



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE - 638 107

DEPARTMENT OF COMMERCE CA

17VCCBS - BASIC SOFTWARE TOOLS FOR BUSINESS - REPORT

Name of the Value Added Course	BASIC SOFTWARE TOOLS FOR BUSINESS
Course code	17VCCBS
Course Coordinator	Mrs. C.JANAKI Assistant Professor, Department of Commerce CA
Date	Starting Date: 10.07.2017 Ending Date: 26.09.2017
Duration of the Course	40 Hours
Total participants Enrolled	51
Successfully Completed	47
Type of Assessment	Objective and Descriptive
Course Outcome	On Completion of this course the students will be able to <ul style="list-style-type: none">• Use the basic tools of computer• Understand the concepts and usage of hardware tools• Enhances the knowledge of information sharing and online payments
Outcome Attainment	35 out of 47 Students scored above 60% of Marks

Feedback Question Analysis – Questions Asked

Q. No.	Parameters
Q1	The Course content was in line with my expectations
Q2	General content of the Course
Q3	The Course provided additional knowledge and skill
Q4	Well-designed Practical sessions
Q5	Schedule of the classes and other relevant details have been informed promptly
Q6	Course materials provided were useful
Q7	Provides scope for self-employment and fulfils the industrial needs

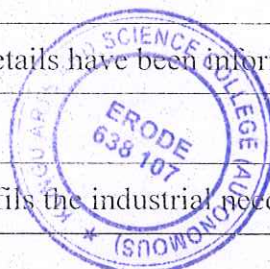
Dr. N. RAMAN

PRINCIPAL

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(AUTONOMOUS)

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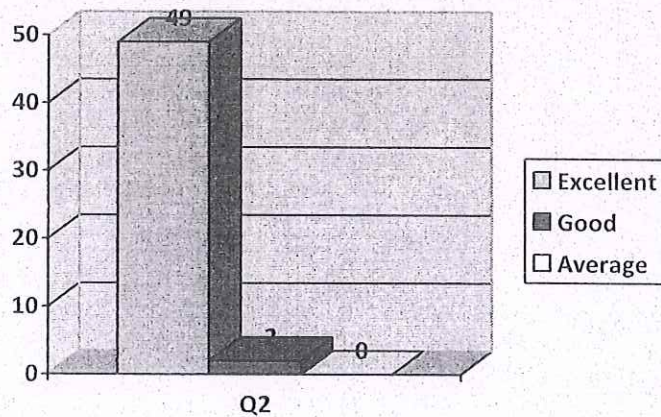
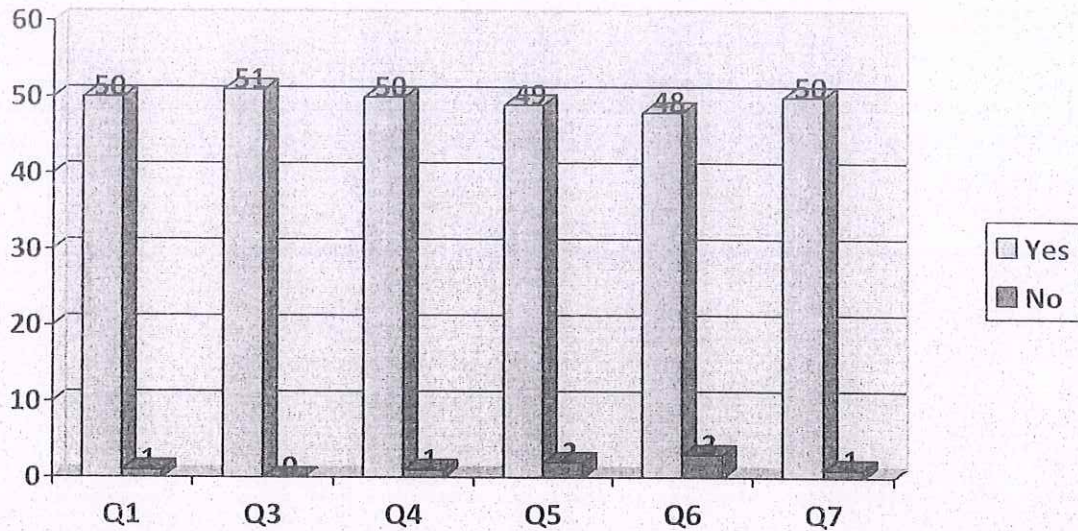


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FEEDBACK RATINGS



Course Coordinator

Dr. N. RAMAN

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Head of the Department

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KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.



Principal

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DEPARTMENT OF COMMERCE CA

VALUE ADDED COURSE (2017-2018) – PROPOSAL

Date:21.02.2017

Submitted to the Principal

We are planning to conduct a Value Added Course titled “17VCCBS - BASIC SOFTWARE TOOLS FOR BUSINESS” for all Department Students. The course will be benefitting the students for their career and placement activities. We kindly request you to grant permission for conducting the same.

COURSE DETAILS:

Name of the Course	17VCCBS - Basic Software Tools for Business.	
Duration of the Course	40 Hours	
Conducting Department	Commerce CA	
Course Coordinator(s)	C.JANAKI Assistant Professor, Commerce CA	
Assessment Type (Total : 100 Marks) Paper - I	Section A Answer All Questions Practical Questions (50 x 2 =100 Marks)	

OUTCOMES:

On Completion of this course the students will be able to

- Use the basic tools of computer
- Understand the concepts and usage of hardware tools
- Enhances the knowledge of information sharing and online payments

Course Coordinator

Dr. N. RAMAN
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Head of the Department

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VALUE ADDED COURSE(2017-2018) – CIRCULAR

Date: 12.06.2017


Ref. No.: KASC-AE/COMCA/VAC/2017-18/02

It is informed that Value Added Course on “17VCCBS - BASIC SOFTWARE TOOLS FOR BUSINESS” will be conducted from 10.07.2017 (Monday). Registration will be on First-Come First-Serve basis. Students are asked to enroll your names for the above mentioned course after the counseling sessions on the respective dates as follows:

III Year	II Year	I Year
Counseling Date 19.06.2017(FN)	Counseling Date 19.06.2017(AN)	Counseling Date 28.06.2017

HoDs and respective Department Staff Members are instructed to follow-up the same. Your whole hearted co-operation is needed to conduct the sessions in a gentle manner.


Total instruction Hours : 40 Hours
Course Coordinator : C.JANAKI
Assistant Professor/Commerce CA
Mail-id : kascommerceca@gmail.com



Head of the Department
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DEPARTMENT OF COMMERCE (CA)
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Copy to: ERODE - 638 107.

