



SNDT Women's University, Mumbai
Undergraduate Degree Program
Faculty of Commerce & Management

Bachelor of Commerce In
Hospitality Management- Apprenticeship Embedded Degree
Programme (AEDP)

(Syllabus as Per NEP 2020)

(W.E.F. Academic Year 2026-27)

Abbreviation n	Full-form	Remarks	Related to Major and Minor Courses
Major (Core)	Main Discipline		
Major (Elective)	Elective Options		related to the Major Discipline
Minor Stream	Other Disciplines (Inter/Multidisciplinary) not related to the Major	either from the same Faculty or any other faculty	
OEC	Open Elective Courses/ Generic		Not Related to the Major and Minor
VSEC	Vocational and Skill Enhancement Courses		
VSC	Vocational Skill Courses		Related to the Major and Minor
SEC	Skill Enhancement Courses		Not Related to the Major and Minor
AEC	Ability Enhancement Courses	Communication skills, critical reading, academic writing, etc.	Not Related to the Major and Minor

Under graduate Programme
Effective from 2026-27
Terminologies

VEC	Value Education Courses	Understanding India, Environmental science/education, Digital and technological solutions, Health & Wellness, Yoga education, sports, and fitness	Not Related to the Major and Minor
IKS	Indian Knowledge System	I. Generic IKS Course: basic knowledge of the IKS II. Subject Specific IKS Courses: advanced information pertaining to the subject: part of the major credit.	Subject Specific IKS related to Major
VAC	Value-Added Courses		Not Related to the Major and Minor
OJT	On-Job Training (Internship/Apprenticeship Ip)	corresponding to the Major Subject	Related to the Major
FP	Field projects	corresponding to the Major Subject	Related to the Major

CC	Co-curricular Courses	Health and Wellness, Yoga education sports, and fitness, Cultural Activities, NSS/NCC and Fine/	Not Related to the Major and Minor
		Applied/Visual/ Performing Arts	
CE	Community Engagement and service		Not Related to the Major and Minor
RP	Research Project	corresponding to the Major Subject	Related to the Major

Programme Template:

Programme Degree e.g. B.A./B.Com./B.Sc./ B.M.S., etc.	Bachelor of Commerce (B. Com)
Parenthesis if any (Specialization)e.g. History, Human Development, English, etc.	Hospitality Management
Preamble (Brief Introduction to the programme)	<p>A Four-Year Bachelor of Commerce (B. Com with Honours) degree program includes research components and provides a strong foundation in commerce and business studies. The program is divided into 8 semesters and offers multidisciplinary learning with various elective and skill-based subjects. Students gain knowledge in areas such as commerce, economics, business law, accountancy, taxation, finance, and research.</p> <p>The B.Com in Hospitality Management program is designed to provide students with career opportunities in the hospitality and service industry in India and abroad. It focuses on hospitality business concepts such as hotel management, food and beverage services, customer service, hospitality marketing, and event management, preparing students for careers in hotels, resorts, airlines, and other hospitality organizations.</p>
Programme Specific	After completing this programme, Learner will

<p>Outcomes (PSOs)</p> <p><i>Action Verbs demonstrating (Major) discipline-related knowledge acquisition, mastery over cognitive and professional, vocational skills are to be used</i></p> <p><i>e.g. demonstrate sound understanding of..., analyse, compare, create, design, etc...</i></p> <p><i>(minimum 5)</i></p>	<ol style="list-style-type: none"> 1. Get a broad overview of the rapidly growing and dynamic hospitality industry, understanding hotel operations, customer service, and hospitality management. 2. Become eligible to appear for various professional entrance exams for pursuing postgraduate studies. 3. Pursue higher studies such as M. Com (HRM), MBA in Hospitality Management, MBA in Tourism & Travel, Master of Tourism Administration, and Post Graduate Diplomas in Hospitality and Tourism Management. 4. Move towards research opportunities in the field of Hospitality and Tourism Management. 5. Gain career opportunities as Hotel Manager, Front Office Executive, Event Manager, Hospitality Executive, Guest Relations Manager, PR Manager, Travel Desk Executive, etc. 6. Avail opportunities with top recruiters such as Taj Hotels, Oberoi Group, Marriott Hotels, Club Mahindra, Airlines, Cruise Lines, Resorts, and International Hospitality Chains.
<p>Eligibility Criteria for Programme</p>	<p>XII or equivalent from any stream.</p>
<p>Intake</p> <p>(For SNTD WU Departments and Conducted Colleges)</p>	<p>As per University guidelines</p>

**AEDP UG Credit Structure
Commerce and Management**

		Semester I	Commerce and Management				
	Verticals		Sem I	Credits	Marks	Int	Ext
10122211	Subject 1	Introduction to Hospitality Management-I	S1	4	100	50	50
10122202	Subject 2	Business Organization and Management	S2	2	50	50	0
1.3	OEC	OEC Link: https://sndt.ac.in/pdf/academics/syllabus-as-per-nep/oec-syllabus/ug-degree/oec-for-students-of-faculty-of-commerce-and-management-for-semester-i.pdf	OEC	4	100	50	50
10620101	VSC	Principle of Management	VSC-1	2	50	50	0
10720111/ 10720112/ 10720113/ 10720114	SEC	Financial Planning OR Financial Accounting – I OR English for Soft Skill Development OR Fundamentals of Computers OR Courses from CHETNA OR SWAYAM	SEC	2	50	0	50
1.6	AEC	Ability Enhancement Course (AEC) English Language and Literature- I For Students of English Medium OR English Language and Literature- I For Students of Non-English Medium https://sndt.ac.in/pdf/academics/syllabus-as-per-nep/aec-syllabus/ug-degree/ability-enhancement-course.pdf	AEC	2	50	0	50
1.7	IKS	Inception of the Indian Knowledge System https://sndt.ac.in/pdf/academic s/syllabus-as-per-nep/iks-syllabus/ug-degree/inception- of-indian-knowledge-system.pdf	IKS	2	50	0	50
1.8	VEC	Introduction to the Indian Constitution (given by SNDTWU) at https://sndt.ac.in/pdf/academic s/syllabus-as-per-nep/vec-syllabus/ug-degree/introduction-to-Indian-constitution.pdf	VEC	2	50	0	50

