

Sacred Heart College (Autonomous)

Department of Commerce Self Finance

BCom Computer Application (S / F)

Course plan

Academic Year: 2018 – 19

Semester IV

COURSE PLAN

PROGRAMME	UG COMMON COURSE 4	SEMESTER	4
COURSE CODE AND TITLE	15U4CCENG06: ILLUMINATIONS	CREDIT	4
HOURS/WEEK	3	HOURS/SEM	54
FACULTY NAME	S SUMY		

COURSE OBJECTIVES

- To understand the anthology of multiple genres of literature and explores the various domains such as prose, speech, short story and poem.
- To comprehend the cultural moorings of a globalized society through the fundamental reading of literary texts thereby bringing an insightful perspective towards life.
- To interpret the profundity of life and scope towards creating individual power, original thinking and perseverance.
- To create a conventional understanding of happiness and courage through literary readings thereby focusing on human spirit
- To critically evaluate the evolving condition of a politically acclaimed world, focusing on human spirit and behaviour.
- To Creatively respond to the problematic scenarios concerning politics, environment and ideology through literary devices in the form of research papers.

SESSION	TOPIC	LEARNING RESOURCES	VALUE ADDITIONS	REMARKS
MODULE I				
1	Three Days to See	PPT/Lecture	video	
2	Three Days to See	PPT/Lecture	video	
3	Three Days to See	Lecture		
4	Three Days to See	Lecture	video	
5	Three Days to See	Lecture		
6	My Greatest Olympic Prize	PPT/Lecture		
7	My Greatest Olympic Prize	PPT/Lecture	video	
8	My Greatest Olympic Prize	PPT/Lecture		
9	My Greatest Olympic Prize	Lecture		
10	My Greatest Olympic Prize	Lecture	video	
11	Thus Spoke Sudarshan: Interview with God's own Physicist	PPT/Lecture		
12	Thus Spoke Sudarshan: Interview with God's own Physicist	Lecture		
13	Thus Spoke Sudarshan: Interview with God's own Physicist	Lecture	video	
14	Thus Spoke Sudarshan: Interview with God's own Physicist	Lecture		
MODULE II				
15	Are the Rich Happy?	PPT/Lecture		
16	Are the Rich Happy?	Lecture	video	
17	Are the Rich Happy?	Lecture		
18	Are the Rich Happy?	Lecture		
19	Are the Rich Happy?	Lecture		
20	On Courage	PPT/Lecture		
21	On Courage	Lecture	video	

22	On Courage	PPT/Lecture		
23	On Courage	Lecture		
	CIA 1			
MODULE III				
24	On Reading in Relation to Literature	PPT/Lecture		
25	On Reading in Relation to Literature	Lecture	video	
26	On Reading in Relation to Literature	Lecture		
27	On Reading in Relation to Literature	PPT/Lecture		
28	On Reading in Relation to Literature	Lecture	video	
29	The Fringe Benefits of Failure and the Importance of Imagination	PPT/Lecture		
30	The Fringe Benefits of Failure and the Importance of Imagination	Lecture	video	
31	The Fringe Benefits of Failure and the Importance of Imagination	Lecture		
32	The Fringe Benefits of Failure and the Importance of Imagination	Lecture		
33	An Ode to Make-Up	PPT/Lecture		
34	An Ode to Make-Up	Lecture	video	
35	An Ode to Make-Up	Lecture		
36	An Ode to Make-Up	Lecture		
	CIA II			
MODULE IV				
37	The Nightingale and the Rose	PPT/Lecture		
38	The Nightingale and the Rose	Lecture	video	
39	The Nightingale and the Rose	Lecture		
40	The Nightingale and the Rose	PPT/Lecture		

41	The Nightingale and the Rose	Lecture		
42	Roucolle, the Miser	Lecture		
43	Roucolle, the Miser	PPT/Lecture		
44	Roucolle, the Miser	Lecture	video	
45	Roucolle, the Miser	Lecture		
46	Roucolle, the Miser	Lecture		
47	Quality	PPT/Lecture		
48	Quality	Lecture	video	
49	Quality	Lecture		
50	Quality	Lecture		
51	Everyday Use	PPT/Lecture		
52	Everyday Use	Lecture	video	
53	Everyday Use	Lecture		
54	Everyday Use	Lecture		

