

N G M COLLEGE

(An Autonomous College Affiliated to
Bharathiar University)

Accredited with 'A' Grade by NAAC and

ISO 9001:2008 Certified Institution

Pollachi – 642 001



DEPARTMENT OF COMMERCE
(AIDED and SELF FINANCING)

SYLLABUS

Batch 2018-2021

College

Vision

Our dream is to make the college an institution of excellence at the national level by imparting quality education of global standards to make students academically superior, socially committed, ethically strong, spiritually evolved and culturally rich citizens to contribute to the holistic development of the self and society.

Mission

Training students to become role models in academic arena by strengthening infrastructure, upgrading curriculum, developing faculty, augmenting extension services and imparting quality education through an enlightened management and committed faculty who ensure knowledge transfer, instill research aptitude and infuse ethical and cultural values to transform students into disciplined citizens in order to improve quality of life.

Department of Commerce

Vision

To realise the dream of our beloved President Dr.B.K.Krishnaraj Vanavarayar of making our College an Institution of Excellence, the Department of Commerce aims at being a Centre with

- A passion for academic excellence
- Uncompromising human values
- A desire to make the students of this institution worthy citizens of our glorious motherland.

Mission

To make the vision materialize, the Department focuses special attention on the following:

- Maintenance of a progressive outlook towards development
- Updating the curriculum periodically to meet the dynamic global demands
- Training in soft skills to complement the hard skills
- Identifying the learner-needs and preparing them for a rewarding career
- Helping the youth realize their spirit of adventurism

SCHEME OF EXAMINATIONS (2018-2021 Batch)

Part	Subject Code	Subject	Ins. Hours Per Week	Exam				Credit
				Hours	CIA	ESE	Total	
Semester – I								
I	18UTL101/ 18UHN 101/	Tamil / Hindi / French Paper – I	6	3	25	75	100	3
II	18 UEN 101	English for Enrichment – I	5	3	25	75	100	3
III	18 UCO 101	CORE I : Financial Accounting	6	3	25	75	100	4
	18 UCO 102	CORE II : Business Management	6	3	25	75	100	4
	18 UCO 1A1	ALLIED I : Business Economics	5	3	25	75	100	4
IV	18 UHR 101	Human Rights in India	1	2	-	50	50	2
IV	18 HEC 101	Human Excellence: Personal Values & Sky Yoga Practice-I	1	2	25	25	50	1
V		Extension Activities (NCC, NSS, Sports & Games)	-	-	-	-	-	-
Total			30	-	150	450	600	21
Semester – II								
I	18UTL201/ 18UHN 201/	Tamil / Hindi / French Paper – II	6	3	25	75	100	3
II	18 UEN 202	English for Enrichment – II	5	3	25	75	100	3
III	18 UCO 203	CORE III : Higher Financial Accounting	6	3	25	75	100	4
	18 UCO 204	CORE IV : Commercial Law	5	3	25	75	100	4
	18 UCO2A2	ALLIED II : Business Application Software and Internet	3	3	25	75	100	3
	18 UCO2A3	ALLIED III : Programming Lab in Business Application Software and Internet	2	3	20	30	50	1
IV	18 EVS 201	Environmental Studies	2	2	-	50	50	2
IV	18 HEC 202	Human Excellence: Family Values & Sky Yoga Practice-II	1	2	25	25	50	1
V		Extension Activities (NSS, NCC, Sports & Games)	-	-	-	-	-	-
Total			30	-	170	480	650	21

Part	Subject Code	Subject	Ins. Hours Per Week	Exam				Credit
				Hours	CIA	ESE	Total	
Semester – III								
III	18 UCO 305	CORE V : Corporate Accounting	6	3	25	75	100	4
	18 UCO 306	CORE VI : Income Tax	6	3	25	75	100	4
	18 UCO 307	CORE VII : Company Law	6	3	25	75	100	4
	18 UCO 308	CORE VIII : Principles of Marketing	5	3	25	75	100	4
	18 UCO 3A4	ALLIED IV : Business Mathematics	5	3	25	75	100	4
IV	18 HEC 303	Human Excellence: Professional Values & Sky Yoga Practice-III	1	2	25	25	50	1
IV	18UCO 3N1/ 18 UCO 3N2	NME: Practical Banking/ Fundamentals of Accounting	1	2	-	50	50	2
V		Extension Activities (NSS, NCC, Sports & Games)	-	-	-	-	-	-
Total			30	-	150	450	600	23
Semester – IV								
III	18 UCO 409	CORE IX : Higher Corporate Accounting	6	3	25	75	100	4
	18 UCO 410	CORE X : International Trade	6	3	25	75	100	4
	18 UCO 411	CORE XI : Banking Theory , Law And	6	3	25	75	100	4
	18 UCO 412	CORE XII : Indirect Taxation	5	3	25	75	100	4
	18 UCO 4A5	ALLIED V : Statistical Methods	5	3	25	75	100	4
IV	18 HEC 404	Human Excellence: Social Values & Sky Yoga Practice-IV	1	2	25	25	50	1
IV	18 UCO4N3/ 17 UCO 4N4	NME: Investment Management / Consumer Affairs	1	2	-	50	50	2
V	18UNS401/ 18UNC402/ 18USG403	Extension Activities (NSS, NCC, Sports & Games)	-	-	-	50	50	1
Total			30	-	150	500	650	24

Part	Subject Code	Subject	Ins. Hours Per Week	Exam				Credit
				Hours	CIA	ESE	Total	
Semester – V								
III	18 UCO 513	CORE XIII : Cost Accounting	6	3	25	75	100	4
	18 UCO 514	CORE XIV : Auditing Principles and Practice	5	3	25	75	100	3
	18 UCO 515	CORE XV : Business Communication	5	3	25	75	100	3
	18 UCO 516	CORE XVI : Human Resource Management	5	3	25	75	100	3
	18 UCO 517	CORE XVII : Institutional Training	-	-	20	80	100	3
	18 UCO 518	CORE XVIII : Commerce Practical	2	3	20	30	50	1
	18 UCO 519	Major Elective-I : Financial Services	5	3	25	75	100	5
IV	18 HEC 505	Human Excellence: National Values & Sky Yoga Practice-V	1	2	25	25	50	1
IV	18 UCO5S1/ 18UCO 5S2	SBE(Major):Fundamental of Entrepreneurship /Advertisement and Sales	1	2	-	50	50	2
IV	18 GKL 501	General Knowledge and General Awareness	*SS	2	-	50	50	2
Total			30	-	190	610	800	27
Semester – VI								
III	18 UCO 620	CORE XIX : Management Accounting	6	3	25	75	100	4
	18 UCO 621	CORE XX : E-Commerce and Information Security	5	3	25	75	100	4
	18 UCO 622	CORE XXI : Case Analysis	4	3	20	30	50	2
	18 UCO 623	CORE XXII : Programming Laboratory - Accounting Package	2	3	20	30	50	1
	18 UCO 624	Major Elective-II : Insurance and Risk Management	5	3	25	75	100	5
	18 UCO 625	Major Elective-III : Financial Management	6	3	25	75	100	5
IV	18 HEC 606	Human Excellence: Global Values && Sky Yoga Practice -VI	1	2	25	25	50	1
IV	18UCO 6S3/ 18UCO 6S4	SBE (Major) : Project Management / Logistic Management	1	2	-	50	50	2
Total			30	-	165	435	600	24
Grand Total			180	-	975	2925	3900	140

Note:- SS- Self-Study Paper

SBE- Skill Based Elective

Bloom's Taxonomy Based Assessment Pattern

K1-Remember; **K2**- Understanding; **K3**- Apply; **K4**-Analyze; **K5**- Evaluate

1. Theory: 75 Marks

(i) Test- I & II and ESE:

Knowledge Level	Section	Marks	Description	Total
K1	A(Answer all)	10x01=10	MCQ/Define	75
K2	B (Either or pattern)	05x05=25	Short Answers	
K3& K4	C (Answer 4 out of 6)	4x10=40	Descriptive/ Detailed	

2. Theory: 50 Marks

Knowledge Level	Section	Marks	Description	Total
K1	A(Answer all)	10x1=10	MCQ/Define	50
K2	B (Either or pattern)	5 x 3=15	Short Answers	
K3& K4	C (Answer 5 out of 7)	5 x 5=25	Descriptive/ Detailed	

Components of Continuous Assessment

Components		Calculation	CIA Total
Test 1	75	$\frac{75+75+25}{3}$	25
Test 2	75		
Assignment/Seminar	25		

Programme Outcomes

PO1. To develop an understanding of commerce and apply the skills in a continuously changing business environment.

PO2. To prepare them for subsequent graduate studies and to achieve success in their professional careers.

Programme Specific Outcomes

PSO1 To provide conceptual knowledge and application skills in commerce domain.

PSO2 To facilitate students with skills and abilities to become competent and competitive to be assured of good careers and job placements.

PSO3 To develop entrepreneurship and managerial skills in students so as to enable them to establish and manage their business effectively.

PSO4 To develop self confidence and awareness of general issues prevailing in the society.

PSO5 To recognize and understand the ethical responsibility of individual and organization in the society.

Programme code:	B.Com	Programme Title :	Bachelor of Commerce (AIDED and SELF FINANCING)	
Course Code:	18UCO101	Title	Batch :	2018-2021
		FINANCIAL ACCOUNTING	Semester	I
Hrs/Week:	06		Credits:	04

Course Objective

To bring into lime-light the students' aptitude about Accounting.

Course Outcomes (CO)

K1	CO1	To recollect the basic concepts, conventions, methods and techniques underlying the accounting practices.
K2	CO2	To get the idea for preparing and presenting financial statements in accordance with generally accepted accounting principles.
K3	CO3	To apply students' demonstrate skills in critical-thinking and problem-solving
K4	CO4	To evaluate conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.

Syllabus

Unit-1

Accounting – Definition - *Concepts and Conventions* (AS-09)- Final Accounts of a Sole Trader(AS-04). (15 hrs)

Unit-2

Depreciation Accounting – *Methods of Depreciation*- Straight Line and Diminishing Balance Methods (AS-06) – Annuity Method.

Single Entry-Meaning and Salient Features- Statement of Affairs Method-Conversion Method. (15 hrs)

Unit-3

Consignment Accounts- Meaning – Features- Distinction between sale and consignment- Account sales –Non-Recurring Expenses –Recurring Expenses –Accounting Treatment of Consignment Transactions. (16 hrs)

Unit-4

Joint Venture Account (AS-11) - Meaning- Features- Distinction between Joint Venture and Partnership-Accounting for Joint Venture- Separate set of books-Separate set of books is not kept. (16 hrs)

Unit-5

Royalty Accounting (Excluding Sub-Lease) .Fire Insurance Claims- Computation of claim to be lodged for loss of stock- Gross profit ratio-Abnormal items- Average clause with stock policy (Excluding Consequential loss) (16 hrs)

Total Contact hrs / Semester

(78 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

Gupta. R.L and Radhaswamy,M. (2017), Financial Accounts, Theory Methods and Applications,13th Revised Edition, New Delhi, Sultan Chand and Sons.

Books for Reference:

1. Jain and Narang (2017), Financial Accounting. Chennai, Kalyani Publishers.
2. Vinayakam. N and Charumathi,B. (2017), Financial Accounting. New Delhi, Sultan Chand and Sons.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	M	M	H
CO2	H	M	M	M	H
CO3	M	H	M	S	M
CO4	H	S	H	H	M

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce (AIDED and SELF FINANCING)	
Course Code:	18UCO102	Title	Batch :	2018-2021
		BUSINESS MANAGEMENT	Semester	I
Hrs/Week:	06		Credits:	04

Course Objective

To make the students understand the conceptual framework of Business Management.

Course Outcomes (CO)

K1	CO1	To recollect the general framework and understand the key functions in management as applied in practice.
K2	CO2	To understand the managerial performance of an organization.
K3	CO3	To execute the strength, weakness, opportunities and challenges of business management.
K4	CO4	To evaluate organizational decision with consideration of the political, legal and ethical aspects of business.

Syllabus

Unit-1

Management – Meaning and Definition – Nature and Scope- Importance-Functions of Management–Management Vs Administration- Management as an Art, Science and Profession – Scientific Management - Fayol’s Principles of Management – Management by Objective (MBO)- Management by Exception(MBE) (15 hrs)

Unit-2

Planning – Meaning and Definition – Nature – Objectives – Advantages and Disadvantages – Process –Types-Strategies of Planning. (15 hrs)

Unit-3

Organization – Meaning and Definition – Formal and Informal Organization – Importance – *Principles of Sound Organization* – Key Elements of Organization Process – Departmentation – Delegation and Decentralization – Line, Functional and Staff Organization – Span of Control. (16 hrs)

Unit-4

Staffing – Sources of Recruitment – Control – Process of Control – Techniques of Control –
Communication – Types and Channels of Communication- Communication Barriers - Remedies.
(16 hrs)

Unit-5

Leadership - Functions and Types - X,Y and Z Theories – Qualities of a Good Leader –
Decision Making – Traditional and Modern Techniques – Steps Involved in Decision Making.

(16 hrs)

Total Contact hrs / Semester

(78 hours)

Group discussions, Seminar, Assignment and Case study

- Italics denotes self study topics

Books for Study:

Dinkar Pagare (2017), Business Management, New Delhi, Sultan Chand and Sons.

Books for Reference:

1. Gupta,C.B (2017),Business Management, New Delhi, Sultan Chand & Sons.
2. Ramasamy ,T(2017),Principles of Management, New Delhi , Sultan Chand & Sons.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	H	H	H
CO2	H	H	S	S	M
CO3	H	S	S	H	M
CO4	M	M	H	M	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce (AIDED and SELF FINANCING)	
Course Code:	18UCO1A1	Title	Batch :	2018-2021
		BUSINESS ECONOMICS	Semester	I
Hrs/Week:	05		Credits:	04

Course Objective

To make the students understand the importance and application of economic analysis to business decision making.

Course Outcomes (CO)

K1	CO1	To recollect the functional areas of economics.
K2	CO2	To understand the basic tools applied in the business economics.
K3	CO3	To apply the various techniques for identifying the market condition of a firm.
K4	CO4	To analyze the concept of economics equilibrium and implications of the business cycle.

Syllabus

Unit-1

Introduction to Economics- Definition of Business Economics– Nature and Scope of Business Economics – Basic tools in Business Economics. (13 hrs)

Unit-2

Law of Demand - *Determinants of Demand* – Demand Distinction –Indifference Curve Analysis – Consumer's Equilibrium-Elasticity of Demand – Types – Measurement - Demand Forecasting – Methods –Consumer Surplus. (13 hrs)

Unit-3

Cost Concepts -Cost Output Relationship – Production Function – Isoquants – Law of Returns-Law of Variable Proportion – Returns to Scale – Producer's Equilibrium- Least Cost Combination. (13hrs)

Unit-4

Market Structure: Price and Output Determination under Perfect Competition – Monopoly – Discriminating Monopoly – Monopolistic Competition – Oligopoly. (13hrs)

Unit-5

Pricing Policy and National Income: Objectives of Pricing Policy – Pricing Methods –National Income – Definition – *Concepts of National Income*– Methods of Calculating National Income- Uses – Limitations. (13 hrs)

Total Contact hrs / Semester

(65 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

Sankaran,S. (2017), Business Economics. Chennai, Margham Publishers.

Books for Reference:

1. AhujaH.L(2017), Business Economics , New Delhi, Sultan Chand and Sons Ltd.

2. Lekhi,R.K (2017), Business Economics, Reprint 14,2nd Revised Editions, New Delhi, Kalyani Publishers.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M	H	S	H	M
CO2	H	H	H	H	H
CO3	H	H	H	S	H
CO4	M	M	H	H	S

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name: Dr.P.Bruntha	Name: (Dr.M.Durairaju)	Name: (Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce (AIDED and SELF FINANCING)	
Course Code:	18UCO203	Title	Batch :	2018-2021
		HIGHER FINANCIAL ACCOUNTING	Semester	II
Hrs/Week:	06		Credits:	04

Course Objective

To expose the students to the Accounting procedure of Partnership Firms.

Course Outcomes (CO)

K1	CO1	To recollect the rules for admission, retirement and death of the partner in a firm.
K2	CO2	To get the idea about computation of various methods of goodwill and settlement of accounts to retiring partners.
K3	CO3	To apply the rule of Garner Vs Murray for settlement of accounts among partners after dissolution.
K4	CO4	To analyses the accuracy in the preparation, presentation and interpretation of final settlement of amount to partners.

Syllabus

Unit-1

Partnership- Introduction- *Types* - Admission of a Partner – Methods of valuation of Goodwill - Treatment for Goodwill – Revaluation of Assets and Liabilities – Calculation of Ratios for Distribution Profits – Capital Adjustments. (15hrs)

Unit-2

Retirement of Partner – Calculation of Gaining Ratio – *Revaluation of Assets and Liabilities*– Memorandum Revaluation Account - Treatment of Goodwill – Adjustment of Goodwill (Through Capital Account Only) – Settlement of Accounts – Retiring Partner's Loan Account(with Equal Installments only)-Death of a Partner-Executor's Account. (15 hrs)

Unit-3

Dissolution – Insolvency of a Partner – Garner Vs Murray - Insolvency of all Partners - Deficiency Account –Piecemeal Distribution (Proportionate Capital Method only) (15 hrs)

Unit-4

Branch Accounts- Dependent Branch-Stock and Debtors System (Excluding Foreign Branch) -
Departmental Accounts – Inter - Departmental Transfer. (15 hrs)

Unit-5

Hire Purchase and Installment- Hire Purchase Accounting - Default and Repossession-
Installment Accounting. (15 hrs)

Total Contact hrs / Semester

(78 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

Jain and Narang (2017) Advanced Accounting, Chennai, Kalayani Publishers.

Books for Reference:

1. Reddy and Murthy (2017), Financial Accounting, Chennai, Margham Publications .
2. Shukla, M.C, Grewal, T.S and Gupta, S.L. (2017), Advanced Accountancy, New Delhi, S.Chand and Company..

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	H	H	H
CO2	H	H	S	S	M
CO3	H	S	S	H	M
CO4	H	M	H	M	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce (AIDED and SELF FINANCING)	
Course Code:	18UCO204	Title	Batch :	2018-2021
		COMMERCIAL LAW	Semester	II
Hrs/Week:	05		Credits:	04

Course Objective

To make the students understand the fundamentals of Commercial Laws.

Course Outcomes (CO)

K1	CO1	To remember rules and issues relating to the business.
K2	CO2	To understand the fundamentals of commercial law.
K3	CO3	To apply the knowledge and skills in the elective area of the business law.
K4	CO4	To evaluate the legal; principles and employ legal techniques to analyze competing consideration and resolve practical problems in the area of commercial law.

Syllabus

Unit-1

Law – Meaning, Indian Contract Act 1872 – Contract – Definition – Classification of Contracts – *Essential elements of a Valid Contract* – Offer – Types – Legal Rules Relating to Offer – Acceptance – Essentials of Valid Acceptance –Communication of Offer and Acceptance – Revocation of Offer and Acceptance. (13 hrs)

Unit-2

Consideration – Essentials of Valid Consideration – Stranger to Consideration – No Consideration No Contract – Exceptions.

Capacity to Contract – Law Relating to Minor, Unsound Mind – Persons Disqualified by Law - Free Consent – Coercion – Undue Influence – Fraud – Mistake and Misrepresentation. (13 hrs)

Unit-3

Contingent Contract – Rules Regarding Contingent Contract - Performance of Contract-Modes of Performance – Essentials of Valid Tender –Quasi Contract – Discharge of Contract – Modes of Discharge - Remedies for Breach of Contract. (13 hrs)

Unit-4

Contract of Indemnity and Guarantee – Rights of Indemnity Holder – Rights and Liabilities of Surety – Bailment and Pledge – Essentials of Bailment – Rights and Duties of Bailor and Bailee – Pledge – Essentials – Rights and Duties of Pawnor and Pawnee. (13 hrs)

Unit-5

Contract of Agency – *Classification* – Creation of Agencies – Rights and Duties of an Agent – Liabilities of the Principal to the Third Parties – Personal Liability of an Agent – Termination of Agency (13 hrs)

Total Contact hrs / Semester

(65 hours)

Group discussions, Seminar , Assignment and Case study

- Italics denotes self study topics

Books for Study:

Kapoor. N.D. (2017), Business Law, New Delhi, Sultan Chand and Sons.

Books for Reference:

1.Pillai and Bhavathi, R.S.N (2017), Business Law, New Delhi , Sultan Chand and Company.

2.Arun Kumar Sen. (2017), Commercial Law, Kolkata, The world press Pvt Ltd.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	M	H	M	M
CO2	H	M	H	M	M
CO3	H	H	H	H	H
CO4	S	H	H	H	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce (AIDED and SELF FINANCING)	
Course Code:	18UCO2A2	Title	Batch :	2018-2021
		BUSINESS APPLICATION SOFTWARE AND INTERNET	Semester	II
Hrs/Week:	03		Credits:	03

Course Objective

To make the students understand the application of computer in business.

Course Outcomes (CO)

K1	CO1	To recollect the document format by reference to the file extension.
K2	CO2	To understand the concept in word processing document.
K3	CO3	To execute the knowledge relating to create effective presentation of data base.
K4	CO4	To evaluate the designs to enhance the looks of the presentation.

