

SEMESTER - II
Core Practicals - I
PC Software (MS Office) - Practical

Instructional Hours: 75

Sub. Code:

16BAUCP01

Max. Marks: CIA - 40; ESE - 60

Credits: 4

Broad areas for Practical

MS WORD

25 Hrs.

Introduction to MSWord — Shortcuts — Document types — Working with Documents — Opening Files – New & Existing — Saving Files — Formatting page and Setting Margins — Converting files to different formats - Importing - Exporting - Sending files to others Editing text documents — Inserting — Deleting — Cut, Copy, paste — Undo, Redo — Find, Search, Replace Formatting Documents — Setting Font Styles — Font selection – style, size, color etc., — Type face – Bold Italic, underline — Case settings — Highlighting — Special symbols Setting Paragraph style — Alignments — Indents — Line space — Margins — Bullets and Numbering Setting Page Style — Formatting — Border & Shading — Columns — Header & footer — Setting Footnotes Inserting Clip arts, pictures, and other files — Page Numbering, data & Time, Author etc., Creating Tables — Table settings — Borders — Alignments — Insertion, deletion — Merging — Splitting — Sorting Drawing Pictures — formatting & Editing pictures Tools — Word Completion — Spell Checks — Mail merge (Setting up the mail merge — Creating a main document — Building the data source — Placing the merge fields) Printing Documents

MS EXCEL

20 Hrs.

Introduction — Spreadsheet & its Applications — Opening spreadsheet — Shortcuts Working with Spreadsheets — Opening a File — Saving Files — Converting files to different formats — Importing, Exporting and Sending files to others Entering and Editing Data — Entering Data — Find, Search & Replace — Filling continuous rows, columns — Inserting - Data, cells, column, rows & sheets Computing data — Setting Formula — Finding total in a column or row — Mathematical operations (Addition, Subtraction, Multiplication, Division, Exponentiation) — Using other Formulas Formatting Spreadsheets — Formatting – Cell, row, column & Sheet — Alignment, Font, Border & shading — Highlighting values — Hiding/Locking Cells Worksheet — Sheet Name — Row & Column Headers — Row Height, Column Width Formatting – worksheet — Sheet Formatting & style - background, color, Borders & shading — Anchoring objects — Formatting layout for Graphics, Clipart etc., Creating Charts — Selecting charts — Formatting charts, label, scaling etc., and Printing worksheet

MS ACCESS

10 Hrs.

Introduction — Database concepts — Tables— Queries — Forms — Reports Opening and saving database files — Creating Tables— Table Design — Indexing — Entering data — Importing data Creating Queries — SQL statements — Setting relationship — Using wizards Creating Forms for data entry and printing reports

MS POWER POINT

20 Hrs.

Introduction — Opening new Presentation — Different presentation templates — Setting backgrounds — Selecting presentation layouts Creating a presentation — Setting presentation style — Adding Text to the presentation Formatting a presentation — Adding style — Color and gradient fills — Arranging objects — Adding Header & Footer — Slide Background — Slide layout Adding Graphics to the presentation — Inserting pictures, movies, tables, etc into the presentation — Drawing Pictures using Draw Adding effects to the presentation — Setting Animation & transition effects — Adding audio and video Printing Handouts and generating standalone presentation viewer

Note: Question paper for practical purposes need to be designed keeping three hours of practical duration and the broad areas as given hereunder. The composition of the question should be equitably loaded with at least one exercise in MS Word and the other one from any of the other three components MS Excel, PowerPoint and Access. The questions are to be exhaustive and trying to test the skill level acquired by the students. A few model questions are appended for guide lining purposes.

Model QP Questions

1) Set the paper size to A4, the Top, Bottom, Left, Right margins set to 2 cm — Set the line spacing to one and half — Insert a header that reads —Microsoft Word Test, and a footer that reads —PC Quotation —Set the font type of the entire document to Arial and the font size to 12 — Read the following passage and type the required letter: *Research laboratory head needs the following items to be purchased from M/S Raj InfoTech Ltd, a) Samsung make TFT 17" Monitor, qty 15, Rs 10000/- each as per quotation b) Hard Disk (SATA) 160 GB, qty 15, Rs 6000/- each c) Logitech Make Web Cam, qty 15, Rs 1000/- each. In this quotation M/S Raj InfoTech Ltd has ensured 5 % discount on total bill amount. The sales tax is 2%. Full payment is made at the time of placing the order. All the items should carry a warranty of three years from the date of purchase order.* — Prepare purchase order containing item details, condition mentioned.

