



VELLALAR COLLEGE FOR WOMEN (AUTONOMOUS), ERODE-12

College with Potential for Excellence | An ISO 9001:2015 Certified Institution
Re-accredited with 'A+' Grade (CYCLE IV) by NAAC & Affiliated to Bharathiar University, Coimbatore



Non-Major Elective Courses - I

Name of the Department	Subject Code	Name of the Course
English	21LTUN301	Corporate English
History	21HIUN301	History for Competitive Examinations
Mathematics	21MSUN301	Mathematics for Data Science
Physics	21PHUN301	Physics in Everyday Life
Chemistry	21CHUN301	Water Management: An Environmental Perspective
Botany	22BOUN301	Ornamental Horticulture
Zoology	21ZOUN301	Wildlife Diversity and Conservation
Nutrition And Dietetics	21NDUN301	Basic Cookery
Computer Science	21CSUNP01	Data Processing through Excel Lab
Commerce	21COUN301	Fundamentals of Accounting

PG & Research Department of English

Non Major Elective

Semester III

CODE	COURSE TITLE
21LTUN301	Non-Major Elective – CORPORATE ENGLISH

Category	CIA	ESE	L	T	P	Credit
Core	25	75	20	10	-	02

Aim

To create effective and skillful users of language

Objective

To make the students understand communication and train them to become more skillful and competent communicators in their everyday lives

Syllabus

UNIT I- Phone Calls

6 Hrs

1. Hello, how may I help you?
Answering the phone
Making a good impression on the phone.
2. Hold on, I just need to make a note
Understanding number and details
Making notes Checking your notes.
3. Is everything clear?
Taking long messages Leaving messages

UNIT II-Writing

6 Hrs

1. Layout and Content
Good layout and style in letters and faxes
2. You've got mail
Sending and receiving e-mail messages
3. Get it right!
Checking your spelling
Correcting your punctuation
4. Keep it simple and make it clear
Writing short reports on meetings and phone calls

UNIT III- Meetings	6 Hrs
<ul style="list-style-type: none"> 1. What are your views? Different kinds of meetings Discussing ideas and exchanging opinions. 2. Thank you for coming! Participating in one-to-one meetings 3. The first item on the agenda is... Working with an agenda Taking part in larger meetings with a Chairperson 4. We need to come to an agreement Taking part in negotiations. 	
UNIT IV – Entertaining Visitors	6 Hrs
<ul style="list-style-type: none"> 1. Make yourself at home! Receiving visitors Making people feel at home Giving and receiving gifts 2. what shall we talk about? Small talk Socializing Building professional relationships 3. Would you like to join me for dinner? Deciding where to eat Table manners in different countries 	
UNIT V- Explaining and Presenting	6 Hrs
<ul style="list-style-type: none"> 1. About the company Explaining the history and structure of a company 2. Let me demonstrate... Explaining what to do Showing people how to do things 3. How does it work? Describing processes and procedures 	
TOTAL	30 Hrs

BOOKS FOR REFERENCE:

1. **LIZ HAMP-LYONS**, *Study Writing*, Cambridge University Press, UK, 2006.
2. **LEO JONES**, *Working in English*, Cambridge University Press, UK, 2005.
3. **TIMS NICHOLAS et al.**, *Face to Face*, Cambridge University Press, UK, 2005.

PG & Research Department of History

Non Major Elective

Semester III

CODE	COURSE TITLE
21HIUN301	NON - MAJOR ELECTIVE I: HISTORY FOR COMPETITIVE EXAMINATIONS

Category	CIA	ESE	L	T	P	Credit
NME I	50	50	25	5	-	2

Objectives: On successful completion of the course, the students will appear the competitive examinations with confidence.

Unit – I (6 Hrs.)

Pre historic period – Indus Valley Civilization – Early and later Vedic Age

Unit – II (6 Hrs.)

Mahajanapadhas - Buddhism – Jainism – the Mauriyas

Unit – III (6 Hrs.)

The Guptas – Kushanas – Harsha Vardhana

Unit – IV (6 Hrs.)

Delhi Sultanates – The Mughals – Advent of the Europeans

Unit- V (6 Hrs.)

