

SVR GOVERNMENT DEGREE COLLEGE, NIDADAVOLE
TABLE-A - CURRICULAR PLAN - LECTURER WISE

Department: Computer Applications
 Name Of The Lecturer: M.Veera Kalyani

Year: 2023-2024
 Class: II B.Com(CA)

Semester -III
 Paper: III PROGRAMMING WITH C&C++

Serial Number	Week	Hours available	Syllabus Topic (as per the university)	Additional Input (or) Value Addition	Curricular Activity				Co-Curricular Activity				Remarks
					Activity	Hours allotted	Whether Conducted	If not Alternate date	Activity	Hours allotted	Whether conducted	If not Alternate date	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	August 3 rd Week	03	History of 'C' - Structure of C program - C character set, Tokens.	https://www.javatpoint.com/c-programming-language-tutorial	Assessment & Teaching	02							
		02	1. Write C programs for Fibonacci Series			02							

2	August 4 th Week	03	Constants, Variables, Keywords, Identifiers - C data types - C operators.	https://www.javatpoint.com/data-types-in-c	ICT & Digital Class Room (DCR)	03				01	
		02	2. Write C programs for Prime number			01					
3	September 1 st Week	03	Standard I/O in C - Applying if and Switch Statements.			03					
		02	3. Write C programs for Palindrome number		ICT & Digital Class Room				Assignment	01	
						01					
4	September 2 nd Week	03	Use of While, Do While and For Loops.	https://www.javatpoint.com/while-loop-in-c	ICT & Digital Class Room	03				Student Seminar	01
		02	4. Write C programs for Armstrong number.								
5	September 3 rd Week	03	Use of Break and Continue Statements - Array Notation and Representation		ICT & Digital Class Room	01					
		02	5. Write a 'C' program for multiplication of two matrices			03			Quiz	01	
						01					

October 4 th week	03	Basic concepts of Object Oriented Programming, Applications of C++, A simple C++ Program.		ICT & Digital Class Room	03				Student Seminar	01				
	02	11. Write a Program to add two matrices using dynamic constructor.			01									
November 1 st week	03	An example with Class, Structure of C++ Program, Creating source file, Compiling and Linking.	https://www.javatpoint.com/cpp-tutorial	ICT & Digital Class Room	03				Assignment	01				
	02	12. Write a Implement a class string containing the following functions a. Overload + operator to carry out the concatenation of strings			01									
November 2 nd week	03	Tokens, Keywords, Declaration of Variables, Dynamic initialization of variables.		ICT & Digital Class Room	03									
	02	13.. Write a Implement a class string containing the following function. b. Overload == operator to carry out the comparison of strings.			01				Student Seminar	01				

November 3 rd week	03	02	Specifying a Class Defining member functions, Function overloading. 14. Program to implement inheritance: a. single inheritance b. multiple inheritance.	ICT & Digital Class Room	03	01	Student Student Seminar	01				
November 4 th week	03	02	Operator overloading, Constructors and Destructors, Inheritance and types of Inheritance. 15. Program to implement inheritance: a. Hybrid inheritance Multilevel inheritance.	ICT & Digital Class Room	03	01	Student Seminar	01				
December 1 st week												

Mid-II

Signature of the Lecturer

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Signature of the Principal

SVR GOVERNMENT DEGREE COLLEGE, NIDAVAVOLE
TABLE-B-CURRICULAR PLAN - LECTURER WISE

Department: Computer Applications
 Name Of The Lecturer: M.Veeru Kalyani

Year: 2023-2024
 Class: II B.Com(CA)

Semester -III
 Paper: III PROGRAMMING WITH C&C++

Week	Hours available	Syllabus Topic (as per the university)	Additional Input (or) Value Addition	Curricular Activity				Co-Curricular Activity			
				Activity	Hours allotted	Whether Conducted	If not Alternate date	Activity	Hours allotted	Remarks	
2	3	4	5	6	7	8	9	10	11	12	
August 3 rd Week	03	History of 'C' - Structure of C program - C character set, Tokens.	https://www.javatpoint.com/c-programming-language-tutorial	Assessment & Teaching	02						
	02	1. Write C programs for Fibonacci Series			02						

