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GIRIDEEPAM
INSTITUTE OF ADVANCED LEARNING
Affiliated to Mahatma Gandhi University, Kottayam

Programme : B.Com
Course : ENGLISH - REVISITING THE CLASSICS
Semester : IV
Name of the Faculty : Mini Alex
Email Id : jomah1974@gmail.com
Mobile No : 9605610144

Significance of the Course:

The course is designed to foster a critical investigation of the past and to encourage the students to return to time-tested world classics with fresh eyes.

Course Objectives:

On completion of the course, the students should

1. become familiar with the classics from various lands.
2. understand the features that go into the making of a classic.

Expected Course Outcomes:

On completion of the Course, it is expected that the student will be able to:

- ECO 1: Recall the time-tested classics and their portrayal of human conditions.
- ECO 2: Identify important classic writers.
- ECO 3: Analyse various literary features of classic writings.
- ECO 4: Recite selected portions from classic poems.
- ECO 5: Assess/discuss the norms of philosophy based on life.
- ECO 6: Identify/locate different poetic/dramatic techniques used in the texts..
- ECO 7: Illustrate the Classic text held as a mirror reflection of the society.
- ECO 8: Analyse the elements that highlight the quality of the text.

ECO 9: Discuss the features, setting, characters and plot of the texts.

ECO 10: Enact the selected portions from the plays with slight modifications.

ECO 11: Compare/Identify different texts of the same genre.

ECO 12: Develop an idea about the historical background of the text.

Allocation of Sessions:

Module	1	2	3	Total
Sessions Allotted	18	18	18	54

Session Plan:

Module	Topic	CO Linkage
Module I	Module 1 [Poem] Homer: The Odyssey (Odyssey Book 16: 113-189) (Translated by Robert Fagles) Kalidasa: "Lovely is Youth"(Translated by J.G. Jennings) Omar Khayyam: Rubaiyat (quatrains: 25-28) (Translated by Edward Fitzgerald) Dante: Dante meets Virgil (Inferno Canto 1: 49-102) (Translated by J.G. Nichols) John Milton: On his Blindness	ECO 1, 2, 3, 4, 5, 6, & 12
Learning Outcomes		Assessment
1. Recall the familiar classic works, writers, their theme and historical factors. 2. Interpret the poem. 3. Discuss and analyse various features of classic writings. 4. Recite certain lines from classics.		1. Class test 2. Group Discussion. 3. Assignment

Module	Topic	CO Linkage
Module II	Module 2 [Shakespeare Excerpts] Romeo and Juliet: ACT II, Scene II The Merchant of Venice: ACT IV, Scene I	ECO 1, 2, 5, 6, 7, 8, 9, 10 & 12
Learning Outcomes		Assessment
<ol style="list-style-type: none"> 1. Recall the famous classical works and their stories. 2. Discuss the classical works as a reflection of the social background of the time. 3. Analyse important features and plot of the text. 		<ol style="list-style-type: none"> 1. Seminar 2. Class test 3. Group Discussion 4. Enactment
Module	Topic	CO Linkage
Module III	Module 3 [Novel Excerpts] Miguel de Cervantes: Don Quixote (Chapter 8) (Translated by Edith Grossman) Jane Austen: Pride and Prejudice (Chapters 1-6) Victor Hugo: LesMiserables (Part 1- Fantine, Book II, Chapters 9-13) (Translated by Christine Donougher)	ECO 1, 7, 8, 11 & 12
Learning Outcomes		Assessment
<ol style="list-style-type: none"> 1. Recall the classic works, writers and stories. 2. Compare/Contrast different social elements which contributed to the birth of classical works. 		<ol style="list-style-type: none"> 1. Seminar 2. Class Test 3. Enactment

Reference Books

1. *Revisiting the classics* (Edited by Tom Thomas and Jerome K. Jose)
2. Italo Calvino: *Why Read the Classics?*
3. A. C. Bradley: *Shakespearean Tragedy*
4. Katherine Armstrong: *Studying Shakespeare:A Practical Introduction*
5. Gemma McKenzie: *Foundations of European Drama*
6. Harold Bloom: *The Western Canon*
7. Jeremy Hawthorn: *Studying the Novel*
8. C.Marydas: *Shakespearean Aesthetics for University Wits*



GIRIDEEPAM
INSTITUTE OF ADVANCED LEARNING
Approved by AICTE & Affiliated to Mahatma Gandhi University, Kottayam

Programme : **B.Com**
Course : **CORPORATE ACCOUNTING - II**
Semester : **IV**
Name of the Faculty : **SUBI MATHEW**
Email Id : subimathewchrist@gmail.com
Mobile No : 9747283949

Course Objectives:

To equip the students with the preparation of financial statements of insurance and banking companies and to understand the accounting procedure for reconstruction and liquidation of companies.

Expected Course Outcomes:

On completion of the Course, it is expected that the student will be able to:

ECO 1: Make final accounts of life insurance and general insurance companies

ECO 2: Structure the final accounts of banking companies.

ECO 3: Plan the capital structure of a company by reconstruction methods.

ECO 4: Compare amalgamation, absorption and external reconstruction in Corporate Sector.

ECO 5: Outline the procedure of Liquidation of Companies

Allocation of Sessions

Module	1	2	3	4	5	Total
Sessions Allotted	20	20	20	34	14	108

Session Plan

Module	Topics	CO Linkage
Module 1	Accounts of Insurance Companies – Insurance Companies – Special Terms – Final Accounts of Life Insurance – Revenue Account - Profit and Loss Account and Balance Sheet (As per IRDA Regulation Act, 2002) – Determination of Profit in Life Insurance Business – Valuation Balance Sheet – Accounts of General Insurance Companies (Fire and Marine only) – Revenue Account – Profit and Loss Account and Balance Sheet (as per IRDA Regulation Act) Determination of Profit in Life Insurance Business – Valuation Balance Sheet – Accounts of General Insurance Companies (Fire and Marine only) – Revenue Account – Profit and Loss Account and Balance Sheet (as per IRDA Regulation Act)	ECO-1
Learning Outcomes		Assessment
<ol style="list-style-type: none"> 1. Compare life insurance and general insurance. 2. Explain the special terms in insurance companies. 3. Structure the financial statements of Insurance Companies. 4. Describe the term valuation balance sheet. 5. Find surplus fund from valuation balance sheet. 		<ol style="list-style-type: none"> 1. Explanation 2. List 3. Outline 4. Illustration 5. Test
Module	Topics	CO Linkage
Module II	Accounts of Banking Companies – Meaning – Important Provisions of Banking Companies Act, 1949 – Preparation of Final Accounts of Banking Companies – Profit and Loss Account, Balance Sheet – Transactions of Special Type – rebate on bills discounted- Asset Classification and Provisions – Non Performing Assets- Capital Adequacy	ECO-2
Learning Outcomes		Assessment
<ol style="list-style-type: none"> 1. Describe the special terms in Banking Companies. 		<ol style="list-style-type: none"> 1. List

	<ol style="list-style-type: none"> 2. Outline the financial statements of Banking Companies. 3. Classify the assets of Banking Companies. 4. Explain the term rebate on bills discounted. 5. Describe Basel Norms. 	<ol style="list-style-type: none"> 2. Test 3. Outline 4. Illustration 5. Explanation
Module	Topics	CO Linkage
Module III	Internal Reconstruction -Alteration of Share Capital- Capital Reduction –Accounting procedure Surrender of Shares- Accounting Treatment – Revised Balance Sheet.	ECO-3
Learning Outcomes		Assessment
<ol style="list-style-type: none"> 1. Describe the Internal Reconstruction. 2. Outline the capital reduction account and Balance Sheet. 3. Explain the accounting procedure Surrender of Shares. 4. Compare internal reconstruction with amalgamation, absorption, and external reconstruction. 		<ol style="list-style-type: none"> 1. Explanation 2. Test 3. Illustration 4. Journal
Module	Topics	CO Linkage
Module IV	Amalgamation, Absorption and External Reconstruction – Meaning- Amalgamation in the nature of Merger, Purchase , External Reconstruction – Applicability of AS 14- Calculation of Purchase consideration (all methods) – Journal Entries in the books of Transferor and Transferee Companies, Revised Balance Sheet (excluding inter - company holdings)	ECO-4
Learning Outcomes		Assessment
<ol style="list-style-type: none"> 1. Define Amalgamation, Absorption and External Reconstruction of companies. 2. Classify the types of amalgamation. 3. Structure the Balance Sheet after Amalgamation, Absorption and External Reconstruction. 4. Find out purchase consideration. 5. List out the methods of purchase consideration 6. Explain realisation account. 		<ol style="list-style-type: none"> 1. Definition 2. Test 3. Illustration 4. List 5. Abstract