All Department Notice Board




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Dr. N. RAMAN
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KASC ACADEMY OF EXCELLENCE

Academic Year 2017-2018

Value Added Course On

BASIC SOFTWARE TOOLS FOR BUSINESS

DEPARTMENT
 OF
 COMMERCE(CA)

UG
 Students

COURSE
 DURATION
 40 HOURS
 (THEORY +
 PRACTICAL)

COURSE CONTENT

Computer
 Hardware and
 Networking

Software
 Installation and
 Working

Ms Word and Ms
 PowerPoint

Ms Excel

Internet for Business

COURSE OUTCOMES

1. Use the basic tools of computer
2. Understand the concepts and usage of hardware tools
3. Enhances the knowledge of information sharing and online payments

COURSE COORDINATOR

C. JANAKI
 ASSISTANT PROFESSOR
 COMMERCE CA

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DEPARTMENT OF COMMERCE CA

VALUE ADDED COURSE – SYLLABUS

17VCCBS - BASIC SOFTWARE TOOLS FOR BUSINESS

Course Objective: To impart the knowledge of some software tools and online systems

UNIT I	Computer Hardware and Networking	8 Hours
Hardware: Fundamentals of computer, peripherals of computers, Input/ output devices and usages, Basics of hardware and working, Computer assembling and disassembling, Hardware troubleshooting. Networking: Introduction to networking concepts, Networking model, Network topologies, Network devices, Networking Configuration.		
UNIT II	Software Installation and Working	8 Hours
System Software: Operating system and Installation – Full guide for windows Open Source Installation – Open source operating system Installation – communication software. Application Software: Application Software Installation – Device driver Installation, CD,DVD Writing – Editing Software – Antivirus software and Installation working.		
UNIT III	Ms Word and Ms PowerPoint	8 Hours
Basics of MS Office – Text Creation, Manipulation and Formatting the Text – Creating the Questionnaire for Marketing Applications. Create a PowerPoint presentation for marketing application – Design a slide for product sales and services – Design a slide for car showroom.		
UNIT IV	Ms Excel	8 Hours
Excel basics – Create a spread sheet to display the name, age and address. Create the program to display the product details. Create the spread sheet for company details and display in a chart.		
UNIT V	Internet for Business	8 Hours
Search Engine - E-mail - Mailing basics – Email Ethics – Smiley – Web Browsers – Connecting to internet – Types of Domain Name – Online purchase – Types of Online Payment – internet Banking Services.		
Total Hours		40 Hours

Reference Books

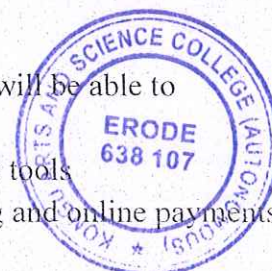
- A Textbook of information technology – R.Saravana Kumar, R,Parameswaran, T.Jayalakshmi – S.Chand & company Ltd.
- Ms-Office 2000 – Joyce leon
- Internet for everyone – Alexis leon

Course Outcome: On Completion of this course the students will be able to

1. Use the basic tools of computer

2. Understand the concepts and usage of hardware tools

3. Enhance the knowledge of information sharing and online payments



D. N. KAMAN
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DEPARTMENT OF COMMERCE CA

ACADEMIC YEAR : 2017-2018

17VCCBS - BASIC SOFTWARE TOOLS FOR BUSINESS - FINAL ENROLMENT LIST

S. No.	REG. NO.	NAME OF THE STUDENT	CLASS
1	15UCCA008	ASHOK KUMAR R	III BCOM CA
2	15UCCA005	ARAVIND S	III BCOM CA
3	15UCCA006	ARULPRASANTH P	III BCOM CA
4	15UCCA007	ARUN P	III BCOM CA
5	15UCCA014	DINESH KUMAR V	III BCOM CA
6	15UCCA020	JEGADESH P	III BCOM CA
7	15UCCA022	KALAISELVAN N	III BCOM CA
8	15UCCA036	NAVEEN N	III BCOM CA
9	15UCCA037	NIRANJAN B	III BCOM CA
10	15UCCA043	PRADEEP P	III BCOM CA
11	15UCCA048	RAMACHANDIRAN M	III BCOM CA
12	15UCCA049	RAMESH S	III BCOM CA
13	15UCCA051	RUTHISH KUMAR M	III BCOM CA
14	15UCCA057	SIVARAMAN K	III BCOM CA
15	15UCCA058	SIVASHANKAR L	III BCOM CA
16	15UCCA060	SRISANGEETH R	III BCOM CA
17	15UCCA066	VIGNESWARAN R	III BCOM CA
18	16UCCA025	KIRAN A	II BCOM CA
19	16UCCA066	VISHWABHARATHI K	II BCOM CA
20	16UCCA097	MAHESWARAN S	II BCOM CA
21	17UCCA001	ABARNA G	I BCOM CA
22	17UCCA002	ABISHEK C	I BCOM CA
23	17UCCA003	AJAY KUMAR K	I BCOM CA
24	17UCCA016	GANGA V	I BCOM CA
25	17UCCA017	GOKUL S	I BCOM CA



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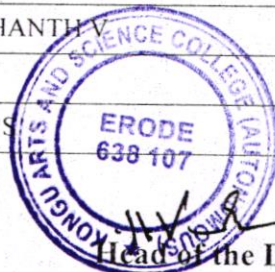
DEPARTMENT OF COMMERCE CA

ACADEMIC YEAR : 2017-2018

17VCCBS - BASIC SOFTWARE TOOLS FOR BUSINESS - FINAL ENROLMENT LIST

S.NO.	REG. NO.	NAME	CLASS
26	17UCCA029	KEERTHANA V	I BCOM CA
27	17UCCA033	MAHENDRAN K	I BCOM CA
28	17UCCA037	MARIYA DEEPIGA J	I BCOM CA
29	17UCCA038	MOHANASUNDARAM G	I BCOM CA
30	17UCCA040	NANDINI M	I BCOM CA
31	17UCCA041	NAVEEN C	I BCOM CA
32	17UCCA044	NAVIN P	I BCOM CA
33	17UCCA045	NAVINKUMAR R	I BCOM CA
34	17UCCA046	PAVADHARANI P	I BCOM CA
35	17UCCA052	ROOPASRI P	I BCOM CA
36	17UCCA054	SANDEEP G	I BCOM CA
37	17UCCA057	SHALINE K R	I BCOM CA
38	17UCCA059	SHIYAMALDEVA M	I BCOM CA
39	17UCCA066	VIGNESH M	I BCOM CA
40	17UCCA069	DEEPTHI A	I BCOM CA
41	17UCCA080	JANANE SHREE P	I BCOM CA
42	17UCCA082	KAMALESH K	I BCOM CA
43	17UCCA090	MEENAKSHI S	I BCOM CA
44	17UCCA091	MOHANAPRIYA K	I BCOM CA
45	17UCCA101	NIVETHA N	I BCOM CA
46	17UCCA103	PONRAVIPRASATH K	I BCOM CA
47	17UCCA104	PONVIGNESH S	I BCOM CA
48	17UCCA110	ROJA R	I BCOM CA
49	17UCCA117	SIBINISHANTH V	I BCOM CA
50	17UCCA119	SONA R	I BCOM CA
51	17UCCA126	SURESH S	I BCOM CA

