G.T.N. ARTS COLLEGE (Autonomous)
Dindigul
(Affiliated to Madurai Kamaraj University)
(Accredited with 'B' Grade by NAAC)

IN GOD WE TRUST

DEPARTMENT OF COMMERCE WITH COMPUTER APPLICATION

SYLLABUS

(With effect from the academic year 2017 – 2018)

PRINCIPAL
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M.Com., M.B.A., M.Sc., M.Phil., M.Ed., PGDCA., PGDFM., Ph.D**.,**

STAFF

1. Mr.E.M.Sharmila, M.F.C., M.Phil., NET   - Assistant Professor and Head
2. Dr.J.Murugapandi, M.Com., M.Phil., Ph.D.,   - Assistant Professor
3. Dr.V.Manimaheshwaran, M.Com., M.Phil., Ph.D.,   - Assistant Professor
4. Mrs.V.VetriSelvi, M.Com., M.Phil.,NET   - Assistant Professor
5. Dr. N.Dharani, M.Com., M.Phil., Ph.D.,   - Assistant Professor
6. Mrs.M.Subathra, M.Com., M.Phil.,   - Assistant Professor

SYLLABUS FOR B.Com (CA) UNDER CBCS

(With effect from the academic year 2017 – 2018)

1. OBJECTIVES

The Syllabus for B.Com CA degree under semester system has been designed on the basis of Choice Based Credit System (CBCS) , which would focus on job oriented programmes and value added education. It will effect from June 2017 onwards.

2. ELIGIBILITY

A pass in +2 examination conducted by the Board of Higher Secondary Education, Government of Tamilnadu with Commerce & Accountancy OR any other examination accepted by the Governing Body, as equivalents thereto are eligible to join this course.

3. **DURATION OF THE COURSE**

The students who are joining the B.Com CA degree shall undergo a study period of three academic years – Six semesters.

4. SUBJECTS OF STUDY AND SCHEME OF EXAMINATION

The subjects offered in major Accountancy for six semesters and the scheme of examination are given .

5**. QUESTION COURSE PATTERN**

The Internal and External marks is 25 : 75

EXTERNAL:

The pattern of Question Paper will be as follows:

Time: 3 Hours   Max Marks: 75

SECTION – A [10 x 1 = 10 marks]

    Question No: 1 to 10

    1. Two questions from each unit

    2. Four choices in each question

    3. No 'none of these 'choice

SECTION – B [5 x 7 = 35 marks]

    Question No: 11 to 15

    1. Answer all questions choosing either (a) or (b)

    2. Answers not exceeding two pages

    3. One question from each unit

SECTION – C [3 x 10 = 30 marks]

    Question No: 16 to 20

    1. Answers not exceeding four pages

    2. Answer any three out of five questions

    3. One question from each unit

Note: There must be at least one problem in Section B and Section C

INTERNAL

    The pattern for internal valuation may be

    1. Two tests – 15 marks each: average 15 marks

    2. Group Discussion / Seminar / Quiz – 5 marks

    3. Two Assignments – 5 marks each: average 5 marks

    4. Third test may be allowed for absentees of anyone of the two tests

    5. For Quiz, two quizzes should be conducted

Blue Print of the Question Paper (External) – Core Subjects

Maximum Marks: 75

Sections	Types of questions	No. of questions	No. of questions to be answered	Marks for each question	Total Marks
A	Multiple Choice : Two questions from each unit	10	10	1	10
B	Not exceeding two pages (either or type) : One question from each unit *	5	5	7	35
C	Not exceeding four pages (any three out of five) : one question from each unit	5	3	10	30

- There must be at least one problem in Section – B and Section – C

6. There will be TWO Allied subjects to fulfill the course during three years.

Subject	Maximum Marks	Year of Study
Statistics	100	II
Business Mathematics	100	II

The syllabus for the Allied subjects can be got from the Allied Department of Mathematics.

7. PRACTICALS

Record Note Book	: 10 marks
Internal	: 30 marks
External examination	: 60 marks
Total	: 100 marks

8. ELIGIBILITY FOR THE DEGREE

(i) A candidate will be eligible for the B.Com CA degree by completing three years (six semesters) and passing all the prescribed examinations.

(ii) A candidate shall be declared as passed the course, if he / she scored a minimum of 40 % marks in each Course of all the subjects.

Course studied by B.Com CA students

(Commerce students study Statistics and Business Mathematics as Allied I and Allied II respectively)

B.Com CA – Semester – I

Part	Study Component	Course Code	Credit	Hours	Internal Marks	External Marks	Total Marks
I	Tamil / Other Languages tzpf jfty; njhlh;Gfs;	17UCCL11	3	4	25	75	100
II	English	17UENL11	3	6	25	75	100
III	Core Course – I Financial Accounting	17UCCC11	4	6	25	25	100
	Core Course – II P.C. Software and M.S Office	17UCCC12	4	5	25	25	100
	Core Practicals – I P.C. Software and M.S Office Lab	17UCCC1P	4	5	40	60	100
IV	Skill Based Course – I Retail Marketing	17UCCS11	2	2	25	75	100
	(Non Major Elective) Introduction to I.T	17UCAN11	2	2	25	75	100
V	Physical Education	17UPEV2P					
	Total		22	30			

B.Com CA Semester – II

Part	Study Component	Course Code	Credit	Hours	Internal Marks	External Marks	Total Marks
I	Tamil/Other Languages fhg;gPL	17UCCL21	3	6	25	75	100
II	English	17UENL21	3	6	25	75	100
III	Core Course – III Financial Accounting II	17UCCC21	4	6	25	75	100
	Core Course – IV Business Application Programming	17UCCC22	4	5	25	75	100
	Core Practical– I Business Application Programming Lab	17UCCC2P	4	5	40	60	100
IV	Skill Based Course -II Commerce for Competitive Examination	17UCCS21	2	2	25	75	100
	(Non Major Elective) Introduction to HTML	17UCAN21	2	2	25	75	100
V	Physical Education	17UPEV2P	1		25	75	100
	Total		24	30			

B.Com CA Semester – III

Part	Study Component	Course Code	Credit	Hours	Internal Marks	External Marks	Total Marks
III	Core Course - V Financial Accounting III	17UCCC31	5	6	25	75	100
	Core Course - VI Cost and Management Accounting	17UCCC32	4	6	25	75	100
	Core Course - VII Introduction to Multimedia and DTP	17UCCC33	4	5	25	75	100
	Core Practical– I Multimedia Lab	17UCCC3P	4	5	40	60	100
	Allied Course I Business Statistics	17UCCA31	4	6	25	75	100
IV	Skill Based Course -III Export and Import Procedures	17UCCS31	2	2	25	75	100
	Total		23	30			

B.Com CA Semester – IV

Part	Study Component	Course Code	Credit	Hours	Internal Marks	External Marks	Total Marks
III	Core Course – VIII Financial Accounting IV	17UCCC41	5	6	25	75	100
	Core Course – IX Banking	17UCCC42	4	6	25	75	100
	Core Course – X Database Management System	17UCCC43	4	5	25	75	100
	Core Practical– I Database Management System Lab	17UCCC4P	4	5	40	60	100
	Allied Course II Business Mathematics	17UCCA41	4	6	25	75	100
IV	Skill Based Course -IV Elements of Tally	17UCCS41	2	2	25	75	100
V	Extension Activities		1				100
	Total		24	30			

B.Com CA Semester – V

Part	Study Component	Course Code	Credit	Hours	Internal Marks	External Marks	Total Marks
III	Core Course –XI Financial Accounting V	17UCCC51	5	6	25	75	100
	Core Course – XII Income tax Law and Practice I	17UCCC52	5	6	25	75	100
	Core Course - XIIII Visual Basic	17UCCC53	4	5	25	75	100
	Core Practical - 1 Visual Basic Lab	17UCCC5P	4	5	40	60	100
	Elective Course I Business Law	17UCCE51	3	6	25	75	100
	Elective Course II Commercial Law	17UCCE52					
IV	Skill Based Course V International Trade	17UCCS51	2	2	25	75	100
	Environmental Studies	17UESV51	2	2	25	75	100
	Total		22	30			

B.Com CA Semester – VI

Part	Study Component	Course Code	Credit	Hours	Internal Marks	External Marks	Total Marks
III	Core Course -XIV Human Resource Management	17UCCC61	4	6	25	75	100
	Core Course - IX Income tax Law and Practice II	17UCCC62	5	6	25	75	100
	Core Course - X Introduction to Internet and Web Technology	17UCCC63	4	5	25	75	100
	Core Practical –I On the Job Training /Project	17UCCC6R	5	5	40	60	100
	Elective Course I Industrial Law	17UCCE61	3	6	25	75	100
	Elective Course II Mercantile Law	17UCCE62					
IV	Value Education	17UVEV61	2	2	25	75	100
	Total		23	30			

Summary of credits and marks

Part	Study Component	Total Credits	Total Marks
I	Tamil/Other Languages	6	200
II	English	6	200
III	Core Courses , Elective Course & Allied Courses	108	2600
IV	Skill Based Courses, NME,EVS &Value Education	18	900
V	Physical Education & Extension Activities	2	200
Grand Total		140	4100

S.No	Semester	Course Code	Course Title	Hours	Internal Marks	External Marks	Total
1	V	17CCCA51	Personality development And Employability Skills	30	25	75	100
2	VI	17CCCA61	Body Language And Interview Skills	30	25	75	100

Course Title: **tzpf fbjj; njhlh;Gfs;**   Semester : 1

Course Code : 17UCCL11   Part : I   Contact Hours /Week : 4   Credit : 3

Nehf;fq;fs;

   khztHfSf;F tzpf fbjj; njhlHGfisg; gw;wpa mbg;giliaf; fw;W jUtJ> fbj mikg;G Kiwfis tpsf;FtJ> kw;Wk; gy;NtW fbjq;fis vOj khztHfSf;Ff; fw;Wj; jUjy;.

Unit I   **12 Hours**

         tzpfj; njhlh;G - nghUs; - ,yf;fzk; - Kf;fpaj;Jtk; - mbg;gilf; $Wfs; - gzpfs; - topKiwfs; - Clfq;fs; - Neub kw;Wk; kiwKf tzpfj; njhlh;G - jilfs; - tzpfj; njhlh;gpw;fhd kpd;dZ mikg;G kw;Wk; rhjdq;fs;.

Unit II   **12 Hours**

         tzpf fbjg; Nghf;Ftuj;J - Nfhl;ghLfs; - tbtikg;G - fl;likg;G - jpl;lkpLjy; - jahh; nra;jy;.