Syllabus

Unit-1

Introduction to Windows – Introduction to Word – *Editing a Document* – Moving and Copying a Text – Text and Paragraph Formatting – Finding and Replacing Text – Spell and Grammar Check – File Export and Import.-Columns, Tables– Using Graphics, Templates– Using Mail Merge- Introduction to Worksheet and Excel – Getting Started with Excel – Editing Cells and Using Commands and Functions – Moving and Copying – Inserting and Deleting Rows and Columns – Formatting a Worksheet – Printing the Worksheet – Creating Charts – Using Date and Time – Naming ranges and Using Simple Statistical and Mathematical functions –Additional Formatting Commands and Drawing Toolbar –Multiple Worksheet. (8hrs)

Unit-2

Introduction to PowerPoint – Creating a Presentation – Different Views in PowerPoint – Running a Slide Show – Animation and Sound – Importing Objects from other Applications – Automating Presentations – Printing Presentations - Modifying and Integrating Presentations. (7hrs)

Unit-3

Access – Databases and Tables – Creating Tables for Storing Data – Relationship Between Tables and Queries–Building User Interface with Forms – Displaying Data with reports. (8 hrs)

Unit-4

Introduction to Internet – Resources of Internet – Internet Services – Hardware and Software Requirements of Internet – Uses of Internet – Dialup Connection – Shell Accounts – ISP – ISDN Dial Up Connection – IP Address – Domain Naming System Internet Protocols – IP/TCP – FTP – HTTP – Internet Clients and Internet Servers – Uniform Resource Locator(URL). (8 hrs)

Unit-5

Worldwide Web – Web Page – Web Index - Web Browsing – Browser Search Engines – *Electronic Mail (E Mail)* – E-Mail Message – Customizing E Mail Programmes – Address Book – Significant Feature – File Attachment Facility – Advantages and Disadvantages of Email – Telnet – Gopher –WAIS-Important HTML Tags-Creation of Simple Web Page. (8 hrs)

Total Contact hrs / Semester

(39 hours)

Power point Presentations, Group discussions, Seminar and Assignment.

- Italics denotes self study topics

Books for Study:

Taxali. R.K ,PC (2017), Software Made Simple.

Books for Reference:

1.Alexis Leon & Mathews Leon, (2017),Internet for everyone, New Delhi, Vikas Publishing House .

2.Nellai Kannan ,C(2017),MS Office,4th edition, Tirunelveli, NEIS Publications.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	H	H	H
CO2	M	H	S	H	H
CO3	M	H	H	S	M
CO4	H	H	H	M	S

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce (AIDED and SELF FINANCING)	
Course Code:	Subject Code:	Title	Batch :	2018-2021
	18UCO2A3	PROGRAMMING LAB IN BUSINESS APPLICATION SOFTWARE AND INTERNET	Semester	II
Hrs/Week:	02		Credits:	01

Course Objective

To make the students understand the application of computer in business

Course Outcomes (CO)

K3	CO1	To recollect the theoretical knowledge for using of MS. Office in practical.
K4	CO2	To understand the best practices in file management procedure.
K5	CO3	To verify the mechanism of creating a HTML presentation.

Syllabus

MS WORD (6 hrs)

1. Formatting Text
2. Table Creation
3. Mail Merge
4. Resume Preparation

MS EXCEL (5 hrs)

1. Invoice Preparation
2. Salary Bill Creation
3. Inventory List Creation
4. Student Result Analysis Using Graphics

MS POWERPOINT

(5 hrs)

1. Slide Presentation
2. Graphics in a Slide
3. Organizational Chart

MS ACCESS

(5 hrs)

1. Creation of Tables
 - (a) Supplier Information
 - (b) Purchase Table
2. Queries using “Order by”
3. Sales Order Form
4. Purchase Order

HTML

(5 hrs)

1. Create a HTML document using various tags
2. Create a HTML document to show a Web page about the Post Graduate and Research Department of Commerce
3. Create a HTML document to show the Computer Advertisement details

Total Contact hrs/Semester

Total Contact hrs / Semester

(26 hours)

Power point Presentations, Group discussions and Assignment.
--

Books for Study:

Taxali. R.K ,PC (2017), Software Made Simple.

Books for Reference:

- 1.Alexis Leon & Mathews Leon, (2017),Internet for everyone, New Delhi, Vikas Publishing House.
- 2.Nellai Kannan ,C(2017),MS Office,4th edition, Tirunelveli, NEIS Publications,.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	H	H	H	M
CO2	H	H	H	H	M
CO3	S	M	H	M	H
CO4	H	H	H	M	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	18UCO305	Title	Batch :	2018-2021
		CORPORATE ACCOUNTING	Semester	III
Hrs/Week:	06		Credits:	04

Course Objective

To create awareness among students on Corporate Accounting procedures

Course Outcomes (CO)

K1	CO1	To recollect the basic concepts and terms of the corporate accounting.
K2	CO2	To understand the concept of financial statements.
K3	CO3	To apply quantitative skills to help analysis and to solve the problems.
K4	CO4	To evaluate the financial statements of a limited company.

Syllabus

Unit 1

Share – Meaning – Types – *Share Vs Stock* - Issue of Shares- at Par, Premium, Discount – Allotment of Shares on Pro-rata Basis - Forfeiture and Reissue of Shares- Full and Partial Re-issue- Capital Reserve on Forfeiture. (15 hrs)

Unit 2

Debentures-Meaning –Types- Issue-Redemption (Sinking Fund Method only) .Preference shares- Meaning –Types- Methods of Redemption of Preferences Shares -Capital Redemption Reserve- Conditions of redemption of Preference share. . (15 hrs)

Unit 3

Final Accounts of Companies-Profit and Loss Appropriation Accounts- Calculation of Managerial Remuneration (Basic adjustments). (16 hrs)

Unit 4

Valuation of Shares – *Need* – Methods of Valuation of Shares. Valuation of Goodwill - *Need* – Methods of Valuation of Goodwill. (16 hrs)

Unit 5

Liquidation of Companies - Preparation of Statement of Affairs and Deficiency Accounts. –
Preparation of Liquidators Final Statement of Account. (16 hrs)

Total Contact hrs / Semester

(78 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

Jain and Narang (2017), Advanced Accountancy ,New Delhi, Kalyani Publications

Books for Reference:

1. Gupta R.L and Radha Swamy. M. (2017), Corporate Accounts, Theory Method and Applications, 13th edition, New Delhi ,Sultan Chand and Company.
2. Reddy and Murthy(2017), Corporate Accounting, Chennai, Margham Publications.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	H	M	H
CO2	H	H	H	H	H
CO3	M	H	S	M	H
CO4	H	H	H	H	S

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	18UCO306	Title	Batch :	2018-2021
		INCOME TAX	Semester	III
Hrs/Week:	06		Credits:	04

Course Objective

To facilitate the students to gain adequate knowledge in Income-Tax

Course Outcomes (CO)

K1	CO1	To recollect the fundamental concept of income tax act 1961
K2	CO2	To get the idea of the various sources of incomes
K3	CO3	To apply the income tax laws for computation of an individual's adjusted gross incomes
K4	CO4	To evaluate individual income computation statement.

Syllabus

Unit 1

Income Tax – Introduction –Definitions under Income Tax Act – Person – Assesses – Income – Gross Total Income – Total Income – Assessment Year – Previous Year – Exception to General Rule – *Residential Status* – Scope of Total Income. (15 hrs)

Unit 2

Income from Salaries - Computation of Income from Salary – Allowances – Perquisites - Profit in Lieu of Salary – Gratuity – Pension - Leave encashment - Retrenchment compensation - Deductions out of Gross Salary. (15 hrs)

Unit 3

Profits and Gains of Business and Profession – Business Vs Profession - Computation of Profits and Gains of Business and Computation of Professional Income – Doctors, Chartered Accountant and Lawyer. (16 hrs)

Unit 4

Income from House Property – Annual Value Computation - Let out House and Self-Occupied House- Income from Capital Gains- Short -term and long- term Capital Gains – Exempted Capital Gains. (16 hrs)

Unit 5

Income from other Sources-General Income-Specific Income – Set Off, Carry Forward and Set off of Losses. *Exempted Incomes*- Deductions from Gross Total Income - 80C to 80GG, 80QQB and 80U (Theory only). Calculation of Tax Liability of Individual (16 hrs)

Total Contact hrs / Semester

(78 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

Mehrotra, HC. Income-tax Law and Account, New Delhi, Current Edition Sahitya Bhavan Publisher.

Books for Reference:

1. Gaur and Narang), Income Tax Law and Practice , 43rd Edition ,New Delhi, Current Edition Kalyani publishers.

2. Bhagawathi Prasad, Law & Practice of Income Tax in India, New Delhi, Current Edition Navman Prakashan Aligarh.

Note :

Problems shall be confined to Residential Status , Income from Salaries- Profits and Gains of Business or Profession, Income from House Property and Capital Gains, Other sources, Set Off, Carry Forward and Set Off of Losses and deductions applicable to individuals only.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	H	H	H
CO2	M	H	M	H	H
CO3	H	H	H	S	H
CO4	H	H	S	M	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	18UCO 307	Title	Batch :	2018-2021
		COMPANY LAW	Semester	III
Hrs/Week:	06		Credits:	04

Course Objective

To provide the student with basic knowledge of the provisions of the Companies Act, 2013.

Course Outcomes (CO)

K1	CO1	To recollect the concept about Company and its promotions under Companies Act 2013.
K2	CO2	To understand legal reasoning and analysis through study of statutes and regulatory practice relating to Company law.
K3	CO3	To prepare the documents maintained under Companies Act 2013.
K4	CO4	To evaluate the process from formation of company to winding up of the company under company law.

Syllabus

Unit 1

Company – Meaning, Definition – Characteristics – *Types of companies including One Person Company* –Private company Vs Public Company- Privilege of a Private Company – Formation of Companies- Promotion- Meaning – Promoters- Legal Status and Functions – Duties of Promoters – Remuneration to Promoters – Registration - Capital Subscription - Commencement of Business.

(15 hrs)

Unit 2

Memorandum of Association – Meaning – Purpose – Contents – Alteration of Memorandum – Doctrine of Ultravires – Articles of Association – Meaning –Contents – Alteration of Articles – Relationship between Articles and Memorandum – Constructive Notice of Memorandum and Articles – Doctrine of Indoor Management – Exceptions to Doctrine of Indoor Management.

(15 hrs)

Unit 3

Prospectus – Definition – *Contents* – Deemed Prospectus –Statement in Lieu of Prospectus - Misstatements in Prospectus – Minimum subscription - Kinds of Shares and Debentures – Rights Issue – Bonus Shares – SEBI guidelines.

(16 hrs)

Unit 4

Directors –Qualifications - Disqualifications of Directors – Appointment of Directors – Removal of Directors – Director’s Remuneration – Powers of Directors – Duties of Directors – Liabilities of Directors- Quorum-Proxy-Resolution.

Meetings – Agenda – Minutes - Annual General Meeting – Extra-Ordinary General Meeting - Board Meeting – Duties of Secretary Regarding Before and After Meeting. (16hrs)

Unit 5

Winding up – Meaning and Modes of Winding up – Liquidation Vs Winding up - Compulsory winding up by the court – Consequences of winding up. Meaning of Liquidation - Liquidator – Powers and Duties.-Role of NCLT under the Insolvency and Bankruptcy code 2016 –Appointment of Insolvency Professional (16hrs)

Total Contact hrs / Semester

(78 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

Ashok K, and Bagriyal, A.K (2017), Company Law, New Delhi, Vikas Publishing House.

Books for Reference:

- 1.Kapoor M.D. (2017), Guide to the Companies Act, Nagpur Wadhwa And Company.
2. Avtar Singh (2017), Company Law, Lucknow, Eastern Book Company.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	H	M	M
CO2	H	H	H	H	H
CO3	H	M	S	M	H
CO4	H	H	S	H	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	18UCO 308	Title	Batch :	2018-2021
		PRINCIPLES OF MARKETING	Semester	III
Hrs/Week:	05		Credits:	04

Course Objective

To endow students with the knowledge of Marketing.

Course Outcomes (CO)

K1	CO1	To remember the key concept and elements of marketing management.
K2	CO2	To understand the role of marketing in a business context.
K3	CO3	To deploy awareness and consideration of tools available to a marketer.
K4	CO4	To analyze the global marketing environment and opportunities.

Syllabus

Unit 1

Market – Marketing – Selling –Meaning and Definition –Objectives and Importance of Marketing – Evolution of the Concept of Marketing – Modern Marketing Concept – Marketing Functions – Consumer Behaviour - Market Segmentation- Basis – Criteria – Benefits. (13hrs)

Unit 2

Marketing Mix- Product Policy- Product Planning and Development – Product Life Cycle – *Product Mix* – Distribution Channels- Types of Channels – Factors affecting Choice of Distribution. Branding – Features – Types – Function – Packaging – Features – Types – Advantages – Brand Name and Trademark. (13hrs)

Unit 3

Pricing – Definition – Objectives – Factors affecting Price Determination – Methods of Setting Price – Cost, Demand and Competition - Kinds of Pricing. (13 hrs)

Unit 4

Promotion- Meaning and Definition-Sales Promotion – Objectives and Importance of Sales Promotion – Salesmanship – *Essential Qualities of Good Salesman*. Advertising – Meaning – Objectives – Functions and Importance – Publicity – Kinds of Media. (13 hrs)

Unit 5

Retail Marketing – Methods - Rural Marketing – Meaning and Features - Consumerism – Meaning – Types of Exploitation – Consumer Rights – Laws protecting the Consumer Interest – Consumer Protection Act – Consumer Courts-Green Marketing –Online Marketing. (13 hrs)

Total Contact hrs / Semester

(65 hours)

Group discussions, Seminar , Assignment and Activity

- Italics denotes self study topics

Books for Study:

Pillai. R.S.N and Bagavathi(2017). Modern Marketing Principles and Practices, New Delhi, S. Chand & Co Pvt. Ltd.

Books for Reference:

1. Philip Kotler(2017), Principles of Marketing, New Delhi, Prentice Hall of India.
2. Pingali Venugopal(2017), Marketing Management, Edition-1, New Delhi, SAGE Publication.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	M	M
CO2	H	H	S	M	H
CO3	M	M	H	S	M
CO4	M	H	M	H	M

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	18UCO3A4	Title	Batch :	2018-2021
		BUSINESS MATHEMATICS	Semester	III
Hrs/Week:	05		Credits:	04

Course Objective

To enable students to apply mathematical knowledge to Business Problems

Course Outcomes (CO)

K1	CO1	To remember the basic term in the area of business calculus and financial mathematics.
K2	CO2	To comprehend the basic methods of business calculus, types and methods of interest account, set language and their basic application in practice.
K3	CO3	To apply the acquired knowledge and skills with practical problems in economic practice.
K4	CO4	To figure out the problems in the area of business calculus, matrices, set theory, simple and compound interest and bills discounting

Syllabus

Unit 1

Mathematics of Finance: Simple and Compound Interest – Sinking Fund – Annuities – Depreciation- Present Value – Bills Discounting. (13 hrs)

Unit 2

Fundamental Ideas of Sets – Arithmetic and Geometric Series – Application to Business Problems-*De Morgan's Law*-Inconsistency of data- Cartesian product. (13 hrs)

Unit 3

Matrix Algebra – Addition, Subtraction and Multiplication of Matrix – Rank of a Matrix – Inverse of Matrix- Determinants and Solution of Simultaneous Linear Equations – Application to Business. (13hrs)

Unit 4

Differentiation – Rules for Differentiation – Addition Rule, Product Rule, Quotient Rule – Function of a Function Rule. Differentiation of Algebraic, Logarithmic and Exponential Functions (excluding Trigonometric functions) – Revenue, Marginal Revenue and Average Revenue, Marginal Cost and Average Cost – Elasticity of Demand-Elasticity of Supply. (13 hrs)

Unit 5

Elementary Integral Calculus – Partial Integration- Indefinite Integral-Techniques of Integration. Simple substitution – Application of Integration to Commerce. (13hrs)

Total Contact hrs / Semester

(65 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

Sundaresan And Jayaseelan(2017), Introduction to Business Mathematics, New Delhi, Sultan Chand Co & Ltd.

Books for Reference:

1.Sanchetti, D.Cand Kapoor, V.K(2017). Business Mathematics. New Delhi, Sultan chand Co and Ltd.

2. Ranganath, Sampamgiram,C.S And Rajan,Y (2017),A Text Book Business Mathematics , New Delhi, Himalaya Publishing House.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	M	H	M	M
CO2	H	H	M	M	M
CO3	H	M	S	H	H
CO4	H	S	H	H	M

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	18UCO3N1	Title	Batch :	2018-2021
		Elective – I PRACTICAL	Semester	III
Hrs/Week:	1	BANKING	Credits:	2

Course Objective

To introduce the students to the practical aspects on banking

Course Outcomes (CO)

K1	CO1	To know the relationship between banker and customer.
K2	CO2	To understand the various products and services offered by the bank.
K3	CO3	To apply the knowledge for utilizing the banking services.
K4	CO4	To evaluate the features of banking products and services.

Syllabus

Unit 1

Banker and Customer – Account opening formalities –KYC (Know Your Customer) norms - Special Type of Customers- Minor, Married Women –Relation between Banker and Customer (3 hrs)

Unit 2

Deposit –Current Deposit Account –Fixed Deposit Account –Savings Deposit Account – Recurring Deposit. (3hrs)

Unit 3

Loan and Advances-Principles of sound lending-Forms of Advances- Loans, Cash credit, Overdraft, Bills Purchased and Discounted. (3 hrs)

Unit 4

Cheque –Definition-Salient Features of a Cheque- Specimen of a Cheque- Crossing- General and Special Crossing. (3 hrs)

Unit 5

ATM, Debit Card, Credit Card, RTGS, NEFT- Filling of form- Pay-in-slip, Withdrawal Slip, demand draft, Cheque. (3 hrs)

Total Contact hrs / Semester

13 hours

Group discussions, Seminar and Assignment

Books for Study:

Tannan.M.L (2017), Banking Law and Practice, New Delhi, Thackar & Co Ltd .

Books for Reference:

1. Varshney(2017), Banking Theory Law and Practice, New Delhi , Sultan & Chand Ltd.
2. Gordon and Natarajan(2017), Banking Theory, Law and Practice. 23rd Revised Edition. Himalaya Publishing House.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	S	H	H	M
CO2	H	H	M	H	H
CO3	M	S	H	H	H
CO4	H	H	S	H	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
CourseCode:	18UCO3N2	Title	Batch :	2018-2021
		FUNDAMENTALS OF	Semester	III
Hrs/Week:	1	ACCOUNTING	Credits:	2

Course Objective

To introduce the students to the fundamentals of Accounting

Course Outcomes (CO)

K1	CO1	To recollect the basic concepts used in the accounting system.
K2	CO2	To understand the accounting methods used in business.
K3	CO3	To execute the skills to prepare different types of accounts.
K4	CO4	To analyze new approach in implementation of financial statement.

Syllabus

Unit 1

Accounting – Meaning, Definition – Basics Terms Used in Accountancy – Advantages of Book Keeping – Accounting Concepts. (3 hrs)

Unit 2

Rules of Double Entry System – Journals. (3 hrs)

Unit 3

Ledger – Trail Balance – Subsidiary Books (purchase book, Sales Book, Purchases Return Book, Sales Return Book). (3 hrs)

Unit 4

Cash Book – Single Colum, Double Colum Cash Book. (3 hrs)

Unit 5

Final Accounts – Simple Adjustments – Closing Stock, Outstanding Expenses, Prepaid Expenses, Income Accured Income Received In Advance and Depreciation only. (3 hrs)

Total Contact hrs / Semester (13 hours)

Group discussions, Seminar and Assignment

Books for Study:

Reddy. T.S and Murthy (2017), Financial Accounting, Chennai, Margham Publications.

Books for Reference:

1. Vinayakam. N and Charumathi,B. (2017), Financial accounting. New Delhi, S.Chand and Company.
2. Gupta. R.L and Radhaswamy,M. (2017), Financial Accounts, Theory Methods and Applications.13th Revised edition, New Delhi, Sultan Chand and Sons.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	M	M	H
CO2	M	M	H	M	H
CO3	H	H	H	H	S
CO4	H	M	H	H	S

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
CourseCode:	18UCO409	Title	Batch :	2018-2021
		HIGHER CORPORATE ACCOUNTING	Semester	IV
Hrs/Week:	6		Credits:	4

Course Objective

To enable the students understand Advanced Corporate Accounting System.

Course Outcomes (CO)

K1	CO1	To remember the terms of accounting for amalgamation, absorption, acquisition of Companies, Internal and external reconstruction of companies.
K2	CO2	To prepare final accounts for a Banking companies , Insurance companies and corporate
K3	CO3	To apply the skill for preparation of consolidated accounts
K4	CO4	To evaluate the financial statements of the Banking, Insurance and Business Corporates.