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	2/1/2019	Presentations
2	28/1/2019	Role Plays

GROUP ASSIGNMENTS/ACTIVITIES – Details & Guidelines

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	12/2/2019	Group Discussions
2	20/2/2019	Performances

References

Illuminations: Vignettes from Inspirational Literatures

COURSE PLAN

PROGRAMME	BCom CA (S/F)	SEMESTER	4
COURSE CODE AND TITLE	15U4CRCOM9: CAPITAL MARKET	CREDIT	4
HOURS/WEEK	5	HOURS/SEM	90
FACULTY NAME	Dr .K.T.PETER		

COURSE OBJECTIVES

- To familiarise students with the capital market and money market
- To help students to understand more about SEBI and its contribution to Indian Capital Market
- To enable students with the fundamentals of trading, IPO and dematerialization
- To appreciate the emergence of various methods of share floatation and about various Indian Stock Market indices
- To understand various capital market concepts like futures, forwards, swaps apart from appraising about the latest trends in Stock Markets
- To learn briefly about various international stock markets

SESSION	TOPIC	LEARNING RESOURCES	VALUE ADDITIONS	REMARKS
MODULE I				
1	Capital Market - Introduction	PPT/Lecture	video	
2	Components of Indian Financial System	PPT/Lecture		
3	Role and Functions	PPT/Lecture		
4	Recent Developments	PPT/Lecture		
5	Financial Markets	PPT/Lecture		
6	Classification	PPT/Lecture		
7	Industrial Security Market	PPT/Lecture		
8	Government Security Market	PPT/Lecture		
9	Capital Market	PPT/Lecture		
10	Money Market	PPT/Lecture		
11	Difference between Capital Market and Money Market	PPT/Lecture		
12	Money Market Instruments	PPT/Lecture		
13	Revision			
14	Test/ Viva			

MODULE II				
15	Securities Exchange Board of India	PPT/Lecture		
16	Introduction	PPT/Lecture		
17	Objectives of SEBI	PPT/Lecture		
18	Powers of SEBI	PPT/Lecture		
19	Functions of SEBI: Development functions and Regulatory Functions	PPT/Lecture		
20	Management of SEBI	PPT/Lecture		
21	SEBI and Capital Market	PPT/Lecture		
22	SEBI and Primary and Secondary Market	PPT/Lecture		
23	Revision			
24	Viva /Test			
	CIA-1			
MODULE III				
25	Primary Market – Introduction	PPT/Lecture		
26	Functions of New Issue Market	PPT/Lecture		
27	Various Methods of Floating New Issue	PPT/Lecture		
28	Public Issue: Initial Public Offer (IPO)	PPT/Lecture		
29	Further Public Offer (FPO)	PPT/Lecture		
30	Private Placement			
31	SEBI Regulations for Public/Rights Issue	PPT/Lecture		
32	Bonus Issue	PPT/Lecture		
33	Rights Issue	PPT/Lecture	Q & Ans Session	
34	Private Placement	PPT/Lecture		
35	Book Building	PPT/Lecture		
36	Employee Stock Option Plan	PPT/Lecture		
37	Intermediaries in the New Issue Market	PPT/Lecture		
38	Registrars to the Issue	PPT/Lecture		
39	Brokers to the Issue	PPT/Lecture		
40	Bankers to the Issue	PPT/Lecture		
41	Underwriters	PPT/Lecture		
42	Various types of Underwritings	PPT/Lecture		
43	Revision			
44	Viva / Test			
MODULE IV				
45	Secondary Market – Introduction	PPT/Lecture		
46	Stock Exchange – The concept	PPT/Lecture		
47	Role and Functions of Stock Exchanges	PPT/Lecture		
48	Members of a Stock Exchanges	PPT/Lecture	Video	
49	Types of Speculators	PPT/Lecture		
50	Speculative Transactions	PPT/Lecture		
51	Listing of Securities	PPT/Lecture		
52	Classification of Listed Securities	PPT/Lecture		
53	Advantages and Disadvantages	PPT/Lecture		

