

# **P.R.GOV'T. COLLEGE(A), KAKINADA**



## **DEPARTMENT OF COMPUTER APPLICATIONS**

**BOARD OF STUDIES  
2021-2022**

**P R GOVERNMENT COLLEGE [AUTONOMOUS]**  
**KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**BOARD OF STUDIES 2021-2022**

The Eighteenth meeting of Board of Studies *COMPUTER APPLICATIONS* has been conducted in the Department of Computer Applications on 17<sup>th</sup> November, 2021 at 11am to discuss the following.

**Agenda**

1. Revamping of Syllabus for I, III & V Semesters.
2. Model Question Papers and Blue Print.
3. Panel of Question Paper setters and Examiners.
4. Pass minimum in Internal Assessment.
5. Choice Based Credit System for I, II, & III year students.
6. Introducing of New Courses of Study and the possibilities.
7. Admission criteria for programs offered by the Departments.
8. Proposals for Community Service/Extension Activities/ Projects for the benefit of the society.
9. Any other proposal / item with the permission of the Chair.

**Resolutions taken**

1. It is resolved to Revamping of Syllabus for I,III & V Semesters.
2. It is resolved to follow the existing model question papers and blue print of papers.
3. It is resolved to follow the modified panel of question paper setters and examiners.
4. It is resolved to follow the pass minimum in internal assessment as per norms.
5. It is resolved to follow Choice Based Credit System for I, II, & III year students.
6. It is resolved to introduce new courses of study whenever necessary.
7. It is resolved to follow the admission criteria for programs offered by the Department.
8. It is resolved to conduct extension lectures by the eminent persons.
9. Nil.

## MEMBERS PRESENT

- 1 Smt. Dr K. V. Sobha Rani  
Lecturer In-charge (Computer Applications)  
P. R. Govt College (A)  
Kakinada  
Chairman
- 2 Smt. N.Naga Subrahmanyeswari  
Lecturer In Computer Science  
ASD Govt degree College for Women(A)  
Kakinada  
Ph: 9948438376  
Eswari.velugu@asgdcw.ac.in  
University Nominee
- 3 Smt. G.Satya Suneetha  
Lecturer In Computer Applications  
ASD Govt degree College for Women(A)  
Kakinada.  
Ph:9491215695  
Satyasuneetha.grandhi@asgdcw.ac.in  
Subject Expert
- 4 Sri. R.V.Phani Kumar  
Lecturer in Computer Applications  
P. R. Govt College (A)  
Member

Kakinada

5. G.Subbalakshmi  
Lecturer In Computer Applications  
P. R. Govt College (A) Member  
Kakinada
  
5. G.Subbalakshmi  
Lecturer In Computer Applications  
P. R. Govt College (A) Member  
Kakinada
  
6. K.Jyothirmayi  
Lecturer In Computer Applications Member  
P. R. Govt College (A)  
Kakinada

### **STUDENT REPRESENTATIVES**

1. B.Jayanth III B.Com CECs
2. K.Lokesh III B.Com CA
3. K.Divya I B.Com CECs
4. P.Poornima I B.Com CECs
5. P.Prasanth I B.Com CECs
6. J.Rajesh I B.Com CECs

**P R GOVT COLLEGE(AUTONOMOUS), KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**I B.Com – CA Semester- I (W.E.F. 2021-2022)**  
**Information Technology**

**Model Outcomes:**

At the end of the course, the student is expected to DEMONSTRATE the following cognitive abilities (thinking skill) and psychomotor skills.

**A. Remembers and states in a systematic way (Knowledge)**

1. Describe the fundamental hardware components that make up a computer's hardware and the role of each of these components
2. understand the difference between an operating system and an application program, and what each is used for in a computer
3. Use technology ethically, safely, securely, and legally
4. Use systems development, word-processing, spreadsheet, and presentation software to solve basic information systems problems

**B. Explains (Understanding)**

5. Apply standard statistical inference procedures to draw conclusions from data
6. Retrieve information and create reports from databases
7. Interpret, produce, and present work-related documents and information effectively and accurately

**C. Critically examines, using data and figures (Analysis and Evaluation\*\*)**

8. Analyse compression techniques and file formats to determine effective ways of securing, managing, and transferring data
9. Identify and analyse user needs and to take them into account in the selection, creation, integration, evaluation, and administration of computing based systems.
10. Analyse a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.
11. Identify and analyse computer hardware, software

**D. Working in 'Outside Syllabus Area' under a Co-curricular Activity(Creativity)**  
**Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.**

**E. Efficiently learn and use Microsoft Office applications.**

**P R GOVT COLLEGE(AUTONOMOUS), KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**

**I B.Com – CA Semester- I (W.E.F. 2021-2022)**

**SYLLABUS:**

**Information Technology**

**(Four units with each unit having 15 hours of class work)**

**Unit I Introduction:**

Computer Definition - Characteristics and Limitations of Computer—Generations of Computer, Classification of Computers, Applications of Computer, Block Diagram of a Digital Computer - Primary and Secondary Memories- Input and Output Devices- Operating System- Function of Operating System- Types of Operating System- Languages and its Types

**Unit II MS word:**

Word Processing – Features-Advantages and Applications- Parts of Word Window-Toolbar-Creating, Saving, Closing, Opening and Editing of a Document-Moving and Copying a Text-Formatting of Text and Paragraph- Bullets and Numbering-Find and Replace - Insertion of objects-Headers and Footers- Page Formatting- Auto Correct Spelling and Grammar- Mail Merge- Macros

**Unit III MS Excel:**

Features – Spread Sheet-Workbook – Cell-Parts of a window-Saving, Closing, Opening of a Work Book – Editing – Advantages – Formulas- Types of Function-Templates – Macros – Sorting- Charts – Filtering.

**Unit IV MS Power point:**

Introduction – Starting – Parts-Creating of Tables- Create Presentation – Templates-Auto Content Wizard-Slide Show-Editing of Presentation-Inserting Objects and charts

**MS Access:**

Orientation to Microsoft Access - Create a Simple Access Database - Working with Table Data - Modify Table Data - Sort and Filter Records - Querying a Database -Create Basic Queries - Sort and Filter Data in a Query - Perform Calculations in a Query

**Learning Resources (Course 1C:Information Technology)**

**References:**

- (1) P.Mohan computer fundamentals- HimalayaPublications.
- (2) R.K.Sharma and Shashi K Gupta, Computer Fundamentals - Kalyani Publications
- (3) Fundamentals of Computers ByBalagurusamy, Mcgraw Hill
- (4) Computer Fundamentals Anita Goel Pearson India
- (5) Introduction to Computers Peter Norton
- (6) Fundamentals of Computers Rajaraman V Adabala N
- (7) Office 2010 All-in-One For Dummies Peter Weverka
- (8) MS-Office S.S. Shrivastava
- (9) MS-OFFICE 2010 Training Guide Prof. Satish Jain, M. Geetha, KratikaBPB Publications

#### Online Resources:

<https://support.office.com/en-us/office-training-center>

<https://www.skillshare.com/browse/microsoft-office>

[https://www.tutorialspoint.com/computer\\_fundamentals/index.htm](https://www.tutorialspoint.com/computer_fundamentals/index.htm)

<https://www.javatpoint.com/computer-fundamentalstutorial>

<https://edu.gcfglobal.org/en/subjects/office/>

<https://www.microsoft.com/en-us/learning/training.aspx>

Practical Component: @ 2 hours/week/batch

- MS word creation of documents letters invitations etc, tables, mailmerge, animations in word, formatting text
- MS Excel performing different formulas, creating charts, macros
- MS power point slide creation, creation of animation
- MS Access creation of database, forms and reports

#### **RECOMMENDED CO-CURRICULAR ACTIVITIES:**

(Co-curricular activities shall not promote copying from textbook or from others work and shall encourage self/independent and group learning)

##### **Measurable**

1. Assignments (in writing and doing forms on the aspects of syllabus content and outside the syllabus content. Shall be individual and challenging)
2. Student seminars (on topics of the syllabus and related aspects (individual activity))
3. Quiz (on topics where the content can be compiled by smaller aspects and data (Individuals or groups as teams))
4. Field studies (individual observations and recordings as per syllabus content and related areas (Individual or team activity))
5. Study projects (by very small groups of students on selected local real-time problems pertaining to syllabus or related areas. The individual participation and contribution of students shall be ensured (team activity))

##### **General**

1. Group Discussion
2. Visit to Software Technology parks / industries

#### **RECOMMENDED CONTINUOUS ASSESSMENT METHODS:**

Some of the following suggested assessment methodologies could be adopted;

1. The oral and written examinations (Scheduled and surprise tests),
2. Closed-book and open-book tests,
3. Coding exercises,
4. Practical assignments and laboratory reports,
5. Observation of practical skills,
6. Individual and group project reports,
7. Efficient delivery using seminar presentations,
8. Viva voce interviews.
9. Computerized adaptive testing, literature surveys and evaluations,
10. Peers and self-assessment, outputs form individual and collaborative work





**P R GOVT COLLEGE(AUTONOMOUS), KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**I B.Com – CA Semester- I (W.E.F. 2021-2022)**  
**Information Technology**

**PAPER- I**

**Marks: 50M**

**Model blue print for the model paper and choice**

S.NO	Type of Question	To be given in the Question Paper			To be answered		
		No. of Questions	Marks allotted to each question	Total Marks	No. of Questions	Marks allotted to each question	Total Marks
1	Section-A Essay Questions	6	10	60	3	10	30
2	Section-B Short Questions	7	5	35	4	5	20
<b>TOTAL</b>		<b>13</b>		<b>95</b>	<b>TOTAL MARKS</b>		<b>50</b>

$$\text{Percentage of choice given} = \frac{95 - 50}{95} \times 100 = \frac{45}{95} \times 100 = 47.36\%$$

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**DEPARTMENT OF COMPUTER APPLICATIONS**  
**I B.Com – CA Semester- I (W.E.F. 2021-2022)**  
**Information Technology**

**PAPER- I**

**Marks: 50M**

**Model Blue print for the question paper setter**

<b>Chapter Name</b>	<b>Essay Questions 10 Marks</b>	<b>Short Questions 5 Marks</b>	<b>Marks allotted to the chapter</b>
<b>UNIT-I</b>	<b>2</b>	<b>2</b>	<b>30</b>
<b>UNIT -II</b>	<b>2</b>	<b>2</b>	<b>30</b>
<b>UNIT -III</b>	<b>1</b>	<b>1</b>	<b>15</b>
<b>UNIT -IV</b>	<b>1</b>	<b>2</b>	<b>20</b>
<b>Total No. of questions</b>	<b>6</b>	<b>7</b>	
<b>Total Marks Including choice</b>			<b>95</b>

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**DEPARTMENT OF COMPUTER APPLICATIONS**  
**I B.Com – CA Semester- I (W.E.F. 2021-2022)**  
**Information Technology**

**Question Bank**

**Essay Questions:**

**UNIT-I**

1. Define Computer. Explain about Block Diagram of a Digital Computer.
2. Write about Generations of Computer.
3. Explain about Input and Output Devices.
4. What is an Operating System? Explain about Functions of Operating System.

**UNIT-II**

1. Explain about Features, Advantages and Applications of MS Word.
2. Write about Creating, Saving, Closing, Opening and Editing of a Document.
3. Explain about Mail Merge in MS Word.
4. Write about insertion of objects in detail.

**UNIT-III**

1. What is Excel? Explain the Features of MS Excel.
2. What is Excel? Explain the Types of Functions in MS Excel.
3. Explain about charts in MS Excel.

**UNIT-IV**

1. What is MS PowerPoint? What are the features of MS PowerPoint?
2. How to create presentation in MS PowerPoint?
3. How to Create a Simple Access Database?
4. Write about Querying a Database -Create Basic Queries.

**Short Answer Questions:**

**UNIT-I**

1. What are the Characteristics of Computer?
2. What are the Applications of Computer?
3. Briefly explain about Primary and Secondary Memories.
4. Write about any five Input Devices.

**UNIT-II**

1. Explain about Bullets and Numbering, Find and Replace.
2. Write about Headers and Footers in MS Word.
3. Explain about Auto Correct Spelling and Grammar in MS Word.
4. What are the advantages of MS Word.

**UNIT-III**

1. Explain the Features of MS Excel.
2. Discuss about cell and cell address.
3. What is a formula? What are the advantages of formula?
4. Explain about mathematical functions in MS Excel.

**UNIT-IV**

1. What are the features of PowerPoint?
2. Explain data types in MS Access.
3. Write about Queries in MS Access.

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**DEPARTMENT OF COMPUTER APPLICATIONS**  
**I B.Com – CA Semester- I (W.E.F. 2021-2022)**  
**MODEL PAPER**

**Information Technology**

**Time : 2 Hrs.30Mins**

**SEMESTER-I**

**Max. Marks: 50**

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**SECTION-A**

**Answer ALL Questions. Each question carries 10 marks**

**(3x10=30M)**

1. A) Define Computer. Explain about Block Diagram of a Digital Computer.(UNIT-I)  
(OR)  
B) Explain about Input and Output Devices. (UNIT-I)
  
2. A) Explain about Features, Advantages and Applications of MS Word. ( UNIT-II)  
(OR)  
B) Explain about Mail Merge in MS Word. (UNIT-II)
  
3. A) What is Excel? Explain the Features of MS Excel. (UNIT-III)  
(OR)  
B) How to Create a Simple Access Database? (UNIT-IV)

**SECTION-B**

**Answer any FOUR Questions. Each question carries 5 marks**

**(4x5=20M)**

4. What are the Characteristics of Computer?
5. What are the Applications of Computer?
6. Explain about Bullets and Numbering, Find and Replace.
7. Write about Headers and Footers in MS Word.
8. Discuss about cell and cell address.
9. What are the features of PowerPoint?
10. Explain data types in MS Access.

**P R GOVT COLLEGE (A):: KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**B.Sc. / B.Com / B.A**  
**SEMESER I (w.e.f. 2020-2021)**  
**LIFE SKILL COURSE**  
**BASIC COMPUTER APPLICATIONS**

**Objectives:**

This course aims at providing exposure to students in skill development towards basic office applications.

**Course Learning Outcomes:**

After successful completion of the course, student will be able to:

1. Demonstrate basic understanding of computer hardware and software.
2. Apply skills and concepts for basic use of a computer.
3. Identify appropriate tool of MS office to prepare basic documents, charts, spreadsheets and presentations.
4. Create personal, academic and business documents using MS office.
5. Create spreadsheets, charts and presentations.
6. Analyze data using charts and spread sheets.

#### **Unit-I: (08 hrs)**

**Basics of Computers:** Definition of a Computer - Characteristics of computers, Applications of Computers – Block Diagram of a Digital Computer – I/O Devices, hardware, software, human ware, application software, system software, Memories - Primary, Auxiliary and Cache Memory.

MS Windows – Desktop, Recycle bin, My Computer, Documents, Pictures, Music, Videos, Task Bar, Control Panel.

#### **Unit-II: (08 hrs)**

**MS-Word :** Features of MS-Word - MS-Word Window Components - Creating, Editing, Formatting and Printing of Documents – Headers and Footers – Insert/Draw Tables, Table Auto format – Page Borders and Shading – Inserting Symbols, Shapes, Word Art, Page Numbers, Mail Merge.

#### **Unit-III: (10 hrs)**

**MS-Excel :** Overview of Excel features – Creating a new worksheet, Selecting cells, Entering and editing Text, Numbers, Inserting Rows/Columns –Changing column widths and row heights, Formulae, Referencing cells , Changing font sizes and colors, Insertion of Charts, Auto fill, Sort.

**MS-PowerPoint:** Features of PowerPoint – Creating a Presentation - Inserting and Deleting Slides in a Presentation – Adding Clip Art/Pictures -Inserting Other Objects, Audio, Video -Resizing and scaling of an Object – Slide Transition – Custom Animation.