2	August 4 th Week	03	Constants, Variables, Keywords, Identifiers – C data types - C operators. 2. Write C programs for Prime number	https://www.javatpoint.com/data-types-in-c	ICT & Digital Class Room (DCR)	03	01	01
3	September 1 st Week	03	Standard I/O in C - Applying if and Switch Statements. 3. Write C programs for Palindrome number		ICT & Digital Class Room	03	01	Assignment 01
4	September 2 nd Week	03	Use of While, Do While and For Loops. 4. Write C programs for Armstrong number.	https://www.javatpoint.com/while-loop-in-c	ICT & Digital Class Room	03	01	Student Seminar 01

September 4 th Week	03	Use of Break and Continue Statements - Array Notation and Representation 5. Write a 'C' program for multiplication of two matrices	ICT & Digital Class Room	03			Quiz	01	
	02	Manipulating Array Elements - Using Multi-Dimensional Arrays. 6. Write a 'C' program for multiplication of two matrices	ICT & Digital Class Room	03			Assignment	01	
	03	Declaration and Initialization of String Variables - String Handling Functions. Defining Functions - Function 7. Write a 'C' program to swap numbers	ICT & Digital Class Room	03			Group Discussion	01	
October 1 st week	02			01					

8	October 2 nd week								
9	October 3 rd week	03	Call - Call By Value, Call By Reference – Recursion. 9. Write a 'C++' program to perform addition of two complex numbers using constructor	https://www.javatpoint.com/cpp-tutorial	ICT & Digital Class Room	03		Student Seminar	01
		02	8. Write a 'C' program to calculate factorial using recursion			01			
10	October 4 th week	03	Basic concepts of Object Oriented Programming, Applications of C++, A simple C++ Program.	ICT & Digital Class Room	03		Student Seminar	01	
		02	11. Write a Program to add two matrices using dynamic constructor.		01				

November 1 st week	03	An example with Class, Structure of C++ Program, Creating source file, Compiling and Linking.	https://www.javapoint.com/cpp-tutorial	ICT & Digital Class Room	03		Assignment	01	
November 2 nd week	02	12. Write a Implement a class string containing the following functions a. Overload + operator to carry out the concatenation of strings		ICT & Digital Class Room	03		Elocution	01	
	03	Tokens, Keywords, Declaration of Variables, Dynamic initialization of variables. 13. Write a Implement a class string containing the following function.		ICT & Digital Class Room	01				
	02	b. Overload == operator to carry out the comparison of strings.							

SVR GOVERNMENT DEGREE COLLEGE, NIDADAVOLE
TABLE-A - CURRICULAR PLAN - LECTURER WISE

Department: Computer Applications
 Name of the Lecturer: M.Veera Kalyani

Year: 2023-2024
 Class: III B.COM (CA)

SEM-V
 Paper: 6-C Mobile Application Development

Week	Hours available	Syllabus Topic (as per the university)	Additional Input (or) Value Addition	Curricular Activity				Co-Curricular Activity				Remarks
				Activity	Hours allotted	Whether Conducted	If not Alternate date	Activity	Hours allotted	Whether conducted	If not Alternate date	
2	3	4	5	6	7	8	9	10	11	12	13	14
October 2023 1st Week	05	Introduction to Android ,open headset alliance, Android Ecosystem Need of Android	http://www.w.apprivedu.com	Assessment & Teaching				QUIZ				
October 2023 2nd Week	05	Features of Android Tools and software required for developing an Application		ICT & Digital Class Room (DCR)	04			Group Discussion	01			

3	October 2023 3rd Week	05	operating system, java JDK, Android SDK Android development tools 1. Demonstrate mobile technologies and devices	https://www.udacity.com/course/developing-android-appsfundamentals--ud853-nd	ICT & Digital Class Room	04				Assignment	01		
4	October 2023 4th Week	05	Android virtual devices steps to install Android virtual devices steps to install		ICT & Digital Class Room	04				Student Seminar	01		
5	November 2023 1st Week	05	configure Android studio and sdk Android activities control flow 2. Demonstrate Android platform and applications overview	https://www.udacity.com/course/developing-android-appsfundamentals--ud853-nd	ICT & Digital Class Room	04				Assignment	01		
6	November 2023 2nd Week	05	directory structure components of a screen fundamental UI design linear layout, absolute layout		ICT & Digital Class Room	04				Student Seminar	01		

November 2023 3rd Week	05	table layout text view edit text button, image button 3. Working with texts . shapes, buttons and lists		ICT & Digital Class Room	04					Student Seminar 01					
November 2023 4th Week	Mid-1														
November 2023 5th Week	05	radio button radio group, check box, and progress bar list view		ICT & Digital Class Room	04					Student Seminar 01					
December 2023 1st Week	05	grid view, image view, scroll view time 4. Develop a calculator application	http://www.apinventor.mit.edu/	ICT & Digital Class Room	04					World computer literacy day 01					
December 2023 2nd Week	05	date picker toast android platform services		ICT & Digital Class Room	04					Student Seminar 01					