54	Methods of Trading in a Stock Exchanges	PPT/Lecture		
55	Screen Based Trading	PPT/Lecture		
56	Online Trading	PPT/Lecture		
57	Process of Trading in Stock Exchange	PPT/Lecture		
58	Depository System – Origin and development	PPT/Lecture		
59	Stock Market Indices	PPT/Lecture	quiz	
60	Index Prices in India	PPT/Lecture		
61	Revision			
62	Viva/Test			
	CIA – II			
MODULE V				
63	Stock Exchanges in India – Introduction	PPT/Lecture		
64	National Stock Exchange (NSE) – origin and development	PPT/Lecture		
65	Bombay Stock Exchange (BSE) – Importance and operations	PPT/Lecture		
66	MCX Stock Exchange Limited	PPT/Lecture		
67	Global Stock Exchanges	PPT/Lecture	quiz	
68	Derivatives – Definition-features	PPT/Lecture		
69	Importance /Benefits of Derivatives	PPT/Lecture		
70	Limitations of Derivatives	PPT/Lecture		
71	Important Types of Financial Derivatives	PPT/Lecture		
72	Derivative Instruments	PPT/Lecture		
73	Futures and Options	PPT/Lecture		
74	Swaps – types	PPT/Lecture		
75	Benefits of Swaps - limitations	PPT/Lecture		
76	Currency Futures in India	PPT/Lecture		
77	Recent Trends in Indian Capital Market	PPT/Lecture		
78 - 90	Revision			

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	15/11/2018	Register and become a shareholder and do the necessary transactions.
2	22/12/2018	Price movement of any blue chip share

GROUP ASSIGNMENTS/ACTIVITIES – Details & Guidelines

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	20/01/2019	Analyse any company in Stock exchange and prepare a brief report on its listing.

References

1. Gupta N. K. and Choprain Monica, Financial Market Institutions and Services, ANE Books.
2. Maheswary Yogesh, Investment Management, Prentice Hall India Learning Private Limited.

Web resource references:

<https://www.elearnmarkets.com/blog/indian-capital-market/>

COURSE PLAN

PROGRAMME	BCom CA (S/F)	SEMESTER	4
COURSE CODE AND TITLE	15U4CRCOM12: SPECIAL ACCOUNTING	CREDIT	4
HOURS/WEEK	5	HOURS/SEM	90
FACULTY NAME	JOHNSON JOHN		

COURSE OBJECTIVES

- To understand the final accounts of Banking Companies and apply in business situations
- To understand final accounts of Insurance Companies. and apply in practical situations
- To understand investment accounts and take suitable investment decisions
- To calculate the amount of Claims by understanding the loss of stock and loss of profit policy
- To prepare farm accounts and identify expenses and incomes of hospitals

SESSION	TOPIC	LEARNING RESOURCES	VALUE ADDITIONS	REMARKS
MODULE I				
1-3	Accounts of banking companies	PPT	Q & A Session	
4-6	Meaning of banking companies	PPT/Lecture		
7	Important provisions of banking companies Act	PPT/Lecture		
8	Important provisions of banking companies Act			
9	Important provisions of banking companies Act	PPT/Lecture		
10-16	preparation of final accounts of banking companies	PPT/Lecture	Discussion	
16-20	preparation of final accounts of banking companies	PPT/Lecture		
21-25	Profit and loss account	PPT/Lecture		
26	Balance sheet	Lecture		
27-28	transactions of special type	Lecture		
29	Asset classification and provisions			
30	Non Performing Assets.			