#### **REFERENCE BOOKS:**

1. Working in Microsoft Office – Ron Mansfield - TMH.
2. MS Office 2007 in a Nutshell –Sanjay Saxena – Vikas Publishing House.
3. Excel 2020 in easy steps-Michael Price – TMH publications

**P.R. GOVT COLLEGE (AUTONOMOUS), KAKINADA**  
**MODEL PAPER (W.E.F. 2020-21)**  
**B.Sc. / B.Com / B.A**  
**SEMESTER –I**

**Sub: BASIC COMPUTER APPLICATIONS**  
**Time: 2 hrs**

**Paper: I**  
**Max Marks: 50**

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**SECTION – A**

**Answer any FOUR questions the following**

**4 x 5= 20 M**

1. Write about characteristics of Computer?
2. Explain about applications of computers.
3. Explain about Desktop and Recycle bin.
4. Explain about features of MS-Word.
5. Explain about header and Footer in MS-Word.
6. How to inserting Rows and Columns in MS-Excel?
7. How to entering and editing text and numbers in Excel?
8. Explain features of MS-Power point?

**SECTION – B**

**Answer any THREE questions the following**

**3 x 10= 30 M**

1. Draw and explain block diagram of Computer in details.
2. Explain various input and output devices.
3. What is Mail-Merge? Explain Mail-Merge concept in MS-Word?
4. Explain How to Creating Table in MS-Word?
5. Explain about features of MS-Excel.
6. What is Presentation? How to create a presentation in MS-Power point?

**P.R. GOVT COLLEGE (AUTONOMOUS), KAKINADA**  
**I B.A/B.Sc/B.Com**  
**SEMESER I ( w.e.f. 2020-2021)**  
**LIFE SKILL COURSE**  
**BASIC COMPUTER APPLICATIONS**  
**QUESTION BANK**

**UNIT-I**

**Short Answer Questions:**

1. Write about characteristics of Computer?
2. Explain about applications of computers.
3. Explain about Desktop and Recycle bin.
4. Explain about feature of MS-Windows?

**Essay Answer Questions:**

5. Draw and explain block diagram of Computer in details.
6. Explain various input and output devices.
7. Write about Primary, Auxiliary and Cache Memory.

**UNIT-II**

**Short Answer Questions:**

1. Explain about features of MS-Word.
2. Explain about header and Footer in MS-Word.
3. Explain about Inserting Symbols, Shapes in MS-Word.

**Essay Answer Questions:**

4. What is Mail-Merge? Explain Mail-Merge concept in MS-Word?
5. Explain How to Creating Table in MS-Word?

**UNIT-III**

**Short Answer Questions:**

1. How to inserting Rows and Columns in MS-Excel?
2. How to entering and editing text and numbers in Excel?
3. Explain features of MS-Power point?
4. How to Inserting and Deleting in Slides in MS-Power point?

**Essay Answer Questions:**

5. Explain about features of MS-Excel.
6. Define worksheet and Cell? Explain Cell address and Cell Referencing in MS-Excel.
7. What is Presentation? How to create a presentation in MS-Power point?
8. Explain Types of Views in MS-Power point?

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**DEPARTMENT OF COMPUTER APPLICATIONS**  
**B.Sc. / B.Com / B.A**  
**SEMESER I (w.e.f. 2020-2021)**  
**LIFE SKILL COURSE**  
**BASIC COMPUTER APPLICATIONS**

**SUBJECT: BCA**  
**PAPER- I**

**Time: 2 Hrs**  
**Marks: 50M**

**Model blue print for the model paper and choice**

S.NO	Type of Question	To be given in the Question Paper			To be answered		
		No. of Questions	Marks allotted to each question	Total Marks	No. of Questions	Marks allotted to each question	Total Marks
1	Section-B Essay Questions	6	10	60	3	10	30
2	Section-A Short Questions	8	5	40	4	5	20
<b>TOTAL MARKS</b>				<b>100</b>	<b>TOTAL MARKS</b>		<b>50</b>



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**DEPARTMENT OF COMPUTER APPLICATIONS**  
**B.Sc. / B.Com / B.A**  
**SEMESER I (w.e.f. 2020-2021)**  
**LIFE SKILL COURSE**  
**BASIC COMPUTER APPLICATIONS**

**SUBJECT: BCA**  
**PAPER- I**

**Time: 2 Hrs**  
**Marks : 50M**

**Model Blue print for the question paper setter**

<b>Chapter Name</b>	<b>Essay Questions</b> <b>10 Marks</b>	<b>Short Questions</b> <b>5 Marks</b>	<b>Marks allotted</b> <b>to the chapter</b>
<b>UNIT-I</b>	<b>2</b>	<b>3</b>	<b>35</b>
<b>UNIT-II</b>	<b>2</b>	<b>2</b>	<b>30</b>
<b>UNIT-III</b>	<b>2</b>	<b>3</b>	<b>35</b>
<b>Total No. of questions</b>	<b>6</b>	<b>8</b>	
<b>Total Marks Including choice</b>			<b>100</b>

**P R GOVT COLLEGE(AUTONOMOUS), KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**I B.Com – CA Semester- II (W.E.F. 2021-2022)**  
**E- Commerce & Web Designing**

**Learning Outcomes:**

At the end of the course, the student is expected to DEMONSTRATE the following cognitive abilities (thinking skill) and psychomotor skills.

**A. Remembers and states in a systematic way (Knowledge)**

1. Understand the foundations and importance of E-commerce
2. Define Internet trading relationships including Business to Consumer, Business-to-Business, Intra-organizational
3. Describe the infrastructure for E-commerce
4. Discuss legal issues and privacy in E-Commerce
5. Understand the principles of creating an effective web page, including an in-depth consideration of information architecture

**B. Explains (Understanding)**

6. Recognize and discuss global E-commerce issues
7. Learn the language of the web: HTML and CSS.

**C. Critically examines, using data and figures (Analysis and Evaluation)**

8. Analyze the impact of E-commerce on business models and strategy
9. Assess electronic payment systems
10. Exploring a web development framework as an implementation example and create dynamically generated web site complete with user accounts, page level security, modular design using css

**D. Working in ‘Outside Syllabus Area’ under a Co-curricular Activity(Creativity)**

Use the Systems Design Approach to implement websites with the following steps:

- Define purpose of the site and subsections
- Identify the audience
- Design and/or collect site content
- Design the website theme and navigational structure
- Design & develop web pages including: CSS Style Rules, Typography, Hyperlinks, Lists, Tables, Frames, Forms, Images, Behaviours, CSS Layouts

**E. Build a site based on the design decisions and progressively incorporate tools and techniques covered**

**P R GOVT COLLEGE(AUTONOMOUS), KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**

**I B.Com – CA Semester- II (W.E.F. 2021-2022)**

**E- Commerce & Web Designing**

**SYLLABUS**

**Unit I: Introduction:** Meaning, Nature, Concepts, Advantages, Disadvantages and reasons for Transacting Online, Types of E-Commerce, e-commerce Business Models (Introduction , Key Elements of a Business Model And Categorizing Major E-Commerce Business Models), Forces Behind e-commerce.

Technology used in E-commerce: The dynamics of World Wide Web and Internet (Meaning, Evolution And Features); Designing, Building and Launching e-commerce website (A systematic approach involving decisions regarding selection of hardware, software, outsourcing Vs. in-house development of a website)

**Unit-II: E-payment System:** Models and methods of e-payments (Debit Card, Credit Card, Smart Cards, e-money), Digital Signatures (Procedure, Working And Legal Position), Payment Gateways, Online Banking (Meaning, Concepts, Importance, Electronic Fund Transfer, Automated Clearing House, Automated Ledger Posting), Risks Involved in e-payments.

**Unit-III: On-line Business Transactions:** Meaning, Purpose, Advantages and Disadvantages of Transacting Online, ECommerce Applications in Various Industries Like {Banking, Insurance, Payment of Utility Bills, Online Marketing, E-Tailing (Popularity, Benefits, Problems and Features), Online Services (Financial, Travel and Career), Auctions, Online Portal, Online Learning, Publishing and Entertainment} Online Shopping (Amazon, Snap Deal, Alibaba, Flipkart, etc.)

**Unit-IV: Website designing** Designing a home page, HTML document, Anchor tag Hyperlinks, Head and body section, Header Section, Title, Prologue, Links, Colorful Pages, Comment, Body Section, Heading Horizontal Ruler, Paragraph, Tabs, Images And Pictures, Lists and Their Types, Nested Lists, Table Handling.

Frames: Frameset Definition, Frame Definition, Nested Framesets, Forms and Form Elements.

**Unit V: Security and Encryption:** Need and Concepts, E-Commerce Security Environment: (Dimension, Definition and Scope Of E-Security), Security Threats in The E-Commerce Environment (Security Intrusions And Breaches, Attacking Methods Like Hacking, Sniffing, Cyber-Vandalism Etc.), Technology Solutions (Encryption, Security Channels Of Communication, Protecting Networks And Protecting Servers And Clients)

References:

- (1) E-commerce and E-business Himalaya publishers
- (2) E-Commerce by Kenneth C Laudon, PEARSON INDIA
- (3) Web Design: Introductory with MindTap Jennifer T Campbell, Cengage India
- (4) HTML & WEB DESIGN:TIPS& TECHNIQUES JAMSA, KRIS, McGraw Hill
- (5) Fundamentals Of Web Development by Randy Connolly, Ricardo Hoar, Pearson
- (6) HTML & CSS: COMPLETE REFERENCE POWELL, THOMAS, McGrawHill

Online Resources:

<http://www.kartrocket.com>

<http://www.e-commerceceo.com>

<http://www.fastspring.com>

<https://teamtreehouse.com/tracks/web-design>

**Practical Component: @ 2 hours/week/batch**

1. Creation of simple web page using formatting tags
2. Creation of lists and tables with attributes
3. Creation of hyperlinks and including images
4. Creation of forms
5. Creation of framesets
6. Cascading style sheets – inline, internal and external

**RECOMMENDED CO-CURRICULAR ACTIVITIES:**

(Co-curricular activities shall not promote copying from textbook or from others work and shall encourage self/independent and group learning)

**MEASURABLE**

1. Assignments (in writing and doing forms on the aspects of syllabus content and outside the syllabus content. Shall be individual and challenging)
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3. Quiz (on topics where the content can be compiled by smaller aspects and data (Individuals or groups as teams))
4. Field studies (individual observations and recordings as per syllabus content and related areas (Individual or team activity))
5. Study projects (by very small groups of students on selected local real-time problems pertaining to syllabus or related areas. The individual participation and contribution of students shall be ensured (team activity))

**GENERAL**

Group Discussion

Visit to Software Technology parks / industries

**RECOMMENDED CONTINUOUS ASSESSMENT METHODS:**

Some of the following suggested assessment methodologies could be adopted;

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2. Closed-book and open-book tests,
3. Coding exercises,
4. Practical assignments and laboratory reports,
5. Observation of practical skills,
6. Individual and group project reports,
7. Efficient delivery using seminar presentations,
8. Viva voce interviews.
9. Computerized adaptive testing, literature surveys and evaluations,
10. Peers and self-assessment, outputs form individual and collaborative work

**P R GOVT COLLEGE(AUTONOMOUS), KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**I B.Com – CA Semester- II (W.E.F. 2021-2022)**  
**E- Commerce & Web Designing**

**PAPER- II**

**Marks: 50M**

**Model blue print for the model paper and choice**

S.NO	Type of Question	To be given in the Question Paper			To be answered		
		No. of Questions	Marks allotted to each question	Total Marks	No. of Questions	Marks allotted to each question	Total Marks
1	Section-A Essay Questions	6	10	60	3	10	30
2	Section-B Short Questions	7	5	35	4	5	20
<b>TOTAL</b>		<b>13</b>		<b>95</b>	<b>TOTAL MARKS</b>		<b>50</b>

$$\text{Percentage of choice given} = \frac{95 - 50}{95} \times 100 = \frac{45}{95} \times 100 = 47.36\%$$

**P R GOVT COLLEGE(AUTONOMOUS), KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**I B.Com – CA Semester- II (W.E.F. 2021-2022)**  
**E- Commerce & Web Designing**

**PAPER- II**

**Marks: 50M**

**Model Blue print for the question paper setter**

<b>Chapter Name</b>	<b>Essay Questions 10 Marks</b>	<b>Short Questions 5 Marks</b>	<b>Marks allotted to the chapter</b>
<b>UNIT-I</b>	<b>2</b>	<b>2</b>	<b>30</b>
<b>UNIT -II</b>	<b>1</b>	<b>1</b>	<b>15</b>
<b>UNIT -III</b>	<b>1</b>	<b>1</b>	<b>15</b>
<b>UNIT -IV</b>	<b>1</b>	<b>2</b>	<b>20</b>
<b>UNIT -V</b>	<b>1</b>	<b>1</b>	<b>15</b>
<b>Total No. of questions</b>	<b>6</b>	<b>7</b>	
<b>Total Marks Including choice</b>			<b>95</b>

**P R GOVT COLLEGE(AUTONOMOUS), KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**I B.Com – CA Semester- II (W.E.F. 2021-2022)**  
**E- Commerce & Web Designing**  
**Question Bank**

**Essay Questions:**

**UNIT-I**

5. Define E-commerce. What are the advantages and disadvantages of E-commerce?
6. Explain about Types of E-Commerce Business Models in detail.
7. Explain about Designing, Building and Launching e-commerce website

**UNIT-II**

5. Explain about models and methods of e-payments.
6. Write about Digital Signatures.
7. Explain about Online Banking.

**UNIT-III**

4. What are the advantages and disadvantages of Online Transactions?
5. Discuss about Online Services (Financial, Travel and Career).

**UNIT-IV**

1. Explain about Lists and Their Types in HTML.
2. Discuss about structure of HTML document with example program.
3. Write about Table Handling in HTML.
4. Explain about Form Elements in HTML

**UNIT-V**

1. Explain about E-Commerce Security in detail.
2. Write about Security Threats in The E-Commerce.

**Short Questions:**

**UNIT-I**

1. Discuss about Applications of E-Commerce.
2. What are the key elements of business model in e commerce?
3. What are the advantages of E-commerce?

**UNIT-II**

1. Discuss briefly about Electronic Fund Transfer(EFT).
2. What are the Risks Involved in e-payments?
3. Discuss briefly about e-payments.

**UNIT-III**

1. Explain about Online Portal and Online Learning.
2. Discuss about Online Shopping

**UNIT-IV**

1. Explain about text formatting tags in HTML.
2. Explain about hyperlinks in HTML.
3. Discuss about Frames in HTML.

**UNIT-V**

1. Discuss briefly about E-Commerce Security.
2. Write about Encryption Techniques.

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**DEPARTMENT OF COMPUTER APPLICATIONS**  
**I B.Com – CA Semester- II (W.E.F. 2021-2022)**  
**MODEL PAPER**  
**E- Commerce & Web Designing**

**Time : 2 Hrs.30Mins**

**SEMESTER-II**

**Max. Marks: 50**

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**SECTION-A**

**Answer ALL Questions. Each question carries 10 marks**

**(3x10=30M)**

1. A) Define E-Commerce. What are the advantages and disadvantages of E-Commerce?  
(UNIT-I)  
(OR)  
B) Explain about Types of E-Commerce Business Models in detail. (UNIT-I)
  
2. A) Explain about models and methods of e-payments. ( UNIT-II)  
(OR)  
B) What are the advantages and disadvantages of Online Transactions? (UNIT-III)
  
3. A) Explain about Lists and Their Types in HTML. (UNIT-IV)  
(OR)  
B) Explain about E-Commerce Security in detail. (UNIT-V)

**SECTION-B**

**Answer any FOUR Questions. Each question carries 5 marks**

**(4x5=20M)**

4. Discuss about Applications of E-Commerce.
5. What are the key elements of business model in e commerce?
6. Discuss briefly about Electronic Fund Transfer(EFT).
7. Explain about Online Portal and Online Learning.
8. Explain about text formatting tags in HTML.
9. Explain about hyperlinks in HTML.
10. Write about Encryption Techniques.



