

Credit Based I SEMESTER B.Com. (Vocational)Degree

Papers offered for study

Sl.No	Course Subjects	Course Code	No. Of hrs per week	Marks		Max Marks
				IA	Theory	
1	General Proficiency and Communicative English	BCMENL103	4	20	80	100
2	Hindi	BCMHDL104	4	20	80	100
	OR Kannada	BCMKAL104				
3	Financial Accounting-I	BCMCMC106	6	30	120	150
4	Business statistics & Mathematics	BCMCMC108	4	20	80	100
5	Computer Application -1 (Computers and Office Automation)	BCMCAV104	4	20	80	100
5	Computer Application -11(Programming in C)	BCMCAV105	4	20	80	100
6	Computer Application – Practical (Office Automation and C Lab)	BCMCAV106	2	10	40	50
7	Constitution of India	BCMCFI102	4	20	80	100
8	Co & Extra Curricular Activities					50

Code: BCMENL103

Credit-based I Semester B.Com(Vocational Degree)
(Common to all batches scheme)
General Proficiency and Communicative English
4 Hours per Week. Max. Marks: 100

Features:

The syllabus is designed for 40 hours (4 hours per week). The Maximum Marks allotted is 100 (80+20). The duration of the semester exam is 3 hours.

Objectives:

- Providing competence in constructing sentences properly.
- Instilling human values and a sense of social responsibility.
- Improving self-confidence of students to face all the challenges.

Course Content:

- **Prose**
- **Poetry**
- **Grammar**
- **Prose:**
 - 1) The Gold Frame
 - 2) Stigma, Shame and Silence
 - 3) A Different kind of Learning
 - 4) The Best Investment I have Ever Made
 - 5) On the Rule of the Road
- **Poetry:**
 - 1) The Felling of the Banyan Tree
 - 2) Refugee Blues
 - 3) The Tables Turned
 - 4) Sonnet 29
 - 5) The Listeners
- **Grammar:**
 - 1) Articles
 - 2) Prepositions
 - 3) Clauses and Phrases
 - 4) Tense
 - 5) Concord

Recommended Reference Books:

- 1) Text: English Language Textbook for B.Com.Semester I of Mangalore University by Board of Editors.
- 2) Contemporary English Grammar Structure and Composition by David Green (Published by Macmillan, New Delhi, 2009).

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Course Outcome:

■ Prose:

- 1) How does the photograph that the customer brings to Datta get damaged? How does Datta repair the damage?
- 2) Explain the different kinds of learning that Jade Snow Wong encounters in America.
- 3) What, according to A.J. Cronin, is the best investment that he has ever made in his life?
- 4) How does Datta look at his profession?
- 5) Why does Ashok say that “the doctor there had been brutal” in the lesson, “Stigma, Shame and Silence”?
- 6) What incident does Cronin remember when he recognizes Mr. John in the lesson, ‘The Best Investment I Ever Made’?
- 7) What, according to A.G. Gardiner, are the different aspects of liberty?

Vocabulary exercises: Synonyms, Antonyms, Use of appropriate words, appropriate forms of words and one-word substitutes.

■ Poetry:

- 1) What conflicting views about the felling of the banyan tree does Dilip Chitre present in the poem, ‘The Felling of the Banyan Tree’? Explain.
- 2) How does W.H. Auden present the sufferings of the German Jews in the poem, ‘Refugee Blues’?
- 3) Explain how Wordsworth shows that nature is the best teacher for mankind in the poem, ‘The Tables Turned’?

■ Grammar:

- 1) In each of the following sentences a word is underlined. Choose the synonym of the word underlined from the choices given below each sentence:
 - a) The photograph was mutilated beyond recovery.
 - i) Decorated
 - ii) Destroyed
 - iii) Gilded
 - iv) Shaded
 - b) Ashok used to watch his paper boats with glee.
 - i) Greed
 - ii) Jealousy
 - iii) Joy
 - iv) Hatred
- 2) Fill in the blanks in the following sentences using the appropriate antonyms of the words underlined.
 - a) Although Datta strongly discouraged casual friends, he _____ genuine customers.
 - b) We should be aware of not only our perfections but also our _____
- 3) Fill in the blanks in the following sentences using the appropriate forms of the words given in brackets:
 - a) Datta never allowed anyone to _____ (intrusion) on his zone of silence.
 - b) It was like a _____ (resurrect) from the grave.
- 4) Fill in the blanks in the following sentences choosing the appropriate words given in brackets:
 - a) The nurse would look for his _____ (Vein, vain) and plunge in the needle.
 - b) As I wrestled with _____ (closes, clauses) and sections, his voice rose like a gale.

P.T.O.

- 5) Write one-word substitutes for the following:
- A person who goes or travels on foot.
 - An evil spirit, devil or friend.
- 6) Fill in the blanks in the following sentences with the appropriate articles:
- Soon there was _____ pile of photos.
 - _____ entire set up was quite intimidating.
 - Cronin met _____ European on board.
 - It is _____ accommodation of interests.
- 7) Fill in the blanks in the following sentences choosing the appropriate prepositions: given in brackets:
- He became a nuisance _____ his neighbours.
 - He was unsure _____ his judgement
 - Datta stared _____ the disaster at his feet.
 - The doctor told him that he was suffering _____ AIDS.
(from, to at, into, of)
- 8) Rewrite the following sentences expanding the underlined phrases into clauses:
- The questions asked by the teacher cannot be answered easily.
 - Singing very well, Sita got the first prize.
 - In spite of performing very well in the examination, Mahesh failed to get a rank.
 - I will go home after meeting my friend.
- 9) Fill in the blanks in the following sentences with the appropriate forms of the verbs given in brackets:
- As Ashok lay on his bed, every detail of the last few days _____ (flash) Through his mind.
 - I wanted to visit you yesterday, but you _____ (be) not at home.
 - Jose is tired because he _____ (work) all day.
 - How many people _____ (die) in the fire yesterday?
- 10) Choose from the brackets the word that agrees with the subject in each of the following sentences:
- Either Peter or his friends _____ (has/have) broken the glass.
 - None of the first degree students _____ (know, knows) the answer.
 - The orator and the statesman _____ (has/have) already arrived.
 - A number of doctors _____ (has/have) gone on leave.

