



**UNIVERSITY COLLEGE OF COMMERCE & MANAGEMENT
STUDIES
MOHANLAL SUKHADIA UNIVERSITY
UDAIPUR-313001**

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No. UCCMS/S.S./2024-25/394

Date: 16.04.2025

NOTICE

All the students of B. Com. 3rd semester are here by informed that in order to smooth conduct of B.Com 4th semester classes you have to choose one SEC (Skill Enhancement Course) course out of three SEC courses as per NEP. The nomenclature of thee courses are as follows:

- Practical MS Excel
- Microsoft Office Lab
- Practical Documetation

The syllabus of these courses have been attached herewith. You are required to inform your choice by filling the attached Google form (<https://forms.gle/i86hVSWzR4D9YfwM8>) latest by 21/04/2025.

बी.कॉम. तृतीय सेमेस्टर के समस्त विद्यार्थियों को सूचित किया जाता है कि बी.कॉम. चतुर्थ सेमेस्टर के लिए उन्हें उपलब्ध तीन SEC कोर्सेज में से एक SEC (Skill Enhancement Course) कोर्स का चयन करना है। इन पाठ्यक्रमों के विषय इस प्रकार है:-

- Practical MS Excel
- Microsoft Office Lab
- Practical Documetation

इन कोर्सेज का पाठ्यक्रम साथ में संलग्न है एवं विश्वविद्यालय की वेबसाइट पर उपलब्ध है। सभी विद्यार्थियों को SEC कोर्स के चयन के लिए संलग्न गूगल फॉर्म (<https://forms.gle/i86hVSWzR4D9YfwM8>) को 21/04/2025 तक भरना है।

अध्यापक

Dean
University College of Commerce & Mgt. Studies
M.L. Sukhadia University, UDAIPUR

B. Com. (Three Years Degree Program) / B. Com. Honours (Four Years Degree Program)	
Second Year	
Fourth Semester	
Subject-Accountancy and Business Statistics	
Code of the Course	SEC6300P
Title of the Course	Practical MS Excel (for regular students only)
Qualification Level of the Course	NHEQF Level 5
Credit of the Course	2
Type of the Course	Skill Enhancement Course (SEC) in Accountancy and Business Statistics
Delivery Type of the Course	Practical, 60. There shall be 60 hours practical lectures cum assignments for content delivery and diagnostic assessment and problem solving.
Prerequisites	Familiar with the basic computer operations
Co-requisites	None
Objectives of the Course	To enhance the skills in the students in order to well verse with MS Excel so that business problems may be solved with the help of MS excel.
Learning Outcomes	Students will be able to: <ul style="list-style-type: none"> • Enter and edit data in Excel, • Modify a worksheet and workbook, work with cell references and • Learn to use functions and formulas.
SYLLABUS	
UNIT-I	MS-Excel: - Features, component, worksheet, workbook, Insert delete row and column, formatting the cell and sheet, working with formula, creating graph and chart, using various types of function, filter.
UNIT -II	Data Linking: Understanding Data Linking, Linking between Worksheets, Linking between Workbooks, Updating Links Between Workbooks.
UNIT-III	Reference Function: Understanding Reference Functions, Using ROW and ROWS, Using COLUMN and COLUMNS, Using ADDRESS, Using INDIRECT, Using OFFSET.
UNIT-IV	Lookup Function: Understanding Data Lookup Functions, Using CHOOSE, Using VLOOKUP, Using VLOOKUP For Exact Matches, Using HLOOKUP, Using INDEX, Using MATCH
UNIT-V	Data Consolidation: Understanding Data Consolidation, Consolidating with Identical Layouts, Creating a Linked Consolidation, Consolidating from Different Layouts, and Consolidating Data Using the SUM Function.
Suggested Readings	1. Alexander, M., Kusleika, R. and Walkenbach, J. Microsoft Excel 2019 BIBLE
Suggested E-resources	https://www.youtube.com/watch?v=-ujVQzTtxSg&list=PLWPirh4EWFpEpO6NjjWLbKSCb-wx3hMql https://bangaloreicai.org/images/icons/ITT/3.2.MS_Excel%202010.pdf
Notes	1. Examination of this paper shall comprise only computer based practical. 2. This practical course shall be taught through MS-Excel. 3. Practical internal examination and semester end examination shall be conducted for 20 and 80 marks respectively.

