

**Hemchand Yadav Vishwavidyalaya, Durg (C.G.)**

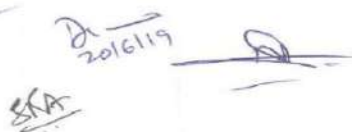
**SYLLABUS**

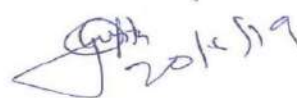
**B.COM. PART-I**

**GROUPING OF SUBJECTS AND SCHEME OF EXAMINATION**

Subject			Max.	Min.
i)	Environmental Studies Field Work	75 25	100	33
A.	Foundation Course			
I.	Hindi Language		75	26
II.	English Language		75	26
B.	Three Compulsory Groups			
Group-I				
I.	Financial Accounting	75	150	50
II.	Business Communication	75		
Group-II				
I.	Business Mathematics	75	150	50
II.	Business Reg. Framework	75		
Group-III				
I.	Business Environment	75	150	50
II.	Business Economics	75		

  
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## **UNIT-I THE MULTI DISCIPLINARY NATURE OF ENVIRONMENTAL STUDIES**

### **Definition, Scope and**

### **Importance Natural Resources:**

#### **Renewable and Nonrenewable Resources**

- (a) Forest resources: Use and over-exploitation, deforestation, Timber extraction, mining, dams and their effects on forests and tribal people and relevant forest Act.
- (b) Water resources: Use and over-utilization of surface and ground water, floods drought, conflicts over water, dam 's benefits and problems and relevant Act.
- (c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources.
- (d) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity.
- (e) Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources.
- (f) Land resources: Land as a resource, land degradation, man induced landslides soil erosion and desertification.

**(12 Lecture)**

## **UNIT-II ECOSYSTEM**

### **(a) Concept, Structure and Function of and ecosystem**

- Producers, consumers and decomposers.
- Energy flow in the ecosystem
- Ecological succession
- Food chains, food webs and ecological pyramids.
- Introduction, Types, Characteristics Features, Structure and Function of Forest, Grass, Desert and Aquatic Ecosystem.

### **(b) Biodiversity and its Conservation**

- Introduction - Definition: genetic. species and ecosystem diversity
- Bio-geographical classification of India.
- Value of biodiversity: Consumptive use. Productive use, social ethics, aesthetic and option values.
- Biodiversity at global, National and local levels.
- India as mega-diversity nation.

- Hot spots of biodiversity.
- Threats to biodiversity: habitat loss, poaching of wildlife, man-wild life conflict.
- Endangered and endemic species of India.
- Conservation of biodiversity: In situ and Ex-situ conservation of biodiversity.

**(12 Lecture)**

### **UNIT- III**

#### **(a) Causes, effect and control measures of**

- Air water, soil, marine, noise, nuclear pollution and Human population.
- Solid waste management: Causes, effects and control measures of urban and industrial wastes.
- Role of an individual in prevention of pollution.
- Disaster Management: floods, earthquake, cyclone and landslides.

**(12 Lecture)**

#### **(b) Environmental Management**

- From Unsustainable to sustainable development.
- Urban problems related to energy.
- Water conservation, rain water harvesting, watershed management.
- Resettlement and rehabilitation of people, its problems and concerns.
- Environmental ethics: Issues and possible solutions.
- Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust.
- Wasteland reclamation
- Environment protection Act: Issues involved in enforcement of environmental legislation.
- Role of Information Technology in Environment and Human Health.

## **UNIT- IV**

General background and historical perspective- Historical development and concept of Human Rights, Meaning and definition of Human Rights, Kind and Classification of Human Rights. Protection of Human Rights under the UNO Charter, protection of Human Rights under the Universal Declaration of Human Rights, 1948. Convention on the Elimination of all forms of Discrimination against women. Convention on the Rights of the Child, 1989.

## **UNIT- V**

Impact of Human Rights norms in India, Human Rights under the Constitution of India, Fundamental Rights under the Constitution of India, Directive Principles of State policy under the Constitution of India, Enforcement of Human Rights in India. Protection of Human Rights under the Human Rights Act, 1993- National Human Rights Commission, State Human Rights Commission and Human Rights court in India. Fundamental Duties under the Constitution of India.