Student Evaluation Components:

SL.NO	TYPE OF ASSESSMENT	WEIGHTAGE
1.	Internal assessment:2 tests & assignment	20% (20 Marks)
2.	University Examination of 3 Hrs duration	80% (80 Marks)

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Code: BCMHDL 104

Credit Based First Semester B.COM (Vocational) Degree
Hindi Language (Group -I) (Paper-I)
(2015-16 Batch onwards)
[4hours per week. Max. Marks: 100]

उद्देश :

- वाक्यों को सही ढंग से बनाने की क्षमता प्रदान करना ।
- मानव मूल्यों को स्थापित करना और सामाजिक जिम्मेदारी की भावना ।
- सभी चुनौतियों का सामना करने के लिए छात्रों का आत्मविश्वास बढ़ाना ।
- बोलने की दक्षता हासिल कराना ।

Unit I

लघु काव्य

१. शम्बूक - जगदीश गुप्त

Unit II

कहानी

१. गैंग्रीन - अज्ञेय

२. हत्या और आत्महत्या के बीच- शिवप्रसाद सिंह

३. परिंदे - निर्मल वर्मा

४. खोयी हुई दिशाएँ - कमलेश्वर

Unit III

व्याकरण

१. शब्द - विकारी, अविकारी

२. संज्ञा - भेद

३. लिंग - (अन्य लिंग रूप लिखिए)

४. वचन (वचन बदलिए)

५. कारक , ने नियम

६. सर्वनाम

Unit IV

व्याकरण

१. विशेषण - भेद

२. क्रिया - भेद (कर्म के अनुसार)

३. वाक्य शुद्धीकरण

४. पारिभाषिक शब्दावली -हिन्दी रूप लिखना

५. हिन्दी में अनुवाद

Prescribed Text Books

१. शम्बूक - जगदीश गुप्त, लोकभारती प्रकाशन , इलाहाबाद
२. गद्य भारती - संपादिका शारदा एम,वाणी प्रकाशन, नयी दिल्ली

P.T.O.

Reference Books

1. हिन्दी व्याकरण- स्व. पं कामता प्रसाद गुरु, नागरी प्रचारिणी सभा, वाराणसी
2. आधुनिक हिन्दी व्याकरण और रचना -डॉ वासुदेवनन्दन प्रसाद, भारती भवन , गोविन्द मित्र रोड, पटना
3. व्यावहारिक हिन्दी व्याकरण, अनुवाद तथा रचना- डॉ एच परमेश्वरन, राधाकृष्ण प्रकाशन प्रा. लि नई दिल्ली
4. व्यावहारिक हिन्दी व्याकरण, अनुवाद तथा रचना- हरदेव बाहरी , लोकभारती प्रकाशन इलहाबाद

Course Outcome-

1. काव्य के आधार पर शम्बूक के आत्मकथ्य को अपने शब्दों में लिखिए ।
2. हत्या और आत्महत्या कहानी के बीच कहानी का सारांश अपने शब्दों में लिखिए।
3. क्रिया किसे कहते हैं? उसके भेदों को लिखिए।
4. लिंग बदलिए :- मोर , चाचा
5. वचन बदलिए :- लडका , औरत
- 6.. पारिभाषिक शब्दावली लिखिए:- Book Value, Entry

Student Evaluation Components

Sl.No	Type of Assessment	Weightage
1.	Internal Assessment: Two Test & Assignment	20%(20 marks)
2.	University Examination of 3 Hours Duration Question Paper pattern 1. One word Answers(UnitI)-1 mark each for 5 questions 2. Annotations (Unit I)5 marks each, Answer any 2 out of 4 3. Answer any 1 question of 10 marks each out of 2 (Unit I) 4. Answer any 2 questions of 10 marks each out of 3 (Unit II) 5. Short Notes 2 questions of 5 marks each out of 4(Unit II) 6. Vyakarana – i. Theory-2 questions of 4 marks out of 3 ii. Correcting sentences 5 questions of 1 mark each iii. Gender – Changing 2 questions of 1 mark each iv. Technical words 3 questions of 1 mark each v. Translation 1 question of 5 marks	80%(80 marks)

Code: BCMCMC106

Credit Based I Semester Bcom (Vocational)Degree
Course Paper: Financial Accounting-I
No. of Chapters: 06
(6 hours per week . Max Marks: 150 Marks)

Objectives of the Course:

1. To understand the meaning of Accounting Standard- I and Accounting Concepts
2. To know the preparation of Bank Reconciliation Statement
3. To calculate the depreciation under different methods
4. To analyse the preparation of Trading and Profit and Loss account and the Balance Sheet
5. To understand the meaning and different types of Errors in Accounting
6. To know the meaning and preparation of Final Accounts under Non-Trading concern.