B. Com. (Three Years Degree Program) / B. Com. Honours (Four Years Degree Program)	
Second Year	
Fourth Semester	
Subject-Banking and Business Economics	
Code of the Course	SEC6334P
Title of the Course	Microsoft Office Lab (for regular students only)
Qualification Level of the Course	NHEQF Level 5
Credit of the Course	2
Type of the Course	Skill Enhancement Course (SEC) in Banking and Business Economics
Delivery Type of the Course	Practical, 60. There shall be 60 hours practical lectures cum assignments for content delivery and diagnostic assessment and problem solving.
Prerequisites	Familiar with the basic computer operations
Co-requisites	None
Objectives of the Course	To enhance the skills in the students in order to well verse with MS Office and DBMS so that business documents and presentations may be prepared.
Learning Outcomes	Students will be aware with: <ul style="list-style-type: none"> • Basic features of MS Office and MS Word • Basic Operations in MS Excel • Features of MS Powerpoint and DTP • Database Management Software
SYLLABUS	
UNIT-I	MS-Office , File Manager, Clip Board, OLE Introduction of MS-word-Features, component, creating, saving, and printing the document file, cut, copy ,paste, find , replace, Formatting the file , Insert picture and word art, header and footer, spelling and grammar checking , mail merge , macro, working with table.
UNIT -II	MS-Excel : - Features, component, worksheet, workbook, Insert delete row and column, formatting the cell and sheet, working with formula, creating graph and chart, using various types of function, filter.
UNIT-III	MS- PowerPoint : - Features, component and uses, creating the presentation, Inserting slide, various view of slide, slide master, slide show , creating animation and effect in slide, custom animation, slide transition.
UNIT-IV	DTP and Multimedia software - Concept of multimedia, elements of multimedia, overview of DTP. Overview of various multimedia software - Web Browser, Flash, Photoshop, CorelDraw, and FrontPage express.
UNIT-V	Database Software - Concept of DBMS, Attribute, table, primary key, foreign key, candidate key, super key, various constraints. Overview of various Database software - MS-Accesses, Oracle, My SQL, Sybase, SQL Server. Working with MS Access: - object in MS-Access, data types, creating table, creating key, apply various constraints
Suggested Readings	1. MS Office XP complete BPB Publication 2. MS Office for Beginners, Humphrey Publications
Suggested E-resources	1. https://edu.gcfglobal.org/en/subjects/office/
Notes	1. Examination of this paper shall comprise only computer based practical. 2. This practical course shall be taught through MS-Excel. 3. Practical internal examination and semester end examination shall be conducted for 20 and 80 marks respectively.

B. Com. (Three Years Degree Program) / B. Com. Honours (Four Years Degree Program)	
Second Year	
Fourth Semester	
Subject-Business Administration	
Code of the Course	SEC6367P
Title of the Course	Practical Documentation (for regular students only)
Qualification Level of the Course	NHEQF Level 5
Credit of the Course	2
Type of the Course	Skill Enhancement Course (SEC) in Business Administration
Delivery Type of the Course	Practical, 60. There shall be 60 hours practical lectures cum assignments for content delivery and diagnostic assessment and problem solving.
Prerequisites	Familiar with the basic computer operations
Co-requisites	None
Objectives of the Course	To enhance the skills in the students in order to well verse with required documentation related to various forms of business organisation.
Learning Outcomes	Students will be able to prepare: <ul style="list-style-type: none"> • Sales deed, Lease deed, Gift Deed, Partnership Deed, Power of Attorney • Audit Certificates and Reports • Minutes of Board Meetings, Agenda, Business Letters.
SYLLABUS	
UNIT-I	Sale Deed, Lease Deed, Gift Deed
UNIT -II	Partnership Deed, Power of Attorney, Hire Purchase deed
UNIT-III	Audit Certificates, Directors and Auditors reports
UNIT-IV	AGM & EGM Agenda, Minutes of Board of Directors and Shareholder's Meeting
UNIT-V	Précis and Business Letter writing, Press release
Suggested Readings	1. Gogna, PPS. Law for CA-PCC/IPCC, S. Chand Publications, New Delhi
Suggested E-resources	1. https://cleartax.in/s/partnership-deed-format-download 2. https://www.indiafilings.com/learn/minutes-of-meeting/ 3. https://corporatelawreporter.com/board-resolution-for-authorisation-for-entering-into-lease-agreement/
Notes	1. Examination of this paper shall comprise only computer based practical. 2. This practical course shall be taught through MS-Excel. 3. Practical internal examination and semester end examination shall be conducted for 20 and 80 marks respectively.