Course Coordinator



Head of the Department
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ACADEMIC YEAR : 2017-2018

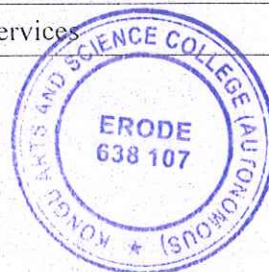
SCHEDULE FOR THE VALUE ADDED COURSE

17VCCBS - BASIC SOFTWARE TOOLS FOR BUSINESS

S. No.	Date	Time	Topics Covered	Theory Hours	Lab Hours
1	10.7.2017	03.20- 04.20	Fundamentals of computer	1	
2	11.7.2017	03.20- 04.20	peripherals of computers	1	
3	12.7.2017	03.20- 04.20	Input/ output devices and usages	1	
4	13.7.2017	03.20- 04.20	Basics of hardware and working		1
5	14.7.2017	03.20- 04.20	Computer assembling and disassembling		1
6	17.7.2017	03.20- 04.20	Hardware troubleshooting		1
7	18.7.2017	03.20- 04.20	Introduction to networking concepts		1
8	19.7.2017	03.20- 04.20	Networking model, Network topologies	1	
9	20.7.2017	03.20- 04.20	Network devices	1	
10	21.7.2017	03.20- 04.20	Networking Configuration		1
11	31.7.2017	03.20- 04.20	Operating system and Installation		1
12	1.8.2017	03.20- 04.20	Full guide for windows Open Source Installation	1	
13	2.8.2017	03.20- 04.20	Open source operating system Installation		1
14	3.8.2017	03.20- 04.20	communication software		1
15	7.8.2017	03.20- 04.20	Application Software Installation		1
16	8.8.2017	03.20- 04.20	Device driver Installation		1
17	9.8.2017	03.20- 04.20	CD,DVD Writing – Editing Software		1
18	10.8.2017	03.20- 04.20	Antivirus software and Installation working		1
19	16.8.2017	03.20- 04.20	Basics of MS Office – Text Creation	1	
20	17.8.2017	03.20- 04.20	Basics of MS Office – Text Creation		1
21	21.8.2017	03.20- 04.20	Manipulation and Formatting the Text		1
22	22.8.2017	03.20- 04.20	Creating the Questionnaire for Marketing Applications		1
23	23.8.2017	03.20- 04.20	Create a PowerPoint presentation for marketing application	1	
24	24.8.2017	03.20- 04.20	Create a PowerPoint presentation for marketing application		1
25	4.9.2017	03.20- 04.20	Design a slide for product sales and services		1

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DEPARTMENT OF COMMERCE CA

ACADEMIC YEAR : 2017-2018

SCHEDULE FOR THE VALUE ADDED COURSE 17VCCBS - BASIC SOFTWARE TOOLS FOR BUSINESS

S. No.	Date	Time	Topics Covered	Theory Hours	Lab Hours
26	7.9.2017	03.20- 04.20	Design a slide for car showroom		1
27	8.9.2017	03.20- 04.20	Excel basics	1	
28	11.9.2017	03.20- 04.20	Create a spread sheet to display the name, age and address		1
29	12.9.2017	03.20- 04.20	Create the program to display the product details		1
30	13.9.2017	03.20- 04.20	Create the spread sheet for company details and display in a chart		1
31	14.9.2017	03.20- 04.20	Create the spread sheet for company details and display in a chart		1
32	15.9.2017	03.20- 04.20	Search Engine	1	
33	16.9.2017	03.20- 04.20	E-mail		1
34	19.9.2017	03.20- 04.20	Mailing basics	1	
35	20.9.2017	03.20- 04.20	Email Ethics	1	
36	21.9.2017	03.20- 04.20	Smiley – Web Bowers	1	
37	22.9.2017	03.20- 04.20	Connecting to internet		1
38	23.9.2017	03.20- 04.20	Types of Domain Name	1	
39	25.9.2017	03.20- 04.20	Online purchase – Types of Online Payment		1
40	26.9.2017	03.20- 04.20	Internet Banking Services		1
Total				14	26
Total Hours (Theory + Lab)				40 Hours	
Assessment Date & Time : 10.10.2017 & 01:30 pm to 04:30 pm					
Type Of Assessment : Descriptive Questions(Practical)					

Course Coordinator

Head of the Department

Principal

Dr. N. RAMAN
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17VCCBS - BASIC SOFTWARE TOOLS FOR BUSINESS - ATTENDANCE

S. No.	REG. NO.	NAME	10.7.2017	11.7.2017	12.7.2017	13.7.2017	14.7.2017	17.7.2017	18.7.2017	19.7.2017	20.7.2017	21.7.2017
			03.20-4.20	03.20-4.20	03.20-4.20	03.20-4.20	03.20-4.20	03.20-04.20	03.20-04.20	03.20-4.20	03.20-4.20	03.20-4.20
1	15UCCA008	ASHOK KUMAR R	/	/	a	/	/	/	/	/	a	/
2	15UCCA005	ARAVIND S	/	/	/	a	/	/	/	a	/	/
3	15UCCA006	ARULPRASANTH P	/	/	/	/	/	/	/	/	/	/
4	15UCCA007	ARUN P	a	/	/	/	/	a	a	/	/	a
5	15UCCA014	DINESH KUMAR V	/	/	/	/	/	a	/	/	/	/
6	15UCCA020	JEGADESH P	/	/	/	a	/	/	a	a	/	/
7	15UCCA022	KALAISELVAN N	/	/	a	/	/	/	/	/	/	/
8	15UCCA036	NAVEEN N	/	/	/	/	/	a	a	/	/	/
9	15UCCA037	NIRANJAN B	/	/	/	/	/	/	/	/	a	/
10	15UCCA043	PRADEEP P	/	/	/	/	/	/	/	/	/	/
11	15UCCA048	RAMACHANDIRAN	/	/	a	/	a	/	/	a	/	/
12	15UCCA049	RAMESH S	/	/	/	/	/	/	/	/	/	/
13	15UCCA051	RUTHISH KUMAR M	/	/	/	a	/	/	/	a	a	/
14	15UCCA057	SIVARAMAN K	/	/	/	a	/	/	a	/	/	a
15	15UCCA058	SIVASHANKAR L	/	/	/	/	/	/	/	/	/	/
16	15UCCA060	SRISANGEETH R	/	/	/	/	/	/	/	/	/	/
17	15UCCA066	VIGNESWARAN R	/	a	/	/	a	/	a	/	/	a
18	16UCCA025	KIRAN A	/	/	/	/	/	/	/	/	/	a
19	16UCCA066	VISHWABHARATHI	/	/	/	/	/	/	/	/	/	/
20	16UCCA097	MAHESWARAN S	/	/	/	/	/	/	/	a	/	/
21	17UCCA001	ABARNA G	/	/	/	/	/	/	/	/	/	/
22	17UCCA002	ABISHEK C	/	/	/	/	/	/	/	/	/	/
23	17UCCA003	AJAY KUMAR K	/	/	/	/	/	/	/	/	/	/
24	17UCCA016	GANGA V	/	/	/	/	/	/	/	/	a	/
25	17UCCA017	GOKUL S	/	/	/	/	/	/	/	/	/	/
26	17UCCA029	KEERTHANA V	/	/	/	/	/	/	/	/	/	/
27	17UCCA033	MAHENDRAN K	/	/	/	/	/	/	/	/	/	/
28	17UCCA037	MARIYA DEEPIKA	/	/	/	/	/	/	/	/	/	/