Freedom Movement: Phase I – Phase II – Phase III – Framing of Indian Constitution

Reference Books:

1. **Bhabani Sengupta.**, Rajiv Gandhi, a Political Study, New Delhi, 1999
2. **Dutt, U.P.**, India and the World, Vani Educational books, New Delhi, 1994.
3. **Dutt, U.P.**, India's Foreign Policy, Vani Educational books New Delhi, 1984.
4. **Mahajan, V.D.**, Modern India, S.Chand & Company, New Delhi, 2009.
5. **Lunia, B.N.**, Evolution of Indian Culture, Lakshmi Narain Agarwal Publication, Agra, 2005.

Department of Mathematics

Non Major Elective

SEMESTER – III

CODE	COURSE TITLE
21MSUN301	MATHEMATICS FOR DATA SCIENCE

Category	CIA	ESE	L	T	P	Credit
Non-Major Elective -I	50	50	27	3	-	2

Objective:

- To introduce the fundamental notion of matrices.
- To provide knowledge on Data analysis and Probability theory.
- To study the interpretation of data using aptitude problems.
- To illustrate the basic concepts of set theory.

Syllabus

UNIT I (6 hrs.)

Matrix Algebra: Matrices - Vectors – Addition and Scalar Multiplication – Matrix Multiplication - Determinants – Eigen Values – Eigen Vectors.

UNIT II (6 hrs.)

Data Analysis: Data representation – Average – Spread – Permutations and Combinations.

UNIT III (5 hrs.)

Probability Theory: Experiments – Outcomes – Events – Probability.

UNIT IV (7 hrs.)

Data Interpretation: Percentage – Calendar – Average – Simplification – Ratio and proportion – Profit and loss – Problems on trains – Problems on ages – Numbers – Time and work – Time and distance – Banker's discount – Volume and surface area.

UNIT V (6 hrs.)

Set Theory: Definition – Notations – Methods of description of sets – Types of sets – Venn diagram – Set operations – Laws and properties of sets – Number of elements – Cartesian product.

Text Books

S.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Erwin Kreyszig	Advanced Engineering Mathematics (Units I,II,III)	John Wiley & Sons Inc.	2011, 9 th Edition
2.	-	Problems from web resources Weblink https://www.indiabix.com (Unit IV)	-	-
3.	P.A.Navnitham	Business Mathematics and Statistics (Unit V)	Jai Publishers, Trichy	2012, 1 st edition

Units	Book	Chapters	Sections
I	I	1	7.1, 7.2, 7.7 & 8.1
II	I	24	24.1 & 24.4
III	I	24	24.2 & 24.3
IV		Problems from Web resources Web link: https://www.indiabix.com	-
V	II	3	1 – 9

Reference Book

S.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	P.R.Vittal	Statistics	Margham Publishers, Chennai	2012, 6 th Edition

Pedagogy

- Lecture, PPT, Quiz, Group Discussion, Seminar

Web Resources

- <https://nptel.ac.in/courses/122107036/28>
- <https://nptel.ac.in/courses/101108057/downloads/Lecture-27.pdf>
- <http://nptel.ac.in/courses/105107129/module10/lecture2/lecture2.pdf>
- <https://www.indiabix.com>
- <https://www.btechguru.com/CAT-algebra-and-geometry-set-theory-venn-diagrams-problem-using-venn-diagrams-video-lecture- -5842- -8- -54.html>
- Question paper setters are asked to confine to the above **text books** only.

Department of Physics

Non Major Elective

Semester III

CODE	COURSE TITLE
21PHUN301	PHYSICS IN EVERYDAY LIFE

Category	CIA	ESE	L	T	P	Credit
NME	50	50	26	4	-	2

Preamble

To create interest in Science and provide explanation for the phenomena that we witness in day today life. To facilitate the spread of scientific spirit. To develop an insatiable curiosity in Science.

Topics: Physics

Text Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Kasturi & Sons Ltd, Chennai	The Hindu Speaks on Scientific Facts, Volume I	Kasturi & Sons Ltd, Chennai	Sixth Print,2004.
2.	Kasturi & Sons Ltd, Chennai	The Hindu Speaks on Scientific Facts, Volume II	Kasturi & Sons Ltd, Chennai	Sixth Print,2008.