Syllabus

Unit 1

Accounting for Amalgamation(AS14) and Absorption of Companies – *Acquisition of Companies.* (15 hrs)

Unit 2

Accounting for Reconstruction of Companies- Internal (Excluding preparation of scheme) and External. (15 hrs)

Unit 3

Banking Company Accounts – Rebate on Bills Discounted – Classification of Advances – Classification of Investments – Preparation of Profit and Loss Account and Balance sheet. (16 hrs)

Unit 4

General Insurance – Revenue account- Net Revenue Account- Balance sheet. (16 hrs)

Life Insurance – Valuation Balance Sheet – Revenue Account –Net Revenue Account and Balance Sheet. (16 hrs)

Unit 5

Holding Company Accounts – Consolidation of Balance Sheets with Treatment of Mutual Owings, Contingent Liability, Unrealized Profit, Revaluation of Assets, *Bonus Issue and Payment of Dividend* (excluding intercompany holdings) (16 hrs)

Total Contact hrs / Semester

(78 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

Jain, S.P and Narang.K.L, (2017), Advanced Accountancy, Chennai, Kalayani Publishers.

Books for Reference:

1.Gupta,R.L And Radhaswamy.M (2017) , Corporate Accounts Theory Method and Applications, 13th Revised Edition, New Delhi, Sultan Chand And company.

2.Reddy and Murthy(2017), Corporate Accounting, Chennai, Margham Publications.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	H	M
CO2	H	S	H	M	H
CO3	H	H	S	S	H
CO4	H	H	H	H	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	18UCO410	Title	Batch :	2018-2021
		INTERNATIONAL TRADE	Semester	IV
Hrs/Week:	6		Credits:	4

Course Objective

To expose the students to the International trade procedure.

Course Outcomes (CO)

K1	CO1	To remember the concepts and policies related to international business.
K2	CO2	To understand the history and impact of international business.
K3	CO3	To execute the opportunities and challenges offered by international business.
K4	CO4	To estimate various modes of entering international markets.

Syllabus

Unit 1

International trade – Meaning - Scope- Features-Difference between Internal trade and International trade- Similarities between Internal trade and International trade - Merits and Demerits of International Trade- Modes of entering international trade markets. (15hrs)

Unit 2

Classical Theory: Absolute and Comparative Cost Advantage Theory – Hecksher- Ohlin Theory and Leontief Paradox - Alternative Strategy for foreign trade and Economic growth. - *Recent trends in World Trade.* (15 hrs)

Unit 3

Balance of Trade - Balance of Payments- Disequilibrium --Instruments of trade Policy - Tariff and Quotas - Merits and Demerits. Subsidy – Types – Basic Concepts and Issues. (16 hrs)

Unit 4

Foreign Exchange Management Act – Objectives – Exchange Rate Adjustments-World Trade Organization-General Agreement on Tariffs and Trade-Objectives and Evolution of GATT- United Nations Conference on Trade and Development -functions. (16 hrs)

Unit 5

Export Documents and Procedures - Regulatory requirements - Operational requirements - *Processing of an Export Order* - Stages involved - RBI guidelines towards exports - Realisation for export of goods- Terms and payments of Export Finance – Export Import Bank (EXIM Bank)- Functions. (16 hrs)

Total Contact hrs / Semester

(78 hours)

Group discussions, Seminar, Assignment and Activity

- Italics denotes self study topics

Books for Study:

Francis Cherunilam(2017), International Trade and Export Management, New Delhi , Himalaya Publishing House.

Books for Reference:

1.Balagopal.(2017), T.A.S. Export Management, New Delhi, Sultan Chand Ltd.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M	H	M	H	H
CO2	H	H	H	M	S
CO3	H	H	S	H	H
CO4	M	M	H	M	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	18UCO411	Title	Batch :	2018-2021
		BANKING THEORY , LAW	Semester	IV
Hrs/Week:	6	AND PRACTICE	Credits:	4

Course Objective

To enrich the students knowledge about the Banking Sector.

Course Outcomes (CO)

K1	CO1	To recall the banking system in India offered by banks
K2	CO2	To understand various types of banks and their activities.
K3	CO3	To discuss the role of recent developments of the modern banks in a globalised scenario.
K4	CO4	To analyze banking regulations and its features.

Syllabus

Unit 1

Banking System in India – Structure of Indian Banking System – Private and Public Sector Bank - Regional Rural Banks – Land Development Banks – National Bank for Agricultural and Rural Development – National Housing Bank – Small Industries Development Bank of India.

Non-Banking Financial Institutions - Meaning- Classification - Functions – Commercial Bank Vs Non-Banking Companies – Services rendered by Non-Banking Financial Companies. (15 hrs)

Unit 2

Reserve Bank of India – Constitution, Organization and Management – Functions – Methods of Credit Control – Commercial Banks – SBI – Functions. (15 hrs)

Unit 3

Banker and Customer – Definition – Relationship between Banker and Customer – General Relationship and Special Relationship – *Types of Accounts*.

Lending – Principles of Sound Lending – Different Types of Lending. (16hrs)

Unit 4

Negotiable Instruments- Salient Features- Crossing- Endorsement – Fixed Deposits Receipt – Different Types of Customers – Individual and Institutions – Lunatics – Minors – Married Women – Drunkard – Illiterate Persons – Partnership Firms – Joint Stock Companies – Non-profit Organizations. (16 hrs)

Unit 5

Recent developments in Banking – Core Banking Solution-Electronic Banking –ATM *Debit/Credit Card* –RTGS(Real Time Gross Settlement)-NEFT(National Electronic Fund Transfer)- Micro Finance-Role and Benefits – Payment banker. (16 hrs)

Total Contact hrs / Semester

(78 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

Gordon And Natarajan, (2017), Banking theory and practices. Himalaya Publishing House.

Books for Reference:

- 1.Tandon, M.L(2017) Banking Law and Practices, Bombay, Thacker & Co Ltd.
- 2.Varshney (2017),Banking Theory Law and Practices, New Delhi , Sultan Chand Ltd.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	H	H	M
CO2	H	H	H	H	M
CO3	M	S	H	H	H
CO4	H	H	H	M	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	17UCO412	Title	Batch :	2017-2020
		INDIRECT TAXATION	Semester	IV
Hrs/Week:	5		Credits:	4

Course Objective

To impart basic knowledge about major Indirect Taxes.

Course Outcomes (CO)

K1	CO1	To remember the rules and regulation of indirect taxation.
K2	CO2	To understand the rules for registrations and its exemptions in taxation.
K3	CO3	To implement GST and its working mechanisms.
K4	CO4	To analyze and resolve tax problems.

Syllabus

Unit-1

Indirect Taxes- Meaning and Nature- Special features of Indirect Taxes - Types -Objectives- *Direct Taxes Vs. Indirect Taxes* -Contribution to Government Revenues- Taxation under the Constitution- Advantages and Disadvantages of Indirect Taxes. (13 hrs)

Unit-2

Introduction and Scope of Customs Law in India-The Customs Act 1962- *Types*-Levy and Collection from Customs duty- Exemption from Customs duty- Classification and Valuation of goods under Customs Law - Abatement of duty in Damaged or Deteriorated Goods- Remission on Duty on Lost, Destroyed or Abandoned Goods- Customs Duty Draw Back. (13 hrs)

Unit-3

Goods and Service Tax-Introduction-Meaning-Need for GST-Features of GST- Advantages and Disadvantages of GST-Structure of GST in India- Dual Concepts-SGST-CGST-IGST-UTGST- Types of rates under GST- Taxes subsumed under State Goods and Services Tax Act 2017- Taxes subsumed under Central Goods and Services Tax Act 2017. (13 hrs)

Unit-4

Levy and Collection under SGST/CGST Acts- Meaning of Important Term: Goods, Services, Supplier, Business, Manufacture, Casual Taxable person, Aggregate Turnover. Input Tax and Output Tax. Concept of Supply- Composite and Mixed Supplies- Composition Levy- Time of Supply of Goods and Services- Value of Taxable Supply- . Input Tax Credit- Eligibility and Conditions for taking Input Credit- Registration procedure under GST- Filing of Returns. (13 hrs)

Unit-5

Levy and Collection under the Integrated Goods and Service Tax Act 2017-Meaning of Important Terms: Integrated Tax, Intermediary, Location of the Recipient and Supplier of Services, Output Tax. Levy and Collection of Tax-Determination of Nature of supply- Inter-State Supply and Intra-State Supply- Place of Supply of Goods or Services- Zero-Rated Supply. (13 hrs)

Total Contact hrs / Semester

(65 hours)

Group discussions, Seminar and Assignment.

- Italics denotes self study topics

Books for Study:

Datey, V.S. (2017). *Indirect Taxes*. Mumbai, Taxmann Publications Private Limited.

Simplified Approach to GST – A Ready Reference.

Books for Reference:

1. Balachandran, V. (2017). *Indirect Taxation*. New Delhi, Sultan Chand and Sons.

2. Mittal, J.K. (2017). *Law Practice and Procedures of Service Tax*. New Delhi, Jain Book Agency.

3. RadhaKrishnan, R. (2017). *Indirect Taxation*. New Delhi, Kalyani Publishers.

4. Sethurajan (2017). *Indirect Taxation including Wealth Tax*. Speed Publications

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	S	H	S	H
CO2	H	H	H	S	H
CO3	H	S	S	H	S
CO4	S	S	S	S	S

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	18UCO4A5	Title	Batch :	2018-2021
		STATISTICAL METHODS	Semester	IV
Hrs/Week:	5		Credits:	4

Course Objective

To enable the students to gain an understanding of Statistical Techniques applicable to Business.

Course Outcomes (CO)

K1	CO1	To remember the underlying theory of statistics.
K2	CO2	To understand overall process and particular steps in collecting, analyzing, interpreting and presenting results.
K3	CO3	To apply the appropriate statistical methods and in various data analysis problems.
K4	CO4	To interpret the results of Regression Analysis and Correlation Analysis for forecasting

Syllabus

Unit 1

Meaning and Scope of Statistics – Characteristics and *Limitations* – Presentation of Data by Diagrammatic and Graphical Methods (Theory only).

Measures of Central Tendency – Mean, Median, Mode, Geometric Mean, Harmonic Mean (13 hrs)

Unit 2

Measures of Dispersion and Skewness – Range, Quartile Deviation and Standard Deviation – Pearson's and Bowley's Measures of Skewness. (13hrs)

Unit 3

Simple Correlation – Pearson's Coefficient of Correlation – Interpretation of Coefficient of Correlation – Coefficient of Concurrent Deviation- Simple Regression. (13 hrs)

Unit 4

Index Numbers (Price Index Only) – Method of Construction – Wholesale and Cost of Living Indices- Weighted Index Numbers – Laspeyre's Method, Passche's Method, Fisher's Ideal Index. (Excluding Tests of Adequacy of Index Number Formulae). (13 hrs)

Unit 5

Analysis of Time Series and Business Forecasting – Methods of measuring Trend and Seasonal Changes (including problems)- Methods of Sampling – *Sampling and Non-sampling Errors* (Theoretical aspects only) (13 hrs)

Total Contact hrs / Semester

(65 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

Gupta.S.P (2017) 2nd Edition, Statistical Methods, New Delhi, Sultan Chand & Sons.

Books for Reference:

1. Bagavathi.R.S.N.Pallai (2017), 7th Edition, Practical Statistics, New Delhi, Sultan Chand & Sons & Company Ltd.

2. Kappor V.K (2017), 7th Edition, Statistics: Theory, Methods & Application, New Delhi, Sultan Chand and Sons.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	M	H	H
CO2	H	S	H	H	H
CO3	S	S	H	H	S
CO4	S	M	H	M	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	18UCO4N3	Title	Batch :	2018-20201
		INVESTMENT MANAGEMENT	Semester	IV
Hrs/Week:	1		Credits:	2

Course Objective

To introduce the students to the rudiments of Investment.

Course Outcomes (CO)

K1	CO1	To recollect the financial instrument in market.
K2	CO2	To understand the key challenges in market for investment.
K3	CO3	To apply basic tools to make core investment management decisions.
K4	CO4	To analyze investments and manage portfolios.

Syllabus

Unit 1

Investment – Financial and Economic – Meaning of Investment – Importance of Investment – Features of an Investment Programme. (3hrs)

Unit 2

Share Market – Primary Market – New Issues – Methods of Floating New Issues – Secondary Market – Functions of Stock Exchange. (3hrs)

Unit 3

Bonds – Types – Public Sector Bonds – Zero Bonds – Shares – Preference Shares and Equity Shares – Bonds and Right Shares. (3hrs)

Unit 4

Debentures – Non-Convertible, Partly Convertible, Fully Convertible Debentures. (3hrs)

Unit 5

Mutual Funds –Types – Advantages and Disadvantages – Net Asset Value –UTI and Other Mutual Funds. (3hrs)

Total Contact hrs / Semester

(13 hours)

Group discussions, Seminar and Assignment

Books for Study:

Preeti Singh (2017), Investment Management security Analysis and Portfolio Management, Fifth Edition, Himalaya Publishing House.

Books for Reference:

Gopalakrishnan .V (2017), Investment Management, S.Chand and sons, New Delhi.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	H	H	M
CO2	H	S	S	H	M
CO3	H	H	S	H	H
CO4	H	S	H	M	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	18UCO4N4	Title	Batch :	2018-2021
		CONSUMER AFFAIRS	Semester	IV
Hrs/Week:	1		Credits:	2

Course Objective

To make the student understand the concept of Consumer Affairs

Course Outcomes (CO)

K1	CO1	To recollect the knowledge of concepts and practices underlying sustainable Consumer Affairs
K2	CO2	To get the idea of the complexities of Consumer Affairs
K3	CO3	To execute the knowledge and understanding of relevant concept in relation to Consumer Affairs
K4	CO4	To figure out how different ways to solve the consumer Affairs.

Syllabus

Unit 1

Concept of consumer, Nature of Markets: Liberalization and Globalization of Markets with special reference to Indian Consumer Markets, Consumer buying process, Consumer satisfaction/dissatisfaction – grievances – Complaint, alternative available to dissatisfied Consumer; Complaint handling process : ISO 10000 suite. (3 hrs)

Unit 2

Consumer rights and UN guidelines on consumer protection, Consumer goods, Defect in goods, unfair trade practice. Advisory Bodies: consumer protection councils at the Central, State and District levels; Adjudicatory Bodies: District Forums, State Commissions, National Commission; Their Composition, power and Jurisdiction. (3 hrs)

Unit 3

Way of File a Complaint – Grounds of filing a complaint; Limitation Period; Procedure for filing and hearing of a complaint; Disposal of Cases, Relief/ Remedy available; Temporary injunction, Enforcement of order, Appeal, Frivolous and vexatious complaints; Offences and Penalties (2 hrs)

Unit 4

Role of Industry regulators in Consumer Protection: Food Product FSSAI, Banking: RBI and Banking Ombudsman and Insurance: IRDA and Insurance Ombudsman. (2 hrs)

Unit 5

Quality and Standardization: Voluntary and Mandatory standards, Role of BIS, Indian Standards Mark (ISI). Ag-mark. Hallmarking, Licensing and Surveillance; Role of International Standards: ISO an Overview.
(3hrs)

Total Contact hrs / Semester

(13 hours)

Group discussions, Seminar and Assignment

Books for Study:

Khanna, Sri Ram, Savita Hanspal, Sheetal Kapoor and H.K. Awasthi (2017) Consumer Affairs, Universities press.

Books for Reference:

Ganesana and M. Sumathy (2017) Globalization and Consumerism: Issues and Challenges, Regal Publications.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	S	H	H
CO2	M	H	H	H	M
CO3	H	H	M	H	H
CO4	H	H	H	H	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce (AIDED & SELF FINANCING)	
Course Code:	18UCO513	Title	Batch :	2018-2021
		COST ACCOUNTING	Semester	V
Hrs/Week:	6		Credits:	04

Course Objective

To expose the students to the aspects of Cost Accounting.

Course Outcomes (CO)

K1	CO1	To keep in mind, the place and role of cost accounting in the modern economic environment.
K2	CO2	To understand the costing system, cost management system and budgeting system.
K3	CO3	To execute overheads problems in the allocations and apportionment.
K4	CO4	To analyze the common cost and revenues.

Syllabus

Unit-1

Cost Accounting – Definition - Meaning and Scope - Objectives and Functions- Relationship of Cost Accounting with Financial Accounting and Management Accounting- Costing as an Aid to Management – Limitations and Objections against Cost Accounting. (16 hrs)

Unit-2

Materials – Levels of Inventory(AS-02) – EOQ – *Methods of Valuing Material Issues* –FIFO – LIFO – Base Stock – Standard Price – Simple Average – Weighted Average Methods – Perpetual Inventory – ABC – VED Analysis – Control Over Wastages –Scrap and Spoilage. (16 hrs)

Unit-3

Labour – Systems of Wage Payment – Time Rate – Piece rate – Taylor, Merrick, Piece Rate System – Incentive Schemes-Halsey – Rowan – Idle Time – Labour Turnover.

Overheads – Classification – Allocation Apportionment and Absorption of Overheads – Methods of Absorption of Factory overheads (16 hrs)

Unit-4

Process Costing – Features – *Comparison between Job Costing and Process Costing* – Process Losses – Normal Loss–Abnormal Loss – Abnormal Gain. (15 hrs)

Unit-5

Unit Costing – **Cost Sheet** – Tender or Quotations – Job Costing – Transport Costing. (15 hrs)

Total Contact hrs / Semester (78 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

Jain. S.P and Narang.K.L(2017), Cost Accounting Principles and Practices, Chennai , Kalyani Pbulishers.

Books for Reference:

- 1.Reddy, T.S, and Hari Prasad Reddy. V.(2017), Cost Accounting, Chennai, Margham Publications.
- 2.Khan. M.Y and Jain. P.K,(2017), Cost Accounting and Financial Management, 3rd Edition, New Delhi ,Tata MC Graw Hill Education Private Ltd.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	H	H	H
CO2	S	S	S	M	M
CO3	H	H	H	M	M
CO4	H	M	M	H	H

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce (AIDED & SELF FINANCING)	
Course Code:	18UCO514	Title	Batch :	2018-2021
		AUDITING PRINCIPLES AND	Semester	V
Hrs/Week:	5	PRACTICE	Credits:	03

Course Objective

To expose the students to the principles and practice of auditing.

Course Outcomes (CO)

K1	CO1	To keep in mind current auditing concepts, standards and acceptable practices.
K2	CO2	To comprehend preventative internal control measures.
K3	CO3	To implement the audit process from planning of audit to completion of audit.
K4	CO4	To interpret audit through computer assisted audit techniques

Syllabus

Unit-1

Auditing – Origin – Definition – Objectives – Types – Advantages and Limitations – Qualities of an Auditor-Difference between Auditing and Investigation. (13 hrs)

Unit-2

Internal Control – Internal Check and Internal Audit – Audit Programme - Audit Note Book – Working Papers. Vouching – Voucher – Vouching of Cash Book – Vouching of Trading Transaction – The Audit of Impersonal Ledger. (13 hrs)

Unit-3

Verification and Valuation of Assets and Liabilities – Auditor's Position Regarding the Valuation And Verification of Assets And Liabilities – Depreciation – Reserves and Provisions – Contingent Liabilities. (13 hrs)

Unit-4

Audit of Joint Stock Companies – Appointment of Company Auditor - *Qualification* – Dis-qualifications – Rights and Duties – Liabilities of a Company Auditor – Share Capital and Share Transfer Audit – Audit Report – Contents and Types. (13 hrs)

Unit-5

Audit of Computerized Accounts - Computer Assisted Audit Technique - Need - Capabilities - Precautions - Step by Step Methodology - Analytical Review Procedures – **Audit Testing**. 13hrs

Total Contact hrs / Semester

(65 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

Tandon. B.N, Sudharsana.S, Sundharabahu.S. (2017), A Hand Book of Practical Auditing, New Delhi, S.Chand & Co Ltd

Books for Reference:

1.De Paula.F.R.M.(2017), Auditing. London: The English Language Society and Sir Issac Pitman and Sons Ltd.

2.Pradeep Kumar. (2017), Auditing Principles And Practices, New Delhi, Kalyani Publication.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	H	H	H	H
CO2	M	M	H	M	H
CO3	H	H	H	H	S
CO4	S	H	S	H	H

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce (AIDED & SELF FINANCING)	
Course Code:	18UCO515	Title	Batch :	2018-2021
		BUSINESS	Semester	V
Hrs/Week:	5	COMMUNICATION	Credits:	03

Course Objective

To develop the skill of writing business letters.

Course Outcomes (CO)

K1	CO1	To remember the concept and business communication models.
K2	CO2	To understand the role of communication as an avenue for business.
K3	CO3	To deploy students understand how to write business correspondence and improve written communication
K4	CO4	To interpret the ability to communicate effectively.

Syllabus

Unit-1

Business Communication: Meaning – *Importance of Effective Business Communication*- Modern Communication Methods - **Business Letters**: Need – Functions – Kinds – Essentials of Effective Business Letters – Layout of a Business Letter. (13 hrs)

Unit-2

Trade Enquiries – Orders and their Execution – Credit and Status Enquiries – Complaints and Adjustments - Claims and Settlement. (13 hrs)

Unit-3

Collection Letters: Meaning – Collection Series – Importance of Collection Letter – Debtors' Explanation Letter – Reply to Debtors' Explanations. (13 hrs)

Unit-4

Banking Correspondence: Introduction – Correspondence with Customers – Correspondence with Head office – *Correspondence with other Banks* - Insurance Correspondence: Introduction – letter relating to Fire Insurance – Marine Insurance – Life Insurance. (13 hrs)

Unit-5

Agency Correspondence – Offer of Agency- Agent's Reply-Application for Agency by Prospective Agents. **Job Application Letters** – Form and Content of an Application Letter – Resume / Bio-Data/CV- Interview Letter, Appointment Letter. (13 hrs)

Total Contact hrs / Semester

65 hours

Group discussions, Seminar , Assignment and Activity

- Italics denotes self study topics

Books for Study:

Rajendra pal and Korlahalli. J.S.(2017),Essential of Business Communication, New Delhi, Sultan Chand And Sons.

