



BRIDGE COURSE FOR SLOW LEARNERS

Various departments of Marian College provide Bridge courses on domain areas for slow learners in order to bridge the gap between the subject studied earlier and the subjects they would be studying in current year. Given below are:

1. Bridge course syllabus – B.Com
2. Bridge course attendance – B.Com
3. Bridge course syllabus – MMH
4. Bridge course question paper- MMH

B Com Syllabus – 2017 Admissions

Board Of Studies – Commerce (UG)

C. Bridge Courses

Introduction to Accounting

Semester:	I		
Course:	Introduction to Accounting		
Type:	Bridge Course	Course Code:	UBM1708
Instructional Hours:	20	Mode	Optional
Credit:	Non Credit		

Objectives

- To provide students with non accounting background, an exposure to theoretical and practical knowledge of accounting process.

Learning Outcome

- Ability to do accounting problems involving all the steps in the accounting process.
- Develop an interest and necessary confidence in the subject.

Module 1: Introduction

Lectures 5

Theoretical framework-basic terms- accounting - principles-purpose -advantages –users of accounting information Methods of accounting –cash system and accrual system - Accounting standards.

Module 2: Accounting process

Lectures 15

Accounting – Basic accounting equation—rules of debit and credit journal-ledger-trial balance - Subsidiary books - Final accounts of sole trader-partnership -accounts of non-profit organization Depreciation – provision and reserves

Text Books

1. S A Siddique, 2016, Book keeping and accountancy, Laxmi Publications
2. T S Grewal, 2014, Double entry book keeping, Sultan Chand and Sons





Criterion II - Teaching-Learning and Evaluation

BRIDGE COURSE FOR SLOW LEARNERS

MARIAN COLLEGE KUTTIKANAM (AUTONOMOUS)
NON CREDIT COURSE - ATTENDANCE REGISTER
I B.COM A, B & C - UBM1708 INTRODUCTION TO ACCOUNTING

Resource person: Mr. Aswin Uthaman (Total Hrs: 20)

(3.30pm - 4.30pm)

SL.NO	REGISTER NUMBER	NAME OF THE STUDENT	BATCH	04-07-17	05-07-17	06-07-17	07-07-17	10-07-17	11-07-17	12-07-17	13-07-17	14-07-17	17-07-17	18-07-17	19-07-17	20-07-17	21-07-17	01-08-17	02-08-17	03-08-17	04-08-17	07-08-17	08-08-17
1	17UBM209	ALTO SEBASTIAN	B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	17UBM222	ISON GEO JOSEPH	B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	17UBM302	ADARSH A	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	17UBM316	ATHUL KURUVILA BABY	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	17UBM318	BONY DENNY	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	17UBM320	DIYA THOMAS	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	17UBM329	JONATHAN TITUS GEORGE	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	17UBM342	NISHY ELIZABETH NINAN	C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Signature:

Ms Jismy Maria Joseph
Course Coordinator

Signature:

Mr Aswin Uthaman
Teacher in-charge

Signature:

Dr. K V Thomas
HOD, B.com, Research & PG Dept. of Commerce





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Syllabus of Bridge Course – MMH Department

Business and Hospitality

- Indian economy, GDP and its role.
- Tourism industry, employment opportunities, GDP contribution, sector wise growth.
- Features of our industry, career and life in tourism and difference of MMH with MBA and BHM.
- Business organization forms – sole proprietorship, partnership, society and companies-rules, features etc.
Organizational levels, pyramid.

ICT

- Reprographic facilities of print /Photostat and scan - get installation and also teach 3 students who will teach others.
- Internet access, Net server and introduction to metle (only when the roll number is assigned).
- Use of laptop, care, basics shortcuts, quick and easy use of windows and Ms office Part II.
- Business organization forms – sole proprietorship, partnership, society and companies-rules, features etc.
Organizational levels, pyramid





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Department of MMH

ICT Bridge course test

1. What is the percentage of services sector in India's GDP 58%.
2. Travel agency arranges tickets, visa etc on your behalf.
3. tour operator executed ground handling and also create packages.