Chapter 1-Accounting Standards

10 Hours

Meaning, Definition and importance, statutory bodies to prescribe Accounting Standards,

AS-1 Disclosure Of Accounting Policies, Fundamental Accounting Concepts, Major consideration in selection of Accounting Policy

Course Outcome:

1. What is Accounting Standards? What is their importance? Explain the Accounting Standard-1.
2. Write a note on Going concern Concept, Accrual Concept, Consistency Concept.

Chapter-2 Bank Reconciliation Statement

10 Hours

Preparation of Bank Reconciliation Statement when balance as per pass book or cash book is given and causes for the differences between balance as per Cash book and Pass book.

Course Outcome:

1. What is Bank Reconciliation Statement? Explain the differences between balance as per cash book and pass book? Discuss the need for its preparation.
2. Practical problems on Bank Reconciliation Statement when bank balance as per Cash Book Or Pass Book is given.
3. Problems on Bank Reconciliation Statement when starting balance is given as per Bank Overdraft as per cash book or pass book.

Chapter-3 Depreciation Account

10 Hours

Assets which are not covered under Accounting Standard 6, Meaning of depreciable Assets, Factors determining economic life of the Assets, Methods of Depreciation.

P.T.O.

Course Outcome:

1. What is depreciation? What are the assets that are not covered under AS 6 ?
2. What are depreciable assets? Explain the factors determining the economic life of the Asset.
3. Practical problems under Straight Line Method, Diminishing Balance method, Annuity Method, Depreciation Method.

Chapter-4 Rectification of Errors

10 Hours

Meaning of Error, Classification of Errors, Methods of Rectifying the errors.

Course outcome:

1. What is an Error? Explain the different types of Errors?
2. Passing Rectifying entries and preparation of Suspense Account.

Chapter-5 Final Accounts of Sole Trading Concern

10 Hours

Preparation of Trading and Profit and Loss account and Balance Sheet.

Course outcome:

Practical problems on Preparation of Trading and Profit and Loss Account and Balance Sheet of Sole Trading Concern.

Chapter-6 Final Accounts of Non Trading Concern

10 Hours

Meaning, Classification of income and expenditure into Capital and revenue, Preparation of Income and Expenditure account and the Balance Sheet

Course Outcome:

Distinguish between Receipts and payments account and Income and Expenditure account
Classification of items into capital & revenue and give reasons.
Calculation of Subscription paid
Problems on preparation of Income & Expenditure account and the Balance Sheet

Books for Reference:

1. Financial Accounting I : B.S. Raman
2. Financial Accounting I : K.S. Adiga

Student Evaluation Components:

SL.NO	TYPE OF ASSESSMENT	WEIGHTAGE
1.	Internal assessment:2 tests & assignment	(30 Marks)
2.	University Examination of 3 Hrs duration	(120 Marks)

Code: BCMM 108

**Credit Based I Semester B.COM. (Vocational) Degree
Scheme 2014-15 Onwards**

Course paper: Business Statistics and Mathematics

Total Chapters : 5

4 Hours per Week. Max.Marks: 100

Course learning objectives:

- To recognize the importance and value of statistical and mathematical thinking and approach to solve problems on variety of disciplines.
- To provide an understanding on statistical techniques like averages, dispersion and index numbers.
- To familiar with mathematical tools like Determinants and Matrices to solve business problems and to take business decisions.

Chapter I: Popular Quantitative Tools used in Business.

10 Hrs.

- 1.1 Averages: Meaning and Importance
- 1.2 Arithmetic Mean, Median and Mode (Excluding grouping and analysis table):
Definition, computation by Direct method and step Deviation method, Combined Arithmetic Mean, Causes for popularity of Arithmetic Mean and Caution in Application.
- 1.3 Geometric Mean Harmonic Mean-Definition-Computation and Application.

Outcomes:

1. Define the term Averages. What are the essentials of good average.
2. What are the properties of Arithmetic Mean?
3. Compute Mean, Median and Mode under direct method, deviation method and step deviation method for individual series, discrete series and continuous series.

Chapter II: Quantitative Tools for Risk Management:

10 Hrs.

- 2.1 Absolute and Relative measures of Dispersion of Data
- 2.2 Standard Deviation: Definition, Computation by direct method, Deviation method and step Deviation Method.
- 2.3 Co-efficient of Variation
- 2.4 Cause for decreasing utility of Standard Deviation and Co-efficient of Variation
- 2.5 Variance: Definition, Computation by direct method, Deviation method and Step Deviation Method. Causes for its Popularity.

Outcomes:

1. Define the term Absolute and Relative measures of Dispersion.
2. What do you mean by Standard Deviation:
3. What do you mean by Co-efficient of Variation
4. Computation of Standard deviation under direct method, deviation method and step deviation method for individual series, discrete series and continuous series.
5. Computation of Variance by direct method, Deviation method and Step Deviation Method.

P.T.O.

Chapter III: Measurement of Economic Activity :**10 Hrs.**

- 3.1 Meaning and Definition of Index Number.
- 3.2 Application of Index Numbers and the caution to be exercised while using Index Number
- 3.3 Steps involved in construction of Index Number.
- 3.4 Simple Index Number using simple Arithmetic Mean or Geometric Mean.
- 3.5 Weighted Indices: Laspeyre's Method, Paasche's Method and Fisher's Method.
- 3.6 Consumer Price Index: Meaning and Steps involved in construction of Consumer Price Index.
- 3.7 Aggregate Expenditure Method and Family Budget Method.