### **Reference/ Books Recommended**

1. SK Kapoor- Human rights under International Law and Indian Law.
2. HO Agrawal- Internation Law and Human Rights
3. एस.के. कपूर – मानव अधिकार
4. जे.एन. पान्डेय – भारत का संविधान
5. एम.डी. चतुर्वेदी –भारत का संविधान
6. J.N.Pandey - Constitutional Law of India
7. Agarwal K.C. 2001 Environmental Biology, Nidi pub. Ltd. Bikaner
8. Bharucha Erach, the Biodiversity of India, Mapin pub. Ltd. Ahmedabad 380013, India, Email: mapin@icenet.net(R)
9. Bruinner R.C. 1989, Hazardous Waste Incineration. McGraw Hill Inc.480p
10. Clark R.S. Marine pollution, Clanderson press Oxford (TB)
11. Cuningham, W.P.Cooper. T.H.Gorhani, E & Hepworth. M.T,200
12. Dr. A.K.- Environmental Chemistry. Wiley Eastern Ltd.
13. Down to Earth, Center for Science and Environment (R)
14. Gloick, H.P. 1993 Water in crisis. pacific institute for studies in Deve. Environment & Security. Stockholm Eng. Institute. Oxford University, Press. m473p.
15. Hawkins R.E. Encyclopedia of Indian Natural History, Bombay Natural History Society, Mumbai (R)

16. Heywood, V.H. & Watson, T.T.1995 Global Biodiversity Assessment, Cambridge Univ. Press 1140p
17. Jadhav H. & Bhosale, V.H. 1995 Environmental Protection and Law. Himalaya pub. House, Delhi 284p
18. Mckinney M.L.& School R.M.1996, environmental Science systems & solutions, web enhanced edition, 639p
19. Mhadkar A.K. Matter Hazardous, Techno-Science publication(TB)
20. Miller T.G.Jr. Environment Science, Wadsworth publication co. (TB)
21. Odum E.P.1971, Fundamentals of Ecology, W.B. Saunders Co. USA,574p
22. Rao M.N. & Datta, A.K. 1987, Waste water treatment. Oxford & IBH pub.co.pvt. Ltd 345p
23. Sharma B.K. 2001, Environmental chemistry, Goel pub. House, Meerut
24. Survey of the Environment, The Hidu(M)
25. Townsend C. Harper J. And Michael Begon, Essentials of Ecology, Blackwell Science(TB)
26. Trivedi R.K.Handbook of Environment Laws, Rules, Guidlines, Compliances and Standards, Vol land II, Environment Media(R)
27. Trivedi R.K. and P.K. Goel, Introduction to air pollution, Techno-Science publication (TB)
28. Wanger K.D.1998, Environmental Management. W.B. Saunders Co. Philadelphia, USA 499

**B. Com Part- I**  
**Compulsory**  
**Group – I    Paper – I - Financial Accounting**

**OBJECTIVE** – To Impart basic accounting knowledge as applicable to business.

**UNIT –I**

Accounting: An Introduction: Development, Definition, Needs, objectives; Branches of accounting; Basic Accounting Principles, Concepts & Conventions.

Accounting Standard: International Accounting Standard only outlines, Accounting Standard in India.

Accounting Transaction: Concept of Double Entry System, Concept of Capital & Revenue, Book of original records: Journal; Ledger; Sub-Division of Journal: Cashbook.

**UNIT –II**

Final Accounts; Trial balance; Manufacturing account; Trading account; Profit & loss account; Balance sheet; Adjustment entries.

Rectification of errors; Classification of errors; Location of errors; Rectification of errors; Suspense account; Effect on profit.

**UNIT –III**

Depreciation, Provisions, and Reserves; Concept of depreciation; Causes of depreciation; Depreciation, depletion amortization, Depreciation accounting; Methods of recording depreciation; Methods for providing depreciation; Depreciation of different assets; Depreciation of Replacement cost; Depreciation policy; as per Indian accounting Standard : provisions and Reserves. Accounts of Non-Trading Institutions.

**UNIT –IV**

Special Accounting Areas :

Hire-purchase and installment purchase system: Meaning of hire-purchase contract, Legal provision regarding hire-purchase contract; Accounting for goods of substantial sale values, and accounting records for goods for small values ; Installment purchase system ; After sales Service.

**UNIT –V**

Partnership Account: Dissolution of a Partnership Firm, Amalgamation of Partnership Firms, Conversion of Partnership Firm into Joint Stock Company.

