization. Access Creating Databases & Tables – An Introduction; Event Handling & Report Generation: Using Macros; Using Queries through Case Study. **(14 Hours)**

Suggested Readings: (All latest editions)

1. Behl, R, Introduction to Information Technology, Mc Graw Hill Publication
2. Bharihoka, D. Fundamentals of Information Technology. New Delhi: Excel Book.
3. Joseph A Brady and Ellen F Monk, Problem Solving Cases in Excel, Thomson Learning
4. Tanenbaum A.S., Computer Networks, Pearson Education
5. Rajaraman, V. Introduction to Information Technology. New Delhi: PHI Learning Pvt. Ltd.
6. Eliason, A. L., On-line Business Computer Applications, Science Research Associates, Chicago.

Note: Open Source Software or MS Excel, MS Access, and Tally may be used at appropriate places.

Recommended Projects: Students may be encouraged to attempt the following for enhanced learning

- Prepare a password protected word document with tables, images, hyperlinks and convert it into password protected PDF with live hyperlinks.
- Create a spreadsheet with data and perform basic mathematical and financial operations using formulae
- Prepare a PowerPoint Presentation with animations, timed transitions, music, embedded videos and hyperlinks

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, NEW DELHI
BACHELOR OF COMMERCE (B.Com Honours)

BCOM 112 – MINOR PROJECT I

Credits -3

CO1: Identify a business problem or a field of study
CO2: Explore the environment to identify potential research areas
CO3: Crystallize a business concern into a concrete business research problem
CO4: Explore alternative ways to resolve a business problem

A committee of faculty must be constituted to finalize topics and assess the reports of students. Students must indicate their area of interest to the Department HODs. The committee must finalize the exact topic and faculty mentors must be assigned to every student. Student must present the basic structure of the proposed project to the committee for approval. The Project must focus on a Theoretical concept which will be further studied using Primary Data in Minor Project II in second year. This project can be desk research but Minor Project II must be field research. The focus of this project must be to strengthen theoretical concepts to be analyzed in detail in the second year. Once approved the project must be supervised by the faculty mentor and a final report must be prepared. The final report must be presented before the committee for final approval before final publishing. The students must be advised to refrain from copying material without referencing and plagiarism must be treated as an offence. Plagiarize reports must not be accepted.

Structure of the report must include:

Project Objective and Introduction
Review of literature for the project with reasons for undertaking the study
Proposed research design
Details of statistical techniques used for project
Conclusions from data analysis
Summary and synopsis of the work accomplished

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
BACHELOR OF COMMERCE (B.Com Honours)

Basic Accounting Software Lab

Course Code: BCOM 211 **L-0,T/P-4, Credits -2**

Objective: The course aims to train the students on the use of Accounting Software Tally

Course Outcomes: After the completion of the course the students will be expected to

CO1: Create accounts, prepare ledgers and post journal entries
CO2: Create Balance Sheet and Profit and Loss Account at a given point in time
CO3: Reconcile bank and cash accounts with the organization accounts
CO4: Prepare Cash Flow Statement for a given timeline

Course Content

Unit I
Basic Concepts: Creating vouchers, preparation of journals, ledgers and rules of posting in accounts, Trial Balance **(14 Hours)**

Unit II
Accounting Entries: Creation of company in Tally, Configuration, creation, edition, deletion in ledger accounts, posting entries in journals, searching entries, Inventory, Stock, Fixed Assets Valuation **(14 Hours)**

Unit III
Reconciliations: Bank reconciliations, Import – Export Data from and to Spreadsheets, Bills of Materials, Invoicing, Accounting Ratios, Interest Calculations, Backup and Restore of Data **(14 Hours)**

Unit IV
Reports: Generating financial reports in multiple currencies, Printing Vouchers, Invoices, Receipts and export – import in Spreadsheets/Word/PDF **(14 Hours)**

Suggested Readings: (Latest Editions)

1. Nadhani Asok K. TALLY ERP 9 Training Guide by.
2. Official Guide To Financial Accounting Using Tally.ERP 9 With GST by Tally Education Pvt. Ltd.
3. Tally.ERP 9 with GST in Simple Steps. by DT Editorial Services.
4. Tally Ace by Sahaj Enterprise
5. QuickBooks All in one for Dummies by Stephen Nelson
6. Real Accounting Software by A.K. Nadhani