Unit III   **12 Hours**

         tzpf tprhuizf; fbjq;fs; - MizAWf; fbjq;fs; - tpw;gidf; fbjq;fs; - gpd;gw;Wf; fbjq;fs; - Gfhh; kw;Wk; rhpf;fl;ly; fbjq;fs; - t#y; fbjq;fs;;;; - tq;fpf; fbjq;fs; - tiffs;;;> Kfikf; fbjq;fs; - tiffs; - KfikF tpz;zg;gp; jy; - Kfth; epakdf; fbjk;> fhg;gPl;Lf; fbjq;fs; - tiffs;.

Unit IV   **12 Hours**

         gzp njhlh;ghd fbjg; Nghf;Ftuj;J - gzp Ntz;b tpz;zg;gf; fbjk; vOJjy; - mjd; fl;likg;G - mwpKfg; gbtk; - gzp epakd fbjk;.

Unit V   **12 Hours**

         mwpf;if - nghUs; - Kf;fpaj;Jtk; - mbg;gilf; $Wfs; - tiffs; nghUslf;fk; - rl;l G+h;t mwpf;if - Mz;lwpf;if - jzpf;if mwpf;if.

         re;ij mwpf;if - nghUs; - gzpfs; - gz;Gfs; - fl;likg;G.

 Text Book

         1.   uhjh V, (2016)> *"tzpfj; jfty; njhlh;G"* Prasanna Publishers, Chennai.

 Reference Books

         1.   KUNfrd;. E & kNdhfh; (2009)> *"tzpff; fbjq;fs;"* M.M. Publishers,
         Virudhunagar.

         2.   uhNIe;jpud;> v];. (2008)> *"tzpff; fbjq;fs;"* Pavai Publications. Chennai.

Course Title: English For Enrichment - I   Semester: I

Course Code : 17UENL11   Part : II   Contact Hours /Week : 6   Credit   : 3

Objectives

To teach language through Literature and enable students to learn and imbibe good values of life gained from Literature

Unit I Poetry   18 Hours
1. D.H.Lawrence   -Snake
2. Wole Soyinka   -Telephone Conversation
3. John Milton   -On His Blindness
4. Shelley   - Ozymandias

Unit II Prose   18 Hours
1. Abraham Lincoln   - Letter to his son's Headmaster
2. Stephen Leacock   -With the Photographer
3. W.R. Inge   -Spoon Feeding
4. Martin Luther king   - I have a Dream

Unit III Short Stories   18 Hours
1. Rev. G.W.Cox   - Orpheus and Eurydice
2. Flora Annie Steele   -Valiant Vicky
3. Guy De Maupassant   -The Wedding Gift
4. R. K. Narayan   - Engine Trouble

Unit IV Grammar   18 Hours
1. Noun, Pronoun, Verb, Adjective
2. Adverb, Preposition, Conjunction, Interjection
3. Transitive & Intransitive Verb
4. Articles

Unit-V-Composition   18 Hours
1. Letter Writing
2. Precis Writing
3. Reading Comprehension
4. Advertisement

Text Book
1.   Sudha, A.D & Kavitha.R. (Eds.), (2018), "*English for Enrichment I*" New Century Book House, Chennai.

Reference Books
1.   Radhakrishna Pillai, G(1990),*"Emerald English Grammar and Composition"*. Emerald Publication,Chennai.
2.   Green David, (2015), "Contemporary English Grammer Structures and composition" Macmilan India Ltd, Chennai
3.   Nestifield, J.C., (2004), "English Grammer and Composition and usage",, Macmilan India Ltd, Chennai.

Course Title: Financial Accounting I   Semester : I

Course Code : 17UCCC11   Part : III   Contact Hours /Week :6   Credit   : 4

Objectives

   To enable the students to acquire knowledge of the financial accounting principles and practices, to familiarize the basic Accounting concepts, preparation of BRS, final accounts, and to understand the procedures involved in the drawing of bills of exchange and calculating net income or losses of sole proprietor by using single entry system.

Unit I   **16 Hours**

      Accounting Principles – Concepts – Conventions – Rules of Double Entry System – Traditional approach – Accounting equation approach – Journals – Ledgers – Subsidiary Books – Trial Balance.

Unit II   **16 Hours**

      Errors – Types – Errors disclosed and not disclosed by trial balance – Suspense account – Rectification of errors – Preparation of Bank Reconciliation Statement including Overdraft model.

Unit III   **20 Hours**

      Final accounts of sole   trading concerns with adjustments

Unit IV   **20 Hours**

      Bills of Exchange – Trade and Accommodation bills – Renewals – Dishonour due to insolvency – Retiring of bill.

Unit V   **18 Hours**

      Single entry or Accounts from incomplete records – Methods of ascertainment of profit : Net worth method – Conversion method

Text books

      1. Shukla,M.C.,Grewal,T.S., (2017), *"Advanced Accounting"*, S.Chand & Company ltd., New Delhi.

      2. Reddy,T.S.& Murthy,A., (2016), "*Financial Accounting*", Margham Publications, Chennai.

Reference Books

      1.Arulanandam.M.A.&Raman.K.S.,(2014),"*Advanced   Accountancy*",volume   I,   Himalaya Publishing House, Mumbai.

      2, Tulsian, P.C., (2015)." *Financial Accounting*", 7th Edition, Pearson Education, New Delhi.

      3. Jain.S.P.&Narang,K.L.,(2017),*"Advanced Accountancy"*, Kalyani Publishers, Ludhiana.

      4. Gupta.R.L., & Radhaswamy.M., (2017), "*Advanced Accountancy*", Sultan Chand & Sons,New Delhi.

      5. Maheshwari.S.N.& Maheshwari.S.K.,(2017)**,**"*Advanced Accountancy*",Vikas Publishing House Pvt,Ltd,Noida (UP).

Course Title: **Introduction To Pc Software & M.S. Office**   Semester : I

Course Code : **17UCCC12**   Part : III   Contact Hours /Week : 5   Credit   : 4

Objectives

To understand basic Components of Computer, Types of Computer, formatting features and application of Ms Word and Ms Excel and to create Business Presentation, animation of Ms Power point

Unit I   **15 Hours**

Introduction to computers – History of computers – Basic Anatomy of computers – Basic components and functions – Input / Output devices – External storage devices – Types of computers.

Unit II   **15 Hours**

Introduction to Word – Word processing – Starting a word – Editing a document – move and copy text – Formatting text and paragraph – Finding and replacing – Spelling, grammar and Auto correct – Using Tabs.

Unit III   **15 Hours**

Enhancing a document – toolbars – Columns, Tables and other Formatting features – Using graphics, templates and wizards – Using Mail merge – Miscellaneous features of word.

Unit IV   **15 Hours**

Introduction to worksheet and Excel – Getting started with Excel – Editing cells, using commands and functions Moving, copying, Inserting and deleting rows and columns – Printing the workbook – Creating charts – Using date, time and addressing modes – Naming ranges and built in functions.

Unit V   **15 Hours**

Database in a worksheet – Formatting commands and drawing toolbar – Miscellaneous Commands and Functions – Multiple workbooks, pivot table, Macros and Hyperlinks – Overview of power point – creating a presentation – power point views – running a slideshow.

Text Books

1. Taxali. R.K,(2011),"*PC Software for windows 98 made simple* ", Tata MC-Graw Hill Publishing company Ltd., New Delhi.
2. Sanjay Saxena,(2013), "*A First course in computers*", Vikas Publishing House Pvt.Ltd., New Delhi.

Reference Books

1. Ashok Arora,(2015), **"***Computer Fundamentals and Applications*", , Vikas Publishing House Pvt Ltd, New Delhi.
2. Anitha Goel, (2010), "*Computer Fundamentals***"** , Pearson Publication, Noida.
3. Randy Nordell, (2013) ,"*Microsoft   Office 2016*" , Tata McGraw Hill Publishing Company, New Delhi.

Course Title: Introduction To Pc Software & M.S. Office Lab   Semester : I

Course Code: 17UCCC1P   Part : III   Contact Hours /Week : 5   Credit   : 4

Word Exercises   **25 Hours**

1. Preparing a business letter document
2. Preparing a document with different font, styles, sizes, paragraph formatting using header and footer.
3. Compound Interest table creation
4. Using Mail Merge
5. Inserting pictures and clipart in word document using template
6. Design a simple webpage using word
7. Preparing a Resume

Excel Exercises   **25 Hours**

8. Usage of financial functions (Any five)
9. Usage of statistical functions (Any three)
10. Preparation of depreciation table
11. Inventory worksheet
12. Manipulating ranges
13. Creating a sales chart
14. Usage of multiple worksheets
15. Creating a product chart

Power point Exercise   **25 Hours**

16. Preparation of a Business Presentation
17. Using Hyperlinks in a presentation
18. Using Animation effects in a presentation
19. Preparation of college pamphlet
20. Design an ID card Using power point tools.

Course Title: Introduction To Information Technology   Semester: I

Course Code: 17UCAN11   Part: IV   Contact Hours /Week: 2   Credit   : 2

Objectives

To be Familiar with applications of IT, about types and anatomy of   Computers, input, output and storage media, software and operating system, the Concept of Internet.

Unit I   **6 Hours**

Introduction – Information systems – Software and data – IT in business and Industry – IT in home and at play – IT in education and training – IT in entertainment and the arts – IT in Science, Engineering and mathematics – Computers in Hiding

Unit II   **6 Hours**

The computer system and Central processing Unit: Types of Computers – Corporate and Departmental Computers, Desktop and Personal Computers – The Anatomy of Computer – The foundation of Modern Information Technology: Binary numbers, Digital Signals, Bits and Bytes – Central Processing Unit -Memory

Unit III   **6** Hours

Input and Output: I/O Devices – Keyboards - Inputting Text, Graphics – Pointing Devices – The foundation of Modern outputs – pixels and resolutions, fonts, color – Display screens – Printer – Secondary Storage: Foundations of modern storage – how data is stored, Storage characteristics – Storage media – Floppy disk, hard disk, drive, optical disk – Backing up data.

Unit IV   **6 Hours**

Software: Introduction – User interface – application programs – Operating System – Introduction, types, file management and utilities – major software issues.

Unit V   **6 Hours**

Internet and World Wide Web: Introduction – The Web – getting connected to the Web – Browsing the web – locating information on the web – Web Multimedia.

Text Book

1. Dennis P. Curtin, Kimfoley, KunalSen, Cathleen Morin, (1998), "*Information Technology : The breaking wave*", Tata Mcgraw Hill publishing, Chennai.

Reference Books

1. Deepak Bharihoke,(2012)*,"Fundamentals of Information Technology",* Excel Books, New Delhi.
2. Alexis Leon and Mathews Leon, (2000)," Fundamentals *of Information Technology",* Vikas Publishing, New Delhi.
3. Rajaraman.V.,(2004),"*Introduction to Information Technology",* Second Edition ,Prentice Hall, New Delhi.