1.9	CC	Co-curricular Course Basics of National Service Scheme OR National Cadets Corps. (NCC) Studies – I OR Health and Wellness OR Performing Arts Exploration (As per SNTWU syllabus) https://sntw.ac.in/pdf/academic s/syllabus-as-per-nep/cc- syllabus/ug-degree/co-curricular-course-as-per-nep- 2020-semester-i-syllabus.pdf	CC	2	50	50	0
		Assessment ratio of Commerce-Management and Interdisciplinary is different than SciTech and Humanities		22	550	250	300

		Semester II	Commerce and Management				
Verticals			Sem II	Credits	Marks	Int	Ext
20122211	Subject 1	Hospitality Management -II	S1	4	100	50	50
20122212	Subject 2	Business Economics	S2	2	50	0	50
20622201	VSC-2	Customer Relationship Management	VSC-2	2	50	50	0
20622202	VSC-3	Event Planning	VSC-3	2	50	50	0
2.5	OEC	OEC Link: https://sndt.ac.in/pdf/academics/syllabus-as-per-nep/oec-syllabus/ug-degree/oec-for-students-of-faculty-of-commerce-and-management-for-semester-ii.pdf	OEC	4	100	50	50
20722201 OR 20722202 OR 20722203 respective codes	SEC	Investment Planning OR Financial Accounting - II OR Advance Excel OR Courses from CHETNA OR SWAYAM	SEC	2	50	50	0
2.7	AEC	Ability Enhancement Course (AEC) English Language and Literature- II For Students of English Medium OR English Language and Literature- II For Students of Non-English medium https://sndt.ac.in/pdf/academic/syllabus-as-per-nep/aec-syllabus/ug-degree/ability-enhancement-course.pdf	AEC	2	50	0	50
2.8	VEC	Environmental Awareness https://sndt.ac.in/pdf/academic/syllabus-as-per-nep/vec-syllabus/ug-degree/environment-awareness.pdf	VEC	2	50	0	50

2.9	CC	Co-curricular Course Volunteerism and National Service Scheme OR National Cadets Corps. (NCC) Studies-II OR Yoga Education OR Fine Art (As per SNTDWU syllabus) https://sntd.ac.in/pdf/academic/s/syllabus-as-per-nep/cc-syllabus/ug-degree/co-curricular-course-as-per-nep-2020-semester-i-syllabus.pdf	CC	2	50	50	0
		Assessment ratio of Commerce-Management and Interdisciplinary is different than SciTech and Humanities		22	550	300	250

B. Com in Hospitality Management
Semester I
Academic Year: 2026-27

Course Syllabus
Semester I
1.1 – Subject-1

Course Title	Introduction to Hospitality Management- I
Course Credits	4 Credits
Course Outcome	After going through the course, learners will be able to: <ul style="list-style-type: none"> • Understanding the world of hospitality & travel and tourism industry. • Requirements of travelers. • Identify various types of hospitality and tourism establishments such as hotels, resorts, restaurants, airlines and tour operations. • Analyzing the role of technology in the hospitality Industry, including CRM systems, online booking, and digital services.
Module 1(Credit 1) Introduction to Hospitality	
Learning Outcomes	After learning the module, learners will be able to: <ul style="list-style-type: none"> • Understand the concept and scope of the Hospitality and Tourism Industry • Identify different types of hospitality and tourism establishments
Content Outline	<ul style="list-style-type: none"> • Introduction to the Hospitality & Tourism Industry, Importance and Scope of Hospitality & Tourism Industry, Different types of hospitality and tourism establishments: -hotels, resorts, restaurants, airlines, cruise lines, tour operators, and attractions.
Module 2(Credit 1) -Tourism and Travel Planning	
Learning Outcomes	After learning the module, learners will be able to: <ul style="list-style-type: none"> • Identify different types of Tourism in domestic, International, Business and Leisure Tourism • Analyze the importance of Tourism in Economic development
Content Outline	<ul style="list-style-type: none"> • Types of Tourism- Domestic, International, Business, Leisure etc., Socio-cultural & economic impact of tourism, the different types and needs of tourists, Hierarchy in various types of Hospitality Industry, Role of Travel Agent and Tour Operators
Module 3 (Credit 1)- Technology and Hospitality	

Learning Outcomes	After learning the module, learners will be able to:
	<ul style="list-style-type: none"> • Understand the role and Importance of Technology in the hospitality Industry. • Analyze the role of revenue management in optimizing pricing and Inventory decisions
Content Outline	<ul style="list-style-type: none"> • Overview of the role of technology in the hospitality industry. Introduction to customer relationship management system and its benefits. The evolution of online booking systems and their impact on the hospitality industry, mobile check- in/check-out, digital concierge services.
Module 4 (Credit 1) Hotel Segmentation and Classification	

Learning Outcomes	After learning the module, learners will be able to:
	<ul style="list-style-type: none"> • Understand the concept and Importance of Hotel Classification in the Hospitality Industry • Identify different types of hotel properties based on price, location, function and market segment
Content Outline	<ul style="list-style-type: none"> • Classification of Hotel Properties: hotels classified by price, function, location, market segment, hotel categories, commercial hotels, airport hotels, suite hotels, extended stay hotels, resort hotels, lifestyle hotels, bed and breakfast hotels, vacation ownership and condominium hotels, casino hotels, convention hotels.

Assignments/Activities towards Comprehensive Continuous Evaluation (CCE)

Sr. No	Assignments/Activities/ Written Test
1	Prepare a chat showing different hotel classification with images
2	Presentation of (7-10 slides) – topic “Growth and development of hospitality Industry”.
3	Assignments Write a report on Compare two hotels based on services and pricing (700-1000 words)
	Total– 50 Marks

Internal Exam- 50 marks

External Examination – 50 marks

References

1. John R. Walker & Josielyn T Walker, Exploring the Hospitality Industry, Pearsons
2. Clayton W. Barrows, Tom Powers, Dennis R. Reynolds, Introduction to the Hospitality industry 8th Edition, Wiley.
3. Barrows, C. W., Powers, T., & Reynolds, D. R. (2012). Introduction to the hospitality industry (8th ed.). Wiley.
4. Kotler, P., Bowen, J. T., & Makens, J. C. (2017). Marketing for hospitality and tourism (7th ed.). Pearson.
5. Walker, J. R., & Walker, J. T. (2017). Exploring the hospitality industry (3rd ed.). Pearson
6. Page, S. J. (2019). Tourism management (6th ed.). Routledge.
7. Kasavana, M. L., & Smith, D. I. (2013). Hospitality information systems and e-commerce (2nd ed.). Pearson.
8. Buhalis, D., & Law, R. (2008). Progress in information technology and tourism management. *Tourism Management*, 29(4), 609–62