2) Type the following matter and carry out the below-listed tasks on the same

The Fairy Tales we deserve: The Disney Stories that enchant us today are drawn from ancient, worldwide folk tradition. Some folklorists believe that "Cinderella" in its most basic form— neglected youngest child is tested, found worthy, rewarded with mate – dates back to the Old Stone Age. Cinderella: Folk versions of "Cinderella" were related in hundreds of societies. In these stories, the "test" for the unfortunate child is different. Our familiar Cinderella is beautiful and has tiny feet. By contrast, the Japanese Cinderella gets her Prince by writing a prize-winning poem. Other fairytales include: □ Little Red Riding Hood □ Three Little Pigs □ Beauty and the Beast

Split paragraph two into two columns Insert a border around paragraph one Change the alignment of the first paragraph to right align Indent the first line of paragraph three with tab spacing set at 1cm Change the font colour of the third paragraph to Red Change the font to Comic Sans Ms, outline bold, 16 point Use WordArt to place the heading —Word Processing at the top of the document Use the word count tool and type this number at the end of the document

SEMESTER - III
Core Practicals - II
Tally 9.0 - Programming Lab

Instructional Hours: 75

Sub. Code:

15BAUCP02

Max. Marks: CIA - 40; ESE - 60

Credit:4

Practical examination exercises

Following is the broad guideline to take financial accounting task digitally using the licensed software. Utmost care need to be given with proper examples and with sufficient hypothetical entries. Question paper need to be designed for practical examination and to be sent to colleges. At the end of this practical course the learner is expected to have operational skills in doing financial accounting tasks using computer – creation, updating and reporting related tasks.

1. Create a new company – name and other relevant details and configure the company
2. **Journalizing**
3. Posting into ledger (with and without predefined groups)
4. Configuring, creating, displaying, altering and cancellation of Vouchers
5. Trial balance
6. Final accounts- trading account- profit and loss account and balance sheet
7. **Final accounts with adjustments**
8. Rectification of error
9. Show the cash, bank and other subsidiary books of the company.
10. Show the Day Book.
11. Integrate stock and inventory details (stock groups/ categories/measurement units)
12. Stock summary
13. Bank reconciliation statement
14. Enable VAT in Tally and VAT Computation report
15. **Integrate pay-roll system**

Note

- A detailed question paper (containing detailed problems) based on the above guidelines should be prepared and distributed for the purpose of examination.
- Model questions (only two questions appended as a sample); Practical question paper need to set question papers bases on the above exercises with hypothetical and real-life figures.

1) Create a Company as —Vasavi Industries Ltd. in Tally with inventory management. Pass the following Entries :-

- (i) Siva started —Vasavi Industries Ltd. by bringing Capital Rs.3,00,000/- Cash.
- (ii) He deposited Rs.1,00,000/- cash at ICICI bank.
- (iii) He paid electricity bill for Rs.1,200/- by cash.
- (iv) He withdrawn Rs.10,000/- cash for his personal use.
- (v) He purchased the following item from Computer Lab. Ltd. on credit with 4% Vat rate. (a) Computer - 10 Nos. - @20000/- each
- (vi) He sold the following item to Somnath Traders in cash with 4% Vat rate. (a) Computer - 5 Nos. - @27500/- each
- (vii) He received Rs.6,000/- as commission from Rohit by cash.
- (viii) He paid House Rent for Rs.5,000/- by cash.
- (ix) He withdrawn Rs.25,000/- cash from ICICI Bank.
- (x) He purchased furniture for Rs.25,000/- by cash for office use.

Show the Trial Balance and Balance Sheet of —Vasavi Industries Ltd. Show the Vat Computation report of the above company.

Show the Cash Book & Bank Book of the company.

Show the Day Book.

2) From the following prepare accounts in Tally. Balance sheet of Dream Home Appliances as on 1-1-2011

Capital 10, 00,000

Reserves 600,000

Creditors: Bismi Ltd. Bill no P/100, 28-12-10 – 30 days credit 2,00,000

Total 18, 00,000

Land and Building 5,00,000

Furniture and Equipments 2,00,000

Stock:- 10 Refrigerators @ Rs 8000 (LG) 80,000

Washing machine: 5 semi automatic (LG) @ 7000 35000

5 fully automatic (LG) @ 14000 70,000

10 T.V sets sony @ Rs 10,000 100,000

Debtors: (Both 45 days credit) KEEN Bill No. S/ 1001 dt. 30/12/10 50,000 Best Home Bill No.S/ 2010 dt. 22/12/10 60,000 Bank current account with SBT 600,000

Cash in hand 105,000

Total 18, 00,000

Create company with address - Cochin-5 Income Tax No. PNR/ 1234000 N VAT TIN no. K GST/ L50006 Inter state sales tax no. I/L1001

Provide other assumed details for the company 5/1/11 Purchased for cash :- 3 Refrigerators @ Rs 9500 from a stockist viz Kottayam Home Appliances and issued a cheque

VAT paid-12.5% and carriages-Rs 750 for the above purchase.