Course Title: Retail Marketing   Semester : 1

Objectives

 To acquire the basic knowledge of the concepts, principles, tools and techniques of retail marketing and to understand the importance of Marketing in the Business World.

Unit I   **6 Hours**

 Introduction-Retailing as activity-Retail Marketing- Consumer Behaviour and Retails Operations

Unit II   **6 Hours**

 Management of Service and quality in retailing-Retail Marketing Mix and product- Merchandise Management.

Unit III   **6 Hours**

 Retail Pricing – Retail Promotion- Retail Logistic and distribution-

Unit IV   **6 Hours**

 Methods and approaches to retail marketing planning – Retail location strategies and decision- Management of a retail brand and its applications

Unit V   **6 Hours**

 Consumerism and ethics in retailing- International Retailing- Future of Retailing

Text Book

 1. Dr..Inbalakshmi, M, (2011), "Retail Marketing", Kalyani Publishers, New Delhi.

Reference Books

 1.Banumathy.S& Jayalakshmi.M, (2017). "Retail Marketing", Himalaya Publishing House, Mumbai.

 2.Eswari Karthikeyan, (2016),"Retail Marketing", Merit India Publication, Madurai.

 3. Madhavan, (2016), "Introduction to Retailing", Vijay Nicole Imprints Private Limited, Chennai.

Course Title: fhg;gPL   Semester : II

15

Course Code : 17UCCL21   Part : I   Contact Hours /Week : 4   Credit   : 3

Nehf;fq;fs;

   khztHfSf;F fhg;gPL gw;wpd mbg;giliaf; fw;;W jUtJ kw;Wk; fhg;gPl;bd; gy;NtW tiffis tpsf;FtJ

Unit I   **12 Hours**

   fhg;gPL – njhlif;fg; gpd;dzp – nghUs; – ,yf;fzk; – Nfhl;ghLfs; – Kf;fpa top $Wfs; – gzpfs; – Kf;fpaj;JtKk;> gq;fspg;Gk; – tiffs; –,ul;ilf; fhg;gPL – kW fhg;gPL.

Unit II   **12 Hours**

   MAs; fhg;gPL – nghUs; – Nfhl;ghLfs; – gj;jpu tiffs; – eilKiwfs; – Kidkk; nrYj;JJy; – rYif ehl;fs;. gpujp epakdk; – —,og;G fhg;gPl;Lj; njhif toq;Fjy; - Kfth; mwpf;if – gj;jpuk; chpik ,og;G – chpik kPl;G – ruz; kjpg;G – gj;jpuj;jpd; %yk; fld; ngWjy; - xg;gilg;G – jtwpa gj;jpuk;

   ,e;jpa MAs; fhg;gPl;Lf; fofk;: njhlif;fk; – Nehf;fq;fs;.

Unit III   **12 Hours**

   fly; fhg;gPL: nghUs; – gphpTfs; – gj;jpu tiffs; – el;lj;jpd; tiffs; – ,og;gPl;Lj; njhif toq;Fjy;

Unit IV   **12 Hours**

   jP fhg;gPL: nghUs; – gytifahd gj;jpuq;fs; – xg;ge;jj;jpd; epge;jidfs; – ,og;gPl;Lj; njhif toq;Fjy;

Unit V   **12 Hours**

   fhg;gPl;L Kiwg;gLj;jy; kw;Wk; tsh;r;rpref;fhd mjpfhu rl;lk; 1999 mwpKfk; – Nehf;fq;fs; – IRDA rl;lj;jpd; ruj;Jfs;> mjpfhuq;fs; kw;Wk; gzpfs;.

   fhg;gPL jdpahh; kakhf;Fjy; – MjuTk; vjph;g;gGk; – jdpahh; kakhf;Fjypd; jw;Nghija epiy.

Text Book

   1. nuq;fuh[d;.L,(2006),"*fhg;gPLNfhl;ghLfSk; newpKiwfSk*",SriregangaPublications, Rajapalayam.

 Reference Books

   1. gPh;KfkJ.S,(2015),"*fhg;gPLNfhl;ghLfSk; newpKiwfSk*"> Pass Publications, Madurai.

   2. ,uhkypq;fk;.L.P,kNdhfud;.T,&nry;tFkhh.M,(2012),"*fhg;gPL*" Merrit India Publications, Madurai.

Course Title: **English For Enrichment-Ii**   Semester : II
Course Code : **17UENL21**   Part : II   Contact Hours /Week : 6   Credit : 3

   Objectives

         To teach language through Literature and enable students to learn and imbibe good
         values of life gained from Literature.

   Unit I Poetry   **18 Hours**

1. Rupert Brooke	- The Great Lover
2. Robert Frost	- Stopping by Woods on a Snowy Evening
3. Emily Dickinson	- Because I Couldn't Stop For Death
4. Alice Walker	- Gift

Unit II Prose   **18 Hours**
1. Mark Twain	- Monday Morning
2. Jawaharlal Nehru	- Our Universities
3. G.B.Shaw	- How I Become A Public Speaker
4. Khushwant Singh	- The Portrait of the Lady

Unit III One Act Play   **18 Hours**
1. RabindranathTagore	- Chitra
2. Saki	- The Death Trap
3. Wole Soyinka	- The Strong Breed
4. Ronald Gow	- Sheriff's Kitchen

Unit IV Grammar   **18 Hours**
  1. Tense
  2. Voice
  3. Degrees of Comparison
  4. Question Tag

Unit V Composition   **18 Hours**
  1. Expansion of Proverb
  2. Dialogue Writing
  3. Note Making
  4. Writing Soft and Hard News

Text Book
  1. Remya. I.P& Lakshmi Priya.N. (2018) "*English For Enrichment II",* New Century Book House,Chennai.

Reference Book
  1. Murphy Raymond, (1985), *"English Grammar in Use"*. Cambridge University Press, Cambridge.
  2. Green David, (2015) "Contemporary English Grammer Structures and composition" Macmilan India Ltd, Chennai.
  3. Nestifield J.C, (2004) "English Grammer and Composition and usage",, Macmillan India Ltd, Chennai.

Course Title: Financial Accounting II	Semester : II
Course Code: 17UCCC21 Part : III Contact Hours /Week : 6	Credit : 4

Objectives
        To familiarize the students with the accounting practices related to Non-Profit Organizations, Consignment, Joint Venture, Single Entry and Fire Insurance Claims.

Unit I   **20 Hours**

Consignment Accounts – Invoicing goods at cost price – Proforma invoice price – Valuation of unsold stock – Loss of stock – Accounting treatment of Normal loss and Abnormal loss.

Unit II   **20 Hours**

Joint Venture Accounts – Recording in individual books – Recording in separate set of books.

Unit III   **16 Hours**

Account Current – Methods of calculation of interest – Forward method – Red ink interest – Epoque method – Periodic Balance method.

Average due date – Calculation of due date based on holidays intervention – Interest calculation.

Unit IV   **16 Hours**

Depreciation accounting – Depreciation – Concept – Causes – Need – Basic factors – Methods: Straight line – Written down value – Annuity – Depreciation fund.

Unit V   **18 Hours**

Accounts of Non-Trading concerns – Accounting treatment relating to – Receipts and Payments account is given and Income and Expenditure account and Balance Sheet are required – Income and Expenditure account is given and Receipts and Payments account is required.

Text Books

1. Reddy T.S., Murthy,A., (2016) *"Financial Accounting"*, Margham Publications, Chennai.
2. Shukla,M.C.,Grewal,T.S., (2017) *"Advanced Accounting"*, S.Chand & Company ltd., New Delhi.

Reference Books

1. Tulsian P.C. (2016) , *"Financial Accounting"*, Ed.7, Pearson Education, New Delhi.
2. Jain. S.P., Narang,K.L.(2016), "*Advanced Accountancy"*, Kalyani Publishers, Ludhiana.
3. Arulanandam, M.A., Raman, K.S.,(2014) , "*Advanced Accountancy"*, Vol. 1, Himalaya Publishing House, 2014.

Course Title: Business Application Programming   Semester : II
Course Code : 17UCCC22   Part : III   Contact Hours /Week : 5   Credit : 4

Objectives

To understand and implement tokens, operators, format input and output, branching, looping, structure, union, function and implement file concepts.

Unit I   **15 Hours**

Introduction and C fundamentals – Introduction to computer – Types of programming languages – Introduction to C – The C character set – Identifiers and Keywords – Data types – constants – variables – Declarations – Expression – Various types of operators.

Unit II   **15 Hours**

Data Input, Output and Control Statements – Preliminaries - Single character Input and Output – Entering Input data – Writing Output data – The gets and puts functions – Branching, Looping – Nested control structures – Switch – Break – Continue –Go to.

Unit III   **15 Hours**

Arrays – Defining and processing Array – passing arrays to function – Multidimensional arrays – Arrays and strings – Pointers – Fundamentals – Declaration – passing pointers to function – Usage in one Dimensional and Multidimensional arrays.

Unit IV   **15 Hours**

Function– Overview – Defining a function – Accessing a function – function prototypes – passing arguments to a function – Recursion – Library functions – Macros – The C processor – Program Structure – Storage classes – Automatic variables – Global variables – Static variables – Bitwise operators.

Unit V   **15 Hours**

Structures and Unions – Defining a structure – Processing a structure – Structures and Pointers – passing structures to functions – self-referential structures – Bit fields – unions – Enumerations – Opening and closing a Data file – Creating a Data file – Processing a Data file – Unformatted Data file – Command line parameters.

Text Book

1. Balagurusamy.E,(2008), "*Programming in ANSI C*" — Tata McGraw Hill Publishing Company Ltd, Third Edition. New Delhi.

Reference Book

1. Ravichandran.D,(1996), "*Programming in C*", New Age International.Chennai.
2. Brian W.Kernighan, Dennis M. Ritchie , (2002) ,"*The C Programming Language*", Fourth Edition, Prentice Hall Publication, Chennai
3. Herbert Schildt, (2015), "*C The Complete Reference*", Tata Mc Graw Hill, Prentice Hall, New Delhi.

Course Title: Business Application Programming Lab   `   Semester: II
Course Code: 17UCCC2P   Part: III   Contact Hours /Week : 5   Credit   : 4

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1. Simple interest using C
2. Commission calculation
3. Compound interest calculation – yearly, half-yearly and monthly compounding.
4. Calculation of Economic Order Quantity and optimal time between orders
5. Calculation of control ratios – Activity ratio, Capacity ratio and Effective ratio

6. Mean, Standard deviation and Variance calculation
7. Depreciation by three methods
8. Preparation of Pay bill for 5 employees
9. Calculation of payback period and Accounting rate of return
10. Calculation of Electricity charge(Assume three types of consumers Domestic Office and industry and three levels of rating for each type)
11. Finding the reorder level of items stored in a file. If the Quantity in hand goes below reorder level display a message to the user to purchase that item.