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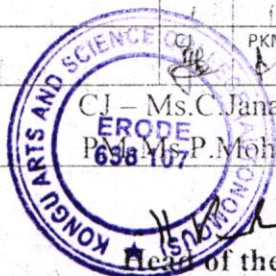
S. No.	REG. NO.	NAME	10.7.2017	11.7.2017	12.7.2017	13.7.2017	14.7.2017	17.7.2017	18.7.2017	19.7.2017	20.7.2017	21.7.2017
			03.20-4.20	03.20-4.20	03.20-4.20	03.20-4.20	03.20-4.20	03.20-04.20	03.20-04.20	03.20-4.20	03.20-4.20	03.20-4.20
29	17UCCA038	MOHANASUNDARAM	/	/	a	/	/	/	/	/	a	/
30	17UCCA040	NANDINI M	/	/	/	a	/	/	/	a	/	/
31	17UCCA041	NAVEEN C	/	/	/	/	/	/	a	/	/	a
32	17UCCA044	NAVIN P	/	/	/	/	/	/	/	/	/	/
33	17UCCA045	NAVINKUMAR R	/	/	/	/	/	/	/	/	/	/
34	17UCCA046	PAVADHARANI P	/	/	/	/	/	a	/	/	a	/
35	17UCCA052	ROOPASRI P	/	/	/	/	/	/	/	/	/	/
36	17UCCA054	SANDEEP G	/	/	/	/	/	/	/	/	/	/
37	17UCCA057	SHALINE K R	/	/	/	/	/	/	/	/	/	/
38	17UCCA059	SHIYAMALDEVA M	/	/	/	/	/	/	/	/	a	/
39	17UCCA066	VIGNESH M	/	/	/	/	/	/	/	/	/	/
40	17UCCA069	DEEPTHI A	/	/	/	/	/	/	/	/	/	/
41	17UCCA080	JANANE SHREE P	/	/	a	/	/	/	a	/	/	/
42	17UCCA082	KAMALESH K	/	/	/	/	/	/	/	/	/	/
43	17UCCA090	MEENAKSHI S	/	/	/	/	/	/	/	/	/	/
44	17UCCA091	MOHANAPRIYA K	/	/	/	/	/	/	/	/	/	/
45	17UCCA101	NIVETHA N	/	/	/	/	/	a	/	/	a	/
46	17UCCA103	PONRAVIPRASATH K	/	/	/	/	/	/	/	/	/	/
47	17UCCA104	PONVIGNESH S	/	/	/	/	/	/	/	/	/	/
48	17UCCA110	ROJA R	/	/	/	/	/	/	/	/	/	/
49	17UCCA117	SIBINISHANTH V	/	/	/	/	/	/	/	/	/	/
50	17UCCA119	SONA R	/	/	/	/	/	/	/	/	/	/
51	17UCCA126	SURESH S	/	/	/	/	/	/	/	/	/	/
Faculty Handling the Class												
PKM-Ms.P.K.Mangaiyarkarasi												
CPB- Mr.C.P.Balasubramaniam												

Course Coordinator

Head of the Department
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 KONGU ARTS AND SCIENCE COLLEGE
 (AUTONOMOUS)
 ERODE - 638 107.

Principal

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 (AUTONOMOUS)
 NANJANAPURAM, ERODE - 638 107.



DR. N. RAMAN
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 (AUTONOMOUS)
 NANJANAPURAM, ERODE - 638 107



KONGU ARTS AND SCIENCE COLLEGE

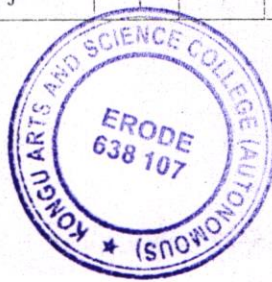
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DEPARTMENT OF COMMERCE CA

17VCCBS - BASIC SOFTWARE TOOLS FOR BUSINESS - ATTENDANCE

S. No	REG. NO.	NAME	31.7.2017	1.8.2017	2.8.2017	3.8.2017	7.8.2017	8.8.2017	9.8.2017	10.8.2017	16.8.2017	17.8.2017
			03.20-4.20	03.20-4.20	03.20-4.20	03.20-4.20	03.20-4.20	03.20-04.20	03.20-04.20	03.20-4.20	03.20-4.20	03.20-4.20
1	15UCCA008	ASHOK KUMAR R	/	a	/	a	a	/	/	/	a	/
2	15UCCA005	ARAVIND S	/	a	/	/	/	/	/	/	/	/
3	15UCCA006	ARULPRASANTH P	/	/	/	a	/	/	/	/	a	/
4	15UCCA007	ARUN P	/	/	/	a	a	a	/	/	/	/
5	15UCCA014	DINESH KUMAR V	/	a	/	/	/	/	a	/	/	/
6	15UCCA020	JEGADESH P	/	a	/	a	/	/	/	a	/	/
7	15UCCA022	KALAISELVAN N	a	/	/	/	a	/	/	/	/	/
8	15UCCA036	NAVEEN N	/	/	/	a	/	/	/	/	/	a
9	15UCCA037	NIRANJAN B	/	a	/	/	/	/	/	/	/	/
10	15UCCA043	PRADEEP P	/	/	/	/	a	/	/	/	a	/
11	15UCCA048	RAMACHANDIRAN M	a	/	a	/	/	/	a	/	/	/
12	15UCCA049	RAMESH S	/	/	/	/	a	/	/	/	/	/
13	15UCCA051	RUTHISH KUMAR M	/	/	/	/	/	/	/	/	/	a
14	15UCCA057	SIVARAMAN K	/	/	/	/	/	a	a	/	/	a
15	15UCCA058	SIVASHANKAR L	/	/	a	/	/	/	a	/	/	/
16	15UCCA060	SRISANGEETH R	/	/	/	a	/	/	/	/	/	/
17	15UCCA066	VIGNESWARAN R	a	/	/	a	/	a	/	/	a	/
18	16UCCA025	KIRAN A	/	/	/	/	a	/	/	/	/	/
19	16UCCA066	VISHWABHARATHI K	/	/	/	/	/	/	/	/	/	/
20	16UCCA097	MAHESWARAN S	/	a	/	/	/	/	/	/	/	/
21	17UCCA001	ABARNA G	/	a	/	/	/	/	/	/	/	/
22	17UCCA002	ABISHEK C	/	/	/	/	/	a	/	/	/	/
23	17UCCA003	AJAY KUMAR K	/	/	/	/	/	/	/	/	/	/
24	17UCCA016	GANGA V	/	/	/	/	/	/	/	/	/	a
25	17UCCA017	GOKUL S	/	/	/	/	/	/	/	/	/	/
26	17UCCA029	KEERTHANA V	/	/	/	/	/	a	/	/	/	/
27	17UCCA033	MAHENDRAN K	/	/	/	/	/	/	/	a	/	/
28	17UCCA037	MARIYA DEEPIGA J	/	/	/	/	/	/	/	/	/	/