Course Syllabus
Semester I
1.2 Subject-2

Course Title	Business Organisation and Management
Course Credits	2 Credits
Course Outcome	After going through the course, learners will be able to: <ul style="list-style-type: none"> • Understand the concept, nature, and scope of business and its different forms. • Identify and compare various forms of business organizations such as sole proprietorship, partnership, and joint stock companies. • Explain the evolution of management thought and contributions of major thinkers like F.W. Taylor and Henri Fayol. • Apply the basic functions of management such as planning, decision-making, and organizing in practical situations.
Module 1(Credit 1) Business Organisation & Environment	
Learning Outcomes	After learning the module, learners will be able to: <ul style="list-style-type: none"> • Understand the basic concept of business. • Differentiate between business, profession, and employment. • Identify different forms of business organizations. • Explain sole proprietorship and partnership firms.
Content Outline	Introduction to Business concept meaning and features of business differentiation between, profession and employment From Business Organisations Sole Proprietorship and partnership firms Joint Stock Company (Private vs public) and Cooperative Societies.
Module 2(Credit 1) Business Ethics and Sustainable Development	
Learning Outcomes	After learning the module, learners will be able to: <ul style="list-style-type: none"> • Understand the concept of business ethics and ethical decision-making. • Explain the principles and importance of corporate governance. • Analyze the role of Corporate Social Responsibility (CSR) in business. • Evaluate ethical issues in real business situations.
Content Outline	<p>1. Business Ethics: Meaning and importance of ethics in business, Sources of business ethics, Ethical issues in business (corruption, fraud, unfair trade practices), Ethical decision-making</p> <p>2. Corporate Governance: Meaning and significance, Principles of good corporate governance, Role of Board of Directors, Corporate</p>

	governance practices in India 3. Corporate Social Responsibility (CSR): Meaning and concept, Objectives and importance of CSR, CSR initiatives and practices in India, Role of business in sustainable development 4. Emerging Ethical Trends in Business: Environmental responsibility, Consumer protection, Digital ethics and data privacy
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Assignments/Activities towards Comprehensive Continuous Evaluation (CCE)

Internal - 50 Marks

Sr. No	Assignments/Activities/ Written Test
1	Quiz/Debate: Sole and Partnership Firm
2	Presentation of (7-10 slides) – topic Planning
3	Group Discussion / case Study –Business Organisation and Management
Total– 50 Marks	

References:

- Koontz, H., & Weihrich, H. (2015). *Essentials of management: An international perspective*. McGraw Hill Education.
- Robbins, S. P., & Coulter, M. (2018). *Management* (14th ed.). Pearson Education.
- Gupta, C. B. (2017). *Business organization and management*. Sultan Chand & Sons.
- Sherlekar, S. A., & Sherlekar, V. S. (2016). *Modern business organization and management*. Himalaya Publishing House.
- Prasad, L. M. (2019). *Principles and practice of management*. Sultan Chand & Sons.
- Tripathi, P. C., & Reddy, P. N. (2017). *Principles of management*. Tata McGraw Hill.

Course Syllabus

Semester I

1.4 VSC-1

Course Title	Principles of Management
Course Credits	2 Credits
Course Outcomes	After going through the course, learners will be able to
	<ul style="list-style-type: none">• Get acquainted with managerial concepts and developments.• Gain insights on role, importance and functions of management.
Module 1 (Credit 1) Nature, Evolution and Function of Management	
Learning Outcomes	After learning the module, learners will be able to
	<ul style="list-style-type: none">• Analyze the role, functions and principles of Management• Understand the contributions made by management thinkers.
Content Outline	Nature, Evolution and Function of Management <ul style="list-style-type: none">• Management - Concept, Nature, Significance, Role and Skill.• Evolution of Management Thoughts - Scientific, Administrative, Human Relations, Quantitative, Behavioral and Contingency Approach.• Planning: Meaning, Importance, Process, Management by Objectives.
Module 2 (Credit 1) Functions of Management	
Learning Outcomes	After learning the module, learners will be able to
	<ul style="list-style-type: none">• Examine the importance of various functions of management.• Analyze the applicability of management functions.
Content Outline	Functions of Management <ul style="list-style-type: none">• Organizing: Concept, Principles, Types of Organizational Structure, Span of Control, Centralization and Decentralization, Delegation.• Decision Making: Concept, Importance, Steps of rational decision making, Techniques of decision making.• Directing: Concept, Elements and Principles.• Controlling: Concept, Characteristics, Process, Techniques of effective control system.

Assignments/Activities towards Comprehensive Continuous Evaluation (CCE)

Internal – 50 Marks

Sr. No	Assignments/Activities
1	Assignment / Project Report related to working area of specific NGO student got associated with/ Quiz/Debate/Test
2	Group Discussion / Case Study
3	PPT Presentations/Seminars/Workshops

External: There will be no external assessment for this course

References:

1. Robbins, Stephen P.& Coulter Mary A. (2017). Management, Pearson Education.
2. Koontz, H. & Weihrich, H. (2020). Essentials of Management, Tata McGraw-Hill Education Pvt. Ltd.
3. Prasad, L. M. (2020). Principles and Practice of Management, Sultan Chand and Sons, New Delhi.
4. Gupta, C. B. (2021). Management Theory and Practice, Sultan Chand and Sons, New Delhi.
5. Tripathi, P.C. & Reddy P.N. (2021). “Principles of Management”, Tata McGraw-Hill Education Pvt. Ltd.
6. Drucker Peter F (2014). Management Challenges for 21st Century; Butterworth Heinmann, Oxford.
7. Hampton, David R (2007). Modern Management; McGraw Hill, New York.
8. Fred Luthans (2010). Organizational Behaviour, McGraw Hill, New York.

**Course Syllabus
Semester I**

1.5 SEC (Skill Enhancement Courses)

Course Title	Financial Planning
Course Credits	2 Credits
Course Outcomes	After going through the course, learners will be able to
	<ul style="list-style-type: none"> • Familiar with different aspects of financial literacy such as savings, investment, taxation, and insurance • Understand the relevance and process of financial planning • Promote financial well-being
Module 1 (Credit 1)	Financial Planning and Financial Products
Learning Outcomes	After learning the module, learners will be able to
	<ul style="list-style-type: none"> • Develop proficiency for personal and family financial planning • Apply the concept of investment planning
Content Outline	<ul style="list-style-type: none"> • Introduction to Saving • Time value of money • Management of spending and financial discipline
Module 2 (Credit 1) Banking and Digital Solutions	
Learning Outcomes	After learning the module, learners will be able to
	<ul style="list-style-type: none"> • Understand the relevance and process of financial planning • Apply the concept of investment planning
Content Outline	<ul style="list-style-type: none"> • Banking products and services. • Digitization of financial transactions: Debit Cards {ATM Cards} and Credit Cards., Net banking and UPI, digital wallets. • Security and precautions against Ponzi schemes and online frauds.