WebResources

1. <https://studiousguy.com/microwave-oven-working-principle>
2. <https://hearinghealthmatters.org/findhearing/how-hearing-aids-work>
3. <https://www.techulator.com/experts/3958-How-does-the-remote-control-of-a-tv-work>
4. <https://www.electrical4u.com/fluorescent-lamp-its-working-principle>
5. <https://www.explainthatstuff.com/photocopier.html>

Pedagogy

- Lecture, PPT, Quiz, Assignment, Group Discussion, Seminar

Non-Major Elective I

Subject Code: 21PHUN301 Physics in Everyday Life

UNIT- I

(6 Hrs)

1. Why does are frigerator produce sounds periodically?
2. Automatic wrist watches stop functioning if not worn even for a day. How does wearing them on our hand make them function?
3. How do microwave ovens cook food?
4. How does a pressure cooker work?
5. Why does milk boil and expand so rapidly at a low temperature though some quantity of wateris present in it?
6. Why do electrical appliances draw more current during low voltage?
7. Why is the earthing pin in 3 pin electrical plugs bigger than the other two pins?
8. Why do high tension wiresproduce a humming sound?
9. How does an electric line tester glow?
10. Why does a bird not get electrocuted on sitting on a live wire?

UNIT– II

(6 Hrs)

11. Why do we have sodium vapor lamp in the streets and not mercury vapor lamp?
12. What is the role on chokes and starters in tube lights? Why do they make noise?
13. Why do street lights and head lights of vehicles look like stars when viewed through glass?
14. Why is the shadow bigger than the object?
15. How do hearing aids work?
16. Is there any significance in using gravel on railway tracks?
17. How does audible sound pass through hard material such as a wall and be audible on other side?
18. Why do we not hear sound while sleeping or meditating?
19. Why does not sound travel in vacuum but light does?
20. Why does the flow of link increase when pens areabout to run out of link?

UNIT– III

(6 Hrs)

21. Why do metals shine?
22. Why do metallic vessels lose their initial shine after use?
23. Why does boiling milk over flow but boiling water does not?
24. Why does a steel ball pitch higher than a rubber ball?
25. How is information stored in audio and video tapes?
26. Is it true that television, fridge and other electrical and electronic gadgets should not be switched on immediately after switching off?
27. Can we use TV monitor for a computer monitor and the vice versa?
28. How does remote control of TV work?
29. How does lighting affect TVs?
30. How does electric current cause death?

UNIT– IV

(6 Hrs)

31. Can a fridge left open in a closed room be used to cool the room?
32. Why does it seem difficult to cycle up to steep hill than to push the bike up at the same speed?
33. Why does not the cycle travel backwards when we pedal in the reverse direction?
34. Why are fan wings slightly curved?
35. When viewed under the tube light why does a table fan appear to rotate backwards and forwards?
36. Can we reduce power consumption by running fans at slow speeds?
37. Will the life of fluorescent lamps decrease with frequent switching on and switching off?
38. Why does the boiling point of a liquid increase with pressure?
Also, why does the heat required for vaporization decrease and increase in the former and latter case respectively?
39. Why is it difficult to balance a stationary two-wheeler?
40. How does the speed (of vehicles) measuring device used by the traffic police work?

UNIT– V

(6 Hrs)

41. How does a photo copier work?
42. Why is it difficult to photograph a TV picture?
43. Why is it possible to hear noises from far away clearly on cool damp evenings? Is it because sound travels better in cool damp air than in the air?
44. How does a thermostat work?
45. While light from a candle illuminates a room, the gas (LPG) flames do not at the same time the gas stoves help cook faster. Can any one explains?
46. How does an electric train work?
47. How does a dish antenna receive signals?
48. How is electricity produced from nuclear materials?
49. Why is it easier to pull than to push a lawn roller?
50. How does a sim card function in a cell phone?

Department of Chemistry

Non Major Elective

SEMESTER- III

CODE	COURSE TITLE
21CHUN301	Non Major Elective - I WATER MANAGEMENT-AN ENVIRONMENTAL PERSPECTIVE

Category	CIA	ESE	L	T	P	Credit
Non Major Elective	50	50	30	-	-	2

Objectives: To facilitate the students to have basic knowledge about the need to protect and nurture the precious bounty of freshwater, its socio-economic importance and conservation of water resources.