Recommended Projects: Students may be encouraged to take Internship in the accounts department for an organization and try to do the following:

- Generate Financial Reports – Balance Sheet, Profit & Loss Statement at the end of a month, Reconcile bank statements with organization

- Generate Financial ratios and do fixed asset valuations

Mapping of Course Outcomes with Program level outcomes

Considering the weights of 1 to 3 as 'Low' to 'High', all course outcomes are mapped with Program Outcomes and Program Specific Outcomes as follows-

Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6
CO1	1	3	3	3	2	1	1	2	3	1	2	1	2	3
CO2	2	3	3	3	3	1	1	1	3	3	3	3	3	3
CO3	3	3	3	3	1	1	1	1	3	1	3	3	3	3
CO4	3	3	3	3	1	3	1	1	3	1	3	3	1	3
AVG	2.25	3	3	3	1.75	2.5	1	1.25	3	1.5	2	2.5	2.25	3

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
BACHELOR OF COMMERCE (B.Com Honours)
Research Methods for Commerce Lab

Course Code: BCOM 213 **L-0,T/P-4, Credits -2**

Objectives: The aim of the course is to train the students to use Open-Source software R to conduct data analysis in business research.

Course Outcomes: After completing this course in R programming, students will be able to:
CO1: Describe and present data meaningfully for statistical analysis using R
CO2: Draw a hypothesis and design the research with appropriate statistical tests
CO3: Apply the tools and techniques in R Studio to analyze datasets as per the requirements of the research design.
CO4: Investigate relationships between variables using Tests in R in order to draw inferences for research

Course Content

Unit I

Research Design and Data Presentation: Introduction to R, R studio, R commands, Types of Data, Operators and Calculations with R, Making Codes Readable, Functions and Using the Built-In Help, Reading and Writing Data.
Vectors, Vector Arithmetic, Vector Indexing, Introduction to other objects – Lists, Matrices, Arrays. Constructing objects & accessing components, Built in Functions, User defined Functions, Simple programming constructs such as If… else, for, while, break **(14 Hours)**

Unit II

Data Analysis Using R: Properties of a Tidy Data frame, Data Dictionaries, Introduction to data frames, Importing from Spreadsheets, Data Exploration, Referring to Specific Rows and Columns, Summary Statistics, Summary Statistics for Each Column, and Quick Plots, FACT Framework, R Notebooks, Markdown, Dashboards Preview. **(14 Hours)**

Unit III

Graphical analysis of data: Histogram, Density Plot, Test for Normality Box whisker plots, Pie charts, Cleveland dot charts, Pairs plots, Assembling Data, Data Types, More on Functions, Packages, Introduction to Other Data Types, Creating Date Types, Calculations with Dates, Factors, Logical Type and Relational Operators, Character Strings **(14 Hours)**

Unit IV

Statistical tests: t-test, paired t-test, Chi-squared test, ANOVA, Correlation, Regression, Multiple Regression, Stepwise regression, Logistic Regression **(14 Hours)**

Suggested Readings: (Latest Edition)

1. Rakshit S. R for Beginners. McGraw Hill Education
2. De Vries, A., & Meys, J. R for Dummies. John Wiley & Sons.
3. Lander, J. P. R for everyone: Advanced analytics and graphics. Pearson Education.
4. Chapman, C., & Feit, E. M. R for marketing research and analytics. Springer.

5. Field, A., Miles, J., & Field, Z. Discovering statistics using R. Sage publications.
6. Matloff, N. The art of R programming: A tour of statistical software design. No Starch Press.

Recommended Projects: Students may be encouraged to attempt the following for enhanced learning where they-

- Design the research process
- Identify Data Collection and obtain empirical data sample
- Identify Hypothesis and use tools in R to test the hypothesis
- Present results of Tests in R and draw conclusions

Mapping of Course Outcomes with Program level outcomes

Considering the weights of 1 to 3 as 'Low' to 'High', all course outcomes are mapped with Program Outcomes and Program Specific Outcomes as follows-

Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6
CO1	3	3	3	3	3	1	1	1	3	1	3	3	1	3
CO2	3	3	3	3	3	3	1	3	1	2	2	3	3	3
CO3	3	3	3	3	1	1	1	1	3	1	1	3	1	3
CO4	3	3	3	3	3	3	1	1	3	1	1	3	3	3
AVG	3	3	3	3	2.5	2	1	1.5	2.5	1.25	1.75	3	2	3

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI

BACHELOR OF COMMERCE (B.Com Honours)

NSS/NCC/NSO/other notified by university (NUES)

Course Code: BCOM 219

L-2,T/P-0,Credits -2

NCC/NSS are offered so as to unable the students to opt for the same for ability enhancement. The student who has successfully completed the said programme as per guidelines shall be awarded two credits after the same is duly approved by the NSS/NCC Cell and recommended by the Controller of Examination to post two credits as per decision of the Board of Studies of the School.