**P. R.GOV'T. COLLEGE (AUTONOMOUS), KAKINADA**

**B.Sc./B.Com/B.A**

Syllabus under CBCS w.e.f.2020-21

**INFORMATION & COMMUNICATION TECHNOLOGY**

Semester	Course Code	Course Title	Hours	Credits
II	Life skill Course	INFORMATION & COMMUNICATION TECHNOLOGY	30	2

**Objectives:**

This course aims at acquainting the students with basic ICT tools which help them in their day to day and life as well as in office and research.

**Course outcomes:** After completion of the course, student will be able to;

1. Understand the literature of social networks and their properties.
2. Explain which network is suitable for whom.
3. Develop skills to use various social networking sites like twitter, flickr, etc.
4. Learn few GOI digital initiatives in higher education.
5. Apply skills to use online forums, docs, spreadsheets, etc for communication, collaboration and research.
6. Get acquainted with internet threats and security mechanisms.

**SYLLABUS:**

**UNIT-I:** (08 hrs)

Fundamentals of Internet: What is Internet?, Internet applications, Internet Addressing – Entering a Web Site Address, URL–Components of URL, Searching the Internet, Browser – Types of Browsers, Introduction to Social Networking: Twitter, Tumblr, LinkedIn, Facebook, flickr, Skype, yahoo, YouTube, WhatsApp .

**UNIT-II:**(08 hrs)

E-mail: Definition of E-mail -Advantages and Disadvantages –User Ids, Passwords, Email Addresses, Domain Names, Mailers, Message Components, MessageComposition, Mail Management.

G-Suite: Google drive, Google documents, Google spread sheets, Google Slides and Google forms.

**UNIT-III:**(10 hrs)

Overview of Internet security, E-mail threats and secure E-mail, Viruses and antivirus software, Firewalls, Cryptography, Digital signatures, Copyright issues.

What are GOI digital initiatives in higher education? (SWAYAM, SwayamPrabha, National Academic Depository, National Digital Library of India, E-Sodh-Sindhu, Virtual labs, e-acharya, e-Yantra and NPTEL).

**RECOMMENDED CO-CURRICULAR ACTIVITIES:** (04 hrs)

(Co-curricular activities shall not promote copying from textbook or from others work and shall encourage self/independent and group learning)

1. Assignments(in writing and doing forms on the aspects of syllabus content and outside the syllabus content. Shall be individual and challenging)
2. Student seminars (on topics of the syllabus and related aspects (individual activity))

Quiz and Group Discussion

3. Slip Test
4. Try to solve MCQ's available online.
5. Suggested student hands on activities :
  - a. Create your accounts for the above social networking sites and explore them, establish a video conference using Skype.
  - b. Create an Email account for yourself- Send an email with two attachments to another friend. Group the email addresses use address folder.
  - c. Register for one online course through any of the online learning platforms like NPTEL, SWAYAM, Alison, Codecademy, Coursera. Create a registration form for your college campus placement through Google forms.

**Reference Books :**

1. In-line/On-line : Fundamentals of the Internet and the World Wide Web, 2/e – by Raymond Greenlaw and Ellen Hepp, Publishers : TMH
2. Internet technology and Web design, ISRD group, TMH.
3. Information Technology – The breaking wave, Dennis P.Curtin, Kim Foley, Kunai Sen and Cathleen Morin, TMH.

**P. R.GOV'T. COLLEGE (AUTONOMOUS), KAKINADA**

**MODEL BLUE PRINT (W.E.F. 2020-2021)**

**B.Sc./B.Com/B.A**

**INFORMATION & COMMUNICATION TECHNOLOGY  
SEMESTER-II**

**Time: 2 Hrs**

**PAPER- II**

**Marks: 50**

**Model blue print for the model paper and choice**

S.NO	Type of Question	To be given in the Question Paper			To be answered		
		No. of Questions	Marks allotted to each question	Total Marks	No. of Questions	Marks allotted to each question	Total Marks
1	Section-A Short Questions	8	5	40	4	5	20
2	Section-B Essay Questions	6	10	60	3	10	30
<b>TOTAL MARKS</b>				<b>100</b>	<b>TOTAL MARKS</b>		<b>50</b>

**P. R.GOV'T. COLLEGE (AUTONOMOUS), KAKINADA**

**MODEL BLUE PRINT (W.E.F. 2020-2021)**

**B.Sc./B.Com/B.A**

**INFORMATION & COMMUNICATION TECHNOLOGY  
SEMESTER-II**

**Time: 2 Hrs**

**Marks: 50**

**Model Blue print for the question paper setter**

<b>Chapter Name</b>	<b>Essay Questions 10 Marks</b>	<b>Short Questions 5 Marks</b>	<b>Marks allotted to the chapter</b>
<b>UNIT-I</b>	<b>2</b>	<b>3</b>	<b>35</b>
<b>UNIT-II</b>	<b>2</b>	<b>3</b>	<b>35</b>
<b>UNIT -III</b>	<b>2</b>	<b>2</b>	<b>30</b>
<b>Total No. of questions</b>	<b>6</b>	<b>8</b>	<b>100</b>

**P.R.COLLEGE (AUTONOMOUS), KAKINADA**  
**MODEL PAPER (W.E.F 2020-21)**  
**B.Sc./B.Com/B.A**  
**INFORMATION & COMMUNICATION TECHNOLOGY**  
**SEMESTER-II**

**Sub: ICT**  
**II**  
**Time: 2 hrs**  
**50**

**Paper:**  
**Marks:**

**SECTION – A**

**Answer any FOUR questions the following**

**4 x 5= 20 M**

1. Discuss briefly about advantages and disadvantages of Internet.
2. Explain about browsers.
3. What is URL? What are the Components of URL?
4. Explain about Email Addresses, Domain Names.
5. Explain about Google spread sheets.
6. Explain about Google forms.
7. What is a Computer Virus? Explain types of viruses.
8. What is Internet security?

**SECTION – B**

**Answer any THREE questions the following**

**3 x 10= 30 M**

9. What is a Browser? Explain the different types of Browsers?
10. Explain about Social Networking sites with examples.
11. Define E-Mail. What are the advantages and disadvantages of E-mail?
12. Explain the Procedure for composing and sending an E-mail.
13. Discuss about Firewalls, Cryptography, Digital signatures.
14. Explain GOI digital initiatives in higher education.

**P. R.GOV'T. COLLEGE (AUTONOMOUS), KAKINADA**

**QUESTION BANK (W.E.F. 2020-2021)**

**B.Sc./B.Com/B.A**

**INFORMATION & COMMUNICATION TECHNOLOGY**

**SEMESTER-II**

**QUESTION BANK**

### **UNIT -I**

#### **Short Answer Questions:**

1. Discuss briefly about advantages and disadvantages of Internet.
2. Explain about browsers.
3. What is URL? What are the Components of URL?
4. Explain about YouTube, WhatsApp.

#### **Essay Answer Questions:**

5. What is Internet? Explain about Internet applications.
6. What is a Browser? Explain the different types of Browsers?
7. Explain about Social Networking sites with examples.

### **UNIT-II**

#### **Short Answer Questions:**

1. What are the advantages of E-mail?
2. Explain about Email Addresses, Domain Names.
3. Explain about Google spread sheets.
4. Explain about Google forms.

#### **Essay Answer Questions:**

5. Define E-Mail. What are the advantages and disadvantages of E-mail?
6. Explain the Procedure for composing and sending an E-mail.
7. Explain about G-Suite.

### **UNIT-III**

#### **Short Answer Questions:**

1. What is a Computer Virus? Explain types of viruses.
2. What is Internet security?
3. Explain about E-mail threats.

#### **Essay Answer Questions:**

4. Discuss about Firewalls, Cryptography, Digital signatures.
5. Explain GOI digital initiatives in higher education.

**P R GOVT COLLEGE(AUTONOMOUS), KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**I B.Com CECS Semester- I (W.E.F. 2021-2022)**  
**Computer Fundamentals with MS Office**

**Model Outcomes:**

At the end of the course, the students are expected to DEMONSTRATE the following cognitive abilities (thinking skill) and psychomotor skills.

**A. Remembers and states in a systematic way (Knowledge)**

1. Describe the fundamental hardware components that make up a computer's hardware and the role of each of these components
2. Understand the difference between an operating system and an application program, and what each is used for in a computer
3. Use technology ethically, safely, securely, and legally
4. Use systems development, word-processing, spreadsheet, and presentation software to solve basic information systems problems

**B. Explains (Understanding)**

5. Apply standard statistical inference procedures to draw conclusions from data
6. Retrieve information and create reports from databases
7. Interpret, produce, and present work-related documents and information effectively and accurately

**C. Critically examines, using data and figures (Analysis and Evaluation\*\*)**

8. Analyse compression techniques and file formats to determine effective ways of securing, managing, and transferring data
9. Identify and analyse user needs and to take them into account in the selection, creation, integration, evaluation, and administration of computing based systems.
10. Analyse a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.
11. Identify and analyse computer hardware, software

**D. Working in 'Outside Syllabus Area' under a Co-curricular Activity(Creativity)**  
**Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.**

**E. Efficiently learn and use Microsoft Office applications.**

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**DEPARTMENT OF COMPUTER APPLICATIONS**  
**I B.Com CECS Semester- I (W.E.F. 2021-2022)**  
**SYLLABUS:**

**Computer Fundamentals with MS Office**

**(Four units with each unit having 15 hours of class work)**

**Unit I Introduction:**

Computer Definition - Characteristics and Limitations of Computer—Generations of Computer, Classification of Computers, Applications of Computer, Basic Components of PC, Computer Architecture - Primary and Secondary Memories- Input and Output Devices- Operating System- Function of Operating System- Types of Operating System- Languages and its Types

**Unit II MS word:**

Word Processing – Features-Advantages and Applications- Parts of Word Window-Toolbar-Creating, Saving, Closing, Opening and Editing of a Document-Moving and Copying a Text-Formatting of Text and Paragraph- Bullets and Numbering-Find and Replace - Insertion of objects-Headers and Footers- Page Formatting- Auto CorrectSpelling and Grammar- Mail Merge- Macros

**Unit III MS Excel:**

Features – Spread Sheet-Workbook – Cell-Parts of a window-Saving, Closing, Opening of a Work Book – Editing – Advantages – Formulas- Types of Function-Templates – Macros – Sorting- Charts – Filtering.

**Unit IV MS Power point:**

Introduction – Starting – Parts-Creating of Tables- Create Presentation – Templates Auto Content Wizard-Slide Show-Editing of Presentation-Inserting Objects and charts

**MS Access:**

Orientation to Microsoft Access - Create a Simple Access Database - Working with Table Data - Modify Table Data - Sort and Filter Records - Querying a Database -Create Basic Queries - Sort and Filter Data in a Query - Perform Calculations in a Query - Create Basic Access Forms - Work with Data on Access Forms - Create a Report - Add Controls to a Report - Format Reports

**Learning Resources (Course 1C:Information Technology)**

**References:**

- (1) P.Mohan computer fundamentals- HimalayaPublications.
- (2) R.K.Sharma and Shashi K Gupta, Computer Fundamentals - Kalyani Publications
- (3) Fundamentals of Computers ByBalagurusamy, Mcgraw Hill
- (4) Computer Fundamentals Anita Goel Pearson India
- (5) Introduction to Computers Peter Norton
- (6) Fundamentals of Computers Rajaraman V Adabala N
- (7) Office 2010 All-in-One For Dummies Peter Weverka
- (8) MS-Office S.S. Shrivastava
- (9) MS-OFFICE 2010 Training Guide Prof. Satish Jain, M. Geetha, KratikaBPB Publications



#### Online Resources:

<https://support.office.com/en-us/office-training-center>

<https://www.skillshare.com/browse/microsoft-office>

[https://www.tutorialspoint.com/computer\\_fundamentals/index.htm](https://www.tutorialspoint.com/computer_fundamentals/index.htm)

<https://www.javatpoint.com/computer-fundamentalstutorial>

<https://edu.gcfglobal.org/en/subjects/office/>

<https://www.microsoft.com/en-us/learning/training.aspx>

Practical Component: @ 2 hours/week/batch

- MS word creation of documents letters invitations etc, tables, mailmerge, animations in word, formatting text
- MS Excel performing different formulas, creating charts, macros
- MS power point slide creation, creation of animation
- MS Access creation of database, forms and reports

#### **RECOMMENDED CO-CURRICULAR ACTIVITIES:**

(Co-curricular activities shall not promote copying from textbook or from others work and shall encourage self/independent and group learning)

##### **Measurable**

1. Assignments (in writing and doing forms on the aspects of syllabus content and outside the syllabus content. Shall be individual and challenging)
2. Student seminars (on topics of the syllabus and related aspects (individual activity))
3. Quiz (on topics where the content can be compiled by smaller aspects and data (Individuals or groups as teams))
4. Field studies (individual observations and recordings as per syllabus content and related areas (Individual or team activity))
5. Study projects (by very small groups of students on selected local real-time problems pertaining to syllabus or related areas. The individual participation and contribution of students shall be ensured (team activity))

##### **General**

1. Group Discussion
2. Visit to Software Technology parks / industries

#### **RECOMMENDED CONTINUOUS ASSESSMENT METHODS:**

Some of the following suggested assessment methodologies could be adopted;

1. The oral and written examinations (Scheduled and surprise tests),
2. Closed-book and open-book tests,
3. Coding exercises,
4. Practical assignments and laboratory reports,
5. Observation of practical skills,
6. Individual and group project reports,
7. Efficient delivery using seminar presentations,
8. Viva voce interviews.
9. Computerized adaptive testing, literature surveys and evaluations,
10. Peers and self-assessment, outputs form individual and collaborative work



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**DEPARTMENT OF COMPUTER APPLICATIONS**  
**I B.Com CECS Semester- I (W.E.F. 2021-2022)**  
**Computer Fundamentals with MS Office**

**PAPER- I**

**Marks: 50M**

**Model blue print for the model paper and choice**

S.NO	Type of Question	To be given in the Question Paper			To be answered		
		No. of Questions	Marks allotted to each question	Total Marks	No. of Questions	Marks allotted to each question	Total Marks
1	Section-A Essay Questions	6	10	60	3	10	30
2	Section-B Short Questions	7	5	35	4	5	20
<b>TOTAL</b>		<b>13</b>		<b>95</b>	<b>TOTAL MARKS</b>		<b>50</b>

$$\text{Percentage of choice given} = \frac{95 - 50}{95} \times 100 = \frac{45}{95} \times 100 = 47.36\%$$

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**DEPARTMENT OF COMPUTER APPLICATIONS**  
**I B.Com CECS Semester- I (W.E.F. 2021-2022)**  
**Computer Fundamentals with MS Office**

**PAPER- I**

**Marks: 50M**

**Model Blue print for the question paper setter**

<b>Chapter Name</b>	<b>Essay Questions 10 Marks</b>	<b>Short Questions 5 Marks</b>	<b>Marks allotted to the chapter</b>
<b>UNIT-I</b>	<b>2</b>	<b>2</b>	<b>30</b>
<b>UNIT -II</b>	<b>2</b>	<b>2</b>	<b>30</b>
<b>UNIT -III</b>	<b>1</b>	<b>1</b>	<b>15</b>
<b>UNIT -IV</b>	<b>1</b>	<b>2</b>	<b>20</b>
<b>Total No. of questions</b>	<b>6</b>	<b>7</b>	
<b>Total Marks Including choice</b>			<b>95</b>

**P R GOVT COLLEGE(AUTONOMOUS), KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**I B.Com CECS Semester- I (W.E.F. 2021-2022)**  
**Computer Fundamentals with MS Office**  
**Question Bank**

**Essay Questions:**

**UNIT-I**

8. Define Computer. Explain about Block Diagram of a Digital Computer.
9. Write about Generations of Computer.
10. Explain about Input and Output Devices.
11. What is an Operating System? Explain about Functions of Operating System.