UNIT I

6 Hrs.

Water: Sources of Water - Chemistry of Water - Hardness of Water - Water in Human Body - Quality of Natural Water - Potability of Water - Water Cycle - National Water Policy.

UNIT II

6 Hrs.

Socio- Economical Importance of Water: Demand and Consumption of Water – Agriculture – Industry – Household – Recreation - Water Scarcity - Major Causes of Water Quality Degradation - Water Borne Diseases.

UNIT III

6 Hrs.

Purification of Water: Clarification – Coagulation – Sterilization- Physical Methods -Boiling- Exposure To Sunlight & UV Light- Irradiation With Ultrasound-Chemical Methods -Aeration- Ozonisation – Chlorination-Softening by Zeolite Process-Sea Water as a Source of Water.

UNIT IV

6 Hrs.

Sewage Treatment: Purpose of Sewage Treatment– Composition- Properties [Physical and Chemical] – 1^o Treatment- 2^o Treatment- 3^o Treatment- Sewage Disposal-Sludge Disposal.

UNIT – V

6 Hrs.

Conservation of water Resources: Need of Water Harvesting Technologies- Recharging of Ground Water - Rain Water Harvesting- Recycling of Water- Artificial Rain- How to Make Best Use of Water.

TEXT BOOKS

1. **Jat B.C, Sujan Singh**, *Water Management Through Traditional Technologies*, Pointer Publishers, Jaipur, 1st Edition, 2010.
2. **Sharma B.K.**, *Industrial Chemistry*, Krishna's Educational Publishers, Delhi, 16th Edition, 2011.
3. **Sharma B.K.**, *Water Pollution*, Krishna Prakashan Media (P) Ltd., Meerut, Vth Edition, 2012.

REFERENCE BOOKS

1. **Ahluwalia V.K**, *Environmental Chemistry*, Ane Books Pvt. Ltd., New Delhi, 2nd Edition, 2013.
2. **Chandark K. Sharma**, *Introduction To Environmental Studies*, Vrinda Publications (P) Ltd., New Delhi, 1st Edition, 2010.
3. **De A.K**, *Environmental Chemistry*, New Age International (P) Ltd Publishers, Delhi, VIth Edition, 2006.
4. **Dr. Punnia B.C, Arun Kumar Jain, Ashok Kumar Jain**, *Environmental Engineering- 2 Waste Water Engineering (Including Air Pollution)*, Laxmi Publications (P) Ltd., New Delhi, IInd Edition, 1988.
5. **Raghunath H.M**, *Ground Water*, New Age International Publishers, New Delhi, 3rd Edition, 2007.
6. **Santhosh Kumar Garg**, *Water Supply Engineering*, Khanna Publishers, New Delhi, 21st Edition, 2012.
7. **Santra S.C**, *Environmental Science*, New Central Book Agency (P) Ltd., Kolkata, IInd Edition, 2013.
8. **Stanley E. Manahan**, *Water Chemistry Green Science & Technology Of Nature's Most Renewable Resource*, CRC Press, New York, 1st Indian Reprint, 2015.

PG & Research Department of Botany

Non Major Elective

SEMESTER - III

CODE	COURSE TITLE
22BOUN301	ORNAMENTAL HORTICULTURE

Category	CIA	ESE	L	T	P	Credit
NON- MAJOR ELECTIVE- I	50	50	25	5	-	2

Preamble

To understand the basic aspects of indoor and outdoor gardening

To know different types of ornamental plants and implements

used in gardening To develop the art of miniature plants and

soil less culture

Syllabus

UNIT – I

6

Hrs.

Horticulture–History, scope, special features and application, branches of Horticulture –garden types and styles

UNIT – II

6

Hrs.

