

Learning out come	<ol style="list-style-type: none"> 1. Apply the generally accepted accounting principle while recording transactions with G.S.T.and preparing financial statement. 2. Demonstrate accounting process under computerized accounting system. 3. prepare cash book and other account necessary while running a business. 4. Evaluate the importance of depreciation 5. prepare dissolution and Amalgamation account of partnership firm:
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Learning Out comes	<ol style="list-style-type: none"> 1- Know Various forms of Communication, Communication Barriers. 2- Comprehend a variety of Business Correspondence and respond Appropriately. 3- Use appropriate Grammatical Constructions and Vocabulary to Communicate Effectively.
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Learning Out comes	<ol style="list-style-type: none"> 1.To apply basic terms of integration in solving practical problems field of as of business. To explain basic methods of business calculus, types and methods of interest account and their basic applications in practice. 2.To solve problems in the areas of business calculus, simple and compound interest account, use of compound interest account, loan and consumer credit. 3.To discuss effects of various types and methods of interest account. 4. Connect acquired knowledge and skills with practical problems in economic practice.
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Learning out comes	1	To know the students with the basic concept terms & provisions of mercantile and business laws.
	2	To develop well verse in basic provisions regarding legal framework governing the business world.
	3	Knowing the rights and liability of every citizen regarding consumer protection act.

Learning Out comes	<ol style="list-style-type: none"> 1. Understand relationship between environment and business Applying the environment analysis techniques in Practice. 2. The students will be able to demonstrate and develop conceptual framework of business environment and generate interest in international business. 3. Familiarize with the Nature of local business environment and its component. 4. Acquaint students with govt. policies and different roles for the emergence, upliftment and smooth functioning of business organization.
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Learning Outcomes:	1	Examine how different economic systems function and evaluate implications of various economic decisions;
	2	Examine how consumers try to maximize their satisfaction by spending on different goods;
	3	Analyze the relationship between inputs used in production and the resulting outputs and costs;
	4	Analyze and interpret market mechanism and behaviour of firms and response of firms to different market situations
	5	Examine various facets of pricing under different market situations.

5	Course Learning Outcomes (CLO)	<p>At the end of this course, the students will be able to:</p> <ul style="list-style-type: none"> ● Understand the MS Word with page setup, formatting text, print documents and mail merge ● Understand the MS Excel with creating sheets, calculation in cell and prepare charts. ● Understand the sorting & filter in MS Excel. ● Understand the MS Power point with design templates, slide transaction and animation effects. ● Understand the MS Access and graphics.
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Part A: Introduction			
Program: Certificate Course		Class: B. Com-I Year- CA	Year: 2022 Session:2022-2023
1	Course Code	BCOMCA-IP	
2	Course Title	LAB1: PC Software and Multimedia	
3	Course Type	Practical	
4	Pre-requisite (if any)	No	
5	Course Learning Outcomes (CLO)	<p>At the end of course, Students will be able to:</p> <ul style="list-style-type: none"> • Learn Modern office activities and their software requirements. • Create a new Word document and formatting a document using MS-WORD. • Create an electronic spreadsheet using MS-Excel, familiarize oneself with Excel's basic and advance features. • Create a slide show presentation and explore the Microsoft Office PowerPoint environment. • Create table, form, query, report using MS-Access • Know about Animation, First movement of animation with shadow and light. • know about the history how the early people think or to add motion in animation 	