**UNIT-II**

8. Explain about Features, Advantages and Applications of MS Word.
9. Write about Creating, Saving, Closing, Opening and Editing of a Document.
10. Explain about Mail Merge in MS Word.
11. Write about insertion of objects in detail.

**UNIT-III**

6. What is Excel? Explain the Features of MS Excel.
7. What is Excel? Explain the Types of Functions in MS Excel.
8. Explain about charts in MS Excel.

**UNIT-IV**

1. What is MS PowerPoint? What are the features of MS PowerPoint?
2. How to create presentation in MS PowerPoint?
3. How to Create a Simple Access Database?
4. Write about Querying a Database -Create Basic Queries.

**Short Answer Questions:**

**UNIT-I**

5. What are the Characteristics of Computer?
6. What are the Applications of Computer?
7. Briefly explain about Primary and Secondary Memories.
8. Write about any five Input Devices.

**UNIT-II**

5. Explain about Bullets and Numbering, Find and Replace.
6. Write about Headers and Footers in MS Word.
7. Explain about Auto Correct Spelling and Grammar in MS Word.
8. What are the advantages of MS Word?

**UNIT-III**

5. Explain the Features of MS Excel.
6. Discuss about cell and cell address.
7. What is a formula? What are the advantages of formula?
8. Explain about mathematical functions in MS Excel.

**UNIT-IV**

4. What are the features of PowerPoint?
5. Explain data types in MS Access.
6. Write about Queries in MS Access.

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**DEPARTMENT OF COMPUTER APPLICATIONS**  
**I B.Com CECS Semester- I (W.E.F. 2021-2022)**  
**MODEL PAPER**

**Computer Fundamentals with MS Office**

**Time : 2 Hrs.30Mins**

**SEMESTER-I**

**Max. Marks: 50**

**SECTION-A**

**Answer ALL Questions. Each question carries 10 marks**

**(3x10=30M)**

11. A) Define Computer. Explain about Block Diagram of a Digital Computer.(UNIT-I)  
(OR)  
B) Explain about Input and Output Devices. (UNIT-I)
  
12. A) Explain about Features, Advantages and Applications of MS Word. ( UNIT-II)  
(OR)  
B) Explain about Mail Merge in MS Word. (UNIT-II)
  
13. A) What is Excel? Explain the Features of MS Excel. (UNIT-III)  
(OR)  
B) How to Create a Simple Access Database? (UNIT-IV)

**SECTION-B**

**Answer any FOUR Questions. Each question carries 5 marks**

**(4x5=20M)**

14. What are the Characteristics of Computer?
15. What are the Applications of Computer?
16. Explain about Bullets and Numbering, Find and Replace.
17. Write about Headers and Footers in MS Word.
18. Discuss about cell and cell address.
19. What are the features of PowerPoint?
20. Explain data types in MS Access.

**P R GOVT COLLEGE(AUTONOMOUS), KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**I B.Com – CECS Semester- II (W.E.F. 2021-2022)**  
**Fundamentals of C & C++**

**Model Outcomes:**

At the end of the course, the students are expected to DEMONSTRATE the following cognitive abilities (thinking skill) and psychomotor skills.

**A. Remembers and states in a systematic way (Knowledge)**

1. Develop programming skills
2. Declaration of variables and constants use of operators and expressions
3. learn the syntax and semantics of programming language
4. Be familiar with programming environment of C and C++
5. Ability to work with textual information (characters and strings) & arrays

**B. Explains (Understanding)**

6. Understanding a functional hierarchical code organization
7. Understanding a concept of object thinking within the framework of functional model
8. Write program on a computer, edit, compile, debug, correct, recompile and run it

**C. Critically examines, using data and figures (Analysis and Evaluation)**

9. Choose the right data representation formats based on the requirements of the problem
10. Analyze how C++ improves C with object-oriented features
11. Evaluate comparisons and limitations of the various programming constructs and choose correct one for the task in hand.

**D. Working in 'Outside Syllabus Area' under a Co-curricular Activity(Creativity)**

Planning of structure and content, writing, updating and modifying computer programs for user solutions

**E. Exploring C programming and Design C++ classes for code reuse**

**P R GOVT COLLEGE(AUTONOMOUS), KAKINADA  
DEPARTMENT OF COMPUTER APPLICATIONS**

**I B.Com – CECS Semester- II (W.E.F. 2021-2022)**

**Fundamentals of C & C++**

**SYLLABUS**

**Unit I :**

**Introduction and Control Structures:** History of 'C' - Structure of C program – C character set, Tokens, Constants, Variables, Keywords, Identifiers – C data types - C operators - Standard I/O in C - Applying if and Switch Statements

**Unit II :**

**Loops And Arrays:**

Use of While, Do While and For Loops - Use of Break and Continue Statements - Array Notation and Representation - Manipulating Array Elements - Using Multi Dimensional Arrays

**Unit III :**

**Strings and Functions:**

Declaration and Initialization of String Variables - String Handling Functions -Defining Functions - Function Call - Call By Value, Call By Reference – Recursion

**Unit IV :**

Introduction to OOP and its basic features - C++ program structure - Classes and objects - Friend Functions-Constructor – Types of constructors – Destructors.

**Unit V :**

**Inheritance:**

Inheritance - Types of Inheritance -Types of derivation- Public – Private - Protected Hierarchical Inheritance - Multilevel Inheritance – Multiple Inheritance - Hybrid Inheritance

**References:**

- (1) E. Balagurusamy "Object oriented programming with C++
- (2) R.Ravichandran "Programming with C++"
- (3) Mastering C by K R Venugopal and Sudeep R Prasad, McGraw Hill
- (4) Expert C Programming: Deep Secrets Kindle Edition Peter van der Linden
- (5) Let Us C YashavantKanetkar
- (6) The C++ Programming Language Bjarne Stroustrup
- (7) C++ Primer Stanley B. Lippman, Josée Lajoie, Barbara E. Moo

**Online Resources:**

<https://www.tutorialspoint.com/cprogramming/index.html>  
<https://www.learn-c.org/>  
<https://www.programiz.com/c-programming>  
<https://www.w3schools.in/c-tutorial/>  
<https://www.cprogramming.com/tutorial/c-tutorial.html>  
<https://www.tutorialspoint.com/cplusplus/index.html>  
<https://www.programiz.com/cpp-programming>  
<http://www.cplusplus.com/doc/tutorial/>  
<https://www.learn-cpp.org/>  
<https://www.javatpoint.com/cpp-tutorial>



### **Practical Component: @ 2 hours/week/batch**

1. Write C programs for
  - a. Fibonacci Series
  - b. Prime number
  - c. Palindrome number
  - d. Armstrong number.
2. 'C' program for multiplication of two matrices
3. 'C' program to implement string functions
4. 'C' program to swap numbers
5. 'C' program to calculate factorial using recursion
6. 'C++' program to perform addition of two complex numbers using constructor
7. Write a program to find the largest of two given numbers in two different classes using friend function
8. Program to add two matrices using dynamic constructor
9. Implement a class string containing the following functions:
  - a. Overload + operator to carry out the concatenation of strings.
  - b. Overload == operator to carry out the comparison of strings.
10. Program to implement inheritance.

### **RECOMMENDED CO-CURRICULAR ACTIVITIES:**

(Co-curricular activities shall not promote copying from textbook or from others work and shall encourage self/independent and group learning)

#### **MEASURABLE**

1. Assignments (in writing and doing forms on the aspects of syllabus content and outside the syllabus content. Shall be individual and challenging)
2. Student seminars (on topics of the syllabus and related aspects (individual activity))
3. Quiz (on topics where the content can be compiled by smaller aspects and data (Individuals or groups as teams))
4. Field studies (individual observations and recordings as per syllabus content and related areas (Individual or team activity))
5. Study projects (by very small groups of students on selected local real-time problems pertaining to syllabus or related areas. The individual participation and contribution of students shall be ensured (team activity))

#### **General**

Group Discussion

Visit to Software Technology parks / industries

### **RECOMMENDED CONTINUOUS ASSESSMENT METHODS:**

Some of the following suggested assessment methodologies could be adopted:

1. The oral and written examinations (Scheduled and surprise tests),
2. Closed-book and open-book tests,
3. Coding exercises,
4. Practical assignments and laboratory reports,
5. Observation of practical skills,
6. Individual and group project reports,
7. Efficient delivery using seminar presentations,
8. Viva voce interviews.
9. Computerized adaptive testing, literature surveys and evaluations,
10. Peers and self-assessment, outputs from individual and collaborative work .

**P R GOVT COLLEGE(AUTONOMOUS), KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**I B.Com – CECS Semester- II (W.E.F. 2021-2022)**  
**Fundamentals of C & C++**

**PAPER- II**

**Marks: 50M**

**Model blue print for the model paper and choice**

S.NO	Type of Question	To be given in the Question Paper			To be answered		
		No. of Questions	Marks allotted to each question	Total Marks	No. of Questions	Marks allotted to each question	Total Marks
1	Section-A Essay Questions	6	10	60	3	10	30
2	Section-B Short Questions	7	5	35	4	5	20
<b>TOTAL</b>		<b>13</b>		<b>95</b>	<b>TOTAL MARKS</b>		<b>50</b>

$$\text{Percentage of choice given} = \frac{95 - 50}{95} \times 100 = \frac{45}{95} \times 100 = 47.36\%$$

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**Fundamentals of C & C++**

**PAPER- II**

**Marks: 50M**

**Model Blue print for the question paper setter**

<b>Chapter Name</b>	<b>Essay Questions 10 Marks</b>	<b>Short Questions 5 Marks</b>	<b>Marks allotted to the chapter</b>
<b>UNIT-I</b>	<b>2</b>	<b>2</b>	<b>30</b>
<b>UNIT -II</b>	<b>1</b>	<b>2</b>	<b>20</b>
<b>UNIT -III</b>	<b>1</b>	<b>1</b>	<b>15</b>
<b>UNIT -IV</b>	<b>1</b>	<b>1</b>	<b>15</b>
<b>UNIT -V</b>	<b>1</b>	<b>1</b>	<b>15</b>
<b>Total No. of questions</b>	<b>6</b>	<b>7</b>	
<b>Total Marks Including choice</b>			<b>95</b>

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**I B.Com – CECS Semester- II (W.E.F. 2021-2022)**  
**Fundamentals of C & C++**  
**MODEL PAPER**

**Time : 2Hrs.30Mins**

**SEMESTER-II**

**Max. Marks: 50**

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**SECTION-A**

**Answer ALL Questions. Each question carries 10 marks**

**(3x10=30M)**

11. A) Explain various Conditional Control Statements in C with example.(UNIT I)  
(OR)  
B) Explain various operators in C with example. (UNIT-I)
12. A) Explain various Looping Statements in C with example. ( UNIT-II)  
(OR)  
B) Explain various string handling Functions in C. (UNIT-III)
13. A) What is OOP? Explain basic features of OOP. (UNIT-IV)  
(OR)  
B) What is Inheritance? Explain different types of Inheritance. (UNIT-V)

**SECTION-B**

**Answer any FOUR Questions. Each question carries 5 marks**

**(4x5=20M)**

14. Write about features of C language.
15. Explain various data types in C.
16. Write about one dimensional array with example.
17. Write about break and continue statements with examples.
18. What is recursion? What advantage is there in its use?
19. Write the C++ program structure.
20. Explain Multiple Inheritance.

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**I B.Com – CECS Semester- II (W.E.F. 2021-2022)**

**Fundamentals of C & C++**

**Question Bank**

**Essay Questions:**

**UNIT-I**

Explain various Conditional Control Statements in C with example.

Explain various operators in C with example.

Write about the structure of C program with example.

**UNIT-II**

Explain various Looping Statements in C with example.

What is meant by Array? Explain different types of arrays with Examples.

Write about Arrays in detail.

**UNIT-III**

Explain various string handling Functions in C.

Explain call by value and call by reference with example.

What is a function? Explain in detail.

**UNIT-IV**

What is OOP? Explain basic features of OOP.

What is constructor? Explain types of constructors in C++.

**UNIT-V**

What is Inheritance? Explain different types of Inheritance.

What is Multilevel Inheritance? Explain Multilevel Inheritance with example.

**Short Questions:**

**UNIT-I**

Explain various data types in C.

Explain about constants in C.

Write about features of C language

Write about input and output statements in 'C' with examples.

**UNIT-II**

Write about while statement in detail.

Write about one dimensional array with example.

Write about break and continue statements with examples.

**UNIT-III**

What is recursion? What advantage is there in its use?

Explain call by reference with example.

Explain initialization of string variables with examples.

**UNIT-IV**

1. Write the C++ program structure.

2. Write about friend function in C++.

3. Explain class and object in detail with example.

**UNIT-V**

1. Explain Multiple Inheritance.

2. Explain Hierarchical Inheritance.

3. Explain Hybrid Inheritance.

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**II B.Com – CA Semester- III (W.E.F. 2020-2021)**  
**Programming with C & C++**

**Model Outcomes:**

At the end of the course, the students are expected to DEMONSTRATE the following cognitive abilities (thinking skill) and psychomotor skills.

**A. Remembers and states in a systematic way (Knowledge)**

1. Develop programming skills
2. Declaration of variables and constants use of operators and expressions
3. learn the syntax and semantics of programming language
4. Be familiar with programming environment of C and C++
5. Ability to work with textual information (characters and strings) & arrays

**B. Explains (Understanding)**

6. Understanding a functional hierarchical code organization
7. Understanding a concept of object thinking within the framework of functional model
8. Write program on a computer, edit, compile, debug, correct, recompile and run it

**C. Critically examines, using data and figures (Analysis and Evaluation)**

9. Choose the right data representation formats based on the requirements of the problem
10. Analyze how C++ improves C with object-oriented features
11. Evaluate comparisons and limitations of the various programming constructs and choose correct one for the task in hand.

**D. Working in 'Outside Syllabus Area' under a Co-curricular Activity(Creativity)**

Planning of structure and content, writing, updating and modifying computer programs for user solutions

**E. Exploring C programming and Design C++ classes for code reuse**

**P R GOVT COLLEGE(AUTONOMOUS), KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**

**II B.Com – CA Semester- III (W.E.F. 2020-2021)**

**Programming with C & C++**

**SYLLABUS**

**Unit I :**

**Introduction and Control Structures:** History of 'C' - Structure of C program – C character set, Tokens, Constants, Variables, Keywords, Identifiers – C data types - C operators - Standard I/O in C - Applying if and Switch Statements

**Unit II :**

**Loops And Arrays:**

Use of While, Do While and For Loops - Use of Break and Continue Statements - Array Notation and Representation - Manipulating Array Elements - Using Multi Dimensional Arrays

**Unit III :**

**Strings and Functions:**

Declaration and Initialization of String Variables - String Handling Functions -Defining Functions - Function Call - Call By Value, Call By Reference – Recursion

**Unit IV :**

Introduction to OOP and its basic features - C++ program structure - Classes and objects - Friend Functions-Constructor – Types of constructors – Destructors.