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S. No.	REG. NO.	NAME	31.7.2017	1.8.2017	2.8.2017	3.8.2017	7.8.2017	8.8.2017	9.8.2017	10.8.2017	16.8.2017	17.8.2017
			03.20-4.20	03.20-4.20	03.20-4.20	03.20-4.20	03.20-4.20	03.20-04.20	03.20-04.20	03.20-4.20	03.20-4.20	03.20-4.20
29	17UCCA038	MOHANASUNDARAM	/	/	/	/	/	/	/	/	/	/
30	17UCCA040	NANDINI M	/	/	/	/	/	/	/	/	/	/
31	17UCCA041	NAVEEN C	/	/	/	/	/	a	/	/	/	/
32	17UCCA044	NAVIN P	/	/	/	/	/	/	/	/	/	/
33	17UCCA045	NAVINKUMAR R	/	/	/	/	/	/	/	/	/	/
34	17UCCA046	PAVADHARANI P	/	/	/	/	/	/	/	/	/	/
35	17UCCA052	ROOPASRI P	/	/	/	/	/	/	/	/	/	/
36	17UCCA054	SANDEEP G	/	/	/	/	/	/	/	/	/	/
37	17UCCA057	SHALINE K R	/	/	/	/	/	/	/	/	a	/
38	17UCCA059	SHIYAMALDEVA M	/	/	/	/	/	a	/	/	/	a
39	17UCCA066	VIGNESH M	/	/	/	/	/	/	/	/	/	/
40	17UCCA069	DEEPTHI A	/	/	/	/	/	/	/	/	/	/
41	17UCCA080	JANANE SHREE P	/	a	/	/	/	/	/	a	/	/
42	17UCCA082	KAMALESH K	/	/	a	/	/	/	a	/	/	/
43	17UCCA090	MEENAKSHI S	/	/	/	/	/	/	/	/	/	/
44	17UCCA091	MOHANAPRIYA K	/	/	/	/	/	/	/	/	/	/
45	17UCCA101	NIVETHA N	/	/	/	a	/	/	/	/	/	/
46	17UCCA103	PONRAVIPRASATH K	/	/	/	/	/	/	a	/	/	/
47	17UCCA104	PONVIGNESH S	/	/	/	/	/	/	/	/	/	a
48	17UCCA110	ROJA R	/	/	/	/	/	/	/	/	/	/
49	17UCCA117	SIBINISHANTH V	/	/	/	/	/	/	/	/	/	/
50	17UCCA119	SONA R	a	/	/	/	/	/	/	/	/	/
51	17UCCA126	SURESH S	/	/	/	/	/	/	/	/	/	/
Faculty Handling the Class			CJ	PM	CPB	RKM	PM	CJ	PM	CJ	CPB	GP
PKM-Ms.P.K.Mangaiyarkarasi			CJ	PM	CPB	RKM	PM	CJ	PM	CJ	CPB	GP
CPB- Mr.C.P.Balasubramaniam			CJ	PM	CPB	RKM	PM	CJ	PM	CJ	CPB	GP

Course Coordinator

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17VCCBS - BASIC SOFTWARE TOOLS FOR BUSINESS - ATTENDANCE

S. No.	REG. NO.	NAME	21.8.2017	22.8.2017	23.8.2017	24.8.2017	4.9.2017	7.9.2017	8.9.2017	11.9.2017	12.9.2017	13.9.2017
			03.20-4.20	03.20-4.20	03.20-4.20	03.20-4.20	03.20-4.20	03.20-04.20	03.20-04.20	03.20-4.20	03.20-4.20	03.20-4.20
1	15UCCA008	ASHOK KUMAR R	/	/	a	/	/	/	a	/	a	/
2	15UCCA005	ARAVIND S	/	/	/	/	/	/	a	/	/	/
3	15UCCA006	ARULPRASANTH P	/	/	/	/	/	/	/	/	/	/
4	15UCCA007	ARUN P	/	/	/	a	a	/	/	a	/	/
5	15UCCA014	DINESH KUMAR V	/	/	a	/	/	/	/	/	/	/
6	15UCCA020	JEGADESH P	a	/	/	/	/	/	/	/	a	/
7	15UCCA022	KALAISELVAN N	a	/	/	/	/	a	/	/	a	/
8	15UCCA036	NAVEEN N	/	/	/	a	/	/	/	/	/	/
9	15UCCA037	NIRANJAN B	/	a	a	/	/	/	/	/	/	/
10	15UCCA043	PRADEEP P	/	/	/	/	a	/	/	/	a	/
11	15UCCA048	RAMACHANDIRAN	/	a	a	/	/	/	/	a	/	/
12	15UCCA049	RAMESH S	/	/	/	/	/	/	/	/	/	/
13	15UCCA051	RUTHISH KUMAR M	/	/	/	/	a	/	/	/	/	/
14	15UCCA057	SIVARAMAN K	/	a	/	/	/	a	/	/	a	/
15	15UCCA058	SIVASHANKAR L	/	/	a	/	/	/	a	/	/	/
16	15UCCA060	SRISANGEETH R	a	/	/	/	/	/	/	/	/	/
17	15UCCA066	VIGNESWARAN R	/	/	/	/	/	/	a	/	a	/
18	16UCCA025	KIRAN A	/	a	/	/	/	/	a	/	/	/
19	16UCCA066	VISHWABHARATHI	/	/	/	/	/	/	/	/	/	/
20	16UCCA097	MAHESWARAN S	/	/	/	/	/	/	/	/	/	/
21	17UCCA001	ABARNA G	/	/	/	/	/	/	/	/	/	/
22	17UCCA002	ABISHEK C	/	/	/	/	/	/	/	/	/	/
23	17UCCA003	AJAY KUMAR K	/	/	/	/	/	/	/	/	/	/
24	17UCCA016	GANGA V	/	/	/	/	/	/	/	/	/	/
25	17UCCA017	GOKUL S	/	/	/	/	/	/	/	/	/	/
26	17UCCA029	KEERTHANA V	/	/	/	/	/	a	/	/	/	/
27	17UCCA033	MAHENDRAN K	/	/	/	/	/	/	/	/	/	/
28	17UCCA037	MARIYA DEEPIGA	/	/	/	/	/	/	/	/	/	/



