



**Sri Satya Sai University of Technology & Medical Sciences,  
Sehore (M.P.)**

**Syllabus of Examination**

**Six Semester - Bachelor of Commerce -(Computer Application)**

**Foundation Course**

**FC-605**

<b>Unit – 1</b>	<b>सत्य के साथमेरेप्रयोग</b> 1 <sup>०</sup> सत्य के साथमेरेप्रयोग (महात्मा गांधी की आत्मकथाकासंक्षिप्त संस्करण)	
<b>Unit – 2</b>	<b>आत्मनिर्भरता (वैचारिक निबंध)–पंडितबालकृष्ण भट्ट</b> 1. आत्मनिर्भरता (वैचारिक निबंध)–पंडितबालकृष्ण भट्ट 2. गूलरकाफूल (एक अरण्य कथा) –कुबेरनाथराय 3. मध्यप्रदेश की लोककलाएँ (संकलित) 4. मध्यप्रदेशकालोकसाहित्य (संकलित) 5. पत्र लेखन–प्रारूपण, टिप्पण, आदेश , परिपत्र, ज्ञापन, अनुस्मारक (संकलित)	
<b>Unit – 3</b>	<b>पूछो न प्रात की बातआज (चिंतनपरक) –रमेशचन्द्र शाह</b> 1. पूछो न प्रात की बातआज (चिंतनपरक) –रमेशचन्द्र शाह 2. गेहूँ औरगुलाब (वैचारिक निबंध)–रामवृक्ष बैनीपुरी 3. दूरभाषऔरमोबाइल (संकलित) 4. मध्यप्रदेश की चित्रकला, मूर्तिकला एवंस्थापत्य कला (संकलित) 5. हिन्दी की शब्दसम्पदा (संकलित)	
<b>Part – B</b>		
<b>Unit – 4</b>	<b>English Language</b> 1. Stopping by Woods On a Snowy Evening : Robert Frost 2. Communication Education and Information Technology : K. Adudiopillai 3. The Gift of Magi : O Henry 4. The Cherry Tree : Ruskin Bond	
<b>Unit 5</b>	<b>English Language</b> Translation of a short passage From Hindi to English and English to Hindi Communication through Social media Preparation of Power point Presentation <b>Basic Language skills:</b> Correction of common errors in the sentence Structure, use of tense, Preposition, Verbs, adverbs, nouns, pronouns and articles. Short essay on a given topic, Expansion of idea and summary writing.	



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### Six Semester - Bachelor of Commerce -(Computer Application)

#### Foundation Course Basic of Computer App. & Information Technology

#### FC-606

##### **Unit-I:** PowerPoint-I

- Creating presentation using Slide master and Template in various Themes & Variants.
- Working with slides: New slide, move, copy, delete, duplicate, slide layouts, Presentation views.
- Format Menu: Font, Paragraph, Drawing & Editing.
- Printing presentation: Print slides, notes, handouts and outlines.
- Saving presentation in different file formats.

##### **Unit-II:** PowerPoint-II

- Idea of SmartArt graphics, inserting text/data using SmartArt, Converting old style presentation into new style through SmartArt.
- Inserting objects (Video, Audio, Symbol, Equation, etc.), table & excel sheets, picture, chart, photo album, shapes and SmartArt; Trimming of audio/videos.
- Connecting slides through hyperlink and action button.
- Slide sorter, slide transition and animation effects.
- Presenting the slide show: Setup Slide Show, Rehearse Timing.

##### **Unit-III:** MS Excel

- Workbook & Worksheet Fundamentals: Concept of Row, Column & Cell; Creating a new workbook through blank & template.
- Working with worksheet: Entering data into worksheet (General, Number, Currency, Date, Time, Text, Accounting, etc); Renaming, Copying, Inserting, deleting & protecting worksheet.



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- Working with Row & Column (Inserting, Deleting, Pasting, Resizing& Hiding), Cell & Cell formatting, Concept of Range.
- Charts: Preparing & editing different types of Charts, Inserting trendline, Backward & forward forecasting.
- Working with formulas: Formula bar; Types of functions; Syntax & uses of the following functions: SUM, TOTAL, COUNT, AVERAGE, MAX, MIN, ROUND& IF.

#### **Unit-IV: Internet & Web Services**

- Internet: World Wide Web, Dial-up connectivity, leased line, VSAT, Broad band, WiFi, URL, Domain name, Web Browser (Internet Explorer, Firefox, Google Chrome, Opera, UC browser, etc.); Search Engine (Google, Bing, Ask, etc.); Website: Static & Dynamic; Difference between Website & Portal.
- E-mail: Account Opening, Sending & Receiving Mails, Managing Contacts & Folders.
- Basics of Networking: Types of Networks (LAN, WAN, MAN); Network Topologies (Star, Ring, Bus, Hybrid).
- Elementary idea of - Cloud Computing & Office Web Apps, Mobile Computing & Mobile Apps.

