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Subject Name	B.COM II SEM 2024-25	L	T	P	Credit
<b>24BCOM060 - CORPORATE ACCOUNTING</b>		3	0	0	3

### Course Objectives:

- To help the students to develop accounting in organization financial statements
- To enable students to describe how people analyze the corporate financial situation under different conditions and understand why people describe the financial statements in different manners.
- To provide the students to analyze specific characteristics of Companies Accounting and their future action for expenses and income
- To enable students to synthesize related information and evaluate options for most logical and optimal solution

### Course Outcomes: CO's

After completion of this course students will able to:

1. Understand the fundamental concepts of corporate accounts.
2. Understand the ideas and standards in preparing the accounts of companies..
3. Apply the corporate accounting knowledge in the practical applications of liquidation of companies and goodwill valuation.
4. Analyze Financial Statements (Profit & Loss Account, Balance Sheet, Etc.) And Case Study of Major Amalgamations of Companies
5. Analyze the impact of mergers on companies accounts and procedure of internal reconstruction.

### Articulation Matrix

*(Program Articulation Matrix is formed by the strength of correlation of COs with POs and PSOs. The strength of correlation is indicated as 3 for substantial (high), 2 for moderate (medium) correlation, and 1 for slight (low) correlation)*

CO/PO/PSO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PSO 0	PSO 1	PSO 2
CO1												
CO2												
CO3												
CO4												
CO5												

High-3 Medium-2 Low-1

### Unit 1: Shares

**9 Hours**

Meaning. Types of Shares, Issue of Shares, Forfeitures and Re-issue of Shares, Preference Shares, Redemption of Preference Shares, Corporate Social Responsibility.

### Unit 2: Debentures

**9 Hours**

Meaning of Debenture, Types of Debenture, Issue and Methods of Redemption of Debentures, Profit Loss Account and Balance Sheet of the Company

### Unit 3: Liquidation

**9 Hours**

Calculations of Profit and loss prior and post incorporation, Liquidation of company, Accounting for liquidation of Companies. **Goodwill:** Concept, Types, Characteristics/Nature,

Valuation of Goodwill, Valuation of Shares.

## **Unit 4: Holding and Subsidiary Company**

**9 Hours**

Meaning of Holding and Subsidiary Company, Preparation of Consolidated Balance sheet of a holding company with one subsidiary company.

## **Unit 5: Mergers and Acquisition**

**9 Hours**

Accounting for Merger as per AS 14, Internal Reconstruction of a company as per Indian Accounting Standard 14.

## **LEARNING RESOURCES BOOKS**

- J.R.Monga, Basic Corporate Accounting, Mayur paperbacks, New Delhi
- Nirmal Gupta, Chhavi Sharma, Corporate Accounting theory and practice, Ane books pvt Ltd
- M.C. Shukla, T.S. Grewal and S.C. Gupta, Corporate Accounting, S.Chand And co., New Delhi
- Ashok Sehgal and Deepak Sehgal, Advanced Accounting, Volume II, Taxman, New Delhi
- S.N. Maheshwari and S.K. Maheshwari, Corporate Accounting, Vikas Publication, New Delhi
- Mukherjee and Hanif, Corporate Accounting, Tata McGraw Hill, New Delhi

**Prepared by:**

**Academic Coordinator**

**HOD**

**Senior Faculty Member  
Appointed by DOAA**

<b>Subject Name</b>	<b>B.COM II SEM 2024-25</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>Credit</b>
<b>24 BCOM070 – Principles of Economics</b>		3	0	0	3

**Course Objectives:**

- The purpose of this course is to apply micro economic concepts and tools for analyzing business problems.
- To make students aware of cost concepts.
- To make accurate decisions pertaining to individual firms.
- To understand tools and techniques of micro economics.
- To make the student understand market structure and dynamics

**Course Outcomes (COs):**

1. Understand the nature and concept of business economics.
2. Apply the demand and elasticity concept in the business world.
3. Apply the various laws of production function in the real world.
4. Analyze the cost, volume profit and economies of scale.
5. Analyze the market structure for price determination and strategy formulation.