12	Decemb er 2023 3rd Week	05	Android system Architecture Android Security model	ICT & Digital Class Room	04			Student Seminar	01		
13	Decemb er 2023 4th Week	05	Introduction of MIT App Inventor Application Coding	ICT & Digital Class Room	04			Charles Babbage birth anniversary	01		
14	Decemb er 2023 5th Week	05	Programming Basics & Dialog Audio & Video file 5. Implement an application that creates a alarm clock	ICT & Digital Class Room	04			Assignment	01		
15	January 2024 1st week	05	REVISION	ICT & Digital Class Room	04			Student Seminar	01		
16	January 2024 2nd Week										

MID-II

7

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SVR GOVERNMENT DEGREE COLLEGE, NIDADAYOLE
TABLE-B-CURRICULAR PLAN - LECTURER WISE

Department: Computer Applications
 Name of the Lecturer: M.Veera Kalvani

Year: 2022-2023
 Class: III B.COM (CA)

SEM-V
 Paper: 6-C Mobile Application Development

Week	Hours available	Syllabus Topic (as per the university)	Additional Input (or) Value Addition	Curricular Activity				Co-Curricular Activity		
				Activity	Hours allotted	Whether Conducted	If not Alternate date	Activity	Hours allotted	Remarks
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October 2023 1st Week	05	Introduction to Android, open headset alliance, Android Ecosystem Need of Android	http://www.appinventor.mit.edu/	Assessment & Teaching	04			QUIZ	01	
October 2023 2nd Week	05	Features of Android Tools and software required for developing an Application		ICT & Digital Class Room (DCR)	04			Group Discussion	01	

3	October 2023 3rd Week	05	operating system, java JDK, Android SDK Android development tools 1. Demonstrate mobile technologies and devices	https://www. udacity.com/ course/developing- android- appsfundam entals-- nd853-nd	ICT & Digital Class Room	04			Assignment	01
4	October 2023 4th Week	05	Android virtual devices steps to install Android virtual devices steps to install		ICT & Digital Class Room	04			Student Seminar	01
5	November 2023 1st Week	05	configure Android studio and sdk Android activities control flow 2. Demonstrate Android platform and applications overview	https://www. udacity.com/ course/developing- android- appsfundam entals-- nd853-nd	ICT & Digital Class Room	04			Assignment	01
6	November 2023 2nd Week	05	directory structure components of a screen fundamental UI design linear layout, absolute layout		ICT & Digital Class Room	04			Student Seminar	01
7	November 2023 3rd Week	05	table layout text view edit text button, image button 3. Working with texts , shapes, buttons and lists		ICT & Digital Class Room	04			Student Seminar	01

November 2023 4th Week									
Mid-1									
November 2023 5th	05	radio button radio group, checkbox, and progress bar list view		ICT & Digital Class Room	04			Student Seminar	01
December 2023 1st Week	05	grid view, image view, scroll view time 4. Develop a calculator application	http:// www.a ppinve ktor.m it.edu/	ICT & Digital Class Room	04		World computer literacy day	01	
December 2023 2nd Week	05	date picker toast android platform services		ICT & Digital Class room	04		Student Seminar	01	
December 2023 3rd Week	05	Android system Architecture Android Security model		ICT & Digital Class Room	04		Student Seminar	01	
December 2023 4th Week	05	Introduction of MIT App Inventor Application Coding		ICT & Digital Class Room	04		Charles Babbage birth anniversary	01	

SVR GOVERNMENT DEGREE COLLEGE, NIDADAVOLE
TABLE-A - CURRICULAR PLAN - LECTURER WISE

Department: Computer Applications
 Name of the Lecturer: M.Veera Kalyani

Year: 2022-2023
 Class: III B.COM (CA)

SEM-V
 Paper: 7.C: Cyber Security and Malware Analysis

Week	Hours available	Syllabus Topic (as per the university)	Additional Input (or) Value Addition	Curricular Activity				Co-Curricular Activity				Remarks
				Activity	Hours allotted	Whether Conducted	If not Alternate date	Activity	Hours allotted	Whether conducted	If not Alternate date	
2	3	4	5	6	7	8	9	10	11	12	13	14
October 2023 1st Week	05	Computer Network Basics, Computer network types, OSI Reference model		Assessment & Teaching				QUIZ				