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### **Suggested Readings:**

1. Gupta, R.L. and Radhaswamy. M; Financial Accounting; Sultan Chand and Sons, New Delhi. (Both Hindi and English medium)
2. Monga J.R. Ahuja Girish, and Sehgal Ashok: Financial Accounting; Mayur Paper Back, Noida.
3. Shukla. M.C., Grewal T.S. and Gupta, S.C.: Advanced Accounts; S. Chand & Co. New delhi.
4. Singh B.K.; Financial Accounting; Wisdom Publishing House, Varanasi.
5. S.M. Shukla; Financial Accounting; Sahitya Bhawan Publication; Agra. (Both Hindi and English medium)
6. Karim & Khanuja; Financial Accounting; SBPD Publishing House; Agra. ( Both Hindi and English medium)
7. Agrawal & Mangal; Financial Accounting; Universal Publication. (Both Hindi and English medium)

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## **B.Com Part- I**

### **Compulsory**

#### **Group – I Paper – II - BUSINESS COMMUNICATION**

##### **Proposed Syllabus**

**OBJECTIVE** – To develop effective business communication skills among the students.

##### **UNIT –I**

Introducing Business Communication: Definitions, concept and Significance of communication, Basic forms of communicating; Communication models and process; principles of effective communication; Theories of communication; Self-Development and Communication; Development of positive personal attitudes, SWOT analysis.

##### **UNIT –II**

Corporate Communication: Formal and Informal communication networks; Grapevine; Miscommunication (Barriers); improving communication. Practices in business communication; Group discussions; Seminars; Effective Listening: Principles of effective listening; Factor affective listening exercises; Oral, Written, and video session, Audience analysis and feedback.

##### **UNIT –III**

Writing skill: Business letters – Definition, concepts, structure, advantages disadvantage, need and kinds of business letter, Essentials of effective business letter. Good news and bad new letters; Office memorandum. Writing Resume and Letter of Job Application.

##### **UNIT –IV**

Report Writing: Introduction to a proposal, Short report and formal report, report preparation.

Oral Presentation: Principles of oral presentation, factor affecting presentation, sales presentation, training presentation, conducting surveys, speeches to motivate, presentation skill.

##### **UNIT –V**

Non-Verbal Aspects of Communicating. Body Language: Kinesics, Proxemics, Para Language.

Interviewing skills: Appearing in interviews; conducting interviews; mock interview.

Modern Forms of Communicating: Fax; E-Mail; video conferencing; etc.

International Communication for global business.

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### **Suggested Readings:**

1. Dr. P. K. Agrawal, Dr. A.K. Mishra ; Business Communication ; Sahitya Bhawan Publication; Agra (Hindi medium)
2. Balasubramanyam: Business Communication; Vikas Publishing House, Delhi. (English medium)
3. Dr. Vinod Mishra: Business Communication; Sahitya Bhawan Publication; Agra. (Hindi medium)
4. Kaul: Effective Business Communication; Prentice Hall, New Delhi. (English medium).
5. Patri VR: Essentials of Communication; Greenspan Publications, New Delhi. (English medium)
6. Senguin J: Business Communication; The Real World and Your Career, Allied Publishers, New Delhi. (English medium)
7. Dr. Mishra, Shukla & Patel; Business Communication; SBPD Publishing House, Agra. (Both Hindi and English medium)

  
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**B.Com Part- I**  
**Compulsory**  
**Group – II**  
**Paper – I - Business Mathematics**  
**Proposed Syllabus**

**OBJECTIVE** – To enable the students to have such minimum knowledge of mathematics as is applicable to business and economic situations.

**UNIT –I**

Simultaneous Equations– Meaning, Characteristics, Methods of Solving Equations in Two Variables– Graphical, Substitution, Elimination and Cross Multiplication.

Linear Programming –Formulation of LLP : Graphical method of solution ; Problems relating to two variables including the case of mixed constraints .

**UNIT –II**

Matrices and Determinants : Definition of a matrix ; Type of a matrices ; Algebra of matrices ; Properties of determinants ; Calculation of values of determinants upto third order ; Logarithm's & Antilogarithm's.

**UNIT –III**

Simple interest and Compound Interest .

Annuities : Types of annuities ; Present value and amount of an annuity, including the case of continuous compounding ; Valuation of simple loans and debentures; Problems relating to sinking funds.

**UNIT –IV**

Ratio & Proportion.

Average, Percentage.

**UNIT –V**

Commission, Brokerage, Discount, Profit and loss.

Transportation Problems.