Course Title: Introduction To HTML			Semester: II
Course Code: 17UCAN21	Part : IV	Contact Hours /Week : 2	Credit : 2

Objectives

To be Familiar withWWW, about HTML and its basics, HTML Concept using Graphics, Concept of using tables and navigation, creating layouts and forms

Unit I   **6 Hours**

World Wide Web: Introduction to the web defined – web browser details-Web writing styles –

web presentation outline, design and management – registering web pages. Searching the World Wide Web Introduction – directories, search engines and Meta search engines – search fundamentals – search strategies – how does a search engine works Telnet and FTP: Introduction-telnet and remote login File transfer – Computer Viruses.

Unit II   **6 Hours**
      HTML Basics: Understanding HTML – Setting up the Document Structure – Formatting Text by using Tags. -Using Lists and Backgrounds – Creating hyperlinks and Anchors Style Sheets and Graphics: Introduction to Style sheets.

Unit III   **6 Hours**
      Graphics: Selecting a Graphics Format – Preparing Graphics for Web Use – Inserting Graphics – Arranging Elements on the Page – Controlling Image Size and Padding.

Unit IV   **6 Hours**
      Hyper linking from Graphics – Utilizing Thumbnail Graphics – Including Alternate Text for Graphics – Navigation: Creating Navigational Aids - Creating Tables – Formatting Tables

Unit V   **6 Hours**
      Layouts: Creating Division Based Layouts – Creating User Forms– Using Frames for Layout – Incorporating Audio and Video.

Text Book
1. FaitheWempen, 2011, "*Microsoft Step by Step – HTML and XH*", Prentice Hall of India Private Limited, New Delhi.

Reference Books
1. Xavier. C(2007), *World Wide Web Design with HTML*, Tata McGraw Hill, India.
2. Thomas Powell(2010) "*HTML&CSS: The Complete Reference*", TMH Publications, 5th edition, New Delhi.
3. RameshBangia(2006),"*Internet and Web Design,Firewall Media* ",Second Edition ,An imprint of Lakshmi Publications Pvt.Ltd, New Delhi.

Course Title: Commerce For Competitive Examinations			Semester : II
Course Code: 17UCCS21	Part : IV	Contact Hours /Week : 2	Credit : 2

Objectives
  To create awareness among the students, about various competitive examinations, to plan and conduct coaching and training programmes for successful participation in competitive examination and to make the students to prepare for any competitive examinations.

Unit I   **6 Hours**

General English: This unit is designed to test candidates understanding of the English language and its correct usage; his writing ability would also be tested. It also includes questions on paragraph/writing, report writing/letter writing etc.

Unit II   **6 Hours**

Arithmetic Ability: This unit will cover number system including questions on simplification, decimals, fractions, LCM, HCF, ratio and proportion, percentage, average, profit and loss, discount, simple and compound interest, mensuration, time and work, time and distance, tables and graphs, etc.

Unit III   **6 Hours**

Reasoning Ability (Verbal): This unit covers questions of both verbal and non verbal type. It includes questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

Unit IV   **6 Hours**

Reasoning Ability (Non-Verbal): This unit includes questions designed to test the candidates' abilities to deal with abstract ideas, any symbols and their relationships, arithmetical computations and other analytical functions.

Unit V   **6 Hours**

General Awareness: This unit is designed to test knowledge of current events and of such matters of every day observation and experience in their scientific aspects as may be expected of an educated person. The test also includes questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, and Geography, economic scene, General polity, Indian Constitution and scientific research.

Text Book
1. Study material prepared by the Course teacher.

Course Title: Financial Accounting III   Semester: III
Course Code : 17UCCC31   Part **: III**   Contact Hours /Week : 6   Credit   : 5

Objectives

        To familiarize the students with the accounting practices of Royalty Accounts, Insolvency Accounts, Hire Purchase and Installment Purchase Systems, Branch and Departmental Accounting

Unit I   **18 Hours**

Fire Insurance Claims – Loss of stock policy – Loss of profit policy – Application of average clause

Unit II   **18Hours**

Royalty Accounts – Accounting treatment in the books of lessor and lessee – Sublease

Unit III   **18 Hours**

Insolvency Accounts – Individual Only – Statement of affairs – Deficiency account (List H). Self balancing system – Self balancing ledger – Transfer from one ledger to another ledger

Unit IV   **18 Hours**

Branch accounts – Types of Branches – Branch not keeping full system of accounting – Branch keeping full system of accounting – Debtors system only (Excluding foreign branches and stock and debtors system)– Departmental accounts – Allocation of expenses – Inter-Departmental transfers – Simple problems only

Unit V   **18 Hours**

Hire purchase accounting – Calculation of interest – Cash price – Accounting treatment in the books of Hire purchaser and Hire vendor – Default and repossession – Hire Purchase Trading Account – Debtors method only - Installment purchase system – Accounting treatment in the books of buyer and seller

Text Book

1. Reddy.T.S.&Murthy.A,(2016), **"*Financial Accounting*",** Margham Publications, Chennai.

Reference Books

1. Tulsian.P.C,(2010) *"Financial Accounting*", Pearson Education, Ed.7, New Delhi.
2. Jain.S.P, Narang,K.L.,(2016) *"Advanced Accountancy*", Kalyani Publishers, Ludhiana.
3. Shukla, M.C., Grewal. T.S.(2016), *"Advanced Accounts*", S.Chand & Company Ltd.
4. Arulanandam. M.A.&Raman, K.S. (2014), *"Advanced Accountancy*", Vol. 1, Himalaya Publishing House.New Delhi.

Course Title: Cost And Management Accounting   Semester: III
Course Code : 17UCCC32   Part : III   Contact Hours /Week : 6   Credit   : 4

Objectives

To enable the students to learn the Fundamentals of Costing and management accounting and also their applications.

Unit I   **16 Hours**

Definition of costing- Important use of costing- Objects and advantages of costing- Difference between cost and financial accounts-Installation of costing system- Analysis of Classification of costs-Preparation of cost sheet.

Unit II   **20 Hours**

Materials: Maintenance of Stores and records, minimum level, Reorder level, Economic ordering quantity-perpetual inventory.

Methods of remunerating Labor: incentive schemes- Accounting of Overheads: Fixed and Variable overheads- Allocation-Apportionment and absorption of overheads.

Unit III   **18 Hours**

Budget and Budgetary control: Objectives and advantages, limitations, functional budget- flexible budget and cash budget. Marginal Costing: Meaning, Objectives and advantage and limitations-Break Even point

Unit IV   **18 Hours**

Financial Statement Analysis and Interpretation: Accounting ratios- Solvency Ratios, Profitable Ratio.

Unit V   **18 Hours**

Fund Flow analysis and Cash Flow analysis: Definition, Significance, Limitations, preparation statement of fund flow statement and cash flow statement.

Text Book

1. S.P Jain & K.L Narang ,"*Cost and Management Accounting*" , Kalyani Publishers, New Delhi. 2005.

Reference Books

1. S.N.Maheshwari, *"Cost and Management Accounting",* Sultan Chand & Sons , New Delhi.
2. I.M.Pandey, *"Management Accounting",* Vikas Publishing House P Ltd. Noida.
3. R.S.N Pillai and Bhagavathy, "*Cost Accounting"*, S.Chand Company Ltd, New Delhi.
4. R.S.N Pillai and Bhagavathy, "*Management Accounting",* S.Chand Company Ltd, New Delhi.

Course Title: Introduction To Multimedia and DTP   Semester: III
Course Code : 17UCCC33   Part : III   Contact Hours /Week :5   Credit   : 4

Objectives

To understand basics of media, data stream, tools of Photoshop and corel draw.

Unit I   **15 Hours**

Introduction: Media and Data streams – Medium – Main properties of multimedia system – Multimedia: Images and Graphics – Basic concepts – Computer Image processing.

Unit II   **15 Hours**

Getting started with Photoshop – Photoshop program window – working with files – working with Images – Images – Image size – Image resolution – Editing Images – color modes – Setting Fore and Background – Making selection – Editing selection.

Unit III   **15 Hours**

The painting tools – Drawing tools – Retouching tools – layers – layer palette – working with layers – Hiding, showing & Deleting layers – Repositioning layers – flattening images – Filters.

Unit IV   **15 Hours**

Corel Draw Basics : Getting started with Corel Draw – Corel Draw Screen – Property Bar – Handling files – Views – Drawing and selection – Getting familiar with Tool box – Getting started with project – working with objects and shapes – Adding effects to objects – Working with text – text tool – Book cover – Converting Text type.

Unit V   **15 Hours**

Formatting text – Text editor – Working with Images –Images – Importing Images – Resizing, rotating, Skewing and cropping Images – Adding Special effects – Exporting Files – Publishing – Changing Page size, page layout and background – Page frame – Inserting, Deleting and Renaming Pages – Rulers.

Text Books

1. Ralf Stein Metz & KlaraNahrstedt (2012),*"Multimedia computing, communications & Application",* Pearson Education, Bangalore.
2. Vikas Gupta, (2008),*"Multimedia and Web Design",* Comdex, Dream Tech Press. New Delhi.

Reference Books

1. Tay Vaughan (2000), *" Multimedia Making It Work",* Ninth Edition Mc Graw Hill Professional, New Delhi.
2. Gary David Bouton(2011), "*CorelDRAW: The Official Guide",* TataMc Graw Hill Professional, New Delhi.
3. Andrew Faulkner&Conrad Chavez (2017)**, "***Adobe Photoshop C Classroom in a book"***,**Adobe Press**.**

Course Title: Introduction To Multimedia and DTP-LAB   Semester: III
Course Code : 17UCCC3P   Part : III   Contact Hours /Week :5   Credit   : 4

Corel Draw   **35 Hours**

1.Design Company Advertisements.
2.Design visiting cards for sales promotion Manager
3.Design Sales Promotion Pamphlet
4.Design Marriage invitation which contains the text both in English and Tamil
5.Design a prospectus for your college
6.Design a catalogue for a furniture shop

Photoshop   **40 Hours**

7. Design Greetings for various occasions
8. Color a given black and white image
9. Apply different filters to the images(Any 10 filters)
10. Create image coloring
11. Design Product wrappers
12. Design Monthly Calendar
13. Design a colorful visiting card
14. Design a digital banner of standard size 7'x5'x6'x4' with text and Photos with suitable effects.

Course Title: Export And Import Procedures   Semester: III
Course Code: 17UCCS31   Part: III   Contact Hours /Week :2   Credit   : 2

Objectives

   To gain familiarity with the International Trade and important features of the EXIM policy, to understand the export and import procedures and documentations and to introduce the students with Export Credit and Export Promotion to enter into Foreign Trade.