**Articulation Matrix**

*(Program Articulation Matrix is formed by the strength of correlation of COs with POs and PSOs. The strength of correlation is indicated as 3 for substantial (high), 2 for moderate (medium) correlation, and 1 for slight (low) correlation)*

CO/PO/PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PSO10	PSO1	PSO2
CO1												
CO2												
CO3												
CO4												
CO5												

High-3 Medium-2 Low-1

**Unit-I: Business Economics Nature**

**9 Hours**

Introduction to business Economics-Characteristics-Nature and scope concept of opportunities Cost- Incremental Cost- Time perspective-Discounting and Equi-Marginal Principle.

**Unit-II: Demand and Elasticity**

**9 Hours**

Concept of Demand Determinants of Demand- Law of Demand- Exception to the law of demand- Elasticity of Demand- Types of demand elasticity- Uses of demand elasticity Concept of Supply- Determinants of Supply-Law of Supply-Elasticity of Supply.

**Unit-III: Production and Cost Concept**

**9 Hours**

Theory of production- Production function- Input output combination-Short run production laws, Law of diminishing marginal returns to scale- ISO-quant curves, ISO-cost curves

**Unit-IV: Budget Line**

**9 Hours**

Cost concepts- Cost classification-CVP Analysis-short run cost curves and long run cost curves- Experience curve-Economies and diseconomies to the scale- Economies of scope.

**Unit-V: Market Structure and Pricing**

**9 Hours**

Concept of market structures- Perfect competition market and price determination- Monopoly and abnormal profits- Monopolistic Competition-Price Discrimination-Oligopoly-Features of oligopoly- Syndicating in oligopoly-Kinked demand curve- Price leadership and market positioning.

**Reference(s)**

- Managerial Economics - Economic Tool for Today's Decision Makers: Paul G. Keat, Philip K. Y. Young and Sreejata Banerjee, Pearson Education, 6th Ed., 2013.
- Dwivedi DN, Managerial Economics, Vikas Publishing House
- Ahuja HL, Advanced Economic Theory, S.Chand & Sons
- Managerial Economics: Craig H. Petersen, W. Chris Lewis and Sudhir K. Jain, Pearson Education, 5th Ed., 2008.
- Managerial Economics – Foundations of Business Analysis and Strategy: Christopher R. Thomas and S. Charles Maurice, McGraw Hills, 10th Ed., 2011.

**Total 45 Hours**

**Prepared by:**

**Academic Coordinator**

**HOD**

**Senior Faculty Member  
Appointed by DOAA**

Subject Name	B.COM II SEM 2024-25	L	T	P	Credit
24 BCOM080 - Insurance Laws and Practices		3	0	0	3

**Course Objectives:**

- To acquaint students with the basic knowledge related to the insurance sector.
- To provide a platform for students to identify the various insurance needs of the society and industry in the current market scenario

**Course Outcomes (COs):**

1. Understand the concept of insurance in India.
2. Understand the formation of insurance and its principles.
3. Apply the laws of insurance in the insurance business.
4. Analyze the various categories of life insurance plans.
5. Analyze the types of non life insurance.

**Articulation Matrix**

*(Program Articulation Matrix is formed by the strength of correlation of COs with POs and PSOs. The strength of correlation is indicated as 3 for substantial (high), 2 for moderate (medium) correlation, and 1 for slight (low) correlation)*

CO/PO/PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PSO10	PSO1	PSO2
CO1												
CO2												
CO3												
CO4												
CO5												

High-3 Medium-2 Low-1

**Unit-I: Introduction**

**09 Hours**

Evolution & meaning of Insurance, need for insurance, nature, functions of insurance, Scope of Insurance, role in economic development.

**Unit-II: Contract of Insurance**

**09 Hours**

Contract of Insurance: types of Insurance contract, condition necessary for contract, Insurance documents: Proposal form, policy form, cover notes, certificate of insurance, endorsements, concept of partial insurance. Principles of Insurance

**Unit-III: IRDA**

**09 Hours**

Insurance Legislation and IRDA: The Insurance act 1938, salient features of IRDA Act, Role & Function of IRDA

**Unit-IV: Life Insurance**

**09 Hours**

Life Insurance: Classification of policies prevailing in market, Annuity, Mortality tables & role of LIC.

**Unit-V: Non Life Insurance**

**09 Hours**

Marine Insurance: Introduction, elements of general contract, policies, clauses, marine losses, payment of claims.

Fire Insurance: Introduction, elements of fire insurance, kind of policies, payment of claim under fire insurance, Re-insurance.