**Suggested Readings:**

1. Dr. Amarnath Dikshit, Dr. Jinendra Kumar Jain; Business Mathematics ;Himalaya Publishing House, Mumbai. (Both Hindi and English medium)
2. N.K. Nag : Business Mathematics; Kalyani publication, New Delhi. .
3. Dr. V.K. Shukla. : Business Mathematics; Madhya Pradesh hindi Granth Academy: Bhopal.
4. S.M. Shukla; Business Mathematics; Sahitya Bhawan Publication ; Agra. (Both Hindi and English medium)
5. Dr. Karim & Agrawal ; Business Mathematics; SBPD Publishing House ; Agra. (Both Hindi and English medium)
6. Dr. Ramesh Mangal; Business Mathematics; Satish Printer and Publishers, Indore.

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**B.Com Part- I**  
**Compulsory**  
**Group – II**  
**Paper – II – BUSINESS REGULATORY FRAMEWORK**  
**Proposed Syllabus**

**OBJECTIVE** – To provide a brief idea about the framework of Indian business laws.

**UNIT –I**

Law of Contract (1872) –I : Nature of contract ; Classification ; Offer and acceptance; Capacity of parties to contract, free consent, Considerations, Legality of object; Agreement declared void.

**UNIT –II**

Law of Contract (1872) - II : Performance of contract, Discharge of contract; Remedies for breach of contract.

Special contracts; Indemnity ; Guarantee; Bailment and pledge; Agency.

**UNIT –III**

Sale of Goods Act (1930) ;Formation of contracts of sale ;Goods and their classification, price, Conditions and warranties; Transfer of property in goods; Performance of the contract of sales; Unpaid seller and his rights; sale by auction; Hire purchase agreement.

**UNIT –IV**

Negotiable Instrument Act (1881) : Definition of negotiable instrument; Feature; Promissory note; Bill of exchange & cheque; Holder and holder in the due course; Crossing of a cheque, types of crossing; Negotiation; Dishonor and discharge of negotiable instrument.

**UNIT –V**

The Consumer Protection Act 1986 : Main Provision, Definition of consumer ,Consumer Disputes , Grievance redressal machinery ; Indian Partnership Act 1932.

Limited Liabilities Partnership Act 2008.

Introduction of Intellectual Property Right Act – Copyright, Patent & Trademark.

**Suggested Readings:**

1. Kuchal M.C. ; Business Law ; Vikas Publishing House, Delhi. (English medium)
2. Kapoor N.D. : Business Law ; Sultan Chand & Sons, New Delhi. (English medium)
3. Chandha P.R. : Business Law; Galgotia ,New Delhi. (English medium)
4. Dr. J.K. Vaishnav : Business Law; Sahitya Bhawan publication, Agra. (English medium)
5. Prof. R. C. Agrawal; Business Regulatory Framework; SBPD Publishing House, Agra. (Hindi medium)
6. K.R. Bulchandani; Business Law; Himalaya Publishing House , Mumbai. (Both Hindi and English medium)
7. R.L. Navlakha; Business Law; Ramesh Book depot, Jaipur. (Both Hindi and English medium)
8. Arun Kumar Gangele; Business Regulatory Framework; Ram Prasad & Sons, Agra. (Hindi medium)

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**B.Com Part- I**  
**Compulsory**  
**Group – III**  
**Paper – I – BUSINESS ENVIRONMENT**  
**Proposed Syllabus**

**OBJECTIVE** – To acquainting the students with the emerging issues in business at the national and international level in the light of the policies of liberalization and globalization.

**UNIT –I**

Business Environment : Concept, Components and Importance ,Economic Trends (overview) : Income : Saving and investment ; Trade and balance of payment, Money and Finance .

**UNIT –II**

Problems of Growth : Unemployment ; Poverty ; Regional imbalances ; Social Injustice; Inflation ; Parallel economy ; Industrial sickness.

**UNIT –III**

Role of Government ; Monetary and fiscal policy ; Industrial policy ; Industrial licensing, Privatization ; Liberalisation, Globalisation Devaluation; Demonitisation; Export-Import policy.

**UNIT –IV**

Economic Planning in India : Need, objectives, Strategy; Review of Previous Plans, Planning Commission.

Foreign Exchange Management Act 2000 : Basic Concept and Main Provisions.

**UNIT –V**

International Environment ; Trends in World trade and the problems of developing countries; Foreign trade and economic growth; International economic groupings – GATT, WTO, UNCTAD, World Bank, IMF; FDI.