Books for Reference:

- 1.Ramesh, MS, and C.C. Pattanshetti,(2017) , Business Communication, New Delhi, S.Chand & Co.
- 2.Raghunathan N.S and Santhanam.B (2017), Business Communication, Margham Publication.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	H	H	M	M
CO2	M	M	H	H	H
CO3	H	H	S	H	H
CO4	H	H	H	S	H

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce (AIDED & SELF FINANCING)	
Course Code:	18UCO516	Title	Batch :	2018-2021
		HUMAN RESOURCE MANAGEMENT	Semester	V
Hrs/Week:	5		Credits:	03

Course Objective

To expose the students to the Human Resource Management.

Course Outcomes (CO)

K1	CO1	To remember the importance of human resource management in organizations.
K2	CO2	To get the idea about training and development needed to the human resource.
K3	CO3	To identify the nature and sources of conflict and different strategies, approaches used in the resolution of conflict.
K4	CO4	To analyze the key issues related to administering the human elements such as motivation, performance appraisal, recruitment and training.

Syllabus

Unit-1

Human Resource Management- Meaning and Scope – Evolution of Human Resource Management - Human Resource Functions - Human Resource Planning - Importance –Factors governing Human Resource Planning. (13 hrs)

Unit-2

Recruitment – Factors Governing Recruitment - Recruitment Process - Sources of Recruitment - *Selection Process* – Tests – Interviews - Evaluation of Recruitment Methods. (13 hrs)

Unit-3

Performance Appraisal - *Objectives* - Appraisal Methods –Training and Development - Methods of Training. (13 hrs)

Unit-4

Motivation – Types - Theories of Motivation – Morale - Measures to improve Morale -Job Satisfaction. (13 hrs)

Unit-5

Wage - Objective- Factors influencing the wage policy- Essential of a good system of wage payment - Incentives- Financial and Non-financial incentives- Merits and Problems arising out of incentives.

Conflict Management- Types of Conflict- Stages of Conflict-Causes and Remedies of Conflict – Measures to Stimulate Conflicts. (13 hrs)

Total Contact hrs / Semester

(65 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

Aswathappa.K.(2017),7th Edition, Human Resources and Personnel Management- Text and Cases. New Delhi, Tata MC.Graw- Hill Publishing Ltd.

Books for Reference:

Subba Rao. P. (2017),4th Edition, Personal and Human Resources Management- Text and Cases, Mumbai, Himalaya Publishing House.

Tripathi.P.C.(2017) 7th Edition, Human Resource Development. New Delhi, Sultan Chand & Sons.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	S	M	H
CO2	H	H	H	H	H
CO3	M	H	H	M	H
CO4	H	S	H	H	H

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce (AIDED & SELF FINANCING)	
Course Code:	18UCO517	Title	Batch :	2018-2021
		INSTITUTIONAL TRAINING	Semester	V
Hrs/Week:			Credits:	03

Course Objective

To gain the practical knowledge in the working environment.

Course Outcomes (CO)

K1	CO1	To recollect and integrate classroom theory with workplace practice
K2	CO2	To understand the administrative functions and company culture
K3	CO3	To apply the academic and career goals
K4	CO4	To interpret the work done in industrial training and describing the experience.

Institutional Training is a part of B.Com. Curriculum. Students undergo training for a period of 4 weeks before the commencement of V semester. The knowledge acquired through training is put to test at the end of Fifth Semester by conducting Viva-voce examination. Internal and External examiners evaluate the student's performance and award the viva- voce marks.

Criteria	Marks
External –Viva and Report Presentation	80
Internal - Institutional Training Report	20
Total	100

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	S	H	M	H
CO2	M	H	M	H	H
CO3	H	M	H	M	H
CO4	S	H	H	H	H

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce (AIDED & SELF FINANCING)	
Course Code:	18UCO518	Title	Batch :	2018-2021
		COMMERCE PRACTICAL	Semester	V
Hrs/Week:	2		Credits:	01

Course Objective

To provide basic exposure to various forms and materials associated with office management

Course Outcomes (CO)

K1	CO1	To know the various forms used in office management.
K2	CO2	To compute the tax liability of Individuals.
K3	CO3	To apply theoretical knowledge into a Business Practice.
K4	CO4	To review various forms and Practices

Syllabus

LIST OF PRACTICAL

- Report Writing – Sales Report
- Letter to editor- Current Issues (26 hrs)
- Computation of Tax Liability
- Filling and Preparation of Saral form and Form 16
- Inward Mail Register – Outward Mail Register
- Preparation of Application Form for PAN Card
- Filling up of Cheque Leaf, Withdrawal Slip, Pay-in-Slip, DD Challan
- GST Registration form
- Filling up of Share Application
- Preparation of Employee History Card
- Preparation of Pay Roll
- Preparation of Pay Slip
- Fixing Brand Name for six products with USP
- Designing Office Layout
- Filling of Insurance Proposal

Total Contact hrs / Semester

(26 hours)

I Scheme of Evaluation for Commerce Practical:

Criteria	Marks
End Semester Examination	30
Internal Assessment (Record Note)	20
Total	50

II Question paper pattern ESE:

1. Separate written examination is conducted for Commerce Practical
2. Duration of examination 3 hours
3. Pattern of Questions

Part A -1*10=10 (Preparation of Saral and Form 16 and
Acknowledgement Sheet (Income Tax problem))

Part B - 5*8 =40 (five out of Seven)

Record =10

Max Marks : 60

The required forms for Commerce Practical are provided to the students who appear for the exam.

4. Maximum marks obtained by the students, reduced to 30 marks.
5. Internal Mark- 20 (Record =5, Model Practical = 15)

.....

Mapping

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	M	H	M
CO2	M	S	H	S	H
CO3	S	S	S	H	H
CO4	H	H	M	H	H

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce (AIDED & SELF FINANCING)	
Course Code:	18UCO519	Title	Batch :	2018-2021
		FINANCIAL MARKETS AND	Semester	V
Hrs/Week:	5	SERVICES	Credits:	05

Course Objective

To facilitate the students to acquire an depth knowledge in financial services

Course Outcomes (CO)

K1	CO1	To remember the various financial products, services, and strategies offered by various institutions.
K2	CO2	To understand how the financial services component industries (insurance, banking, securities, real estate and financial planning) interact.
K3	CO3	To analyze the structure of the financial markets.
K4	CO4	To apply the knowledge of various financial products.

Syllabus

Unit-1

Financial System -Functions – Development of Financial System in India – Financial Markets- Classifications– *Financial Instruments*– **Money Market** – Features –Composition of Money Market- Features of Indian Money Market. (18 hrs)

Unit-2

Capital Market – Types – New Issues Market – Functions of New Issue Market – Methods of Issue – Secondary Market – Organisation and Functions of Stock Exchanges – **Methods of Trading in a Stock Exchanges** –Listings of Securities – Advantages of Listing – Procedures for Listing - OTCEI – NSE-SEBI-Functions of SEBI. (18 hrs)

Unit-3

Financial Services – Meaning – Fee Based Services – *Fund Based Services* – Credit Rating Agencies – Mutual Fund – Classification of Mutual Funds – Asset Securitization. (18 hrs)

Unit-4

Leasing and Hire Purchase – Housing Finance – Credit Cards– Venture Capital (18hrs)

Unit-5

Merchant Banking – Services of Merchant Banking– Progress of Merchant Banking in India – Factoring, Forfeiting and Bill Discounting – Benefits and Functions–Draw backs. (18hrs)

Total Contact hrs / Semester

(72 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

Gordon. E. and Natarajan.K.(2017), Financial Services, New Delhi, Himalaya Publishing House.

Books for Reference:

1.Khan.M.Y.(2017) “Financial Services”,5th Edition New Delhi, Tata McGraw Hill Publishing Company Limited.

2.Santhanam. B.(2017), Financial Services, ,New Delhi, McGraw Hill Publishing Company Limited.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	H	H	H
CO2	M	H	H	M	H
CO3	M	M	H	H	M
CO4	S	H	H	H	H

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce (AIDED & SELF FINANCING)	
Course Code:	18UCO5S1	Title	Batch :	2018-2021
Hrs/Week:	1	SKILL BASED SUBJECT PAPER – I	Semester	V
		Elective– I : FUNDAMENTALS OF ENTREPRENEURSHIP	Credits:	02

Course Objective

To provide knowledge on Entrepreneurial skill.

Course Outcomes (CO)

K1	CO1	To remember the legal and financial conditions as well as the importance of the entrepreneurial infrastructure for starting a business venture.
K2	CO2	To understand the effectiveness of different entrepreneurial strategies.
K3	CO3	To execute the entrepreneurial project and its essential elements.
K4	CO4	To analyze the elements of success of entrepreneurial ventures.

Syllabus

Unit-1

Entrepreneur – **Entrepreneurship** – Meaning – Types of Entrepreneur – Qualities of an entrepreneur – Distinction between an Entrepreneur and Manager. (3 hrs)

Unit-2

Barriers to Entrepreneurship – Need for Entrepreneurship training – Concepts of training program – EDP in India – Phases of EDP. (3 hrs)

Unit-3

Institutional support to Entrepreneurs – National Small Industries Corporation (NSIC) – Small Industries Development Organisation (SIDO) – District Industries Centers (DIC) – Small Industries Development Corporation (SIDCO). (3hrs)

Unit-4

Sources of Finance – Own Fund – Lease – Venture Capital. (2 hrs)

Unit-5

Institutional Finance – IDBI – IFCI – SFC – SIDBI – EXIM Bank.

(2hrs)

Total Contact hrs / Semester

(13 hours)

Group discussions, Seminar and Assignment

Books for Study:

S Khanka (2017) Entrepreneurship Development ,New Delhi, S Chand & Co.

Books for Reference:

1. Gupta CB & Khanka SS(2017), Entrepreneurship & Small Business Management, New Delhi ,Sultan Chand & Sons.

2. Robert D Hisrich, Michael P Peters and Dean A Shepherd(2017) Entrepreneurship, Boston ,McGraw-Hill/Irwin.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	S	H	H	M
CO2	H	H	S	S	S
CO3	S	H	S	H	S
CO4	S	S	S	M	H

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce (AIDED & SELF FINANCING)	
Course Code:	18UCO5S2	Title	Batch :	2018-2021
		SKILL BASED SUBJECT PAPER	Semester	V
Hrs/Week:	1	– I	Credits:	02
		Elective – II : ADVERTISEMENT AND SALES PROMOTION		

Course Objective

To provide knowledge on Advertising and sales promotion.

Course Outcomes (CO)

K1	CO1	To keep in mind the communication objectives behind advertisement and promotion.
K2	CO2	To point out the advertising and promotion strategies and tactics utilized by communicating agencies.
K3	CO3	To implement skills in selecting and integrating element to create effective communication campaigns.
K4	CO4	To analyze current and past advertising and promotion campaigns.

Syllabus

Unit-1

Advertising- Meaning – Definition –Objectives – Advertisement Copy – Clarification of copy – Advertising Media – **Kinds of Media.** (3 hrs)

Unit-2

Advertising Agencies- Definition – Functions – Organization of Advertising Department – Advertising Layout – Meaning – Function of Advertising Layout – **Different Types of Layout.** (3 hrs)

Unit-3

Basic elements of Advertising- Print Production – **Methods of Printing** – Print Production Process – Broadcast vs. Print Production – Television Production - Radio Production. (3hrs)

Unit-4

Advertising Campaign - Campaign Planning – Media Planning – Scheduling the Message – Advertising budget – Methods. (2 hrs)

Unit-5

Sales Promotion- Meaning – Methods – Sales Promotion Planning – Salesmanship and Sales Promotion – After Sales Service. (2hrs)

Total Contact hrs / Semester (13 hours)

Group discussions, Seminar, Activity and Assignment

Books for Study:

Pillai. R.S.N & Bagavathi(2017), Modern Marketing Principles and Practices. New Delhi: S. Chand & Co Pvt. Ltd.,

Books for Reference:

1. Philip Kotler(2013), Principles of Marketing, New Delhi: Prentice Hall of India,
2. Pingali Venugopal(2013), Marketing Management, Edition-1, New Delhi, SAGE Publication.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	H	S	M	S
CO2	H	H	H	S	S
CO3	M	S	H	S	M
CO4	H	M	S	S	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.COM	Programme Title :	B.Com (AIDED and SELF FINANCING)	
Course Code:	18UCO620	Title	Batch :	2018-2021
		MANAGEMENT ACCOUNTING	Semester	VI
Hrs/Week:	6		Credits:	4

Course Objective

To enlighten the students on the different concepts of management accounting

Course Outcomes (CO)

K1	CO1	To remember the concepts and importance of management accounting in decision making.
K2	CO2	To understand the preparation of various types of budgets.
K3	CO3	To apply the idea and practices of budgeting in a business decisions.
K4	CO4	To analyze the financial data with the help of ratios.

Syllabus

Unit-1

Management Accounting – Meaning – Definition – Objectives and Scope –Advantages and Limitations Relationship between Management Accounting and Financial Accounting – Management Accounting and Cost Accounting. (16 hrs)

Unit-2

Ratio Analysis – Meaning – Uses – Limitations – Classification of Ratios – Computation of Ratios from Financial Statements. (16 hrs)

Unit-3

Funds Flow Analysis – Cash Flow Analysis (New format)(AS-03). (15 hrs)

Unit-4

Budgetary Control – Flexible Budget – Sales Budget – Cash Budget – Production Budget – Purchase Budget. Working Capital – *Sources of Working Capital* – Estimation of Working Capital Requirements. (15 hrs)

Unit-5

Marginal Costing – Break-Even Analysis – Applications of Marginal Costing Techniques –
Determination of Sales Mix – Key Factor – Make or Buy Decision (Simple Problems Only) (15 hrs)

Total Contact hrs / Semester

(78 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

Sharma and Gupta. S.K (2017) “Management Accounting”, 13th Edition, New Delhi, Kalyani Publishers

Books for Reference:

1. Jain.S.P and Narang. K L (2017), Cost and Management Accounting, New Delhi , Kalyani Publishers.

2. Dr. Maheswari.S.N. (2017), Cost and Management Accounting”, 14th edition, New Delhi, Sultan Chand & Sons.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	H	H	M
CO2	M	M	H	S	H
CO3	H	H	S	M	S
CO4	H	H	S	H	S

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.COM	Programme Title :	B.Com (AIDED and SELF FINANCING)	
Course Code:	18UCO621	Title	Batch :	2018-2021
		E-COMMERCE AND	Semester	VI
Hrs/Week:	5	INFORMATION SECURITY	Credits:	4

Course Objective

To enable the students to acquire knowledge on electronic commerce.

Course Outcomes (CO)

K1	CO1	To keep in mind the foundations and importance of e-commerce.
K2	CO2	To understand E-Commerce platforms.
K3	CO3	To deploy the legal issues and privacy in e-commerce.
K4	CO4	To analyze and discuss e-commerce issues.

Syllabus

Unit-1

Introduction to E-Commerce –Features- Objectives-Types of E-Commerce-Advantages and Disadvantages-Business Models of E-Commerce – B2B – B2C – C2B – C2C – B2E- G2B. (13 hrs)

Unit-2

Mobile Commerce- Electronic Data Interchange-Definition-Evolution of EDI-Objectives-Advantages- Bottlenecks of EDI-Components of EDI-Electronic Payment Systems (13hrs)

Unit-3

Electronic payment system– Introduction- Token based E-payment- Credit cards as E-payment- *Mobile payment*- E-cash and E-Cheque (13 hrs)

Unit-4

Components Of Communications System – Transmission Media- Protocol Definition – Introduction To TCP/ IP- Wireless Network – Basics Of Internet – Types Of Attack: Spoofing – Phishing – Impersonation, Dumpster Diving- Information Security Goals – Information Security Threats And Vulnerability: Spoofing Identity, Pampering With Data, Repudiation, Information Disclosure, Denial Of Service, Elevation Of Privilege. (13 hrs)

Unit-5

Authentication – Password Management – E-Commerce Security- Windows Security- Network Security: Network Intrusion Detection And Prevention Systems – Firewalls –Software Security- Web Security user Authentication , Authentication- Secret And Session Management, Cross Site Scripting, Cross Site Forgery, SQL Injection. Computer Forensic- Steganography. (13 hrs)

Total Contact hrs / Semester

(65 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

Dr.Rayudu.C.S, (2017), E-commerce and E-Business, Himalaya publishing house, New Delhi

Books for Reference:

1. Ravi Kalakota and Andrew .B Whiston(2017), Frontier of Electronic Commerce, Dorling Kindersley(India) Pvt Ltd.
2. Bharat Bhasker,(2017), Electronic Commerce, New Delhi, Tata McGraw Hill Publishing Co. Ltd.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	S	M	H	S
CO2	H	M	H	S	H
CO3	M	S	S	M	M
CO4	M	H	H	L	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.COM	Programme Title :	B.Com (AIDED and SELF FINANCING)	
Course Code:	18UCO622	Title	Batch :	2018-2021
		CASE ANALYSIS	Semester	VI
Hrs/Week:	4		Credits:	2

Course Objective

To enable the students develop their analytical skills, problem solving abilities and decision making strategies.

Course Outcomes (CO)

K1	CO1	To remember the depth knowledge about the study subject condition.
K2	CO2	To understand alternative course of action to develop creative solution by group discussion.
K3	CO3	To apply insight and understanding of issues and difficulties in computational modeling through case study.
K4	CO4	To analyse strategies to set objectives for solving cases.

Syllabus

Unit-1

Case Study-Meaning-Purpose-Preparation of Cases-Types of Cases-*Role of Case Analysis*

(11 hrs)

Unit-2

Case Studies in Marketing Management -Concept of Marketing-*New Product Development*-Pricing Strategy-Product Promotion-Sales Management

(11 hrs)

Unit-3

Case Studies in Human Resources Management -Training and Development- Performance Appraisal-Leadership-Motivation-Industrial Relation.

(10 hrs)

Unit-4

Case Studies in Financial Management -Working Capital-Dividend Policies-Capital Structure-Budgeting.

(10 hrs)

Unit-5

Case Studies in Costing-Production and Material Management -Production Techniques –
Material Management – Cost Management - Case studies related to Transport Management (10 hrs)

Total Contact hrs / Semester

52 hours

Group discussions, Seminar , Assignment., Brain storming, Activity and Case study

- Italics denotes self study topics

Material:

Case Analysis compiled by Dr.P.MaruthuPandian,Associate professor and Head(Rtd) , Department of Commerce, NGM College, Pollachi

Books for Reference:

1. Sherlakar. Case Studies in Marketing, New Delhi ,S.Chand& Co.
2. Nair and Latha Nair. Personnel Management and Industrial Relations, New Delhi, S.Chand& Co.

I Scheme of Evaluation for Case Analysis:

Criteria	Marks
End Semester Examination	30
Internal Assessment (Case Analysis Record)	20
Total	50

II Question paper pattern ESE:

1. Duration of Examination : 3 Hours

2. Pattern of Questions :

Part A -1*15= 15 Marks

Part B -5*12 = 60 (Five out of Six)

Max Marks: 75

3. Maximum marks obtained by the students, reduced to 30 marks.

.....

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	M	S	H	H
CO2	H	H	H	M	H
CO3	S	H	S	M	H
CO4	M	H	H	H	M

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.COM	Programme Title :	B.Com (AIDED and SELF FINANCING)	
Course Code:	18UCO623	Title	Batch :	2018-2021
		PROGRAMMING LAB- ACCOUNTING PACKAGE	Semester	VI
Hrs/Week:	2		Credits:	1

Course Objective

To create practical knowledge in accounting aspect

Course Outcomes (CO)

K1	CO1	To understand the basic accounting concepts.
K2	CO2	To get the idea about tally accounting software from the business perspective.
K3	CO3	To apply the basic rules and tricks to drill the transaction.
K4	CO4	To analyze the applications of technology in accounting.

Syllabus

Excises	Content	Hrs
	LIST OF PROGRAMMES	
1.	Company Creation and Alteration	26
2.	Creating and Displaying Ledger.	
3.	Voucher Entries, Voucher Alteration and Deletion.	
	Preparation of Trial Balance.	
4.	Inventory Information- Stock Summary.	
5.	Inventory Information- Godown creation, Alteration and Godown summary	
6.	Final Accounts without Adjustments.	
7.	Final Accounts with Adjustments.	
8.	Ratio Analysis/ Cash Flow/ Fund Flow Statement	
9.	Bank- Reconciliation Statements.	
10.	Cost Center and Cost Categories	
11.	Bill wise Statement	
	Total Contact hrs/Semester	26

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	H	M	H
CO2	H	S	H	H	M
CO3	M	H	M	H	M
CO4	S	S	S	S	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.COM	Programme Title :	B.Com (AIDED and SELF FINANCING)	
Course Code:	17UCO624	Title	Batch :	2018-2021
		INSURANCE AND RISK MANAGEMENT	Semester	VI
Hrs/Week:	5		Credits:	5

Course Objective

To expose the students to practical knowledge of Insurance

Course Outcomes (CO)

K1	CO1	To remember the risk and insurance issues relating to individuals and families.
K2	CO2	To understand, compare, analyze and synthesize the principal rules and theories relating to insurance.
K3	CO3	To implement detailed and comprehensive knowledge of various types of insurance policies
K4	CO4	To analyze the various sources of risk affecting local, regional and global level.