MODULE II				
31-33	Accounts of insurance companies	PPT/Lecture	Q & A Session	
34	Insurance companies	CSR		
35	Special terms	Lecture		
36-38	Final accounts	Lecture		
39	Accounts of life insurance	Lecture		
40-42	Revenue account	PPT/Lecture	Video	
43-44	Profit and loss account	PPT/Lecture		
45-46	Balance sheet	PPT/Lecture		
47-50	Determination of profit in life insurance business	PPT/Lecture		
51-53	Valuation balance sheet	Lecture		
54-56	Accounts of general insurance companies-(Fire and Marine only)			
57-58	Revenue account			
59-60	Profit and loss account and balance sheet(As per IRDA Regulations act)			
CIA-1				
MODULE III				
61-62	Investment account	PPT/Lecture	Discussion	
63	cum interest-	PPT/Lecture		
64	Ex-interest	PPT/Lecture		
65	Cum dividend	Lecture		
66	Ex dividend	Lecture		
67-68	treatment of bonus share	PPT/Lecture		
67	-Right shares	PPT/Lecture		
70-72	-Preparation of investment account-(As per AS-13)	PPT/Lecture		
MODULE IV				
73	Insurance claims	PPT/Lecture		
74	Types of claims	PPT/Lecture		
75	-loss of stock policy	PPT/Lecture		
76	Ascertainment of the value of stock on the date of fire	PPT/Lecture		
77	Ascertainment of actual amount of claim to be lodged	PPT/Lecture		
78	Average clause	PPT/Lecture		
79	Loss of profit policy	PPT/Lecture		
80-82	Procedure to ascertain amount of claim	PPT/Lecture		
CIA II				
MODULE V				
83-85	Accounting for specialized type of business	PPT/Lecture		
86-88	Farm accounts	PPPT/Lecture		
89-90	Hospitals	PPT/Lecture		

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	4/1/2019	Problems on accounts of insurance companies

References

- Jain. S.P and Narang. K.L: Advanced Accountancy
- Maheswari. S.N and Maheswari S. K: Advanced Accounting
- Paul. K. R: Corporate Accounting
- Dr. S.M. Shukla and Dr. S .P .Gupta: Advanced Accounting
- Nirmal Gupta and Chhavi Sharma: Corporate Accounting Theory and Practice

COURSE PLAN

PROGRAMME	BCOM COMPUTER APPLICATION	SEMESTER	4
COURSE CODE AND TITLE	15U4COCOM4: ENTREPRENEURSHIP DEVELOPMENT AND PROJECT MANAGEMENT	CREDIT	4
HOURS/WEEK	4	HOURS/SEM	72
FACULTY NAME	PRIYA.P.S.		

COURSE OBJECTIVES

- To encourage students to take up entrepreneurship
- To create awareness on the setting up of an enterprise
- To familiarise students on the various schemes provided for entrepreneurs
- To familiarise the students on the organisations that provide financial and non financial assistance for entrepreneurs.
- To equip students with the basic ideas of preparation of project report.
- To evaluate the problems in entrepreneurship based on case study and take adequate precautions.

SESSION	TOPIC	LEARNING RESOURCES	VALUE ADDITIONS	REMARKS
MODULE I				
1	Entrepreneurship – Definition – Meaning	PPT/Lecture	video	
2	Concepts of Entrepreneurship	PPT/Lecture		
3	Characteristics, functions	PPT/Lecture		
4	Entrepreneurial Traits	PPT/Lecture		
5	Motivation	PPT/Lecture		
6	Role of Entrepreneur in Economic Development	PPT/Lecture		
7	Factors affecting Entrepreneurial growth	PPT/Lecture		
8	Types of Entrepreneurs	PPT/Lecture		
9	Intrapreneurship and Intrapreneur	PPT/Lecture		
10	Women Entrepreneurship.	PPT/Lecture		
11	Women Entrepreneurship – Problems	PPT/Lecture		
12	Entrepreneurial Development Programme	PPT/Lecture		
13	Steps and Contents of EDP	PPT/Lecture		