**Suggested Readings:**

1. Agarwal A. N. : Indian Economy, Vikas Publishing House Delhi. (English medium)
2. Khan Farooq A : Business and Society; S. Chand , Delhi. (English medium)
3. Dutt R. and Sundharam K. Pm. ; Indian Economy; S. Chand , Delhi. (English medium)
4. Misra S.K. and Puri V.K. : Indian Economy; Himalaya Publishing House, New Delhi. (English medium)
5. Dr. V.C. Sinha; Business Environment; SBPD Publishing House, Agra . (Both Hindi and English medium)
6. Dr. J. K. Jain; Business Environment; Madhya Pradesh hindi Granth Academy: Bhopal. (Hindi medium)
7. Gupta & Pathak; Business Environment; Ram Prasad & Sons, Raipur. (Hindi medium)
8. S.K. Singh; Business Environment; SBPD Publishing House, Agra . (Both Hindi and English medium)

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## **B.Com Part- I**

### **Compulsory**

Group – III – Business Economics

Paper – II– BUSINESS ECONOMICS

### **Proposed Syllabus**

**OBJECTIVE** – To acquaint the students with the principles of Business Economics as are applicable in business.

#### **UNIT –I**

**Introduction** : Definition ,Nature and Scope of Economics, Difference Between Micro and Macro Economics, Method of Economic Study : Inductive and Deductive Methods.

Basic problem of Economy, Working of Price Mechanism.

Utility Analysis: Measurements of Utility, Law of Diminishing Marginal Utility, Law of Equi-Marginal Utility.

#### **UNIT-II**

Law of demand: Meaning and Definitions, Effecting Factors, Types ; Exception of Law of demand.

Elasticity of Demand : Concept, Definitions, Importance, Types and Measurement of Elasticity of Demand, Factors affecting the Elasticity of Demand.

#### **UNIT –III**

Production : Factors of Production ,their characteristics and importance.

Production Functions : Law of Variable Proportions, Return to scale and Equal Product Curve Analysis. Internal and external economies and diseconomies.

#### **UNIT –IV**

Market Structure – Concept , Characteristics, Classification. Determination of Price under condition of Perfect Competition, Imperfect Competition and Monopoly, Monopolistic Competition, Oligopoly and Duopoly.

#### **UNIT –V**

Theories of distribution, Marginal Productivity theory of distribution, Concept and theories of Wages, Rent, Interest & Profit.

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### **Suggested Readings:**

1. John P. Gould, Jr. and Edward P. Lazear: Micro economic theory; All India Traveller, Delhi. (English medium)
2. Koutsoyianni A. : Modern Microeconomics: Macmillan, New Delhi. (English medium)
3. Khan Farooq A : Business and Society; S. Chand , Delhi. (English medium)
4. Misra S.K. and Puri V.K. : Indian Economy; Himalaya Publishing House, New Delhi. (English medium)
5. M. L. Jhingan : Micro Economics, Vrinda publication, Delhi. (Both English and Hindi medium)
6. Dr. J. K. Jain; Business Economics; Madhya Pradesh hindi Granth Academy: Bhopal. (Hindi medium)
7. Dr. V.C. Sinha; Business Economics; SBPD Publishing House, Agra. (Both English and Hindi medium)
8. Dr. Jai Prakash Misra; Business Economics; Sahitya Bhawan Publication, Agra. (Hindi medium)

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**B. COM - I (COMPUTER APPLICATION)**  
**PAPER - I**  
**COMPUTER FUNDAMENTALS**

**MAX MARKS : 50**

**Note :-** The Question Paper setter is advised to prepare unit-wise question with the provision of internal choice.

**UNIT-I INTRODUCTION TO COMPUTERS**

**Computer System:** Characteristics and capabilities. Computer Hardware and Software: Block Diagram of Computer, Different Data Processing: Data, Data Processing System, Storing Data, Processing Data. Types of Computers: Analog, Digital, Hybrid General and Special Purpose Computers. Generation of Computers. Computer Systems: Micro, Minis & Main-Frames. Limitations of Micro Computer. **Number systems:** Decimal number system. Binary number system. Octal and Hexadecimal number system. 1's and 2's complement. **Codes:** ASCII, EBCDI codes, Gray code and BCD. **Logic Gates:** AND, OR, NOT GATES and their Truth tables, NOR NAND and XOR gates.