Elements of garden -Living elements – hedges, edges, trees, lawn, arches, pergolas, carpetbeds, topiary, trophy– fountains, statues -Garden implements

UNIT – III

6 Hrs.

Garden Plants- Annuals, biennials, perennials, climbers, special group of garden plants-succulents-and cacti- ornamental palms- bulbous plants- orchids

UNIT – IV

6 Hrs.

Indoor gardening – Potted plants - Terrarium- Bottle and Dish garden and Hanging Basket-Bonsai -Bromeliad trees- Hydroponics

UNIT – V

6 Hrs.

Outdoor gardening – Rockery, Sunken garden and water garden -
Kitchen garden - Cutflowers-Flower arrangement – dry – fresh
decoration and horticultural shows

Text Books

S. No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Kumar, N.	Introduction to Horticulture	Oxford and IBH, Publishing Co. Pvt. Ltd., New Delhi	2010, Revised Edition
2.	Prasad ,S. and Kumar, U.	Principles of Horticulture	Agrobios (India), Jodhpur	2008, Revised Edition

Reference Books

S. No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	George Acquaah	Horticulture Principles and practices	Prentice Hall of India Private Ltd.,	2002, 2 nd Edition
2.	Manibhushan Rao, K.	Textbook of Horticulture	Macmillan India Ltd., New Delhi	2000, Revised Edition
3.	Dey, S.C.	Complete home gardening	Agrobios (India), Jodhpur	2012, Revised Edition
4.	Chauhan, R. K.	Encyclopedia of General gardening for common people	Dominant publications and distributors, New Delhi	2011, Revised Edition

Web Resources

- <https://www.gardeningknowhow.com/special/spaces/specialty-gardens-filling-the-needs-of-all-gardeners.htm>
- <https://www.makaan.com/iq/living/five-easy-to-grow-kitchen-garden-plants-for-beginners>
- <https://www.pinterest.com/jbrobbel/outdoor-gardens-landscaping-ideas/>
- <https://www.goodhousekeeping.com/home/gardening/advice/g495/small-garden-ideas/>
- <https://www.goodhousekeeping.com/health/diet-nutrition/a20706047/best-breath-mints/>

Pedagogy

- Lecture- Chalk & Talk, PPT, Quiz, Assignment, Seminar

Question Paper Pattern

Choice	Marks	Total
Open Choice (5 out of 8)	5x20= 100	100

Department of Zoology

Non Major Elective

Semester III

CODE	COURSE TITLE
21ZOUN301	WILDLIFE DIVERSITY AND CONSERVATION

Category	CIA	ESE	L	T	P	Credit
Non Major Elective – I	50	50	25	5	-	2

Preamble

To acquire knowledge on the values, diversity, conservation and management of Wildlife.

UNIT I

6 Hrs.

Wildlife – Definition - Bio geographic classification of India - Indigenous plants and animals in India - Wildlife and Human Welfare.

UNIT II

6 Hrs.

State Animals, Birds, Trees and Flowers of India. Biodiversity Hot spots in India. Degeneration of Biological diversity. Man - Animal Conflicts - Causes and Concern.

UNIT III

6 Hrs.

Methods of Conservation - *In situ* Conservation- Sanctuaries and National parks in India - Biosphere reserves in India - Project Elephant - Project Tiger. *Ex situ* Conservation - Germplasm banks and Captive breeding programme.

UNIT IV

6 Hrs.

Wildlife Management techniques - Wildlife Census techniques - GIS and Remote Sensing. Endemic Species - IUCN and Red data books. Wildlife management in India (Government and Non Government Organizations).

UNIT V**6 Hrs.**

Wildlife Protection Act 1972 and its amendments. Wildlife trade and regulations - Anti poaching operations - Village Forest Council (VFC). Eco restoration and Eco tourism.

Reference Books

S. No	Authors	Title of the Book	Publishers	Year of Publication
1	Erach Bharucha	Text book of Environmental Studies	Universities Press (India) Private Ltd	2019
2	P.D.Sharma	Ecology and Environment	Rastogi Publications, Meerut	2011
3	Saharia V.B.	Wildlife in India	Nataraj Publications, Dehradun.	2009
4	Veer Bala Rastogi & Jayaraj	Animal Ecology & distribution of animals	Kedarnath Ramnath Publications.	2007
5	Verma P.S. & Agarwal V.K.	Environmental Biology	Universities Press Rastogi Publication, Meerut	2011
6	Rodgers, W.A.	Techniques for Wildlife census in India	Afield manual- Wildlife Institute of India, Dehradun.	1991
7	Robinson, WI and Eric, G. Bolen	Wildlife Ecology and Management	Mac Millan Publishing Co	1984

