



# MES COLLEGE ERUMELY

BRIDGE COURSE



2019-2020

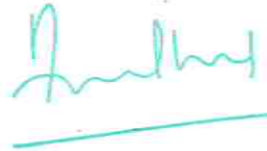
# MES COLLEGE ERUMELY

## DEPARTMENT OF COMMERCE MARKETING AND OFFICE MANAGEMENT BRIDGE COURSE

In the academic year 2019-2020 the entry level test was organised for the first year students. On the basis of this test the department decided to conduct a bridge course for slow learners. B.Com Computer Application , B.Com Marketing , B.Com Office Management and B.Com Tax are combined to conduct the course.

The courses are

1. Basic Accounting
2. Basic English
3. MS-Office



The list of students and details are enclosed.



Prof. (Dr.) ANIL KUMAR S.  
PRINCIPAL  
MES COLLEGE ERUMELY

Room No: 313

2019-2020

**BRIDGE COURSE**

**BASICS OF BUSINESS AND ACCOUNTING**

**Aim of the course**

1. To provide a strong foundation level understanding about basics of accounting

**Objective of the course**

1. To give basic knowledge on financial accounting which the students would be learning through graduation.

Module – I : Business and economics – Managerial economics – Importance of price, and demand and market in business decision making

2 HOURS

Module – II : Business communication – Types – Importance of business communication

2 HOURS

Module – III : Accounting – Introduction – Concept – Double entry V/S single entry – Accounting equation – Journalizing – Ledger – Trial balance – Final accounts (without adjustment)

6 HOURS

Total instructional hours = 10 Hours

Prof. (Dr.) ANIL KUMAR S.  
PRINCIPAL  
MES COLLEGE ERUMELY

REMADEVI. A.  
Vice Principal (IQAC)  
MES College, Erumely

2019-2020

**MES COLLEGE ERUMELY**  
**DEPARTMENT OF COMMERCE**  
**BRIDGE COURSE**

**PRELIMINARY TEST – BASICS OF BUSINESS AND ACCOUNTING**

1. The excess of revenue over expense is

Profit  loss  gain  expenditure

2. Expand GAAP

Generally Accepted Accounting Practice   
Generally Accepted Auditing Principle   
Generally Accepted Accounting Principle   
Generally Accepted Auditing Practice

3. Write down the golden rules of personal accounting

Debit the receiver credit the giver   
Credit the receiver debit the giver   
Debit what comes in credit what goes out   
Debit all expenses and losses credit all profit and gain

4. Expand ICAI

Institute of Commerce Accounting of India   
Institute of Chartered Accounting of India   
Institute of Chartered Accountants of India   
Institute of computerized Accountants of India