**UNIT-II COMPUTER PERIPHERALS**

**Introduction to Input Devices:** Categorizing Input Hardware, Keyboard, Direct Entry- Card Readers Scanning Devices - O.M.R. Character Readers, Thumb Scanner, MICR Smart Cards, Voice Input Devices Pointing Devices - Mouse Light Pen, Touch Screen. **Computer Output :** Output Fundamentals, Hardcopy Output Devices, Impact Printers, Non-Impact Printers, Plotters, Computer output Microfilm/Microfiche (COM) System, Softcopy Output Devices, Cathode Ray Tube, Flat Screen Technologies, Projectors, Speakers.

**UNIT-III BASIC COMPONENTS AND STORAGE**

**Central Processing Unit :** The Microprocessor, control unit, A.L.U., Registers, Buses, Main Memory, Main Memory(RAM) for microcomputers, Read Only Memory(ROM). Storage Devices: Storage Fundamentals, Primary and Secondary Storage, Data Storage and Retrieval Methods – Sequential, Direct & Indexed Sequential, Tape Storage and Retrieval Methods Tape storage Devices, characteristics and limitations, Direct access Storage and Microcomputers - Hard Disks, Disk Cartridges, Direct Access Storage Devices for large Computer systems, Mass storage systems and Optical Disks, CD ROM.

**UNIT-IV COMPUTER SOFTWARE AND LANGUAGES**

**System Software:** System software Vs. Application Software, Types of System Software, Introduction and Types of Operating Systems, Boot Loader, Diagnostic programs, BIOS, Utility Programs, **Application Software :** Microcomputer Software, Interacting with the System, Trends in PC software, Types of Application Software, Difference between Program and Packages. **Computer Language:** Definition, Generations of Computer languages, Types of Languages, **Language Processors:** Assembler, Interpreter, Compiler, Linker and Loader, Programming constructs, Algorithm and flowchart.

**UNIT-V INTRODUCTION TO MS-DOS AND WINDOWS**

**Introduction to DOS:** History and Versions of DOS Fundamentals of DOS: Physical Structure of the Disk, Compatibility of drives, Disks & DOS versions, Preparing Disks for use, Device Names. Getting Started with DOS: Booting Process (DOS, Windows ,UNIX), System Files and Command.com, Internal DOS files & Directories, Elementary External DOS Commands, Creating a Batch Files, Additional Commands. **Microsoft Windows: Operating system,** Definition and functions, basics of Windows. Basic components of windows, icons, types of icons, taskbar, activating windows, using desktop, title bar, running applications, exploring computer, managing files and folders, copying and moving files and folders. Control panel-display properties, adding and removing software and hardware setting date and time, screen saver and appearance. Using windows accessories.

**TEXT BOOK**

1. Introduction to Information Technology, V. Rajaraman, PHI Sixth Edition.
2. Computer Fundamentals, P.K. Sinha, BPB Publication, Sixth Edition.
3. Fundamentals of Information Technology, Chetan Shrivastava, Kalyan Publishers.
4. Computers Today, Suresh K. Basandra, Galgotia Publications.

*Handwritten signatures and dates:*  
1. Signature: Athma, Date: 19/01/19  
2. Signature: P.K. Sinha, Date: 19/01/19  
3. Signature: Suresh K. Basandra, Date: 19/01/19  
4. Signature: P.K. Sinha, Date: 19/01/19



## B. COM - I (COMPUTER APPLICATION)

### PAPER - II

#### PC S/W & MM

MAX MARKS: 50

**Note :-** The Question Paper setter is advised to prepare unit-wise question with the provision of internal choice.

#### UNIT-I USING OFFICE MS-WORD

Introduction to word processing software and its features, Creating new document, Saving documents, Opening and printing documents. **Home Tab:** Setting fonts, Paragraph settings, various styles (Normal, No spacing, Heading1, Heading2, Title Strong), Find & replace, Format Painter, Copy paste and paste special. **Insert Tab:** Pages, Tables, pictures, clipart, shapes, header & footer, word art, equation and symbols. **Page Layout Tab:** Page setup, page Background, Paragraph (indent and spacing). **Mailing Tab:** Create envelopes and Labels, Mail merge. **Review Tab:** Spelling and grammar check, new comment, Protect document. **View Tab:** Document views, zoom, Window (New window, Split, Switch window).