Syllabus

Unit-1

Contract of Insurance – Meaning – Definition –Need for Insurance – Functions of Insurance – Insurance and Assurance – Fundamental Principles of Insurance –*Different Types of Insurance Contract* (13 hrs)

Unit-2

Risk- Sources of Risk – Perils and Physical Hazard-Factors Relating to Physical Hazard-Sources of Risk Information – Risk Management. (13 hrs)

Unit-3

Life Insurance Contract – Types of Policies - *Differences between Life Insurance and General Insurance* – Insurer, Insured - Procedures for taking Insurance Policy - Premium and Procedure for Claims - Surrender Value -Double Insurance (13 hrs)

Unit-4

General Insurance – Fire Insurance – Contract of Fire Insurance – Kinds of Fire Policies – Settlement of Claims including Average clause. Marine Insurance – Elements of Marine Insurance contract – Classification of Policies –Settlement of Claims.

Motor Insurance- Kinds of Policies – Procedure of Motor Insurance- General Exceptions- Settlement of Claims- Burglary Insurance (13 hrs)

Unit-5

Personal Accident Insurance – Health Insurance.Reforms of Insurance Sector – IRDA – Privatization of Insurance – Insurance and Economic Development-Insurance Agents and Career in Insurance Sector. (13 hrs)

Total Contact hrs / Semester (65 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

Periyasamy. P. (2017), Principle and Practices of Insurance, Chennai, Himalayan Publishing House

Books for Reference:

- 1.Mishra. M.N ,(2017), Principles and Practice of Insurance. New Delhi, S.Chand& Co.
- 2.Premavathy.N,(2017),Principles and Practice of Insurance , Chennai, SriVishnuPulicaiton.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	H	H	H
CO2	H	H	M	M	H
CO3	H	H	M	H	M
CO4	M	H	H	H	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.COM	Programme Title :	B.Com (AIDED and SELF FINANCING)	
Course Code:	17UCO625	Title	Batch :	201-2021
		FINANCIAL MANAGEMENT	Semester	VI
Hrs/Week:	6		Credits:	5

Course Objective

.To enlighten the students on the concepts of Financial Management

Course Outcomes (CO)

K1	CO1	To remember the concepts and tools of finance.
K2	CO2	To understand the importance of working capital and capital budgeting techniques.
K3	CO3	To apply techniques to project financial statements for forecasting long-term financial needs.
K4	CO4	To evaluate capital investment decisions and financial policies to business valuation.

Syllabus

Unit-1

Scope and functions of Finance-*Role of Financial Manager*-Goals of Financial Management-
Functions of Controller and Treasurers in India (16 hrs)

Unit-2

Cost of Capital-Significance-Concepts of Cost of Capital-Cost of Debt, Preference, Equity and
Retained Earnings-Weighted Average Cost of Capital (Simple Problems Only) (16 hrs)

Unit-3

Capital Structure-Concept-Capital Structure Theories: Net Income Theory, Net Operating
Income Theory-Determinants of Optimal Capital Structure (Simple Problems Only) (15 hrs)

Unit-4

Standard Costing - Management of Accounts Receivable, Inventory and Cash-*Financing of Working Capital*- Capital Budgeting Decisions-Techniques. Standard Costing (Simple Problems Only)
(15 hrs)

Unit-5

Dividend Theories-Walter's Model-Gordon's Model – Dividend Policy-Determinants of Dividend Policy (15 hrs)

Total Contact hrs / Semester (78 hours)

NOTE: Distribution of Marks: Theory 60 % and problem 40%

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

ShashiK.Gupta and R.K.Sharma(2017). Financial Management, New Delhi, Kalyani Publishers.

Books for Reference:

- 1.Khan.M.Y. andP.K.Jain(2017). Financial Management, 6th Edition, New Delhi,TataMcGrawHill Publishing Company Ltd.
2. Prasanna Chandra, (2017), Financial Management-Theory and Practice, New Delhi,Tata McGraw Hill Publishing Company Ltd.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	H	H	H
CO2	H	H	H	H	H
CO3	M	S	H	S	H
CO4	H	M	M	H	S

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.COM	Programme Title :	B.Com (AIDED and SELF FINANCING)	
Course Code:	18UCO6S3	Title	Batch :	2018-2021
		SKILL BASED SUBJECT PAPER	Semester	VI
Hrs/Week:	1	1I Elective – I : PROJECT MANAGEMENT	Credits:	2

Course Objective

To provide knowledge about project management

Course Outcomes (CO)

K1	CO1	To recollect the knowledge and confidence to manage a project from beginning to end.
K2	CO2	To understand the various institutions available for assisting the project management
K3	CO3	To apply managerial skill in the different stages involved in project planning.
K4	CO4	To evaluate progress taking account of budget, expenditure and risk management

Syllabus

Unit-1

Project – Meaning – Project Identification – Selection – Network Planning Techniques – PERT - CPM. (3 hrs)

Unit-2

Project Formulation - Significance – Stages in Project Formulation – Feasibility Analysis – Project Report. (3 hrs)

Unit-3

Project Appraisal – Methods – Payback Period – Average Rate of Return – Discounted Cash Flow Techniques. (3 hrs)

Unit-4

Plant Location – Importance – Factors affecting Location – Factory Design – Types of Factory (2 hrs)

Unit-5

Micro and Small Scale Industries – Definition – Features – Role of SSI in Economic Development – Problems of SSI – Tax concessions. (2 hrs)

Total Contact hrs / Semester (13 hours)

Group discussions, Seminar and Assignment

Books for Study:

SS Khanka (2017) Entrepreneurship Development ,New Delhi, S Chand & Co.

Books for Reference:

1. Gupta CB & Khanka SS(2017), Entrepreneurship & Small Business Management, Sultan Chand & Sons , New Delhi.

2. Robert D Hisrich; Michael P Peters; Dean A Shepherd(2017) Entrepreneurship, Boston, McGraw-Hill/Irwin

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	S	S	M
CO2	H	S	H	M	S
CO3	S	S	H	M	S
CO4	S	M	S	S	M

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.COM	Programme Title :	B.Com (AIDED and SELF FINANCING)	
Course Code:	18UCO6S4	Title	Batch :	2018-2021
		SKILL BASED SUBJECT PAPER	Semester	VI
Hrs/Week:	1	1I Elective - II : LOGISTIC MANAGEMENT	Credits:	2

Course Objective

To enlighten the students on the concept of logistic management

Course Outcomes (CO)

K1	CO1	To remember the main concepts of transport and its kind.
K2	CO2	To get the idea of logistic and transport systems;
K3	CO3	To apply the knowledge of logistic, transport and traffic services for national and international calls for bids;
K4	CO4	To analyze logistic and purchasing concepts to improve supply chain operations

Syllabus

Unit-1

Transport – Meaning – Definition – Importance in Globalised Era (3hrs)

Unit-2

Organization and Management of Urban Transport Means – Problems – Role of Government (3 hrs)

Unit-3

Kinds of Transport - Rail Transport – Operations – Merits – Demerits – Air Transport – Energy Requirements – Merits and Demerits (3 hrs)

Unit-4

Road Transport – Development – Merits – Demerits – State Road Corporation – Water Transport – Merits – Demerits (3 hrs)

Unit-5

Logistics Management – Role of Private Sector – Problems of Transport Industry in India

(3 hrs.)

Total Contact hrs / Semester

13 hours

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

Panduranga Rao. D(2017), Problems of Urban transport in India, New Delhi, Sultan Chand & Sons.

Books for Reference:

Ajit, V. Karnik. (2017) Energy in Indian Transport-The emerging scenario, New Delhi, Sultan Chand & Sons

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	M	S	M	M
CO2	H	S	S	S	S
CO3	S	S	H	H	S
CO4	S	H	M	S	S

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)

Programme code:	B.Sc MATHS(S.F)	Programme Title :	Bachelor of Commerce	
Course Code:	18UMA3A3	Title	Batch :	2018-2021
		FINANCIAL ACCOUNTING	Semester	III
Hrs/Week:	06		Credits:	03

Course Objective

To introduce the students to the basics of Financial Accounting.

Course Outcomes (CO)

K1	CO1	To recollect the basic concepts, conventions, methods and techniques underlying the accounting practices.
K2	CO2	To get the idea for preparing and presenting financial statements in accordance with generally accepted accounting principles.
K3	CO3	To apply students' demonstrate skills in critical-thinking and problem-solving
K4	CO4	To evaluate conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.

Syllabus

Unit 1

Accounting-Definition-Concepts-Conventions-Journal –Ledger- Preparation of Trial Balance - Subsidiary Books. (16 hrs)

Unit 2

Final Accounts of Sole Trader with Simple Adjustments. (16 hrs)

Unit 3

Single Entry- Meaning and *Salient features*- Statement of Affairs Method- Conversion Method. (15 hrs)

Unit 4

Branch Accounts- Dependent Branch- Stock and Debtors system. (15 hrs)

Unit 5

Depreciation Accounting- Straight Line and Diminishing Balance Method (15 hrs)

Total Contact hrs / Semester (78 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Text Book

Reddy. T.S and Moorthy, (2017), Financial Accounting, Chennai, Margham Publications.

Books for Reference

1.Gupta. R.L And Radha. M. (2017), Advanced Accountancy, New Delhi , Sultan Chand and Sons

2.B.S.Raman, Financial Accounting,(2017), Mangalore, United Publisher.

Mark Distribution: 20% Theory and 80% Problems

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	M	M	H
CO2	H	M	M	M	H
CO3	M	H	M	S	M
CO4	H	S	H	H	M

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.SC MATHS	Programme Title :	MATHEMATICS	
Course Code:	18UMA3A4	Title	Batch :	2018-2021
		PROGRAMMING LAB- ACCOUNTING PACKAGE	Semester	III
Hrs/Week:	2		Credits:	2

Course Objective

To impart practical knowledge in accounting package.

Course Outcomes (CO)

K1	CO1	To understand the basic accounting concepts.
K2	CO2	To get the idea about tally accounting software from the business perspective.
K3	CO3	To apply the basic rules and tricks to drill the transaction.
K4	CO4	To analyze the application of technology in accounting.

Syllabus

LIST OF PROGRAMMES

1. Company Creation and Alteration (26 hrs)
2. Creating and Displaying Ledger.
3. Voucher Entries, Voucher Alteration and Deletion
4. Preparation of Trial Balance.
5. Inventory Information- Stock Summary.
6. Inventory Information- Godown creation, Alteration and Godown summary
7. Final Accounts without Adjustments.
8. Final Accounts with Adjustments.
9. Ratio Analysis/ Cash Flow/ Fund Flow Statement
10. Bank- Reconciliation Statements.
11. Cost Center and Cost Categories
12. Bill wise statement.
13. Tax accounting –GST

Total Contact hrs / Semester

(26 hours)

PowerPoint, Group discussions, Seminar , Assignment

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	S	M	H	S
CO2	H	M	H	S	H
CO3	M	S	S	M	M
CO4	M	H	H	L	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Sc MATHS(S.F)	Programme Title :	Bachelor of Commerce	
Course Code:	18UMA3A3	Title	Batch :	2018-2021
18UMA4A5		COST AND MANAGEMENT	Semester	IV
Hrs/Week:	06	ACCOUNTING	Credits:	03

Course Objective

To expose the students to the aspects of Cost and Management Accounting.

Course Outcomes (CO)

K1	CO1	To keep in mind, the place and role of cost accounting in the modern economic environment.
K2	CO2	To understand the costing system, cost management system and budgeting system.
K3	CO3	To execute overheads problems in the allocations and apportionment.
K4	CO4	To analyze the common cost and revenues.

Syllabus

Unit 1

Cost Accounting – Definition – *Objectives* – Advantages and Disadvantages – Elements of Cost – Elements Excluded from Cost - Cost Sheet: Meaning – Advantages – Preparation of Cost Sheet
(15 hrs)

Unit 2

Material Cost: Meaning – Techniques of Material Cost – Level Setting and E.O.Q - Valuing Material Issues LIFO & FIFO.

Labour cost- Meaning – Computation of Labour Cost – System of Wage Payment. Over Heads - Definition – Allocation and Apportionment.
(16 hrs)

Unit 3

Management Accounting: Meaning – Definition – *Nature and Scope* – Advantages and Disadvantages.
(16 hrs)

Unit 4

Fund Flow Analysis and Cash Flow Analysis Format (simple problems only) (15 hrs)

Unit 5

Ratio of Financial Statement (simple problems) Budget: Meaning – Definition – Types – Preparation of Cash and Flexible Budget. (Simple problems) (15 hrs)

Total Contact hrs / Semester (78 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

T.S.Reddy And Y.Hari Prasad Reddy(2014), Cost Accounting, Chennai, Margham publications.

Books for Reference

- 1.Jain. S.P and Narang. K.L. (2013).Cost accounting, Chennai, Kalayani Publishers.
- 2.Sharma.R.K and Shasi. K. Gupta(2014), Management Accounting,Chennai, Kalyani Publishers.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	S	M	H	S
CO2	H	M	H	S	H
CO3	M	S	S	M	M
CO4	M	H	H	L	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.SC Maths (SF)	Programme Title :	Bachelor of Mathematics	
Course Code:	18UMA4A6	Title	Batch :	2018-2021
		COMMERCE PRACTICAL	Semester	IV
Hrs/Week:	2		Credits:	02

Course Objective

To provide basic exposure to various forms and materials associated with office management

Course Outcomes (CO)

K1	CO1	To recollect the various forms used in office management.
K2	CO2	To understand the computation of tax liability.
K3	CO3	To apply theoretical knowledge into a practical knowledge.
K4	CO4	To analyses strategies to set objectives for filling various forms.

Syllabus

LIST OF PRACTICAL

1. Report Writing – Sales Report (26 hrs)
2. Letter to editor- Current Issues
3. Computation of Tax Liability
4. Filling and Preparation of Saral form and Form 16
5. Inward Mail Register – Outward Mail Register
6. Preparation of Application Form for PAN Card
7. Filling up of Cheque Leaf, Withdrawal Slip, Pay-in-Slip, DD Challan
8. GST Registration Form
9. Filling up of Share Application
10. Preparation of Employee History Card
11. Preparation of Pay Roll
12. Preparation of Pay Slip
13. Fixing Brand Name for six products with USP
14. Designing Office Layout
15. Filling of Insurance Proposal

Total Contact hrs / Semester

26 hours

I Scheme of Evaluation for Commerce Practical:

Criteria	Marks
End Semester Examination	30
Internal Assessment (Record Note)	20
Total	50

II Question paper pattern ESE:

6. Separate written examination is conducted for Commerce Practical

7. Duration of examination 3 hours

8. Pattern of Questions

Part A -1*10=10 (Preparation of Saral and Form 16 and

Acknowledgement Sheet (Income Tax problem))

Part B - 5*8 =40 (five out of Seven)

Record =10

Max Marks : 60

The required forms for Commerce Practical are provided to the students who appear for the exam.

9. Maximum marks obtained by the students, reduced to 30 marks.

10. Internal Mark- 20 (Record =5, Model Practical = 15)

.....

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	M	H	M
CO2	M	S	H	S	H
CO3	S	S	S	H	H
CO4	H	H	M	H	H

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	BCA	Programme Title :	Bachelor of Computer Applications	
Course Code:	18UBC3A3	Title	Batch :	2018-2021
		ACCOUNTANCY FOR DECISION MAKING	Semester	III
Hrs/Week:	04		Credits:	04

Course Objective

To enlighten the students on the basics of Accountancy

Course Outcomes (CO)

K1	CO1	To recollect the knowledge of accounting theory based on conceptual framework of accounting.
K2	CO2	To enable students to understand the concept of accounting.
K3	CO3	To execute the knowledge going in accounting for decision making.
K4	CO4	To analyze and interpret accounting related transactions in accordance with accounting theory.

Syllabus

Unit-1

Financial Accounting – Meaning - Definition– Concepts – Conventions – Accounting Cycle – Methods of Book Keeping– Journal – Ledger –Trial Balance. (10 hrs)

Unit-2

Subsidiary Books – Purchase Book and Sales Book – Purchase Returns and Sales Returns Book – Cash Book - Preparation of Final Accounts with Simple Adjustments. (12 hrs)

Unit-3

Cost Accounting – *Elements of Cost* – Cost Sheet –Stock Valuation – FIFO - LIFO - Simple Average Method . (10 hrs)

Unit-4

Management Accounting – Meaning - Definition – Objectives of Management Accounting - Budgetary Control – Cash Budget – Flexible Budget. (10 hrs)

Unit-5

Ratio Analysis – Meaning - *Significance of Ratio Analysis* -Types – Liquidity Ratio – Profitability Ratio – Solvency Ratio. (10 hrs)

Total Contact hrs / Semester (52 hours)

Group discussion, Seminars and Assignment

- Italics denotes self study topics

Books for Study:

Shukla. M.C And Grewal. T.S And Gupta. S.L.(2017), Advanced Accountancy, New Delhi, S.Chand And Co.

Books for Reference:

Jain. S.P and Narang. K.L. ,Cost Accounting (2017), New Delhi, Kalyan Publishers.

Sharma. K, Sasi.K.Gupta. (2017), Management Accounting, New Delhi, Kalyani Publishers.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	S	S	S	M
CO2	H	M	M	M	S
CO3	S	H	H	S	S
CO4	S	H	S	H	S

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	BSC	Programme Title :	COMPUTER SCIENCE	
Course Code:	18UCE4A3	Title	Batch :	2018-2021
		ACCOUNTANCY FOR	Semester	IV
Hrs/Week:	04	DECISION MAKING	Credits:	04

Course Objective

To enlighten the students on the basics of Accountancy

Course Outcomes (CO)

K1	CO1	To provide the knowledge of accounting theory based on conceptual framework of accounting.
K2	CO2	To enable students to understand the concept of accounting.
K3	CO3	To impart knowledge accounting in decision making.
K4	CO4	To analyze and interpret accounting related transactions in accordance with accounting theory.

Syllabus

Unit-1

Financial Accounting – Meaning - Definition– Concepts – Conventions – Accounting Cycle – Methods of Book Keeping– Journal – Ledger –Trial Balance. (13 hrs)

Unit-2

Subsidiary Books – Purchase Book and Sales Book – Purchase Returns and Sales Returns Book – Cash Book - Preparation of Final Accounts with Simple Adjustments. (13 hrs)

Unit-3

Cost Accounting – *Elements of Cost* – Cost Sheet –Stock Valuation – FIFO - LIFO - Simple Average Method . (13 hrs)

Unit-4

Management Accounting – Meaning - Definition – *Objectives of Management Accounting* - Budgetary Control – Cash Budget – Flexible Budget (13 hrs)

Unit-5

Ratio Analysis – Meaning - Significance of Ratio Analysis -Types – Liquidity Ratio – Profitability Ratio – Solvency Ratio.
(13 hrs)

Total Contact hrs / Semester (65 hours)

Group discussion, Seminars and Assignment

- Italics denotes self study topics

Books for Study:

Shukla. M.C And Grewal. T.S And Gupta. S.L.(2017), Advanced Accountancy, New Delhi, S.Chand And Co.

Books for Reference:

Jain. S.P and Narang. K.L. ,Cost Accounting (2017), New Delhi, Kalyan Publishers.

Sharma. K, Sasi.K.Gupta. (2017), Management Accounting, New Delhi, Kalyani Publishers.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	S	S	S	M
CO2	H	M	M	M	S
CO3	S	H	H	S	S
CO4	S	H	S	H	S

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	BA	Programme Title :	Bachelor of Economics	
Course Code:	18UCO1A1	Title	Batch :	2018-2021
		BUSINESS ACCOUNTING	Semester	I
Hrs/Week:	05		Credits:	05

Course Objective

To Introduce the students to basics of Accounting Techniques.

Course Outcomes (CO)

K1	CO1	To recollect the basic concepts, conventions, methods and techniques underlying the accounting practices.
K2	CO2	To get the idea for preparing and presenting financial statements in accordance with generally accepted accounting principles.
K3	CO3	To apply students' demonstrate skills in critical-thinking and problem-solving
K4	CO4	To evaluate conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.

Syllabus

Unit-1

Accounting- Definition- Concepts-Conventions- Journal- Ledger-Preparation of Trial Balance. (13 hrs)

Unit-2

Preparation of Final Accounts of a Sole Trader (with Simple adjustments). (13 hrs)

Unit-3

Depreciation- Meaning- Definition- Causes, Methods of Depreciation-Straight Line Mod- Written Down Value Method. (13 hrs)

Unit-4

Cost Accounting- Definition-Objectives-*Advantages and Disadvantages*-Element of Cost-Cost Sheet. (13 hrs)

Unit-5

Management Accounting for Business Decisions- Nature and Scope- Budgetary Control- Cash Budget-Flexible Budget. (13 hrs)

Total Contact hrs / Semester

(65hours)

Group discussion, Seminars and Assignment

- Italics denotes self study topics

Books for Study:

Reddy.T.S and Murthy.A,(2012), Financial Accounting, Chennai, Margham Publications.