General insurance: Motor Insurance, health insurance, Catastrophe Insurance

**Reference(s):-**

- M N Mishra and S B Mishra, Insurance-Principles and Practice, S Chand Publishers, New Delhi.
- C L Tyagi and Madhu Tyagi, Insurance Law and Practice, Atlantic Publishers, New Delhi
- Gaurav Varshney, Insurance Laws, Lexis Nexis,
- Bharat's Insurance Laws, Bharat Law House, New Delhi.
- Study Material of ICSI on Insurance Law and Practice

**Total: 45 Hours**

**Prepared by:**

**Academic Coordinator**

**HOD**

**Senior Faculty Member  
Appointed by DOAA**



<b>Subject Name</b>	<b>B.COM II SEM 2024-25</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>Credit</b>
<b>24BCOM090 - Company Law</b>		3	0	0	3

**Course Objectives:**

- To understand the Preparation of the basic legal documents required for formation of a company.
- To Analyze the regulatory aspects and the broader procedural aspects involved in different types of companies covering the Companies Act, 2013 and Rules.
- To evaluate the framework of dividend distribution and develop understanding of the winding up process including Insolvency Resolution.

**Course Outcomes (COs):**

1. Understand the various concepts of Companies Act 2013.
2. Understand the various terminologies of shares and debentures.
3. Apply the various concepts of Corporate meetings and management of company.
4. Apply the managerial decisions in the corporate
5. Apply the winding up procedure for the closing of the company..

**Articulation Matrix**

*(Program Articulation Matrix is formed by the strength of correlation of COs with POs and PSOs. The strength of correlation is indicated as 3 for substantial (high), 2 for moderate (medium) correlation, and 1 for slight (low) correlation)*

CO/PO/PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PSO10	PSO11	PSO12
CO1												
CO2												
CO3												
CO4												
CO5												

High-3 Medium-2 Low-1

**Unit-I: Indian Companies Act, 2013**

**09 Hours**

**Introduction** – : Nature and Types of Companies, Conversion of Public Companies into Private Companies and Vice Versa. Formation, Promotion and Incorporation of Companies, Memorandum of Association; Article of Association; Prospectus.

**Unit-II: Shares and Debentures**

**09 Hours**

**Shares** : Types, Share Capital—Types; Allotment of Shares; Members—Categories, Modes of Acquiring Membership, Rights and Liabilities; Transfer and Transmission—Difference, Methods of Borrowing, Debentures, Mortgages and Charges—Fixed and Floating.

**Unit-III: Managerial Personal**

**09 Hours**

**Management** : Directors, Types and Number of Directors, Managing Director, Whole Time Director—Appointment, Qualifications and Disqualification, Duties, Vacation, Resignation and Removal,

**Unit-IV: Meetings and Resolutions**

**09 Hours**

Meeting - Statutory Meeting – Annual general meeting – Extraordinary general Meeting - Notice of meeting- Quorum- Proxy- Board of Directors Meeting- committee- Types of Committee- Corporate Social Responsibility committee. Resolutions – Ordinary & Special - Resolution requiring special notice.

**Unit-V: Winding up of Company**

**09 Hours**

Modes of winding up – winding up by the court – Voluntary winding up – Types – Members’ voluntary winding up – Creditors’ voluntary winding up. National company Law- Appellate Tribunal.

**Reference(s):-**

1. Jagota, R. (2021). Corporate Laws. New Delhi: Taxmann Pvt Ltd.
2. Kapoor, N. D. (2022). Corporate Laws. New Delhi: Sultan Chand.
3. Kaur. H. (2022). Company Law. New Delhi: Kitab Mahal.
4. Kuchhal, M. C. & Kuchhal, A. (2013). Company Law, Mahavir Publications..
5. Maheshwari, S. N., & Maheshwari, S. K. (2015). Elements of Corporate Laws. New Delhi: Himalaya Publishing House Pvt. Ltd.
6. Dr. S. M. SHUKLA K. JAIN, Company Law, SAHITYA BHAWAN PUBLICATIONS

**Total: 45 Hours**

**Prepared by:**

**Academic Coordinator**

**HOD**

**Senior Faculty Member  
Appointed by DOAA**

Subject Name	B.COM II SEM 2024-25	L	T	P	Credit
24 BCOM100 - Business Mathematics		4	0	0	4

**Course Objectives:**

- To understand the basic concepts of Mathematics.
- To demonstrate accurate translation of descriptive problems into mathematical formulae for solving business problems.