External – 50 marks

References:

1. Introduction to Financial Planning (4th Edition 2017)- Indian Institute of Banking & Finance.
2. Sinha, Madhu. Financial Planning: A Ready Reckoner July 2017, McGraw Hill.
3. Halan, Monika, Lets Talk Money: You've Worked Hard for It, Now Make It Work for You, July 2018 Harper Business.
4. Pandit, Amar The Only Financial Planning Book that You Will Ever Need, Network 18 Publications Lt

Course Syllabus

Semester I

1.5 SEC (Skill Enhancement Courses)

Course Title	Financial Accounting - I
Course Credits	2 Credits
Course Outcomes	After going through the course, learners will be able to <ul style="list-style-type: none">• To enable the students to learn the concept of issue of shares.• To enlighten the students about the importance of Reading of Ledger Accounts.
Module 1 (Credit 1) Issue of shares	
Learning Outcomes	After learning the module, learners will be able to <ul style="list-style-type: none">• To improve the understanding of students regarding different classes of shares.• To comprehend students with the accounting treatment relating to issue of shares.• To enhance understanding about the modes of issue of shares.
Content Outline	Theory: Meaning, Classes of Shares, Share Capital, Mode of Issue, Pricing of Issues, Accounting treatment relating to issue of shares, forfeiture of shares and Re-issue of shares. Problems on : Journal Entries for Issue of shares for Cash (Private placement, Public issue and Right issue), Issue of shares for consideration other than cash (issued to vendors, issued to employees) and issue of Bonus shares and disclosure in the Balance Sheet as per revised schedule VI.
Module 2 (Credit 1) Reading of Ledger Accounts	
	After learning the module, learners will be able to

Learning Outcomes	<ul style="list-style-type: none"> • To understand the concept of Ledger Accounts. • To enable the students to get insight into the importance and interpretation of reading of ledger accounts.
Content Outline	<p>Theory: Importance, Broad Principles of Reading of Ledger Accounts.</p> <p>Problems on: Reading of Ledger Accounts.</p>

External Marks-50 Marks

REFERENCES:

1. Bhalla Kapilehwar (2020), Advanced Accounting, Tata McGraw Hill Publication, New Delhi.
2. Shukla and Grewal (2018), Advanced Accountancy-Vol. 1 & 2, S. Chand Publication, New Delhi.
3. Gupta R. L. (2018), Advanced Accountancy, S. Chand, New Delhi
4. Haniff and Mukherjee (2019), Modern Accountancy (II), MC Graw Hills, New Delhi.
5. Jawahar Lal (2018), Financial Accounting, S. Chand & Co., New Delhi

**Course Syllabus
Semester I**

1.5 SEC Skill Enhancement Courses)

Course Title	English for Soft Skill Development- Paper I
Course Credits	2 Credits
Course Outcomes	<p>After going through the course, learners will be able to:</p> <ul style="list-style-type: none"> • Acquire soft skills for employability purposes by using English. • Develop effective communicative skills, presentation skills and various other skills for personality development. • Learn the arts of dressing, appearance, etiquettes, using and understanding non-verbal forms of communication • Develop the skill of negotiations, assertiveness, time management, leadership qualities, importance and essential of team work. • Use soft skills as lifelong transferable skills.
Module 1(Credit 1) English and Soft Skills by S.P. Dhanaval.	
Learning Outcomes	<p>After learning the module, learners will be able to:</p> <ul style="list-style-type: none"> • Acquire various soft skills such as the art of listening, showing assertion, enhancing emotional intelligence, solving problems using critical abilities and handling conflicts to lead them to resolution. • Learn to use these skills in day-to-day practical life at place of work, social set-ups and other places. • Learn the art of dressing, etiquettes, appearance etc. and carry themselves with an air of confidence.
Content Outline	<ul style="list-style-type: none"> • Listening Skills • Teamwork Skills • Emotional Intelligence Skills • Assertive Skills • Problem-Solving Skills
Module 2(Credit 1) Application of Skills Learnt in Module 1	

Learning Outcomes	<p>After learning the module, learners will be able to:</p> <ol style="list-style-type: none"> 1. Apply the skills acquired by way of performance, role-plays and given hypothetical situations. 2. Develop self-confidence and high self-esteem so that they find themselves easily adaptable to the work place environment.
Content Outline	<ul style="list-style-type: none"> • Role Play • Mock situations and settings • Case studies • Enactments • Group discussions • Mock-Trials of Attires and Appearances • Visits and Tours

External Marks – 50 Marks

References:

- English and Soft Skills. S.P. Dhanavel. Orient Blackswan Effective Communication and Soft Skills: Strategies for Success. . Nitin Bhatnagar and Mamta Bhatnagar.Pearson- ICFAI University Series, Delhi.
- Carnegie, D. (1936). How to win friends and influence people. New York: Simon & Schuster.
- Communication aur interpersonal skills ke liye ek classic book
- Covey, S. R. (1989). *The 7 habits of highly effective people*. New York: Free Press.
- Rosenberg, M. B. (2003). *Nonviolent communication: A language of life*. Encinitas, CA: PuddleDancer Press.
- Goleman, D. (1995). *Emotional intelligence: Why it can matter more than IQ*. New York: Bantam Books.
- Patterson, K., Grenny, J., McMillan, R., & Switzler, A. (2012). *Crucial conversations: Tools for talking when stakes are high*. New York: McGraw-Hill.