14	Need for EDP	PPT/Lecture		
15	Target groups, Contents of the training programme	PPT/Lecture		
16	Revision			
17	Test/ Viva			
MODULE II				
18	Micro Small and Medium Enterprises – Definition – Meaning	PPT/Lecture	Q & A Session	
19	Setting up of MSME	PPT/Lecture		
20	Location significance	PPT/Lecture		
21	Green channel, bridge capital, seed capital	PPT/Lecture		
22	Margin money scheme	PPT/Lecture		
23	Industrial sickness – Importance	PPT/Lecture		
24	Causes and remedies of Industrial sickness	PPT/Lecture		
25	Revision			
26	Viva /Test			
	CIA-1			
MODULE III				
27	Institutional support to entrepreneurs – Need for institution support	PPT/Lecture		
28	SIDCO,SIDBI,NIESBUD	PPT/Lecture		
29	EDII,SISI,NREG	PPT/Lecture		
30	SCHEME- SWRNA JAYANTHI Rozgar	PPT/Lecture		
31	Institutional support to small entrepreneurs	PPT/Lecture		
32	National Small Industries Corporation Ltd.-	PPT/Lecture		
33	State Small Industries Development Corporations	PPT/Lecture		
34	District Industries Centres	PPT/Lecture	Q & Ans Session	
35	Industrial Estates –Specialised Institutions	PPT/Lecture		
36	Technical Consultancy Organizations	PPT/Lecture		
37	Role, functions and impact on entrepreneurship	PPT/Lecture		
38	VIVA			
39	VIVA			
40	VIVA			
41	Revision			
42	Viva / Test			
MODULE IV				
43	Project - Meaning – Features	PPT/Lecture		
44	Classification of Project	PPT/Lecture		
45	Project Management – Meaning	PPT/Lecture	Video	
46	Phases of Project Management	PPT/Lecture		
47	Project identification	PPT/Lecture		
48	Sources of ideas	PPT/Lecture	quiz	
49	Stages in project identification	PPT/Lecture		

50	Project Life Cycle	PPT/Lecture		
51	Project formulation-elements	PPT/Lecture		
52	FeasibilityAnalysis	PPT/Lecture		
53	NetworkAnalysis	PPT/Lecture		
54	Revision			
55	Viva/Test			
	CIA – II			
MODULE V				
56	Project appraisal techniques	PPT/Lecture		
57	Pay-back period	PPT/Lecture		
58	Problems	PPT/Lecture		
59	Problems	PPT/Lecture		
60	Discounted cash flow techniques – merits and de-merits	PPT/Lecture		
61	Problems	PPT/Lecture		
62	Problems	PPT/Lecture		
63	Problems	PPT/Lecture	Quiz	
64	Capital rationing	PPT/Lecture		
65	Problems	PPT/Lecture		
66	Problems	PPT/Lecture		
67	Preparation of project report	PPT/Lecture		
68	Scope and Content	PPT/Lecture		
69	Revision			
70 - 72	Viva/Test			

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	15/11/2018	Preparation of a project report
2	24/12/2018	Study Industrial Sickness confined to any Industry and find out a feasible solution.

GROUP ASSIGNMENTS/ACTIVITIES – Details & Guidelines

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	20/01/2019	Personal Meeting with an Entrepreneur and discussing about the obstacles faced and how they overcome the same.

References

- Bhide, Amar V. The Origin and Evolution of New Businesses. Oxford University Press, New York
- Desai, Vasant. Dynamics of Entrepreneurial Development and Management. Mumbai, Himalaya Publishing House.
- Holt, David H. Entrepreneurship: New Venture Creation. Prentice-Hall of India, New Delhi

Web resource references:

<https://en.wikipedia.org/wiki/Entrepreneurship>

https://en.wikipedia.org/wiki/Project_management

COURSE PLAN

PROGRAMME	BCom CA (S/F)	SEMESTER	4
COURSE CODE AND TITLE	15U4CRCOM11: FINANCIAL SERVICES	CREDIT	2
HOURS/WEEK	3	HOURS/SEM	54
FACULTY NAME	ATHIRA V.T		

COURSE OBJECTIVES

- To understand the different types of financial services offered by a service provider
- To familiarize with the advantages and disadvantages of each financial service
- To understand the legal and tax implications of each of these financial services
- To examine and evaluate the case studies related to these issues
- To examine the effect of financial services on the market value of a firm
- To examine the effect of financial services on the stake holders of a firm

SESSION	TOPIC	LEARNING RESOURCES	VALUE ADDITIONS	REMARKS
MODULE I				
1	Financial services	PPT	Q & A Session	
2	Meaning	PPT/Lecture		
3	Types	PPT/Lecture		
4	Fund based services			
5	Fee based services	PPT/Lecture		
6	Merchant banking	PPT/Lecture		
7	Functions	PPT/Lecture		
8	Functions	PPT/Lecture	Video	
9	Regulations of merchant bankers	Lecture		
10	Regulations of merchant bankers	Lecture		
MODULE II				
11	Venture capital	PPT/Lecture	Discussion	
12	Features	CSR		
13	Types	Lecture		
14	Stages of venture capital financing	Lecture		