**Unit V :**

**Inheritance:**

Inheritance - Types of Inheritance -Types of derivation- Public – Private - Protected Hierarchical Inheritance - Multilevel Inheritance – Multiple Inheritance - Hybrid Inheritance

**References:**

- (1) E. Balagurusamy "Object oriented programming with C++
- (2) R.Ravichandran "Programming with C++"
- (3) Mastering C by K R Venugopal and Sudeep R Prasad, McGraw Hill
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<https://www.cprogramming.com/tutorial/c-tutorial.html>

<https://www.tutorialspoint.com/cplusplus/index.html>

<https://www.programiz.com/cpp-programming><http://www.cplusplus.com/doc/tutorial/>

<https://www.learn-cpp.org/>  
<https://www.javatpoint.com/cpp-tutorial>

**Practical Component: @ 2 hours/week/batch**

1. Write C programs for
  - a. Fibonacci Series
  - b. Prime number
  - c. Palindrome number
  - d. Armstrong number.
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3. 'C' program to implement string functions
4. 'C' program to swap numbers
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  - a. Overload + operator to carry out the concatenation of strings.
  - b. Overload == operator to carry out the comparison of strings.
10. Program to implement inheritance.

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**MEASURABLE**

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**General**

Group Discussion

Visit to Software Technology parks / industries

**RECOMMENDED CONTINUOUS ASSESSMENT METHODS:**

Some of the following suggested assessment methodologies could be adopted:

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5. Observation of practical skills,
6. Individual and group project reports,
7. Efficient delivery using seminar presentations,
8. Viva voce interviews.
9. Computerized adaptive testing, literature surveys and evaluations,
10. Peers and self-assessment, outputs from individual and collaborative work



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**II B.Com – CA Semester- III (W.E.F. 2020-2021)**  
**Programming with C & C++**

**PAPER- III**

**Marks: 60M**

**Model blue print for the model paper and choice**

S.NO	Type of Question	To be given in the Question Paper			To be answered		
		No. of Questions	Marks allotted to each question	Total Marks	No. of Questions	Marks allotted to each question	Total Marks
1	Section-A Very Short Questions	5	1	5	5	1	5
2	Section-B Short Questions	6	5	30	3	5	15
3	Section-C Essay Questions	8	10	80	4	10	40
<b>TOTAL</b>		<b>19</b>		<b>115</b>	<b>TOTAL MARKS</b>		<b>60</b>

$$\text{Percentage of choice given} = \frac{115 - 60}{115} \times 100 = \frac{55}{115} \times 100 = 47.82\%$$

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**II B.Com – CA Semester- III (W.E.F. 2020-2021)**  
**Programming with C & C++**

**PAPER- III**

**Marks: 60M**

**Model Blue print for the question paper setter**

<b>Chapter Name</b>	<b>Essay Questions 10 Marks</b>	<b>Short Questions 5 Marks</b>	<b>Very Short Questions 1 Mark</b>	<b>Marks allotted to the chapter</b>
<b>UNIT-I</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>31</b>
<b>UNIT –II</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>26</b>
<b>UNIT –III</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>26</b>
<b>UNIT –IV</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>16</b>
<b>UNIT –V</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>16</b>
<b>Total No. of questions</b>	<b>8</b>	<b>6</b>	<b>5</b>	
<b>Total Marks Including choice</b>				<b>115</b>

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**II B.Com – CA Semester- III (W.E.F. 2020-2021)**

**Programming with C & C++**

**MODEL PAPER**

**Time : 2Hrs.30Mins**

**SEMESTER-III**

**Max. Marks: 60**

**Section-I**

**Answer ALL Questions (Very Short answer questions) (5x1 = 5M)**

21. What is a keyword in C?
22. Define an array.
23. What is String?
24. What is OOP?
25. What is Inheritance?

**SECTION-II**

**Answer any 3 Questions (Short answer questions) (3x5 = 15M)**

26. Write about features of C language
27. Explain various data types in C.
28. Write about break and continue statements with examples.
29. What is recursion? What advantage is there in its use?
30. Write the C++ program structure.
31. Explain Multiple Inheritance.

**SECTION-III**

**Answer ALL Questions (4x10 = 40M)**

32. A) Explain various Conditional Control Statements in C with example.(UNIT I)  
**(OR)**  
B) Explain various operators in C with example. (UNIT I)
33. A) Explain various Looping Statements in C with example. (UNIT II)  
**(OR)**  
B) What is meant by Array? Explain different types of arrays with Examples. (UNIT II)
34. A) Explain various string handling Functions in C. (UNIT III)  
**(OR)**  
B) Explain call by value and call by reference with example. (UNIT III)
35. A) What is OOP? Explain basic features of OOP. (UNIT IV)  
**(OR)**  
B) What is Inheritance? Explain different types of Inheritance. (UNIT V)

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**Programming with C & C++**

**Question Bank**

**Essay Questions:**

**UNIT-I**

Explain various Conditional Control Statements in C with example.

Explain various operators in C with example.

Write about the structure of C program with example.

**UNIT-II**

Explain various Looping Statements in C with example.

What is meant by Array? Explain different types of arrays with Examples.

Write about Arrays in detail.

**UNIT-III**

Explain various string handling Functions in C.

Explain call by value and call by reference with example.

What is a function? Explain in detail.

**UNIT-IV**

What is OOP? Explain basic features of OOP.

What is constructor? Explain types of constructors in C++.

**UNIT-V**

What is Inheritance? Explain different types of Inheritance.

What is Multilevel Inheritance? Explain Multilevel Inheritance with example.

**Short Questions:**

**UNIT-I**

Explain various data types in C.

Explain about constants in C.

Write about features of C language

Write about input and output statements in 'C' with examples.

**UNIT-II**

Write about while statement in detail.

Write about one dimensional array with example.

Write about break and continue statements with examples.

**UNIT-III**

What is recursion? What advantage is there in its use?

Explain call by reference with example.

Explain initialization of string variables with examples.

**UNIT-IV**

4. Write the C++ program structure.

5. Write about friend function in C++.

6. Explain class and object in detail with example.

**UNIT-V**

4. Explain Multiple Inheritance.

5. Explain Hierarchical Inheritance.

6. Explain Hybrid Inheritance.

## **Very short Questions:**

### **UNIT-I**

1. What is a keyword in C?
2. Write the syntax for switch statement?
3. Define variable.
4. Define constant.
5. Define an operator.
6. Define data type.

### **UNIT-II**

1. Define an array.
2. What is Looping?
3. Write about Break statement.
4. Write about Continue statement in C.

### **UNIT-III**

1. What is recursion?
2. What is String?
3. Define Function.
4. Write any two string handling functions.

### **UNIT-IV**

1. What is Constructor?
2. What is Destructor?
3. What is friend function?
4. What is OOP?

### **UNIT-V**

1. What is Inheritance?
2. Mention types of Inheritance.
3. What is Hybrid Inheritance?
4. What is Multilevel Inheritance?

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**II B.Com – CA Semester- IV (W.E.F. 2020-2021)**  
**Database Management System**

**Model Outcomes for Database Management System**

At the end of the course, the students is expected to DEMONSTRATE the following cognitive abilities (thinking skill) and psychomotor skills.

**A. Remembers and states in a systematic way (Knowledge)**

1. Understand the role of a database management system in an organization.
2. Understand basic database concepts, including the structure and operation of the relational data model.
3. Understand and successfully apply logical database design principles, including E-R diagrams and database normalization
4. Understand Functional Dependency and Functional Decomposition

**B. Explains (Understanding)**

5. To design and build a simple database system and demonstrate competence with the fundamental tasks involved with modeling, designing, and implementing a DBMS.
6. Perform PL/SQL programming using concept of Cursor Management, Error Handling, Packages

**C. Critically examines, using data and figures (Analysis and Evaluation)**

7. Apply various Normalization techniques
8. Model an application's data requirements using conceptual modeling tools like ER diagrams and design database schemas based on the conceptual model

**D. Working in 'Outside Syllabus Area' under a Co-curricular Activity(Creativity)**

Design and implement a small database project

**E. Construct simple and moderately advanced database queries using Structured Query Language (SQL)(Practical skills)**

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**II B.Com – CA Semester- IV (W.E.F. 2020-2021)**  
**Database Management System**  
**SYLLABUS**

**Unit I :Overview of Database Management System**

Introduction, Data and Information, Database, Database Management System, Objectives of DBMS, Evolution of Database Management System, Classification of Database Management System.

**File-Based System**

File Based System. Drawbacks of File-Based System, DBMS Approach, Advantage of DBMS, Data Models, Components of Database System, Database Architecture, DBMS Vendors and their products.

**Unit II: Entity-Relationship Model:**

Introduction, The Building Blocks of an Entity-Relationship, Classification of Entity Set, Attribute Classification, Relationship Degree, Relationship Classification, Generalization and Specialization, Aggregation and Composition, CODD's Rules, Relational Data Model, Concept of Relational Integrity.

**Unit III : Structured Query Language**

Introduction, History of SQL Standards, Commands in SQL, Data types in SQL, Data Definition Language (DDL), Selection Operation Projection Operation, Aggregate Functions, Data Manipulation Language, Table Modification, Table Truncation, Imposition of Constraints, Set Operations.

**Unit IV : PL/SQL:**

Introduction, Structure of PL/SQL, PL/SQL Language Elements, Data Types, Control Structure, Steps to Create a PL/SQL Program, Iterative Control Cursors, Steps to Create a Cursor, Procedure, Functions, Packages, Exceptions Handling, Database Triggers, Types of triggers.

**References:**

1. Paneerselvam: Database Management system, PHI.
2. David Kuklinski, Osborne, Data management system McGraw Hill Publication.
3. Shgirley Neal And Kenneth LC Trunik Database management system in Business- PHI.
4. Godeon C. EVEREST, Database Management-McGraw Hill Book Company.
5. MARTIN, Database Management-Prentice Hall of India, New Delhi.
6. Bipin C. Desai, 'An Introduction to Database System', Galgotia Publications
7. Korth, Database Management System.
8. Navathe, Database Management System.
9. S. Sumathi, S. Esakkirajan, Fundamentals of Relational Database Management System

**Online resources:**

[http:// www.onlinegdb.com/](http://www.onlinegdb.com/)  
[http:// www.tutorialspoint.com/](http://www.tutorialspoint.com/)

<http://learnsql.com>  
<https://www.codecademy.com/learn/learn-sql/>  
<https://www.w3schools.com/sql/default.asp>

### **Practical Component: @ 2 hours/week/batch**

1. Create tables department and employee with required constraints.
2. Initially only the few columns (essential) are to be added. Add the remaining columns separately by using appropriate SQL command.
3. **Basic column should not be null**
4. Add constraint that basic should not be less than 5000.
5. **Calculate hra, da, gross and net by using PL/SQL program.**
6. The percentage of hra and da are to be stored separately.
7. When the da becomes more than 100%, a message has to be generated and with user permission da has to be merged with basic.
8. Empno should be unique and has to be generated automatically.

### **RECOMMENDED CO-CURRICULAR ACTIVITIES:**

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#### **General**

3. Group Discussion
4. Visit to Software Technology parks / industries

### **RECOMMENDED CONTINUOUS ASSESSMENT METHODS:**

Some of the following suggested assessment methodologies could be adopted:

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**II B.Com – CA Semester- IV (W.E.F. 2020-2021)**  
**Database Management System**

**PAPER- IV**

**Marks: 60M**

**Model blue print for the model paper and choice**

S.NO	Type of Question	To be given in the Question Paper			To be answered		
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3	Section-C Essay Questions	8	10	80	4	10	40
<b>TOTAL</b>		<b>19</b>		<b>115</b>	<b>TOTAL MARKS</b>		<b>60</b>

$$\text{Percentage of choice given} = \frac{115 - 60}{115} \times 100 = \frac{55}{115} \times 100 = 47.82\%$$

**P R GOVT COLLEGE(AUTONOMOUS), KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**II B.Com – CA Semester- IV (W.E.F. 2020-2021)**  
**Database Management System**

**PAPER- IV**

**Marks: 60M**

**Model Blue print for the question paper setter**

<b>Chapter Name</b>	<b>Essay Questions 10 Marks</b>	<b>Short Questions 5 Marks</b>	<b>Very Short Questions 1 Mark</b>	<b>Marks allotted to the chapter</b>
<b>UNIT-I</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>32</b>
<b>UNIT -II</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>31</b>
<b>UNIT -III</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>26</b>
<b>UNIT -IV</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>26</b>
<b>Total No. of questions</b>	<b>8</b>	<b>6</b>	<b>5</b>	
<b>Total Marks Including choice</b>				<b>115</b>

**P R GOVT COLLEGE(AUTONOMOUS), KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**II B.Com – CA Semester- IV (W.E.F. 2020-2021)**  
**Database Management System**  
**MODEL PAPER**

**Time : 2Hrs.30Mins**

**SEMESTER-IV**

**Max. Marks: 60**

**Section-I**

**Answer ALL Questions (Very Short answer questions) (5x1 = 5M)**

36. Define DBA.
37. Define DBMS.
38. Define Entity Set.
39. Define Select statement.
40. Define Cursor.

**SECTION-II**

**Answer any 3 Questions (Short answer questions) (3x5 = 15M)**

41. Explain about objectives of DBMS.
42. What are the functions of DBA?
43. Explain about Aggregation.
44. Explain about i) Candidate key ii) Primary key iii) Foreign key
45. What is SQL? Explain about different data types in SQL.
46. Write about cursors in PL/SQL.

**SECTION-III**

**Answer ALL Questions (4x10 = 40M)**

47. A) What is meant by DBMS? Explain advantages of DBMS. (UNIT-I)  
(OR)  
B) Explain the components of database system with a neat diagram. (UNIT-I)
48. A) Write about building blocks of Entity-Relationship diagram. (UNIT-II)  
(OR)  
B) What is data model? Write about relational data model. (UNIT-II)
49. A) Explain DDL, DML and DCL commands in SQL. (UNIT-III)  
(OR)  
B) Explain about Set operators in SQL with examples. (UNIT-III)
50. A) What is PL/SQL? Write about structure of PL/SQL with example (UNIT-IV)  
(OR)  
B) Write about while loop used in PL/SQL. (UNIT-IV)

**P R GOVT COLLEGE(AUTONOMOUS), KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**II B.Com – CA Semester- IV (W.E.F. 2020-2021)**

**Database Management System**

**Question Bank**

**Essay Questions:**

**UNIT-I**

1. What is meant by DBMS? Explain advantages of DBMS.
2. Explain about characteristics and drawbacks of File based system.
3. Explain the components of database system with a neat diagram.
4. Explain DBMS architecture in detail.

**UNIT-II**

1. Write about building blocks of Entity-Relationship diagram.
2. Write about Generalization and Specialization.
3. What is data model? Write about relational data model.
4. Write about CODD's Rules.

**UNIT-III**

1. Explain DDL, DML and DCL commands in SQL.
2. Explain about Set operators in SQL with examples.
3. A) Explain about Aggregate Functions in SQL.  
B) What are the different data types in SQL.
4. Define Query. Explain Select statements with suitable examples.

**UNIT-IV**

1. What is PL/SQL? Write about structure of PL/SQL with example.
2. Write about while loop used in PL/SQL.
3. Discuss about for loop used in PL/SQL.
4. Write about Explicit Cursor in detail.

**Short Questions:**

**UNIT-I**

1. Explain about objectives of DBMS.
2. Explain about database users.
3. What are the functions of DBA?
4. Distinguish between data and information.

**UNIT-II**

1. Explain about relational model.
2. Explain about Aggregation.
3. Explain about i) Candidate key ii) Primary key iii) Foreign key
4. Explain about concept of relational integrity.

**UNIT-III**

1. What is SQL? Explain about different data types in SQL.
2. Explain about DCL commands in SQL.
3. Explain about aggregate functions in SQL.

**UNIT-IV**

1. Write about cursors in PL/SQL.
2. Explain about basic loop statements in PL/SQL.
3. Explain about simple IF statement in PL/SQL.