#### **Unit-V: Cyber Ethics, Security & Privacy**

- Email, Internet & Social Networking Ethics
- Types of viruses & antivirus
- Computer security issues & its protection through Firewall & antivirus

#### **SUGGESTING READING-**

1. COMPUTER SCIENCE AND INFORMATION TECHNOLOGY- S.K.VIJAY AND PANKAJ SINGH- BOOKS OF HINDI GRANTH ACADEMY
2. COMPUTER STUDY –PANKAJ SINGH



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### Six Semester - Bachelor of Commerce -(Computer Application)

#### ACCOUNT GROUP

#### Paper- INDIRECT TAXES

#### BCO-602

UNIT-I Central excise duty; concept, important definitions, goods, excisable goods, manufacturer, classification of goods and principle of classification, valuation under central excise, ad valorem duty and valuation rules

UNIT-II Custom duty; introduction and nature, types of custom duty. Prohibition of import and export, valuation rules, computation of assessable value and calculation of custom duty.

UNIT-III Central sales tax – introduction and important definitions, provisions, relating to interstate sale and taxable turnover.

Unit-iv –MP.VAT; Introduction ,important definitions, tax free goods, registration , and licensing, of dealers, assessment producer, computation of taxable turnover and VAT.

UNIT-V tax payment and recovery of tax.Input tax rebate, VAT authorities, power and Duties Appeal and Revision difficulties of implementation of vat, Service tax. Introduction, Objectives, Main Provisions, Assessment procedure and Computation of service Tax

#### **. SuggestReadings:**

- 1 Dr.H.C.Mehrotra: Indirect tax
2. V.K.Singhania: Indirect tax
3. Shripal Saklecha: Indirect tax.



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**MANAGEMENT GROUP**

**Paper- AUDITING**

**BCO-603**

**UNIT-I** Introduction- Meaning objective and types audit programme working papers and Evidences audit procedure.

UNIT-II Internal Check System, Internal Control routine Checking

UNIT-III Vouching- Verification of Assets and Liabilities.

UNIT-IV Company Auditor appointment, Power duties and Liabilities audit of Educational And Non Profit institution. Divisible profits and dividend. Auditors report; cleaned and qualified report.

UNIT-V Investigation - objective, Difference between audit and Investigation, Process of Investigation, Auditors report, clear and qualifying report, special audit of banking companies, educational and non profit institutions and insurance companies.

SuggestReadings:

1. Dr.T.R.Sharma: Auditing.
2. Jain& Khandelwal: Auditing.
3. Tondon: Auditing.



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#### PRACTICAL

#### COMPULSORY

##### **MS-Power Point:**

Creating new slide, formatting slide layout, slide show & sorter, inserting new slide, slide no., date,

Time, chart, formatting slide, tool operation.

List of suggested practical work:

- Under standing of a dial up connection through modern.
- Configuring a computer for an e-mail and using outlook Express or Netscape Messenger.
- Registration an e-mail address.
- Understanding of e-mail drafting.
- Understanding of address book maintenance for e-mail.
- Understanding of different mail program tools.
- Send and receive functions of e-mail.

Note- Minimum laboratory timing of six hours in a week.



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#### **COMPUTER APPLICATION PAPER - WEB DESIGN**

##### **BCO601C**

UNIT-I Introduction to internet and world wide web, internet addressing, browsers, URL, web server, web site, homepage, domain name, basic concept of . Introduction to HTML, OVERVIEW, structure of HTML, document, types of document, html element, and attributes, basic formatting of html, document layout, font, lists, paragraph, break rule, colors, backgrounds, text, element,

UNIT-II Link in html- anchor element and its attributes, image, and anchors. Using META information .HTML media types- media like element MSRQUEE, Audio and video support in web browsers, tables- layout, element and attributes, ROWSPAN, COLSPAN. FRAMES- Using frames, layout, of frames, problem using frames.

Unit-III LAYERS- Concept of layers, positioned and inflow layers, styles sheet- basic concept of style sheet, using style sheet, cascading style sheet CSS, using style sheets,- basics and properties, positioning with style sheets.

UNIT-IV basic interactivity in html; forms-concept of forms. FORM, ELEMENT, ATTRIBUTES, CONTROL USED FOR FORMS, EXAMPLE OF FORMS DESIGN, web publishing- concept scripting, specifying script, and design events.

UNIT-V DHTML; overview of DHTML and document object model, html and scripting access rollover buttons.

XML; BASICS XML, STRUCTURE, ways to use, XML, REWRITING HTML AS XML..

PHP- INTRODUCTION, syntax, variables, strings, operators, if else, loop, form, mail, file upload, introduction to ASP. NET

#### **SUGGETING READINGD**

1. THE COMPELETE REFERENCE TO HTML- BY THOMAS A POWELL, TMH, II EDITION
2. USING HTML- BY LEE ANNE PHILIPS, PHI
3. ULLMAN, PHP FOR THE WEB; VISUAL QUICSTRT GUIDE, PEARSON EDUCATION



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**Subject –project work**

**code-BCO607**