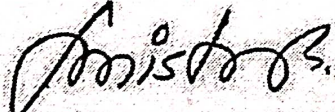


Part A introduction

Programme : Certificate Class:B.COM.1 st Year		Session 2021-22
Subject: Commerce		
1	CourseCode	C1-COMA1T
2	Course Title	Financial Accounting
3	Course Type	Core
4	Pre-requisite	Not required open for all
5	Course Learning Outcomes	<p>Successful completion of this course, the student will be able to:</p> <ul style="list-style-type: none"> • Acquire conceptual knowledge of basics of accounting • Identify events that need to be recorded in the accounting records • Develop the skill of recording financial transactions and preparation of reports in accordance with GAAP • Describe the role of accounting information and its limitations • Equip with the knowledge of accounting process and preparation off in a accounts of sole trader • Identify and analyze the reasons for the difference between cash book and pass book balances • Recognize circumstances providing for increased exposure to errors and frauds
6	Credit Value	6
7	Total Marks	Max marks : 25+75 Minimum Passing Marks 33

Part B: content of the course

Total No. of Lectures (in hours per week)- 3, Total lectures: 90		
unit	topic	No. of lectures
1.	Accounts :- Indian History . Definition , Objectives ,Basic Concept and Principals of Double Entry System Journal Entry ,Ledger, Subsidiary books ,Trial Balance Introduction of Indian Accounting Standard Final Accounts	15
2.	Accounting for Depreciation (According to Accounting Standard -6) Branch Accounts	15
3.	Royalty Accounts , Departmental Accounts	15
4.	Accounting of Non Profit Organisation , , Investment Account Consignment Accounts	15
5.	Partnership Accounts :- Dissolution of Partnership (with Insolvency), Amalgamation of Partnership Firms, Conversion of Partnership firm in to joint stock Company	15
6.	Computerized Accounts by using any popular accounting software. creating a company, configure and features setting, creating accounting ledgers and groups, creating stock items and groups , vouchers entry(with maintenance of vouchers) , generating report - cash book, ledger accounts, trial balance , profit and loss account and balance sheet	15
Keywords/Tags: financial A/c, Depreciation, Accounting Standard, branch a/c, royalty A/c ,partnership a/c, Computerized Accounts.		


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 डॉ. विनोद कुमार मिश्रा

Part A Introduction

Programme : Certificate Class:B.COM.1 st Year session 2021-22		
Subject: COMMERCE (Business regulatory Framework)		
1	CourseCode	CI COMA 2T
2	Course Title	Business regulatory Framework (PAPER 2)
3	Course Type	Core
4	Pre-requisite	Not required (open for all)
5	Course Learning Outcomes	The outcome of this course is to provide the students with practical legal knowledge of general business law issues. To Understand the Essentials of A Valid Contract, The Laws Of The Act, Consideration And The Various Modes Of Discharge Of A Contract To Explain the Various Laws with Regard to The Sale of Goods and Performance of a Sale Contract and Remedial Measures, to Familiarize the Students with The Various Law with Regard to Consumer Protection in India And the Functions of Various Consumer Forums and, to Understand the Meaning and The Various Legislations with Regard to The Cyber Laws
6	Credit Value	6
7	Total Marks	Max marks : 25+75 Minimum Passing Marks 33

Part B: content of the course

Total No. of Lectures (in hours per week)- 3, Total lectures: 90		
unit	topic	No. of lectures
1	Historical background of Business laws in India, Indian Contract Act 1872 -GENERAL LAWAS	
2	Contact relating to Indemnity and Guarantee	
3	Negotiable instrument Act 1881 -General Introduction Negotiable instrument(amendment) Act 2002	
4	General introduction of Consumer Protection Act 1986 and 2018, FEMA	
5	Indian Partnership Act 1932-General introduction Limited Liability Partnership Act 2008	
Keywords/Tags: The name of all act is the key word.		

Prinsdora

डॉ. विनोद कुमार मिश्रा
अध्यक्ष

राष्ट्रीय अर्थशास्त्र एवं व्यवसायिक प्रशासन विभाग,
रा. दु. वि. वि., जबलपुर

Me

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Format for Syllabus of Theory Paper

Part A Introduction			
Program: Degree	Class: B.COM	Year: I Year	Session: 2021-2022
Subject: Commerce			
1	Course Code	CI- COMA 2T	
2	Course Title	BUSINESS ORGANIZATION AND COMMUNICATION	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	- Minor	
4	Pre-requisite (if any)	Not required) open for all	
5	Course Learning outcomes (CLO)	After completion of this course it is expected that the student shall understand the basics of the business and will able to imbibe how any business can be organized successfully. The chapters related communication shall be able to elucidate how communication plays an important role in modern business scenario.	
6	Credit Value	6	
7	Total Marks	Max. Marks: 25+75	Min. Passing Marks: 33