2	October 2023 2nd Week	05	TCP/IP Protocol suite, Difference between OSI and TCP/IP. What is cyber, cyber-crime and cyber-security, All Layer wise attacks		ICT & Digital Class Room (DCR)	04			Group Discussion	01		
3	October 2023 3rd Week	05	Networking devices: router, bridge, switch, server, firewall. How to configure: router How to create LAN		ICT & Digital Class Room	04			Assignment	01		
4	October 2023 4th Week	05	Introduction to the components of the framework, Cyber security Framework Tiers, What is NIST Cyber security framework		ICT & Digital Class Room	04			Student Seminar	01		
5	November 2023 1st Week	05	Features of NIST Cyber security framework, Functions of NIST Cyber security framework, 1. Configure a LAN by using a switch		CT & Digital Class Room	04			Assignment	01		

November 2023 2nd Week	05	Turn the NIST Cyber security Framework into Reality/ implementing the framework 2. Configure a LAN by using Router		ICT & Digital Class Room	04				Student Seminar	01				
November 2023 3rd Week	05	What is OWASP? OWASP Top 10 Vulnerabilities ❖ Injection ❖ Broken authentication ❖ Sensitive Data Exposure		ICT & Digital Class Room	04				Student Seminar	01				
November 2023 4th Week		Mid-1												
November 2023 5th	05	❖ XML External Entities (XXE) ❖ Broken Access Control ❖ Security Misconfiguration 3. Perform the packet sniffing mechanism by download the "wire shark" tool and extract the		ICT & Digital Class Room	04				Student Seminar	01				

December 2023 3rd Week	05	CYBER SECURITY: Legal Perspectives Cybercrime and the legal landscape around the world		ICT & Digital Class Room	04				Student Seminar	01				
December 2023 4th Week	05	Indian IT ACT 2000 --Cybercrime and Punishments 4. Perform an SQL Injection attack and its preventive measure to avoid Injection attack		ICT & Digital Class Room	04				Charles Babbage birth anniversary	01				
December 2023 5th Week	05	Challenges to Indian law and cybercrime scenario in India		ICT & Digital Class Room	04				Assignment	01				
January 2024 1st week	05	REVISION		ICT & Digital Class Room	04				Student Seminar	01				
January 2024 2nd Week	MID-II													

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12	December 2023 3rd Week	05	CYBER SECURITY: Legal Perspectives Cybercrime and the legal landscape around the world		ICT & Digital Class Room	04				Student Seminar	01		
13	December 2023 4th Week	05	Indian IT ACT 2000 --Cybercrime and Punishments 4. Perform an SQL Injection attack and its preventive measure to avoid Injection attack		ICT & Digital Class Room	04				Charles Babbage birth anniversary	01		
14	December 2023 5th Week	05	Challenges to Indian law and cybercrime scenario in India		ICT & Digital Class Room	04				Assignment	01		
15	January 2024 1st week	05	REVISION		ICT & Digital Class Room	04				Student Seminar	01		
16	January 2024 2nd Week	MID-II											

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SVR GOVERNMENT DEGREE COLLEGE, NIDAVOILE
TABLE-B- CURRICULAR PLAN - LECTURER WISE

Department: Computer Applications
 Name of the Lecturer: M.Veera Kalyani

Year: 2022-2023
 Class: III B.COM (CA)

SEM-V
 Paper :7-C: Cyber Security and Malware Analysis

Week	Hours available	Syllabus Topic (as per the university)	Additional Input (or) Value Addition	Curricular Activity				Co-Curricular Activity		
				Activity	Hours allotted	Whether Conducted	If not Alternate date	Activity	Hours allotted	Remarks
2	3	4	5	6	7	8	9	10	11	12
October 2023 1st Week	05	Computer Network Basics, Computer network types, OSI Reference model		Assessment & Teaching		04		QUIZ	01	

2	October 2023 2nd Week	05	TCP/IP Protocol suite, Difference between OSI and TCP/IP, What is cyber, cyber-crime and cyber-security. All Layer wise attacks		ICT & Digital Class Room (DCR)	04			Group Discussion	01
3	October 2023 3rd Week	05	Networking devices: router, bridge, switch, server. firewall, How to configure: router How to create LAN		ICT & Digital Class Room	04			Assignment	01
4	October 2023 4th Week	05	Introduction to the components of the framework, Cyber security Framework Tiers, What is NIST Cyber security framework		ICT & Digital Class Room	04			Student Seminar	01
5	November 2023 1st Week	05	Features of NIST Cyber security framework, Functions of NIST Cyber security framework, 1. Configure a LAN by using a switch		CT & Digital Class Room	04			Assignment	01