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S. No.	REG. NO.	NAME	21.8.2017	22.8.2017	23.8.2017	24.8.2017	4.9.2017	7.9.2017	8.9.2017	11.9.2017	12.9.2017	13.9.2017	
			03.20-4.20	03.20-4.20	03.20-4.20	03.20-4.20	03.20-4.20	03.20-04.20	03.20-04.20	03.20-4.20	03.20-4.20	03.20-4.20	
29	17UCCA038	MOHANASUNDARAM G	/	/	/	/	/	/	/	/	/	/	
30	17UCCA040	NANDINI M	/	/	/	/	/	/	/	/	/	/	
31	17UCCA041	NAVEEN C	/	a	/	/	/	/	/	/	/	/	
32	17UCCA044	NAVIN P	/	/	/	/	/	/	/	/	/	/	
33	17UCCA045	NAVINKUMAR R	/	/	/	/	/	/	/	/	/	/	
34	17UCCA046	PAVADHARANI P	/	/	/	/	a	/	/	/	/	/	
35	17UCCA052	ROOPASRI P	/	/	/	/	/	/	/	/	/	/	
36	17UCCA054	SANDEEP G	/	/	/	/	/	/	/	/	/	/	
37	17UCCA057	SHALINE K R	/	/	/	/	/	/	/	/	/	/	
38	17UCCA059	SHIYAMALDEVA M	a	/	/	/	/	/	/	/	a	/	
39	17UCCA066	VIGNESH M	/	/	/	/	/	/	/	/	/	/	
40	17UCCA069	DEEPTHI A	/	/	/	/	/	/	/	/	/	/	
41	17UCCA080	JANANE SHREE P	a	/	/	/	/	/	/	/	/	/	
42	17UCCA082	KAMALESH K	/	a	/	a	/	/	/	/	/	/	
43	17UCCA090	MEENAKSHI S	/	/	/	/	/	/	/	/	a	/	
44	17UCCA091	MOHANAPRIYA K	/	/	/	/	/	a	/	/	/	/	
45	17UCCA101	NIVETHA N	/	/	/	/	/	/	/	/	/	/	
46	17UCCA103	PONRAVIPRASATH K	/	/	/	/	/	/	/	/	/	/	
47	17UCCA104	PONVIGNESH S	/	/	/	/	/	/	/	/	a	/	
48	17UCCA110	ROJA R	/	/	/	/	/	/	/	/	/	/	
49	17UCCA117	SIBINISHANTH V	/	/	/	/	/	/	/	/	/	/	
50	17UCCA119	SONA R	/	/	/	/	/	/	/	/	/	/	
51	17UCCA126	SURESH S	/	/	/	/	/	/	/	/	/	/	
Faculty Handling the Class			GP	CJ	GP	PKM	GP	GP	GP	CPB	GP	GP	
			B	B	B	B	B	B	B	B	B	B	
PKM-Ms.P.K.Mangaiyarkarasi			CJ - Ms.C.Janaki			GP - Mr.G.Prabhu			Dr. N. RAMAN				
CPB- Mr.C.P.Balasubramaniam			ERODE 638 107			PRINCIPAL,				KONGU ARTS AND SCIENCE COLLEGE			
						(AUTONOMOUS)				NANJANAPURAM, ERODE - 638 107			

Course Coordinator



Head of the Department

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DEPARTMENT OF COMMERCE CA

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			03.20-4.20	03.20-4.20	03.20-4.20	03.20-4.20	03.20-4.20	03.20-04.20	03.20-04.20	03.20-4.20	03.20-4.20	03.20-4.20
1	15UCCA008	ASHOK KUMAR R	/	a	/	/	/	/	/	/	/	/
2	15UCCA005	ARAVIND S	/	/	a	/	/	/	/	/	/	/
3	15UCCA006	ARULPRASANTH P	/	/	/	/	/	/	/	/	/	/
4	15UCCA007	ARUN P	/	/	a	/	a	/	/	/	/	/
5	15UCCA014	DINESH KUMAR V	a	a	/	/	/	/	/	/	a	/
6	15UCCA020	JEGADESH P	/	/	/	/	/	/	/	/	/	/
7	15UCCA022	KALAISELVAN N	/	a	/	/	/	/	/	/	/	/
8	15UCCA036	NAVEEN N	a	/	/	/	/	/	/	/	/	/
9	15UCCA037	NIRANJAN B	/	/	/	/	a	/	/	/	/	/
10	15UCCA043	PRADEEP P	/	/	a	a	/	/	/	/	/	a
11	15UCCA048	RAMACHANDIRAN M	/	a	a	a	/	/	/	/	/	a
12	15UCCA049	RAMESH S	/	/	/	/	/	/	/	/	/	/
13	15UCCA051	RUTHISH KUMAR M	a	/	/	/	a	/	/	/	/	/
14	15UCCA057	SIVARAMAN K	/	/	/	a	a	/	/	a	/	/
15	15UCCA058	SIVASHANKAR L	/	a	/	/	a	/	/	/	/	/
16	15UCCA060	SRISANGEETH R	/	a	/	/	/	a	/	/	/	/
17	15UCCA066	VIGNESWARAN R	a	/	/	/	/	/	/	/	/	/
18	16UCCA025	KIRAN A	/	/	/	/	/	/	/	/	/	/
19	16UCCA066	VISHWABHARATHI K	a	/	/	/	/	/	a	/	/	/
20	16UCCA097	MAHESWARAN S	/	/	/	/	/	/	/	/	/	/
21	17UCCA001	ABARNA G	/	/	/	/	/	/	/	/	/	/
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23	17UCCA003	AJAY KUMAR K	/	/	/	/	/	/	/	/	/	/
24	17UCCA016	GANGA V	/	a	/	/	/	/	/	/	/	/
25	17UCCA017	GOKUL S	/	/	/	/	/	/	/	/	/	/
26	17UCCA029	KEERTHANA V	/	/	/	/	/	/	/	/	/	/
27	17UCCA033	MAHENDRAN K	/	/	/	/	/	/	/	/	/	/
28	17UCCA037	MARIYA DEEPIGA J	/	/	/	/	/	/	/	/	/	/