Unit I   **6 Hours**

International Trade – Meaning - Importance – Problems- Internal Trade Vs. International Trade - EXIM Policy

Unit II   **6 Hours**

Export Procedure - Export Licensing - Excise Clearance - Customs Clearance - Important Documents used for Export

Unit III   **6 Hours**

Import Procedure - Import Licensing – Payment for Import-Letter of Credit

Unit IV   **6 Hours**

Export Credit – Pre-Shipment Credit – Post-Shipment Credit - Import Credit – Role of EXIM Bank

Unit-V   **6 Hours**

Export Promotion – Role of ECGC – EPC – EOUs, EPZs and SEZs

Text Book

1. Balagopal.T.A.S,(2012), *"Export Management"*, Himalaya Publishing House, New Delhi.

Reference Books

1. Sankaran.S,(2012),*"International Trade"*, Margham Publications, Chennai.
2. Francis Cherunilam,(2013), *"International Trade and Export Management",* Himalaya Publishing House, Mumbai.
3. Jeevanandam.C,(2012), **"*International Trade Policy, Practices, Procedures & Documentation"*,**Sultan Chand & Sons. New Delhi.

Course Title: Financial Accounting IV   Semester: IV

Course Code: 17UCCC41   Part: III   Contact Hours /Week: 6   Credit   :5

Objectives

To enable the students to understand the basic principles and procedure of Preparing Partnership Accounts.

Unit I   **18 Hours**

Partnership accounts: Partnership – definition – Provisions relating to Partnership Accounting – Capital and Current Accounts of partners – Fixed and Fluctuating – Appropriation of profits – Past adjustments and guarantee

Unit II   **18 Hours**

Admission of partner – calculation of new profit sharing ratio – adjustment of undistributed profits, losses and reserves – Revaluations of Assets and Liabilities – Treatment of Goodwill – Adjustment of capitals of partners after admission of a partner

Unit III   **18 Hours**

Retirement of partner – Transfer of balance due to retired partner – Admission cum Retirement - Death of a partner – Treatment of joint life policy – Settlement of amount due to legal representative of deceased partner

Unit IV   **18 Hours**

Amalgamation of firms – Sale to a company

Unit V   **18 Hours**

Dissolution of Partnership: Accounting treatment – Insolvency of partner – Decision in Garner Vs. Murray case –insolvency of all partners – Piecemeal distribution – Proportionate capital method – Maximum loss method

Text Book

1. Reddy.T.S.& Murthy, A. (2016) *"Financial Accounting",* Margham Publications, Sixth revised edition , Chennai.

Reference Books

1. Tulsian, P.C.(2002*) "Financial Accounting",* Pearson Education, New Delhi,, 7th Edition, New Delhi..

2. Jain. S.P., Narang,K.L (2016) *"Advanced Accountancy"*, Kalyani Publishers, Ludhiana.

3. Shukla, M.C., Grewal. T.S (2016) "*Advanced Accounts"*, S.Chand & Company Ltd, New Delhi.

4. Arulanandam, M.A., Raman, K.S. (2014) *"Advanced Accountancy"*, Vol1, Himalaya Publishing House, Mumbai.

Course Title: Banking Theory, Law And Practices   Semester: IV
Course Code: 17UCCC42   Part : III   Contact Hours /Week :6   Credit   :4

Objectives

To enable the students to learn the theory, law and practice of banking.

Unit I   **18 Hours**

Banker and Customer: Origin of Banking – Meaning and definition of Banker – Meaning and definition of Customer – General Relationship between Banker and Customer – Special Relationship - Obligation to honour Cheques – Obligation to maintain secrecy of customer's accounts – Banker's lien – Right to Set – off – Appropriation of Payments (Clayton's Case) – Compound interest – Incidental charges.

Unit II   **18 Hours**

Deposits: Types of Deposits – Current Account, Savings Account – Fixed Deposit and Recurring Deposit – Fixed Deposit Receipt and its legal implications – General Precautions for opening account – Pass book – Meaning – legal aspects of entries in the pass book – Effect of wrong entries favourable to customers – effect of wrong entries favourable to banker. Special Types of Customers – General Procedure for opening accounts in the name of Minor, Married Women, Illiterate, Lunatic, Partnership firm, Joint stock Company Non – trading concerns and joint accounts.

Unit III   **18 Hours**

Negotiable Instruments: Definition – Types – Features – Cheque – Cheque Vs. Bill of Exchange – MICR Cheque – Bouncing of Cheques – Material alteration – Immaterial alteration. Crossing – Meaning – Forms of Crossing – Significance of various forms of crossing. Endorsement – Meaning and Significance – Kinds and Significance – Regularity of endorsement.

Unit IV   **18 Hours**

Paying Banker: Meaning – Duties of a Paying Banker – Circumstances for Dishonouring a Cheque – Statutory Protection under Sec. 85 of the Negotiable Instrument Act – Forgery of Customer's Signature – Payment in due Course – Holder in due Course. Collecting Banker – Meaning – Capacity of the collecting banker – Duties of Collecting Banker – Statutory protection under Sec. 131 of Negotiable Instruments Act – Concept of Negligence – Conversion.

Unit V   **18 Hours**

Loans and Advances: General Principles of Bank lending – Secured advances and unsecured advances – Secured Vs. Unsecured advances – Types of Advances – Loans – cash credit – Overdraft and Bill discounting – Cannons of goods Banking Security – E- Banking – Facets – Advantages – Constraints – E-Cheque – M-Cheque EFT- ECS – EPS – E-Money – E-purse.

Text Book

1. E. Gordon and Dr. K. Natarajan, (2011), *"Banking Theory, Law and Practice",* Himalaya Publishing House, 24ᵗʰ Edition, NewDelhi.

Reference Books

1. Dr.S.Gurusamy,(2010),*"Banking Theory, Law and Practice*", Tata Mcgraw Hill Education Pvt Limited, NewDelhi.
2. S.N.Maheswari, (2012),*"Banking Theory and Practices",* Kalyani Publications, New Delhi.
3. Parameswaran,(2015) "*Banking Theory, Law and Practice",* Sultan Chand & Sons, New Delhi.
4. B.Santhanam,(2014),*" Banking and Financial System",* Margham Publishers, Chennai.
5. S.M.Sundaram,(2009),*"Banking Theory, Law and Practice",* Sree Meenakshi Publications, 8ᵗʰ Edition, Karaikudi.

Course Title: Database Management System   Semester: IV
Course Code: 17UCCC43   Part : III   Contact Hours /Week :5   Credit   :4

Objective

To understand basic DBMS statements, SQL and ER model and to implement PL/SQL and RDBMS terminology, file concepts and normal forms

Unit I   **15 Hours**

Data information and information processing: introduction-definition of information-quality of information-information processing. Introduction to data base management systems-why database needs?-characteristics of data in a data base-database management system-why DBMS?-types of database models-hierarchical model-network model-relational model-dataflow diagram (DFD)

Unit II   **15 Hours**

Entity – Relationship modeling-introduction-ER model-components of an ER model-ER modeling symbols, data normalization-1NF, 2NF, 3NF, BOYCECODDNF, 4NF, 5NF.

Unit III   **15 Hours**

RDBMS terminology-SQL Introduction-SQL Data types-DDL, DML, TCL, DCL-codd's rules-tables, views, indexes, null-queries & sub queries-aggregate functions-joins &unions

Unit IV   **15 Hours**

PL/SQL Blocks-PL/SQL Architecture, variables, data types, control structures-cursors-exception-triggers-types of triggers-procedures and packages-QBE.

Unit V

Introduction to Database applications: Clouding Computing, IOT (internet of things), BIGDATA-Data Mining-Distributed Databases-Mobile Databases- Spatial and Multimedia Databases.

Text Book

1. Alexis leon & Mathews leon,(2002),*"Database Management Systems"***,** Leon Vikas Publishing House, Chennai.

Reference Books

1. G.K.Gupta(2001)*," Data Base Management System*",McGraw Hill Education,4th reprint 2015,Pearson Education Asia, Bangalore.

2. Ragu Rama krishnan and Johannes,(2003), *"Data Base Management System*", McGraw Hill International Edition, New Delhi.

3. Abraham Siberschatz, Henry F.Korth, S.Sundarshan(2016), *"Database System Concepts",* Tata Mc-graw Hill Publication (6th Edition). New Delhi.

4. Bibin Desai,(1990)*,"An introduction to Database System",*Tata Mc-graw Hill Publication (4th Edition). New Delhi.

Course Title: Database Management System-Lab			Semester: IV
Course Code : 17UCCC4P	Part : III	Contact Hours /Week :5	Credits :4

Oracle-Lab   **35 Hours**

1. Create a table 'emp' with the following fields:
    i. Emp,EmpName,BP,HRA,TA,DA,DED,NP and add 10 records.
2. Create an inventory table with the following fields : product ,id, Name, opening

Stock, closing stock, stock and remarks.

stock	Remarks
>=500	Enough
Else	order

3. Create a database with the following fields : Reg No, Name, Qualification, Application date , date of birth , percentage set the following validation rules,

- Qualification should be BE/ME/MS/MCA
- Date of birth should be between 1st January 1980 and 1st January 1982.
- Percentage should be between 50 & 100.
    a) Create a query named interview list to select only the candidate having above 70% and qualification as BE Comp-sci (or) BE Electronics.
    b) Create a query to select the records having names starting with letter S.
    c) Create a query to select the records having names starting with letters S (or) A.
    d) Create a query to select the records having application date between 20-3-03 and 30-3-03.
    e) Sort the table in the ascending order of names.

4. Create database having the following fields Sno, Name, Date of join , basic pay, DA, HRA, CCA , PF , ITAX , Net pay. DA=33% of BP, HRA=15%, CCA=7.5%, PF =8.9% , ITAX=10%.

PL/SQL   **40 Hours**

1. Create an employee table in SQL and process at least 10 queries.
2. Create a program using conditional control, iterative controls and sequential controls.
3. Create a program using exception handling.
4. Create a program using explicit cursors and implicit cursor.
5. Create a program using PL/SQL tables and records.
6. Create a program using data base trigger.
7. Create a program using sub queries having clauses.
8. Create a program using Aggregate functions sum, Average etc.
9. Create a program using primary key constraint and foreign key constraint.
10. Create a DFD(Data Flow Diagram) level 0 & level 1 program for student management system
11. Create a DFD level 2 program for inventory management system.

