

(Annexure H-5)

# **FACULTY OF COMPUTER SCIENCE & IT**

## **SYLLABUS**

**of**

## **DIGITAL FLUENCY**

**for**

**M.Com (Five Years Integrated Programme)**

**(Semester – I)**

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

**Session: 2024-25**



**The Heritage Institution**

**KANYA MAHA VIDYALAYA  
JALANDHAR  
(Autonomous)**

# Kanya Maha Vidyalaya, Jalandhar (Autonomous)

## SCHEME AND CURRICULUM OF EXAMINATIONS OF FIVE YEARS INTEGRATED PROGRAMME

### M.Com (FYIP) (Session 2024-25)

#### M.Com (FYIP) Semester I

M.Com (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-1127	Digital Fluency	MDC	2-0-2	2-0-1	3	75	30	30	15	3+3

**M.Com (FYIP) Semester I**  
**(Session 2024-25)**  
**COURSE CODE: FCOP-1127**  
**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.

**M.Com (FYIP) Semester I**  
**(Session 2024-25)**  
**COURSE CODE: FCOM-1127**  
**DIGITAL FLUENCY**

**Examination Time: 3 Hrs.**

**L-T-P: 2-0-1**

**Credit: 3**

**Max. Marks: 75**

**Theory: 30**

**Practical: 30**

**CA: 15**

**Instructions for the Paper Setter:**

Eight questions of equal marks (6 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, 5<sup>th</sup> 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.