Sole proprietorship

4. Sole proprietorship has got limited liability unlimited liability limited to capital liability.

Partnership

5. Partnership agreement written by partners are called
 - a. firm register
 - b. registration certificate
 - c. certificate of agreement
 - d. partnership deed
 - e. partnership act.
6. Maximum number possible in a partnership is
 - a. 25
 - b. 30
 - c. 50
 - d. 100
 - e. 25
7. Who is a sleeping partner?
 - a. A partner who died





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- b. a partner who is a minor
- c. partner does not take part in business
- d. partner who filed suit against you.

8. A partnership business is called

- a. a company
- b. organization
- c. firm
- d. joint venture.

Cooperatives

9. Primary objective of cooperatives is

- a. to make profit
- b. to look after welfare of its members
- c. to look after priorities of Government
- d. to help country to have social justice.

10. Cooperatives in India are governed by

- a. cooperative societies act of 1932
- b. cooperative Act of 1948
- c. The Act of cooperation 1956
- d. cooperative societies act of 1912.

Pvt Ltd companies

11. What is the minimum number of people required to form a private company ?

- a. 2
- b. 5





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- c. 7
- d. 9
- e. 11

12. Private limited company has got

- a. limited liability
- b. unlimited liability
- c. limited to personal assets liability.

13. Shares of private limited company are sold through.

- a. Share market
- b. stock exchanges
- c. news paper ads
- d. online
- e. through personal contacts

Public limited companies

14. Minimum number required to form a public limited company

- a. 2
- b. 5
- c. 6
- d. 7
- e. 10

15. Maximum number of shareholders permitted for a public limited company?

- a. 1000
- b. 50000
- c. 1 lac
- d. unlimited

16. Prospectus is





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- a. An advertisement inviting shares
- b. an advertisement as part of public relations
- c. registration certificate
- d. permission from govt

17. Companies in India are governed by

- a. Company Registration Act 1948
- b. Company Registration Act 1948
- c. Indian Companies Act 1956
- d. Indian Company Act 1959
- e. Corporate Governance Act of 1947

Short cut keys

18. Windows explorer windows + E
19. Lock windows windows +L
20. To move between opened windows Alt + Tab
21. Run command windows + Run
22. Close a window Alt + F4
23. New window control + N
24. Minimise a window Alt + Space + N

Ms Word

25. To centralise text Control +E
26. To justify Control + J
27. To underline Control + U
28. To change selected text from capital letters to small letters and vice versa Shift +f3
29. To increase font size continuously control + }





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30. To print files	Control + P
31. To find specific text in a file	Control + F
32. To make text bold	Control + B
33. To cut and move a text	Control + X
34. To undo a change	Control + Z
35. To redo the change	Control + Y

Fundamentals of Hospitality & Tourism Management

1. Computer skills

- a. Write short cut keys for the following in Windows
 - i. Windows explorer
 - ii. To initiate run command
 - iii. To close a window
 - iv. To minimise a window
 - v. To scroll between opened windows
 - vi. To lock your windows desktop
 - vii. To open search option
 - viii. To change display option to connect projector
- b. Write short cut keys for the following in Ms Word
 - i. To copy
 - ii. To cut
 - iii. To paste
 - iv. To select entire text a word file
 - v. To increase and reduce font size
 - vi. To remove text in vertically
 - vii. To print





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- viii. To make the font bold
 - ix. To underline a text
 - x. To justify the text
 - xi. For centralising a text
2. What are the forms in which a business can be started?
 3. Write the three levels of management
 4. Who proposed organizational pyramid concept?
 5. What is the maximum number of members for a partnership form of business?
 6. What is meant by limited liability?
 7. Partnership in India are governed under which act?
 8. Cooperative societies in India are governed under which act
 9. What is the motto of cooperatives?
 10. What is meant by a 'firm'?