Course Title: Elements Of Tally   Semester: IV
Course Code: 17UCCS41   Part : IV   Contact Hours /Week :2   Credit   :2

Objectives
To expose the students about the basics of business organizations and accounting in Tally
Unit I   **6 Hours**
Introduction – Tally ERP9 – Features of Tally

Unit II   **6 Hours**

Opening Screen of Tally – Company Creation – Display – Alter - Delete – Shutting down a
company.

Unit III   **6 Hours**

Single/Multiple Group Creation in Tally – Display - Alter - Delete

Unit IV   **6 Hours**

Single/Multiple Ledger Creation in Tally – Display - Alter - Delete

Unit V   **6 Hours**

Vouchers in Tally – Voucher Creation - Features of Tally Vouchers - Various types – Voucher
entry – Short Cut Keys

Text Books

1. Surendran.A,(2014), "*Computerised Accounting and Office Automation*", Sri Harshan
Publications, Rajapalayam.

2.Rizwan Ahmed,(2017),"*Computer Applications in Business with Tally ERP9*", Margham
Publications, Chennai.

Reference Books

1.*Tally- Power of Simplicity, Tally.ERP9 at a Glance*,(2009) Tally Solutions Pvt.
Ltd.Bangalore.

2. Mohapatra,(2012), *"Business Process Automation"*, PHI Learning, New Delhi.

3. Venkatachalam & Chellppan (2014) "*Business Process – PHI Learning*", New Delhi.

Course Title: Financial Accounting V   Semester: V
Course Code: 17UCCC51   Part : III   Contact Hours /Week :6   Credit   :5

Objectives

To enable the students to acquire knowledge of the Corporate Accounting and to familiarize the
students regarding the issue of shares and debentures, company final accounts, valuation of goodwill and
acquisition of business and to give necessary practice to solve the problems relating to them.

Unit I   **18 Hours**

Issue of Shares - Introduction – Accounting Procedures for the Issue of Equity and Preference shares at Par, at Discount and at Premium – Forfeiture and Reissue – Rights issue, Bonus issue and Buyback of shares (Theory only) – Redemption of Redeemable Preference Shares.

Unit II   **16 Hours**

Issue of Debentures – Accounting Procedures for the issue of Debentures – Debentures issued as Collateral Security – Redemption of Debentures – Methods – Installment – Lottery – Sinking fund – Purchase of Own Debentures – Ex-interest and Cum-interest Quotations – Purchase of Own Debentures as Investment – Cancellation of Own Debentures.

Unit III   **18 Hours**

Underwriting of Shares and Debentures – Marked and Unmarked Applications – Firm Underwriting – Final accounts of Joint Stock Company.

Unit IV   **18 Hours**

Valuation of Goodwill – Simple Profit, Super profit and Capitalization methods –Valuation of shares – Intrinsic value, Yield value, and Fair value methods. Liquidation – Liquidator's Final Statement of Account.

Unit V   **20 Hours**

Acquisition of Business (Accounting Treatment Relating to Purchasing Company only) – Profit and Loss Prior to Incorporation. Meaning and Objectives of Accounting Standards – Indian Accounting Standards – Various Accounting Standards (Introduction and Theory only)

(40% Theory and 60% Problems)

Text Books

1. Reddy.T.S.&Murthy,A., (2016), **"*Corporate Accounting*"**, Margham Publications, Chennai.

2. D.S. Rawat, (2013) "Students Guide to Accounting Standards**"**, Taxmann Publications Pvt. Ltd.; Twenty Third edition, Chennai .

Reference Books

1. Tulsian,P.C, (2015). "*Advanced Accountancy*"***,*** *Volumn II,* 7th Edition, Pearson Education, New Delhi

2. Shukla,M.C.,Grewal,T.S., (2017) *"Advanced Accounting", Volumn II***,** S.Chand & Company Ltd., New Delhi.

3. Arulanandam, M.A., Raman, K.S., (2014) "*Advanced Accountancy*"**,** Volume II, Himalaya Publishing House, Mumbai.

Course Title: Income Tax Law And Practice- I		Semester: V
Course Code : 17UCCC52 Part : III	Contact Hours /Week :6	Credit :5

Objectives

To help the students to gain knowledge about the provisions of Indian Income Tax Law and its application in computation of taxable income from various heads of income. (Note: Amendments up to six months prior to the date of Examination)

Unit I   **16 Hours**

  Income Tax Act, 1961 – Definitions – Agricultural income – Previous Year –Assessment year – Assessee – Person – Resident – Ordinarily Resident, Not ordinarily resident and Non -Resident – Deemed income – Capital and Revenue Receipts and Expenditure.

Unit II   **14 Hours**

  Exempted Incomes u/s 10, Exempted income on Free Trade Zones u/s 10A, Special Economic Zones u/s 10AA.

Unit III   **20 Hours**

  Computation of Taxable Income from salary - Income from House Property.

Unit IV   **20 Hours**

  Computation of Income from Business or Profession – Depreciation Allowable

Unit V   **20 Hours**

  Computation of Income from Capital Gains and Income from Other Sources.

(40% Theory and 60% Problems)

Text Book

1. Mehrotra, H.C.and Goyal, S.P *"Income Tax Law and Practice"* "Sahitya Bhawan Publication - Agra

Reference Books

1. Vinoth K.Singhania, *"Income Tax Law and Practice"* Taxmann Publications,Chennai
2. Gaur and Narang *"Income Tax Law and Practice"* Sultan Chand & Sons,   New Delhi.

Course Title: Visual Basic   Semester: V

Course Code : 17UCCC53   Part : III   Contact Hours /Week :4   Credit   :4

Objectives

  To understand the basic concepts of Visual Basic 6.0, learn the basic elements needed for developing Visual Basic applications, VB Procedures, Graphics and File system.

Unit I   **12 Hours**

Introduction – starting & exiting visual basic- using project explorer-working with forms- Using Toolbox -Working with Projects- Building &Running Applications. Adding Code & Using Events- Using Code Window- Naming conventions- Using Variable- Scope-Subroutines &Functions.

Unit II   **12 Hours**

Using Instruction Visual Basic Controls-Label & Textbox Controls-Using Command Button Control -Using Frame, Checkbox, option Button controls-List box and Combo box controls- Formatting controls- using control arrays – Using Tab index. Working with Strings- Using Strings-String functions.

Unit III   **12 Hours**

Working with numbers- Using Numeric values- Using Numeric operators-Math Functions-Random numbers. Using Control Statements-If & Else if - Select Case- Do-For-Exit statements.

Unit IV   **12 Hours**

Using Dialog Boxes- MsgBox- Input box- Common Dialog Control- Open & Save Dialog Boxes-Color Dialog Box- Font Dialog Box-Print Dialog box- Show Help Method.

Unit V

Using Menus- Creating Menus- Adding code to menu -Creating Pop-up Menu -Using Picture box-Rich Text Box. Using files and Databases - opening, closing and deleting files- Reading and writing to files-DAO

Text books

1.   Scott Warner (1999)**,** *"Teach Yourself VB 6"* Tata MC Graw Hill, New Delhi**.**
Chapters: 1-8, 10.1, 10.2

2.   Gray Cornell(1999)," *Visual Basic 6 from the Ground up"*, Tata MC Graw Hill, New Delhi. Chapter 6(page 206-214), Chapter 23(pages 843-854).

Reference books

1.   Noel Jerke (1999), **"***Visual Basic 6: The Complete Reference***"**, First Edition ,Tata MC Graw Hill.

2.   Greg Perry (1999)**,***" Sams Teach Yourself Visual Basic 6***",** Sams Publications**.**

3.   Steven Holzner*,"Visual Basic 6 Programming Black Book"* , New Edition, DreamTech Press.

Course Title: Visual Basic Lab   Semester: V
Course Code: 17UCCC5P   Part : III   Contact Hours /Week :5   Credit   :4

List of Practical

1.   Design an Arithmetic Calculator in VB.
2.   Write a VB to create a menu with simple file and edit options.
3.   Write a VB program to design a colour mixer using basic colours.

4. Write a VB program for picture animation.
5. Write a VB program to find current date and time and day of the given date.
6. Write a VB program for Font control dialog box.
7. Write a VB program to create a mouse down event.
8. Write a VB program for Screen saver.
9. Write a VB program for Implementing String functions.
10. Prepare Mark sheet using data control in VB.
11. Electricity Bill using DAO in VB.

Course Title: Business Law			Semester: V
Course Code: 17UCCE51	Part : III	Contact Hours /Week :5	Credit :3

Objectives

      Business laws set out the basic principles of Mercantile Law simply and clearly. This syllabus is designed to meet the needs of the students and focused to have knowledge of vital areas of Business Law.

Unit I   **15 Hours**

Introduction - Definition of Law – Objects - Need for the Knowledge of Law-Sources of Indian Law-Definition of Commercial Law.

Unit II   **15 Hours**

Law Relating to Contract – Definition of Agreement – Kinds of Agreements – Definition of Contract – Kinds of Contracts – Agreement and Contract Differences – Essential Elements of a Valid Contract – Offer or Proposal – Acceptance – Communication and Revocation of Offer and Acceptance – Consideration – Capacity of Parties –Contingent Contracts – Discharge of Contract – Breach of Contract – Remedies for Breach of Contract.

Unit III   **15 Hours**

Law Relating to Bailment and Pledge – Definition of Bailment – Essentials of Bailment – Different Kinds of Bailment – Rights and Duties of Bailor and Bailee – Termination of Bailment –Finder of Goods – Rights and Liabilities – Definition of Pledge – Essential Rights and Duties of Pledger and Pledgee – Pledge by non-owners –Law of Agency – Contract of Agency – Essentials of Agency – Different Kinds of Agents – Extent of Agents' Authority.

Unit IV   **15 Hours**

Sale of Goods Act – Introduction – Scope of the Act – Meaning of Goods – Classification of Goods – Contract of Sale – Essentials of Contract of Sale – Sale   Distinguished from Agreement to Sell – Sale of Goods and Hire Purchase Agreement – Consumer Protection Act – Rights of Consumers – Complaints to Consumer Forum – Power of Redressal Agency – Three tier Redressal System – Consumer Protection Council.

Unit V   **15 Hours**

Arbitration Act – General provisions of Arbitration Act, 1940 – Definition – Essentials – Effects– Matters Which can be referred to Arbitration – Matters Which cannot be referred to Arbitration – Who can refer Disputes – Implied Conditions – Mode of Arbitration – Arbitration Without Intervention of the Court – Arbitration Through the Court – When No Suit is Pending – Arbitration in Suit – Who is an Arbitrator? – Set Aside an Award – Power of Court – Appeals.