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
BACHELOR OF COMMERCE (B.Com Honours)
Data Analysis with Spreadsheets Lab

Course Code: BCOM 212 **L-0, T/P-4, Credits -2**

Objectives: The course aims to train the students on using spreadsheets for basic data analysis

Course Outcomes: After completion of the course, students will be able to:

CO1: Conduct basic computation and aggregation of data using spreadsheets
CO2: Organize, present and manage data using functions
CO3: Examine data with the help of pivot tables
CO4: Assess data characteristics by running queries in tables
CO5: Present data using charts and graphs

Course Contents

Unit I

Basic Functions: Organizing data with Spreadsheets - Simple data computations, manipulations and aggregations, Arithmetic Manipulations, Basic Functions and Functions Using Absolute and Relative References **(14 Hours)**

Unit II

Basic Command: The "IF" Command Using Numerical Data, The "Nested IF" Command, The "VLOOKUP" Function, "HLOOKUP" Function, Using the "VLOOKUP" Function Across Worksheets, Accessing Data across sheets **(14 Hours)**

Unit III

Data Tables: Data Filtering - Creating Custom functions and formulas, Use of Pivot Tables, Application of Pivot Tables to Numeric Data. Display tips - Keyboard and Mouse shortcuts - Standardized layouts Analyzing Data with Power Pivot- Loading Data into Power Pivot - Using Power Query and Power map add-ins **(14 Hours)**

Unit IV

Charts: Introduction to Charts, Line Graphs, Bar Graphs and Pie Charts, Pivot Charts, Scatter Plots, Histograms, Labelling, Modifying, Customizing Charts **(14 Hours)**

Suggested Readings: (Latest Editions)

1. Saylor Academy. How to Use Microsoft Excel: The Careers in Practice Series
2. Succeeding in Business with Microsoft Excel: A Problem-Solving Approach, Cengage Learning
3. Wayne Winston, Microsoft Excel Data Analysis and Business Modeling (Business Skills)
4. Paul McFedries, Excel Data Analysis for Dummies

5. Joseph Schmuller, Statistical Analysis with Excel for Dummies.
6. Moore, McCabe, and Craig's, Introduction to the Practice of, Statistics, W.H. Freeman and Company, New York

Recommended Projects: Students may be encouraged to attempt the following for enhanced learning:

- Download data from Open Source Database For Example Kaggle.com.com and conduct basic statistical analysis on Spreadsheets.
- Use data for drawing inferences about data and perform basic arithmetic functions in Spreadsheets
- Use keyboard shortcuts and mouse short cuts for functions
- Analyze data across multiple sheets using functions
- Analyze Data with Power Pivot- Load Data into Power Pivot - Use Power Query and Power map add-ins - Design Pivot Table reports - Filter data - Creating Custom functions and formulas Prepare Charts, Graphs and Histograms - Pareto charts - Boxplots - Tree map and Sunburst charts

Mapping of Course Outcomes with Program level outcomes

Considering the weights of 1 to 3 as 'Low' to 'High', all course outcomes are mapped with Program Outcomes and Program Specific Outcomes as follows-

Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6
CO1	1	2	3	3	1	1	1	1	3	1	2	3	1	3
CO2	1	1	1	3	1	1	1	1	3	3	1	3	1	3
CO3	1	1	3	3	1	1	1	1	3	1	1	3	1	3
CO4	1	1	3	3	1	1	1	1	3	1	1	3	1	3
CO5	3	1	3	3	2	1	1	1	3	3	3	3	1	3
AVG	1.4	1.2	2.6	3	1.2	1	1	1	3	1.8	1.6	3	1	3

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
BACHELOR OF COMMERCE (B.Com Honours)
Minor Project II