**Very short Questions:**

1. Define DBA.
2. Define DBMS.
3. Define data model.
4. Define database.

**UNIT-I**

1. Define Entity Set.
2. Define Domain.
3. Define Relation.

**UNIT-II**

1. Define Select statement.
2. Define Constant.
3. Define data Join.

**UNIT-III**

1. Define Cursor.
2. Define Package.
3. Define Trigger.

**UNIT-IV**

**P R GOVT COLLEGE(AUTONOMOUS), KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**II B.Com – CECS Semester- IV (W.E.F. 2020-2021)**  
**Programming with C & C++**

**Model Outcomes:**

At the end of the course, the students are expected to DEMONSTRATE the following cognitive abilities (thinking skill) and psychomotor skills.

**A. Remembers and states in a systematic way (Knowledge)**

1. Develop programming skills
2. Declaration of variables and constants use of operators and expressions
3. learn the syntax and semantics of programming language
4. Be familiar with programming environment of C and C++
5. Ability to work with textual information (characters and strings) & arrays

**B. Explains (Understanding)**

6. Understanding a functional hierarchical code organization
7. Understanding a concept of object thinking within the framework of functional model
8. Write program on a computer, edit, compile, debug, correct, recompile and run it

**C. Critically examines, using data and figures (Analysis and Evaluation)**

9. Choose the right data representation formats based on the requirements of the problem
10. Analyze how C++ improves C with object-oriented features
11. Evaluate comparisons and limitations of the various programming constructs and choose correct one for the task in hand.

**D. Working in 'Outside Syllabus Area' under a Co-curricular Activity(Creativity)**

Planning of structure and content, writing, updating and modifying computer programs for user solutions

**E. Exploring C programming and Design C++ classes for code reuse**

**P R GOVT COLLEGE(AUTONOMOUS), KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**

**II B.Com – CECS Semester- IV (W.E.F. 2020-2021)**

**Programming with C & C++**

**SYLLABUS**

**Unit I :**

**Introduction and Control Structures:** History of 'C' - Structure of C program – C character set, Tokens, Constants, Variables, Keywords, Identifiers – C data types - C operators - Standard I/O in C - Applying if and Switch Statements

**Unit II :**

**Loops And Arrays:**

Use of While, Do While and For Loops - Use of Break and Continue Statements - Array Notation and Representation - Manipulating Array Elements - Using Multi Dimensional Arrays

**Unit III :**

**Strings and Functions:**

Declaration and Initialization of String Variables - String Handling Functions -Defining Functions - Function Call - Call By Value, Call By Reference – Recursion

**Unit IV :**

Introduction to OOP and its basic features - C++ program structure - Classes and objects - Friend Functions-Constructor – Types of constructors – Destructors.

**Unit V :**

**Inheritance:**

Inheritance - Types of Inheritance -Types of derivation- Public – Private - Protected Hierarchical Inheritance - Multilevel Inheritance – Multiple Inheritance - Hybrid Inheritance

**References:**

- (1) E. Balagurusamy "Object oriented programming with C++
- (2) R.Ravichandran "Programming with C++"
- (3) Mastering C by K R Venugopal and Sudeep R Prasad, McGraw Hill
- (4) Expert C Programming: Deep Secrets Kindle Edition Peter van der Linden
- (5) Let Us C YashavantKanetkar
- (6) The C++ Programming Language Bjarne Stroustrup
- (7) C++ Primer Stanley B. Lippman, Josée Lajoie, Barbara E. Moo

**Online Resources:**

<https://www.tutorialspoint.com/cprogramming/index.html>

<https://www.learn-c.org/>

<https://www.programiz.com/c-programming>

<https://www.w3schools.in/c-tutorial/>

<https://www.cprogramming.com/tutorial/c-tutorial.html>

<https://www.tutorialspoint.com/cplusplus/index.html>

<https://www.programiz.com/cpp-programming><http://www.cplusplus.com/doc/tutorial/>

<https://www.learn-cpp.org/>  
<https://www.javatpoint.com/cpp-tutorial>

**Practical Component: @ 2 hours/week/batch**

1. Write C programs for
  - a. Fibonacci Series
  - b. Prime number
  - c. Palindrome number
  - d. Armstrong number.
2. 'C' program for multiplication of two matrices
3. 'C' program to implement string functions
4. 'C' program to swap numbers
5. 'C' program to calculate factorial using recursion
6. 'C++' program to perform addition of two complex numbers using constructor
7. Write a program to find the largest of two given numbers in two different classes using friend function
8. Program to add two matrices using dynamic constructor
9. Implement a class string containing the following functions:
  - a. Overload + operator to carry out the concatenation of strings.
  - b. Overload == operator to carry out the comparison of strings.
10. Program to implement inheritance.

**RECOMMENDED CO-CURRICULAR ACTIVITIES:**

(Co-curricular activities shall not promote copying from textbook or from others work and shall encourage self/independent and group learning)

**MEASURABLE**

1. Assignments (in writing and doing forms on the aspects of syllabus content and outside the syllabus content. Shall be individual and challenging)
2. Student seminars (on topics of the syllabus and related aspects (individual activity))
3. Quiz (on topics where the content can be compiled by smaller aspects and data (Individuals or groups as teams))
4. Field studies (individual observations and recordings as per syllabus content and related areas (Individual or team activity))
5. Study projects (by very small groups of students on selected local real-time problems pertaining to syllabus or related areas. The individual participation and contribution of students shall be ensured (team activity))

**General**

Group Discussion

Visit to Software Technology parks / industries

**RECOMMENDED CONTINUOUS ASSESSMENT METHODS:**

Some of the following suggested assessment methodologies could be adopted:

1. The oral and written examinations (Scheduled and surprise tests),
2. Closed-book and open-book tests,
3. Coding exercises,
4. Practical assignments and laboratory reports,
5. Observation of practical skills,
6. Individual and group project reports,
7. Efficient delivery using seminar presentations,
8. Viva voce interviews.
9. Computerized adaptive testing, literature surveys and evaluations,
10. Peers and self-assessment, outputs form individual and collaborative work



**P R GOVT COLLEGE(AUTONOMOUS), KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**II B.Com – CECS Semester- IV (W.E.F. 2020-2021)**  
**Programming with C & C++**

**PAPER- IV**

**Marks: 60M**

**Model blue print for the model paper and choice**

S.NO	Type of Question	To be given in the Question Paper			To be answered		
		No. of Questions	Marks allotted to each question	Total Marks	No. of Questions	Marks allotted to each question	Total Marks
1	Section-A Very Short Questions	5	1	5	5	1	5
2	Section-B Short Questions	6	5	30	3	5	15
3	Section-C Essay Questions	8	10	80	4	10	40
<b>TOTAL</b>		<b>19</b>		<b>115</b>	<b>TOTAL MARKS</b>		<b>60</b>

$$\text{Percentage of choice given} = \frac{115 - 60}{115} \times 100 = \frac{55}{115} \times 100 = 47.82\%$$

**P R GOVT COLLEGE(AUTONOMOUS), KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**II B.Com – CECS Semester- IV (W.E.F. 2020-2021)**  
**Programming with C & C++**

**PAPER- IV**

**Marks: 60M**

**Model Blue print for the question paper setter**

<b>Chapter Name</b>	<b>Essay Questions 10 Marks</b>	<b>Short Questions 5 Marks</b>	<b>Very Short Questions 1 Mark</b>	<b>Marks allotted to the chapter</b>
<b>UNIT-I</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>31</b>
<b>UNIT –II</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>26</b>
<b>UNIT –III</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>26</b>
<b>UNIT –IV</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>16</b>
<b>UNIT –V</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>16</b>
<b>Total No. of questions</b>	<b>8</b>	<b>6</b>	<b>5</b>	
<b>Total Marks Including choice</b>				<b>115</b>

**P R GOVT COLLEGE(AUTONOMOUS), KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**II B.Com – CECS Semester- IV (W.E.F. 2020-2021)**  
**Programming with C & C++**  
**MODEL PAPER**

**Time : 2 Hrs.30 Mins**

**SEMESTER-IV**

**Max. Marks: 60**

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**Section-I**

**Answer ALL Questions**      **(Very Short answer questions)**      **(5x1 = 5M)**

51. What is a keyword in C?
52. Define an array.
53. What is String?
54. What is OOP?
55. What is Inheritance?

**SECTION-II**

**Answer any 3 Questions**      **(Short answer questions)**      **(3x5 = 15M)**

56. Write about features of C language
57. Explain various data types in C.
58. Write about break and continue statements with examples.
59. What is recursion? What advantage is there in its use?
60. Write the C++ program structure.
61. Explain Multiple Inheritance.

**SECTION-III**

**Answer ALL Questions**      **(4x10 = 40M)**

62. A) Explain various Conditional Control Statements in C with example.(UNIT I)  
**(OR)**  
B) Explain various operators in C with example. (UNIT I)
63. A) Explain various Looping Statements in C with example. (UNIT II)  
**(OR)**  
B) What is meant by Array? Explain different types of arrays with Examples. (UNIT II)
64. A) Explain various string handling Functions in C. (UNIT III)  
**(OR)**  
B) Explain call by value and call by reference with example. (UNIT III)
65. A) What is OOP? Explain basic features of OOP. (UNIT IV)  
**(OR)**  
B) What is Inheritance? Explain different types of Inheritance. (UNIT V)

**P R GOVT COLLEGE(AUTONOMOUS), KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**II B.Com – CS Semester- IV (W.E.F. 2020-2021)**  
**Programming with C & C++**  
**Question Bank**

**Essay Questions:**

**UNIT-I**

Explain various Conditional Control Statements in C with example.  
Explain various operators in C with example.  
Write about the structure of C program with example.

**UNIT-II**

Explain various Looping Statements in C with example.  
What is meant by Array? Explain different types of arrays with Examples.  
Write about Arrays in detail.

**UNIT-III**

Explain various string handling Functions in C.  
Explain call by value and call by reference with example.  
What is a function? Explain in detail.

**UNIT-IV**

What is OOP? Explain basic features of OOP.  
What is constructor? Explain types of constructors in C++.

**UNIT-V**

What is Inheritance? Explain different types of Inheritance.  
What is Multilevel Inheritance? Explain Multilevel Inheritance with example.

**Short Questions:**

**UNIT-I**

Explain various data types in C.  
Explain about constants in C.  
Write about features of C language  
Write about input and output statements in 'C' with examples.

**UNIT-II**

Write about while statement in detail.  
Write about one dimensional array with example.  
Write about break and continue statements with examples.

**UNIT-III**

What is recursion? What advantage is there in its use?  
Explain call by reference with example.  
Explain initialization of string variables with examples.

**UNIT-IV**

Write the C++ program structure.  
Write about friend function in C++.  
Explain class and object in detail with example.

**UNIT-V**

Explain Multiple Inheritance.  
Explain Hierarchical Inheritance.  
Explain Hybrid Inheritance.

**Very short Questions:**

**UNIT-I**

7. What is a keyword in C?
8. Write the syntax for switch statement?
9. Define variable.
10. Define constant.
11. Define an operator.
12. Define data type.

**UNIT-II**

5. Define an array.
6. What is Looping ?
7. Write about Break statement.
8. Write about Continue statement in C.

**UNIT-III**

5. What is recursion?
6. What is String?
7. Define Function.
8. Write any two string handling functions.

**UNIT-IV**

5. What is Constructor?
6. What is Destructor?
7. What is friend function?
8. What is OOP?

**UNIT-V**

5. What is Inheritance?
6. Mention types of Inheritance.
7. What is Hybrid Inheritance?
8. What is Multilevel Inheritance?

**P R GOVT (A) COLLEGE, KAKINADA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**III B.Com – CA/ Semester- V (W.E.F. 2019-2020)**  
**Course: Management Information System- Paper-III**  
**COURSE CODE: CP5317**

**Total Hrs. of Teaching-Learning: 52 @ 4 Hrs / Week**

**Credits: 03**

**Objective:**

Explain the importance of determining information system requirements for all management levels by describing the differences between various types of information systems. Describe how information systems are developed. Describe the computer revolution and its impact on the way business is conducted. Display proficiency solving business problems using modern productivity tools (e.g., spreadsheet, database) or creating custom programs.

**Course Outcomes:**

After completion of this course, student can able to:

1. Understand the meaning and role of MIS
2. Management Organizational theory and system approach.
3. Information systems for decision making.
4. Conceptual and Detailed system design.
5. Computer related acquisitions.

**MODULE I:**

- a. The meaning and role of MIS: what is MIS. Decision support systems, systems approach, the systems view of business, MIS Organization within the company.
- b. Management organizational theory and the systems approach: development of organization theory, management and organizational behavior, management, information and the systems approach.

**MODULE II:**

- a. Information systems for decision making: Evolution of an information system, Basic information systems decision making and MIS,
- b. MIS as a technique for making programmed decisions, decision assisting information systems.
- c. Strategic and project planning for MIS general business planning, appropriate MIS response, MIS planning-general, MIS planning-details

**MODULE III:**

- a. Conceptual system design: define the problems, set system objectives, establish system constraints, determine information needs, determine information sources, develop alternative conceptual designs and select one, document the system concept, prepare the conceptual design report.
- b. Detail system design: inform and involve the organization, aim of detailed design, project management of MIS detailed design, identify dominant and trade off criteria, define the subsystems, sketch the detailed operating sub systems and information flow, determine the degree of automation of each operation inform and involve the organization again, input, outputs and processing early system testing, software, hardware and tools propose an organization to operate the system, document the detailed design, revisit the manager-user.

**MODULE IV:**

- a. Implementation, evaluation and maintenance of the MIS: plan the implementation, acquire floor space and plan space layouts, organize for implementation, develop procedures for implementation, train the operating personnel,
- b. Computer related acquisitions, develop forms for data collection and information, dissemination, develop the files, test the system, cut over, document the system, evaluate the MIS, control and maintain the system.
- c. Pitfalls in MIS development: fundamental weaknesses, soft spots in planning, design problems, implementation: the TAR PIT

**Text book:** → Information systems for modern management, third edition by R.G. murdick, J.E. Ross and J.R clagget, PHI-1994.

**P. R.GOV.T. COLLEGE (AUTONOMOUS), KAKINADA**  
**MODEL BLUE PRINT (W.E.F. 2019-2020)**  
**III B.Com (CA) SEMESTER-V**  
**COURSE CODE: CP5317**

**SUBJECT: Management Information System**

**Time: 2Hrs**

**30Mins**

**PAPER- III**

**Marks: 60M**

**Model blue print for the model paper and choice**

S.NO	Type of Question	To be given in the Question Paper			To be answered		
		No. of Questions	Marks allotted to each question	Total Marks	No. of Questions	Marks allotted to each question	Total Marks
1	Section-A Very Short Questions	5	1	5	5	1	5
2	Section-B Short Questions	6	5	40	3	5	15
3	Section-C Essay Questions	8	10	80	4	10	40
<b>TOTAL</b>		<b>19</b>		<b>115</b>	<b>TOTAL MARKS</b>		<b>60</b>

$$\text{Percentage of choice given} = \frac{115 - 60}{115} \times 100 = \frac{55}{115} \times 100 = 47.82\%$$



**P. R.GOVT. COLLEGE (AUTONOMOUS), KAKINADA**  
**MODEL BLUE PRINT (W.E.F. 2019-2020)**  
**III B.Com (CS) SEMESTER-V**  
**COURSE CODE: CP5317**

**SUBJECT: Management Information System**  
**2Hrs30Mins**  
**PAPER-III**

**Time:**

**Marks: 60M**

**Model Blue print for the question paper setter**

<b>Chapter Name</b>	<b>Essay Questions 10 Marks</b>	<b>Short Questions 5 Marks</b>	<b>Very Short Questions 1 Mark</b>	<b>Marks allotted to the chapter</b>
<b>MODULE-I</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>32</b>
<b>MODULE-II</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>30</b>
<b>MODULE-III</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>25</b>
<b>MODULE-IV</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>28</b>
<b>Total No. of questions</b>	<b>8</b>	<b>6</b>	<b>5</b>	
<b>Total Marks Including choice</b>				<b>115</b>

**P.R. GOVT. COLLEGE (A), KAKINADA**  
**MODEL PAPER (W.E.F. 2019-2020)**  
**III B.Com (CA) COURSE CODE: CP5317**

**SUBJECT: Management Information System**  
**Paper: III**

**TIME: 2Hrs30Mins**  
**MARKS: 60M**

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**SECTION I**

**Answer all Questions**

**5X1=5M**

1. Define MIS.
2. Explain DSS.
3. What is System approach?
4. Define Information System.
5. Define Strategic Planning.

**SECTION II**

**Answer any THREE Questions**

**3X5=15M**

6. Write short notes on classical theory.
7. Write short notes on expectancy model.
8. Briefly explain the characteristics of informal organization.
9. List down the elements in work package information check list.
10. Write short notes on Herzberg's 2 factory theory.
11. Explain General Management system.