November 2023 2nd Week	05	Turn the NIST Cyber security Framework into Reality/ implementing the framework 2. Configure a LAN by using Router		ICT & Digital Class Room	04				Student Seminar	01	
November 2023 3rd Week	05	What is OWASP? OWASP Top 10 Vulnerabilities ❖ Injection ❖ Broken authentication ❖ Sensitive Data Exposure		ICT & Digital Class Room	04				Student Seminar	01	
November 2023 4th Week	Mid-1										
November 2023 5th	05	❖ XML External Entities (XXE) ❖ Broken Access Control ❖ Security Misconfiguration 3. Perform the packet sniffing mechanism by download the "wire shark" tool and extract the		ICT & Digital Class Room	04				Student Seminar	01	

SVR GOVERNMENT DEGREE COLLEGE, NIDADAVOLE

TABLE-A-CURRICULAR PLAN - LECTURER WISE

Department: **COMPUTER APPLICATIONS**

Year: **2023-2024**

Name of the Lecturer: **M.VEERA KALYANI**

Class: **II BCOM (CA)**

SEMESTER-IV

Paper: **IV DATA BASE MANAGEMENT SYSTEMS**

Week	Hours available	Syllabus Topic (as per the university)	Additional Input (or) Value Addition	Curricular Activity				Co-Curricular Activity				Remarks
				Activity	Hours allotted	Whether Conducted	If not Alternate date	Activity	Hours allotted	Whether Conducted	If not Alternate date	
2	3	4	5	6	7	8	9	10	11	12	13	14
January 1 st Week	02	03 Introduction, Data and Information, Database, Database Management System 1. Introduction to SQL queries, DDL commands.	https://www.javaポイント.com/dbms-tutorial	Teaching Practical	03 02	Yes						
January 2 nd Week	03	03 Objectives of DBMS, Evolution of Database Management System.	https://www.javaポイント.com/dbms-tutorial	Teaching Practical	03 02	Yes						
January 3 rd Week	02	02 2. DML Commands.		Teaching Practical	03 02	Yes		Assignment-1				
January 4 th Week	03	03 Classification of Database Management System. 3. Create Department table		Teaching Practical	03 02	Yes						

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April 3 rd Week	03	Functions, Packages, Exceptions Handling, Database Triggers, Types of triggers.	https://www.javatpoi nt.com/pl-sql-trigger	Teaching Practical	03 02	Yes	-	Mid-II					
April 4 th Week	03 02	RIVISION		Revision	03 02	Yes	-						

M. V. Velupillai
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B. I. S.
Signature of the Dept. H/c

T. J. S. K.
Signature of the Principal

SVR GOVERNMENT DEGREE COLLEGE, NIDAVOILE

TABLE-B-CURRICULAR PLAN - LECTURER WISE

Department: **COMPUTER APPLICATIONS**

Year: **2023-2024**

Name of the Lecturer: **M.VEERA KALYANI**

Class: **II BCOM (CA)**

SEMESTER-IV

Paper: **IV DATA BASE MANAGEMENT SYSTEMS**

Serial Number	Week	Hours available	Syllabus Topic (as per the university)	Additional Input (or) Value Addition	Curricular Activity				Co-Curricular Activity		Remarks
					Activity	Hours allotted	Whether Conducted	If not Alternate	Activity	Hours allotted	
1	2	3	4	5	6	7	8	9	10	11	12
1	January 1 st Week	02	Introduction, Data and Information, Database, Database Management System 1. Introduction to SQL queries, DDL commands.	https://www.javatpoint.com/dbms-tutorial	Teaching Practical	03 02	Yes				
2	January 2 nd Week	03 02	Objectives of DBMS, Evolution of Database Management System. 2. DML Commands.	https://www.javatpoint.com/dbms-tutorial	Teaching Practical	03 02	Yes				
3	January 3 rd Week	03 02	Classification of Database Management System. 3. Create Department table		Teaching Practical	03 02	Yes		Assignment-I		
4	January 4 th Week	03 02	File Based System, Drawbacks of File-Based System, DBMS Approach. 4. Create Employee table		Teaching Practical	03 02	Yes				