Course Code: BCOM 216

Credits -4

Students must indicate their area of interest to their faculty mentors, and they must try to use the theoretical constructs studied in Project I to study a practical live problem encountered by a business organization. The mentor must finalize the exact topic with the student and focus on strengthening the skills of student to collect reliable and valid data using appropriate sampling techniques. Students must be trained to identify reliable sources of primary data and must learn to collect required and valid data through accurate sampling techniques. Descriptive Data Analysis of Primary Data, using Spreadsheets is an essential requirement for this Project. The project must include primary data collection, collation, editing and cleaning before data analysis. The students must be advised to refrain from copying material without referencing and plagiarism must be treated as an offence. Plagiarized reports must not be accepted.

Structure of the report must include:

- Project Objective and Introduction
- Review of literature and identification of research gap
- Proposed research design
- Details of statistical techniques used for project
- Conclusions from data analysis
- Summary and synopsis of the work accomplished

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GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
BACHELOR OF COMMERCE (B.Com Honours)

Internship Project Report

Course Code: BCOM 315 **Credits-4**

This report must be submitted by students after the completion of the Internship with companies for a minimum period of 8 weeks.

The project report must be based on the learning from the tasks assigned and completed during the training in the organization. It may be noted that there is no specific functional area that needs to be chosen for the report, however students will be working in a specific department of an organization. If the student has explored other areas and has found them interesting or otherwise, they must mention it as a learning in his /her report. Each student is required to carry out the work and submit the report individually.

OBJECTIVES:

1. Work & gain practical experience of working in a real business setting and environment.
2. Explore the various functional areas and correlate a few theoretical concepts taught in classrooms to real life work and life scenarios
3. Identify and Analyze best practices, system, processes, procedures and policies of a company/industry in different functional areas and also identify areas with scope of improvements and recommend changes that may be incorporated.
4. Develop skills in report writing through observation, data collection, data analysis and present it as a report for analysis to the company.

Students must be assisted in the process of identifying organizations and Project Titles for the work that they intend to perform as a part of the Internship Programs.

The work must be monitored weekly by Faculty Mentors to ensure the student is working in the right direction. Students must be allowed to modify the Project title till the first one week of the Internship to allow the student to identify the exact scope of work that he or she may like to perform for the remaining time period

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
BACHELOR OF COMMERCE (B.Com Honours)

Financial Modelling Using Spreadsheets Lab

Course Code: BCOM 312 L-0, T/P -4, Credits-2

Objective – The aim of the course is to train the students to effectively and efficiently utilize Spreadsheets for data analysis.

Course Outcomes: After the completion of the course the students will be able to:
CO1: Create spreadsheet-based models and use a variety of spreadsheet tools and techniques, such as a number of financial and statistical command functions, what-if scenarios, one- and two-way input tables, optimization, Monte Carlo simulation, and regression analysis.
CO2: Use logical IF statements, to custom format cells, and to conditionally format cells so as to highlight areas where management attention is needed.
CO3: Create linked spreadsheets for decision making models
CO4: Take Financial Decisions using financial models created

Course Content

Unit I

Introduction: Combination of multiple functions in a problem as Vlook +Match, Index+Match, VlookUp and If, Offset Function. Sensitivity Analysis using different ways, Scenario Manager and how to use that in a model, Iterative calculations. Using Spreadsheets for Correlation, Regression, Variance, Summarize data from different sheets into a single sheet using Indirect function **(12 Hours)**

Unit II

Charting: Rules of creating a bar chart, Pictures as linked objects in Spreadsheets, Creating dynamic charts, Using Name Manager, Display of multiple charts at the same time in same location using filter, Now and Then Analysis chart, Waterfall Charts, Thermometer Charts, Change in charts using sensitivity analysis, Interactivity using Form Controls, Creation of Dashboards, Conditional formatting **(12 Hours)**

Unit III

Financial Analysis: Calculate Net Present Value (NPV), Internal Rate of Return (IRR), Build Dynamic Models with Multiple Scenarios using XIRR, MIRR, Lowest common denominator and annual equivalency cash flow for determining the value of Recommended Projects: Students may be encouraged to attempt the following for enhanced learning with different life spans. **(12 Hours)**

