

**Note: Latest edition of textbooks and reference Books may be used**

**Continuous Internal Evaluation (CIE)**

SL No.	Parameters for the Evaluation	Marks
A	Continuous & Comprehensive Evaluation (CCE)	10 Marks
B	Internal Assessment Tests (IAT)	20 Marks
	<b>Total of CIE (A+B)</b>	<b>30 Marks</b>
C	Semester End Examination (SEE)	<b>70 Marks</b>
	<b>Total of CIE and SEE (A + B + C)</b>	<b>100 Marks</b>

**Name of the Program:** Bachelor of commerce (B.Com.)

**Course Code:** B.Com. 1.4

**Name of the Course:** Digital Fluency

Course Credits	No. of Hours per week	Total No. of Teaching Hours
2 Credits	3 Hrs	28 Hrs
<b>Pedagogy:</b> Classrooms lecture, tutorials, Group discussion, Seminar, Case studies, Lab & field work etc.,		
<b>Course Outcomes: On successful completion of the course, the Students will be able to</b> <ul style="list-style-type: none"><li>• Understand the Fundamentals of computer</li><li>• Work in Microsoft word Document effectively</li><li>• Discover the arena of Internet and its possibilities</li><li>• Effectively communicate through Email</li></ul>		
<b>Syllabus</b>		
<b>Module No. 1: Fundamentals of Computer (04 Hrs)</b> Introduction – Objectives – Computer, Mobile/ Tablet and their application – Components of a Computer System – Central Processing Unit- Common Input & Output devices – USB ports and Pen Drive – Connecting Power cord, Keyboard, Mouse, Monitor and Printer to CPU		
<b>Module No. 2: Word Processor (16 Hrs )</b>		

Introduction – Objective -Word Processing Basic - Opening Word Processing Package - Title Bar, Menu Bar, - Toolbars & Sidebar - Creating a New Document - Opening and Closing Documents-Opening Documents - Save and Save As - Closing Document - Using The Help - Page Setup - Print Preview - Printing of Documents - PDF file and Saving a Document as PDF file - Document manipulation & Formatting - Text Selection - Cut, Copy and Paste - Font, Color, Style and Size selection - Alignment of Text - Undo & Redo - Spelling & Grammar - Shortcut Keys

### **Module No. 3: Internet ( 04 Hrs )**

Introduction – Objectives – Internet - protocols: HTTP, HTTPS, FTP - Concept of Internet & WWW - Website Address and URL - Applications of Internet - Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering) - Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox,) - Exploring the Internet - Surfing the web - Popular Search Engines - Searching on Internet

### **Module No. 4: E-mail ( 04 Hrs )**

Introduction -Objectives - Structure - protocols: SMTP, IMAP, POP3 - Opening Email account - Mailbox: Inbox and Outbox - Creating and Sending a new E-mail - CC – BCC- Replying -Mail Merge-Forwarding - attachments – Scheduling – Password Protect – Delete.

### **Skill Developments Activities:**

- Use Word document to prepare Resume
- To assemble the computer systematically
- Systematically draft different emails

Any other activities, which are relevant to the course.

### **Reference Books:**

- Fundamentals of Computers, by Rajaraman V , Adabala N
- Fundamentals of Computers by Manoj Wadhwa (Author)
- Fundamentals of Computers by (V. Rajaraman)
- Learning MS-Word and MS-Excel, by Rohit Khurana
- Microsoft Word 2019 Step by Step Joan Lambert (Author)
- MICROSOFT WORD FOR BEGINNERS 2021: LEARN WORD PROCESSING SKILLS by RICHARD STEVE

**Note: Latest edition of textbooks and reference Books may be used**

### **Continuous Internal Evaluation (CIE)**

SL No.	Parameters for the Evaluation	Marks
<b>A</b>	Practicals	30 Marks
<b>B</b>	Record Book	20 Marks
	<b>Total of CIE (A+B)</b>	<b>50 Marks</b>

<b>C</b>	Semester End Examination (SEE)	<b>50 Marks</b>
	<b>Total of CIE and SEE (A + B + C)</b>	<b>100 Marks</b>

**Name of the Program:** Bachelor of commerce (B.Com.)

**Course Code:** B.Com. 1.4

**Name of the Course:** Spreadsheet for Business

<b>Course Credits</b>	<b>No. of Hours per week</b>	<b>Total No. of Teaching Hours</b>
2 Credits	3 Hrs	28 Hrs
<b>Pedagogy:</b> Classrooms lecture, tutorials, Group discussion, Seminar, Case studies & field work etc.,		
<b>Course Outcomes: On successful completion of the course, the Students will be able to</b> <ul style="list-style-type: none"> <li>• Understand the basic concepts of Spreadsheet</li> <li>• Summarize data using Functions</li> <li>• Apply Conditions using formulas and Functions</li> <li>• Implement financial Accounting Concepts in Spreadsheet</li> <li>• Outline the Basic Activity in Spreadsheet.</li> </ul>		
<b>Syllabus</b>		
<b>Module No. 1: Introduction (08 Hrs)</b>		