5	February 1 st Week	03	02	Advantage of DBMS, Data Models, Components of Database System. 5. Add columns to the table with appropriate columns		Teaching	03	Yes	-			
		03		Database Architecture, DBMS Vendors and their products.	https://www.tutorialspoint.net/2021/09/dbms-vendors-and-their-products.html	Teaching	03		-			
6	February 2 nd Week	02		6. Add columns to the table with appropriate columns and add additional columns to the table		Practical	02	Yes	-			
		03		Introduction, The Building Blocks of an Entity-Relationship, Classification of Entity Set.		Teaching	03	Yes	-	Assignment-2		
7	February 3 rd Week	02		7. Basic column should not be null	https://www.java-point.com/dbms-generalization	Teaching	03	Yes	-	Mid-1		
		03		Attribute Classification, Relationship and Generalization and Specialization.		Practical	02					
8	February 4 th Week	02		8. add constraint that basic should not be less than 5000		Teaching	03	Yes	-	Assignment-3		
		03		Aggregation and Composition, CODD's Rules, Relational Data Model, Concept of Relational Integrity.		Practical	02					
9	March 1 st Week	02		9. Calculate HRA, DA, Gross and net by using PL/SQL program.		Teaching	03	Yes	-			
		03		Introduction, History of SQL Standards, Commands in SQL, Data types in SQL.		Practical	02			Group Discussion		
10	March 2 nd Week	02		10. The percentage of HRA and DA are to be stored separately.								

11	March 3 rd Week	02	03	Data Definition Language (DDL), Selection Operation Projection Operation, Aggregate Functions, Data Manipulation Language 11. When the DA becomes more than 100%, a message has to be generated and With user permission has to be merged with basic.	https://www.javapoint.com/sql-tutorial	Teaching Practical	03	02	Yes	-	Quiz		
12	March 4 th Week	02	03	Table Modification, Table Truncation, Imposition of Constraints, Set Operations.		Teaching Practical	03	02	Yes	-	Student Seminar		
13	April 1 st Week	02	03	Introduction, Structure of PL/SQL, PL/SQL language Elements, Data Types, Control Structure.	https://www.javapoint.com/sql-data-types	Teaching Practical	03	02	Yes	-	Assignment-4		
14	April 2 nd Week	02	03	Steps to Create a PL/SQL Program, Iterative Control Cursors, Steps to Create a Cursor, Procedure		Teaching Practical	03	02	Yes	-	Student Seminar		
15	April 3 rd Week	02	03	Functions, Packages, Exceptions Handling, Database Triggers, Types of triggers.	https://www.javapoint.com/pl-sql-trigger	Teaching Practical	03	02	Yes	-	Mid-II		
16	April 4 th Week	02	03	RIVISION		Revision	03	02	Yes	-			

Signature of the Lecturer

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SVR GOVERNMENT DEGREE COLLEGE, NIDAVAOLE
TABLE-A-CURRICULAR PLAN - LECTURER WISE

Year: 2023-2024

Class: I B.com (CA) SEM-II

Paper: II Office Automation Tools

Department: **COMPUTER APPLICATIONS**
 Name of the Lecturer: **M.VEERA KALYANI**

Week	Hours available	Syllabus Topic (as per the university)	Additional Input Value Addition	Curricular Activity				Co-Curricular Activity				Remarks
				Activity	Hours Allotted	Whether Conducted	If not Alternate date	Activity	Hours allotted	Whether conducted	If not Alternate date	
2	3	4	5	6	7	8	9	10	11	12	13	14
February 1 st Week	03	Introduction to MS Office & MS Word: MS-Word: Features of MS-Word, MS-Word Window components, working with formatted text, Shortcut keys, Formatting documents: Selecting text, Copying & moving data	https://www.javaonline.com/10-format-font-size-in-ms-word	Teaching	03							
	02	1) Design a visiting card for Managing Director of a company as per the following specification.		Practical								
	03	, Formatting characters, changing cases, Paragraph formatting, Indents, Drop Caps, Using format painter, Page formatting, Header & footer, Bullets & numbering, Tabs, Formatting tables, Finding & replacing text, go to(F5) command.		Teaching	03			Student Seminar				
February 2 nd Week												