10/1 /11Sales made on credit:- QRS 5 Fridges @ Rs 11,500 S/ 1100 - 30 days credit. at 2% discount, VAT 12.5%.

Show Trial Balance, List of vouchers, P&L Account, Balance sheet with percentages and VAT computation report

SEMESTER - IV
Core Paper - X
Strategic Management

Instructional Hours: 75

Sub. Code:

15BAUC410

Max. Marks: CIA - 25; ESE - 75

Credit:4

Objective: To enable the students to understand the significance of setting goals and objectives & strategy formulation, implementation and evaluation.

UNIT - I

15 Hrs.

Strategic Management: Concepts - Difference between strategy and tactics - Three levels of strategy, Strategic Management Process - Benefits, TQM and strategic management process, Social responsibility, Social audit.

UNIT - II

15 Hrs.

Strategic Formulation: Corporate Mission: Need – Formulation, Objectives: Classification - Guidelines, Goals: Features - Types, Environmental Scanning - Need - Approaches - SWOT analysis - ETOP - Value chain analysis.

UNIT - III

15 Hrs.

Choice of strategy: BCG matrix - The GE nine cell planning grid - Corporate level generic strategies: Stability, Expansion, Retrenchment, Combination strategies.

UNIT - IV

15 Hrs.

Strategic Implementation: Role of top management-Process - Approaches, Resource allocation -Factors - Approaches, Mckinsey's 7's framework, Strategic Positioning - Four routes to competitive advantage.

UNIT - V

15 Hrs.

Strategic Evaluation: Importance - Criteria - Quantitative and Qualitative factors, Strategic control: Process - Criteria - Types, Essential features of effective evaluation and control systems.

Note: Italics denotes self study topics

Text Books:

1. **Francis Cherunillam** - *Strategic Management* , Himalaya Publishing House, Mumbai, 4th Edition, Reprint, 2015.

Reference Books:

1. **Biswanth Ghosh**, *Strategic Management: An Assessment* , Streling Publishers, New Delhi, 1st Edition, 2004.
2. **V.S.Ramaswamy & S.Namakumai**, *Strategic Planning - Formulation of corporate strategy*, Macmillan Business Books, 4th Edition, 2001.

SEMESTER – V

Core Paper - XIV

Visual Basic – Theory

Instructional Hours: 45

Sub.Code:12BAUC515 /15BAUC515/ 16BAUC514

Max Marks: CIA - 10; ESE - 40

Credits: 2

Objective: To make the students acquire knowledge on Visual programming in Windows Environment

UNIT – I

10 Hrs.

Getting started: Visual Basic Environment - Initial VB screen-Single Document Interface - Tool bars and systems control and components - Use of file, edit, view, projects, format, Run and Debug, tools, Window menu, *Properties window*, Procedures, Image controls, Message boxes and grids.

UNIT – II

10 Hrs.

Steps in programming - The Code window- Editing tools - Statements in VB - Assignment and property setting - variable, strings, numbers, constants, display information - Controlling program flow- Repeating operation - Making decisions - GOTO - String function - RND functions - Date and Time functions - Financial functions.

UNIT – III

10 Hrs.

Control arrays- Lists: One Dimensional arrays - *Arrays with more than one dimension* - Using lists functions and procedures - Passing by reference/ Passing by values - Code module - Global procedures and global variable - Document for user defined types with statements - Common dialog box - MDI forms.

UNIT – IV

8 Hrs.

Fundamentals of Graphics and files: Screen - The Line and Shapes - Graphics via codes, Lines & Boxes, Circle, Ellipse, Pie charts, Curves, Paint picture method - Graphics control - File commands - File system controls - Sequential files - Random access files - Binary files.

UNIT – V

7 Hrs.

Clip board: DDE, OLE, Data control - Programming with data control - Monitoring Changes to the data bases - SQL basics - Data Base Objects.

Note: *Italics* denotes **Self Study Topics**

TEXT BOOK

1.Gary Cornell, *Visual Basic 6 from the Ground Up*, Tata McGraw Hill Publishing Company Ltd, New Delhi, 1st Edition, 2006,Reprint, 2013.

REFERENCE BOOKS:

1.**Krishnan.N & Saravanan.N**, *Visual Basic 6.0 in 30 days*, Scitech Publications (India) Pvt Ltd Chennai , Third Edition, June 2006

2. **Steven Holzner**, *Visual Basic Programming Black Book*, Dream tech press New Delhi, 1st Edition, 2008

Note: *No change in syllabus*