**SECTION III**

**Answer all Questions.**

**4X10=40M**

12. A. What is an Information system? Explain various types of information system?  
(OR)  
B. Explain Maslow's need theory.
13. A. Briefly explain leadership styles.  
(OR)  
B. Explain the role of decision making in MIS.
14. A. What is a sub-system? Explain the format of activity table?  
(OR)  
B. Explain the Situational model of leadership by Keith Davis.
15. A. What is WBS? Discuss the standard task list of the WBS for project control?  
(OR)  
B. What are the fundamental weaknesses of MIS?

**P.R. GOVT. COLLEGE (A), KAKINADA**  
**III B.Com (CA) QUESTION BANK (W.E.F 2019-20)**  
**COURSE CODE: CP5317**

**Subject: Management Information System**

**Paper: III**

**Essay Questions:**

**UNIT-1**

12. What is an Information system? Explain various types of information system?
13. Explain Maslow's need theory.
14. Briefly explain systems approach to MIS?

**UNIT-2**

15. Briefly explain leadership styles.
16. Explain the role of decision making in MIS.
17. Briefly explain Motivational theories.

**UNIT-3**

18. What is a sub-system? Explain the format of activity table?
19. Explain the Situational model of leadership by Keith Davis.
20. Explain various key points in strategic planning process?

**UNIT-4**

21. What is WBS? Discuss the standard task list of the WBS for project control?
22. What are the fundamental weaknesses of MIS?
23. What is the development process for Implementation?

**SHORT ANSWER QUESTIONS:**

**UNIT-1**

1. Write short notes on classical theory.
2. Write short notes on expectancy model.
3. Write short notes on contingency theory.

**UNIT-2**

4. Briefly explain the characteristics of informal organization.
5. List down the elements in work package information check list.
6. Briefly explain about project management of MIS detailed design.

**UNIT-3**

7. Write short notes on Herzberg's 2 factory theory.
8. Explain briefly MIS organization within the company.
9. How will you identify the information needs?

**UNIT-4**

10. Explain General Management system.
11. How can you set system objectives?
12. What is External and Internal constructs?

**VERY SHORT ANSWER QUESTIONS:**

**UNIT-1**

1. Define MIS.
2. Explain DSS.
3. What is System approach?
4. Define Strategic Planning.

#### **UNIT-4**

5. What is Expectancy Model?
6. Define WBS.
7. Define general management system.
8. Write any two pitfalls of the system.

**P. R.GOV'T. COLLEGE (AUTONOMOUS), KAKINADA**  
**PRACTICALS SCHEME OF VALUATION (W.E.F.2019-2020)**  
**III B.Com (CA)**  
**SEMESTER-V**  
**Course code: CP5317**

**SCHEME OF VALUATION FOR PRACTICAL – PAPER III**

**Subject: Management Information System** **Marks: 50**

**Practical/Laboratory – II**

**Time: 3 hrs**

**Marks: 50**

- 1. Internal 15 Marks**
- 2. External 35 Marks**

**P. R.GOV'T. COLLEGE (AUTONOMOUS), KAKINADA**  
**SYLLABUS PAPER (w.e.f. 2019-20)**  
**III B.Com –CA COURSE CODE: CP5313A**  
**SEMESTER-V**  
**PAPER-IV: MULTIMEDIA TECHNOLOGY -Elective I**

**Course Outcomes:**

After the successful completion of course the student should have thorough knowledge about tools and usage of Photoshop.

**Module 1**

**Multimedia**-Graphics: Graphic Programs-Introduction to Photoshop- ADOBE PHOTOSHOP CS4: About Photoshop, Navigating Photoshop, Menus and panels, Opening new files, Opening existing files.

**Getting Started with Photoshop:** Exploring the Toolbox, the New CS4 Applications Bar & the Options Bar, Exploring Panels & Menus, Creating & Viewing a New Document, Customizing the Interface, Setting Preferences.

**Module 2**

**Working With Images:** Zooming & Panning an Image, Working with Multiple Images, Rulers, Guides & Grids, Undoing Steps with History, Adjusting Color with the New Adjustments Panel, The New Masks Panel & Vibrance Color Correction Command, The New Note Tool & the Save for Web & Devices Interface, The New Auto-Blend & Auto-Align Layers Commands, The New 3D Commands.

**Module 3**

**Resizing & Cropping Images:** Understanding Pixels & Resolution, the Image Size Command, Interpolation Options, Resizing for Print & Web, Cropping & Straightening an Image, Adjusting Canvas Size & Canvas Rotation.

**Working With Basic Selections:** Selecting with the Elliptical Marquee Tool, Using the Magic Wand & Free Transform Tool, Selecting with the Regular & Polygonal Lasso Tools, Combining Selections, Using the Magnetic Lasso Tool, Using the Quick Selection Tool & Refine Edge, Modifying Selections.

**Module 4**

**Getting Started With Layers:** Understanding the Background Layer, Creating, Selecting, Linking & Deleting Layers, Locking & Merging Layers, Copying Layers, Using Perspective & Layer Styles, Filling & Grouping Layers, Introduction to Blending Modes, Blending Modes, Opacity & Fill, Creating & Modifying Text.

**Painting in Photoshop:** Using the Brush Tool, Working with Colors & Swatches, Creating & Using Gradients, Creating & Working with Brushes, Using the Pencil & Eraser Tools, Painting with Selections.

**Module 5**

**Photo Retouching:** The Red Eye Tool, The Clone Stamp Tool, The Patch Tool & the Healing Brush Tool, The Spot Healing Brush Tool, The Color Replacement Tool, The Toning & Focus Tools, Painting with History.

**Prescribed Textbooks:** Adobe Photoshop CS5: Digital Classroom  
Jennifer Smith and the AGI Creative Team

**P. R.GOV.T. COLLEGE (AUTONOMOUS), KAKINADA**  
**MODEL PAPER (w.e.f. 2019-20)**  
**III B.Com –CA COURSE CODE: CP5313A**

**Subject: Multimedia Technology -Elective I**

**Paper: IV**

**Time: 2 1/2 hrs**

**Marks: 60**

**M**

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**SECTION – I**

**Answer all the Questions**

**5 x 1 = 5**

**M**

1. What is Multimedia?
2. Define Zooming and Panning?
3. How do you resize an image?
4. What is a Gradient in Adobe Photoshop?
5. What is the work performed by the Healing brush tool?

**SECTION – II**

**Answer any THREE Questions**

**3 x 5 =**

**15M**

6. Give a brief introduction on Photoshop.
7. How can you open a new file and existing file in Photoshop.
8. Explain Zooming and Panning an image in Photoshop.
9. What is the use of Magnetic Lasso Tool?
10. Explain working with colors and swatches?
11. Explain Color replacement tool?

**SECTION – III**

**Answer all Questions**

**4 x 10 = 40**

12. a. Write about Photoshop. Explain Menus and Panels in Adobe Photoshop.

**(OR)**

b. Explain

- i. The New Auto-Blend & Auto-Align Layers Commands
- ii. The New 3D Commands.

13. a. Explain new Masks Panel & Vibrance Color Correction Command.

**(OR)**

b. Explain working with Multiple Images, Rulers, and Guides & Grids.

14. Explain

- a. Pixels & Resolution
- b. the Image Size Command
- c. Resizing for Print & Web

**(OR)**

Explain

- d. Cropping & Straightening an Image
- e. Adjusting Canvas Size & Canvas Rotation.

15. a. Explain red eye tool and Clone stamp tool.

**(OR)**

b. Explain color replacement tool, toning and focus tools.



**P. R.GOVT. COLLEGE (AUTONOMOUS), KAKINADA**  
**MODEL BLUE PRINT (w.e.f. 2019-20)**  
**III B.Com –CA COURSE CODE: CP5313A**  
**SEMESTER-V**

**SUBJECT: MULTIMEDIA TECHNOLOGY -Elective I**  
**PAPER- IV**

**Time: 2 1/2 Hrs**  
**Marks: 60 M**

**Model blue print for the model paper and choice**

S.NO	Type of Question	To be given in the Question Paper			To be answered		
		No. of Questions	Marks allotted to each question	Total Marks	No. of Questions	Marks allotted to each question	Total Marks
1	Section-I Very Short Questions	5	1	5	5	1	5
2	Section-II Short Questions	6	5	30	3	5	15
3	Section-III Essay Questions	8	10	80	4	10	40
<b>TOTAL MARKS</b>				<b>115</b>	<b>TOTAL MARKS</b>		<b>60</b>

**P. R.GOV.T. COLLEGE (AUTONOMOUS), KAKINADA**  
**MODEL BLUE PRINT (w.e.f. 2019-20)**  
**III B.Com –CA COURSE CODE: CP5313A**  
**SEMESTER-V**

**SUBJECT: MULTIMEDIA TECHNOLOGY –Elective I**  
**Hrs**  
**PAPER-IV**

**Time: 2 1/2**

**Marks: 60 M**

**Model Blue print for the question paper setter**

<b>Chapter Name</b>	<b>Essay Questions 10 Marks</b>	<b>Short Questions 5 Marks</b>	<b>Very Short Questions 2 Marks</b>	<b>Marks allotted to the chapter</b>
<b>MODULE-I</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>31</b>
<b>MODULE-II</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>26</b>
<b>MODULE-III</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>26</b>
<b>MODULE-IV</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>16</b>
<b>MODULE-V</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>16</b>
<b>Total No. of questions</b>	<b>8</b>	<b>6</b>	<b>5</b>	
<b>Total Marks Including choice</b>				<b>115</b>

***QUESTION BANK (w.e.f. 2019-20)***  
***III B.Com –CA COURSE CODE: CP5313A***  
***Multimedia Technology –Elective I***

**Module 1:**

**Essay Questions:**

1. Write about Photoshop. Explain Menus and Panels in Adobe Photoshop.
2. a. Explain creating and viewing a new document in Photoshop.  
b. customize the interface.

**Short Questions:**

1. Give a brief introduction on Photoshop.
2. Explain CS4 application bar and Options bar.
3. How can you open a new file and existing file in Photoshop?

**Very Short Questions:**

1. What is Multimedia?
2. What is Adobe Photoshop?
3. How can you open a new file in Photoshop?
4. What are the options in menu bar of Photoshop?

**Module 2:**

**Essay Questions:**

1. Explain
  - a. The New Auto-Blend & Auto-Align Layers Commands
  - b. The New 3D Commands
2. Explain new Masks Panel & Vibrance Color Correction Command.
3. Explain working with Multiple Images, Rulers, and Guides & Grids.

**Short Questions:**

1. Explain Zooming and Panning an image in Photoshop.
2. How can you adjust Color with the new adjustment Panel?
3. Explain the new 3D Commands.

**Very Short Questions:**

1. Define Zooming and Panning?
2. What is the use of Guides and Grids?

**Module 3:**

**Essay Questions:**

1. Explain
  - a. Pixels & Resolution
  - b. the Image Size Command
  - c. Resizing for Print & Web
2. Explain
  - a. Cropping & Straightening an Image
  - b. Adjusting Canvas Size & Canvas Rotation.
3. Explain
  - a. Selecting with the Regular & Polygonal Lasso Tools.
  - b. Combining Selections.

**Short Questions:**

1. What are interpolation options? Explain.
2. What is the use of Magnetic Lasso Tool?
3. How can you modify selections in Photoshop?

**Very Short Questions:**

1. How do you crop an image?

2. How do you resize an image?

#### **Module 4:**

##### **Essay Questions:**

1. What is a Layer? Explain Linking & Deleting Layers and Locking & Merging Layers.
2. Explain the working procedure of the tools
  - a. Brushes.
  - b. Pencil and Erasers.
  - c. Painting with selections.

##### **Short Questions:**

1. Explain creating and selecting the layer?
2. Explain Filling and Grouping of Layers?
3. Explain creating and using of Gradients?
4. Explain working with colors and swatches?

##### **Very Short Questions:**

1. What is a Gradient in Adobe Photoshop?
2. What is Background Layer?

#### **Module 5:**

##### **Essay Questions:**

1. Explain red eye tool and Clone stamp tool.
2. Explain color replacement tool, toning and focus tools.

##### **Short Questions:**

1. What is patch tool and Healing Brush tool?
2. Explain Color replacement tool?

##### **Very Short Questions:**

1. What is the work performed by the Healing brush tool?
2. What is the work done by Red eye tool?
3. What is meant by Toning?

**P. R.GOV'T. COLLEGE (AUTONOMOUS), KAKINADA**  
***PRACTICALS LIST (w.e.f. 2019-20)***  
***III B.Com -CA COURSE CODE: CP5313A***  
**Multimedia Technology –Paper IV-Elective I**

**Experiments using multimedia:**

1. The Photoshop work space
2. Selections
3. Maximize the image with minimum visible loss
4. Duplicate the background layer.
5. Photo filled text.
6. Create soft focus effect.
7. Giving color to a black and white photo.
8. Creating a pdf slide show presentation.
9. Removing red eye.

**P. R.GOVT. COLLEGE (AUTONOMOUS), KAKINADA**  
**SYLLABUS/ MODEL PAPERS FOR THE YEAR 2019-2020**  
**III B.Com CA 2019-2022 BATCH**  
**SEMESTER-V**

**SCHEME OF VALUATION FOR PRACTICAL – IV**

**Subject: Multimedia Technology**

**Practical/Laboratory – IV**

**Time: 3 hrs**

**Marks: 50**

- |                                 |          |
|---------------------------------|----------|
| <b>1. Multimedia Technology</b> |          |
| 1. Program Design               | 20 Marks |
| 2. Program Result               | 10 Marks |
| 2. Viva Voce                    | 10 Marks |
| 3. Record                       | 10 Marks |

**P R GOVT (A) COLLEGE, KAKINDA**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**III B.Com–CA- Computer Applications - Semester- VI (W.E.F. 2019-2020)**  
**Course Code: CP6312**  
**Course: E-COMMERCE**

**Total Hrs. of Teaching-Learning: 52 @ 4 Hrs / Week**  
**Credits: 03**

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**Objectives:** Internet based E-commerce, Technology and Prospects, Technology of EDI, EDI development, Electronic Payment Systems, Electronic payment and security of Online Transactions, Security in electronic Payments,.

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**Course Outcomes:**

Upon successful completion of this course, the student should be able to:

1. Understand the E-commerce Architecture.
2. Understand the Internet Based E-commerce
3. Can implement EDI a Business Decision
4. Can Identify the Security in Electronic payments

**Module – 1:** Hrs: 18  
Hrs

- a. **Ecommerce:** Overview, Technology and Prospects Economic Potential, Incentives for engaging in Electronic Commerce, Mechanics of E-Commerce.
- b. **Internet E-Commerce Architecture:** Introduction, Eco System, Framework of Frameworks, Services and Future Developments. .