Course Syllabus

Semester I

1.5 SEC (Skill Enhancement Course)

Course Title	Fundamentals of Computers
Course Credits	2 Credits
Course Outcomes	After going through the course, learners will be able to:
	<ul style="list-style-type: none">• Understand the importance and requirement of computers in day-to-day life.• Understand latest Computer technology• Emphasis the use of computer in the modern world• Understand about Operating Systems• Work on Word Processor and Spreadsheet• Prepare and present PowerPoint presentations
Module 1 (Credit 1) Fundamentals of Computers and Windows	
Learning Outcomes	After learning the module, learners will be able to
	<ul style="list-style-type: none">• Identify the different types of computers and their organization• Understand latest Computer technology• Perform common Windows functions, use Windows Search, Help, and Automatic Updates
Content Outline	FUNDAMENTALS OF COMPUTERS <ul style="list-style-type: none">• The Definition and Characteristics of Computer• History and Generation of Computers• Classifications of Computers• Number System (Decimal, Binary, Octal, Hexa)• Bit, Byte & Word• Block Diagram of Computer System• Input, Output & Storage Devices• Computer Virus & Precautions against Virus attack. WINDOWS <ul style="list-style-type: none">• Historical Evaluation of windows (till XP)• Functions of Mouse• Choosing a Desktop Theme• Selecting Wallpaper

	<ul style="list-style-type: none"> • Using Window Explorer • Managing Files and Folders • Painting Pictures • Using Notepad • Zip and Extract (Unzip)
Module 2 (Credit 1) : Word Processor, Spreadsheet and PowerPoint	
Learning Outcomes	<p>After learning the module, learners will be able to</p> <ul style="list-style-type: none"> • Create, edit, save, and print documents to include documents with lists and tables • Work with spreadsheets, Construct formulas, including the use of built-in functions, and relative and absolute references • Create, edit, save, add graphics, sound and print presentations
Content Outline	<p>WORD PROCESSOR</p> <ul style="list-style-type: none"> • Introduction to Word Processor • Uses of Word • Document Concept (Creating, Saving, Opening, Closing Document) • Formatting Document (Bold, Italic, Underline, Justification, fonts, Colors of Fonts, Format Painter) • Three Methods of Copy, Cut & Paste • Working with Margins and Page Setup • Inserting and Formatting Clipart and WordArt • Tables • Uses of Drawing Toolbar • Columns • Goto, Find & Replace • Header & Footers • Printing Procedure • AutoCorrect and AutoText • Spell Check & Thesaurus, Adding a Chart to the Report

	<ul style="list-style-type: none"> • Mail Merging <p>SPREADSHEET</p> <ul style="list-style-type: none"> • Introduction to Spreadsheet • Role of Excel in Day to Day Life • Understanding Excel Sheet • Inserting, Deleting and Hiding Columns / Rows • Manipulating Formulas and Mathematical, Statistical and String Functions • Statistical Data Analysis (Goal seek, Scenario & Pivot table) • Working with Charts • Printing a Sheet • Sort & Filter <p>POWERPOINT</p> <ul style="list-style-type: none"> • What is Presentation? Explain its Need. • Uses of PowerPoint • Making Presentation • Different Types of Slide layouts • Slide View, Slide Sorter View & Slide Show Buttons • Setup Show • Applying Design Templates and Backgrounds • Transition & Custom Animation Effects • Recording Voice in Presentation • Electronic Presentations
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External Marks – 50 Marks

References:

A. Essential Reading

- “Computer fundamental” P k Sinha
- “Inside the IBM PC”, Peter Norton, Prentice Hall, 1989.
- “PC Softwarefor Windows”: R.K. Taxali, Tata Mcgraw hill
- “Computer and Common use”: Roer hunt and John Sheely
- “Understanding Computers”: R. Rajgopalan
- “Computer Studies”: Mitchell, Beaglay
- “Inside the personal Computer”: (A pop –up guide)
- “Transparency Masters to Computers”: Larry Long and Nancy long
- “Computer for beginners”: V.K. Jain
- “Basic of Computer Systems”: Jiwani and Copper
- “Introduction to Computers”: Subramanian

B. Additional Reading

- “Computer Science”: Satish Jain
- “Introduction to Computer Science”: Francis Scheid

- “Computer Today”: Sanders
- “Mastering windows 2000, the window bible”: Robertcowart, BPB Publisher
- “Fundamentals of Informational Technology” : S.K. Bansal, APH Publishing Corporation.
- “Microsoft Office 2000 Complete” : Amy Romanoff and Sherry bonelli, BPB **Publisher**
- ”Advanced Microsoft Office 2000”; Meredith Flynn, Nita Rutkosky, BPB **Publication.**
- “PC Softwarefor Windows”: R.K. Taxali, Tata Mcgraw hill
- “Mastering windows 2000, the window bible”: Robertcowart, BPB Publisher
- “Fundamentals of Informational Technology” : S.K. Bansal, APH Publishing **Corporation.**

**B. Com in Hospitality Management
Semester II
Academic Year: 2026-27**

Course Syllabus

Semester II

2.1 Subject-1

Course Title	Introduction to Hospitality Management- II
Course Credits	4 Credits
Course Outcome	After going through the course, learners will be able to:
	<ul style="list-style-type: none"> • Identify positive and negative impacts of the hospitality industry on the environment. • Understand the organization and structure of hospitality and tourism operations • Analyze the environmental impacts of the hospitality and tourism Industry, identifying both positive contributions and negative consequences. • Examine how international organizations influence global tourism policies and hospitality industry practices
Module 1(Credit 1)- Organization of the Hotel Industry	
Learning Outcomes	After learning the module, learners will be able to:
	<ul style="list-style-type: none"> • Understand different hotel ownership models. • Compare advantages and disadvantages of ownership types.
Content Outline	Hotel ownership models, advantages and disadvantages of ownership types, Introduction Large Independent Hotel Structure- Revenue Divisions/Departments Non-Revenue Departments
Module 2(Credit 1) – Impact of Environmental Hospitality	
Learning Outcomes	After learning the module, learners will be able to :
	<ul style="list-style-type: none"> • Analyse how hospitality activities contribute to environmental awareness among tourist and local communities • Assess the impact of tourism on archaeological and historical sites, both positive and negative
Content Outline	Conservation of natural beauty areas archaeological and historic sites Improved infrastructure Environmental awareness- Negative: Environmental impacts Pollution, over development leading to destruction of flora and fauna waste disposal damage to archaeological and historic sites.
Module 3 (Credit 1)- Future Tourism and Hospitality Trends	
Learning	After learning the module, learners will be able to:

Outcomes	<ul style="list-style-type: none"> • Explain the role of service in hospitality. • Define and understand service concepts.
Content Outline	The role of service in the hospitality industry What is service, rendering personal service, managing the service transaction, service strategy. service culture, service as a sustainable competitive advantage
Module 4 (Credit 1)-International Organizations and Tourism	
Learning Outcomes	<p>After learning the module, learners will be able to:</p> <ul style="list-style-type: none"> • Understand the role of major international tourism organizations like UNWTO, PATA, IATA, and ICAO. • Explain the functions and importance of global tourism bodies. • Analyze the impact of these organizations on tourism and hospitality trends.
Content Outline	World Tourism Organization (WTO) Pacifica Area Travel Association (PATA) International Air Transport Association (IATA) International Civil Aviation Organization (ICAO).