Unit IV

Other Modelling techniques: Using formulas for the after tax Weighted Average Cost of Capital (WACC) and Capital Asset Pricing Model (CAPM), Calculation of Free Cash Flows to Firm and Free Cash Flows to Equity, Creation of Data Tables, Scenario Manager and Solver. **(12 Hours)**

Suggested Readings: (Latest Edition)

1. Proctor Scott, Building Financial Models using Excel: A guide for business professionals, Wiley Publications
2. Day Alastair, Mastering Financial Modelling in Excel: A practitioner's guide to applied

corporate finance, FT Publishing International
3. Francis J. Clauss, Financial Modeling with Excel
4. Sengupta Chandan, Financial Analysis and Modeling Using Excel and VBA, Wiley
5. Benninga, Simon. Financial Modeling: The MIT Press
6. Michael Rees, Financial Modeling in Practice: A Concise Guide for Intermediate and Advanced Levels, Wiley Finance

Recommended Projects: Students may be encouraged to attempt the following for enhanced learning:

1. Take the financial statements of a firm and build a model to predict its future earnings assuming the pandemic lasts for a year, more than a year and less than a year
2. Analyze the financial statements of past few years of a company and correlate it to a macroeconomic variable impacting the industry and the firm

Mapping of Course Outcomes with Program level outcomes

Considering the weights of 1 to 3 as 'Low' to 'High', all course outcomes are mapped with Program Outcomes and Program Specific Outcomes as follows-

Outcomes	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6
CO1	3	3	3	3	1	1	1	1	3	3	3	3	3	3
CO2	3	3	3	3	3	1	1	1	3	3	3	3	3	3
CO3	1	3	3	3	2	1	1	1	3	3	3	3	3	3
CO4	1	3	3	3	1	1	1	1	3	1	1	3	1	3
CO 5	1	3	3	3	1	1	1	1	3	1	1	3	1	3
CO6	1	3	3	3	1	1	1	3	3	1	1	3	1	3
AVG	2	3	3	3	1.75	1	1	2.67	3	2.5	2.5	3	2.5	3

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
BACHELOR OF COMMERCE (B.Com Honours)
Major Research Project

Course Code: BCOM 314 **Credits: 6**

Objective – Students must attempt to conduct an empirical research study based on field data. Univariate Data Analysis of Primary Data is an essential component of Project completed in this year.

Course Outcomes – After this project the students will be able to

CO1: Apply all theoretical concepts learned in research methodology

CO2: Articulate a clear research objective with accurate scope and limitations of the study

CO3: Identify an appropriate sample size for a study

CO4: Choose the appropriate data collection tools for accurate, authentic and complete data collection

CO5: Study the data using techniques appropriate to the Research Design

CO6: Analyze data using parametric techniques and conduct Univariate analysis.

CO7: Draw conclusions based on the results from the analysis

Guidelines

Students must be advised to select an area for research as per their interest. The area must be related to any subject or topic that has been discussed in any course in the class.

In case the student is interested in an entirely new area, there should be adequate reasoning and study to support the interest and the topic must be submitted to the HOD for approval before the research is commenced. Students and supervisors must ensure that the have access to reliable resources for data needed for research.

There shall be a supervisor for the students who will guide them to

(i) select a topic from the area of economics, commerce and business,
(ii) design the research project,
(iii) collect and analyze data and
(iv) write the report.

The number of Students to be allotted against one supervisor and the selection of the examiner for the project report will be determined as per the norms decided by the University.

Students must conduct preliminary research after a detailed survey and analysis of the existing literature on the topic and identify research gap to showcase the significance of the chosen topic. Students must decide their research topic and draft a clearly defined and delineated research objective.

Draft the research question for the research: Investigate the relationship between variables and establish causal relationships if any

Research methodology - Research can be experimental, observational, theoretical, textual, qualitative, quantitative, etc. Students may need to modify their research methodology in the light of the initial research through a pilot study

Analysis/data processing will include statistical analysis, generating graphs, charts or tables, organizing information into discrete categories, and so on, or it might involve historiographic or critical analysis of texts or events.

Writing up- This is the process of presenting the results of the research in a systematic manner. The Report must be in the given format to include Research Objective, Research Design, Data Collection, Data Analysis, Conclusions and Summary.

For the viva-voce examination, an expert shall be engaged who shall be a senior teacher from a college other than the college in which the student is studying.