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<p>3. The following information is being furnished to you for your information only. It is not intended to constitute an offer of insurance or any other financial product. Please read this information carefully before making any decision.</p>		
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9	April 1 st Week	03	02	Formatting worksheet, Functions and its parts, Some useful Functions in Excel (SUM, AVERAGE, COUNT, MAX, MIN, IF), 9) Calculate the net pay of the employees following the conditions below.		Teaching	03			Assignment			
10	April 2 nd Week	03	02	Ms-Excel Advanced Features: Cell referencing (Relative, Absolute, Mixed), What-if analysis, 10) The ABC Company shows the sales of different product For 5 years. Create BAR Graph, 3D and Pie chart		Teaching	03						
11	April 3 rd Week	03	02	Introduction to charts: types of charts, creation of charts, printing a chart, printing worksheet – Sort – Filters – View Menu. 11) Create a suitable examination data base and find the sum of the marks (total) of each student and respective, class secured by the student.		Teaching	03						
12	April 4 th Week	03	02	Ms-PowerPoint and its Applications: MS-Power Point: Features of Power Point, Uses, components of slide, templates and wizards, using template, choosing an auto layout. 12) Extract records for department tin Accounts and Salary > 10000 Sort the data by salary with the department using "sort commands". Calculate total salary for a ch department using Subtotals.	https://www.javapoint.com/free-ms-office-certification-online	Teaching	03			Assignment			
13	May 1 st Week	03	01	using outlines, adding sub headings, editing text, formatting text, using master slide, adding slides, changing color scheme, changing background and shading, adding header and footer, adding cliparts		Teaching	03						

	02	and auto shapes. 13) Enter the following data in to the sheet. Apply the conditional formatting for marks 35 below Red 35 to 50 Blue 51 to 70 Green 71 to 100 Yellow		Practical															
May 2 nd Week	03	Various presentation, Working in slide sorter view(deleting, duplicating, rearranging slides),adding transition and animations to slide show, inserting music or sound on a slide, viewing slide show ,Printing slides.	https://www.javatpoint.com/free-office-certification-online	Teaching	03														
	02	14) Create a presentation using templates. 15) Create a Custom layout or Slide Master for professional presentation.		Practical	02														
	03	adding transition and animations to slide show, inserting music or sound on a slide, viewing slide show ,Printing slides		Teaching	03														
May 3 rd Week	02	16) Create a presentation with slide transitions and animation effects. 17) Create a table in PPT and apply graphical representation.		Practical	01						Mid-2								

Signature of the Lecturer

B. L. G.
Signature of the Dept. I/c

Signature of the Principal

OSVR GOVERNMENT DEGREE COLLEGE, NIDADAVOLE
TABLE-B-CURRICULAR PLAN - LECTURER WISE

Department: **COMPUTER APPLICATIONS**

Year: **2023-2024**

SEM-II

Name of the Lecturer: **M.VEERA KALYANI**

Class: **I B.com (CA)**

Paper: II Office Automation Tools

Serial Number	Week	Hours available	Syllabus Topic (as per the university)	Additional Input (or) Value Addition	Curricular Activity				Co-Curricular Activity		
					Activity	Hours Allotted	Whether Conducted	If not Alternate date	Activity	Hours allotted	Remarks
1	2	3	4	5	6	7	8	9	10	11	12
1	February 1 st Week	03	Introduction to MS Office & MS Word: MS-Word: Features of MS-Word, MS-Word Window components, working with formatted text, Shortcut keys, Formatting documents: Selecting text, Copying & moving data	https://www.javaipoint.com/to-format-font-size-in-ms-word	Teaching	03					
		02	1) Design a visiting card for Managing Director of a company as per the following specification.		Practical						
		03	. Formatting characters, changing cases, Paragraph formatting, Indents, Drop Caps, Using format painter, Page formatting, Header & footer, Bullets & numbering, Tabs, Forming tables. Finding & replacing text, go to(F5) command.		Teaching	03					
2	February 2 nd Week								Student Seminar		

		02	2) Create a table with following columns and display the result in separate cells for the following		Practical	0					
		03	Proofing text (Spell-check, Auto correct), Forming tables, Finding & replacing text, go to(F5) command, proofing text (Spell-check, Auto correct)	https://www.javaoint.com/to-change-page-orientation-in-ms-word	Teaching	03			Assignment		
3	February 3 rd Week	02	3) Prepare an advertisement to a company requiring software professional with the following		Practical	01					
		03	Difference between Wizard and Template - Customize the Quick Access Tool Bar - Macros: Purpose - Creating Macro - Using Macro - Storing Macro	https://www.javaoint.com/to-create-first-time-line-indent-in-ms-word	Teaching	03					
4	February 4 th Week	02	4) Create a letter having following specifications > Name of the company on the top of the page2 with big font and good style > Phone no, Fax no and E-mail address with symbols. > Main products manufactured by the company > Slogans if any should be specify in bold at the bottom		Practical	01			Quiz		
		03	Inserting pictures: From Computer, Online Pictures - Insert 3d Models - Insert Shapes - Insert Text Box - Insert Equation, Hyperlinks.		Teaching	03					
5	March 1 st Week	02	5) Create two pages of curriculum vitae of a graduate with the following specifications > Table to show qualifications with proper headings > Appropriate left and right margins > Format 1/2 page using two-		Practical	01			Group Discussion		