*Remadevi A.*  
REMADEVI. A.  
Vice Principal (IQAC)  
MES College Erumely

5. Write down the basic accounting equation



10. If your organization has three bank accounts for processing payments, what is the minimum number of ledgers it needs

1  2  3  4

11. All cash purchases are recorded in the ..... book

Purchase journal  sales book  sales journal  cash account

12. The debit abbreviation is

dr  db  dt  de

13. GST stands for

Goods and service tax  goods saves tax  gained service tax

14. Companies must prepare financial statements at least yearly due to the ..... assumption


Accounting period  monetary unit  going concern

15. When a bill is not paid on its due date, it is said to be

Dishonored  endorsed  discounted  expired



Prof. (Dr.) VENI SATHAR S.  
PRINCIPAL  
MES COLLEGE ERUMELY

  
REMADEVI. A.  
Vice Principal (IQAC)  
MES College, Erumely



**BRIDGE COURSE  
BASICS OF ACCOUNTING**

2019-2020

| <b>B.com-Office management</b>      |                |  |
|-------------------------------------|----------------|--|
| 1                                   | Aakash K A     |  |
| 2                                   | Abhijith Biju  |  |
| 3                                   | Arshad P A     |  |
| 4                                   | Arun P Madhu   |  |
| 5                                   | MohammedGasaly |  |
| 6                                   | Sameer Hussain |  |
| 7                                   | Shahabas V S   |  |
| 8                                   | Sreelal S      |  |
| <b>B.Com-Marketing</b>              |                |  |
| 9                                   | Adhil S Haneef |  |
| 10                                  | Albin Antony   |  |
| 11                                  | Anas Yoosuf    |  |
| 12                                  | Ashif A karim  |  |
| 13                                  | Azif ismail    |  |
| 14                                  | Hassan salim   |  |
| 15                                  | MuhammedKhayes |  |
| 16                                  | Sabeel basheer |  |
| 17                                  | Thanveer M     |  |
| <b>B.com - Finance and Taxation</b> |                |  |
| 18                                  | Alfina Azees   |  |
| 19                                  | Amina shiyas   |  |
| 20                                  | Fazil K subair |  |
| 21                                  | Sajin P.S.     |  |

*Handwritten signature in blue ink*

**REMADEVI. A.**  
Vice Principal (IQAC)  
MES College, Erumely

**Prof. (Dr.) ANIL KUMAR S.**  
PRINCIPAL  
MES COLLEGE ERUMELY

Room No: 303

Room No: 117

2019-2020

**BRIDGE COURSE OF ENGLISH FOR UG PROGRAMMES -2019**

**ADMISSION**

**SYLLUBUS**

| <u>Sl.No</u> | <u>Subject</u>                     | <u>No.Of Hours</u> |
|--------------|------------------------------------|--------------------|
| 1            | Practical Hints For Better English | 10                 |

**Aim of the course**

- Seeks to equip students with better daily grammar.
- Students become aware of the day to day requirement of basic grammar
- Train to write correct formal letters.

**Objectives**

- To be familiar with daily grammar like Tense ,Subject – Verb-Agreement
- To use the language fluently with confidence.
- To develop students insight into the structure of English language.

**Module -1 (4 hours)**

Articles, Parts of speech, Concord.

**Module – 2 (4 hours)**

Tense – Present tense, Past tense, Future tense.

**Module 3 – (2 hours)**

Letter Writing



**Prof. (Dr.) ANIL KUMAR S.  
PRINCIPAL  
MES COLLEGE ERUMELY**

*Dr. Anil Kumar S.*  
Vice Principal (IQAC)  
MES College, Erumely



# MES COLLEGE ERUMELY

Bridge Course for English  
Screening Test January 2020

---

(Each question carries one mark)

1. He is \_\_\_\_\_ tallest boy in the class.
  - (a) an
  - (b) the
  - (c) a
  - (d) None of the above
2. They \_\_\_\_\_ going to Bombay.
  - (a) is
  - (b) are
  - (c) am
  - (d) None of the above
3. Which among the following is correct?
  - (a) I played yesterday
  - (b) I plays yesterday
  - (c) I am playing yesterday
  - (d) I were playing yesterday
4. He is arrested \_\_\_\_\_ he is a thief.
  - (a) and
  - (d) so
  - (c) because
  - (d) None of the above
5. "He is an *intelligent* boy". The word *intelligent* is
  - (a) verb
  - (b) noun
  - (c) adverb
  - (d) adjective
6. Rahul's birthday is \_\_\_\_\_ 14<sup>th</sup> December.
  - (a) in
  - (b) on
  - (c) at
  - (d) None of the above
7. You are a student, \_\_\_\_\_ ?
  - (a) are you?
  - (b) is you?
  - (c) aren't you?
  - (d) isn't you?
8. The negative of the sentence "He knows something" is
  - (a) He doesn't know anything
  - (b) He didn't know anything
  - (c) He doesn't know something
  - (d) He don't know anything
9. This is \_\_\_\_\_ book





# Bridge Course for English

## Answer Key

- 1) (b) the
- 2) (b) are
- 3) (a) I played yesterday
- 4) (c) because
- 5) (d) adjective
- 6) (b) on
- 7) (c) aren't you ?
- 8) (a) He doesn't know anything
- 9) (c) her
- 10) (d) none of the above
- 11) (b) comes
- 12) (b) jeweller's
- 13) (a) are
- 14) (b) are
- 15) (c) the rat was caught by the cat.