You tube videos links:

<https://www.youtube.com/watch?v=j1koNw-95to>

<https://www.youtube.com/watch?v=JFAvb0uqdw4>

<https://www.youtube.com/watch?v=xIsUP1Ds5Pg>

Department of Nutrition and Dietetics

Non Major Elective

SEMESTER - III

CODE	COURSE TITLE
21NDUN301	NON MAJOR ELECTIVE I – BASIC COOKERY

Category	CIA	ESE	L	T	P	Credit
Non Major Elective	50	50	28	2		2

Objectives

To learn the basic principles behind the science of foods.

To make the students understand the concept of utilizing the basic food groups in formulating recipes.

Syllabus

UNIT – I

5 Hrs

Food & Food Science : Definitions, classification of foods – based on functions (energy yielding, body building, protection and regulation and maintenance of health), based on nutritive value (ICMR) – Four food groups. Food pyramid, My Pyramid and My Plate. Food in relation to health.

UNIT – II

5 Hrs

Cooking : Objectives of cooking, preliminary preparations – advantages and disadvantages. Cooking methods – Classification (Moist heat, Dry heat and Combination methods), advantages and disadvantages. Microwave cooking.

UNIT – III

7 Hrs

Cereals : Rice, wheat and oats – Nutritive value. Products of rice, wheat and oats. **Millets** – Nutritive value, commonly used millets in cookery. Cooking of cereals and changes occur during cooking. Best method of cooking coarse and fine cereals.

Pulses & legumes : Nutritive value. Germination and its advantages. Forms of pulses, Role of pulses in cookery.

Examples of recipes using cereals and pulses.

UNIT – IV**7 Hrs**

Vegetables : Classification and nutritive value. Selection of vegetables. Vegetable Cookery – Preliminary preparation and changes during cooking. Fungi as food - Mushroom and algae as food – Spirulina. Role of vegetables in cookery.

Fruits : Classification and nutritive value. Ripening of fruits, enzymatic browning and its prevention. Serving of fruits – Points to be considered, salads.

Sugar, fats & oils : Nutritive value and role in cookery.

Examples of recipes using vegetables, fruits, sugar, fats and oils.

UNIT – V**6 Hrs**

Milk : Nutritive value and role in cookery.

Flesh foods : Meat, poultry and fish - Nutritive value and selection.

Spices : General functions and commonly used spices. Role of spices in cookery.

Beverages : Classification based on functions.

Examples of recipes using milk, flesh foods, spices and beverages.

Text Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Sri Lakshmi.B	Food Science	New age International publishers	2018, 7 th Edition
2.	Krishna Arora	Theory of Cookery	Frank Bros & Co.	2006, 5 th Edition
3.	Chinta Palli Vidya, D Bhaskara Rao	Text book of nutrition	Discovery publishing House	2010
4.	Swaminathan M	Hand Book of Food Science and Experimental Foods	BAPPCO	2011, 3 rd Edition

Reference Books

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Kumud Khanna, Sharda Gupta, Rama Seth, Ranjana Mahna, Tejmeet Rekhi	The Art and Science of Cooking	Elite Publishing House	2013, 5 th Edition
2.	Nirdosh KumarJain	A Complete Book on Food and Nutrition	Cyber tech publications	2008
3.	Seema Yadav	Text book of Nutrition and Health	Anmol Publications Pvt. Ltd	2002

4.	Thangam E.Philip	Modern Cookery for Teaching and the Trade vol I	Orient Blackswan	2010, 6th Revised Edition
5.	Ronald Kinton, Victor Ceserani, David Foskett	Practical Cookery	Hodder Education	2004, 10 th Edition

Bloom's Taxonomy Based Assessment Pattern

Components of CIA Marks

CIA Tests & Model Examination	Seminar	Assignment	Others (Class Participation/Group Discussion/ Quiz/ Model Preparation)
30(40+40+100=180/6)	5	5	10

Question Paper Pattern for CIA Theory

2 x20 =40(Open choice –any two out of three questions)	40
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Question Paper Pattern for Model and End Semester Examination