Books for Reference:

Jain. S.P and Narang. K.L.(2011), Advanced Accounting, New Delhi, Kalyan Publishers.

Gupta.R.L and Radha.M, (2012), Advanced Accounting. New Delhi ,Sultan Ct and & Sons,.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	S	S	S	M
CO2	H	M	M	M	S
CO3	S	H	H	S	S
CO4	S	H	S	H	S

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: HARISHANKAR Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

B.Com. DEGREE COURSES - SCHEME OF EXAMINATIONS

Part	Subject Code	Subject	Ins. Hours Per Week	Exam				Credit
				Hours	CIA	ESE	Total	
Semester – III								
III	19 UCO 305	CORE V : Corporate Accounting	6	3	25	75	100	4
	19 UCO 306	CORE VI : Income Tax	6	3	25	75	100	4
	19 UCO 307	CORE VII : Company Law and Secretarial Practice	5	3	25	75	100	4
	19 UCO 308	CORE VIII : Modern Marketing	5	3	25	75	100	4
	19 UCO 3A4	ALLIED IV : Business Mathematics	6	3	25	75	100	4
IV	19 HEC 303	Human Excellence: Professional Values & Sky Yoga Practice-III	1	2	25	25	50	1
IV	19UCO 3N1/ 19 UCO 3N2	NME: Practical Banking/ Fundamentals of Accounting	1	2	-	50	50	2
V		Extension Activities (NSS, NCC, Sports & Games)	-	-	-	-	-	-
Total			30	-	150	450	600	23
Semester – IV								
III	19 UCO 409	CORE IX : Higher Corporate Accounting	6	3	25	75	100	4
	19 UCO 410	CORE X : International Trade	5	3	25	75	100	4
	19 UCO 411	CORE XI : Banking and Insurance - Theory and Practice	5	3	25	75	100	4
	19 UCO 412	CORE XII : Indirect Taxation	6	3	25	75	100	4
	19 UCO 4A5	ALLIED V : Statistical Methods	6	3	25	75	100	4
IV	19 HEC 404	Human Excellence: Social Values & Sky Yoga Practice-IV	1	2	25	25	50	1
IV	19 UCO4N3/ 17 UCO 4N4	NME: Consumer Affairs / Investment Management	1	2	-	50	50	2
V	19UNS401/ 19UNC402/ 19USG403	Extension Activities (NSS, NCC, Sports & Games)	-	-	-	50	50	1
Total			30	-	150	500	650	24

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	19UCO305	Title	Batch :	2019-2022
		CORPORATE ACCOUNTING	Semester	III
Hrs/Week:	06		Credits:	04

Course Objective

To inculcate knowledge among the students about corporate accounting and its implication

Course Outcomes (CO)

K1	CO1	To recollect the basic concepts and terms of the corporate accounting.
K2	CO2	To familiarize students with the accounting treatment adopted for raising funds and redeeming them
K3	CO3	To understand the basis in preparing financial statements of joint stock company.
K4	CO4	To apply the knowledge in evaluating goodwill & share of a company

Syllabus

Unit 1 Share capital

Share – Meaning – Types – *Share Vs Stock* - Issue of Shares- at Par, Premium, Discount – Allotment of Shares on Pro-rata Basis - Forfeiture and Reissue of Shares- Full and Partial Re-issue-Capital Reserve on Forfeiture. (15 hrs)

Unit 2 Preference share and Debentures

Preference shares- Meaning –Types- Methods of Redemption of Preferences Shares -Capital Redemption Reserve- Conditions of redemption of Preference share.

Debentures-Meaning –Types- Issue-Redemption (Sinking Fund Method only) . (15 hrs)

Unit 3 Financial Statement of Companies

Financial Statement of Companies - Statement of profit and loss - Statement of Balance Sheet (Vertical Form) Calculation of Managerial Remuneration (Basic adjustments). (16 hrs)

Unit 4 Valuation of Shares and Goodwill

Valuation of Shares – Need – Methods of Valuing Shares.

Valuation of Goodwill – Need – Methods of Valuing Goodwill. (16 hrs)

Unit 5 Liquidation of Companies

Liquidation of Companies - Preparation of Statement of Affairs and Deficiency Accounts –
Preparation of Liquidators Final Statement of Account. (16 hrs)

Total Contact hrs / Semester

(78 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics
- 20% Theory and 80% Problems

Books for Study:

Jain S.P and Narang K.L (2017), Advanced Accountancy ,New Delhi, Kalyani Publications

Books for Reference:

1. Gupta R.L and Radha Swamy. M. (2017), Corporate Accounts, Theory Method and Applications, 13th edition, New Delhi ,Sultan Chand and Company.

2. Reddy and Murthy(2017), Corporate Accounting, Chennai, Margham Publications.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	H	M	H
CO2	H	H	H	H	H
CO3	M	H	S	M	H
CO4	H	H	H	H	S

S-Strong; H-High; M-Medium; L-Low

Course Designed by Name and Signature	Verified by HoD Name and Signature	Checked by CDC	Approved by COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	19UCO306	Title	Batch :	2019-2022
		INCOME TAX	Semester	III
Hrs/Week:	06		Credits:	04

Course Objective

To facilitate the students to gain adequate knowledge in Income-Tax

Course Outcomes (CO)

K1	CO1	To recollect the fundamental concept of income tax act 1961
K2	CO2	To get the idea of the various sources of incomes
K3	CO3	To apply the income tax laws for computation of an individual's adjusted gross incomes
K4	CO4	To evaluate individual income computation statement.

Syllabus

Unit 1 Income Tax

Introduction –Definitions under Income Tax Act – **Person – Assesses – Income – Gross Total Income – Total Income** – Assessment Year – Previous Year – Exception to General Rule – *Residential Status* – Scope of Total Income. (15 hrs)

Unit 2 Income from Salaries

Computation of Income from Salary – Allowances – Perquisites - Profit in Lieu of Salary – Gratuity – Pension - Leave encashment - Retrenchment compensation - Deductions out of Gross Salary. (15 hrs)

Unit 3 Profits and Gains of Business and Profession

Business Vs Profession - **Computation of Profits and Gains of Business and Computation of Professional Income** – Doctors, Chartered Accountant and Lawyer. (16 hrs)

Unit 4 Income from House Property

Annual Value Computation - Let out House and Self-Occupied House- Income from Capital Gains- Short -term and long- term Capital Gains – Exempted Capital Gains. (16 hrs)

Unit 5 Income from other Sources

General Income-Specific Income – Set Off, Carry Forward and Set off of Losses. *Exempted Incomes*- Deductions from Gross Total Income - 80C to 80GG, 80QQB and 80U (Theory only). Calculation of Tax Liability of Individual (16 hrs)

Total Contact hrs / Semester

(78 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

Mehrotra, HC. Income-tax Law and Account, New Delhi, Current Edition Sahithya Bhavan Publisher.

Books for Reference:

1. Gaur and Narang), Income Tax Law and Practice , 43rd Edition ,New Delhi, Current Edition Kalyani publishers.
2. Bhagawathi Prasad, Law & Practice of Income Tax in India, New Delhi, Current Edition Navman Prakashan Aligarh.

Note :

Problems shall be confined to Residential Status , Income from Salaries- Profits and Gains of Business or Profession, Income from House Property and Capital Gains, Other sources, Set Off, Carry Forward and Set Off of Losses and deductions applicable to individuals only.

Mapping

CO	PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1		H	H	H	H	H
CO2		M	H	M	H	H
CO3		H	H	H	S	H
CO4		H	H	S	M	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by Name and Signature	Verified by HOD Name and Signature	Checked by CDC	Approved by COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	19UCO 307	Title	Batch :	2019-2022
		COMPANY LAW AND SECRETARIAL PRACTICE	Semester	III
Hrs/Week:	5		Credits:	04

Course Objective

To provide the student with basic knowledge and understanding the law relating the provisions of the Companies Act, 2013 and Secretarial Practice

Course Outcomes (CO)

K1	CO1	To recollect the concept about Company and its promotions under Companies Act 2013.
K2	CO2	To understand legal reasoning and analysis through study of statutes and regulatory practice relating to Company Secretary.
K3	CO3	To prepare the documents maintained under Companies Act 2013.
K4	CO4	To prepare the correspondence relating to meeting and evaluate the process from formation of company to winding up of the company under company law.

Syllabus

Unit 1 **Company:**

Meaning, Definition – Characteristics – Types of companies including One Person Company – Private company Vs Public Company- Privilege of a Private Company – Formation of Companies- Promotion- Meaning – Promoters- Legal Status and Functions – Duties of Promoters – Remuneration to Promoters – Registration - Capital Subscription - Commencement of Business – Appointment of company Secretary - Duties of the Secretary Before Incorporation.
(13 hrs)

Unit 2 **Memorandum & Articles:**

Memorandum of Association – Meaning – Purpose – Contents – Alteration of Memorandum – Doctrine of Ultravires – Articles of Association – Meaning –Contents – Alteration of Articles – Duties of the company secretary in the alteration of Memorandum & Articles – Doctrine of Indoor Management – Exceptions to Doctrine of Indoor Management. (13 hrs)

Unit 3 **Prospectus:**

Definition – Types of prospectus - Contents – Statement in Lieu of Prospectus - Misstatements in Prospectus – Remedies - Duties of the company secretary related to commencement stage.
(13hrs)

Unit 4 **Meeting:**

Meeting – Law Governing Meetings – Requisites of a valid Meeting - Kinds of Company Meetings – Board of Directors Meeting – Share holders Meeting – Statutory Meeting – Annual General Meeting – Extraordinary General Meeting – Agenda - Quorum – Minutes – Notice -

Duties of a Company Secretary relating to the Meetings - Drafting of Correspondence relating to the meetings (13 hrs)

Unit 5 **Winding up of Company:**

Meaning and Modes of Winding up – Meaning of Liquidation - Liquidator – Powers and Duties - Duties of a Company Secretary in winding up (13hrs)

Total Contact hrs / Semester (65 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

- 1.Ashok K, and Bagrial, A.K (2017), Company Law, New Delhi, Vikas Publishing House.
2. Kapoor N.D (2013), “Company Law and Secretarial Practice”, 13th Edition, New Delhi, Sultan Chand & Sons.

Books for Reference:

- 1.Kapoor M.D. (2017), Guide to the Companies Act, Nagpur Wadhwa And Company.
2. Avtar Singh (2017), Company Law, Lucknow, Eastern Book Company.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	H	M	M
CO2	H	H	H	H	H
CO3	H	M	S	M	H
CO4	H	H	S	H	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name: Dr.P.Bruntha	Name: (Dr.M.Durairaju)	Name: (Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	19UCO 308	Title	Batch :	2019-2022
Hrs/Week:	05	MODERN MARKETING	Semester	III
			Credits:	04

Course Objective

To endow students with the knowledge of New Marketing ideas.

Course Outcomes (CO)

K1	CO1	To remember the key concept and elements of marketing management.
K2	CO2	To get an idea, how to implement marketing in Real life situation.
K3	CO3	To deploy the role of marketing in a business context.
K4	CO4	To analyze the global marketing environment and opportunities.

Syllabus

Unit 1 **Marketing:**

Market – Marketing – Definition - Evolution – Classification - Objectives - **Selling Vs Marketing**
– Modern Marketing Concept – Role of Marketing in Economic Development - Functions of Marketing –**Standardization – Grading – Packaging – ISO Series and AGMARK - ISI.** (13hrs)

Unit 2 **Four P's of Marketing:**

Product – Features – Classification – **New Product Planning and Development** - Product Life Cycle – Pricing: Definition – Objectives – Factors affecting Price Determination – Methods of Setting Price (13hrs)

Unit 3 **Physical Distribution** –

Logistics- – Channel of Distribution – Wholesaler and Retailer: Sales Promotion — Need- Types – **Sales Promotion Mix** – Advertising – Publicity – Personal Selling. (13 hrs)

Unit 4 **Buyer's Behaviour:**

Need- types of consumer behaviour- Buying Motives – types of Buying Motives –consumer buying decision process- factors influencing buyer behaviour-Market Segmentation – Need-methods of segmenting markets. (13 hrs)

Unit 5 **Recent Trends in Marketing:**

Strategic Marketing- key drivers – Green Marketing –Online Marketing –Tele Marketing – Rural Marketing- Public Relations Marketing-Blue Ocean Strategy – Relationship Marketing- Frugal and Grass Root Marketing- Experiential Marketing. (13 hrs)

Total Contact hrs / Semester

(65 hours)

Group discussions, Seminar , Assignment and Activity

- Italics denotes self study topics

Books for Study:

1. Pillai. R.S.N and Bagavathi(2017). Modern Marketing Principles and Practices, New Delhi, S. Chand & Co Pvt. Ltd.
2. Dr. Rajan Nair, Sanjith R.Nair Sultan Chand & Sons.
- 3.Kotler and Keller, Marketing Management, 13th edition

Books for Reference:

1. Philip Kotler(2017), Principles of Marketing, New Delhi, Prentice Hall of India.
- 2.Pingali Venugopal(2017),Marketing Management, Edition-1, New Delhi, SAGE Publication.
3. M.Govindarajan(2017), Modern Marketing Management, Narosa Publishing House, New Delhi.
4. A.Kumudha, J.Deepa, Kalyani Publishers, New Delhi.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	M	M
CO2	H	H	S	M	H
CO3	M	M	H	S	M
CO4	M	H	M	H	M

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name: Dr.P.Bruntha	Name: (Dr.M.Durairaju)	Name: (Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	19UCO3A4	Title	Batch :	2019-2022
		BUSINESS MATHEMATICS	Semester	III
Hrs/Week:	6		Credits:	04

Course Objective

To enable students to apply mathematical knowledge to Business Problems

Course Outcomes (CO)

K1	CO1	To remember the basic term in the area of business calculus and financial mathematics.
K2	CO2	To comprehend the basic methods of business calculus, types and methods of interest account, set language and their basic application in practice.
K3	CO3	To apply the acquired knowledge and skills with practical problems in economic practice.
K4	CO4	To figure out the problems in the area of business calculus, matrices, set theory, simple and compound interest and bills discounting

Syllabus

Unit 1 Mathematics of Finance:

Simple and Compound Interest – **Sinking Fund – Annuities – Depreciation- Present Value** – Bills Discounting. (15 hrs)

Unit 2 Fundamental Ideas of Sets

Arithmetic and Geometric Series – Application to Business Problems-*De Morgan's Law*- Inconsistency of data- Cartesian product. (15 hrs)

Unit 3 Matrix Algebra

Addition, Subtraction and Multiplication of Matrix – Rank of a Matrix – Inverse of Matrix- Determinants and Solution of Simultaneous Linear Equations – Application to Business. (16hrs)

Unit 4 Differentiation

Rules for Differentiation – Addition Rule, Product Rule, Quotient Rule – Function of a Function Rule. Differentiation of Algebraic, Logarithmic and Exponential Functions (excluding Trigonometric functions) – Revenue, Marginal Revenue and Average Revenue, Marginal Cost and Average Cost – Elasticity of Demand-Elasticity of Supply. (16 hrs)

Unit 5 Elementary Integral Calculus

Partial Integration- Indefinite Integral-Techniques of Integration. Simple substitution – Application of Integration to Commerce. (16hrs)

Total Contact hrs / Semester

(78 hours)

- Italics denotes self study topics

Books for Study:

Sundaresan And Jayaseelan(2017), Introduction to Business Mathematics, New Delhi, Sultan Chand Co & Ltd.

Books for Reference:

1. Sanchetti, D.Cand Kapoor, V.K(2017). Business Mathematics. New Delhi, Sultan chand Co and Ltd.

2. Ranganath, Sampamgiram,C.S And Rajan,Y (2017),A Text Book Business Mathematics , New Delhi, Himalaya Publishing House.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	M	H	M	M
CO2	H	H	M	M	M
CO3	H	M	S	H	H
CO4	H	S	H	H	M

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	19UCO3N1	Title	Batch :	2019-2022
		Elective – I PRACTICAL BANKING	Semester	III
Hrs/Week:	1		Credits:	2

Course Objective

To introduce the students to the practical aspects on banking

Course Outcomes (CO)

K1	CO1	To know the relationship between banker and customer.
K2	CO2	To understand the various products and services offered by the bank.
K3	CO3	To apply the knowledge for utilizing the banking services.
K4	CO4	To evaluate the features of banking products and services.

Syllabus

Unit 1

Banker and Customer – Account opening formalities –KYC (Know Your Customer) norms - Special Type of Customers- Minor, Married Women –Relation between Banker and Customer
(3 hrs)

Unit 2

Deposit –Current Deposit Account –Fixed Deposit Account –Savings Deposit Account –
Recurring Deposit. (3hrs)

Unit 3

Loan and Advances-Principles of sound lending-Forms of Advances- Loans, Cash credit, Overdraft, Bills Purchased and Discounted. (3 hrs)

Unit 4

Cheque –Definition-Salient Features of a Cheque- Specimen of a Cheque- Crossing- General and Special Crossing. (3 hrs)

Unit 5

ATM, Debit Card, Credit Card, RTGS, NEFT- Filling of form- Pay-in-slip, Withdrawal Slip, demand draft, Cheque. (3 hrs)

Total Contact hrs / Semester

13 hours

Books for Study:

Tannan.M.L (2017),Banking Law and Practice, New Delhi, Thackar & Co Ltd .

Books for Reference:

1. Varshney(2017), Banking Theory Law and Practice, New Delhi , Sultan & Chand Ltd.
2. Gordon and Natarajan(2017), Banking Theory, Law and Practice. 23rd Revised Edition. Himalaya Publishing House.

Mapping

CO	PSO	PSO1	PSO2	PSO3	PSO4	PSO5
	C01	H	S	H	H	M
	C02	H	H	M	H	H
	C03	M	S	H	H	H
	C04	H	H	S	H	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	19UCO3N2	Title	Batch :	2019-2022
		FUNDAMENTALS OF ACCOUNTING	Semester	III
Hrs/Week:	1		Credits:	2

Course Objective

To introduce the students to the fundamentals of Accounting

Course Outcomes (CO)

K1	CO1	To recollect the basic concepts used in the accounting system.
K2	CO2	To understand the accounting methods used in business.
K3	CO3	To execute the skills to prepare different types of accounts.
K4	CO4	To analyze new approach in implementation of financial statement.

Syllabus

Unit 1

Accounting – Meaning, Definition – Basics Terms Used in Accountancy – Advantages of Book Keeping – Accounting Concepts. (3 hrs)

Unit 2

Rules of Double Entry System – Journals. (3 hrs)

Unit 3

Ledger – Trail Balance – Subsidiary Books (purchase book, Sales Book, Purchases Return Book, Sales Return Book). (3 hrs)

Unit 4

Cash Book – Single Colum, Double Colum Cash Book. (3 hrs)

Unit 5

Final Accounts – Simple Adjustments – Closing Stock, Outstanding Expenses, Prepaid Expenses, Income Accured Income Received In Advance and Depreciation only. (3 hrs)

Total Contact hrs / Semester

(13 hours)

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	19UCO409	Title	Batch :	2019-2022
		HIGHER CORPORATE	Semester	IV
Hrs/Week:	6	ACCOUNTING	Credits:	4

Course Objective

To enable the students understand Higher Corporate Accounting System.

Course Outcomes (CO)

K1	CO1	To understand the accounting procedures of amalgamation and absorption of companies
K2	CO2	To prepare financial statement of special type of business such as Banking companies, Insurance companies.
K3	CO3	To apply skills for preparing accounting for reconstruction of companies.
K4	CO4	To evaluate the steps involved in preparation of consolidated balance sheet of holding and subsidiary company

Syllabus

Unit 1 Amalgamation Absorption of companies

Accounting for Amalgamation (AS14) and **Absorption of Companies**. (15 hrs)

Unit 2 Reconstruction of Companies

Accounting for Reconstruction of Companies- External and Internal (Excluding preparation of scheme) (15 hrs)

Unit 3 Banking Company Accounts (Banking Regulation Act 1949)

Banking Company Accounts – Rebate on Bills Discounted – Classification of Advances – Classification of Investments – Preparation of Profit and Loss Account and Balance sheet. (16 hrs)

Unit 4 Insurance Company Accounts (IRDA Act 1999)

General Insurance – Revenue account- **Net Revenue Account- Profit and loss account**- Balance sheet.

Life Insurance – Valuation Balance Sheet – Revenue Account –Net Revenue Account and Balance Sheet. (16 hrs)

Unit 5 Holding Company Accounts

Holding Company Accounts – Consolidation of Balance Sheets with Treatment of Mutual Owings, Contingent Liability, Unrealized Profit, Revaluation of Assets, *Bonus Issue and Payment of Dividend* (excluding inter-company holdings) (16 hrs)

Total Contact hrs / Semester

(78 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics
- 20% theory and 80% Problem

Books for Study:

Jain, S.P and Narang.K.L, (2017), Advanced Accountancy, Kalayani Publishers.