Outcomes:

1. Define the term of Index Number and state Steps involved in construction of Index Number.
2. What are the caution to be exercised while using Index Number
3. Computation of Simple Index Number using simple Arithmetic Mean and Geometric Mean.
4. Computation of Weighted Indices under Laspeyre's Method, Paasche's Method and Fisher's Method.
5. What is Consumer Price Index? State the Steps involved in construction of Consumer Price Index.
6. Construction of CPI using Aggregate Expenditure Method and Family Budget Method.

Chapter IV: Evaluation of Business Choices :**10 Hrs.**

- 4.1 Meaning and Types of Matrices.
- 4.2 Matrix Algebra
- 4.3 Transpose, Minors and Co-factors.
- 4.4 Inverse of Matrix.
- 4.5 Solving Simultaneous Equations by Matrix Method.

Outcomes:

1. Explain the various types of matrices.
2. Problems on addition, subtraction and multiplication of matrices.
3. Problems on Transpose, Minors and Co-factors and Inverse of Matrix.
4. Problems on Solving Simultaneous Equations by Matrix Method

Chapter V: Evaluation of Business Choice through Determinants:**08 Hrs.**

- 5.1 Meaning of Determinants and its Properties
- 5.2 Evaluation of Determinants.

Outcomes:

1. Explain the Properties of Determinants.
2. Problems on Solving Simultaneous Equations by Cramer's Rule/Determinants Method.

Books for reference:

1. Statistics : B.N. Gupta
2. Business statistics and Mathematics : Vittal
3. Statistical Methods : S.P.Guptha
4. Business statistics and Mathematics : S.P.Guptha
5. Business statistics and Mathematics : Rajmohan
6. Business statistics and Mathematics : B.V.Ragunandan

Code: BCMCAV104

Credit Based I Semester B.Com (Vocational) Degree
Course Paper: Fundamentals of Computers and Office Automation
Number of Units : 04
(4 Hours per week. Max.Marks:100)

Course Objective:

- Give students an in-depth understanding of why computers are essential components in business, education and society. –
- Introduce the fundamentals of computing devices and reinforce computer vocabulary, particularly with respect to personal use of computer hardware and software, the Internet, networking and mobile computing.
- Provide hands-on use of Microsoft Office applications Word, Excel, Access and PowerPoint.

UNIT-I

12 Hrs

1. **Introduction to Computers:** Introduction, Characteristics computers, Evolution computers
Generation of computers, Classification of computers, the computer system, Application of computers
2. **Number system:** Introduction, Number system, Conversion between number bases, Arithmetic system, signed and unsigned numbers, concept of overflow, Binary coding
3. **Computer Architecture:** Introduction, Central processing unit, main memory unit, interconnection of units, cache, communication between various units of a computer system
4. **Primary memory:** Introduction, memory representation, memory hierarchy, Random access memory, Types of RAM, Read-only memory, Types of ROM.

UNIT-II

12 Hrs

1. **Secondary Storage:** Introduction, classification, magnetic tape, magnetic disk, Optical disk, Magneto-optical disk, Memory stick, Universal serial bus, Mass storage devices.
2. **Input devices:** Introduction, Types of input devices, Optical character recognition, Optical Mark Recognition, Magnetic ink character recognition, Bar code reader, Output devices: Introduction, Types of output, Classification of output devices, Terminals.

UNIT-III

12 Hrs

Computer Program: Introduction, algorithm, flowchart
Computer languages: Introduction, Evolution of programming languages, classification of programming languages, generation of programming languages, Features of a good programming language, selection of a programming language.
Computer software: Introduction, software definition, relationship between software and hardware, software categories, terminology software
Network basics: Computer networks, Network topologies, Network devices.

P.T.O.

UNIT-IV**12 Hrs**

Internet basics: Introduction, Evolution, and Basic internet terms, getting connected to internet, internet applications working with Application Software: Productivity software:

Word processing program, Spreadsheet program, presentation program Database and DBMS: working with database, RDBMS

Outcome:

Upon completion of this course, the student will be able apply technical knowledge and perform specific technical skills, including:

1. Describe the usage of computers and why computers are essential components in business and society.
2. Identify categories of programs, system software and applications. Organize and work with files and folders.
3. Describe various types of networks network standards and communication software.

Text Books:

1. ITL Education Solution Limited, Introduction to Computer Science, 2ndEdition, Pearson Education, 2011.
2. Peter Norton, Introduction to Computers, 7th edition, Tata McGraw Hill Publication, 2011 (Unit - IV).

Reference Books:

1. Anita Goel, Computer Fundamentals, Pearson Education, 2011
2. Saxena S, MS Office 2007 in a Nutshell, Vikas Publishing, 2011
3. Vikas Gupta, MS OFFICE 2007, Wile

Sl. No.	Type of Assessment	Weightage
1.	Internal Assessment: Two tests and Assignments	20 Marks (20%)
2.	<p>University Examination</p> <p>Question Paper Pattern:</p> <p>Part A – Answer any 10 questions of 2 marks each out of 12 questions.</p> <p>Part B – Answer one full question from each unit of 15 marks each out of 2 full questions. (There will be 4 units.)</p>	<p>Part A: 2 * 10 = 20 Marks</p> <p>Part B: 15 * 4 = 60 Marks</p> <p>Total: 80Marks (80%)</p>

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Credit Based I Semester B.Com (Vocational) Degree

Course : Computer Applications-II

Course Paper: Programming in C

Hours per week: 04 Max. Marks: 100

Objectives of the course

- To understand computer programming and its roles in problem solving.
- To provide exposure to problem solving through programming.
- To train the student to the basic concepts of the C programming language.
- To understand and develop well-structured programs using C language.
- To learn the basic concepts like pointers, structures, unions and files using 'C' Language.

UNIT - I:

12 Hours

- 1.1 **Introduction:** Overview of C Program, Importance of C-Program, Basic structure of a C-program, Execution Style of C-Program.
- 1.2 **Constants, Variables & Data types:** Features of C language, Character set, C token, Keywords & identifiers, Constants, Variables, data types, Declaration of variables, assigning values to variables, defining symbolic constants.
- 1.3 **Operators and Expression:** Arithmetic, Relational, logical, assignment, increment & decrement, conditional, bit wise & special operators, evaluation of expressions, Precedence of arithmetic operators, type conversions in expressions, operator precedence & Associativity, built in mathematical functions.
- 1.4 **Managing Input and Output operations:** Reading & writing a character, formatted input and output.

Outcome:

1. Describe the structure of a C program.
2. Explain the data types used in C programming.
3. What are constants? How are they classified? Give example for each.
4. Explain various operators used in C with examples.
5. What is type conversion? Explain different types of type conversions.
6. Explain the formatted output function with its syntax and example.

UNIT-II:

12 Hours

- 2.1 **Decision Making and Branching:** Decision making with if statement, simple if statement, the if else statement, nesting of if ... else statements, the else if ladder, the switch statement, the ?: operator, the go to statement.
- 2.2 **Decision making and looping:** The while statement, the do statement, for statement, exit, break, jumps in loops.
- 2.3 **Arrays:** Declaration, initialization & access of one dimensional & two dimensional arrays. Programs using one and two dimensional arrays : Adding multiplying, transposing matrices, sorting and searching arrays.

P.T.O.

Outcome:

1. Explain different forms of if statement with suitable examples.
2. Explain switch statement with syntax and example.
3. Explain goto statement.
4. What is a loop? Explain any two looping statements with its syntax and example.
5. Explain break and continue statements with suitable examples.
6. What is an array? What are the various forms of initialising the two dimensional array during declaration. Give example.
7. Write a C program to transpose a matrix.

UNIT-III:**12 Hours**

- 3.1 **Handling of character strings:** Declaring & initializing string variables, reading strings from terminal, writing strings to screen, Arithmetic operations on characters, putting strings together, comparison of two strings, string handling functions, table of strings.
- 3.2 **User defined functions:** Need for user defined functions, Declaring, defining and calling C functions return values & their types, Categories of functions: With/without arguments, with/without return values, recursion, functions with arrays,
- 3.3 **The scope, visibility & lifetime of variables.**

Outcome:

1. List and explain any four string handling functions.
2. Explain any two categories of user defined function with suitable examples.
3. What do you mean by recursive function? Apply this to find the factorial of an integer.
4. Write a C program to sort the list of N numbers in ascending order (use user defined function).
5. What are automatic and static variables? With a program explain how the static value of static variable is retained between the function calls.

UNIT-IV:**12 Hours**

- 4.1 **Structures and union:** Structure definition, giving values to members, structure initialization, comparison of structure variables, arrays of structures, arrays within structures, structures within structures, structures & functions, unions, size of structures, bit fields.
- 4.2 **Pointers:** Understanding pointers, accessing the address of a variable, declaring & initializing pointers, accessing a variable through its pointer, pointer expression, pointer increments & scale factor, pointers & arrays, Passing pointer variables as function arguments.
- 4.3 **The Preprocessor:** Macro substitution, file inclusion, compiler control directives, command line arguments & illustrative programs.
- 4.4 **File Management in C:** Introduction, defining and opening a file, closing a file, I/O operations on files, error handling during I/O operations.

P.T.O.

Outcome:

1. With syntax and example explain how structure variables and members are declared and defined in C.
2. What is the difference between union and structure? Give example.
3. What is a pointer? How do you declare and initialize pointer variables/ give examples.
4. What are the advantages of using pointers?
5. Explain the following functions in C with example – getc, putw, fclose, fprintf
6. What are the advantages of using macro definitions in a program?

Learning Outcomes:

After the course the students are expected to be able to

1. Identify situations where computational methods and computers would be useful.
2. Given a computational problem, identify and abstract the programming task involved.
3. Choose the right data representation formats based on the requirements of the problem.
4. Use the comparisons and limitations of the various programming constructs and choose the right one for the task in hand.
5. Write the program on a computer, edit, compile, debug, correct, recompile and run it.
6. Identify tasks in which the numerical techniques learned are applicable and apply them to write programs, and hence use computers effectively to solve the task.

Text Book:

1. E. Balagurusamy, **Programming in ANSI C**, 5th Edition, Tata McGraw Hill.

Reference Books:

1. K.R. Venugopal and Sudeep R Prasad, **Programming with C**, 4th Edition, Tata McGraw-Hill Education.
2. Yashavant P. Kanetkar, **Let Us C**, 10th Edition, Tata McGraw Hill, 2010.

Student Evaluation Components:

Sl. No.	Type of Assessment	Weightage
1.	Internal Assessment: Two tests and Assignments	20 Marks (20%)
2.	University Examination Question Paper Pattern: Part A – Answer any 10 questions of 2 marks each out of 12 questions. Part B – Answer one full question from each unit of 15 marks each out of 2 full questions. (There will be 4 units.)	Part A: 2*10 = 20 Marks Part B: 5 * 4 = 60 Marks Total: 80Marks (80%)

B.com (Vocational) - I Semester
Office Automation and C Lab
(Exercises in C language and MS-Office package)
Practical/Week: 4 Hrs Max Marks: 50

Course Objectives:

This course trains students how to use MS Office applications to carry out office work such as

- Creating professional-quality documents; store, organize the information using MS-Word ;
- Creating data base querying the database using MS-Access.
- Learning arithmetic operations and functions in MS- Excel;
- Create dynamic slide presentations with animation, images, and much more, digitally and effectively using MS- Power Point.
- Make the student learn C programming language.
- Learn problem solving techniques.
- Teach the student to write programs in C and to solve the problems.

Course Content:

Exercises in C language

Part A – 08 marks

1. Write a program to find the greatest of three numbers by using nested if statement.
2. Write a program to read Empno, Name and Basic salary. Calculate DA, HRA, Gross, PF, PT and net pay using the conditions given below.

Basic salary	DA	HRA	PF	PT
<5000	20%of basic	10%of basic	12%gross	NIL
>=5000&<10000	23%of basic	12%of basic	12%gross	Rs.120
>=10000	25%of basic	13%of basic	12%gross	Rs.150

Display the result in a neat format.

3. Write a program to find the sum of individual digits of a given integer Also reverse the number and check for palindrome.
4. Write a program to print the first 'N' Fibonacci numbers.
5. Write a program to find the tax rate for the gross salary of an employ based on the given condition.

Gross<2000	– no tax
2000>=Gross - < 4000	-3%
4000 >= gross < 5000	– 5%
>=5000	– 8%

Implement the above program using switch statement

6. Write a program to input N numbers and sort them in ascending order using bubble sort.
7. Write a program to find the largest & smallest numbers in a one dimensional array. Also print their position.
8. Write a program to search a number in a list using linear search method. Also find the position of the search number in the array (if successful)

Part B – 15 marks

9. Write a program to find nCr (Use recursive function to find factorial)
10. Write a program to count the number of words, vowels, digits and spaces in a given string.
11. Write a program to find whether the given string is palindrome or not. Use user defined function to reverse the string.

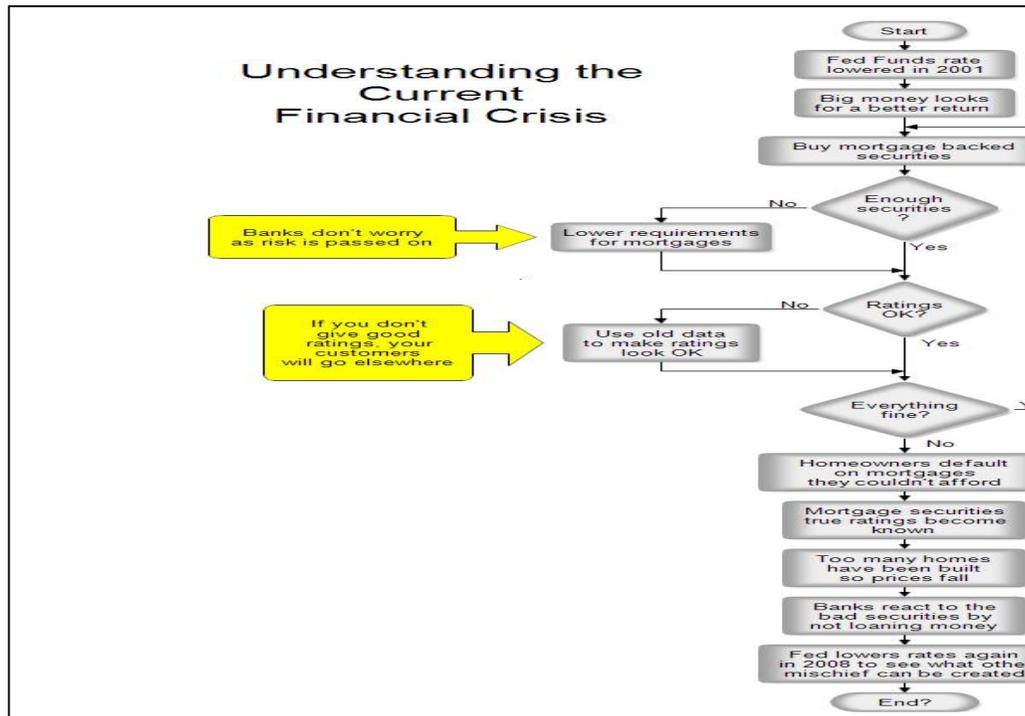
P.T.O.

12. Write a program to add two matrices .
13. Write a program to enter the information of N students' viz. register number, marks in three subjects into array of structures and display the grade for each student.
14. Write a program to append the contents of a text file to another existing file. Also check for the existence of the inputted file names. Display the contents of each file.

Office Automation: 12 marks

Part A: MS WORD Exercises: 12marks

1. Prepare a word document that includes the following features.
 - a) inserting picture
 - b) bulleting and numbering
 - c) formatting (size, bold, underline, italic, superscript, subscript, colour etc)
 - d) border and shading,
 - e) paragraph and line alignment
2. Prepare a document containing meaningful text using features like word art, drop cap, columns, textbox, symbols, equation of any mathematical series, background color, Header and footer.(Use a sample News column from a newspaper/magazine)
3. Draw the following using various drawing tools. (Maintain the format same but matter can be changed)



4. Prepare a Word document with a table with columns like Rollno, Name, Class, and Marks in three subjects. Insert data of ten students. Calculate total marks & average for each student. Also find the highest total marks and also the maximum and minimum marks secured in each subject.
5. Prepare interview call letters for five candidates. The letter shall contain information about the company, job profile and instructions about the interview. Use Mail merge features.