5 x20 =100(Open choice –any five out of eight questions)	100
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Department of Computer Science

Non Major Elective

SEMESTER III

Non Major Elective I: Data Processing Through Excel Lab

Instructional Hrs. : 30

Sub. Code: 21CSUNP01

Max.Marks: CIA -50; ESE -50 Credits: 2

Objective: To create, edit and format Worksheet, analyze data using advanced features in Excel

1. Enter the following data and save it in grade .xls

Name	Marks1	Marks2	Marks3	Total	Percentage	Grade
Amit	80	70	80			
Renu	70	60	90			
Rajeev	60	50	80			
Manish	50	30	90			
Sanjeev	40	40	80			
Anita	70	70	90			

Do the following

- (a) Compute the total marks and percentage of each student by entering appropriate formula.
 - (b) Draw a border around the worksheet
 - (c) Change the font size of heading to 14 points and underline it and hide column c
 - (d) Increase the width of column A to 15 characters
 - (e) Right Align the values in column B, C, F
2. Create a sheet containing Nation-wide sales results for Avon Helmets-Region, Vendor name, Helmet type, Helmet Color and Total sales.
- a. Sort the data by Region, Vendor name and sales.
 - b. Sort the data according to a custom list of Helmet Color - Red, Blue, Yellow and Green.

3. Create a sheet containing Nation-wide sales results for Avon Helmets- Region, Vendor name
Helmet type, Helmet Color and total sales.
 - a. Use Filtering on Region and Helmet type.
 - b. Use subtotal function to count the number of records and sum of sales for the filtered records.

4. Use Query Wizard to filter East, West Region transaction and sort them on Region and Total sales.

5. Perform the following
 - a. Create a list of vendor and total sales by consolidating the total sales.
 - b. Compute sub totals with no detail data.
 - c. Create Subtotals by both Region and Vendor within Region.

6. Create a PIVOT TABLE to show the sales results by Region and Helmet type and summarize the total sales.

7. Create a PIVOT chart for the pivot table of total sales for the Region and Helmet types.

8. Create a bar chart to show the sales results for different Helmet type and to the following formats.
 - a. Add a Secondary axis.
 - b. Create picture markers.

PG & Research Department of Commerce

Non Major Elective

SEMESTER III

CODE	COURSE TITLE
21COUN301	FUNDAMENTALS OF ACCOUNTING

Category	CIA	ESE	L	T	P	Credit
Non Major	50	50	30	-	-	2

Objectives

- To help the students acquire conceptual knowledge about the fundamentals of accounting procedures
- To enable the students to gain knowledge about the financial position of a concern.

Syllabus

Unit I **3 Hrs.**

Accounting – Definition – Meaning – Systems of Accounting – Single Entry System – Double Entry System.

Unit II **8 Hrs.**

Types of Account – Rules of Debit and Credit – Journal – Journal Entries.

Unit III **6 Hrs.**

Ledger – Meaning – Posting – Balancing.

Unit IV **8 Hrs.**

Subsidiary Books – Purchases Book – Purchases Returns Book- Debit Note – Invoice – Vouchers – Sales Book – Sales Returns Book – Credit Note.

Preparation of Three Column Cash Book.

Unit V **5 Hrs.**

(a) Trial Balance – Meaning – Preparation of Trial Balance. (b) Trading and Profit and Loss Account, Balance Sheet – Meaning, Trading Account Items – Profit and Loss Account Items – Balance Sheet Items. (The whole of part (b) covers Theory only)

Text Books

S. No.	Author	Title of the Book	Publisher	Year and Edition
1	Grewal .T.S	Double Entry Book-Keeping	Sultan Chand & Co. Ltd., New Delhi	2020 (Reprint) & 1 st Edition
2	Nagarajan .K.L, Vinayagam .N & Mani P.L	Principles of Accountancy	Eurasia Publishing House, Private Ltd., New Delhi	2009 & 3 rd Edition
3.	Reddy T.S. & Murthy .A	Financial Accounting	Margham Publications, Chennai	2022 (Reprint) & 7 th Revised Edition

Pedagogy

- Lecture, PPT, Quiz, Assignment, Group Discussion, Seminar