Text Books

1. Pillai, R.S.N. & Bhagavathi (2007*) "Business Law"* S.Chand & Conpany Ltd , New Delhi

2. Teipal Sheth (2012)   "*Business Law"* Pearson Education, Chennai.

Reference Books

1. Shukla, M.C. (2012) "*Mercantile Law"*, Vikas Publishing Co, New Delhi

2. Sreenivasan, M.R. (2007) "*Commercial Law and Industrial Law"*,   Margham Publications, Chennai

3. Kapoor, N.D. (2014 *) "Elements of Mercantile Law"*, Sultan Chand & Sons, New Delhi.

Course Title: Commercial Law   Semester: V
Course Code : 17UCCE52   Part : III   Contact Hours /Week :5   Credit   :3

Objectives

To understand the concept of   legal aspects about Contract and how they will be implemented in business enterprises

Unit I   **15 Hours**

Law of Contracts – Definition – Essential elements of a valid contract – Classification of contracts – Offer – Acceptance – Communication and revocation of offer and acceptance – Consideration – Capacity of parties – Consent – Free consent – Coercion – Undue influence – Fraud – Misrepresentation – Mistake.

Unit II   **15 Hours**

Performance of Contracts – Various modes of discharge of Contracts – Breach of Contracts – Remedies for breach of Contracts – Quasi Contracts.

Unit III   **15 Hours**

Bailment – Definition – Essentials – Rights and duties of Bailor and Bailee – Bailee's lien – Finder of lost goods – Discharge of bailment contracts.

Unit IV   **15 Hours**

Contract of indemnity – Contract of guarantee – Essential features – Kinds – Rights and liabilities of surety – Discharge of Surety.

Unit V   **15 Hours**

Meaning of Agency – Creation and termination of agency – Various modes – Types of agents – Rights and duties of agents and principal.

Text Books

1. Kapoor, N.D. (2017), "*Elements of Commercial Law*", Sultan Chand &Sons, New Delhi.
2. Sreenivasan, M.R. (2007) "Commercial Law and Industrial Law". Margham Publications, Chennai

Reference Books

1. Ventatesan.E,(2015), "Hand book of Mercantile Law", Indian PrintingWorks, Chennai.
2. Shukla & Saxena,(2014), "Business law", S.Chand Publications, New Delhi.
3. Gulshan.S.S & Kapoor.G.K,(2017) "Business law including Company Law", New Age International Publications, New Delhi.

Course Title: International Trade			Semester: V
Course Code : 17UCCS51	Part : IV	Contact Hours /Week :2	Credit :2

Objectives

To impart the students with the knowledge of the basic concepts of international trade and to familiarize with the concepts of balance of trade and balance of payments.

Unit I   **6 Hours**

International trade – Nature and scope – Barriers of International Trade

Unit II   **6 Hours**

Free Trade – Meaning – Objectives—Protection Trade– Meaning – Objectives- Differences between Free Trade and Protection Trade

Unit III   **6 Hours**

Balance of Trade and Balance of Payments – Meaning - Disequilibrium in Balance of Payments – Causes and Remedies.

Unit IV   **6 Hours**

LPG – Liberalisation, Privatisation and Globalisation

Unit V   **6 Hours**

GATT, WTO – Functions – Principles – Organisation Structure.

Text Book

1. Vaish, M.C.and Singh Sudama,(2012*), "International Economics"*,Oxibh Publications house, NewDelhi

Reference Books

1. Varshney and Bhattacharya(2015**) "***International Marketing"*,Sultan chand & sons(P) Ltd. NewDelhi

2. Sundaram, K.P.M.(2005) "*Money, Banking and International Trade" ,* Sultan chand & sons(P) Ltd. NewDelhi

3. Cherunilam, Francis (2006) "*International Business" ,*Prentice Hall of India, New Delhi

4. SubbaRao(2006) "*International Business"*, Himalaya Publishing House, Mumbai.

Course Title: Environmental Studies   Semester: V

Course Code : 17UESV51   Part : V   Contact Hours /Week :2   Credit   :2

Objectives

To disseminate information of Environment of national and international issues, to create environmental consciousness among the students and facilitate environmental leadership among students

Unit I   **6 Hours**

Environment Education: Objectives, Nature and Scope – Environment Education in India, Components of Environment – Biosphere, Lithospheres, Hydrosphere, Atmosphere. Global Environment Issues - Global Warming, Ozone Layer Depletion, Acid Rain, Desertification, Loss of Bio-diversity, E-wastes and Cloud Bursting.

Unit II   **6 Hours**
Ecosystems: Concept, Structure and Functions of an ecosystem – Producers, Consumers and Decomposers; Energy Flow in an Ecosystem - Food Chains, Food Webs and Ecological Pyramids.

Unit III   **6 Hours**
 Energy Resources and Conservation: Definition, Classification – Conventional, Non-Conventional with examples; Solid, Liquid and gaseous Wastes, Conversion of Wastes into Wealth; Energy from Wastes.

Unit IV   **6 Hours**
Natural Resources: Introduction, Types - Forest, Water, Mineral, Animal and Livestock, Land & Food; Resources Depletions - causes, consequences and remedies. Environmental Pollution – Noise, Air, Water, Soil - Causes, Consequences and Remedial Measures; Environment Laws, Acts Rules and Procedures in India – Social Issues – Sustainable Development.

Unit V   **6 Hours**
Biodiversity and its Conservation: Introduction, Types of Biodiversity – Genetic,
Species and Ecological Levels; Bio-diversity at Global, and National levels; Loss of Biodiversity – causes and consequences and remedial measures; Hot Spots and Cool Spots of Bio-diversity; Biodiversity Conservation and Strategies – In Situ and Ex Situ.

Text Book
1.Ravichandran, P. and Muthumari, M. (2019), *Environmental Studies*, New Century Book House, Chennai.

Reference Books
1. Abhijit Mallick (2014), *Environmental Science and Management*, Viva Books Private Limited, New Delhi.
2. Kanagasabai. S,(2010), *Textbook on Environmental Studies*, PHI Learning Private Limited, New Delhi.
3. Rajagopalan. R, (2005), *Environmental Studies*, Oxford University Press, New Delhi.
4. Ulaganathan Sankar (2001), *Environmental Economics*, Oxford University Press, New Delhi.
5. Shukla, R.S., and Chandel, P.S (2003), *Plant Ecology*. S.Chand & Company Ltd., New Delhi.
6. Ramakrishnan, P.S. (2013), *Ecology and Sustainable Development*. National Book Trust, India.

Course Title: Human Resource Management	Semester: VI
Course Code : 17UCCC61 Part : III Contact Hours /Week :6	Credit :4

Objectives
To enable the students to acquire the basic knowledge of the principles and practice of human resources management in an organisation.

Unit I   **18 Hours**

Nature and Scope of Human Resource Management (HRM) – Differences Between Personnel Management and HRM – Environment of HRM – Human Resource Planning – Recruitment – Selection – Method of Selection – Use of Various Tests – Interview Techniques in Selection – Placement.

Unit II   **18 Hours**

Introduction – Training – Methods – Techniques – Identification of the Training Needs – Training and Development – Performance Appraisal – Transfer – Promotion, Demotion and Termination of Services – Career development.

Unit III   **18 Hours**

Remuneration – Components of Remuneration – Incentives – Benefits – Motivation – Welfare and Social Security Measures.

Unit IV   **18 Hours**

Labour Relations – Functions of Trade Unions – Forms of Collective Bargaining – Workers' Participation in Management – Types and Effectiveness – Industrial Disputes Redressal and Settlement (Laws Excluded).

Unit V   **18 Hours**

Human Resource Audit – Nature – Benefits – Scope – Approaches.

Text Book

1.Radha, (2012) "*Human Resource Management*", Margham Publication, Chennai.

Reference Books

1. Gupta, C.B. (2013), "*Human Resource Management*" Sultan Chand & Sons New Delhi.
2. Prasad L.M, (2012), "*Human Resource Management*", Sultan Chand & Sons, New Delhi.
3. Tripathi, P.C (2013), "*Human Resource Management*", Sultan Chand & Sons, New Delhi.

Course Title: Income Tax Law And Practice - II   Semester: VI
Course Code: 17UCCC62   Part : III   Contact Hours /Week :6   Credit   :5

Objectives

To enable the students to gain knowledge of the provisions of the Indian Income Tax law and their applications in computation of taxable income of Individuals, Firms, HUFs and Corporate assessee.

Unit I   **16 Hours**

Clubbing of income – Set-off of Losses and Carry Forward of Losses – Deductions from Gross Total Income.

Unit II   **20 Hours**

Assessment of Individuals and Hindu Undivided Family.

Unit III   **20 Hours**

Assessment of Partnership Firms – Assessment of Association of Persons – Assessment of Joint Stock Companies.

Unit IV   **16 Hours**

Income Tax Authorities – Appointment, Powers and Duties –Return of Income – Submission of Return of Income- Return of Losses- Belated Return- Revised Return.

Unit V   **18 Hours**

Procedure for Assessment – Self Assessment – Reassessment – Best Judgment Assessment – Ex-party Assessment – Rectification of Mistakes – Reopening of Assessment. Deduction and Collection of Tax at Source – Advance Payment of Tax – Consequences of Failure to Deduct or Pay Tax.
(40% Theory and 60 % Problems)

Text Book

.   1 Mehrotra, H.C. and Goyal, S.P.(2018)" *Income Tax Law and Practice*", "Sahitya Bhawan Publication, Agra.

Reference Books

1**.** VinothK.Singhania,(2018) *"Income Tax Law and Practice",* Taxmann Publications, Chennai

2. Gaur and Narang(2018) *"Income Tax Law and Practice",* Sultan Chand & Sons, New Delhi.

Course Title: Introduction To Internet And Web Technologies   Semester: VI
Course Code : 17UCCC63   Part : III   Contact Hours /Week :5   Credit   : 4

Objectives

To understand the basic concepts of Internet and to learn the basic elements needed for developing web applications using HTML, DHTML&CSS, XML,JSP.

Unit I   **15 Hours**

Basic of Computer Networks-Topologies of Computer Network-Layers in Networking-Type of Networks, Internet-History of Internet-Internet Services-Uses of Internet-Protocols-Web Concepts.

Unit II   **15 Hours**

Introduction-SGML-Outline of HTML Document-Head Section-Body Section-HTML – Hyperlink-Table-Forms. Introduction-Language Elements Object of Java Script-Other Objects-Arrays-strings

Unit III   **15 Hours**

Introduction-CSS-DHTML Document Object Model and Collections-Events Handling-Filters And Transactions Data Binding.

Unit IV   **15 Hours**

Introduction-HTML VS XML-Syntax of XML-XML Attributes-XML Validation-XML DTD-Building Block Of XML Document DTD Elements-DTD Attributes-DTD Entitles-DTD Validation-XSL-Transformation XML Name Space-XML Schemes.

Unit V   **15 Hours**

Introduction-Advantages Of JSP-Developing First JSP-Components Of JSP-Retrieving Data From HTML To JSP-JSP Session-Cookies.