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			03.20 - 4.20	03.20 - 4.20	03.20 - 4.20	03.20 - 4.20	03.20 - 4.20	03.20-04.20	03.20-04.20	03.20 - 4.20	03.20 - 4.20	03.20 - 4.20
29	17UCCA038	MOHANASUNDARAM G	/	a	/	/	/	/	/	/	/	/
30	17UCCA040	NANDINI M	/	/	/	/	/	/	/	/	/	/
31	17UCCA041	NAVEEN C	a	/	/	/	/	/	/	/	/	/
32	17UCCA044	NAVIN P	/	/	/	/	/	a	/	/	/	/
33	17UCCA045	NAVINKUMAR R	a	a	/	/	/	/	/	/	/	/
34	17UCCA046	PAVADHARANI P	/	/	/	/	/	/	/	/	/	/
35	17UCCA052	ROOPASRI P	/	/	/	/	/	/	/	/	/	/
36	17UCCA054	SANDEEP G	/	/	/	/	/	/	/	/	/	/
37	17UCCA057	SHALINE K R	/	/	/	/	/	/	a	/	/	/
38	17UCCA059	SHIYAMALDEVA M	/	/	/	/	/	/	a	/	/	/
39	17UCCA066	VIGNESH M	/	/	/	/	/	/	/	/	/	/
40	17UCCA069	DEEPTHI A	/	/	/	/	a	/	/	/	/	/
41	17UCCA080	JANANE SHREE P	/	a	/	/	/	/	/	/	a	/
42	17UCCA082	KAMALESH K	/	/	/	/	/	/	/	/	/	/
43	17UCCA090	MEENAKSHI S	/	/	/	/	/	/	/	/	/	/
44	17UCCA091	MOHANAPRIYA K	/	/	/	/	/	/	/	/	/	/
45	17UCCA101	NIVETHA N	/	/	/	/	/	/	/	/	/	/
46	17UCCA103	PONRAVIPRASATH K	/	/	/	/	/	/	/	/	/	/
47	17UCCA104	PONVIGNESH S	/	/	/	/	/	/	/	/	/	/
48	17UCCA110	ROJA R	/	/	/	/	/	/	/	/	/	/
49	17UCCA117	SIBINISHANTH V	/	/	/	/	/	/	/	/	/	/
50	17UCCA119	SONA R	/	/	/	/	/	/	/	/	/	/
51	17UCCA126	SURESH S	/	/	/	/	a	/	/	/	/	/
Faculty Handling the Class			PKM	PKM	PKM	PM	GP	GP	CPB	CPB	CJ	CJ
				A	A	A	B	B	C	C	C	C

PKM-Ms.P.K.Mangaiyarkarasi
CPB- Mr.C.P.Balasubramaniam

CJ - Ms.C.Janaki
GP - Mr.G.Prabhu

PM-Ms.P.Mohana Sundar

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KONGU ARTS AND SCIENCE COLLEGE

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DEPARTMENT OF COMMERCE CA

17VCCBS - BASIC SOFTWARE TOOLS FOR BUSINESS – QUESTION PAPER

Time: 3 Hrs

PAPER – I

Max.Marks:100

SECTION – A

(50 x 2 =100)

- 1) How to install Windows XP operating System?
- 2) How to install Printer Software?
- 3) How to write the files in CD/DVD writer?
- 4) How to assemble the computer?
- 5) Create a program for formatting a text using MSWord.
- 6) Create a Questioner for Marketing Applications using MSWord.
- 7) Create a PowerPoint presentation for marketing application using MS PowerPoint.
- 8) Design a slide for a car showroom using MS PowerPoint.
- 9) Design a slide for product sales and services using MS PowerPoint.
- 10) Create a spread sheet to display the product details using MS Excel.
- 11) Create a spread sheet for company details and display using chart in MS Excel.
- 12) Create a spread sheet to display your bio-data using MS Excel.
- 13) Check your mail and send a mail to your friend regarding forth coming exam.
- 14) Visit a website for online purchase of a product of your interest.
- 15) Visit a website of a bank and view the online services provided by the bank.



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17VCCBS - BASIC SOFTWARE TOOLS FOR BUSINESS - MARK STATEMENT

S. NO.	REG.NO.	PRACTICAL	RESULT	GRADE
1	15UCCA008	55	PASS	B
2	15UCCA005	85	PASS	A+
3	15UCCA006	77	PASS	A
4	15UCCA007	52	PASS	B
5	15UCCA014	45	PASS	C
6	15UCCA020	60	PASS	B+
7	15UCCA022	68	PASS	B+
8	15UCCA036	90	PASS	A++
9	15UCCA037	60	PASS	B+
10	15UCCA043	AB	FAIL	***
11	15UCCA048	54	PASS	B
12	15UCCA049	85	PASS	A+
13	15UCCA051	AB	FAIL	***
14	15UCCA057	AB	FAIL	***
15	15UCCA058	75	PASS	A
16	15UCCA060	81	PASS	A+
17	15UCCA066	AB	FAIL	***
18	16UCCA025	83	PASS	A+
19	16UCCA066	73	PASS	A
20	16UCCA097	50	PASS	B
21	17UCCA001	78	PASS	A
22	17UCCA002	82	PASS	A+
23	17UCCA003	68	PASS	B+
24	17UCCA016	75	PASS	A
25	17UCCA017	75	PASS	A
26	17UCCA029	81	PASS	A+
27	17UCCA033	78	PASS	A
28	17UCCA037	68	PASS	B+
29	17UCCA038	58	PASS	B
30	17UCCA040	60	PASS	B



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17VCCBS - BASIC SOFTWARE TOOLS FOR BUSINESS - MARK STATEMENT

S.NO.	REG.NO.	PRACTICAL - I	RESULT	GRADE
31	17UCCA041	76	PASS	A
32	17UCCA044	70	PASS	A
33	17UCCA045	80	PASS	A+
34	17UCCA046	80	PASS	A+
35	17UCCA052	71	PASS	A
36	17UCCA054	71	PASS	A
37	17UCCA057	75	PASS	A
38	17UCCA059	85	PASS	A+
39	17UCCA066	45	PASS	C
40	17UCCA069	95	PASS	A++
41	17UCCA080	40	PASS	C
42	17UCCA082	48	PASS	C
43	17UCCA090	62	PASS	B+
44	17UCCA091	45	PASS	C
45	17UCCA101	73	PASS	A
46	17UCCA103	80	PASS	A+
47	17UCCA104	80	PASS	A+
48	17UCCA110	54	PASS	B
49	17UCCA117	73	PASS	A
50	17UCCA119	53	PASS	B
51	17UCCA126	62	PASS	B+
90-100	A++ - Outstanding	60-69	B+ - Good	
80-89	A+ - Excellent	50-59	B - Average	
70-79	A - Very Good	40-49	C - Satisfactory	

Course Coordinator

Head of the Department

HEAD OF THE DEPARTMENT
DEPARTMENT OF COMMERCE
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.