**Course Outcomes (COs):**

1. Understand the role of Mathematics in solving business problems.
2. Understand the use of equations, formulae and mathematical expressions and relationships in a variety of contexts.
3. Apply the mathematical skills in mathematically intensive areas in commerce such as finance and economics.
4. Apply the knowledge of mathematics in solving business problems.
5. Analyze the mathematical skills for developing new business models.

**Articulation Matrix**

*(Program Articulation Matrix is formed by the strength of correlation of COs with POs and PSOs. The strength of correlation is indicated as 3 for substantial (high), 2 for moderate (medium) correlation, and 1 for slight (low) correlation)*

CO/PO/PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PSO10	PSO1	PSO2
CO1												
CO2												
CO3												
CO4												
CO5												

High-3 Medium-2 Low-1

**Unit-I**

**12 Hours**

Ratio and its types, Proportion and its types, Percentage, Average

**Unit-II**

**12 Hours**

Simultaneous equations - meaning, characteristics, types and calculation, preparation of invoice.

**Unit-III**

**12 Hours**

Elementary Matrices -Definition and Calculations, Types of Matrices.

**Unit-IV**

**12 Hours**

Simple and Compound Interest, Logarithms. Numericals based on Time, Speed and distance.

**Unit-V**

**12 Hours**

Commission, Discount, Brokerage and Profit & loss.

**Reference(s)**

- Spooner H A and D A L Wilson, The essence of mathematics for business, Prentice hall of India private Ltd, new delhi latest edition.
- S M Shukla, Business Mathematics, Shahitya Bhawan Publication, Agra
- V Sundaresan and SB. jeysoelan: An Introduction to Business Mathematics, S Chand And Co. Pvt. Ltd., New Delhi

**List of e-Learning Resources:**

1. [https://onlinecourses.swayam2.ac.in/nou22\\_cm08/preview](https://onlinecourses.swayam2.ac.in/nou22_cm08/preview)

**Total: 60 Hours**

**Prepared by:**

**Academic Coordinator**

**HOD**

**Senior Faculty Member  
Appointed by DOAA**

## COMMUNICATIVE ENGLISH PRACTICAL

Course Code- 24CSS130 P

Applicable to all B.A. B.Sc., BBA, B. Com, BCA, B.Lib- II Semester

L0 T0 P2 C1

**Course Objectives:** This course will enable students to:

1. Develop proficiency in effective communication skills across personal, academic, and professional contexts
2. Cultivate teamwork, leadership, and problem-solving abilities, promoting effective communication and collaboration skills and to become responsible global citizens by raising awareness of ethics, environmental sustainability, and cultural diversity.

**Course Outcomes (COs):** Upon completion of this unit students will:

CO1. Apply proficiency in communication skills through reading, writing, listening & speaking.

CO2. Apply communication skills in collaborating and conflict resolution in teamwork and ethical reasoning, principles and environmental awareness through analysis, writing, discussion, and interview preparation

### Articulation Matrix

*(Program Articulation Matrix is formed by the strength of correlation of COs with POs and PSOs. The strength of correlation is indicated as 3 for substantial (high), 2 for moderate (medium) correlation, and 1 for slight (low) correlation)*

CO/PO/PSO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PS O1	PS O2	PS O3
CO 1	-	3	-	-	-	2	-	-	1	-	-	-	-	-	1
CO2	-	3	-	-	-	2	-	-	1	-	-	-	1	-	-

### UNIT I

15 hours

Listening- short texts- short formal and informal conversations.

Listening- telephonic conversations.

Listening – listening to longer texts and filling up the table- product description- narratives from different sources.

Listening- listening to dialogues or conversations and completing exercises based on them.

Listening – listening to talks conversations

## **UNIT II**

**15 hours**

Speaking- introducing oneself – exchanging personal information Speaking – sharing information of a personal kind—greeting – taking leave Speaking- asking about routine actions and expressing opinions

Speaking- speaking about oneself- speaking about one's friend.