Books for Reference:

1. Gupta,R.L and Radhaswamy.M (2017) , Corporate Accounts Theory Method and Applications, 13th Revised Edition, New Delhi, Sultan Chand And company.
2. Reddy and Murthy(2017), Corporate Accounting, Chennai, Margham Publications.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	H	M
CO2	H	S	H	M	H
CO3	H	H	S	S	H
CO4	H	H	H	H	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	19UCO410	Title	Batch :	2019-2022
		INTERNATIONAL TRADE	Semester	IV
Hrs/Week:	5		Credits:	4

Course Objective

To enlighten the students about the International business.

Course Outcomes (CO)

K1	CO1	To remember the concepts related to international business.
K2	CO2	To understand the impact of international business.
K3	CO3	To execute the opportunities and challenges offered by international business.
K4	CO4	To develop an entrepreneurial skill into an international markets levels.

Syllabus

Unit 1 International Trade:

Meaning - Scope- Features-Difference between Internal trade and International trade- Similarities between Internal trade and International trade - Merits and Demerits of International Trade- Modes of entering international trade markets. (13hrs)

Unit 2 Classical Theory:

Absolute and Comparative Cost Advantage Theory – Heckscher- Ohlin Theory and Leontief Paradox - Alternative Strategy for foreign trade and Economic growth. - *Recent trends in World Trade.* (13 hrs)

Unit 3 BOT and BOP

Balance of Trade - Balance of Payments- Disequilibrium —Instruments of trade Policy - Tariff and Quotas - Merits and Demerits. Subsidy – Types – Basic Concepts and Issues (13 hrs)

Unit 4 Foreign exchange market

Spot price and forward prices – factors influencing exchange rates- Foreign Exchange Management Act – Objectives – Exchange Rate Adjustments World Trade Organization-General Agreement on Tariffs and Trade- Objectives and Evolution of WTO - United Nations Conference on Trade and Development -functions. (13 hrs)

Unit 5 **Export Documents and Procedures**

Regulatory requirements - Operational requirements - *Processing of an Export Order* - Stages involved - RBI guidelines towards exports - Realisation for export of goods- Terms and payments of Export Finance – Export Import Bank (EXIM Bank)-Functions. (13 hrs)

Total Contact hrs / Semester

(65 hours)

Group discussions, Seminar, Assignment and Activity

- Italics denotes self study topics

Books for Study:

Francis Cherunilam(2017), International Trade and Export Management, New Delhi , Himalaya Publishing House.

Books for Reference:

1.Balagopal.(2017), T.A.S. Export Management, New Delhi, Sultan Chand Ltd.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M	H	M	H	H
CO2	H	H	H	M	S
CO3	H	H	S	H	H
CO4	M	M	H	M	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Durairaju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	19UCO411	Title	Batch :	2019-2022
Hrs/Week:	5	BANKING AND INSURANCE- Theory and Practice	Semester	IV
			Credits:	4

Course Objective

To enrich the students knowledge on Banking and Insurance.

Course Outcomes (CO)

K1	CO1	To remember the Indian Banking System and Insurance Sectors in India.
K2	CO2	To understand importance of banks and insurance in India.
K3	CO3	To discuss the role of recent developments of the modern banks and insurance schemes in a globalised scenario.
K4	CO4	To evaluate the banking services and insurance services to the society.

Syllabus

Unit 1 Banking System in India:

Structure of Indian Banking System – Reserve Bank of India – Constitution, Organization and Management – Functions – Methods of Credit Control – Commercial Banks – SBI – Functions. (13 hrs)

Unit 2 Banker and Customer:

Definition – Relationship between Banker and Customer – General Relationship and Special Relationship – *Types of Accounts*. Lending – **Principles of Sound Lending** – Different Types of Lending. (13 hrs)

Unit 3 Negotiable Instruments:

Salient Features- **Crossing- Endorsement** — Different Types of Customers – Payment System in India: **E-payment Methods**- Core Banking Solution - Electronic Banking- RTGS (Real Time Gross Settlement)-NEFT (National Electronic Fund Transfer)- Tele Banking. (13hrs)

Unit 4 Insurance:

Contract of Insurance- Definition- Nature- Principles- Importance- Types of Insurance- Risk- Sources of Risk- Insurance and Assurance- Privatization of Insurance in India- Role of IRDA- Major Players in Insurance Business- Impact of Privatization of Insurance in India. (13 hrs)

Unit 5 Life Insurance and General Insurance:

Life Insurance Contract- Types of Policies- Insurer and Insured- Procedure for Taking a Policy- Premium and Claims-Surrender Value- Double Insurance. **General Insurance:** Kinds of Policies- Procedure for Taking Various Insurance Schemes- Settlement of Claims. (13 hrs)

Total Contact hrs / Semester

(65 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

1. Gordon and Natarajan, (2017), Banking theory and practices. Himalaya Publishing House.
2. Dr.P.K.Gupta-Insurance and Risk Management-Himalaya Publishing House, Mumbai.

Books for Reference:

- 1.Tandon, M.L(2017) Banking Law and Practices, Bombay, Thacker & Co Ltd.
- 2.Varshney (2017),Banking Theory Law and Practices, New Delhi , Sultan Chand Ltd.
3. NaliniPravaTripathy and Pabir Pai-Insurance, Theory and Practice-Prentice Hall , New York.
4. M.N.Mishra-Insurance Principles and Practices-S.Chand& Sons, New Delhi
5. Mark S. Dorfman-Introduction to Risk Management and Insurance-Prentice Hall, New York.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	H	H	M
CO2	H	H	H	H	M
CO3	M	S	H	H	H
CO4	H	H	H	M	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme	B.Com	Programme Title :	Bachelor of Commerce(AIDED &
------------------	-------	--------------------------	------------------------------

code:			SELF FINANCING)	
Course Code:	17UCO412	Title	Batch :	2017-2020
		INDIRECT TAXATION	Semester	IV
Hrs/Week:	6		Credits:	4

Course Objective

To impart basic knowledge about major Indirect Taxes.

Course Outcomes (CO)

K1	CO1	To remember the rules and regulation of indirect taxation.
K2	CO2	To understand the rules for registrations and its exemptions in taxation.
K3	CO3	To implement GST and its working mechanisms.
K4	CO4	To analyze and resolve tax problems.

Syllabus

Unit-1 Indirect Taxes

Meaning and Nature- Special features of Indirect Taxes - Types -Objectives- *Direct Taxes Vs. Indirect Taxes* -Contribution to Government Revenues- Taxation under the Constitution- Advantages and Disadvantages of Indirect Taxes. (15 hrs)

Unit-2 Introduction and Scope of Customs Law in India

The Customs Act 1962- *Types*-Levy and Collection from Customs duty- Exemption from Customs duty- Classification and Valuation of goods under Customs Law - Abatement of duty in Damaged or Deteriorated Goods- Remission on Duty on Lost, Destroyed or Abandoned Goods- Customs Duty Draw Back. (15 hrs)

Unit-3 Goods and Service Tax

Introduction-Meaning-Need for GST-Features of GST- Advantages and Disadvantages of GST- Structure of GST in India- Dual Concepts-SGST-CGST-IGST-UTGST- Types of rates under GST- Taxes subsumed under State Goods and Services Tax Act 2017- Taxes subsumed under Central Goods and Services Tax Act 2017. (16 hrs)

Unit-4 Levy and Collection under SGST/CGST Acts

Meaning of Important Term: Goods, Services, Supplier, Business, Manufacture, Casual Taxable person, Aggregate Turnover. Input Tax and Output Tax. Concept of Supply- Composite and Mixed Supplies- Composition Levy- Time of Supply of Goods and Services- Value of Taxable Supply- . Input Tax Credit- Eligibility and Conditions for taking Input Credit- Registration procedure under GST- Filing of Returns. (16 hrs)

Unit-5 Levy and Collection under the Integrated Goods and Service Tax Act 2017

Meaning of Important Terms: Integrated Tax, Intermediary, Location of the Recipient and Supplier of Services, Output Tax. Levy and Collection of Tax-Determination of Nature of supply- Inter-State Supply and Intra-State Supply- Place of Supply of Goods or Services- Zero-Rated Supply. (16 hrs)

Group discussions, Seminar and Assignment.
--

- Italics denotes self study topics

Books for Study:

Datey, V.S. (2017). *Indirect Taxes*. Mumbai, Taxmann Publications Private Limited.

Simplified Approach to GST – A Ready Reference.

Books for Reference:

1. Balachandran, V. (2017). *Indirect Taxation*. New Delhi, Sultan Chand and Sons.
2. Mittal, J.K. (2017). *Law Practice and Procedures of Service Tax*. New Delhi, Jain Book Agency.
3. RadhaKrishnan, R. (2017). *Indirect Taxation*. New Delhi, Kalyani Publishers.
4. Sethurajan (2017). *Indirect Taxation including Wealth Tax*. Speed Publications

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	S	H	S	H
CO2	H	H	H	S	H
CO3	H	S	S	H	S
CO4	S	S	S	S	S

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name: Dr.P.Bruntha	Name: (Dr.M.Durairaju)	Name: (Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme Code: B.Com.		Programme Title :	Bachelor of Commerce (Aided and Self-financing)	
Course Code	19 UCO 4A5	Title	Batch	2019-2020
Hours per week	6	Allied-IV: Statistical Methods	Semester	IV
			Credits	4

Course Objective

To enable the students to gain an understanding of Statistical Techniques applicable to Business.

Course Outcomes (CO)

K1	CO1	To remember the underlying theory of statistics.
K2	CO2	To understand overall process and particular steps in collecting, analyzing, interpreting and presenting results.
K3	CO3	To apply the appropriate statistical methods and in various data analysis problems.
K4	CO4	To interpret the results of Regression Analysis and Correlation Analysis for forecasting

Syllabus

Unit 1 Introduction to Statistics

Meaning and Scope of Statistics – Characteristics and *Limitations* – Presentation of Data by Diagrammatic and Graphical Methods (Theory only).

Measures of Central Tendency – Mean, Median, Mode, Geometric Mean, Harmonic Mean (15 hrs)

Unit 2 Dispersion and Skewness

Measures of Dispersion and Skewness – Range, Quartile Deviation and Standard Deviation – Pearson's and Bowley's Measures of Skewness. (15hrs)

Unit 3 Correlation

Simple Correlation – Pearson's Coefficient of Correlation – Interpretation of Coefficient of Correlation – Coefficient of Concurrent Deviation- Simple Regression. (16 hrs)

Unit 4 Index Numbers (Price Index Only)

Method of Construction – Wholesale and Cost of Living Indices- Weighted Index Numbers – Laspeyre's Method, Passche's Method, Fisher's Ideal Index. (Excluding Tests of Adequacy of Index Number Formulae). (16 hrs)

Unit 5 Analysis of Time Series and Business Forecasting

Methods of measuring Trend and Seasonal Changes (including problems)- Methods of Sampling

– *Sampling and Non-sampling Errors* (Theoretical aspects only) (16 hrs)

Total Contact hrs / Semester

(78 hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

Books for Study:

Gupta.S.P (2017) 2nd Edition, Statistical Methods, New Delhi, Sultan Chand & Sons.

Books for Reference:

1. Bagavathi.R.S.N.Pallai (2017), 7th Edition, Practical Statistics, New Delhi, Sultan Chand & Sons & Company Ltd.

2. Kappor V.K (2017), 7th Edition, Statistics: Theory, Methods & Application, New Delhi, Sultan Chand and Sons.

Mapping

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	M	H	H
CO2	H	S	H	H	H
CO3	S	S	H	H	S
CO4	S	M	H	M	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
	Dr.P.Bruntha	(Dr.M.Durairaju)	(Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	19UCO4N3	Title	Batch :	2019-2022
		CONSUMER AFFAIRS	Semester	IV
Hrs/Week:	1		Credits:	2

Course Objective

To make the student understand the concept of Consumer Affairs

Course Outcomes (CO)

K1	CO1	To recollect the knowledge of concepts and practices underlying sustainable Consumer Affairs
K2	CO2	To get the idea of the complexities of Consumer Affairs
K3	CO3	To execute the knowledge and understanding of relevant concept in relation to Consumer Affairs
K4	CO4	To figure out how different ways to solve the consumer Affairs.

Syllabus

Unit 1

Concept of consumer, Nature of Markets: Liberalization and Globalization of Markets with special reference to Indian Consumer Markets, **Consumer buying process**, Consumer satisfaction/dissatisfaction – grievances – Complaint, alternative available to dissatisfied Consumer; Complaint handling process : ISO 10000 suite. (3 hrs)

Unit 2

Consumer rights and UN guidelines on consumer protection, **Consumer goods, Defect in goods, unfair trade practice**. Advisory Bodies: consumer protection councils at the Central, State and District levels; Adjudicatory Bodies: District Forums, State Commissions, National Commission; Their Composition, power and Jurisdiction. (3 hrs)

Unit 3

Way of File a Complaint – Grounds of filing a complaint; Limitation Period; Procedure for filing and hearing of a complaint; Disposal of Cases, Relief/ Remedy available; Temporary injunction, Enforcement of order, Appeal, Frivolous and vexatious complaints; Offences and Penalties. (2 hrs)

Unit 4

Role of Industry regulators in Consumer Protection: **Food Product FSSAI**, Banking: RBI and Banking Ombudsman and Insurance: IRDA and Insurance Ombudsman. (2 hrs)

Unit 5

Quality and Standardization: Voluntary and Mandatory standards, Role of BIS, Indian Standards Mark (ISI). Ag-mark. Hallmarking, Licensing and Surveillance; Role of International Standards: ISO an Overview. (3hrs)

Total Contact hrs / Semester (13 hours)

Group discussions, Seminar and Assignment

Books for Study:

Khanna,Sri Ram, Savita Hanspal, Sheetal Kapoor and H.K.Awasthi (2017) Consumer Affairs,Universities press.

Books for Reference:

Ganesana and M.Sumathy (2017) Globalization and Consumerism: Issues and Challenges, Regal Publications.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	S	H	H
CO2	M	H	H	H	M
CO3	H	H	M	H	H
CO4	H	H	H	H	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name: Dr.P.Bruntha	Name: (Dr.M.Durairaju)	Name: (Dr.R.Muthu kumaran)
Signature:	Signature:	Signature:	Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED & SELF FINANCING)	
Course Code:	19UCO4N4	Title	Batch :	2019-2022
		INVESTMENT	Semester	IV
Hrs/Week:	1	MANAGEMENT	Credits:	2

Course Objective

To introduce the students to the rudiments of Investment.

Course Outcomes (CO)

K1	CO1	To recollect the financial instrument in market.
K2	CO2	To understand the key challenges in market for investment.
K3	CO3	To apply basic tools to make core investment management decisions.
K4	CO4	To analyze investments and manage portfolios.

Syllabus

Unit 1

Investment – Financial and Economic – Meaning of Investment – Importance of Investment – Features of an Investment Programme. (3hrs)

Unit 2

Share Market – Primary Market – New Issues – Methods of Floating New Issues – Secondary Market – **Functions of Stock Exchange**. (3hrs)

Unit 3

Bonds – Types – Public Sector Bonds – Zero Bonds – Shares – Preference Shares and Equity Shares – Bonds and Right Shares. (3hrs)

Unit 4

Debentures – Non-Convertible, Partly Convertible, Fully Convertible Debentures. (3hrs)

Unit 5

Mutual Funds –Types – Advantages and Disadvantages – Net Asset Value –UTI and Other Mutual Funds. (3hrs)

Total Contact hrs / Semester

(13 hours)

Group discussions, Seminar and Assignment

Books for Study:

Preeti Singh (2017), Investment Management security Analysis and Portfolio Management, Fifth Edition, Himalaya Publishing House.

Books for Reference:

Gopalakrishnan .V (2017), Investment Management, S.Chand and sons, New Delhi.

Mapping

CO	PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1		S	S	H	H	M
CO2		H	S	S	H	M
CO3		H	H	S	H	H
CO4		H	S	H	M	H

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Dr.P.Bruntha Signature:	Name: (Dr.M.Duraiaraju) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

NALLAMUTHU GOUNDER MAHALINGAM COLLEGE

“Multiple Perspectives, Single Vision”

VISION

Our dream is to make the College an institution of Excellence at the national level by imparting quality education of global standards to make students academically superior, socially committed, ethically strong and culturally rich citizens to contribute to the holistic development of the self and society.

MISSION

Training students to become role models in academic arena by strengthening infrastructure, upgrading extension through an enlightened management and committed faculty who ensure knowledge transfer, instill research aptitude and infuse ethical and cultural values to transform students into disciplined citizens in order to improve quality of life.

DEPARTMENT OF COMMERCE

Vision

To realize the dream of our beloved President Dr.B.K.Krishnaraj Vanavarayar of making our College an Institution of Excellence, the Department of Commerce aims at being a Centre with

- A passion for academic excellence
- Uncompromising human values
- A desire to make the students of this institution worthy citizens of our glorious motherland.

Mission

To make the vision materialize, the Department focuses special attention on the following:

- Maintenance of a progressive outlook towards development
- Updating the curriculum periodically to meet the dynamic global demands
- Training in soft skills to complement the hard skills
- Identifying the learner-needs and preparing them for a rewarding career
- Helping the youth realize their spirit of adventure

Bloom's Taxonomy Based Assessment Pattern

K1-Remember; K2-Understanding; K3-Apply; K4-Analyze; K5-Evaluate

1. Part I,II&III—Theory:70Marks

(i) TEST-I&II andESE:

Knowledge Level	Section	Marks	Description	Total
K1 Q1 to 5 & K2 Q6 to10	A(Answer all)	10x1=10	MCQ Define	70
K3 Q11 to15	B(Either or pattern)	5x4=20	Short Answers	
K4 Q16 to21	C(Answer 4 out of6) 16 th question compulsory	4x10=40	Descriptive/ Detailed	

2. Part IV—Theory: 50Marks

Knowledge Level	Section	Marks	Description	Total
K1 Q 1 to 5 & K2 6 to 10	A(Answer all)	10x1=10	MCQ/ Define	50
K3 & K4	B(Answer 5out of 8)	5x8=40	Descriptive/Detailed	

3. PracticalExaminations:

Knowledge Level	Sections	Marks	Total
K3	Practicals & Record work	60	100
K4		40	
K5			

Components of Continuous Assessment

Components		Calculation	CIA Total
Test 1	70	210	30
Test 2	70	7	
Assignment	20		
Seminar	20		
Knowledge Enhancement Information Acquisition	20 10		
Total	210		

Programme Outcomes

PO1. To develop an understanding of commerce and apply the skills in a continuously changing business environment.

PO2. To prepare them for subsequent graduate studies and to achieve success in their professional careers.

Programme Specific Outcomes

PSO1 To provide conceptual knowledge and application skills in commerce domain.

PSO2 To facilitate students with skills and abilities to become competent and competitive to be assured of good careers and jobplacements.

PSO3 To develop entrepreneurship and managerial skills in students so as to enable them to establish and manage their business effectively.

PSO4 To develop self confidence and awareness of general issues prevailing in the society.

PSO5 To recognize and understand the ethical responsibility of individual and organization in the society.

List of Part V Subjects to be included in Semester I, II, III & IV

S. No	Subject Code	Subjects
1	20 UNC 401	NCC
2	20 UNS 402	NSS
3	20 USG 403	Sports and Games
4	20 URO 404	Rotract Club
5	20 URR 405	Red Ribbon Club
6	20 UYR 406	Youth Red Cross
7	20 UCA 407	Consumer Awareness Club
8	20 UED 408	Entrepreneurship Development Cell
9	20 UCR 409	Center for Rural Development
10	20 USS 410	Student Guild of Service
11	20 UGS 411	Green Society
12	20 UEO 412	Equal Opportunity Cell
13	20 UFA 413	Fine Arts Club
14	20 UAM 414	Arutchelvar Students Thinkers Forum
15	20 USV 415	Swami Vivekanandar Students Thinkers Forum

B.Com. DEGREE COURSES - SCHEME OF EXAMINATIONS

Part	Subject Code	Subject	Ins. Hours Per Week	Exam				Credit
				Hours	CIA	ESE	Total	
Semester – I								
I	20UTL101/ 20UHN 101/ 17UFR 101	Tamil / Hindi / French Paper – I	6	3	30	70	100	3
II	20 UEN 101	English for Enrichment – I	5	3	30	70	100	3
III	20 UCO 101	CORE I : Financial Accounting	6	3	30	70	100	4
	20 UCO 102	CORE II : Principles of Management	6	3	30	70	100	4
	20 UCO 1A1	ALLIED I : Business Economics	5	3	30	70	100	4
IV	20 UHR 101	Human Rights in India	1	2	-	50	50	2
IV	20 HEC 101	Human Excellence: Personal Values & Sky Yoga Practice-I	1	2	25	25	50	1
V	-	Extension Activities (NCC, NSS, Sports & Games)	-	-	-	-	-	-
Total			30	-	175	425	600	21
Semester – II								
I	20UTL201/ 20UHN 201/ 17UFR 201	Tamil / Hindi / French Paper – II	6	3	30	70	100	3
II	20 UEN 202	English for Enrichment – II	5	3	30	70	100	3
III	20 UCO 203	CORE III : Higher Financial Accounting	6	3	30	70	100	4
	20 UCO 204	CORE IV : Commercial Law	5	3	30	70	100	4
	20 UCO2A2	ALLIED II : Business Application Software and Internet	3	3	30	70	100	3
	20 UCO2A3	ALLIED III : Programming Lab inBusiness Application Software andInternet	2	3	20	30	50	1
IV	20 EVS 201	Environmental Studies	2	2	-	50	50	2
IV	20 HEC 202	Human Excellence: Family Values & Sky Yoga Practice-II	1	2	25	25	50	1
V	-	Extension Activities (NSS, NCC, Sports &Games)	-	-	-	-	-	-
Total			30	-	195	455	650	21

Programme code:	B.Com	Programme Title :	Bachelor of Commerce (AIDED and SELF FINANCING)	
Course Code:	20UCO101	Title	Batch :	2020-2023
		FINANCIAL ACCOUNTING	Semester	I
Hrs/Week:	06		Credits:	04

Course Objective

To impart knowledge to the students for the preparation of various accounting statements

Course Outcome

K1	CO1	To recollect the basic concepts, conventions, methods and techniques underlying the accounting practices.
K2	CO2	To get the idea for preparing and presenting financial statements in accordance with generally accepted accounting principles.
K3	CO3	To apply skills in critical-thinking and problem-solving
K4	CO4	To evaluate conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.