Assignments/Activities towards Comprehensive Continuous Evaluation (CCE)

Sr. No	Assignments/Activities/ Written Test
1	Fields Visit- Visit a hotel or resort in your area, observe waste management practices and energy and waste usage and prepare a report with suggestions for improvement
2	Presentation of (7-10 slides) – topic “Ecotourism: The future of hospitality industry”.
3	Assignments Write a report on waste management practices in hotels (700-1000 words)
	Total– 50 Marks

Internal Exam- 50 marks

External Examination – 50 marks

References:

1. John R. Walker & Josielyn T Walker, Exploring The Hospitality Industry, Pearsons
2. Clayton W. Barrows, Tom Powers, Dennis R. Reynolds, Introduction to the Hospitality Industry 8th Edition, Wiley.
3. G.W. Lattin, The Lodging and Food Service Industry, Educ. Institute of AHLA

4. Mohd. Zulfikar, Introduction to Tourism and Hotel Industry, Vikas
5. Sudhir Andrews, Introduction to Tourism and Hospitality Industry, The McGraw-Hill co.
6. Bhatia, Sterling Publishers, Hospitality Management.
7. Sudhir Andrews, McGraw- Hill Education Introduction to Tourism and Hospitality Industry.
8. World Tourism Organization (UNWTO) – Official reports and publications on global tourism trends.

Course Syllabus
Semester-II
2.2 Subject-2

Course Title	Business Economics
Course Credits	2 Credits
Course Outcomes	After going through the course, learners will be able to
	<ul style="list-style-type: none"> • Understand and apply the fundamental concepts of business economics, including demand, supply, and market equilibrium in real-world business decision-making. • Analyze demand behavior using demand function, elasticity, and forecasting techniques to support managerial decisions. • Evaluate production processes by applying concepts of production function, law of variable proportions, and returns to scale. • Examine cost and revenue structures, including different cost concepts and break-even analysis for effective planning and control.
Module 1(Credit 1) Fundamentals of Business Economics and Production Analysis	
Learning Outcomes	After learning the module, learners will be able to
	<ul style="list-style-type: none"> • Understand the basic concepts, nature and scope of business economics • Analyze demand function and determinants of demand • Evaluate different types of elasticity of demand • Understand production function in short run and long run • Explain law of variable proportions and returns to scale • Analyze isoquants and producer's equilibrium
Content Outline	<ul style="list-style-type: none"> • Introduction to Business Economics: Scope and Importance – Basic tools in economic analysis – Opportunity Cost Principle – Market demand, supply and equilibrium price • Demand Analysis: Demand function and determinants – Types of elasticity of demand – Consumer's surplus – Demand forecasting (meaning and significance) • Production Analysis: Production function (short run and long run) – Law of Variable Proportions – Isoquants – Returns to Scale – Economies of Scale – Producer's Equilibrium
Module 2(Credit 1) Production Function and Scale Analysis	

Learning Outcomes	<p>After learning the module, learners will be able to</p> <ul style="list-style-type: none"> • Understand various cost concepts and their practical relevance • Differentiate between different types of costs (explicit, implicit, fixed, variable, etc.) • Analyze cost and revenue behaviour in short run and long run • Understand break-even analysis for decision making • Evaluate different market structures and pricing strategies • Analyze price determination under different market conditions
Content Outline	<ul style="list-style-type: none"> • Cost Concepts: Social and Private Costs – Economic and Accounting Costs – Fixed and Variable Costs – Opportunity Cost • Cost Curves: Short Run and Long Run Cost Curves • Revenue Analysis: Total Revenue, Average Revenue and Marginal Revenue • Break Even Analysis • Market Structure: <ul style="list-style-type: none"> • Perfect Competition and Monopoly (features and equilibrium) • Monopolistic Competition and Oligopoly (features) • Pricing Strategies: Price discrimination and dumping

External – 50 Marks

References

- Managerial Economics — Dominick Salvatore. (2019). *Managerial Economics: Principles and Worldwide Applications* (8th ed.). Oxford University Press.
- Managerial Economics — Geoffrey A. Jehle, & Philip J. Reny. (2011). *Advanced Microeconomic Theory* (3rd ed.). Pearson Education.
- Managerial Economics — D. N. Dwivedi. (2016). *Managerial Economics* (8th ed.). Vikas Publishing House.
- Microeconomics — Paul A. Samuelson, & William D. Nordhaus. (2010). *Economics* (19th ed.). McGraw-Hill Education.
- Principles of Microeconomics — N. Gregory Mankiw. (2021). *Principles of Microeconomics* (9th ed.). Cengage Learning.
- Business Economics — S. K. Agarwal. (2018). *Business Economics*. FK Publications.

COURSE SYLLABUS

Semester: II

2.3 VSC-2

Course Title	Customer Relationship Management (CRM)
Course Credits	2 Credits
Course Outcomes	After going through the course, learners will be able to
	<ul style="list-style-type: none">• Understand the fundamentals of Customer Relationship Management (CRM), explaining its concept and recognizing its significance in driving business success.• Analyze CRM systems by differentiating between various types, including Operational, Analytical, and Collaborative, and understanding their applications in business• Build and maintain customer relationships by identifying effective strategies for acquiring and retaining customers while fostering loyalty and trust.• Familiarize with customer needs by analyzing their expectations and delivering personalized and effective CRM solutions.• Evaluate the benefits of effective CRM by assessing the advantages of implementing strong practices that enhance customer satisfaction and drive business growth.
Module 1 (Credit 1) : Introduction to Customer Relationship Management	
Learning Outcomes	After learning the module, learners will be able to
	<ul style="list-style-type: none">• Understand the definition and importance of CRM in business.• Learn the different types of CRM systems.• Recognize the benefits of implementing CRM strategies.
Content Outline	1.1 What is Customer Relationship Management (CRM)? 1.2 Importance of CRM in business 1.3 Key concepts in CRM 1.4 Types of CRM systems (Operational, Analytical, Collaborative) 1.5 Benefits of effective CRM
Module 2 (Credit 1) : Building Customer Relationships	
Learning Outcomes	After learning the module, learners will be able to
	<ul style="list-style-type: none">• Learn the difference between customer acquisition and retention.• Understand the importance of customer loyalty and trust.• Identify techniques to personalize customer interactions and build lasting relationships.

Content Outline	2.1 Customer acquisition vs. Customer retention 2.2 Customer loyalty and trust 2.3 Understanding customer needs and expectations 2.4 Personalization in CRM 2.5 Techniques for building strong relationships with customers
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Assignments/Activities towards Comprehensive Continuous Evaluation (CCE)

Internal – 50 Marks

References:

- Buttle, F. (n.d.). *Customer relationship management: Concepts and tools*. Wiley India.
- Goodman, J. A. (n.d.). *The customer experience 3.0*. Pearson.
- Gupta, R. K. (n.d.). *Customer loyalty: Toward an empirical approach*. Sage Publications.
- Kumar, V., & Reinartz, W. (n.d.). *Customer relationship management*. Pearson Education.
- Nigam, S., & Rajpal, S. (n.d.). *Customer relationship management in the digital age*. Sage Publications.
- Shajahan, S. (n.d.). *Essentials of customer relationship management*. Wiley India.
- Shankar, G., & Lalitha, A. (n.d.). *Relationship marketing and customer relationship management*. Wiley India.
- Sheth, J. N., & Sisodia, R. S. (n.d.). *Customer relationship management: A managerial perspective*. Tata McGraw-Hill Education.
- Soni, S. (n.d.). *Customer relationship management: A strategic approach*. Jaico Publishing House.

Course Syllabus
Semester II
2.4 VSC- 3

Course Title	Event Planning
Course Credits	2 Credits
Course Outcome	After going through the course, learners will be able to: <ul style="list-style-type: none"> • Understand the concept and importance of event planning. • Identify different types of events such as corporate, social, cultural, and religious. • Explain the role and responsibilities of an event manager. • Apply the event planning process, including budgeting and logistics. • Analyze market trends and career opportunities in the event management industry.
Module 1(Credit 1) Introduction to Event Management	
Learning Outcomes	After learning the module, learners will be able to: <ul style="list-style-type: none"> • Understand the basic concept and importance of event management. • Identify different types of events (corporate, social, cultural, religious). • Explain the role and responsibilities of an event manager. • Understand the event industry and career opportunities.
Content Outline	<ul style="list-style-type: none"> • Concepts Definition, significance, and types of events (Corporate, Social, Cultural and Religious) • Role of Event Manager: Key responsibilities, essential skills (leadership, communication, and multitasking) and ethics of event management. • Market Analysis: Overview of the event industry in India and career opportunities for commerce graduates.
Module 2(Credit 1) Event Planning and Design	
Learning Outcomes	After learning the module, learners will be able to <ul style="list-style-type: none"> • Understand the event planning process using SMART goals. • Explain the importance of site selection and logistics management. • Understand budgeting and financing of events. • Apply planning techniques for successful event execution.
Content Outline	The Planning Process: Developing a SMART approach (Specific, Measurable, Achievable, Relevant, Time –bound) for event goals. Site Selection &Logistics: Choosing the right venue, layout design, and

	Managing vendor contracts. Budgeting & Financing: Preparing a cost sheet , managing sponsorships, and establishing financial viability.
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Assignments/Activities towards Comprehensive Continuous Evaluation (CCE)

Sr. No	Assignments/Activities/ Written Test
1	Assignment / Project Report related
2	Group Discussion / Case study
3	PPT Presentation /Seminars / Workshops.
	Total– 50 Marks

Internal Exam- 50 Marks

References

- Allen, J., O’Toole, W., Harris, R., & McDonnell, I. (2011). *Festival and special event management* (5th ed.). Wiley.
- Bowdin, G., Allen, J., O’Toole, W., Harris, R., & McDonnell, I. (2012). *Events management* (3rd ed.). Routledge.
- Getz, D. (2012). *Event studies: Theory, research and policy for planned events* (2nd ed.). Routledge.
- Goldblatt, J. (2014). *Special events: Creating and sustaining a new world for celebration* (7th ed.). Wiley.
- Shone, A., & Parry, B. (2019). *Successful event management: A practical handbook* (5th ed.). Cengage Learning.
- Tum, J., Norton, P., & Wright, J. N. (2006). *Management of event operations*. Elsevier Butterworth-Heinemann.
- Watt, D. C. (1998). *Event management in leisure and tourism*. Longman.
- Raj, R., Walters, P., & Rashid, T. (2017). *Events management: Principles and practice* (3rd ed.). Sage Publications.

Course Syllabus

Semester II

2.6 SEC (Skill Enhancement Courses)

Course Title	Investment Planning
Course Credits	2 Credits
Course Outcomes	After going through the course, learners will be able to
	<ul style="list-style-type: none">• Familiarity with different aspects of financial literacy such as savings, investment, taxation, and insurance• Understand the relevance and process of financial planning• Promote financial well-being
Module 1 (Credit 1) Investment Planning and Management	
Learning Outcomes	After learning the module, learners will be able to
	<ul style="list-style-type: none">• Analyze banking and insurance products• Personal tax planning
Content Outline	<ul style="list-style-type: none">• Investment opportunity and financial products• Insurance Planning: Life and non-life including medical insurance schemes
Module 2 (Credit 1) Personal Tax	
Learning Outcomes	After learning the module, learners will be able to
	<ul style="list-style-type: none">• Analyze banking and insurance products• Personal tax planning
Content Outline	<ul style="list-style-type: none">• Introduction to basic Tax Structure in India for personal taxation• Aspects of Personal tax planning• Exemptions and deductions for individuals• e-filing (Note: Some of the theoretical concepts would be dealt with during practice hours)

Comprehensive Continuous Evaluation (CCE):

Sr. No	Assignments/Activities
1	Written Test/ Assignment / Project Report/ Quiz/Debate
2	Group Discussion / Case Study
3	PPT Presentations/Seminars/Workshop/ Any other innovative methods
	Total – 50 Marks

Only Internal – 50 marks

External: There will be no external for this subject Reference Books:

1. Introduction to Financial Planning (4th Edition 2017)- Indian Institute of Banking & Finance.
2. Sinha, Madhu. Financial Planning: A Ready Reckoner July 2017, McGraw Hill.
3. Halan, Monika, Lets Talk Money: You've Worked Hard for It, Now Make It Work for You, July 2018 Harper Business.
4. Pandit, Amar The Only Financial Planning Book that You Will Ever Need, Network 18 Publications Ltd.