15	Venture capital process	Lecture		
16	Venture capital process	PPT/Lecture		
17	Structure of venture capital fund	PPT/Lecture		
18	Structure of venture capital fund	PPT/Lecture		
19	Importance of venture capital	PPT/Lecture		
20	Analyzing products and services of venture capital funds	Lecture	Discussion	
21	Analyzing products and services of venture capital funds			
22	Revision			
CIA-1				
MODULE III				
23	Leasing and factoring	PPT/Lecture	Notes	
24	Meaning	PPT/Lecture		
25	Definition	PPT/Lecture		
26	Types of lease	Lecture		
27	Types	Lecture		
28	Essentials	PPT/Lecture		
29	Advantages	PPT/Lecture		
30	Limitations factoring	PPT/Lecture		
31	Types of factoring	PPT/Lecture		
32	Importance, Factoring services in India	Lecture		
MODULE IV				
33	Mutual funds and Securitization	PPT/Lecture		
34	Mutual funds meaning	PPT/Lecture		
35	Types	PPT/Lecture	Seminar	
36	Types	PPT/Lecture		
37	SEBI Guidelines	PPT/Lecture		
38	Securitization	PPT/Lecture		
39	Meaning	PPT/Lecture		
40	Procedure	PPT/Lecture		
41	Procedure	PPT/Lecture		
42	Securitization in India	PPT/Lecture		
43	Securitization in India	PPT/Lecture		
44	Revision	PPT/Lecture		
CIA II				
MODULE V				
45	Credit rating	PPT/Lecture		
46	Credit rating agencies	PPPT/Lecture		
47	Meaning	PPT/Lecture		
48	Types	PPT/Lecture		
49	Importance	PPT/Lecture		
50	Procedure of credit rating	PPT/Lecture		
51	Procedure of credit rating			
52	Recent trends in financial services			
53	Recent trends in financial services			
54	Revision			

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	2/1/2019	CREDIT RATING AGENCIES IN INDIA

References

- Gupta.N.K and Monika Chopra : Financial Markets, Institutions and Services.
- Kevin. S : Security Analysis and Portfolio Management
- Avadhani.V.A : Security Analysis and Portfolio Management
- Donald.M. Fischer : Security Analysis and Portfolio Management
- Bharathi.V. Pathak : Indian Financial System

COURSE PLAN

PROGRAMME	BCom CA (S/F)	SEMESTER	4
COURSE CODE AND TITLE	15U4OPCCA2 INFORMATION TECHNOLOGY FOR OFFICE	CREDIT	3
HOURS/WEEK	5	HOURS/SEM	90
FACULTY NAME	PRIYA RENJINI S		

COURSE OBJECTIVES

- To understand and Create document in Ms Word
- To understand and Create Broucher in Page maker
- To understand and Create documents, accounts and statements in Ms Excel
- To understand and Analyse the advanced features of excel
- To understand and Create PowerPoint Presentations

SESSION	TOPIC	LEARNING RESOURCES	VALUE ADDITIONS	REMARKS
MODULE I				
1	Processing package: MS-Word 2007: Introduction	PPT	video	
2, 3	Clarification of objectives, Assignments, Expectations, Internal marks, Practical works, record, Lab hours, Groups division.	PPT/Lecture		
4, 5	Features- Word User Interface Elements; Creating new Documents; Basic Editing, Saving a Document	PPT/Lecture		
6,7	Lab		e-resource	
8, 9	Printing a Document; Print Preview, Page Orientation- Viewing Documents; Setting tabs- Page Margins; Indents; Ruler	PPT/Lecture		
9, 10	Formatting Techniques; Font Formatting, Paragraph Formatting; Page Setup; Headers & Footers; Bullets and Numbered List; Borders and Shading; Find and Replace; Page Break& Page Numbers	PPT/Lecture		