Syllabus

Unit-1 Introduction to Accounting Cycle

Accounting – Definition – *Concepts and Conventions* (AS-09) - Accounting Standards – Meaning - **Final Accounts of a SoleTrader**(AS-04). (15hrs)

Unit-2 Depreciation Accounting (AS-06) and Single Entry System

Depreciation Accounting – *Methods of Depreciation*- Straight Line and Diminishing Balance Methods – Annuity Method.

Single Entry system - Meaning and Salient Features - Statement of Affairs Method-Conversion Method. (15 hrs)

Unit-3 **Branch Accounting**

Branch Accounts- Dependent Branch-Stock and Debtors System (Excluding Foreign Branch) – Departmental Accounts – Inter-Departmental Transfer. (16hrs)

Unit-4 Hire Purchase and Installment accounting

Hire Purchase and Installment- Hire Purchase Accounting - Default and Repossession-Installment Accounting. (16hrs)

Unit-5 Royalty Accounting

Royalty Accounting (Excluding Sub-Lease) - Fire Insurance Claims - Computation of claim to be lodged for loss of stock- Gross profit ratio - Abnormal items- Average clause with stock policy (Excluding Consequential loss) (16hrs)

Total Contact hrs/ Semester

(78hours)

- Italics denotes self study topics
- 20% Theory and 80% Problems

Books for Study:

Dr.V.Radha revised edition (2019), Financial Accounting, Prasanna Publishers and Distributors

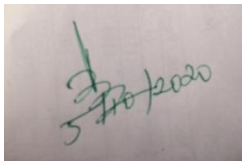
Books for Reference:

1. Jain and Narang (2019), Financial Accounting. Chennai, Kalyani Publishers.
2. Vinayakam. N and Charumathi, B. (2019), Financial Accounting. New Delhi, Sultan Chand and Sons.
3. Gupta. R.L and Radhaswamy, M. (2019), Financial Accounts, Theory Methods and Applications, 13th Revised Edition, New Delhi, Sultan Chand and Sons.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	M	M	H
CO2	H	M	M	M	H
CO3	M	H	M	H	M
CO4	H	H	H	H	M

High-H; Medium-M; Low-L

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Dr.R.Manikandan Dr.N.Bagyalakshmi	Name: Dr.P.Bruntha Signature: 	Name: (Mr.K.Srinivasan) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce(AIDED and SELF FINANCING)	
Course Code:	20UCO102	Title	Batch :	2020-2023
Hrs/Week:	06	PRINCIPLES OF MANAGEMENT	Semester	I
			Credits:	04

Course Objective

To make the students understand the conceptual framework of Business Management.

Course Outcomes (CO)

K1	CO1	To recollect the general framework and understand the key functions in management as applied in practice.
K2	CO2	To understand the managerial performance of an organization.
K3	CO3	To execute the strength, weakness, opportunities and challenges of business management.
K4	CO4	To evaluate organizational decision with consideration of the political, legal and ethical aspects of business.

Syllabus

Unit-1 The Evolution of Managerial Thought

Introduction to Management: Evolution of management thought: Classical School of thought (Contributions of Taylor and Fayol) – Neo-classical School – Human Relations Approach (Hawthorne Experiments) – Modern Management Theory - Quantitative Approach, Systems Approach and Contingency Approach. Nature and significance of management - Managerial roles - Mintzberg - An overview of functional areas of management - Principles of Management – Managerial skill set. (15hrs)

Unit-2 Planning Forecasting and Decision Making

Planning: Concept, process and objectives – Types of plans – MBO & MBE, Corporate planning: Environment analysis and diagnosis. *Forecasting: Meaning and purpose of forecasting* – Techniques of forecasting - **Qualitative and quantitative Decision making**: Concept and process; Delegation and Principles of delegation: Strategy Formulation. (15hrs)

Unit-3 Organizing and Staffing

Organizing: Nature and Purpose of Organization – Principles of Organization – Organization structure and types – Departmentalization – Centralization vs. Decentralization of Authority – Span of Control – Meaning - Factors affecting span. Staffing: Nature and Process of Staffing. (16hrs)

Unit-4 **Leadership, Control and Coordination**

Leadership: Concept and leadership styles: Leadership theories- Trait theory, Rensis Likert Management theory, situational contingency theory; Managerial control: concept and process: Effective control system:

Techniques of control- traditional and modern. *Co-ordination: Meaning – steps and methods of co-ordination.* (16hrs)

Unit-5 Change Management and Business Ethics

Concept, nature and process of planned change: Resistance to change: Emerging horizons of management in a changing environment. Business/Management Ethics – factors affecting ethical decisions, benefits of Businessethics (16hrs)

Total Contact hrs/Semester

(78hours)

Group discussions, Seminar, Assignment and Case study

- Italics denotes self studytopics

Books for Study:

Dinkar Pagare (2018), Business Management, New Delhi, Sultan Chand and Sons.

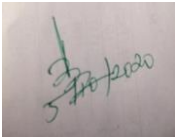
Books for Reference:

1. Gupta,C.B (2017),Business Management, New Delhi, Sultan Chand &Sons.
2. Ramasamy ,T(2017),Principles of Management, New Delhi , Sultan Chand &Sons.
3. Dr. Padmakar Asthana,(2019),Business Organization and Management, SahithyaBhawan

Mapping

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	H	H	H
CO2	H	H	H	H	M
CO3	H	H	H	H	M
CO4	M	M	H	M	H

High-H; Medium-M; Low-L

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Ms.S.Mahalakshmi Ms.D.Ahila	Name: Dr.P.Bruntha Signature: 	Name: (Mr.K.Srinivasan) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme Code:	B.COM	Programme Title :	Bachelor of Commerce Arts (COMMERCE)	
Course Code:	20UCO 1A1	Title	Batch :	2020-23
		BUSINESS ECONOMICS	Semester	I
Hrs/Week:	5		Credits:	04

Course Objective

To make the students understand the importance and application of economic analysis to business decision making.

Course Outcomes (CO)

K1	CO1	To recollect the functional areas of economics
K2	CO2	To understand the basic tools applied in the business economics.
K3	CO3	To analyze cost functions and production aspects.
K4	CO4	To apply the various technique for identifying the market condition of a firm

Syllabus

Unit I Introduction to Economics

Definition of Business Economics - Nature and Scope of Business Economics – Basic
Tools in Business Economics. (15hrs)

Unit II Law of Demand

Determinants of Demand – Demand Distinction – Law of Demand – Elasticity of Demand –
Types – Measurement – Demand Forecasting – Methods – Indifference Curve Analysis –
Consumer's Equilibrium - *Consumer's Surplus*. (16hrs)

Unit III Production and Cost Function

Production function-Meaning-the Law of Variable proportions-The Law of returns-Producer's
Equilibrium through Isoquants-Cost function:Types of Cost-Total and Marginal Cost Functions-AC
& MC relationships-Characteristics of costs in the long run-Cost Control and Cost reduction
methods. (17hrs)

Unit IV Pricing under Different Market Structure

Perfect Competition–Monopoly-Monopolistic Competition–Oligopoly. (15hrs)

Unit V Pricing Policy and National Income

Objectives of pricing Policy – Pricing Methods. National Income – Definition – Concepts of
National Income – Methods of Calculating National Income – Uses –

Group discussions, Assignment , Seminar, Case study

- Italics denotes self studytopics

Book for study

Ahuja H.L., (2017), “Business Economics”, New Delhi, Sultan Chand and Sons.

Reference Books

1. Sankaran (2017), “Business Economics”, Margham Publications, Chennai,
2. Sundharam K.P.M. and Sundharam E.N., (2018), “Business Economics”, Sultan Chand & Co., New Delhi.
3. Jame L. Pappas (2018), Evane F. Brigham and Mark Hirschey, “Managerial Economics”, Holt Sundars International Edition, Japan.

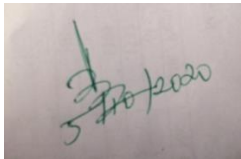
E-reference

1. www.investopedia.com
2. www.economicsdiscussion.net
3. www.icsi.edu
4. www.springer.com

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M	H	H	H	M
CO2	H	H	H	H	H
CO3	H	H	H	H	H
CO4	M	M	H	H	H

High-H; Medium-M; Low-L

Compiled by Name with Signature	Verified by HOD Name with Signature	CDC	COE
Dr.Nirmala Sathish	(Dr.P.Bruntha) 	(Mr.K.Srinivasan)	Dr.R.Muthukumaran

Programme code:	B.Com	Programme Title :	Bachelor of Commerce (AIDED and SELF FINANCING)	
Course Code:	20UCO203	Title	Batch :	2020-23
		HIGHER FINANCIAL	Semester	II
Hrs/Week:	06	ACCOUNTING	Credits:	04

Course Objective

To familiarize the fundamental concepts of higher financial Accounting.

Course Outcomes (CO)

K1	CO1	To recollect the rules for admission, retirement and death of a partner in a firm.
K2	CO2	To get the idea about computation of various methods of goodwill and settlement of accounts to retiring partners.
K3	CO3	To apply the relevant rule for settlement of accounts among partners after dissolution.
K4	CO4	To analyses the procedures involved in accounting processes and its application.

Syllabus

Unit-1 Admission and Retirement of Partner

Partnership- Introduction- Types - Admission of a Partner – Methods of valuation of Goodwill - Treatment for Goodwill – Revaluation of Assets and Liabilities – Calculation of Ratios for Distribution Profits – Capital Adjustments. (15hrs)

Unit-2 Death of a partner

Retirement of Partner – Calculation of Gaining Ratio – *Revaluation of Assets and Liabilities*– Memorandum Revaluation Account - Treatment of Goodwill – Adjustment of Goodwill (Through Capital Account Only) – Settlement of Accounts – Retiring Partner's Loan Account (with Equal Installments only). Death of a Partner -Executor's Account (15hrs)

Unit-3 Dissolution and Insolvency of partner

Dissolution of firm - Insolvency of a Partner – Garner Vs Murray. (16hrs)

Unit – 4 Insolvency of all Partners and sale of firm

Insolvency of all Partners -Deficiency Account – Piecemeal Distribution (Proportionate Capital Method only) - Sale of firm to company. (16hrs)

Unit-5 Joint Venture Account (AS-11)

Joint Venture Account - Meaning- Features- Distinction between Joint Venture and Partnership- Accounting for Joint Venture- Separate set of books-Separate set of books is not kept (16hrs)

Total Contact hrs/Semester

(78hours)

Group discussions, Seminar and Assignment

- Italics denotes self study topics

- 20% Theory and 80% Problems

Book for Study:

Jain and Narang (2019) Advanced Accounting, Chennai, Kalayani Publishers.

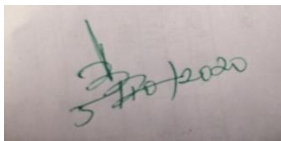
Books for Reference:

1. Reddy and Murthy (2019), Financial Accounting, Chennai, Margham Publications.
2. Shukla, M.C, Grewal, T.S and Gupta, S.L. (2019), Advanced Accountancy, New Delhi, S.Chand and Company.
3. P.C. Tulsian(2019), Financial Accounting, New Delhi, S.Chand and Company.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	H	H	H
CO2	H	H	H	H	M
CO3	H	H	H	H	M
CO4	H	M	H	M	H

High-H; Medium-M; Low-L

Course Designed by Name and Signature	Verified by HoD Name and Signature	Checked by CDC	Approved by COE
Dr.R.Manikandan Dr.N.Bagyalakshmi	Name: Dr.P.Bruntha Signature: 	Name: (Mr.K.Srinivasan) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce (AIDED and SELF FINANCING)	
Course Code:	20 UCO204	Title	Batch :	2020 -2023
		COMMERCIAL LAW	Semester	II
Hrs/Week:	05		Credits:	04

Course Objective

To make the students to understand the fundamentals of Commercial Laws.

Course Outcomes (CO)

K1	CO1	To remember rules and issues relating to the business.
K2	CO2	To understand the fundamentals of commercial law.
K3	CO3	To apply the knowledge and skills in the elective area of the business law.
K4	CO4	To evaluate the principles and legal techniques to resolve practical problems in the area of commercial law.

Syllabus

Unit-1 Indian Contract Act 1872:

Contract – Definition – Classification of Contracts – *Essential elements of a Valid Contract* – Offer – Acceptance- Types – Legal Requirements- Legal Rules Relating to Offer and Acceptance – Essentials of Valid Acceptance –Communication of Offer and Acceptance – Revocation of Offer and Acceptance. (13hrs)

Unit-2 **Consideration:**

Essentials of Valid Consideration – Stranger to Consideration – No Consideration No Contract – Exceptions.

Capacity to Contract: Law Relating to Minor, Unsound Mind – Persons Disqualified by Law - Free Consent – Coercion – Undue Influence – Fraud – Mistake and Misrepresentation. (13hrs)

Unit-3 **Performance of Contract:**

Performance of Contract-Modes of Performance – Discharge of Contract – Modes of Discharge - Remedies for Breach of Contract - Essentials of Valid Tender – Quasi Contract – Features- Types of Quasi - Rules RegardingContingentContract. (13hrs)

Unit-4 **Contract of Indemnity and Guarantee:**

Rights of Indemnity Holder – Rights and Liabilities of Surety – Bailment and Pledge – Essentials of Bailment – Rights and Duties of Bailor and Bailee – Pledge – Essentials – Rights and Duties of Pawnor andPawnee. (13hrs)

Unit-5 **Contract of Agency:**

Classification – Creation of Agencies – Rights and Duties of an Agent – Liabilities of the Principal to the Third Parties – Personal Liability of an Agent – Termination of Agency. The Sale of Goods Act 1930- Performance of contract of sale – Rights of unpaid seller (13hrs)

Total Contact hrs/ Semester

(65hours)

Group discussions, Seminar, Assignment and Case study

- Italics denotes self study topics

Book for Study:

Kapoor. N.D. (2017), Business Law, New Delhi, Sultan Chand and Sons.

Books for Reference:

1.Pillai and Bhavathi, R.S.N (2017), Business Law, New Delhi , Sultan Chand and Company.

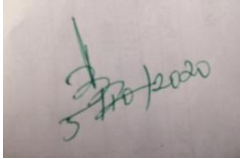
2.Arun Kumar Sen. (2017), Commercial Law, Kolkata, The world press Pvt Ltd.

3. Bharath N.Basrani , Chandresh B.Mehta (2019), Business Law, Himalaya Publishing House

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	M	H	M	M
CO2	H	M	H	M	M
CO3	H	H	H	H	H
CO4	H	H	H	H	H

High-H; Medium-M; Low-L

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Ms.S.Mahalakshmi Ms.G.Nithya	Name: Dr.P.Bruntha Signature: 	Name: (Mr.K.Srinivasan) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce (AIDED and SELF FINANCING)	
Course Code:	20UCO2A2	Title	Batch :	2020-2023
		BUSINESS APPLICATION SOFTWARE AND INTERNET	Semester	II
Hrs/Week:	03		Credits:	03

Course Objective

To make the students understand the application of computer in business.

Course Outcomes (CO)

K1	CO1	To recollect the document format by reference to the file extension.
K2	CO2	To understand the concept in word processing document.
K3	CO3	To execute the knowledge relating to create effective presentation of data base.
K4	CO4	To evaluate the designs to enhance the looks of the presentation.

Syllabus

Unit-1 Introduction to Windows

Introduction to Word – *Editing a Document* – Moving and Copying a Text – Text and Paragraph Formatting – Finding and Replacing Text – Spell and Grammar Check – File Export and Import.- Columns, Tables– Using Graphics, Templates– Using Mail Merge-Introduction to Worksheet and Excel – Getting Started with Excel – Editing Cells and Using Commands and Functions – Moving and Copying – Inserting and Deleting Rows and Columns – Formatting a Worksheet – Printing the Worksheet – Creating Charts – Using Date and Time – Naming ranges and Using Simple Statistical and Mathematical functions –Additional Formatting Commands and Drawing Toolbar–Multiple Worksheet. (8hrs)

Unit-2 Introduction to PowerPoint

Creating a Presentation – Different Views in PowerPoint – Running a Slide Show – Animation and Sound – Importing Objects from other Applications – Automating Presentations – Printing Presentations - Modifying and Integrating Presentations. (7hrs)

Unit-3 Access

Databases and Tables – Creating Tables for Storing Data – Relationship Between Tables and Queries– Building User Interface with Forms – Displaying Data with reports. (8hrs)

Unit-4 Introduction to Internet

Resources of Internet – Internet Services – Hardware and Software Requirements of Internet – Uses of Internet – Dialup Connection – Shell Accounts – ISP – ISDN Dial Up Connection – IP Address –Domain Naming System Internet Protocols – IP/TCP – FTP – HTTP – Internet Clients and Internet Servers – UniformResource Locator(URL). (8hrs)

Unit-5 Worldwide Web

Web Page – Web Index - Web Browsing – Browser Search Engines – *Electronic Mail (E Mail)* – E-Mail Message – Customizing E Mail Programmes – Address Book – Significant Feature – File Attachment Facility – Advantages and Disadvantages of Email – Telnet – Gopher –WAIS-Important **HTML Tags- Creation of Simple Web Page.** (8hrs)

Power point Presentations, Group discussions, Seminar and Assignment.

- Italics denotes self study topics

Book for Study:

Taxali. R.K ,PC (2017), Software Made Simple.

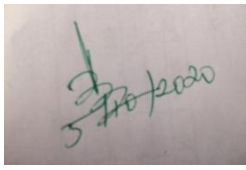
Books for Reference:

- 1.Alexis Leon & Mathews Leon, (2017),Internet for everyone, New Delhi, Vikas Publishing House .
- 2.Nellai Kannan ,C(2017),MS Office,4th edition, Tirunelveli, NEIS Publications.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	H	H	H
CO2	M	H	H	H	H
CO3	M	H	H	H	M
CO4	H	H	H	M	H

High-H; Medium-M; Low-L

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Dr.Aruchamy Rajini	Name: Dr.P.Bruntha Signature: 	Name: (Mr.K.Srinivasan) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

Programme code:	B.Com	Programme Title :	Bachelor of Commerce (AIDED and SELF FINANCING)	
Course Code:	Subject Code:	Title	Batch :	2020-2023
	20UCO2A3	PROGRAMMING LAB IN	Semester	II
Hrs/Week:	02	BUSINESS APPLICATION	Credits:	01
		SOFTWARE AND INTERNET		

Course Objective

To make the students understand the application of computer in business

Course Outcomes (CO)

K3	CO1	To recollect the theoretical knowledge for using of MS. Office in practical.
K4	CO2	To understand the best practices in file management procedure.
K5	CO3	To verify the mechanism of creating a HTML presentation.

Syllabus

MSWORD (6hrs)

1. Formatting Text
2. Table Creation
3. Mail Merge
4. Resume Preparation

MS EXCEL (5hrs)

1. Invoice Preparation
2. Salary Bill Creation
3. Inventory List Creation
4. Student Result Analysis Using Graphics

MSPOWERPOINT (5hrs)

1. Slide Presentation
2. Graphics in a Slide
3. Organizational Chart

MSACCESS (5hrs)

1. Creation of Tables
 - (a) Supplier Information
 - (b) Purchase Table
2. Queries using “Order by”
3. Sales Order Form
4. Purchase Order

HTML (5hrs)

1. Create a HTML document using various tags
2. Create a HTML document to show a Web page about the Post Graduate and Research Department of Commerce
3. Create a HTML document to show the Computer Advertisement details Total Contact hrs/Semester

Power point Presentations, Group discussions and Assignment.
--

Book for Study:

Taxali. R.K ,PC (2017), Software Made Simple.

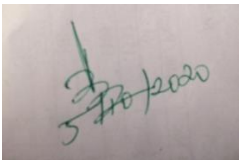
Books for Reference:

1.Alexis Leon & Mathews Leon, (2017),Internet for everyone, New Delhi, Vikas PublishingHouse.

2.Nellai Kannan ,C(2017),MS Office,4th edition, Tirunelveli, NELSPublications,.**Mapping**

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	H	H	H	M
CO2	H	H	H	H	M
CO3	H	M	H	M	H
CO4	H	H	H	M	H

High-H; Medium-M; Low-L

Course Designed by	Verified by HoD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Dr.Aruchamy Rajini	Name: Dr.P.Bruntha Signature: 	Name: (Mr.K.Srinivasan) Signature:	Name: (Dr.R.Muthu kumaran) Signature:

