

(Annexure H-5)

FACULTY OF COMPUTER SCIENCE & IT

SYLLABUS

for

Master of Commerce (Five Years Integrated Programme)

(Semester – I & II)

**Credit Based Continuous Evaluation Grading System
(CBCEGS)**

Session: 2025-26



The Heritage Institution

**KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

SCHEME AND CURRICULUM OF EXAMINATIONS OF FIVE YEARS INTEGRATED PROGRAMME

Master of Commerce (FYIP) Semester I & II (Session 2025-26)

Master of Commerce (FYIP) Semester I										
Course Code	Course Title	Course Type	Hours per week	Credit		Marks			Examination Time (in Hours)	
			L-T-P	L-T-P	Total	Total	Ext.			CA
							L	P		
FCOM-1126	Digital Fluency	MDC	2-0-2	2-0-1	3	100	40	30	30	3+3

Master of Commerce (FYIP) Semester II										
Course Code	Course Title	Course Type	Hours per week	Credit		Marks			Examination Time (in Hours)	
			L-T-P	L-T-P	Total	Total	Ext.			CA
							L	P		
FCOM-2126	Web Based Applications for Office Management	MDC	2-0-2	2-0-1	3	100	40	30	30	3+3

Master of Commerce (FYIP) Semester I
(Session 2025-26)

COURSE CODE: FCOM-1126

DIGITAL FLUENCY

Course Outcomes:

After passing course the student will be able to:

CO1: The course will help students examine document creation for report making and communication.

CO2: Good presentation skills will be inculcated in students.

CO3: Develop analytical skills for better understanding of the business environment and decision making.

CO4: The spreadsheet knowledge acquired through this paper will assist students in solving real life problems that help in decision making.

Master of Commerce (FYIP) Semester I
(Session 2025-26)
COURSE CODE: FCOM-1126
DIGITAL FLUENCY

Examination Time: 3 Hrs.

Max. Marks: 100

L-T-P: 2-0-1

Theory: 40

Credit: 3

Practical: 30

CA: 30

Instructions for the Paper Setter:

Eight questions of equal marks (8 marks each) are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

UNIT-I

Word Processing:

- Shortcuts for navigation, insertion, deletion, and selection
- Formatting fonts with bolding, bullets and numbers
- Creative use of cut, copy and paste
- Format painter
- Find and Replace Text
- Tables
- Graphics, Smart Art, watermarks, hyperlinks, print screen function and Word art
- Page numbering
- Borders and shading
- Headers/footers
- Shortcut features like AutoCorrect, quick sections, find and replace
- Page breaks, drop caps
- Spelling, grammar, thesaurus
- Citations, references and Footnotes.

UNIT-II

Spreadsheets:

- Navigation and keyboard shortcuts

- Text, number and date shortcuts
- Add columns, rows (Autosum, auto-calculate)
- Manual math formulas (average, count,etc.)
- Use “cell references” with formulas
- Copy formulas (fill handle)
- Cut, copy, paste spreadsheets, range, and formulas
- Delete/insert rows and columns
- AutoCorrect
- Print options (orientation, margins, gridlines, header/footer)

UNIT-III

- Create charts to illustrate your spreadsheets; revise and format charts
- Create, sort and filter lists
- Apply formatting options, including conditional formatting
- Protecting worksheets
- Organizing Charts and graphs
- Flash-fill

Presentations:

- Slide content: planning, opening slides, sequencing
- Bullet/number slides(variations, sequencing, layout)
- Graphics, shapes(alternatives to bullets; use color to influence mood; use images to reinforce messages)
- Smart art(effective use of diagrams)

UNIT-IV

- Photos and internet photos(formatting options)
- Copy/paste shortcuts(from other programs; linking)
- Create/import org charts, graphs and tables
- Hyperlinks to others programs and the internet
- Insert media clips, movies, sounds
- Views: Slide sorter, Outline, Notes as editing and presentation tools
- Presenting: transitions, animation, hiding slides, pausing and highlighting
- Automatic presentations (narrations, timing)
- Presentation methods to connect with individuals and groups

References:

1. Anshuman Sharma, A book of Fundamentals of Information Technology, Lakhanpal Publishers, 5th Edition.
2. Jain, H. C., & Tiwari, H. N. (2021). Computer Applications in Business. Taxmann, Delhi.

3. Mathur, S., & Jain, P. (2016). Computer Applications in Business. Galgotia Publishing Company
4. Madan, S. (2020). Computer Applications in Business. Scholar Tech Press, Delhi.
5. Sharma, S. K., & Bansal, M. (2017). Computer Applications in Business. Taxmann, Delhi.
6. Thareja, R. (2019). Fundamentals of Computers. Oxford University Press.
7. Thareja, R. (2018). IT & It's Business Application. Oxford University Press.
8. Walkenbach, J. (2016). MS Excel. Bible. John Wiley & Sons, USA.

Note: The latest editions of the books should be followed.

Master of Commerce (FYIP) Semester II
(Session 2025-26)
COURSE CODE: FCOM-2126
WEB BASED APPLICATIONS FOR OFFICE MANAGEMENT

Course Outcomes:

After studying this course, students will be able to:

CO1: use internet and manage email effectively

CO2: learn about WWW and search engine.

CO3: create google document, google form and scheduling of meeting through google calendar.

CO4: hold and manage various online virtual meetings

Master of Commerce (FYIP) Semester II
(Session 2025-26)
COURSE CODE: FCOM-2126
WEB BASED APPLICATIONS FOR OFFICE MANAGEMENT

Examination Time: 3 Hrs.

Max. Marks: 100

L-T-P: 2-0-1

Theory: 40

Credit: 3

Practical: 30

CA: 30

Instructions for the Paper Setter:

Eight questions of equal marks (8 marks each) are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

UNIT - I

Introduction: About internet and its working, business use of internet, services offered by internet, evaluation of internet, internet service provider (ISP), internet addressing (DNS) and IP addresses).

E-Mail: Basic Introduction; Advantage and disadvantage, structure of an e-mail message, working of e-mail (sending and receiving messages), managing e-mail (creating new folder, deleting messages, forwarding messages, filtering messages) Implementation of outlook express.

UNIT – II

Internet Protocol: Introduction, file transfer protocol (FTP), Gopher, Telnet, other protocols like HTTP and TCP IP.

WWW: Introduction, working of WWW, Web browsing (opening, viewing, saving and printing a web page and bookmark)

Search Engine: About search engine, Components of search engine, working of search engine, difference between search engine and web directory

UNIT – III

Introduction to Web based tools for Office Management:

Google Docs: Creating documents, uploading files to Google Drive, managing files and sharing files on Google Drive, Editing Documents, sharing documents, changing ownership of the document.

Google Forms: Creating a Questionnaire/ Quiz using Google Forms Using Google Calendar to organize and track online meeting, Using Telegram, WhatsApp Web to communicate and share documents online.

UNIT – IV

Online Platforms for Virtual Meeting: Google Meet, Microsoft Teams, Zoom Online meeting, Cisco Webex., Scheduling and conducting Online Meetings

Online Payment Methods: Internet banking, UPI, Debit and Credit Cards, Mobile Wallets.

References:

1. Internet & web page designing by V.K.Jain BPB publications.
2. Alexis Leon and Mathews le on, Internet for everyone - Vikas publications.
3. Internet for dummies - Pustakmahal, New Delhi a beginner's guide to html
4. “Understanding the Internet”, Kieth Sutherland, Buterworth–Heineman; 1st Edition
5. S. K. Bansal, “Internet Technologies”, APH Publishing Corporation.
6. Behrouz A. Forouzan, “Data Communications and Networking”, 3rdEditon.