#### UNIT-II WORKING WITH MS-EXCEL

Introducing Excel, Use of Excel sheet, Creating new sheet, Saving, Opening & Printing workbook. **Home Tab:** Font, Alignment, Number, Styles and cells and editing, Conditional Formatting. **Insert Tab:** Table, Charts (Column Chart, Pie chart, Bar chart, Line chart) and Texts (heading & Footer, word art, signature line). **Page Layout Tab:** Page setup options, Scale to fit (width, height, scale) **Formulas Tab :** Autosum (sum, average, min, max). Logical (IF, and, or, not, true, false), Math & trig (sin, cos, tan, ceiling, floor, fact, mod, log), watch window. **Data Tab:** Get external data from MS Access, Sort and filter options, Data validation, Group and ungroup. **Review Tab:** Protect sheet, Protect workbook and Share workbook. **View Tab:** Page break, Page layout, Freezing panes, Split and hide.

#### UNIT-III WORKING WITH MS-POWERPOINT

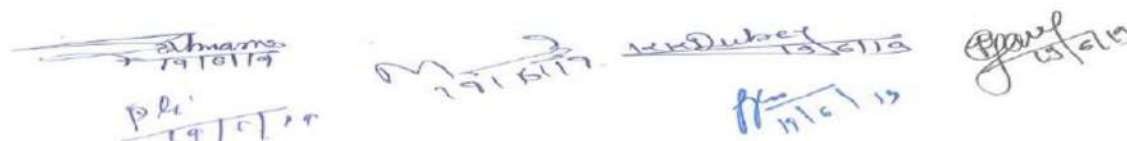
Introducing power point, Use of power point presentation, Creating new slides saving, Opening and printing. **Home Tab:** New slide, Layout, Reset, Delete, Setting text direction, Align text, Convert to smart art, drawing options. **Insert Tab:** Table picture, clipart, photo album, smart art, shapes and chart, movie and sound, hyperlink and action, text box, word art, object **Design Tab:** Page setup option, slide orientation, applying various themes, selecting background style and formatting it. **Animation Tab:** Custom animation for entrance, exit and emphasis, applying slide transition, setting transition speed and sound, animation on rehearse timing. **Slide show & View Tab:** Start slide show options, setup option. **View Tab:** Presentation views, colours and window option.

#### UNIT-IV WORKING WITH MS-ACCESS

Front end and back end of application, Introduction to DMBS, features of dbms, Creating blank databases, Saving it in accdb format. Defining data type in MS Access. **Home Tab:** Datasheet view, design view, pivot chart view, pivot table view, sort and filter options. **Create Tab:** Creating tables, creating reports, query wizard. **External Data Tab:** Importing data from access and excel sheet, exporting data to excel and MS word. **Datasheet Tab:** Relationships, fields and columns options, Data type and formatting options.

#### UNIT-V ANIMATION AND GRAPHICS

Basic concept of 2D/3D Animation, Principle of animation, application of Multimedia, hardware and Software resources requirement for animation, introduction of various file formats (.mpeg, .gif, .jpeg, .mp4, .tif, .flv) **Creating a new movie in flash :** Get set Up, Input Text, Animate Text, Drawing and painting with tools, brush, create basic shapes like oval, Rectangle & Polystar Tools, Tools working with object & filing the object. Transformation object properties dialog box, creating layers motion tweening, shape tweening, Mask layers, basic action scripts, importing sound through Flash.

  
The bottom of the page contains four handwritten signatures and dates. From left to right: 1. A signature that appears to be 'Athanas' with the date '19/01/19'. 2. A signature that appears to be 'M. J.' with the date '19/01/19'. 3. A signature that appears to be 'K. Dubey' with the date '19/01/19'. 4. A signature that appears to be 'P. Paul' with the date '19/01/19'.

## TEXT BOOK

1. Microsoft Office 2007 Fundamentals, L. Story, D. Walls.
2. MS Office, S.S. Shrivastava, Firewall Media.
3. Office 2000 made easy, Alan Neibauer, Tata McGraw Hill.
4. FLASHMX Bible, Robert Reinhart.
5. Sams Teach Yourself Macromedia Flash 8 in 24 Hours, Phillip Kerman.
6. How to do everything with Macromedia, Bonnie Blake, Doug Sahlin
7. Multimedia Making it works, Tay Vaughan Tata McGraw Hill.

Alhams  
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Redubey  
19/6/19  
H  
19/6/19

Prave  
19/6/19