Part B- Content of the Course

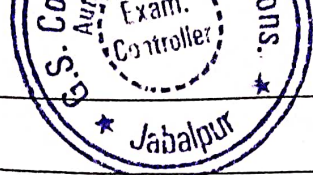
Total No. of Lectures-Tutorials-Practical (in hours per week):

L-T-P:

Unit	Topics	No. of Lectures
1	INTRODUCTION: Indian traditional businesses and their organizational structures. Concepts of Business, Trade, Industry and Commerce - Classification - Relationship between Trade, Industry and Commerce - Business Organization- Concept, Characteristics, Importance and Objectives . Functions of Business and Social Responsibility of a business - Steps to Start an Enterprise.	15
2	FORMS OF BUSINESS ORGANIZATION: Business Organization - Classification - Factors Influencing the Choice of Suitable Form of Organization - Sole Proprietorship and Partnership - Meaning, Definition - Characteristics - Advantages. Co-Operative Organization- Meaning, Functions and Limitations of Co-operatives Societies.	15
3	ORGANIZATION OF COMPANIES: Concepts, Meaning, Formation, Characteristics and Significance of Private Company and Public Company. Multinational Companies (MNC'S) and the Challenges of their organization in India.	15
4	COMMUNICATION: Definition, Nature, Importance, Objectives of Communication. Communication theories and process- Information theory, Interaction theory, Transaction theory, Elements of communication process. Barriers to Communication: Linguistic Barriers, Psychological Barriers, Interpersonal Barriers, Cultural Barriers, Physical Barriers, Organizational Barriers.	15
5	Written Communication: Writing techniques and Guidelines. Letter writing - Basic Principles, Purpose, Types of business letters, Report writing, types of reports, Drafting of report. Oral Communication: Speeches for different occasions, Guidelines for effective listening, Job Interviews, Type of information.	15
6	Modern forms of communication E-mail, Video Conferencing, International Communication for Global Business. Information Technology: Form of technology, uses in modern communication system. Role of Social Media in modern business.	15

Keywords/Tags:


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Part A : Introduction

Program: CERTIFICATE

Class : UG

Year: 1 year

session :2021-2022

Subject : M. S. Office

1.	Course Code	
2.	Course Title	S1-COAP2G
3.	Course Type	M. S. Office Elective
4.	Pre-requisite(If any)	Students should have a basic understanding of Computer peripherals like mouse, keyboard, monitor, screen, etc. and their basic operations.
5.	Course Learning Outcomes (CLO)	<p>On the completion of this course student will be able –</p> <ul style="list-style-type: none">• To Create and manage professional documents using word.• Analyze, manage and present data using excel.• Create and manage presentation using power point.• To insert a table, picture, or drawing into the document.• To prepare the document to be sent as a circular letter.
6.	Credit Value	2
7.	Total Marks	Max. Marks: 25+75 Min. Passing Marks: 33

Part B: Content Of the Course
M. S. Office

Total No. of Lectures =30 (1 hour/lecture per week) :1-0-0

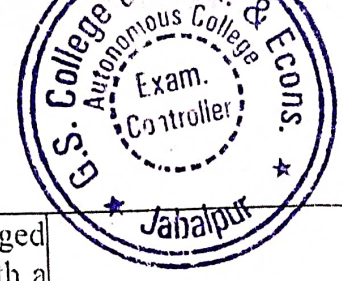
Unit	Topics	No. of Lectures
I	MS Word: Introduction, Features & area of use. Working with MS Word: Ribbon tabs-Home, Insert, Page Layout, References, Mailings, Review and View, Using word to create a new document, open, save and print a document, edit and format text, change the page layout, background and borders, insert headers and footers, insert and edit tables, insert clip art and pictures to documents. Formatting Fonts in word, Drop Cap in word, Applying Text effects, Using Character Spacing, Borders and Colors, Inserting Header and Footer, Using Date and Time option in Word. Creating project abstract Features to be covered:-Formatting Styles, Inserting table, Bullets and Numbering, Changing Text Direction, Cell alignment, Footnote, Hyperlink, Symbols, Spell Check , Track Changes	6
II	Creating a Newsletter : Features to be covered:- Table of Content, Newspaper columns, Images from files and clipart, Drawing toolbar and Word Art, Formatting Images, Textboxes and Paragraphs Creating a Feedback form - Features to be covered- Forms, Text Fields, Inserting objects Mail Merge : creating custom document, creating main document, creating data source , editing data source, opening a data source, sorting the data source, finding a record in data source, editing main document,	6