*Anil Kumar S.*

117

**MES College Erumely**  
**The Department of English**  
**Bridge Course 2020**

**I. The Department of Commerce (Marketing)**

1. Abin A.M
2. Nejumudheen K.M

**II. The Department of Commerce (Office Management)**

3. Aakash K.A
4. Amalu Thomas
5. Arun P. Madhu
6. Ashik Nazar

**III. The Department of Commerce (Computer Application- Main)**

7. Ajmal V.A
8. Alex Alex
9. Ejas Shajahan

**IV. The Department of Commerce (Computer Application- Additional)**


10. Shebin Varghese

**V. The Department of Commerce (Finance and Taxation)**

11. Aisha Shajahan
12. Veena Venu

**VI. The Department of Business Administration**

13. Alfiya Shajahan
14. Ashiq V Thaha
15. Aswin S.
16. Erfana Asharaf
17. Sahil Ansari
18. Sebin Mathew

  
**REMADEVI. A.**  
**Vice Principal (IQAC)**  
**MES College, Erumely**

  
**Prof. (Dr.) ANIL KUMAR S.**  
**PRINCIPAL**  
**MES COLLEGE ERUMELY**

**MES COLLEGE, ERUMELY****Dept. Of Computer Science****Bridge Course - SYLLABUS**

2019-2020

**Subject : Office Suite Application****No. of Modules - 5****No. of Hours – 15 hours****Aim of the course :** To achieve fundamentals of various Microsoft Office programs.**Objectives :** Upon completion of the program(s), students will become more proficient in using these software suites within a professional setting.

1. To Prepare personal and office documents
2. To Create Automated Business files.
3. To develop high-quality visual impact presentations.

**Module 1 : Office Suite :** Introduction, Overview of Office Suite Benefits, Features, Popular Office Suite Alternatives, Microsoft Office Mobile app. (1 hrs)

**Module 2: MS Office Package :** Introduction to MS office Package, History, Common for word, excel, powerpoint - Parts of window, File handling operations - Basic Editing - Selection, Clipboard operations - shortcuts, Getting help. (3 hrs)

**Module 3 : MS Word :** Document preparation, File handling operations, Formatting Techniques : Font formatting – bold, italics, underline, change case, superscript, subscript, font, size, color, highlight text. Paragraph formatting – align, setting tab, spacing – character, line, paragraph. Page formatting – margin, size, orientation, page break, multi column, borders & shading, Header & Footer. Proofing – Find & Replace, Spelling & Grammar checking. Automating documents – Bullets & Numbering, Insert Page number, Date & time. Working with Pictures, Shapes, Symbols, Tables, Clipart, Wordart and Graphics. (4 hrs)

Practical Section:

- Prepare Resume, | Curriculum Vitae | Biographical Data
- Create questionnaire

**Module 4 : MS Excel :** Introduction to excel – File handling operations, worksheet within workbook – Insert, Delete, Move sheets, Formatting and printing worksheet, Customizing workplace, calculations in worksheet, Charts (4 hrs)

Practical Section:

- Create Marksheet with charts.

**Module 5 : MS PowerPoint :** Creating Presentation - Applying Themes and Layouts to Slides, Adding Transitions and Animation, Working with Master Slides, Working with SmartArt. Customizing slideshow - Adding Sound and Video, Inserting Pictures, Graphics, Shapes, Tables and Charts, (3 hrs)

Practical Section:

- Prepare a small presentation highlighting the activities of the college day celebration.

REM. A. A.  
Vice Principal (OAC)  
MES College, Erumely



MES COLLEGE, ERUMELY

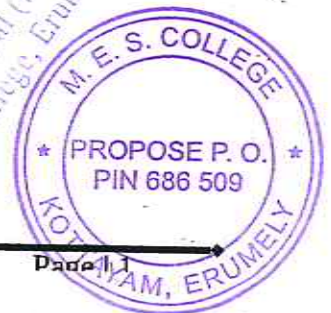
2019-2020

Dept. Of Computer Science

Bridge Course – Multiple Choice Questions

INSTRUCTION: ✓ THE OPTION (A, B, C, D) TO MARK YOUR ANSWER. EACH QUESTION CARRIES 1 MARKS

- Which of these software applications was not part of the first version of Microsoft Office?  
 A) Paint  B) Powerpoint  
 C) Outlook  D) MS Word
- Which is not a font style ?  
 A) Bold  B) Superscript  
 C) Italic  D) Regular
- Landscape is ?  
 A) A font style  B) Paper Size  
 C) Page Layout  D) Page Orientation
- Font Face option will come under which menu ?  
 A) Edit  B) Font  
 C) Format  D) File
- Background color on a document is not visible in ?  
 A) Web layout view  B) Print Preview  
 C) Reading View  D) Print Layout view
- Which of the following is not available on the Ruler of MS Word screen ?  
 A) Tab stop box  B) Left Indent  
 C) Right Indent  D) Center Indent
- Which key will open an Open dialogue box ?  
 A) F12  B) Alt + F12  
 C) Ctrl + F12  D) Shift + F12



