



## SRI VIDYA MANDIR ARTS & SCIENCE COLLEGE

(Autonomous)

[An Autonomous College Affiliated to Periyar University, Salem, Tamil Nadu]

[Accredited by NAAC with 'A' Grade with CGPA of 3.27]

[Recognized 2(f) & 12(B) Status under UGC Act of 1956]

Katteri – 636 902, Uthangarai (Tk), Krishnagiri (Dt)

Tamil Nadu, India

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**DEGREE OF BACHELOR OF COMMERCE (B.Com (CA))**

**CHOICE BASED CREDIT SYSTEM (CBCS)**

**REGULATIONS AND SYLLABUS FOR**

**B.COM (CA). PROGRAMME**

**(SEMESTER PATTERN)**

(For Students Admitted in the College from the Academic Year 2020-2021 Onwards)

**Programme Outcomes (POs)**

<b>PO1</b>	Student can acquire comprehensive knowledge in Finance, Accounting, Taxation, Business laws and Corporate Laws.
<b>PO2</b>	Students can equip professional interpersonal and entrepreneurial skills.
<b>PO3</b>	After completing three years Bachelors of Commerce with Computer Application (B.Com (CA).) course, students would gain a through deep knowledge in Fundamentals of Commerce, Fundamentals of computer and Tally.
<b>PO4</b>	All-inclusive outlooks of the course offer a number of value based and job-oriented courses, which ensure that students are trained up-to-date.
<b>PO5</b>	Students can possess wide spectrum of managerial skills with competency building qualities in specific areas of commerce and other related fields.

**Programme Specific Outcomes (PSOs)**

<b>PSO1</b>	Students will demonstrate progressive affective domain development of values, the role of accounting in society and business.
<b>PSO2</b>	Students will learn relevant financial accounting career skills, applying both quantitative and qualitative knowledge to their future careers in business.
<b>PSO3</b>	Learners will gain thorough systematic and subject skills within various disciplines of commerce, business, accounting, economics, finance, auditing and marketing.
<b>PSO4</b>	Learners will be able to prove proficiency with the ability to engage in competitive exams like CA, CS, ICWA and other courses. Graduates will be able to do pursue higher education and take-up jobs in the field of Commerce and Computer Applications.
<b>PSO5</b>	Students will be able to demonstrate progressive learning of various tax issues and tax forms related to individuals. Students will be able to demonstrate knowledge in setting up a computerized set of accounting books.



## SRI VIDYA MANDIR ARTS & SCIENCE COLLEGE

(Autonomous)

### Bachelor of Commerce (Computer Applications) (B.COM (CA))

#### Programme Pattern and Syllabus (CBCS)

(For Students Admitted in the College from the Academic Year 2020-2021 Onwards)

Sl. No.	Part	Nature of Course	Course Code	Name of the Course	Hours/Week	Credits	Marks		
							CIA	ESE	Total
<b>SEMESTER – I</b>									
1	I	Language	20UTA1F01	Tamil – I	6	3	25	75	100
2	II	Language	20UEN1F01	English – I	6	3	25	75	100
3	III	Core – I	20UCC1C01	Financial Accounting – I	5	4	25	75	100
4		Core – II	20UCC1C02	Business Communication	5	4	25	75	100
5		Allied – I	20UCS1A01	Computer Application in Business	6	4	25	75	100
6	IV	Value Education	20UVE101	Manavalakkalai Yoga	2	2	25	75	100
<b>Total</b>					<b>30</b>	<b>20</b>	<b>150</b>	<b>450</b>	<b>600</b>
<b>SEMESTER – II</b>									
7	I	Language	20UTA2F02	Tamil – II	6	3	25	75	100
8	II	Language	20UEN2F02	English – II	6	3	25	75	100
9	III	Core – III	20UCC2C03	Financial Accounting – II	5	4	25	75	100
10		Core – IV Core Practical	20UCC2P01	MS – Office Practical	5	4	25	75	100
11		Allied – II	20UCS2A02	Database Management System	6	4	25	75	100
12	IV	Common Paper	20UES201	Environmental Studies	2	2	25	75	100
<b>Total</b>					<b>30</b>	<b>20</b>	<b>150</b>	<b>450</b>	<b>600</b>
<b>SEMESTER – III</b>									
13	III	Core – V	20UCC3C04	Business Law	5	4	25	75	100
14		Core – VI	20UCC3C05	Corporate Accounting – I	6	4	25	75	100
15		Core – VII	20UCC3C06	Tally	5	4	25	75	100
16		Allied – III	20UMA3A03	Business Statistical Methods	6	4	25	75	100
17	IV	SBEC – I	20UCC3S01	Capital Market	3	3	25	75	100