		column approach about yourself							
		<ul style="list-style-type: none"> > Name on each page at the top right side > o Page no. in the footer on the right side. 							
March 2 nd Week	02	<p>6) Write a macro format documents below</p> <ul style="list-style-type: none"> > Linespacing "2" (double) > Paragraph indent 0.1 > Justification formatting style > Arial font and Bold of 14 pt-size 	Practical	01			Student Seminar		
	03	<p>Introduction to MS Excel & its features: MS-Excel: Excel Features, Spreadsheets, workbooks, creating, saving & editing workbook.</p>	Teaching	03			Mid-I		
March 3 rd Week	02	<p>7) Create a letter as the main document and create 10 records for the 10 persons using mail merge to create a letter for selected persons among 10.</p>	Practical	01					
	03	<p>Renaming sheet, cell entries (numbers, labels, and formulas), spell check, find and replace, Adding and deleting rows and columns Filling series, fill with drag, data sort,</p>	Teaching	03			Assignment		
March 4 th Week	02	<p>8) Create an electronic spread sheet in which you enter the following decimal numbers and convert the mint octal, Hexa decimal and binary numbers and vice-versa.</p> <ul style="list-style-type: none"> > Decimal Numbers: 35, 68, 95, 78, 165, 225, 355, 375, 465 > Binary Numbers: 101, 1101, 111101, 111111, 100 01, 11101111 	Practical	01					

9	April 1 st Week	03	02	Formatting worksheet, Functions and its parts, Some useful Functions in Excel (SUM, AVERAGE, COUNT, MAX, MIN, IF), 9) Calculate the net pay of the employees following the conditions below.		Teaching	03			Assignment	
10	April 2 nd Week	03	02	Ms-Excel Advanced Features: Cell referencing (Relative, Absolute, Mixed), What-if analysis, 10) The ABC Company shows the sales of different products for 5 years. Create BAR Graph, 3D and Pie chart Introduction to charts: types of charts, creation of charts, printing a chart, printing worksheet – Sort – Filters – View Menu.		Teaching	03				
11	April 3 rd Week	03	02	11) Create a suitable examination data base and find the sum of the marks (total) of each student and respective, class secured by the student. Ms-PowerPoint and its Applications: MS-Power Point: Features of Power Point, Uses, components of slide, templates and wizards, using template, choosing an auto layout.		Teaching	03			Assignment	
12	April 4 th Week	03	02	12) Extract records for department in Accounts and Salary > 10000 Sort the data by salary with the department using "sort commands", Calculate total salary for a department using Subtotals.	https://www.javapoint.com/free-office-certification-online	Practical	01				
13	May 1 st Week	03		using outlines, adding sub headings, editing text, formatting text, using master slide, adding slides, changing color scheme, changing background and shading, adding header and footer, adding cliparts		Teaching	03				
							01				

		02	and auto shapes. 13) Enter the following data in to the sheet. Apply the conditional formatting for marks 35 below Red 35 to 50 Blue 51 to 70 Green 71 to 100 Yellow						
		03	Various presentation, Working in slide sorter view(deleting, duplicating, rearranging slides),adding transition and animations to slide show, inserting music or sound on a slide, viewing slide show ,Printing slides. 14) Create a presentation using templates. 15) Create a Custom layout or Slide Master for professional presentation.	https://www.javatpoint.com/free-e-ms-office-certification-online	Teaching	03			
14	May 2 nd Week	02	adding transition and animations to slide show, inserting music or sound on a slide, viewing slide show ,Printing slides 16) Create a presentation with slide transitions and animation effects. 17) Create a table in PPT and apply graphical representation.		Practical	02			
		03			Teaching	03			
15	May 3 rd Week	02			Practical	01		Mid-2	

Signature of the Lecturer

B.18
Signature of the Dept. In-charge

Signature of the Principal