8. Which of these is not an office suite application?

- A) MS Office                       B) LibreOffice  
 C) WPS                                 D) Notepad

9. In MS-Excel value used in a formula that does not change is called a

- A) Cell Address                       B) Constant  
 C) Function                             D) None of these

10. Which of the following is an absolute cell reference?

- A) !A!1                                 B) \$A\$1  
 C) #a#1                                 D) None of these

11. What is the intersection of a column and a row on a worksheet called ?

- A) Column                               B) Value  
 C) Address                               D) Cell

12. What type of chart is useful for comparing values over categories ?

- A) Pie Chart                             B) Column Chart  
 C) Line Chart                            D) Dot Graph

13. Which function in Excel tells how many numeric entries are there ?

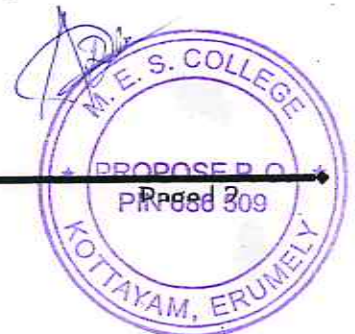
- A) NUM                                  B) SUM  
 C) COUNT                               D) CHKNUM

14. Functions in MS Excel must begin with ?

- A) An ( ) sign                         B) A > Sign  
 C) A plus Sign                         D) An Equal Sign

15. The process of arranging the items of a column in some sequence or order is known as :

- A) Align                                 B) Autofill  
 C) Sorting                                D) Filtering



16. Which of the following is not one of powerpoint views?

- A) Slide Show View       B) Presentation View  
 C) Presentation View       D) None of the above

17. Special effects used to introduce slides in a presentation are called

- A) Slide Show       B) Custom animations  
 C) Effects       D) Transitions

18. Microsoft PowerPoint is a?

- A) Presentation       B) Word Processor  
 C) Database       D) Spreadsheet

19. MS Office provides help in many ways. Which of these are more closer to the answer ?

- A) What's This       B) Office Assistant  
 C) Help Menu       D) All of the above

20. An Excel file is generally called a / an :

- A) Workbook       B) Worksheet  
 C) e - spreadsheet       D) Table



Prof. (Dr.) ANIL KUMAR S.  
PRINCIPAL  
MES COLLEGE ERUMELY

REMADEVI. A.  
Vice Principal (IQAC)  
MES College, Erumely



**MES COLLEGE ERUMELY**  
**Dept. of Computer Science**  
**Bridge Course : MS Office**

**Dept. of Management Studies**

1. Ajmiya K.M
2. Athira Rajan
3. Bincy Sebastian

**Dept. of Commerce (Finance and Taxation)**


4. Abhirami T Jayan
5. Aida Elizabeth Zachariah
6. Ashna Asharaf
7. Aswani R Nair
8. Gopika Gopakumar
9. Mohammed Afwan
10. Safna P Maheen
11. Shahana
12. Shilpa Sasi
13. Sinta Thomas
14. Subuhana P.B
15. Thasni Fathima N.S
16. Veena Venu

**Dept. of Electronics**

17. Alan Thomas
18. Antochen Binoy
19. Ashiq Navas
20. Jobin Sebastian
21. Melbin Thomas
22. Nikhil T Prasad

**Dept of Commerce (Marketing)**

23. Adhil S Haneef
24. Albin Antony

  
**Prof. (Dr.) ANIL KUMAR S.**  
**PRINCIPAL**  
**MES COLLEGE ERUMELY**

  
**REMADEVI. A.**  
**Vice Principal (IQAC)**  
**MES College, Erumely**

