

**Teaching and Examination Scheme:**

Teaching Scheme			Credits	Examination Marks				Total Marks
L	T	P		Theory Marks		Practical Marks		
			C	ESE (E)	PA (M)	ESE (V)	PA (I)	
3	-	0	3	50	-	-	-	50

L- Lectures; P- Practical; OJT- On Job Training; C- Credit; ESE- End Semester Examination;  
PA- Progressive Assessment

**Content:**

Sr. No.	Content	Hrs.
1	<b>MS Office - Word:</b> 1. Introduction of MS Office Software 2. MS Word : Word Processing, Home, Insert, View, Design and Layout menu 3. Some practice work on above topics	10
2	<b>MS Office – Excel &amp; PowerPoint:</b> 1. MS Excel : Spread sheet, cell, Home, Insert, Formula and Layout menu 2. MS PowerPoint : Presentation, Home, Insert, Design, Animation, Slide Show and layout menu 3. Some practice work on above topics	10
3	<b>Basics of Tally :</b> 1. What is Accounting 2. Why we need Accounting Software, 3. Double Entry System and list out accounting software 4. Introduction to Tally accounting Software a. Company Creation b. Ledger Creation c. Voucher Types d. Trial Balance e. Balance sheet and Report. f. Few practical example for above topics	15
4	<b>Cyber Security Basic :</b> 1. Virus 2. Hacking and Spamming 3. Online data and identity theft 4. Types of Cyber Crime 5. How to prevent our PC/Device from virus attack	5
<b>Total</b>		<b>40</b>

**Reference Books:**

- Office 2010 Training Guide - Prof. Satish Jain, M. Geetha, Kratika - BPB Publication
- Simple Tally - Version 9 A. K. Nadhani, K.K. Nadhani - BPB Publication
- Cyber Safety For Everyone Jaago Teens - BPB Publication

**Course Outcomes:**

After learning the course the students should be able to understand MS office and does computer office work at their own, Basic knowledge of Tally accounting software and learn basic - how to remain safe from cyber-attack.