

NALLAMUTHU GOUNDER MAHALINGAM COLLEGE (AUTONOMOUS)-POLLACHI

629	BBA	Google Work space Practical	22UBM517	2022
630	BBA	Digital Marketing	22UBM5E1	2022
631	BBA	Financial services	22UBM5E2	2022
632	BBA	Industry 4.0	22UBM5E3	2022
633	B.Com	E-Filing of Income Tax Return	22UC0621	2022
634	B.Com (CA)	Office Automation	22UCC102	2022
635	B.Com (CA)	HTML & Web Designing	22UCC204	2022
636	B.Com PA	Financial Accounting - I	22UPA101	2022
637	B.Com PA	Financial Accounting - II	22UPA203	2022
638	B.Com (E-Commerce)	Software development with Visual Basic.Net	22UEC412	2022
639	B.Com (E-Commerce)	Programming Lab for Software development with Visual Basic.Net	22UEC414	2022
640	B.Com (E-Commerce)	Project work and Viva - Voce	22UEC519	2022
641	B.Com BI	ALLIED II: Business Mathematics and Statistics	22UBI2A2	2022
642	B.Com BI	CORE VII: Principles of Life Insurance	22UBI307	2022
643	B.Com BI	ALLIED LAB I : Programming Laboratory in MS Office	22UBI3A4	2022
644	B.Com BI	Non Major Elective - I : Fundamentals of Insurance	22UBI3N1	2022
645	B.Com BI	CORE X: Principles of General Insurance	22UBI410	2022
646	B.Com BI	ALLIED IV: Introduction to Industry 4.0	22UBI4A5	2022
647	B.Com BI	Core - XIV : Financial Innovations in Banking and Insurance	22UBI514	2022
648	B.Com BI	CORE XIX: Goods and Services Tax	22UBI619	2022
649	B.Com BI	Core Elective - II : Customer Relationship Management	22UBI6E5	2022
650	B.Com (BPS)	Accounting and Finance for Corporate	22UBP204	2022
651	B.Com (BPS)	Principles and Practices of Insurance	22UBP307	2022
652	B.Com (BPS)	Investment Management	22UBP308	2022
653	B.Com (BPS)	Organizational Behaviour	22UBP410	2022

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 Coimbatore District

**NALLAMUTHU GOUNDER MAHALINGAM COLLEGE
POLLACHI – 642001**

PG DEPARTMENT OF COMMERCE WITH COMPUTER APPLICATIONS

21st Board of Studies Meeting in the PG Department of Commerce (CA)

B.Com(CA)

Date & Time: 04.06.2022

Agenda

BOS / CC 21.1	:	Welcome address and Opening Remarks by Head of the Department, Board of studies in the Commerce CA
BOS / CC 21.2	:	Confirmation of the Minutes of the 20 th Previous meeting of Board of studies in the Commerce CA held on 22.05.2021 and Action taken report of 20 th meeting of Board of studies.
BOS / CC 21.3	:	21.3.1 Syllabus of B.COM (CA) under Regulation 2021
		Any other Discussions if any
BOS / CC 21.4	:	Suggestion given by BOS Members
BOS / CC 21.5	:	Any other items

NALLAMUTHU GOUNDER MAHALINGAM COLLEGE

POLLACHI

PG DEPARTMENT OF COMMERCE WITH COMPUTER APPLICATIONS

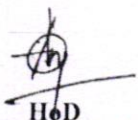
MINUTES OF BOS MEETING

The 21st Meeting of the Board of studies of B.Com (CA) was held on 04.06.2022 at 10.00 a.m. in the Department, Nallamuthu Gounder Mahalingam College, Pollachi.