18		SBEC – II	20UCC3S02	Marketing	3	3	25	75	100
19		NMEC – I	20UCC3N01	Marketing (Offered by Our Department to Other Department)	2	2	25	75	100
<b>Total</b>					<b>30</b>	<b>24</b>	<b>175</b>	<b>525</b>	<b>700</b>
<b>SEMESTER – IV</b>									
20	III	Core –VIII	20UCC4C07	E - Commerce	5	5	25	75	100
21		Core – IX	20UCC4C08	Corporate Accounting – II	6	5	25	75	100
22		Core – X Core Practical	20UCC4P02	Tally Practical	5	4	25	75	100
23		Allied – IV	20UMA4A04	Business Mathematics and Statistical Techniques	6	4	25	75	100
24	IV	SBEC – III	20UCC4S03	Project Methods and Techniques.	3	3	25	75	100
25		SBEC – IV	20UCC4S04	Human Resource Management	3	3	25	75	100
26		NMEC – II	20UCC4N02	Human Resource Management (Offered by Our Department to Other Department)	2	2	25	75	100
<b>Total</b>					<b>30</b>	<b>26</b>	<b>175</b>	<b>525</b>	<b>700</b>
<b>SEMESTER – V</b>									
27	III	Core – XI	20UCC5C09	Cost Accounting	6	5	25	75	100
28		Core – XII	20UCC5C10	Practical Auditing	6	5	25	75	100
29		Core – XIII	20UCC5C11	Income Tax Law and Practice – I	6	5	25	75	100
30		Core – XIV	20UCC5C12	Web Designing	6	4	25	75	100
31		Elective – I		Elective – I	6	5	25	75	100
<b>Total</b>					<b>30</b>	<b>24</b>	<b>125</b>	<b>375</b>	<b>500</b>
<b>SEMESTER – VI</b>									
32	III	Core – XV	20UCC6C13	Management Accounting	6	5	25	75	100
33		Core – XVI	20UCC6C14	Entrepreneurial Development	6	5	25	75	100
34		Core – XVII	20UCC6C15	Income Tax Law and Practice – II	6	5	25	75	100
35		Core – XVIII Core Practical	20UCC6P03	Commerce Practical	6	5	25	75	100
36		Elective – II		Elective – II	6	5	25	75	100



37	V	Extension Activities		Extension Activities *	–	1			
<b>Total</b>					<b>30</b>	<b>26</b>	<b>125</b>	<b>375</b>	<b>500</b>
<b>Grand Total</b>					<b>180</b>	<b>140</b>	<b>900</b>	<b>2700</b>	<b>3600</b>

\* No University Examinations. Only Credit is given.

### Note

CBCS – Choice Based Credit system

CIA – Continuous Internal Assessment

ESE – End of Semester Examinations

### List of Common Papers for

1. B.Com.
2. B.Com (CA).



# PROGRAMME SYLLABUS



Program: B.Com (CA)				
Core – I		Course Code: 20UCC1C01		Course Title: Financial Accounting – I
Semester	Hours/Week	Total Hours	Credits	Total Marks
I	5	75	4	100

### Course Objectives

1. To familiarize basic concepts of accounting and its features.
2. To understand procedures involved in accounting process and its applications.
3. To acquire knowledge of preparation of final accounts of companies.

### **UNIT – I**

Basic Concepts: Fundamentals of Book Keeping – Meaning – Definition – Book Keeping Vs. Accounting – Objectives – Advantages and Limitations of Accounting – Methods of Accounting – Double Entry System – Meaning – Advantages – Types of Accounts – Accounting Rules – Accounting Concepts and Conventions – Journal – Ledger – Subsidiary Books – Cash Book – Trial Balance – Rectifications of Errors.

### **UNIT – II**

Final Accounts of a Sole Trading Concern – Trading, Profit & Loss a/c and Balance Sheet with Adjustments, Difference Between Trading a/c, P&L a/c and Balance Sheet.

### **UNIT – III**

Bank Reconciliation statement – Causes for Difference – Preparation of Bank Reconciliation statement – Average Due Date.

### **UNIT – IV**

Depreciation – Meaning – Causes – Characteristics – Objectives – Methods – Fixed – Diminishing – Annuity – Provisions and reserves.

**UNIT – V**

Accounting Standards – Meaning – Objectives – Indian accounting standards (Theory only).

**NOTE:** Question Paper Shall Cover 20% Theory and 80% Problems.

**Text Books**

1. R.L. Gupta and V.K. Gupta, Financial Accounting, Sultan Chand and Sons, New Delhi, 2019.
2. S.P. Jain and K.L. Narang, Financial Accounting, Kalyani Publishers, Ludhiana, 2018.
3. Reddy and Murthy, Financial Accounting, Margham Publications, Chennai, 2020.

**Reference Books**

1. Dr. S. Ganesan and Kalavathi, Financial Accounting, Tirumalai Publications, Nagercoil, 2019.
2. R.S.N. Pillai and Bagavathy, Financial Accounting, Margham Publications, Chennai, 2018.
3. Dr. Chandra Bose, Advanced Accounting, PHI Learning (P) Ltd., Delhi, 2019.

**Course Outcomes (COs):**

On completion of the course, students should be able to

CO Number	CO Statement	Knowledge Level
CO1	Understand fundamental accounting concepts, principles, conventions and methods of accounting.	K1 & K2
CO2	Preparation of final accounts of companies.	K2 & K3
CO3	Gather knowledge about BRS and Average Due Date.	K3 & K4
CO4	Gain knowledge regarding methods of providing depreciation.	K5
CO5	Learn about the Indian Accounting Standards.	K6

**K1 – Remember, K2 – Understand, K3 – Apply, K4 – Analyse, K5 – Evaluate, K6 – Create**



**Mapping of COs with POs**

PO CO	PO1	PO2	PO3	PO4	PO5
CO1	M	M	M	S	S
CO2	M	M	S	S	S
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S

S – Strong

M – Medium

L – Low



Program: B.Com (CA)				
Core – II		Course Code: 20UCC1C02	Course Title: Business Communication	
Semester	Hours/Week	Total Hours	Credits	Total Marks
I	5	75	4	100

### Course Objectives

1. To develop better written and oral business communication skills among students and enable them to know effective media of communication.
2. To enhance their writing skills in various forms of business letters and reports.
3. To know basic techniques involved in modern forms of communication.

### **UNIT – I**

Business Communication: Meaning – Objectives – Media – Barriers – Importance of Effective Business Communication – Modern Communication Methods – Business Letters: Need – Functions – Kinds – Essentials of Effective Business Letters – Layout.

### **UNIT – II**

Enquiries – Replies – Offers and Quotations – Orders and Their Execution – Credit and Status Enquiries – Meaning – Trade and Bank References – Complaints and Adjustments – Collection Letters – How to Write Effective Collection Letters – Sales Letters – Circular Letters.

### **UNIT – III**

Banking Correspondence – Introduction – Correspondence with Customer, Head Office – Insurance Correspondence – Life Insurance – Fire insurance – Marine Insurance – Agency Correspondence.

### **UNIT – IV**

Application for Jobs: Preparation of Resume – Interviews – Meaning – Types of Interview – Candidates Preparing for an Interview Guidelines to be Observed During an Interview – Appointment letter – Modern forms – Fax – Email – Video Conference – Internet – Websites – Uses of the Various Forms of Communication.

**UNIT – V**

Company Secretarial Correspondence – Agenda, Minutes and Report Writing – Types – Characteristics of Good Report – Report of individuals – Memorandum.

**NOTE:** Question Paper Shall Cover 100% Theory

**Text Books**

1. Rajendra Pal and J.S. Korahilli, Essentials of Business Communication, Sultan Chand and Sons, New Delhi, 2016.
2. V.R. Palanivelu and N. Subburaj, Business Communication, Himalaya Publishing Pvt. Ltd., Mumbai, 2018.
3. Shirley Taylor, Communication for Business, Pearson Publications, New Delhi, 2019.

**Reference Books**

1. M.S. Ramesh and Pattenshetty, Effective Business English and Correspondence, R S. Chand and Co. Publishers, New Delhi, 2019.
2. R.S.N. Pillai and Bhagavathi, Commercial Correspondence, S. Chand Publications, New Delhi, 2016.
3. Sathya Swaroop Debasish and Bhagaban Das, Business Communication, PHI Learning Pvt., Ltd., New Delhi, 2018.

**Course Outcomes (COs):**

On completion of the course, students should be able to

CO Number	CO Statement	Knowledge Level
CO1	Understand about various modern methods of communication.	K1 & K2
CO2	Learn how to write trade letters replies, circular letter and sales letter.	K2 & K3
CO3	Know about correspondence with banking and insurance companies.	K3 & K4
CO4	Familiarize effective communication skills by drafting application letters and resume.	K5
CO5	Creation of agenda, reports and minutes.	K6

**K1 – Remember, K2 – Understand, K3 – Apply, K4 – Analyse, K5 – Evaluate, K6 – Create**

**Mapping of COs with POs**

PO CO	PO1	PO2	PO3	PO4	PO5
CO1	M	M	M	S	S
CO2	M	M	S	S	S
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S

**S – Strong****M – Medium****L – Low**



Program: B.Com (CA)				
Allied - I		Course Code: 20UCS1A01	Course Title : Computer Application in Business	
Semester	Hours/Week	Total Hours	Credits	Total Marks
I	6	90	4	100

### Course Objectives

1. To inculcate fundamental knowledge about business application software towards information technology.
2. To enable students to understand technology for business application to learn about various package in MS-Office.
3. To impart significance towards excel and database system.

#### **UNIT – I**

MS-Word: Introduction to MS-Office – MS-Word, Introduction to Word Basics – Commands – Copying and Moving Text – Working With Text – Find and Replace – Formatting Text – Mail Merge – Table – Spell Check and Grammar.

#### **UNIT – II**

MS-Excel: Excel Basics – Introduction – Menus – Toolbars – Icons – Opening Excel – Cells – Entering and Editing Data – Creation of Chart – Naming Formulas – Functions.

#### **UNIT – III**

MS-Power Point: Introduction – Menus – Toolbars – Creating and Editing Slides – Working with Power Point, Animation, View of Power Point.

#### **UNIT – IV**

MS-Access: Introduction – Starting Microsoft Access – Creating New Database – Opening Existing Database – Access Database Wizards – Tables – Creating Query.

**UNIT – V**

MS–FrontPage: Introduction – Menus – Toolbars – Creating Webpage – With Wizard – Hyperlinks

**NOTE:** Question Paper Shall Cover 100% Theory

**Text Books**

1. Sanjay Saxena, MS Office 2000 For Every One, Vikas Publishing House Pvt. Ltd, New Delhi, Chapter – II, III, IV, V, VI & IX, 2017.
2. Joyce Cox and Team, “Step by Step 2007 Microsoft Office System”, PHI Learning Private limited, New Delhi, 2019.
3. Peter Werka, Office 2010 All in one for Dummies, Wiley Publishing Inc, 2020.

**Reference Books**

1. Bittu Kumar, Ms-Office 2010, V and S Publishers, 2017.
2. Prof. Sathish Jain and M. Geeta, Ms-Office 2010 Training Guide, BPB Publications, 2019.
3. Faithe Wempen, Ms-Office 2000 – Professional Fast and Easy, BPB Publications, 2018.

**Course Outcomes (COs)**

On completion of the course, students should be able to

<b>CO Number</b>	<b>CO Statement</b>	<b>Knowledge Level</b>
<b>CO1</b>	Understand about basics of MS-Word.	K1 & K2
<b>CO2</b>	Application of programming functions in MS-Excel.	K2 & K3
<b>CO3</b>	Prepare the slide presentation.	K3 & K4
<b>CO4</b>	Create the database in MS-Access.	K5
<b>CO5</b>	Gain the knowledge about preparation of webpage and coding.	K6

**K1 – Remember, K2 – Understand, K3 – Apply, K4 – Analyse, K5 – Evaluate, K6 – Create**



**Mapping of COs with POs**

PO CO	PO1	PO2	PO3	PO4	PO5
CO1	M	M	M	S	S
CO2	M	M	S	S	S
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S

**S – Strong**

**M – Medium**

**L – Low**



Program: B.Com (CA)				
Core - III		Course Code: 20UCC2C03	Course Title : Financial Accounting – II	
Semester	Hours/Week	Total Hours	Credits	Total Marks
II	5	75	4	100

### Course Objectives

1. To enable students to understand branch and departmental accounts.
2. To enable students to acquire the knowledge about preparation of non- trading concern.
3. To make students understand partnership accounts and apply the same in the real business world.

#### **UNIT – I**

Branch Accounts – Meaning, Definition – Dependent Branches – Stock and Debtor System – Independent Branches (Foreign Branches Excluded) — Departmental Accounts — Meaning, Definitions, Features, Basis for Allocation of Expenses – Inter Departmental Transfer at Cost or Selling Price.

#### **UNIT – II**

Single Entry System – Meaning – Features – Statement of Affairs Method and Conversion Method – Self–Balancing ledger.

#### **UNIT – III**

Final accounts of Non–Trading Concerns – Receipts and Payments Account – Income and Expenditure Account and Balance Sheet – Difference between Receipts and Payments Account & Income and Expenditure Account.

#### **UNIT – IV**

Partnership – Admission of a Partner – Retirement of a Partner – Death of a Partner.



**UNIT – V**

Dissolution of a Partner – Insolvency of a Partner Gradual Realization of Garner vs. Murray — Piece Meal Distribution.

**NOTE:** Question Paper Shall Cover 20% Theory and 80% Problems.

**Text Books**

1. R.L. Gupta and V.K. Gupta, Financial Accounting, Sultan Chand and Sons, New Delhi, 2018.
2. S.P. Jain and K.L. Narang, Financial Accounting, Kalyani Publishers, Ludhiana, 2019.
3. Reddy and Murthy, Financial Accounting, Margham Publications, Chennai, 2020.

**Reference Books**

1. Dr. S. Ganesan and Kalavathi, Financial Accounting, Tirumalai Publications, Nagercoil, 2018.
2. R.S.N. Pillai and Bagavathy, Financial Accounting, Margham Publications, Chennai, 2018.
3. Dr. Chandra Bose, Advanced Accounting, PHI Learning (P) Ltd., Delhi, 2019.

**Course Outcomes (COs)**

On completion of the course, students should be able to

<b>CO Number</b>	<b>CO Statement</b>	<b>Knowledge Level</b>
<b>CO1</b>	Familiarize concept of branch accounts and departmental accounts.	K1 & K2
<b>CO2</b>	Preparation of single entry accounts.	K2 & K3
<b>CO3</b>	Impart knowledge with relevance to preparation of accounts for non-trading concerns.	K4
<b>CO4</b>	Know about accounting procedure in case of admission of a partner and also understand accounting concept of retirement and death of a partner.	K5
<b>CO5</b>	Prepare accounts in case of dissolution of partnership firm and insolvency of a partner and partners.	K6

**K1 – Remember, K2 – Understand, K3 – Apply, K4 – Analyse, K5 – Evaluate, K6 – Create**



**Mapping of COs with POs**

<b>PO CO</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	M	M	M	S	S
<b>CO2</b>	M	M	M	S	S
<b>CO3</b>	S	S	S	S	S
<b>CO4</b>	S	S	S	S	S
<b>CO5</b>	S	S	S	S	S

**S – Strong**

**M – Medium**

**L – Low**



Program: B.Com (CA)				
<b>Allied - II</b>	<b>Course Code: 20UCS2A02</b>		<b>Course Title: Database Management System</b>	
<b>Semester II</b>	<b>Hours/Week 6</b>	<b>Total Hours 90</b>	<b>Credits 4</b>	<b>Total Marks 100</b>

### Course Objectives

1. To enable students to understand technology for SQL statement and create a table.
2. To imbibe creation of database in SQL server and functions, data base architecture and protocols.
3. To acquire knowledge of database and system application software.

#### **UNIT – I**

Introduction: Database System Application – Purpose of Database System – View of Data – Data Model – Database Language – Relational Database – Transaction Management – Database Architecture – Database User and Administrator – History of Database System.

#### **UNIT – II**

Relational Database: Structure of Relational Databases – Keys – Schema Diagrams – Relational Query Language. SQL: Overview of the SQL Query Language – SQL Data Definition – Basic Structure of SQL Queries – Set operations – Null Values – Aggregate Functions – Modification of the Database.

#### **UNIT – III**

Intermediate SQL: Join Expressions – View – Transactions – Authorization – Formal Relational Queries Languages: The Relational Algebra – Transaction Concept – Transaction State – Atomicity & Durability – Concurrent Executions – Serializability – Recoverability.

#### **UNIT – IV**

Database Design and the E–R Model: Overview of the Data Process – The Entity – Relationship Model – Constraints – Entity – Relationship Diagram – Normal Form –



Decomposition using Functional Dependency – Functional Dependency Theory – Decomposition is Using Multivalued Dependencies.

## UNIT – V

Database System Architectures: Centralized and Client – System Architectures – Parallel Systems – Distributed Systems – Network Types. Distributed Databases: Homogeneous and Heterogeneous Databases – Distributed Data Storage – Distributed Transaction – Commit Protocols.

**NOTE:** Question Paper Shall Cover 100% Theory

### Text Books

1. Abraham Sliberschatz, Henry F. Korth, and S. Sudharshan, Database System Concepts, Tata MC Graw Hill, 2005 International Edition, 6<sup>th</sup> Edition, 2018.
2. Alexis Leon and Mathew Leon, Essential of DBMS, 2nd Reprint, Vijay Nicole Publications, 2019.
3. Ramakrishnan and Gehrze, Database Management Systems, McGraw Hill, New Delhi, Third Edition, 2017.

### Reference Books

1. Elmasri Ramez, Fundamentals of Database System, Pearson India Publications, Chennai, 7<sup>th</sup> Edition, 2018.
2. Atul Kahate, Introduction to Database Management System, Pearson India Publications, Chennai, 2018.
3. Steve Conger, Hands on Database, Pearson India, Chennai, Second Edition 2019.

### Course Outcomes (COs)

On completion of the course, students should be able to

CO Number	CO Statement	Knowledge Level
CO1	Understand the basics and operations of DBMS.	K1, K2
CO2	Design the database and tables, learning of SQL queries.	K2, K3
CO3	Apply the knowledge about the maintenance of database.	K4
CO4	Prepare the pictorial diagrams database (ER Diagram).	K5
CO5	Know about types and architectures of database.	K6

**K1 – Remember, K2 – Understand, K3 – Apply, K4 – Analyse, K5 – Evaluate, K6 – Create**

**Mapping of COs with POs**

<b>PO CO</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>
<b>CO1</b>	M	M	S	S	S
<b>CO2</b>	M	M	S	S	S
<b>CO3</b>	S	S	S	S	S
<b>CO4</b>	S	S	S	S	S
<b>CO5</b>	S	S	S	S	S

**S – Strong****M – Medium****L – Low**



Program: B.Com (CA)				
Core – IV Practical		Course Code: 20UCC2P01		Course Title: MS – Office Practical
Semester	Hours/Week	Total Hours	Credits	Total Marks
II	5	45	4	100

### Course Objectives

1. To provide basic knowledge about MS – Office to the students.
2. To enable skills of the students for basic documentation of business operations.
3. To gain knowledge about presentation skills in the system by the students.