11, 12	Lab		e-resource	
13, 14	Mail Merging-Spelling and Grammar Checking; Thesaurus; Automating Documents; Macros; Tables; Side-by-side and Nested Tables	PPT/Lecture		
MODULE II				
15, 16	Spreadsheet package: Ms-Excel 2007 Introduction, Excel User Interface	PPT/Lecture		
17, 18	Working with cell and cell addresses, Selecting a Range, Moving, Cutting, Copying with Paste, Inserting and Deleting cells	Lecture		
	Lab	Practical	e-resource	
18, 19	Freezing cells, Adding, Deleting and Copying Worksheet within a workbook, Renaming a Worksheet. Cell Formatting Options	Lecture		
20, 21	Lab	Practical	e-resource	
22, 23	Database structure:character,field,record,file,directory,drive	Lecture		
24	Class by reasource person	Lecture		
25, 26	Lab	Practical	e-resource	
27, 28	Formatting fonts, Aligning, Wrapping and Rotating text, Using Borders	PPT/Lecture		
29	CIA-1			
MODULE III				
30, 31	Boxes and Colors, Centering a heading, Changing row/column height / width, Formatting a Worksheet Automatically	PPT/Lecture		
32, 33, 34	Insert Comments, Clear contents in a cell. Using print Preview, Preparing Worksheet for the printer, Selecting Print Area	PPT/Lecture		
35, 36	Margin and Orientation, Centering a Worksheet, Using header and footer, Inserting page breaks, Creating list, Sorting Data.	PPT/Lecture		
37, 38	Discussion- Advanced Features of Excel: All Functions in excel	Lecture	Discussion	
39, 40, 41	Using Logical Functions, Statistical functions, Mathematical etc Data between Worksheet, Elements of Excel Charts, Categories	Lecture	Q & Ans Session	
42, 43		PPT/Lecture		

	Create a Chart, Choosing chart type, Edit chart axis - Titles, Labels, Data series and legend			
44, 45	Lab	Practical	e-resource	
46, 47	Adding a text box, Rotate text in a chart, Converting a chart on a webpage, Saving a chart	PPT/Lecture		
48, 49	Use of Pivot tables- Designing of Templates in Excel	PPT/Lecture		
50	Lab	Practical	e-resource	
MODULE IV				
51, 52	Creating Master slides Managing slide shows - using pen Setting slide intervals.	PPT/Lecture		
53, 54	Creating Power Point presentations	Lecture		
55, 56	Lab	Practical	e-resource	
57, 58	Using layouts, slide transition and effects	PPT/Lecture		
59, 60	Using custom animation, add effects and other effects	PPT/Lecture		
61, 62	Lab	Practical	e-resource	
63, 64	Playing PPT and taking Presentations	PPT/Lecture		
65, 66	Lab	PPT/Lecture	e-resource	
MODULE V				
67, 68	Desktop Publishing: PageMaker 7.0: Introduction to Desktop publishing as a Process	PPT/Lecture		
69, 70	Pagemaker tools and Pallettes - Working with objects -type Styling options	PPT/Lecture		
71, 72	Lab	Practical	e-resource	
73, 74	Working with text - formatting options: Leading, Margins and indents - Scaling text	PPT/Lecture		
75, 76	Paragraph formatting options - Working with Grids	PPT/Lecture		
77, 78	Lab	Practical	e-resource	
79, 80	Creating frames Layers.	PPT/Lecture		
81, 82	Lab	Practical	e-resource	
83, 84	Create Brouchers	PPT/Lecture	Video	
85, 86	Lab	Practical	e-resource	

87, 88	Create Notices	PPT/Lecture		
CIA - II				
89, 90	Revision	Lecture		

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc.)
1	4/1/2019	Lab Book
2	28/1/2019	Record

GROUP ASSIGNMENTS/ACTIVITES – Details & Guidelines

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	2/2/2019	PPT Presentations on General Topics

References

- Indian Journal of Public administration
- Journal of Health Management
- Indian Journal of Social work
- Economic and Political Weekly
- Ms-Office 2007: Gini Courter & Annette Marquis
BPBPublications
- Special Edition Ms Excel 2007: Patrick Blattner, Louie Utrich. Ken Cook & Timothy Dyck Prentice Hall India
- Mastering PageMaker: Atman Rebecca & Atman Rich BPBPublications

Web resource references:

- <https://en.wikipedia.org/wiki/>

Practical Training:

- Create a small poster using pagemaker
- Create a Brochure using pagemaker
- Prepare Pay rolls in Excel
- Cell Formatting Conditional
- Analysis and presentation of data using charts

- Using Functions
- Using of Mailmerging feature of word.