1. The following members were present:

S.No	Name of the Faculty and Designation	
1.	Dr.P.ANITHA, Head, Associate Professor	Chairman
2.	Dr.S.Poongodi - Assistant Professor	Internal Members
3.	Dr.P.Jayanthi - Assistant Professor	
4.	Dr.P.Archanaa - Assistant Professor	
5.	Dr.T.Vijayachithra - Assistant Professor	
6.	Dr.P.Gomathi Devi - Assistant Professor	
7.	Dr.M.Deepa - Assistant Professor	
8.	Dr.R.Ramya - Assistant Professor	
9.	Mr.A.Prahalathan -- Assistant Professor	
10.	Ms.M.Nirmala - Assistant Professor	
11.	Ms.S.Saranya - Assistant Professor	
12.	P. Divya Bharathi - Assistant Professor	
13.	Ms.M.Gayathri - Assistant Professor	
14.	Ms.R.Subasangeetha - Assistant Professor	
15.	Ms.Kesavy - Assistant Professor	
16.	Ms.T.Ramya - Assistant Professor	
17.	Ms. P. Sudha – Assistant Professor	
18.	Ms. M. Pradeepa – Assistant Professor	
1.	Dr.K.Vanaja, Professor and Head, Department of Commerce With Professional Accounting, Dr.N.G.P College, Kalappatti, Coimbatore-642048	University Nominee

Dr. K. Ramesh Professor, PG and Research Department of Commerce, KSR College of Arts & Science (Autonomous), Thokkavadi, Tiruchengode, Namakkal -637215	Academic Experts
Dr. T. Jayakumar Dean, School of Commerce & Management Kongunadu Arts & Science College Coimbatore- 641029	Academic Auditor
Ms.B. Nithya, Sri Eswar Academy, Pollachi	Industrial Expert
Dhinesh Kumar, CTS, Coimbatore.	Alumnus nominated by HoD
M. Janathul Firdouse II M.Com CA	Student Members
S. Rama Prabha III B.Com CA	



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CDC
K. SRINIVASAN, M.C.A
Co-ordinator
Curriculum Development Cell (C
NGM College (Autonomous)
Pollachi - 642 001.



COE
Dr. R. MANICKA CHEZIAN, M.Sc., M.S., Ph.D.
Controller of Examinations
NGM College (Autonomous)
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BOS/CC21.1 WELCOME ADDRESS AND OPENING REMARKS BY CHAIRMAN, BOARD OF STUDIES IN THE B.Com (CA).

The Chairman, BoS of the B.Com (CA) welcomed and introduced the members of 21st Board of Studies and thanked each one of them for sparing their valuable time to attend the meeting.

BOS/CC 21.2 TO CONFIRM THE MINUTES OF 20th BOS MEETING HELD ON 22.05.2021. The minutes of the 20th Board of Studies meeting held on 22.05.2021 were communicated to the members. The comments received have been incorporated and placed for confirmation. The same was approved by the 20th Academic council.

~ Action Taken Report (Enclosed in Annexure 1)

BOS/CC 21.3

BOS/CC 21.3.1

I B.COM CA (I & II SEMESTER)

Semester I

- Core – I : 22UCC101 - Financial Accounting
Core Lab –I : 22UCC102- Office Automation
Allied – I : 22UCC1A1- Business Economics.

Semester II

- Core - II : 22UCC203 - Higher Financial Accounting
Core Lab - II : 22UCC204 – HTML & Web Designing
Allied - II : 22UCC2A2 - Business Mathematics

The presented syllabus was accepted by the experts and a **few suggestions** were given as follows:

- In Core Lab -I: 22UCC102- Office Automation is given as an individual course.
- In Core Lab II – HTML & Web Designing has been introduced as a separate course

The following papers from B.Com CA were accepted by the experts fully without further suggestions:

- Core - I : 22UCC101 – Financial Accounting / Allied - I : 22UCC1A1- Business Economics
- Core - II : 22UCC203 - Higher Financial Accounting / Allied II: 22UCC2A2 – Business Economics

The following courses were revised with major / minor modifications

- Core Lab -I : 22UCC102 Office Automation
- Core Lab – II 22UCC204 HTML & Web Designing

New Course Added: (IF ANY)

NIL

BOS/CC 21.3.2

B.COM CA (III & IV SEMESTER)

III Semester

- Core III : 22UCC305 - Corporate Accounting
Core IV : 22UCC306 - Principles of Marketing
Core V : 22UCC307 - RDBMS

Core VI	: 22UCC308 - Company Law
Core Lab - III	: 22UCC309 – Oracle (Lab)
Allied – III	: 22UCC3A3 - Executive Communication (Practical)
Non Major Elective -I	: 22UCC3N1: Customer Relationship Management / 22UCC3N2 - Supply Chain Management

IV Semester

Core – VII	: 22UCC410- Cost Accounting
Core – VIII	: 22UCC411 - Visual Basic
Core – IX	: 22UCC412 - Business Law
Core Lab – IV	: 22UCC413 - Visual Basic
Core Lab – V	: 22UCC414 - Tally
Allied – IV	: 22UCC4A4 - Business Statistics (Allied)
Non Major Elective – II	: 22UCC4N1 - Commerce & Computer Application Practical 22UCC4N2 - Retail Management

The presented syllabus was accepted by the experts and a few suggestions were given as follows:

- Core - IV: 22UCC306 - Principles of Marketing –Recruitment and selection of sales force ; Training – Methods of training have been added in Unit III and Retail Marketing- Methods = Problem and Retail Marketing in India has been added in Unit IV and E-Marketing Ethics has been added in Unit V.

All the courses were accepted by experts without further suggestions except 'Principles of Marketing'

The following courses were revised with major / minor modifications.

- Core Lab – V: 22UCC414 – Tally – has been shifted from Second Semester to Fourth Semester

New Course Added: (IF ANY)

NIL

BOS/CC 21.3.3

B.COM (V & VI SEMESTER)

Semester V

Core – X	: 22UCC515 - Income Tax
Core - XI	: 22UCC516 - Banking and Insurance Law
Core - XII	: 22UCC517 - Programming in C (Skill Enhanced Course)
Core - XIII	: 22UCC518- Institutional Training,
Core Lab – V	: 22UCC519 - C
Core Elective – I	: 22UCC5E1 - Financial Markets and Services 22UCC5E2 - Principles of Management 22UCC5E3 - Entrepreneurial Development

Advanced Learner Course – I: 22UCC5AL1 - International Marketing (Optional) - Self Study

Value Added Course: 22UCC5VA – Intellectual Property Rights

Skill Based Elective – I : 22UCC5S1 - Commerce and Computer Application Practical
22UCC5S2 - Investment Management.

Semester VI:

Core - XIV	: 22UCC620- Management Accounting
Core – XV	: 22UCC621 - Auditing and Corporate Governance
Core Elective-II	: 22UCC6E1 - Indirect Taxation / 22UCC6E2 - Stock Market Operation 22UCC6E3 - Enterprise Resource Planning and Industry 4.0
Core Elective –III	: 22UCC6E4 - Business Organization and Office Management 22UCC6E5 - Legal Aspects of Marketing and Advertising 22UCC6E6 - E-Commerce and Information Security
Core Lab - VI	: 21UCC622 - Multimedia (Skill Enhanced Course)

Advanced Learner Course – II: 22UCC6AL2 - Basic Research Techniques (Optional) - Self Study,

Value Added Course: 22UCC6VA – Small Business Management

Skill Based Elective - II : 22UCC6S1- Practical Marketing
22UCC6S2 - Organizational Behaviour.

The presented syllabus was accepted by the experts and a few suggestions were given as follow:

- 22UCC5E3 Core Elective I – Entrepreneurial Development.
- 22UCC622 - Core Lab - VI: Multimedia (Skill Enhanced Course)

All the courses were accepted by experts without further suggestions.

The following courses were revised with major / minor modifications.

- 22UCC5E3 Core Elective I – Entrepreneurial Development - In Unit III – DIC, TIIIC, SIDCO has been added

New Course Added: (IF ANY)

- Value Added Course: 22UCC5VA – Intellectual Property Rights
- Value Added Course: 22UCC6VA – Small Business Management

These changes have been made effect for the students admitted in 2022 – 2023 with I to VI Semesters accordingly.

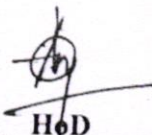
BoS/CC 21.4 SUGGESTIONS GIVEN BY THE BOS MEMBERS

The suggestions given by the Subject Experts were approved by the Members of the Board of Studies.

The members had a brainstorming discussion and interaction among themselves. After discussion, fruitful suggestions were incorporated appropriately in the Curriculum and Syllabi.

Based on the suggestions given by the members, BOS resolved to recommend the following to the Academic Council for further approval.

- a) The syllabus of First Year B.Com CA under Regulation 2022.
- b) Any other discussion



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N.G.M College - Curriculum Development Cell Scheme of Examination For 2022 - 2023 Choice Based Credit System & OBES										
For Part I and Part II in First & Second Semesters Only										
SEMESTER - I										
Part	Subject Code	Title of the Paper	Hrs / Week		Hrs / Sem.	Exam Hrs	Maximum Marks		Total Marks	Credits
			L	P	T		Internal	External		
I	22UTL101 / 22UHN101 / 22UFR101	Tamil Paper - I /	6	-	-	3	50	50	100	3
		Hindi Paper - I /	6	-	-					
		French Paper - I	6	-	-					
II	22UEN101	Communication Skills – I (Level I)	5	-	-	3	50	50	100	3
	22UEN102	Communication Skills – I (Level II)	5	-	-					
III	22UCC101	Core - I : Financial Accounting	6	-	4	3	50	50	100	5
	22UCC1A1	Allied - I :Business Economics	6	-	-	3	50	50	100	4
	22UCC102	Core Lab -I : Office Automation	1	4	-	3	50	50	100	2
IV	22UHR101	Human Rights	1	-	-	2	-	50	50	2
	22HEC101	Human Excellence - Personal Values & SKY Yoga Practice - I	1	-	-	2	25	25	50	1
V		Extension Activities – Annexure I	-	-	-	-	-	-	-	-
EC	22CFE101	Fluency in English - I	-	-	-	-	-	-	-	-
		Online Course (Optional) (MOOC / NPTEL / SWAYAM)	-	-	-	-	-	-	-	Grade
Total			26	4	4		275	325	600	20

SEMESTER - II										
Part	Subject Code	Title of the Paper	Hrs / Week		Hrs / Sem.	Exam Hrs	Maximum Marks		Total Marks	Credits
			L	P	T		Internal	External		
I	22UTL202 / 22UHN202 / 22UFR202	Tamil Paper - II /	6	-	-	3	50	50	100	3
		Hindi Paper - II /	6	-	-					
		French Paper - II	6	-	-					
II	22UEN202	Communication Skills – II (Level I)	5	-	-	3	50	50	100	3
	22UEN203	Communication Skills - II (Level II)	5	-	-					
III	22UCC203	Core – II : Higher Financial Accounting	6	-	4	3	50	50	100	4
	22UCC2A2	Allied - II : Business Mathematics	5	-		3	50	50	100	4
	22UCC204	Core Lab - II : HTML & Web Designing	1	4		3	25	25	50	2
IV	22EVS201	Environmental Studies	2	-	-	2	-	50	50	2
	22HEC202	Human Excellence - Family Values & SKY Yoga Practice - II	1	-	-	2	25	25	50	1
V		Extension Activities - Annexure I	-	-	-	-	-	-	-	-
EC	22CFE202	Fluency in English - II	-	-	-	-	-	-	-	-
	22CMM201	Manaiyiyal Mahathuvam - I	1	-	-	2	-	50	50	Grade
	22CUB201	Uzhavu Bharatham - I	1	-	-	2	-	50	50	Grade
		Online Course (Optional) (MOOC / NPTEL / SWAYAM)								Grade
Total			26	4	4		250	300	550	19

SEMESTER - III										
Part	Subject Code	Title of the Paper	Hrs / Week		Hrs / Sem.	Exam Hrs.	Maximum Marks		Total Marks	Credits
			L	P	T		Internal	External		
I	22UTL3C3 / 22UHN3C3 / 22UFR3C3	Tamil Paper - III /	3	-	-	3	50	50	100	3
		Hindi Paper - III /								
		French Paper - III								
II	22UEN3C3	English – III	3	-	-	3	50	50	100	3
III	22UCC305	Core - III : Corporate Accounting	6	-	4	3	50	50	100	5
	22UCC306	Core - IV : RDBMS	6	-	-	3	50	50	100	5
	22UCC3A3	Allied - III : Executive Communication (Practical)	6	-	-	3	50	50	100	4
	22UCC307	Core Lab - III : Oracle	-	4	-	3	25	25	50	2
IV	22UCC3N1/ 22UCC3N2	Non Major Elective - I : Customer Relationship Management / Non Major Elective - I : Supply Chain Management	1	-	-	2	-	50	50	2
	22HEC303	Human Excellence - Professional Values & Ethics - III	1	-	-	2	25	25	50	1
V		Extension Activities - Annexure I	-	-	-	-	-	-	-	-
	22CMM302	Manaiyiyal Mahathuvam - II	15			2	-	50	50	Grade
	22CUB302	Uzhavu Bharatham - II	15			2	-	50	50	Grade
Total			26	4	4		300	350	650	25

SEMESTER – IV

Part	Subject Code	Title of the Paper	Hrs / Week		Hrs / Sem .	Exam Hrs.	Maximum Marks		Total Marks	Credits
			L	P	T		Internal	External		
I	22UTL4C4 / 22UHN4C4 / 22UFR4C4	Tamil Paper - IV	3	-		3	50	50	100	3
		Hindi Paper - IV								
		French Paper - IV								
II	22UEN4C4	English – IV	3	-	-	3	50	50	100	3
III	22UCC408	Core - V : Cost Accounting	5	-	4	3	50	50	100	4
	22UCC4A4	Allied - IV :Business Statistics	5	-	4	3	50	50	100	4
	22UCC409	Core Lab - IV : Visual Basic	1	4	-	3	25	25	50	3
	22UCC410	Core Lab – V : Tally	1	4	-	3	25	25	50	2
	22UCC4S1	SEC – I : Basics of Finance & Fintech2	2	-	-	3	12	38	50	2
IV	22UCC4N3/ 22UCC4N4	Non Major Elective - II : Commerce & Computer Application Practical / Non Major Elective - II : Retail Management	1	-	-	2	-	50	50	2
	22HEC404	Human Excellence - Social Values & SKY Yoga Practice - IV	1	-	-	2	25	25	50	1
V		Extension Activities - Annexure I	-	-	-	-	-	50	50	1
	22CMM403	Manaiyiyal Mahathuvam -III	15			2	-	50	50	Grade
	22CUB403	Uzhavu Bharatham - III	15			2	-	50	50	Grade
Total			22	8	8		287	413	700	25

SEMESTER - V										
Part	Subject Code	Title of the Paper	Hrs / Week		Hrs / Sem.	Exam Hrs.	Maximum Marks		Total Marks	Credits
			L	P	T		Internal	External		
III	22UCC511	Core - VI : Income Tax	6	-	4	3	50	50	100	5
	22UCC512	Core - VII : Programming in C (Skill Enhanced Course)	6	-		3	50	50	100	5
	22UCC513	Core - VIII : Institutional Training	-	-	-	-	50	50	100	2
	22UCC5E1/ 22UCC5E2/ 22UCC5E3	Core Elective - I : Entrepreneurial Development / Legal Aspects in Business/ Financial Markets and Services	5	-		3	50	50	100	4
	22UCC514	Core – IX : Principles of Marketing	5		-	3	50	50	100	3
	22UCC515	Core Lab - VI : C	-	4	-	3	25	25	50	2
	22UCC5AL	Advanced Learner Course - I International Marketing (Optional) - Self Study					50	50	100	2**
IV	22UCC5S1 / 22UCC5S2	Skill Based Elective - I : Commerce and Computer Application Practical / Skill Based Elective - I : Investment Management	3 Hours			2	25	25	50	3
	22HEC505	Human Excellence - National Values & SKY Yoga Practice - V	1	-	-	2	25	25	50	1
	22CSD501	Soft Skills Development -I	-		-	- -	-	-	-	Grade
	22UCC5VA	Department Specific Value Added Course – Intellectual Property Rights (Mandatory)	30	-	-	-	-	-	-	2*
	22GKL501	General Awareness – Self Study	SS		-	2	-	50	50	Grade
Total			26	4	4		325	325	650	25