D. N. RAMAN
Principal,
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.



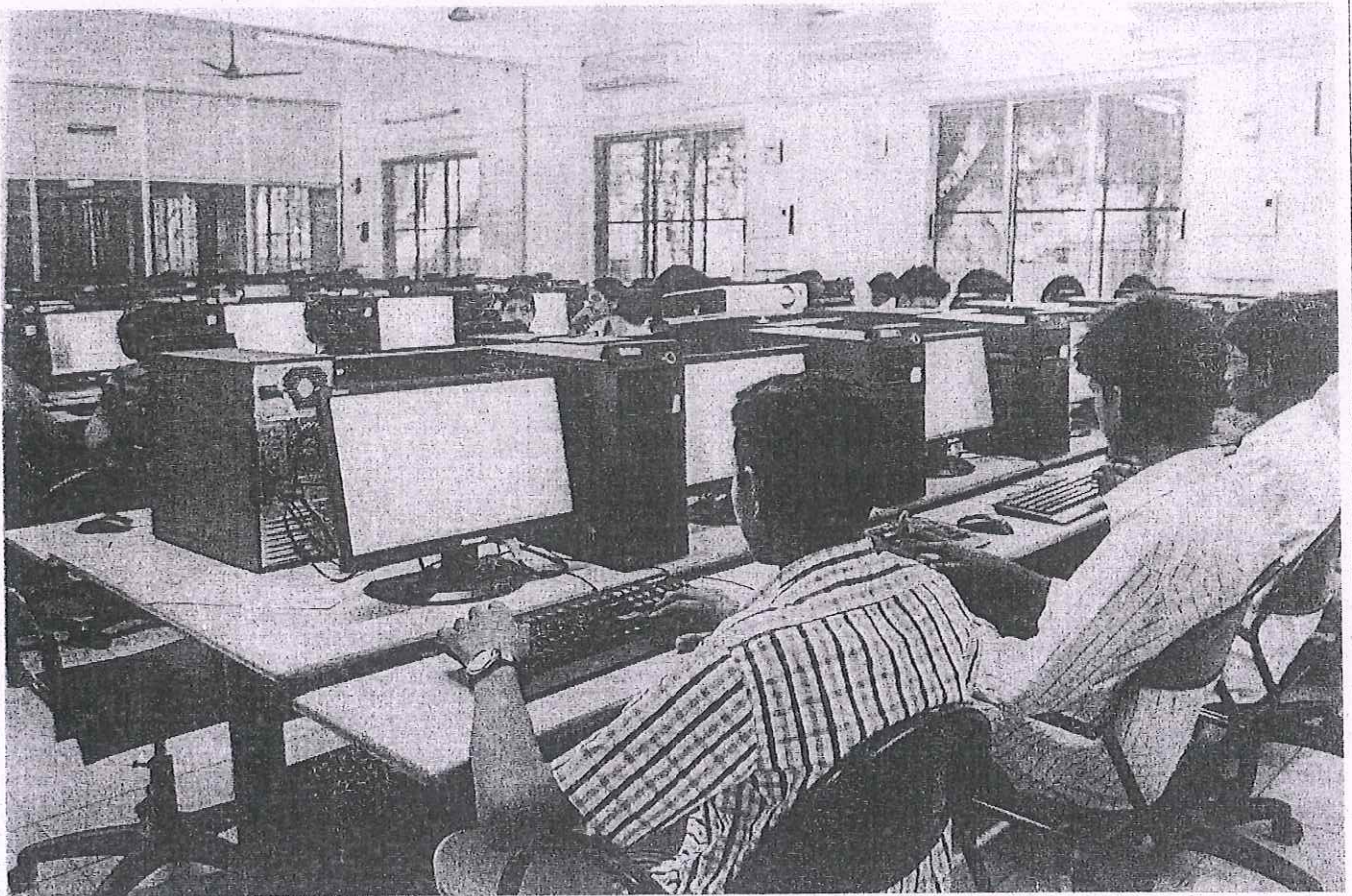
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17VCCBS - BASIC SOFTWARE TOOLS FOR BUSINESS – PHOTOGRAPH




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17VCCBS - BASIC SOFTWARE TOOLS FOR BUSINESS – STUDENTS FEEDBACK

Name of the Student	
Register Number	
Department	
Year	

Parameters	Yes	No	
The Course content was in line with my expectations	Yes	No	
General content of the Course	Excellent	Good	Average
The Course provided additional knowledge and skill	Yes	No	
Well-designed Practical sessions	Yes	No	
Schedule of the classes and other relevant details have been informed promptly	Yes	No	
Course materials provided were useful	Yes	No	
Provides scope for self-employment and fulfils the industrial needs	Yes	No	

Student Signature


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17VCCBS - BASIC SOFTWARE TOOLS FOR BUSINESS - STUDENTS FEEDBACK

Name of the Student	S. Meenakshi
Register Number	17UCCA090
Department	I. BCOM (CA) - 'B'
Year	2017-2018

Parameters	Yes	No	
The Course content was in line with my expectations	Yes	No	
General content of the Course	Excellent	Good	Average
The Course provided additional knowledge and skill	Yes	No	
Well-designed Practical sessions	Yes	No	
Schedule of the classes and other relevant details have been informed promptly	Yes	No	
Course materials provided were useful	Yes	No	
Provides scope for self-employment and fulfils the industrial needs	Yes	No	

Meenakshi
Student Signature



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DEPARTMENT OF COMMERCE CA

17VCCBS - BASIC SOFTWARE TOOLS FOR BUSINESS - STUDENTS FEEDBACK

Name of the Student	A.DEEPTHI
Register Number	17UCCA069
Department	IBCOM(CA) - B
Year	2017 - 2018

Parameters	Yes	No	
The Course content was in line with my expectations	Yes	No	
General content of the Course	Excellent	Good	Average
The Course provided additional knowledge and skill	Yes	No	
Well-designed Practical sessions	Yes	No	
Schedule of the classes and other relevant details have been informed promptly	Yes	No	
Course materials provided were useful	Yes	No	
Provides scope for self-employment and fulfils the industrial needs	Yes	No	

A. Deepthi
Student Signature



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KASC ACADEMY OF EXCELLENCE

Certificate

This Certificate is awarded to



DEEPTHI A

I B Com (CA)

for the successful completion of the Certificate Course in
BASIC SOFTWARE TOOLS FOR BUSINESS

with A++ Grade conducted by the

Department of Commerce with Computer Applications

during the Academic Year 2017 - 2018



Course Coordinator

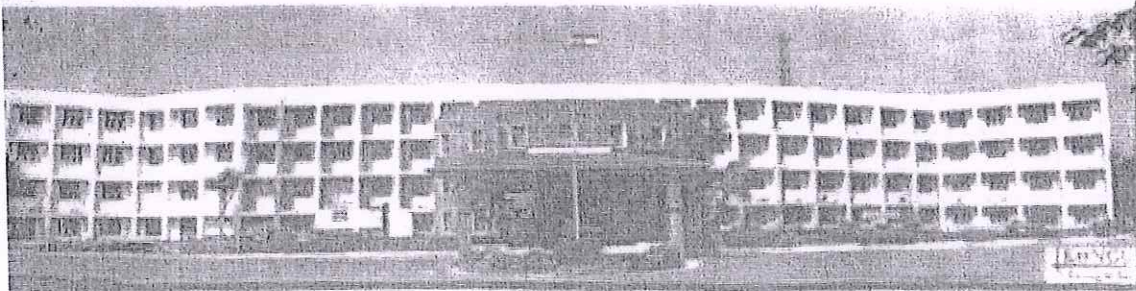
Convener
Academy of Excellence

Principal
Correspondent

100 A++ - Outstanding
89 A+ - Excellent

70 - 75 A - Very Good
60 - 65 B+ - Good

50 - 55 B - Fair
40 - 45 C - Poor



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