Course Syllabus

Semester II

2.6 SEC (Skill Enhancement Courses)

Course Title	Financial Accounting Paper-II
Course Credits	2 Credits
Course Outcomes	After going through the course, learners will be able
	<ul style="list-style-type: none">• To create awareness about regular accounting of Not-for-Profit Organizations.• To acquire working knowledge about treatment in respect of accounts to be prepared from incomplete records.
Module 1 (Credit 1) Accounting for Not-for-Profit Organization	
Learning Outcomes	After learning the module, learners will be able
	<ul style="list-style-type: none">• To know the basic accounting terms and concepts relating to Non- Trading Concerns.• To recognize the difference between the accounts of Non-Trading Concern and Commercial Organization.• To enable the students to prepare books of accounts of Non-Trading Concerns.
Content Outline	Theory: Meaning of not-for-Profit Organization, Procedure of preparation of an Income and Expenditure Account and Balance Sheet from Receipts and Payment Account, Preparation of a Receipts and Payment Account from an Income and Expenditure Account. Problems on: Practical Problems based on preparation of Receipts and Expenditure Accounts and Balance sheet of a Professionals like Doctors, Chartered Accountants, Architects etc.
Module 2 (Credit 1) Accounting from Incomplete Records	
Learning Outcomes	After learning the module, learners will be able
	<ul style="list-style-type: none">• To understand the concept of Single Entry System.• To recognize the difference between Double Entry and Single Entry system of maintenance of accounts

	<ul style="list-style-type: none"> • To wise up the students about how to give the accounting treatment in books of accounts under Single Entry System. • To enable the students to solve sums on Conversion of Single-Entry records into Doubt Entry System of accounting.
Content Outline	<p>Theory: Introduction to Single Entry System and its Limitations</p> <p>Problems on: Ascertainment of Profit, Conversion of Single Entry records into Doubt Entry, Preparation of Final Accounts of Proprietary Trading Concern (Conversion Method).</p>

Comprehensive Continuous Evaluation (CCE):

Sr. No	Assignments/Activities
1	Written Test/ Assignment / Project Report/ Quiz/Debate
2	Group Discussion / Case Study
3	PPT Presentations/Seminars/Workshop/ Any other innovative methods
	Total – 50 Marks

Only Internal – 50 marks

External: There will be no external for this subject Reference Books:

1. Bhalla Kapilehwar (2020), Advanced Accounting, Tata McGraw Hill Publication, New Delhi.
2. Shukla and Grewal (2018), Advanced Accountancy-Vol. 1 & 2, S. Chand Publication, New Delhi.
3. Gupta R. L. (2018), Advanced Accountancy, S. Chand, New Delhi
4. Haniff and Mukherjee (2019), Modern Accountancy (II), MC Graw Hills, New Delhi.
5. Jawahar Lal (2018), Financial Accounting, S. Chand & Co., New Delhi.

Course Syllabus
Semester II
2.6 SEC (Skill Enhancement Courses)

Course Title	Advanced Excel
Course Credits	2 Credits
Course Outcomes	<p>After going through the course, learners will be able to</p> <ul style="list-style-type: none"> • Use Microsoft Excel to create personal and/or business spreadsheets following current professional and/or industry standards. • Use critical thinking skills to design and create spreadsheets. • Communicate in a business setting using spreadsheet vocabulary • To create dynamic reports by mastering one of the most popular tools in excels - PivotTables, Pivot chart, If, Vlookup, Index, and Match etc. • Have skills of interpreting the result of data analysis and understanding limitation and relevance of applied methods.
Module 1 (Credit 1) Advanced Excel	
Learning Outcomes	<p>After learning the module, learners will be able to</p> <ul style="list-style-type: none"> • Use advanced functions and productivity tools to assist in developing worksheets • Manipulate data lists using Outline and Autofilter • Use Consolidation to summarise and report results from multiple worksheets • Record repetitive tasks by creating Macros • Use Hyperlinks to move around worksheets • Use goal seeking to determine the values required to reach a desired result • Use the macro recorder to create a variety of macros • learn how to use different functions in Excel to perform data analytics tasks, including sorting and filtering, lookup functions, and conditional formatting

Content Outline	Advanced Excel <ul style="list-style-type: none"> • Conditional Formatting • Data Sorting • Advance Filter • Data Consolidation • Data Validation • Data Table • GoI Seek • Scenario Manager • Text to Column • Sub Total • Paste Special • Protection • Macros • Formula Auditing • Define Name • Insert Slicer • Insert Time Line • Formula Building • MIS Report
Module 2 (Credit 1) Fundamentals of Data Analysis and Powerful Data Analysis	
Learning Outcomes	<p>After learning the module, learners will be able to</p> <ul style="list-style-type: none"> • Apply Excel tools and formulas to transform and structure data. • Create pivot tables to slice and dice your data. • Visualize data with pivot charts and Excel Charts.

Content Outline	<p>Fundamentals of Data Analysis</p> <ul style="list-style-type: none"> • Instant Data Analysis • Sorting Data by Color • Slicers • Flash Fill <p>Powerful Data Analysis-I</p> <ul style="list-style-type: none"> • PivotTable Recommendations • Data Model • Power Pivot • External Data Connection • Pivot Table Tools <p>Powerful Data Analysis-II</p> <ul style="list-style-type: none"> • Power View • Visualizations • Pie Charts • Additional Features • Power View in Services • Format Reports • Handling Integers • Templates • Inquire • Workbook Analysis • Manage Passwords • File Formats Discontinued Features
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Internal – 50 marks

External: There will be no external for this subject Comprehensive

Continuous Evaluation (CCE):

- The internal Assignment and Lab Manuals testing should be continual and spread over the semester of 25 Marks
- Practical Exam of 25 Marks (Answer any 2 question out of 4, each question will be of 10 marks + Viva of 5 Marks)

References:

A. Essential Reading

1. "Microsoft Excel 365 Bible: The Comprehensive Tutorial Resource": M Alexander, Wiley
2. "Excel Macros For Dummies": Michael Alexander, John Wiley & Sons (14 July 2015)

B. Additional Reading

1. "Advanced Excel for Scientific Data Analysis": Robert De Levie, Oxford University Press
2. "Advanced Excel Reporting for Management Accountants": Neale Blackwood, Wiley