Text books

1.Raj kamal(2002), *"Internet and Web Technologies"* Tata McGraw-Hill Publishers. Chapter -1(pg:10-47)

2.N.P.Gopalan,J.Akilandeswari,"*Web Technology-A Developer's Perspective"* , Prentice Hall of India Private limited. Chapters:1,4,5,7,8,11

Reference books

1.Paul J.Perry (1995),"*World Wide Web Secrets"*, Comdex Computer Publishing.

2.Bob Breedlove et al(1996)**,***"Web programming Unleashed"* ,world cat.org (Book: 1-57521-117-3).

3. Er.V.K.Jain(2002),**"***Programming WAP"* , Dream Tech Press.

Course Title: On The Job Training/Project   Semester: VI
Course Code: 17UCCC6R   Part : III   Contact Hours /Week :5   Credit   :4

➢ Computer Project submission
➢ Viva – Voce examination

Course Title: Industrial   Law   Semester: VI
Course Code: 17UCCE61   Part: III   Contact Hours /Week: 6   Credit   :3

Objectives

To familiarize the students with the understanding and provisions of industrial related laws and to discuss case studies and problems involving issues in industrial laws.

Unit I   **18 Hours**

Factories Act, 1948 (Sec 16 to 84) – Preliminaries – Inspecting staff – Health, Safety and Welfare of workers – Working hours of adults – Employment of women and young person's – Leave with wages.

Unit II   **18 Hours**

Trade Unions Act, 1926 – Definition – Registration – Rights and liabilities of trade unions – Immunity from civil and criminal liability – Books and returns – Penalties – Dissolution

Unit III   **18 Hours**

Industrial Disputes Act,1947 – Definition of authorities – Procedure and power of authorities – Reference to arbitration – Strikes and lock outs – Lay off – Retrenchments.

Unit IV   **18 Hours**

Workmen's Compensation Act, 1923 – Nature and scope – Definition – Workmen's Compensation – Employer's liability – Meaning of Accident – Compensation – Permanent, Partial and Temporary Disablement – Compensation of Half Monthly Payment.

Unit V   **18 Hours**

Employees State Insurance Act, 1948 – Nature and Scope – Contribution – Benefits – Disputes and Claims

Text Book
1. Kapoor, N.D. (2014 *) "Elements of Mercantile Law"*, Sultan Chand & Sons, New Delhi.
Reference Books
1. Puri, S.K. (2016) "*Labour and Industrial Laws",* Allahabad Law Agency, Allahabad.
2. Sunil N. Shah (2017) "*Industrial Law"*, Himalaya Publications, New Delhi.
3.Sreenivasan.M.R.(2007) "*Commercial Law and Industrial Law"*, Margham Publications, Chennai.

Course Title: Mercantile Law   Semester: VI
Course Code: 17UCCE62   Part : III   Contact Hours /Week :6   Credit   :3

Objectives

To inculcate various Mercantile laws among the students and how they would be implemented in an industrial unit.

Unit I   **18 Hours**

The Industrial Employment (Standing Orders) Act, 1946.: Introduction – Definitions – Features – Scope and Application of the Act – Standing Orders: Matters provided – Provisions - Procedure for certification of Standing Orders – Powers of certifying officers.

Unit II   **18 Hours**
Payment of Wages Act, 1936: Introduction – Objectives – Application –Rules for Payment of wages – Deduction and Penalty – Maintenance of Registers & Records – Inspectors : Appointment & Powers – Adjudication of Claims.

Unit III   **18 Hours**
Minimum Wages Act,1948: Objectives – Definition – Fixation and Revision of Minimum Wages – Procedure – Advisory Board: Appointment & Powers – Payment of Minimum wages – Maintenance of Register & Records – Inspectors: Appointment & Powers – Contracting out – Offences and Penalties.

Unit IV   **18 Hours**
Payment of Bonus Act 1965 - Objectives - Application – Definitions – Determination of Bonus – Bonus linked with production or Productivity – Inspectors: Appointment – Offences & Penalties.

Unit V   **18 Hours**
Payment of Gratuity Act 1972: Objectives – Definitions – Scope- Payment & forfeiture of Gratuity Exemptions – Nomination – Determination & Recovery of Gratuity – Offences and Penalties.
The Maternity Benefit Act 1961.: Objectives – Definitions – Scope- Payment of maternity Benefit – Conditions – Leave & Nursing Breaks – Offences and Penalties.

Text Books
1.Kapoor, N.D. (2017), "*Elements of Commercial Law",* Sultan Chand &Sons, New Delhi.
2.Sreenivasan, M.R. (2007) "Commercial Law and Industrial Law". Margham Publications, Chennai

Reference Books
1.Sreenivasan, M.R. & Balaji, (2011), "Industrial Law and Public Relations". Margham Publications, Chennai
3.Dr.Kapoor.G.K(2011) "Lectures on Business & Corporate Laws" Sultan Chand &Sons, New Delhi.

Course Title: Value Education   Semester: VI
Course Code: 17UVEV61   Part : IV   Contact Hours /Week :2   Credit   :2

Unit I   **6 Hours**
Values and the Individual : Meaning of Value Education - Significance of Values – Classification of Values – Objectives of Value Education - Need for the Inclusion of Value Education – Values and the

Individual; Self Discipline, Self Confidence, Self Initiative, Empathy, Compassion, Forgiveness, Honesty and Moral Courage.

Unit II   **6 Hours**

Values and Religions / Faiths: Karma Yoga in Hinduism – Ahimsa in Jainism - Compassion in Buddhism - Love   and Justice in Christianity – Universal Brotherhood in Islam- Selfless Service in Sikhism – Need for Inter Religious Dialogue and Communal Harmony.

Unit III   **6 Hours**

Values and Society: Definition of Society – Democracy – Secularism – Socialism – Gender Justice –   Human Duties/Rights – Socio-Political Awareness – Multi Culturalism and Social   Integration – Social Justice.

Unit IV   **6 Hours**

Professional Values: Definition – Accountability – Willigness to Learn – Team Spirit – Consensus   – Honesty – Transparency – Mutual Respect – Democratic Functioning– Integrity and Commitment.

Unit V   **6 Hours**

Role of Social Institutions in Value Formation: Role of Family – Peer Group – Society – Educational Institutions – Role Models – Swamy Vivekananda – Mahatma Gandhi – Martin Luther King Jr. – Mother Teresa   Mass Media in Value Formation.

Text Book

1.Kannan.S, Sujatha.S & Ramachandran.S (2019) "*Values of Education*" the New Century Book House, Chennai.

Reference Books

1.Saravanan.P & Andichamy.P,(2018) **"***Value Education***"** Merit India Publications, Madurai.

2.Swami Chidbhavanandha,(2017)**"***Indian National Education***"** Sri Ramakrishna Mutt, Thirupparaithurai, Trichy

3.Gandhi.M.K (2019) *"An Autobiography or The Story of My Experiment with Truth"* Navajeevan Publication, Ahmadabad.

5.Jeyapragasam.S(2006), *"World Religions"* CEPCHIRA, Madurai.

Course Title: Employability Skills and Personality Development

Semester: V   Course Code: 17CCCA51   Total Hours /sem :30

Objectives

To acquire transferable skills needed by an individual to make them 'employable' and to develop all-round personalities with a mature outlook to function effectively in different circumstances.

Unit I   **6 Hours**
  Introduction to Employability Skills – Meaning – Definition – Hard Skills and Soft Skills – Employability Skills and Vocational Skills – Employability and Employment – Employability Attributes.
Unit II   **6 Hours**
  Inter – relationships of Employability Skills – Communication – Team work – Problem Solving – Initiative and Enterprise – Planning and Organizing – Self Management – Learning – Technology.
Unit III   **6 Hours**
  Managerial Personality: Definition of Personality – Basics of Personality – Determinants of Personality – Development of Personality – Theories of Personality. Personality Traits – Definition – Nature and Importance of Perception. Factors Influencing the Perception.
Unit IV   **6 Hours**
  Self Development: Self-awareness – Self-confidence – Mnemonics – Goal Setting – Time Management and Effective Planning, Human Growth and Behaviour. Self Management: Stress Management – Meditation and Concentration Techniques – Self Hypnotism – Self Acceptance and Growth.
Unit V   **6 Hours**
  Transactional Analysis – Ids – Ego – Super Ego – Transactions – Life Positions – Winners and Losers – Interpersonal Relations.

  Text Book
   1.Sharma.S.P, (2012), "A youngsters guide to Personality Development**"** V& S Publishers, F2/16, Ansari Road, Daryaganj, New Delhi – 110 002.

  Reference Books
   1.Shalini Verma (2013), " Personality Development and Soft Skill**",** Goyal Brothers Prakashan ,New Delhi.
   2.Subhas.C and Kapil Dev(2018), **"** A Text Book of Employability Skills**",** Computech Pubilications Limited, New Delhi.

Course Title: Body Language And Interview Skills
Semester: VI   Course Code: 17CCCA61   Total Hours /Sem :30

Objectives
  To understand body language and how to respond to difficult people, use body language for yourself and your empowerment, to understand the importance of the interview to the organization and to identify the main types of interview that is employed within the organization.

Unit I   **6 Hours**
        Gestures and Their Meetings – Palm Gestures and Smiling Gestures. Hand and Arm Gestures, Hand to Face Gestures. Leg Gestures, Pointers, Courtship Gestures.

Unit II   **6 Hours**
        Territories and Zones – Territorial Gestures, Expectancy. Understanding Attitudes by Body Gestures.

Unit III   **6 Hours**
        Elements of Interview – Oral, Observational, Face to Face, Conversational Personal evaluation. Pre interview Stage: Self Assessment, Factors Considered in Selecting a Company Factors in Choosing a Job for Applying Certificate Arrangements.

Unit IV   **6 Hours**
        Preparing for Interview: Dress Code, Need for Punctuality, Avoiding Tensions and Nervousness, Qualities Observed during the Interview.

        How to Answer Questions. Commonly Asked Questions, Need for Preparation, Post Interview Behaviour.

Unit V   **6 Hours**
        Attitude formation – Reasons for Negative Attitude, Components, Functions and Developing Positive Mental Attitude.

        Text Book
          1. Vinay Mohan – "Understanding Body Language" – Pustak Mahal Publications.
          2. Diane Berk – "Preparing for Interview", Viva Books Pvt. Ltd.

        Reference Books
          1) Shalini Varma – "Art of reading gestures and posture", S. Chand & Co. New Delhil.
          2) Farhathullah – "Planning Career in 21st Century Job Market" – Boston Publishers.
          3) Sudhir Andrews – "How to Succeed Interviews" – Tata Mc Graw Hill Company. New Delhi.