Part B :Power Point Exercises: 12 Marks
(Each slide: 2 marks Applying various features :4 marks)

Prepare a Power point presentation with at least four slides (in each exercise) including picture, chart and other contents. Apply various transition and animations.

- Exercise No. 1: About your college.
- Exercise No. 2: Indian Banking System
- Exercise No. 3: Water Conservation
- Exercise No. 4: Stock Market

Part C: Ms –Access Exercises: 12 Marks

(Note: Insert 10 records for each exercise in such a way to get the result for all the queries. Use Access queries)

(Marks distribution:-table creation: 3 marks, inserting records: 3 marks, query results: 6 marks)

1. Create a Student table with the following details
Student no (Primary key), Name, Address, class, Marks1, marks2, marks3. Find the total and average for all the students

Execute following queries

- a). List all the records belonging to I B.Com Class or II B.Com
 - b). Extract all the records where average >50
 - c). Extract all records where total is in between 200 to 275
2. Create an Employee database having employee no, employee name, DOJ, designation and Basic pay of employees. Calculate D.A, H.R.A, Gross pay, Income tax, Net pay, Provident fund as per the following rules.
D.A= 10% of basic pay
H.R.A: if basic pay is <2500 H.R.A =10% of basis pay else H.R.A is 25% of basic pay
Gross ,
Provident fund =12% of Basic pay
Professional Tax= Rs. 100 if Gross is <10000 else Rs. 200.
NetPay
Using employee table Execute following queries
 - a) Select records of employees who are drawing Gross Salary not more than Rs. 5000
 - b) Select records of employees whose DOJ is after July 1st 1995

PART D: MS EXCEL Exercises: 12 marks

(Note: Give proper title, column headings for each worksheet. Insert at least ten records into a worksheet. The results should take care of all the conditions mentioned in respective problems. Format numeric values appropriately wherever necessary)

1. Create a work sheet to maintain student information such as Rollno, Name, Class, and Marks in three subjects. Insert details of ten students. Calculate total marks, percent, Result (Pass or fail), and Grade (distinction, first class, second class, Pass class) as per usual rules. Arrange the records in ascending order based on percent marks. Draw a Column chart showing the Roll no versus average scored

(Note: worksheet creation: 04 marks, calculations: 03 marks, chart: 04 marks, other formatting: 1 mark)

2. Create Employee database having employees no, employee name, DOJ, department, designation and basic pay of employees. Calculate D.A, H.R.A, Gross pay, PT, Net pay, PF as per the following rules. D.A= 10% of basic pay
 H.R.A: if basic pay is <2500 H.R.A =10% of basis pay else H.R.A is 25% of basic pay.
 Provident fund =12% of Basic pay
 Professional Tax= Rs. 100 if Gross is <10000 else 200Rs. NetPay ,

Using Pivot table, display the no. of employees in each department and represent it using Pie chart.

(Note: worksheet Creation: 4 marks, calculations: 04 marks , Pivot table: 1 mark, Chart : 2 marks, other formatting: 01mark)

3. Create a table containing Zones and percentage of commission to be given to a sales man.

<u>Zone</u>	<u>Percentage</u>
South	10%
North	12.5%
East	14%
West	13%

Create another table in the same worksheet to store salesmen names, zone names, places, names of items sold, rate per unit, quantity sold. Calculate total sales amount for each salesman. For the above table write the formula to compute the commission to be given.

(Hint: use **if** function and absolute cell addresses)

Using advanced filtering, show the result in various parts of the worksheet.

- Show the records of various zones separately.
- Show the records of only East and West zones.
- Display the details of the items which are sold more than 50 no.s in South or North zones.

Course Outcomes: After Completion of this course the student would be able to

- Create a document in Microsoft Word with formatting.
- Write functions in Microsoft Excel to perform basic calculations and analyze the information.
- Create data base and querying the database in MS-Access
- Create a presentation in Microsoft PowerPoint that is interactive and legible content.
- Read, understand and trace the execution of programs written in C language.
- Write the C code for a given algorithm.
- Implement Programs with pointers and arrays, perform pointer arithmetic, and use the pre-processor.
- Write programs that perform operations using derived data types.

SI. No	Type of Assignment	Weightage
1.	Internal Assessment Test: Two Tests	10 Marks
2	University Examination Question paper pattern Two examiners will conduct the practical exams. One from other college of the same university another from same college. Examiners are approved by the University.	Part -A- 08 marks Part -B- 15 marks PART-C(MSOffice)-12 marks Record- 05 marks Total- 40 marks

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Code BCMCIF102

Credit Based I Semester B.Com (Vocational)Degree

Course: Indian Constitution

Course Paper: Constitution of India

Number of Modules: 08

[4 Hours per week. Max. Marks: 100]

Objectives of the Course:

- To understand Laws and rules of Nation.
- To study the various Rights available to Indian People.
- To learn Functioning of Democracy in India.
- To provide knowledge for active participation in Competitive examinations.