7. Make revised balance sheet.		
Module	Topics	CO Linkage
Module V	Liquidation of Companies – Meaning-Types – Contributories-Preferential Creditors- Fraudulent Preference- Preparation of Liquidator’s Final Statement of Account (Statement of Affairs excluded)	ECO-5
Learning Outcomes		Assessment
<ol style="list-style-type: none"> 1. List the various modes of Liquidation. 2. Describe the order of payment in liquidation. 3. Make Liquidators Final Statement of Account. 4. Explain the duties of liquidator. 5. Identify who are the preferential creditors. 		<ol style="list-style-type: none"> 1. List 2. Outline 3. Test 4. Illustration 5. Quiz

References Books:

1. Jain, S.P & Narang, K.L., *Advanced Accountancy*, Kalyani Publishers, New Delhi
2. Maheswari, S.N & Maheswari, S.K., *Advanced Accounting*, Vikas Publications, New Delhi
3. Shukla, M.C., & Grewal, T.S., *Advanced Accountancy*, S Chand and Company Pvt. Ltd, New Delhi
4. Shukla, S.M., & Gupta, S.P, *Advanced Accounting*, Sahitya Bhavan Publications, Agra.
5. MA Arulanandam and KS Raman, *Advanced Accountancy*, Himalaya Publishing House, Mumbai.
6. Raman B S, *Corporate Accounting* United Publishers



GIRIDEEPAM
INSTITUTE OF ADVANCED LEARNING

Approved by AICTE & Affiliated to Mahatma Gandhi University, Kottayam

Programme : **B.Com**
Course : **QUANTITATIVE TECHNIQUES FOR BUSINESS - II**
Semester : **IV**
Name of the Faculty : **SUJI MATHEW**
Email Id : **sujimathew85@gmail.com**
Mobile No : **8547467311**

Course Objectives:

The objective of the course is to familiarise the students with more advanced tools of data analysis and forecasting and also to have an understanding of the fundamentals of the theory of probability

Expected Course Outcomes:

On completion of the Course, it is expected that the student will be able to:

- ECO 1: Make a comparison of data using Correlation methods.
- ECO 2: Test relationship between two variables by regression analysis
- ECO 3: Construct Index numbers to indicate the change in Cost of Living.
- ECO 4: Design a mathematical model for forecasting Trend using Time series
- ECO 5: Judge the occurrence of events using Probability Theorems

Allocation of Sessions

Module	1	2	3	4	5	Total
Sessions Allotted	22	20	22	20	24	108

Session Plan

Module	Topics	CO Linkage
Module 1	Bi-Variate Data Analysis- I- Correlation - Concept- Correlation and Causation -Types of Correlation Methods- Scatter diagram and Correlation graph- -Karl Pearson's Co-efficient of Correlation-Spearman's Rank Correlation Co-efficient- - Probable Error-Concurrent Deviation Method- Concept of lag and lead in correlation.	ECO 1
Learning Outcomes		Assessment
<ol style="list-style-type: none"> 1. Define Correlation 2. Classify the types of correlation 3. Identify lag and lead in correlation. 4. Use Karl Pearson's co-efficient of correlation 5. Carry out spearman's rank correlation 6. Explain the concurrent deviation method. 7. Find the lag and lead in business activities. 		<ol style="list-style-type: none"> 1. Definition 2. List 3. Examples 4. Test 5. Illustration
Module	Topics	CO Linkage
Module II	Bi-Variate Data Analysis- II -Regression Analysis- Concept-Utility- Comparison of correlation and regression- Lines of Regression- - Regression Equations and regression co-efficient- Algebraic Methods of studying regression- Standard Error of estimate	ECO 2
Learning Outcomes		Assessment
<ol style="list-style-type: none"> 1. Define regression. 2. Compare regression with correlation. 3. List the utilities of regression. 4. Use regression equations and regression co-efficient. 5. Find the regression using Algebraic methods 		<ol style="list-style-type: none"> 1. Definition 2. Examples 3. Test 4. Illustration

6. Explain the standard error of estimate.		
Module	Topics	CO Linkage
Module III	Index numbers-Meaning-Importance Characteristics and uses of Index Numbers- Types of index numbers-Problems in construction of index numbers- Methods of constructing price index, quantity index and value index- : Unweighted Index numbers- Simple aggregative method and Simple average of price relatives method- Weighted Index numbers- Weighted average of price relative method- Weighted aggregative method applying Laspeyer's, Paasche's and Fishers methods- Test of Consistency of index numbers- Cost of Living Index Numbers and its Uses- Construction of cost of living index numbers Aggregate expenditure method and family budget method- Concepts of Fixed base index numbers, chain based index numbers, base shifting, deflating and splicing(theory only)- Limitations of index numbers	ECO 3
Learning Outcomes		Assessment
<ol style="list-style-type: none"> 1. Describe the meaning of Index numbers. 2. Recognise the importance of index numbers. 3. Classify the types of index numbers. 4. List the problems in construction of index numbers. 5. Construct price index, quantity index and Value index. 6. Find the weighted average of price relative method. 7. Use Laspeyers, Paasches and Fishers method by comparing the price and quantity of two years. 8. Carry out consistency of index numbers. 9. Explain the cost-of-living index numbers 10. Differentiate chain base index and fixed base index numbers. 		<ol style="list-style-type: none"> 1. List 2. Quiz 3. Examples 4. Test 5. Illustration 6. Explanation 7. Outline
Module	Topics	CO Linkage

Module IV	Time series Analysis-Meaning-Definition- Components of Time Series-Time series analysis- Utility of Time Series Analysis- Mathematical models- Determination of Trend- Free hand curve method- Method of semi averages- Method of Moving Average-Method of Least Squares (first degree only)- Shifting the origin of trend- converting annual trend into monthly trend-	ECO 4
Learning Outcomes		Assessment
<ol style="list-style-type: none"> 1. Describe the meaning of Time series Analysis. 2. Classify the components of Time series Analysis. 3. Find the trend using methods. 4. Check the sales trend and production trend of a company. 5. Monitor the monthly trend and annual trend. 		<ol style="list-style-type: none"> 1. List 2. Examples 3. Test 4. Illustration
Module	Topics	CO Linkage
Module V	Probability-Meaning-Definition - Basic Terms-Concepts- Approaches to Assigning Probability - Permutation and Combination-Theorems of Probability- Addition Theorem- Multiplication Theorem Conditional Probability- Bayes' Theorem of Inverse probability	ECO 5
Learning Outcomes		Assessment
<ol style="list-style-type: none"> 1. Define probability. 2. Identify the concept of permutation and combination. 3. Compare permutation with combination. 4. Explain Addition Theorem, Multiplication Theorem and Conditional Probability. 5. Find inverse probability as per Bayes Theorem. 		<ol style="list-style-type: none"> 1. List 2. Examples 3. Test 4. Illustration

Reference Books

1. Richard, Levin & Rubin, David, S., *Statistics for Management*, Prentice Hall of India, New Delhi.
2. Kothari, C.R., *Research Methodology*, New Age Publications, New Delhi.
3. Sharma, J. K., *Business Statistics*, Pearson Education.
4. Gupta, S.C., *Fundamentals of Statistics*, Himalaya Publishing House
5. Gupta, C B and Gupta, Vijay, *An Introduction to Statistical Methods*, Vikas Publications.
6. Pillai , R S N and Bagavathi V ., *Statistics* , S Chand & Code