### **MS-WORD**

1. Starting MS-WORD, Creating, Saving, Printing (with options), Closing and Exiting.
2. a. Create a Document, Save it and Edit the Document as Follows:
  - i) Find and Replace Options.
  - ii) Cut, Copy, Paste Options.
  - iii) Undo and Redo Options.
 b. Format the document:
  - i) Using Bold, Underline and Italic.
  - ii) Change Character Size Sing the Font Dialog Box.
  - iii) Formatting Paragraph: Center, Left aligns & Right align
  - iv) Changing Paragraph and Line Spacing, Using Bullets and Numbering in Paragraphs.
  - v) Creating Hanging Paragraphs.
3. Using tab settings enhancing the documents (Header, Footer, Page Setup, Border, Opening & Closing Toolbars, Print Preview).
4. Creating Tables in a document, Selecting Rows & Column sort the record by using tables' format painter and Auto Format.

### **MS-EXCEL**

1. a. Create a worksheet, moving/ copying/ inserting/ deleting rows and columns (usage of cut, paste, commands, copying a single cell, copying a range of data, filling up a cell. Undo command, inserting a row, column, deleting rows and columns).



- b. Formatting work sheets.
  1. Bold style.
  2. Italic style.
  3. Font size changing.
  4. Formatting numbers (Auto fill, Selection Command, Currency format)
  5. Specifying percentage (%) Scientific notations.
  6. Drawing border around cells.
  7. Printing a work sheet (Print preview, Margin Setting, Header, Footer).
2. a. Database Concept: database, record field and filed name – creating and sorting a data base and maintaining a database (data form).
- b. Using auto filter, advanced filter
- c. Creating subtotals and grade totals–using database functions.
3. Creating charts
  - i Using chart wizard (five steps)
  - ii Changing the chart type (Pie, Bar, Line)
  - iii Inserting titles for the axes X. Y
  - iv Changing colors.
  - v Printing charts.
4. Using Math Functions:
  - i) SUM, COUNT, AVERAGE
  - ii) MAX, MIN
  - iii) STDDEV, VAR
  - iv) ABS, EXP, INT
  - v) LOG 10 AND LOG
5. Creating and running a macro and editing a macro

### **MS-POWER POINT**

1. Creating a presentation using auto content wizard.
2. Different views in power point presentation
3. Setting animation effects / grouping / ungrouping / cropping power / point objects.
4. Printing a presentation / Importing – Exporting files
5. Creating an organization chart in Power Point.



### MS-ACCESS

1. Create mailing labels for student database which include at least three tables must have at least two fields with the following details: Roll Number, Name, Course, Year College Name, University Address, and Phone Number.
2. Create a form for the Student database.
3. Create a report for the employee database.

### Course Outcomes (COs)

On completion of the course, students should be able to

CO Number	CO Statement	Knowledge Level
CO1	Understand about the basics of computer.	K1 & K2
CO2	Gain the knowledge about MS – Word.	K3
CO3	Application of functions of MS – Excel.	K4
CO4	Develop the skills of designing and presentation in power point.	K5
CO5	Prepare resume, invitation, time table, report etc.	K6

**K1 – Remember, K2 – Understand, K3 – Apply, K4 – Analyse, K5 – Evaluate, K6 – Create**

### Mapping of COs with POs

PO CO	PO1	PO2	PO3	PO4	PO5
CO1	M	M	M	S	S
CO2	M	M	M	S	S
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S

**S – Strong**

**M – Medium**

**L – Low**