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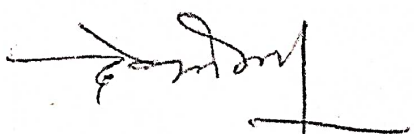
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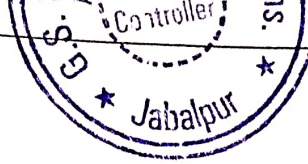
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	sorting merged documents, filtering merged documents, printing merged documents, merging onto letterhead, using different data sources with a single main document.	
III	<p>MS Excel : Introduction to Excel interface Understanding rows and columns, Naming Cells, Working with excel workbook and sheets Formatting excel work book, New, Open, Close, Save, Save As and Underline Wrap text, Merge and Centre Currency, Accounting and other formats, Modifying Columns, Rows & Cells, Perform Calculations with Functions, Creating Simple Formulas Setting up your own formula, Date and Time Functions, Financial Functions Logical Functions, Lookup and Reference, Functions</p> <p>Calculations - Features to be covered:- Cell Referencing, Formulae in excel - average, standard deviation, Charts, Renaming and Inserting worksheets, Hyper linking, Count function, Mathematical Functions, Statistical Functions, Text Functions. Sort and Filter Data with Excel Sort and filtering data Using number filter, Text filter, Custom filtering, Removing filters from columns, Conditional formatting.</p>	6
IV	<p>Create Effective Charts to Present Data Visually Inserting Column, Pie chart etc. Create an effective chart with Chart Tool, Design, Format, and Layout options, Adding chart title, Changing layouts, Chart styles, Editing chart data range Editing data series, Protecting and Sharing the work book Protecting a workbook with a password, Allow user to edit ranges, Track changes, Working with Comments.</p> <p>Insert Excel Objects and Charts in Word, Use Macros to Automate Tasks Creating and Recording Macros, Assigning Macros to the work sheets, Saving Macro enabled workbook.</p> <p>Performance Analysis - Features to be covered:- Split cells, freeze panes, group and outline, Sorting, Boolean and logical operators, Conditional formatting Cricket Score Card creation - Features to be covered:-Pivot Tables, Interactive Buttons, Importing Data, Data Protection, Data Validation</p>	6
V	<p>Creating PowerPoint Presentations: Making presentation which demonstrate use of Hyperlinks, Inserting -Images, Clip Art, Audio, Video, Objects, Tables and Charts</p> <p>Create Master Layouts (slide, template, and notes), Types of views (basic, presentation, slide slotter, notes etc), Inserting - Background, textures, Design Templates, Hidden slides. Auto content wizard, Slide Transition, Custom Animation, Auto Rehearsing</p>	6



 (DR D N GOSWAMI)

Part- A
Introduction



Program: certificate		Class : UG I	Year: 2021	session:2021-2022
		Subject : Computer Application		
1. Course Code	S1-COAP2R			
2. Course Title	M S Office (Practical)			
3. Course Type	Generic Elective			
4. Pre-requisite(If any)				
5. Course Learning Outcomes (CLO)	<p>On the completion of this course student will be able -</p> <ul style="list-style-type: none"> To use keyboard shortcuts to perform tasks. To create a new document, open, save and print a document. To edit and format text, change the page layout, background and borders. To modify power point custom template presentation. To insert clip art and pictures to documents. To navigate the start menu to locate programs, files, and settings & create files and folders. <p>To create a word document with customized template.</p>			
6. Credit Value	2			
7. Total Marks	Max. Marks: 25+75		Min. Passing Marks: 33	

Part- B Content Of the Course
M S Office (Practical)

Total No. of Labs = 30 labs each of 2 hours duration (1 lab per week)

Practical Lab will be conducted based on the theory Syllabus

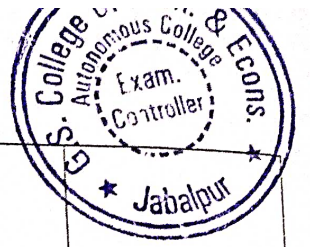
List of Practical

1. Create a document and apply different formatting options.
2. Design a Greeting Card using Word Art for different festivals.
3. Create your Bio-data and use page borders and shading.
4. Create a document and insert header and footer, page title etc.
5. To create a document, set the margins, orientation, size, column, water mark, page color and page borders.
6. Insert a table into the document.
7. Prepare a mark sheet of your class subjects.