GIRIDEEPAM
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Programme : **B.Com**
Course : **ENTREPRENEURSHIP DEVELOPMENT AND PROJECT MANAGEMENT**
Semester : **IV**
Name of the Faculty : **ATHIRA KISHAN R**
Email Id : **athirakishanr@gmail.com**
Mobile No : **9995487771**

Course Objectives:

To develop entrepreneurial spirit among students, to empower students with sufficient knowledge to start up their venture with confidence, to mould young minds to take up challenges and become employer than seeking employment and to make them aware of the opportunities and support for entrepreneurship in India

Expected Course Outcomes:

On completion of the Course, it is expected that the student will be able to:

ECO 1: Judge the role of entrepreneurship in economic development

ECO 2: Find the dimensions of entrepreneurship from the society.

ECO 3: Monitor the projects life cycle of a corporate project.

ECO 4: Design a project report.

ECO 5: Check the entrepreneurship development programmes of India

Allocation of Sessions:

Module	1	2	3	4	5	Total
Sessions Allotted	10	25	15	20	20	90

Session Plan:

Module	Topics	CO Linkage
Module 1	Introduction to Entrepreneurship- Definition and Meaning- Distinction between entrepreneur and manager- Characteristics and traits of an entrepreneur-, Skills - Motivation of Entrepreneur- -Functions of an Entrepreneur- Role and importance of Entrepreneurship in economic development- Factors affecting growth of entrepreneurship	ECO 1
Learning Outcomes		Assessment
<ol style="list-style-type: none"> 1. Define entrepreneurship. 2. List the role of entrepreneurship in economic development. 3. Compare entrepreneur and manager. 4. Explain traits of an entrepreneur. 5. Outline the factors affecting growth of entrepreneurship. 		<ol style="list-style-type: none"> 1. Definition 2. List 3. Examples 4. Presentation
Module	Topics	CO Linkage
Module II	Classification of Entrepreneurs- Dimensions of Entrepreneurship -Intrapreneurship –Technopreneurship - Cultural Entrepreneurship - International Entrepreneurship - Ecopreneurship - Social Entrepreneurship and Women Entrepreneurship- Problems faced by Women Entrepreneurs-Entrepreneurship in Agriculture sector and service sectors- New avenues- Dealership, Networking and Franchising- Entrepreneurship in MSME- Micro Small Medium Enterprises-Definition- Role of MSME- Steps to establish an enterprise.	ECO 2
Learning Outcomes		Assessment
<ol style="list-style-type: none"> 1. Recognise the dimensions of entrepreneurship 2. Classify the types of Entrepreneurships. 		<ol style="list-style-type: none"> 1. List 2. Examples

	<ol style="list-style-type: none"> 3. Describe women entrepreneurship. 4. Explain the problems faced by Women Entrepreneurs. 5. List the role of MSMEs. 	Presentation
Module	Topics	CO Linkage
Module III	Project Identification-Project- Meaning- Types- Project Management- Project life Cycle- Project identification- Sources of Project idea- Constraints in a project- Sources of Business idea-Protecting the Idea-Legal Protection in India-Trademarks- Copyright- Patent- Geographical Indication- Designs-Plant and Farmer Rights.	ECO 3
Learning Outcomes		Assessment
<ol style="list-style-type: none"> 1. Describe Project. 2. Define project management. 3. Classify the types of projects. 4. List the sources of business ideas. 5. Explain project life cycle. 6. Identify legal protection in India for projects. 		<ol style="list-style-type: none"> 1. Definition 2. List 3. Examples 4. Quiz 5. Test
Module	Topics	CO Linkage
Module IV	Project Formulation and Report- Formulation of a project- Stages in project formulation- - preparation of a project report- contents- project appraisal- various aspects of appraisal (Problems of appraisal techniques excluded).	ECO 4
Learning Outcomes		Assessment
<ol style="list-style-type: none"> 1. Identify the stages in project formulation. 2. Explain project appraisal. 3. List the various aspects of project appraisal. 4. Abstract the contents of a project report. 5. Make a project report. 		<ol style="list-style-type: none"> 1. Definition 2. List 3. Quiz 4. Chart

Module	Topics	CO Linkage
Module V	Entrepreneurial Support in India- Entrepreneurial Education and training- Entrepreneurship Development Programmes - Objectives and Methodology- The Concept, Role and Functions of Business Incubators- Start-Ups- Govt. of India Funding and Support for Start-Ups- Cluster Development Schemes- Pradhan Mantri Mudra Yojana- Industrial Estates- Special Economic Zones- Other initiatives and assistance- Green Channel clearances- - Bridge Capital- Seed Capital Assistance- Special Institutions for Entrepreneurial Development and assistance in India-Functions of EDII, NIESBUD,NSIC, SIDBI and DIC	ECO 5
Learning Outcomes		Assessment
<ol style="list-style-type: none"> 1. Identify role and functions of entrepreneurial development programmes. 2. Explain the idea about Green Channel clearances. 3. Differentiate Bridge Capital- Seed Capital Assistance. 4. Compare the functions of EDII, NIESBUD,NSIC, SIDBI and DIC 		<ol style="list-style-type: none"> 1. Examples 2. Quiz 3. Chart 4. Test

References Books:

1. Anjan, R. Managing New Ventures, *Concepts and Cases in Entrepreneurship*, New Delhi, PHI Learning Private limited.
2. Khanka S S - *Entrepreneurial Development*- S Chand and Sons
3. Desai, Vasant- *Small Scale Business and Entrepreneurship*- Himalaya Publications
4. AP Padnekar, *Entrepreneurship*, Himalaya Publishing House, Mumbai.
5. Rao, V S P- Business, *Entrepreneurship and Management*- Vikas Publishing House
6. Pandya, Rameswary- *Skill Development and Entrepreneurship in India*, New Century Publications.



GIRIDEEPAM
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Programme : **B.Com**
Course : **INFORMATION TECHNOLOGY FOR OFFICE**
Semester : **IV**
Name of the Faculty : **SWAPNA JOSE**
Email Id : **swapnajinu03@gmail.com**
Mobile No : **9496159625**

Course Objectives:

The objective of this course is to make the students capable of managing the office activities with the help of information technology.

Expected Course Outcomes:

On completion of the Course, it is expected that the student will be able to:

ECO 1: Create interactive text documents with different features and tools.

ECO 2: Design and edit brochures, or newsletters before printing

ECO 3: Experiment data in a spreadsheet

ECO 4: Detect data and analyse with graphs and charts.

ECO 5: Create, edit and present professional looking presentations using text, tables, diagrams, charts and pictures.

Allocation of Sessions:

Module	1	2	3	4	5	Total
Sessions Allotted	18	18	22	20	12	90

Session Plan:

Module	Topics	CO Linkage
Module 1	MS-Word 2013- Introduction-Features- Word User Interface Elements Creating New Documents- Basic Editing- Saving a Document- Printing a Document- Print Preview-Page Orientation- Viewing Documents- Setting Tabs- Page Margins- Indents- Ruler- Formatting Techniques Font Formatting- Paragraph Formatting- Page Setup- Headers &Footers- Bullets and Numbered List Borders and Shading- Find and Replace-Page Break Page Numbers- Mail Merging-Spelling and Grammar Checking- Thesaurus- Macros- Tables- Side-By-Side and Nested Tables- Formatting Tables- Drawing Word art- Paint Brush Document Templates – Email Editor	ECO-1
Learning Outcomes		Assessment
<ol style="list-style-type: none"> 1. Identify the names of the Word interface components. 2. List the functions of the Word interface components. 3. Carry out create, edit, save, and print documents with lists and tables 4. Classify text and to use styles. 5. Use a header, footer and graphic to a document. 6. Find the Spelling and Grammar Checker as well as Mail Merging. 		<ol style="list-style-type: none"> 1. List 2. Demonstration 3. Show and tell 4. Test 5. Worksheet
Module	Topics	CO Linkage
Module II	PageMaker 7.0 - Introduction to Desktop Publishing as a Process- PageMaker Tools and Palettes- Working With Objects -Type Styling	ECO-2

	Options - Working With Text - Formatting Options Leading, Margins and Indents - Scaling Text-Paragraph Formatting Options -Working With Grids - Creating Frames - Layers.	
Learning Outcomes		Assessment
<ol style="list-style-type: none"> 1. Define desktop publishing software. 2. Describe Open, edit, view, save, print, and close publications. 3. Use the PageMaker Tools and Palettes. 4. Implement type styling options with text. 5. Execute create, manipulate, and control text blocks. 6. Design place and modify inline graphics. 7. Create frames and layers. 		<ol style="list-style-type: none"> 1. Demonstration 2. Show and tell 3. Test 4. Worksheet
Module	Topics	CO Linkage
Module III	MS -Excel 2013-Introduction-Excel User Interface- Working With Cell and Cell Addresses-Selecting a Range, Moving, Cutting, Copying With Paste-Inserting and Deleting Cells Freezing Cells- Adding, Deleting and Copying Worksheet Within a Workbook- Renaming a Worksheet Cell Formatting Options- Formatting Fonts- Aligning- Wrapping and Rotating Text- Using Borders Boxes and Colors- Centering a Heading, Changing Row/Column Height / Width- Formatting a Worksheet Automatically- Insert Comments- Clear Contents in a Cell- Using Print Preview- Preparing Worksheet for the Printer- Selecting Print Area-Margin and Orientation- Centering a Worksheet- Using Header and Footer- Inserting Page Breaks- Sorting Data	ECO-3
Learning Outcomes		Assessment

<ol style="list-style-type: none"> 1. Describe spreadsheet concepts. 2. Explain Microsoft office excel environment. 3. Use create, open and view save, edit and print in workbooks. 4. Identify cell references and format cells using many of the formatting tools. 5. Interpret about inserting page breaks and sorting data. 	<ol style="list-style-type: none"> 1. Explanation 2. Illustration 3. Presentation 4. Test 5. Worksheet 	
Module	Topics	CO Linkage
Module IV	Advanced Features of Excel: All Functions in Excel- Using Logical Functions-Statistical Functions Mathematical Functions - Linking Data between Worksheet- Elements of Excel Charts- Categories Create a Chart- Choosing Chart Type- Edit Chart Axis - Titles, Labels, Data Series and Legend- Adding a Text Box- Rotate Text in a Chart- Converting a Chart on a Web Page- Saving a Chart- Designing of Templates in Excel	ECO-4
Learning Outcomes		Assessment
<ol style="list-style-type: none"> 1. Explain the features of Excel. 2. List the functions of Excel. 3. Use formulas in Excel. 4. Carry out charts and graphics in Excel. 5. Design template in Excel. 		<ol style="list-style-type: none"> 1. Explanation 2. Presentation 3. Worksheet 4. Test
Module	Topics	CO Linkage
Module V	Presentation Package: Ms-Power Point 2013- Advantages of Presentation- Screen Layout- Creating Presentation- Inserting Slides-Adding Sounds and Videos-Formatting Slides -Slide Layout Views in Presentation - Colour Scheme- Background Action Buttons- Slide Transition-	ECO-5

	Custom Animation Creating Master Slides- Managing Slide Shows - Using Pen Setting Slide Intervals.	
Learning Outcomes		Assessment
<ol style="list-style-type: none"> 1. Explain the Microsoft Office PowerPoint environment. 2. Use Create, modify and add in slides for presentation. 3. List the methods to insert animations and transitions in slide shows. 4. Identify master slide management. 		<ol style="list-style-type: none"> 1. Presentation 2. List 3. Worksheet 4. Test

References Books

1. Gini, Courter & Annette Marquis, *Ms-Office 2013*, BPB Publications
2. Patrick Blattner, Louie Utrich. Ken Cook & Timothy Dyck, *Special Edition Ms Excel 2013*, Prentice Hall India Pvt. Ltd.
3. Atman Rebecca & Atman Rich, *Mastering PageMaker*, BPB Publications
4. Building *a Foundation with Microsoft Office 2013*
5. Welcome to *Microsoft Office*