**Credits – Based on course content, maximum of 4 Credits; *Extra Credits

SEMESTER – VI										
Part	Subject Code	Title of the Paper	Hrs / Week		Hrs / Sem	Exam Hrs	Maximum Marks		Total Marks	Credits
			L	P	T		Internal	External		
III	22UCC616	Core - X : Management Accounting	5	-	4	3	50	50	100	4
	22UCC6E4/ 22UCC6E5/ 22UCC6E6	Core Elective - II : ERP and Industry 4.0/ Core Elective - II : Banking and Insurance Law/ Core Elective - II : Indirect Taxation	5	-		3	50	50	100	4
	22UCC6E7/ 22UCC6E8/ 22UCC6E9	Core Elective - III : E-Commerce and Information Security / Legal Aspects of Marketing and Advertising / Business Organisation and Office Management	5	-		3	50	50	100	4
	22UCC617	Core – XI : Principles of Management	5	-	-	3	50	50	100	3
	22UCC618	Core Lab - VII : Multimedia (Skill Enhanced Course)	1	4	-	3	50	50	100	2
	22UCC619	Core XII : Project	-	-	-	-	50	50	100	4
	22UCC6S1	SEC – II : Naan Mudhalvan: Securities Market	2	-	-	3	12	38	50	2
	22UCC6AL	Advanced Learner Course - II Basic of Research Techniques (Optional) - Self Study					50	50	100	2**
IV	22UCC6S3/ 22UCC6S4	Skill Based Elective - II : Practical Marketing / Organisational Behaviour/	2 Hours			2	25	25	50	2
	22HEC606	Human Excellence - Global Values & SKY Yoga Practice - VI	1		-	2	25	25	50	1
	22CSD602	Soft Skills Development - II	-		-	-	-	-	-	Grade
	22UCC6VA	Department Specific Value Added Course – Small Business Management	30	-	-	-	-	50	50	2*
Total			26	4	4		362	388	750	26

Grand Total = 3900; Total Credits = 140

Programme Code:	BCCA			Programme Title	Bachelor of Commerce with Computer Applications	
Course Code:	22UCC102			Course Title	Batch:	2022 - 2025
				Core Lab - I : Office Automation	Semester:	I
Lecture Hrs./ Week And Practical Hrs./Week	1/4	Tutorial Hrs./Sem.	-		Credits:	2

Course Objective

To prepare the students for document preparation, business calculations, presentation of information and database management

Course Outcomes (CO)

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Remember the various features of Word	K1
CO2	Understand the several functions of Excel	K2
CO3	Apply the creativity in business presentation	K3
CO4	Analyze the basic knowledge in database	K4
CO5	Evaluate the creation of database system	K5

Mapping

PO / PSO CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2
CO1	M	H	H	H	M	M	H	M	M	H		
CO2	M	H	M	H	M	H	H	M	M	H		
CO3	H	H	H	H	H	H	H	M	H	H		
CO4	H	H	H	H	M	H	H	H	H	H		
CO5	M	M	M	H	M	M	H	H	M	H		

Unit	Content	Hours
Word:	1. Design a MS-Word document with all basic features. 2. Design the front page of a Magazine in MS Word. 3. Build a table in MS Word projecting the details of the student's in our department 4. Using Mail Merge concept send invitation for Board Meeting to all the members of the company.	20

Excel	5. Design the Pay Roll of a company in MS Excel by considering the following conditions: Dearness Allowance - 40% on Basic Pay House Rent Allowance – Rs.400 Medical Allowance – Rs.100 Provident Fund – 12% on Basic Pay + Dearness Allowance	22UCC102												
	6. Design the Electricity Bill in MS Excel by considering the following conditions: <table><tr><td><u>Unit Consumed</u></td><td><u>Rate Per Unit (Rs.)</u></td></tr><tr><td>Up to 100 Units</td><td>NIL</td></tr><tr><td>101 to 200 Units</td><td>3.50</td></tr><tr><td>200 to 500 Units</td><td>4.60</td></tr><tr><td>Above 500 Units</td><td>6.60</td></tr></table>		<u>Unit Consumed</u>	<u>Rate Per Unit (Rs.)</u>	Up to 100 Units	NIL	101 to 200 Units	3.50	200 to 500 Units	4.60	Above 500 Units	6.60		
	<u>Unit Consumed</u>		<u>Rate Per Unit (Rs.)</u>											
	Up to 100 Units		NIL											
	101 to 200 Units		3.50											
	200 to 500 Units		4.60											
	Above 500 Units		6.60											
	7. Create a Student’s Mark List in MS Excel by considering the following conditions: <table><tr><td><u>Percentage</u></td><td><u>Class</u></td><td><u>Conditional Formatting (Font Color)</u></td></tr><tr><td>40 – 49</td><td>III</td><td>Blue</td></tr><tr><td>50 – 59</td><td>II</td><td>Brown</td></tr><tr><td>0 & Above</td><td>I</td><td>Green</td></tr></table> Subject Score Score <40 Underline with Red Color Score >80 Underline with Green Color Result Pass Black Fail Red		<u>Percentage</u>	<u>Class</u>	<u>Conditional Formatting (Font Color)</u>	40 – 49	III	Blue	50 – 59	II	Brown	0 & Above	I	Green
	<u>Percentage</u>		<u>Class</u>	<u>Conditional Formatting (Font Color)</u>										
	40 – 49		III	Blue										
50 – 59	II	Brown												
0 & Above	I	Green												
8. Prepare the Student’s details and view the records by using the AutoFilter Option.														
9. Design a Chart in MS Excel to show the sales performance of the Company.														
10. Develop a Pivot Table expressing the sales performance of salesmen for 3 months.														
11. Design presentation slides for our College. The slides must include the history of various UG and PG courses offered by the college.														
12. Design an Organization Chart for a Company to show the levels of hierarchy.														
Access	13. Create the following Tables: a) Student’s Personal Details b) Student’s Mark Details. Perform the following 1. Relate the Tables 2. Show the details of students who passed in all subjects.	15												

	3. Show the details of students whose subject score in all subjects are above 60. 4. Create a Form and Report for the Tables.	
	Total Contact Hrs	75

Pedagogy and Assessment Methods:

Power point Presentations, Assignment, Experience Discussion

Reference Books

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1	Sandra Cable, Steven M. Freund, Ellen Monk, Susan L. Sebok, Joy L. Starks, and Misty E. Vermaat	Microsoft Office 365& Office 2019- An Introductory	CENAGE	2020
2	Matt vic	Microsoft Office 365	Independently Published	2021

Programme Code:	BCCA			Programme Title	Bachelor of Commerce with Computer Applications	
Course Code:	22UCC204			Course Title	Batch:	2022 - 2025
Lecture Hrs./ Week And Practical Hrs./Week	1/4	Tutorial Hrs./Sem.	-	Core Lab - II : Web Designing	Semester:	II
					Credits:	2

Course Objective

To prepare the students for document preparation, business calculations, presentation of information, database management and designing website

Course Outcomes (CO)

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Keep in mind the fundamental knowledge of internet and web designing	K1
CO2	Understand the concept of designing web pages in web sites using various HTML tags	K2
CO3	Apply the practical knowledge in creating HTML files	K3
CO4	Analyze and develop website designing skill in real business world	K4
CO5	Evaluate the creation of links between web pages	K5

Mapping

PO / PSO CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2
CO1	M	H	H	H	M	M	H	M	M	H		
CO2	M	H	M	H	M	H	H	M	M	H		
CO3	H	H	H	H	H	H	H	M	H	H		
CO4	H	H	H	H	M	H	H	H	H	H		
CO5	M	M	M	H	M	M	H	H	M	H		

Content	Hours
1. Write a HTML code for designing a web page for system configuration 2. Create a HTML document to show the important HTML tags 3. Design a web page to show the subject covered in the first year 4. Create a web page to list out the features of mobile phones using DIV element 5. List out the names of software companies using ordered list 6. List out the educational website using unordered list 7. Design a web page using Nested list.	75

8. Develop a web page to show the definition list using HTML tags	
9. Create an advertisement of a product using HTML tags	
10. Generate a web page using link within a web page	
11. Develop a web page for NGM College using links for another web page	
12. Generate a web page to display the weather report using table	
13. Construct a HTML document to display mark statement using nested table	
14. Prepare a resume using forms	
15. Create a website for a College using frames	
Total Contact Hrs	75

Pedagogy and Assessment Methods:

Power point Presentations, Assignment, Experience Discussion

Reference Books

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1	Jo Foster	Learn HTM for Beginner	Elluminet Press	2019
2	Jennifer Niederst Robbins	Learning Web Designing	O'Reilly	2012