30HRS

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8. Apply the creating, editing, saving, printing securing & protecting operations to an excel spreadsheets.
9. Prepare a bar chart & pie chart for analysis of five year results of your institute.
10. Work on the following exercise on a Workbook:
 - a. Copy an existing Sheet
 - b. Rename the old Sheet
 - c. Insert a new Sheet into an existing Workbook
 - d. Delete the renamed Sheet.
11. Prepare an Attendance sheet of 10 students for any 6 subjects of your syllabus. Calculate their total attendance, total percentage of attendance of each student & average of attendance.
12. Create a worksheet on Students list of any 4 faculties and perform following database functions on it.
 - a. Sort data by Name
 - b. Filter data by Class
 - c. Subtotal of no. of students by Class.
13. Apply themes and layouts to power point slides and insert pictures, graphics, shapes, and tables into presentations.
14. In power point slide make use of adding transitions and animation & Working with master slides.
15. Create a excel worksheet and perform computations using available data and using mathematical functions chosen from menus.

Jp D. Singh
(DR D N GOSWAMI)

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Part A Introduction	
Program: Certificate	Year: First Year Session: 2021-22
Course Code	V1-COA-DTPT
Course Title	Desk Top Publishing
Course Type	Vocational
Pre-requisite (if any)	Open for All
Course Learning Outcomes (CLO)	<p>After studying this Course the Student will be able to</p> <ul style="list-style-type: none"> • Understand basics of computer and its related terminology. • Write, Edit & Print documents using MS-WORD & EXCEL. • Understand various software used for Desktop Publishing and would be able to create and design documents with text and graphics like newspaper ad, wedding cards, visiting cards, greeting cards etc. • Using PageMaker, CorelDraw & Photoshop. Understand Colour concept in Printing
Expected Job Role / career opportunities	<p>After studying this Course the Student will be able to pursue his/her career as a/an:</p> <ul style="list-style-type: none"> • Graphic designer • Multimedia Editor • Logo Designer • Office Assistant • Desktop Publishing Operator
Credit Value	4

Jp

D. K. Tripalwa
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B. ...

Part B- Content of the Course

Total No. of Lectures + Practical (in hours per week): L-1 Hr / P-1 Lab Hr

Total No. of Lectures/ Practical: L-30hrs/P-30hrs

Module	Topics	No. of Hours
I	Computer Fundamentals - Generations of Computer, Advantage and disadvantage of Computer, Block Diagram of a Computer, Description of Different parts of a computer. System Software and Application Software MS Office Introduction to MS Office, Word Processing Software, Electronic Spreadsheet, MS Paint	8
II	PageMaker Introduction to various versions, concepts and applications of PageMaker Guides & rulers. Drawing tools. Fills & outlines. Photo Shop -History & introduction, the file menu, the tools, Drawing lines & shapes. Photo editing /inserting starting with Setting Up, introduction of layers, Understanding Design principles and color theory	12
III	Coral Draw - Drawing -lines, shapes inserting-pictures, objects, tables, templates, Use of various tools such as Pick tools, Zoom tools, Free hand tool, square tool, rectangle tool, Text tool, Fill tool etc. and all fonts used in designing of monograms, logos, posters, stickers, greeting cards, wedding cards, visiting cards, etc Design Principles & Color Harmony Introduction to colors - Primary and Secondary in both RGB & CMYK schemes/modes.	10
Practical		
	<ol style="list-style-type: none"> 1. Using windows explorer and other windows elements 2. Creating and opening a document in page maker 3. Formatting and editing a document 4. Saving and printing a given document 5. Insertion of text and graphics in a given document from external source 6. Using columns utility, to give the document column look 7. Using various fonts and styles to make a document more beautiful 8. Use of page maker to make transparencies 9. Saving and printing a file that has been created 10. Formatting a given file by using undo/redo, repeat, cut, copy, paste, delete, duplicate and clone utilities 11. Inserting objects in the drawing, aligning, ordering, grouping and ungrouping of those objects 12. Use of combine, break apart, weld, intersection, trim and separate tools in a given drawing 13. Use of mode edit tools i.e., to line, to curve, to stretch, and rotate 14. Creating special effects i.e., transform roll-up, envelop roll up, add perspective, extrude roll up, contour roll up, power line, power clip, clear effects 15. To insert character and paragraph text in a drawing and frame, setting of tabs, indents, bullets and spacing in paragraph text 16. Filling of text to a given path, aligning it to base line, straighten text and edit text 17. Using tools such as spell checker, and thesaurus 18. Using find and replace text utility and type assist 19. Adding various symbols to a drawing and creating different pattern 	30