Speaking – participating in conversations- short group conversations

### **PRACTICAL**

1. Listening and speaking skills in diverse settings and discussion
2. Environmental advocacy role-play
3. Discussion: case study analysis
4. Writing and reflection: teamwork essay
5. Ethical dilemmas & decision-making
6. Presentation skills on ethical topics
7. Group discussions
8. Mock interview sessions

**Total 30 hours**

# COMMUNICATIVE ENGLISH

Course Code-24CSS130 T

Applicable to all B.A. BSC, BBA, BCA, B. Com, B.Lib - II Semester

L -1 T-1 P-0 C-2

## Course Outline:

Communicative English as a subject offers the students to work on their communication skills and provides the students sufficient information about the various aspects of English language Usage. The course allows the students to explore the various ways in which language functions while communicating. Along with theoretical learning of the language, the course also includes various practical session allowing the students to develop their skills such as listening, speaking, reading, and writing in standard, academic English.

## Objectives:

1. To develop the basic reading and writing skills of first year engineering and technology students.
2. To help learners develop their listening skills, which will, enable them listen to lectures and comprehend them by asking questions; seeking clarifications.
3. To help learners develop their speaking skills and speak fluently in real contexts.
4. To help learners develop vocabulary of a general kind by developing their reading skills

## Course Out comes:

At the end of the course, learners will be able to:

1. Read articles of a general kind in magazines and newspapers.
2. Participate effectively in informal conversations; introduce themselves and their friends and express opinions in English.
3. Comprehend conversations and short talks delivered in English
4. Write short essays of a general kind and personal letters and emails in English.

### Articulation Matrix

(Program Articulation Matrix is formed by the strength of correlation of COs with POs and PSOs. The strength of correlation is indicated as 3 for substantial (high), 2 for moderate (medium) correlation, and 1 for slight (low) correlation)

CO/ PO/ PSO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PS O1	PS O2	PS O3
CO 1	-	-	-	-	-	-	-	-	2	3	-	-	-	-	1
CO2	-	2	-	2	-	-	-	-	-	3	-	-	1	-	-
CO 3	-	-	-	-	-	-	-	2	-	3	-	1	-	-	1
CO4	-	-	-	-	-	1	2	-	-	3	-	-	2	-	1

### UNIT I

**6 Hours**

Grammar - Wh- Questions- asking and answering-yes or no questions- parts of speech. Vocabulary development– prefixes- suffixes- articles. – countable / uncountable nouns reading- short comprehension passages, practice in skimming-scanning and predicting Writing completing sentences- – developing hints.

### UNIT II

**8 Hours**

Grammar- modal verbs- present/ past perfect tense

Vocabulary development- guessing meanings of words in context.

Reading – comprehension-pre-reading-post reading- comprehension questions:

(Multiple choice questions and /or short questions/ open-ended questions)-Inductive reading- short narratives and descriptions from newspapers including dialogues and conversations (also used as short Listening texts)

Writing – paragraph writing- topic sentence- main ideas- free writing, short narrative descriptions using some suggested vocabulary and structures



**UNIT III****6 Hours**

Grammar- degrees of comparison- pronouns- direct vs indirect questions, vocabulary development – single word substitutes - adverbs.

Reading- short texts and longer passages (close reading), writing- understanding text structure use of reference words and discourse markers- coherence-jumbled sentences.

**UNIT IV****10 Hours**

Grammar- tenses- simple present-simple past- present continuous and past continuous-

Vocabulary development- synonyms-antonyms- phrasal verbs, collocations fixed and semi-fixed expressions

Reading- comprehension-reading longer texts- reading different types of texts- magazines, reading- longer texts- close reading

Writing- letter writing, informal or personal letters-e-mails-conventions of personal email, brainstorming -writing short essays – developing an outline- identifying main and subordinate ideas- dialogue writing

**Total: 30 Hours****Text Books:**

1. Board of Editors. Using English a Course book for Undergraduate Engineers and Technologists. Orient Black Swan Limited, Hyderabad: 2015
2. Richards, C. Jack. Interchange Students' Book-2 New Delhi: CUP, 2015.