MODULE I

Constitution of India

12 Hours

- Meaning and Importance of Constitution
- Making of the Indian Constitution- The constituent Assembly
- Salient features of Indian Constitution
- Preamble of Indian Constitution

Course outcome:

1. Preamble of the Indian Constitution begins with _____.
 - a) We, the people of India
 - b) We, the people of constituent assembly
 - c) We, the people of State
 - d) None of the above
2. The preamble of Indian Constitution seeks to achieve _____.
 - a) Justice and Liberty
 - b) Justice, Equity and Fraternity
 - c) Justice, Liberty, Equity and Fraternity
 - d) Liberty, Fraternity and Justice
3. The word Socialist added to Indian Constitution through _____ amendment.
 - a) 43
 - b) 42
 - c) 44
 - d) 45
4. _____ was the women member of Constituent Assembly.
 - a) Vijayalaxmi Pandit
 - b) Girija Vyas
 - c) Sheela Deekshith
 - d) Indira Gandhi
5. Initially the Constituent assembly had _____ members.
 - a) 386
 - b) 387
 - c) 389
 - d) 391

MODULE II

Fundamental Rights and Directive Principles

10 Hours

- Difference between Fundamental Rights and Directive Principles
- Fundamental Rights

Course outcome:

1. Fundamental duties of Indian Citizens were incorporated in the constitution in _____
a) 1952 b) 1976 c) 1979 d) 1981
 2. _____ is known as Magna carta of Indian people.
a) D.P.S.P. b) Fundamental Duties
c) Fundamental Rights d) None of the above
 3. _____ article of the Indian constitution provides Equality of opportunity
a) 14 b) 15 c) 16 d) 17
- P.T.O.**
4. _____ writ orders the removal of suit from an inferior court to superior court.
a) Habeas Corpus c) Mandamus
b) Prohibition d) Certiorari
 5. The literal meaning of the word “quo warranto” is _____
a) On what makes b) On what creates c) On what grounds
d) On what determinates.
 6. _____ Art provides for the enforcement of fundamental rights by the Supreme Court
a) Art-32 b) Art-32(2) c) Art-32(3) d) Art-32(1)

MODULE III

Union Government

12 Hours

- President of India- Election, Powers and Position
- Prime Minister and Council of Ministers
- Union Parliament-Loksabha, Rajya Sabha-organization and Powers
- Legislative Process

Course outcome:

1. The Presidents of India is empowered to nominate _____ persons to the Loksabha.
a) 10 b) 2 c) 12 d) 14
2. Criminal charges can be initiated against President during his term of office.
a) True b) False c) Absurd d) Partially true
3. The emergency powers are consisted in _____ articles.
a) 7 b) 8 c) 9 d) 10
4. Who is the real executive of the state?
a) President b) Prime minister c) Vice president d) All the above
5. Who was compared the Indian Prime minister to the President of U.S.A.
a) Mahatma Gandhi b) Jawaharlal Nehru c) Ambedkar d) None of the above

MODULE IV

State Government

12 Hours

- The Governor
- Chief Minister and Council of Ministers
- State Legislature- Vidhana Sabha and Vidhana Parisad – Oragnization and Powers

Course outcome:

1. Who is the head of the national defence committee?
a) President b) Army head c) Prime minister d) Navy head

2. The qualification for the post of Ambassador is _____
 a) IAS b) IFS c) IES d) IPS
3. All the international Treaties and agreements are negotiated in the name of _____
 a) The Prime minister b) External Affairs c) President d) Vice President
4. The president has the power to summon the parliament at least _____ a year.
 a) Once b) Twice c) Thrice d) Forth

MODULE V

Federalism in India

4 Hours

- Federal Features
- Unitary Features

P.T.O.

Course outcome:

1. Federal units of India are called as _____
 a) States b) Departments c) Sections d) Divisions
2. Which state has among these has unicameral legislature?
 a) Bihar b) Uttar Pradesh c) Karnataka d) Goa
3. In India there is
 a) Double Membership b) Single Citizenship c) Multihull citizenship d) None
4. In our federal system distribution of power based on
 a) 3 lists b) 2 Lists c) 4 Lists d) None

MODULE VI

The Judiciary

4 Hours

- The supreme Court-organization, Jurisdiction, Role
- The High Courts - Organization, Jurisdiction, Role

Course outcome:

1. Who appoints chief justice of India?
 a) Chief Minister b) Prime Minister c) President d) Governor
2. Supreme Court of India controlled by
 a) Parliament b) President c) Cabinet d) Lawminister
- 3) Who transfer the judges of High Court?
 a) Law minister b) President c) Prime Minister d) Chief Minister

MODULE VII

Electoral Process in India-Organization, Election, Function

5 Hours

Course outcome:

1. Who appoints the chief election Commissioner of India?
 a) President b) Prime Minister c) Governor d) Defence Minister
- 2) Which amendment of Indian Constitution decreased voting age from 21 to 18?
 a) 61st b) 62nd c) 63rd d) 64th

MODULE VIII

Local Governments-Rural and Urban- Organization powers and Role

5 Hours

Course outcome

1. Head of the city corporation?
 a) Commissioner b) Comparator c) President d) Mayor
2. Which one of these is not a corporation?
 a) Shimoga b) Bangalore c) Mysore d) Hubli-Dharwad

Books for reference:

1. D.D. Basu- Introduction of Constitution of India
2. M.V Pylee- Indian Constitution and Politics
3. V.N. Shukla- Constitution of India

Student Evaluation Components:

Sl. No.	Type of Assessment	Weightage
1.	Internal Assessment: Two tests & assignment	20% (20 marks)
2.	University Examination of 3 hours duration. Question paper pattern: All questions are compulsory, All questions are one word questions with four Alternative.	80% (80 marks)

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