**Module – 2:** Hrs: 12  
Hrs

- a. **Internet Based E-Commerce:** Issues, Problems and Prospects- E-Commerce and Internet, Benefits of Internet for E-Commerce.
- b. Impediments and Issues, Suggestions to Organizations.

**Module – 3:** Hrs: 12  
Hrs

- a. **E-Commerce:** The EDI-Introduction, Development of EDI, Technology of EDI.
- b. EDI a Business Decision, EDI a Re-engineering Tool, Implementation of EDI.

**Module – 4:** Hrs: 10Hrs

- a. Electronic payment and security of Online Transactions: Electronic Payment Systems –
- b. Electronic Checks-Electronic Credit Cards-Electronic Cash-Smart Cards-person to person (p2p)-
- c. Electronic Funds Transfer (EFT)-Security in electronic Payments: Security Requirements-Security protection-Encryption.

**Prescribed Books:**

1. E-Commerce, Parag Diwan and Sunil Sharma, EB publications.
2. E- Commerce, Turban-person.

**III B.Com– Computer Applications / Semester- VI (W.E.F. 2019-2020)**  
**Course Code: CP6312**  
**Course: E-Commerce**

**Subject: E-Commerce**  
**Time: 2 ½ Hrs**

**Marks: 60**

**Model blue print for the model paper and choice**

S.NO	Type of Question	To be given in the Question Paper			To be answered		
		No. of Questions	Marks allotted to each question	Total Marks	No. of Questions	Marks allotted to each question	Total Marks
1	Section-A Very Short Questions	5	1	5	5	1	5
2	Section-B Short Questions	6	5	30	3	5	15
3	Section-C Essay Questions	8	10	80	4	10	40
<b>TOTAL</b>		<b>19</b>		<b>115</b>	<b>TOTAL MARKS</b>		<b>60</b>

$$\text{Percentage of choice given} = \frac{115 - 60}{115} \times 100 = \frac{55}{115} \times 100 = 47.82\%$$



**P. R.GOV.T. COLLEGE (AUTONOMOUS), KAKINADA**

**III B.Com (CA)**  
**(Model paper W.E.F. 2019-2020)**  
**Course Code: CP6312**

**SUBJECT: E-COMMERCE**

**PAPER- III**

**Time: 2 ½ Hrs**  
**Max. Marks: 60**

**SEMESTER – VI**

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**SECTION - A**

**Answer ALL questions**

**5 x 1M= 5 M**

1. Define Eco System?
2. Define Economic Potential?
3. What is Security Protection?
4. Define Encryption?
5. Write benefits of E-Commerce?

**SECTION - B**

**Answer ANY THREE questions**

**3 x 5M= 15M**

6. Explain E-commerce solutions?
7. Define Eco- system? Explain its functions and frameworks?
8. Explain the benefits of internet for E-commerce?
9. Write the issues of E-Commerce?
10. Explain the technology of EDI
11. Explain about Electronic funds Transfer (EET)?

**SECTION - C**

**Answer ALL questions**

**4 x 10M = 40M**

12. Define E-Commerce? State the Advantages of E-Commerce?  
(Or)  
Explain various incentives for E-Commerce?
13. Explain the problems and prospects of E-Commerce and internet?  
(Or)  
Explain the Impediments of E-Commerce?
14. Explain the development of EDI?  
(Or)  
Explain about the Implementation of EDI?
15. Explain about Electronic Payments?

(Or)  
Explain about Security in Electronic Payments

**P. R.GOVT. COLLEGE (AUTONOMOUS), KAKINADA**

**MODEL BLUE PRINT (W.E.F. 2019-2020)**

**III B.Com CA SEMESTER-VI**

**Course Code: CP6312**

**SUBJECT: E-COMMERCE  
PAPER- III**

**Time: 2 ½ Hrs  
Marks: 60**

**Model Blue print for the question paper setter**

<b>Chapter Name</b>	<b>Essay Questions 10 Marks</b>	<b>Short Questions 5 Marks</b>	<b>Very Short Questions 1 Marks</b>	<b>Marks allotted to the chapter</b>
<b>Module-1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>32</b>
<b>Module-2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>31</b>
<b>Module-3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>25</b>
<b>Module-4</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>27</b>
<b>Total No. of questions</b>	<b>8</b>	<b>6</b>	<b>5</b>	
<b>Total Marks Including choice</b>				<b>115</b>

**P. R.GOV'T. COLLEGE (AUTONOMOUS), KAKINADA**

**QUESTION BANK (W.E.F. 2019-2020)**

**III B.COM (CA) SEMESTER – VI**

**Course Code: CP6312**

**SUBJECT: E-COMMERCE  
III**

**PAPER:**

**QUESTION BANK**

**Module-1**

**Very Short Answer Questions:**

1. What is E- Commerce?
2. Define Eco system?
3. Define Economic Potential

**Short Answer Questions:**

1. Define economic potential and explain
2. Define Eco- system? Explain its functions and frameworks.

**Essay Questions:**

1. Define E-commerce? What are the advantages of E-commerce?
2. Explain type E-commerce solutions?
3. Explain architecture of E- commerce solutions?
4. Explain the incentives for engaging in E- commerce?
5. Define Eco- system? Explain its functions and frameworks?

**Module-2**

**Very Short Answer Questions:**

1. Write suggestions of organizations for E- commerce

**Short Answer Questions**

2. Explain the benefits of internet for E- commerce?
3. Write the issues of E- commerce?
4. Explain the internet based E- commerce and its benefits?
5. Explain the solutions to Organizations?

**Essay questions**

1. Explain the internet based E- commerce and its benefits
2. Explain the immediate and issues of E- Commerce?

**Module-3**

**Short Answer Questions**

1. Explain the implements f EDI?
2. How EDI applications are used in various business areas

**Essay questions**

1. What is EDI and Explain about the implementations of EDI?
2. How EDI applications are used in various business areas? Explain in detail?
3. Explain the development of EDI?
4. Explain the technology of EDI?

## **Module-4**

### **Very Short Answer Questions:**

1. What is Security Protection?
2. Define Electronic checks?
3. Write benefits of E- commerce?
4. What is P2P?
5. What is an Electronic Credit card?

### **Short Answer Questions:**

1. Explain about Security requirements?
2. Explain about Electronic funds Transfer (EET)?

### **Essay questions**

1. Explain about Electronic Payments?
2. Explain about Security in Electronic Payments?

***P. R.GOVT. COLLEGE (AUTONOMOUS), KAKINADA***

***SCHEME OF VALUATION (W.E.F. 2019-2020)***

***III B.Com (C.A)***

**SCHEME OF VALUATION FOR PRACTICAL – PAPER-III**

**Subject: E Commerce**

**Practical/Laboratory – II**

**Marks: 50**

- |    |          |          |
|----|----------|----------|
| 1. | Internal | 15 Marks |
| 2. | External | 35 Marks |

***P. R.GOVT. COLLEGE (AUTONOMOUS), KAKINADA***

***SYLLABUS PAPER (W.E.F 2019-20)***

***III B.Com-CA-Elective I***

**Course Code: CP6313A**

**Subject: PROGRAMMING IN Tally(Paper: IV )**

**SEMESTER – VI**

**OBJECTIVE:** Creation of Company, Single, multiple, Stock Categories, Godowns, Reports

Cash Flow, Fund Flow, Trial Balance of Accounts in Tally.

**Course Outcomes:**

1. Company Creation
2. Enter Voucher
3. Creation of Ledger
4. Balance Sheet

**UNIT 1:**

**Introduction:**

Financial accounting, what is accounting, utility of accounting, advantages of accounting, book of accounts- cash book, journal, general ledger, classification of accounts and rules of debit and credit, financial statement-trial balance – Interduction to Computerized Accounting Software Tally – Features of Tally – Differences between Manual Accounting and Computerized Accounting – Company Creation.

## **UNIT 2: - Features and configuration:**

Features, General features, accounting features- Inventory features-Set modify other company features-: Configure- general.

**Accounts Info:** Single and multiple ledgers, conversion of name, duplicate name, accounts info, accounts info menu- F11: features, F12: Configuration, Account group- Ledger accounts- budgets-creation of budgets, period of budget, set/alter budgets, types of budget.

Voucher types- create a new voucher type, method of numbering, and creation of manufacturing journal, display, alter, voucher class.

## **UNIT 3:**

### **Inventory info:**

**Inventory info menu:** F11: Features- inventory features. F12: Configure- Inventory masters - Stock Group- Stock Categories- Stock categories- Stock items- Godowns.

**Inventory Vouchers:** F11:Features -F12: Configuration- Inventory Allocation-invoicing-configuration of invoice info menu – Inventory Vouchers - printing inventory vouchers - **Accounting Reports-Display:** Display options at Gateway, Access from the Gateway, and layout of display screen, buttons.F12: Range, F12: Values, New column, Alter column, delete column, auto column, Balance sheet- Trial balance- Accounts books. Statement of accounts- Daybook, list of accounts.

## **UNIT 4 : - MIS Reports-Display:**

Ratio Analysis, cash and funds- cash flow, funds flow. Purchase bills pending, sales bills pending, exception reports- negative stock, negative ledger, overdue payable, memorandum voucher, and Reverse journal voucher, optional voucher.

**Housekeeping:** Backup-backup strategy. Restore, rewriting.

**Security:** Password, security control, types of security, create new security level- name of security level, use basic facilities of, days allowed for back-dated vouchers. Users and passwords.

**REFERENCE BOOKS:**

1. Accounting System : M. Sulochana, K. Kameswara rao & R. Kishore Kumar, Kalyani Publishers, Hyderabad.
2. Tally Financial Accounting Progrmme – Tally India Pvt. Ltd.,
3. Tally Tutorial Accounts – A.K. Nadani.
4. Tally power of Simplicity – Tally Gold Quick reference manual – Tally India Pvt. Ltd.,

**P. R.GOVT. COLLEGE (AUTONOMOUS), KAKINADA**

**MODEL BLUE PRINT (w.e.f.2019-20)**

**III B.Com-CA Elective I**

**SEMESTER-VI**

**Course Code: CP6313A**

**SUBJECT: Programming in Tally**

**PAPER- IV**

**60**

**Time: 2:30 Hrs**

**Marks:**

**Model blue print for the model paper and choice**

S.NO	Type of Question	To be given in the Question Paper			To be answered		
		No. of Questions	Marks allotted to each question	Total Marks	No. of Questions	Marks allotted to each question	Total Marks
1	Section-A Very Short Questions	5	1	5	5	1	5
2	Section-B Short Questions	6	5	30	3	5	15
3	Section- Essay Questions	8	10	80	4	10	40
<b>TOTAL MARKS</b>				<b>115</b>	<b>TOTAL MARKS</b>		<b>60</b>





**P. R.GOV.T. COLLEGE (AUTONOMOUS), KAKINADA**

**MODEL PAPERS (w.e.f 2019-20)**

**III B.Com -CA Elective I**

**Course Code: CP6313A**

**Subject: Programming in Tally**  
**2:30 Hrs**

**Time:**

**Paper: IV**  
**60**

**Marks:**

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**SECTION – A**

**Answer any FIVE Questions in the following. All Questions carry equal marks 5 x 1 = 5M**

1. Stock Categories.
2. Balance Sheet.
3. Budget.
4. Stock Summary.
5. Ratio Analysis.

**SECTION – B**

**Answer any THREE Questions in the following**  
**15M**

**3 x 5 =**

6. Difference between Manual Accounting and Electronic Accounting.
7. Write about Stock Item and Stock Groups.
8. Explain about Trail Balance.
9. What is a Ledger? Explain the various types of Ledgers available in tally.
10. Explain about House Keeping.
11. Write the Limitations of Tally.

**SECTION – C**

**Answer all the Questions. All Questions carry equal marks**  
**M**

**4 x 10 = 40**

12. a) Explain the Features of Tally.

(or)

b) Explain and write the procedure to create company creation in Tally.

13. a) Explain the Gate of Tally

(or)

b) Explain the various types of Vouchers.

14. a) Explain any four important account reports generated by tally.

(or)

b) What is Security? Explain types of Security Controls.

15. a) Explain MIS reports.

(or)

b) Explain F11 Features and F12 Configuration in Inventory Info.

**P. R.GOVT. COLLEGE (AUTONOMOUS), KAKINADA**

**MODEL BLUE PRINT (w.e.f 2019-20)**

**III B.Com-CA Elective I  
SEMESTER-VI**

**Course Code: CP6313A**

**SUBJECT: Programming in Tally  
PAPER- IV  
60**

**Time: 2:30 Hrs  
Marks:**

**Model Blue print for the question paper setter**

<b>Chapter Name</b>	<b>Essay Questions 10 Marks</b>	<b>Short Questions 5 Marks</b>	<b>Very Short Questions 1 Marks</b>	<b>Marks allotted to the chapter</b>
<b>UNIT-I</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>32</b>
<b>UNIT-II</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>31</b>
<b>UNIT-III</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>26</b>
<b>UNIT-IV</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>26</b>
<b>Total No. of questions</b>	<b>8</b>	<b>6</b>	<b>5</b>	
<b>Total Marks Including choice</b>				<b>115</b>

**P.R. GOVT. COLLEGE (AUTONOMOUS), KAKINADA**

**QUESTION BANK (w.e.f 2019-20)**

**III B.Com –CA-Course Code: CP6313A**

***Programming in Tally-Elective I- Paper IV***

**ESSAY QUESTIONS:**

**UNIT-1**

1. Explain the features of Tally.
2. Explain and write the procedure to create company creation in tally.
3. Explain the Gateway of Tally.

**UNIT-2**

4. What is accounting and advantages of accounting?
5. Explain the various types of Vouchers.

**UNIT-3**

6. Explain any four important account reports generated by tally.
7. What are single and multiple stock groups and explain how it works in tally.

**UNIT-4**

8. Explain MIS reports.
9. What is Security? Explain types of Security controls.
10. Explain F11 Features and F12 Configuration in Inventory Info

**SHORT ANSWER QUESTIONS:**

**UNIT-1**

1. Difference between Manual Accounting and Electronic Accounting.
2. Write the Limitations of Tally.

**UNIT-2**

3. Explain about Trail Balance.
4. What is a Ledger? Explain the various types of Ledgers available in tally.

**UNIT-3**

5. Explain about House Keeping.
6. Write about Stock Item and Stock Groups and Stock Categories.
7. Write about Purchase and Sales vouchers.
8. Write about Single Ledger and Multiple Ledgers.

**UNIT-4**

9. Explain about Accounts Info.
10. Explain about Inventory Info.

**VERY SHORT ANSWERS:**

**UNIT-1**

1. What is an Accounting?
2. Shut Company.

**UNIT-2**

3. What is Voucher?
4. What is Ledger?
5. Balance Sheet

**UNIT-3**

6. Stock Categories
7. Budget.
8. Stock Summary.

**UNIT-4**

9. Ratio Analysis.
10. Stock Item
11. Stock Groups

***P. R.GOVT. COLLEGE (AUTONOMOUS), KAKINADA***

***SCHEME OF VALUATION (w.e.f. 2019-20)***

***III B.Com-CA Elective I***

**Course Code: CP6313A**

**SCHEME OF VALUATION FOR PRACTICAL – PAPER-IV**

**Subject: Programming in Tally**

**Practical/Laboratory – IV**

**Marks: 50**

1. Internal 15 Marks
2. External 35Marks

***P. R.GOV'T. COLLEGE (AUTONOMOUS), KAKINADA***

***PRACTICALS (w.e.f 2019-20)***

***III B.Com -CA***

**Programming in Tally- Elective I – Paper IV**

**Course Code: CP6313A**

**Experiments using Tally**

1. Company Creation
2. Ledger creation
3. Vouchers
4. Final accounts
5. Report generation