**References:**

1. Bailey, Stephen. Academic Writing: A practical guide for students. New York: Rutledge, 2011.
2. Means,L. Thomas and Elaine Langlois. English & Communication for Colleges. Cengage Learning, USA: 2007
3. Redston, Chris & Gillies Cunningham Face2Face (Pre-intermediate Student's Book & Workbook) Cambridge University Press, New Delhi: 2005
4. Comfort, Jeremy, et al. Speaking Effectively: Developing Speaking Skills for Business English. Cambridge University Press, Cambridge: Reprint 2011
5. Dutt P. Kiranmai and Rajeevan Geeta. Basic Communication Skills, Foundation Books: 2013

**VAC020: Basics of Internet****Course Objectives**

- To know about basic terminology of internet.
- To learn about methods to connect to internet.
- To learn about internet protocols.
- To learn downloading resources and sending emails.
- To learn about internet security.

**Course Outcomes**

1. Understand the history, advantages, applications, and implications of the Internet.
2. Apply various methods to connect to the Internet.
3. Analyze Internet connection protocols such as TCP/IP, FTP, and HTTP.
4. Evaluate internet threats like viruses, malware, and spam, and implement safety measures such as antivirus software and firewalls for computer protection.
5. Create emails, Google sheets and docs and forms etc.

(Program Articulation Matrix is formed by the strength of the correlation of COs with POs and PSOs. The strength of correlation is indicated as 3 for substantial (high), 2 for moderate (medium) correlation, and 1 for slight (low) correlation)

CO/PO/PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2
CO1	1	3	-	-	2	-	-	-	-	-	-	-
CO2	-	1	3	2	-	-	-	-	-	-	-	-
CO3	-	1	2	3	-	-	-	-	-	-	-	-
CO4	2	-	1	-	3	-	-	-	-	-	2	1
CO5	-	1	-	2	-	3	-	-	-	-	1	2

High-3 Medium-2 Low-1

**Unit 1: Introduction to Internet****6 Hours**

History of Internet, Advantages Of Internet, Application Of internet For Business Development, Pros and Cons of Using the Internet.

**Unit 2 Ways to Connect To Internet****6 Hours**

Dial-Up, Broadband, Wireless Connection: Wi-fi, Mobile Phones, Bluetooth, Hotspot; Satellite, Integrated Services Digital Network – ISDN, Web Site, Web Portal, GPRS.

**Unit 3: Internet Connection Protocols****6 Hours**

TCP/IP Network Model, File Transfer Protocol; Hypertext Transfer Protocol

**Unit 4: Online Resources****6 Hours**

Downloading Resources from the Internet, Understanding E-mail, Using Email, replying to, Forwarding, and Using E-mail Options, social media and Other Technology Sites, Blogs and search engines techniques

**Unit 5 Internet Threats and Safety****6 Hours**

History Of worms And Virus, Computer Virus & Symptoms of computer virus, Spam, Add ware, Malware, Spy ware, DOS – Attack, Protecting Computer from virus - Antivirus, Firewalls, Digital Signature

**Total Hours: 30**

### **List of Experiments**

1. To create an email-id.
2. To compose and send a mail.
3. To forward a mail and to reply for a mail.
4. To send a mail with an attachment.
5. To download the attached document of a mail received. 6.To send a mail to a large number of recipients using cc and bcc options.
6. To search a thing using a search engine.
7. To open and read newspaper sites, TV programmes schedules using Internet.
8. To verify a university /college details by opening their websites.
9. To upload your resume with any one job portal.
10. Online shopping and different types of payment using methods.
11. Join a virtual meeting or webinar using a platform like Zoom or Microsoft Teams, Google meet.
12. Downloading resources from internet.
13. Use a mapping service like Google Maps or Apple Maps to find directions to a local landmark or business.
14. Sign up for a social media platform like Facebook, Twitter, or Instagram. Customize your profile and explore the features
15. Sign up for a cloud storage service like Google Drive or Dropbox. Upload files and organize them into folders.

### **Reference Books:**

1. "The Internet for Dummies" by John R. Levine and Margaret Levine Young.
2. "E-Mail: A Write It Well Guide" by Janis Fisher Chan.
3. "Social Media Marketing All-in-One For Dummies" by Jan Zimmerman and Deborah Ng.
4. "Search Engine Optimization All-in-One For Dummies" by Bruce Clay.

### **List of e-Learning Resources:**

1. <https://www.coursera.org/>
2. <https://udemy.com/>
3. <https://edx.org>

**Prepared By**

**Academic  
Coordinator**

**HOD**

**Senior Faculty  
nominated by  
DOAA**