MOTHER TERESA WOMEN'S

UNIVERSITY KODAIKANAL - 624101

DEPARTMENT OF COMMERCE

B.Com, with Computer Applications

Curriculum Framework, Syllabus, and Regulations

(Based on TANSCHE Syllabus under Choice Based Credit System -CBCS)

(For the candidates to be admitted from the Academic Year2023-24)

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Mother Teresa Women's University, Kodaikanal
Department of Commerce
Choice Based Credit System (CBCS)
(2023-2024 onwards)
Bachelor of Commerce with Computer Applications

1. About the Programme

The Revised syllabus for the B.Com with Computer Applications Programme is recommended from the academic year 2023– 2024 onwards. The regulations scheme of examinations and syllabus for the B.Com Programme with Computer Application is based on UGC/TANSCHE guidelines under the Choice Based Credit System (CBCS).The Bachelor's Degree in B. Com with Computer Application is awarded to the student on the basis of demonstrated achievement of outcomes (expressed in terms of knowledge, understanding, skills, attitudes, and values) and academic criteria expected of graduates at the end of the program. Therefore, the learning outcomes of this particular program are aimed at facilitating the students to acquire these attributes, keeping in view changes in the current socio-economic environment. The Learning Outcomes-based Curriculum Framework (LOCF) of B. Com with Computer Application has been designed keeping in view the graduate attributes, qualification descriptors, program learning outcomes, and course learning outcomes.

2.Programme Educational Objectives

The **B.Com. (Computer Applications)** Programme describes accomplishments that graduates are expected to attain within five to seven years after graduation. The Programme has been designed with following objectives:

PEO1   To provide students with specific knowledge and skills relevant to their disciplines and career.

PEO2   To make the students acquainted with technical and practical concepts for understanding the real business problems using different programming languages.

PEO3   To train the students on practical business applications using high level programming languages in real world.

PEO4   To create awareness about the useful applications of different computer languages that solve real world problems.

PEO5   To train the students to enhance the knowledge on visual based programming language and object-oriented language in different business applications using various design principles portraying the concepts of computer applications in business activities.

3.Program Outcomes (POs)

On successful completion of the B.Com (Computer Application) Program, students will be able to

PO 1	**Disciplinary knowledge:** Capable of demonstrating comprehensive knowledge and understanding of one or more disciplines that form a part of an undergraduate Programme of study
PO 2	**Communication Skills:** Ability to express thoughts and ideas effectively in writing and orally; Communicate with others using appropriate media; confidently share one's views and express herself/himself; demonstrate the ability to listen carefully, read and write analytically, and present complex information in a clear and concise manner to different groups.
PO 3	**Critical Thinking:** Capability to apply analytic thought to a body of knowledge; analyse and evaluate evidence, arguments, claims, beliefs on the basis of empirical evidence; identify relevant assumptions or implications; formulate coherent arguments; critically evaluate practices, policies and theories by following scientific approach to knowledge development.
PO 4	**Problem-solving: Capacity** to extrapolate from what one has learned and apply their competencies to solve different kinds of non-familiar problems, rather than replicate curriculum content knowledge; and apply one's learning to real life situations
PO 5	**Analytical Reasoning**: Ability to evaluate the reliability and relevance of evidence; identify logical flaws and holes in the arguments of others; analyze and synthesize data from a variety of sources; draw valid conclusions and support them with evidence and examples, and addressing opposing viewpoints.
PO 6	**Research-related Skills**: A sense of inquiry and capability for asking relevant/appropriate questions, problem arising, synthesising and articulating; Ability to recognise cause-and-effect relationships, define problems, formulate hypotheses, test hypotheses, analyse, interpret and draw conclusions from data, establish hypotheses, predict cause-and-effect relationships; ability to plan, execute and report the results of an experiment or investigation
PO 7	**Cooperation/Team-work:** Ability to work effectively and respectfully with diverse teams; facilitate cooperative or coordinated effort on the part of a group, and act together as a group or a team in the interests of a common cause and work efficiently as a member of a team
PO 8	**Scientific Reasoning**: Ability to analyse, interpret and draw conclusions from quantitative/qualitative data; and critically evaluate ideas, evidence and experiences from an open-minded and reasoned perspective
PO 9	**Reflective thinking**: Critical sensibility to lived experiences, with self awareness and reflexivity of both self and society.
PO 10	**Information/digital literacy:** Capability to use ICT in a variety of learning situations, demonstrate ability to access, evaluate, and use a variety of relevant information sources; and use appropriate software for analysis of data.
PO 11	**Self-directed Learning**: Ability to work independently, identify appropriate resources required for a project, and manage a project through to completion.

PO 12	**Multicultural Competence:** Possess knowledge of the values and beliefs of multiple cultures and a global perspective; and capability to effectively engage in a multicultural society and interact respectfully with diverse groups.
PO 13	**Moral and Ethical Awareness/Reasoning**: Ability to embrace moral/ethical values in conducting one's life, formulate a position/argument about an ethical issue from multiple perspectives, and use ethical practices in all work. Capable of demonstrating the ability to identify ethical issues related to one's work, avoid unethical behaviour such as fabrication, falsification or misrepresentation of data or committing plagiarism, not adhering to intellectual property rights; appreciating environmental and sustainability issues; and adopting objective, unbiased and truthful actions in all aspects of work.
PO 14	**Leadership Readiness/Qualities:** Capability for mapping out the tasks of a team or an organization, and setting direction, formulating an inspiring vision, building a team who can help achieve the vision, motivating and inspiring team members to engage with that vision, and using management skills to guide people to the right destination, in a smooth and efficient way.
PO 15	**Lifelong Learning:** Ability to acquire knowledge and skills, including, learning how to learn", that are necessary for participating in learning activities throughout life, through self-paced and self-directed learning aimed at personal development, meeting economic, social and cultural objectives, and adapting to changing trades and demands of work place through knowledge/skill development/re-skilling.

4. Programme Specific Outcomes (PSO)

After the successful completion of B.COM(Computer Application) Program, the students are expected to

PSO 1	**Placement:** To prepare the students who will demonstrate respectful engagement with others' ideas, behaviors, and beliefs and apply diverse frames of reference to decisions and actions.
PSO 2	**Entrepreneur:** To create effective entrepreneurs by enhancing their critical thinking, problem solving, decision making and leadership skill that will facilitate startups and high potential organizations
PSO 3	**Research and Development:** Design and implement HR systems and practices grounded in research that comply with employment laws, leading the organization towards growth and development.
PSO 4	**Contribution to Business World:**To produce employable, ethical and innovative professionals to sustain in the dynamic business world.
PSO 5	**Contribution to the Society:**To contribute to the development of the society by collaborating with stakeholders for mutual benefit

5.Eligibility

Candidate should have passed the Higher Secondary Examination or CBSE Examination from school with Commerce, Accountancy and Computer.

6.General Guidelines for UG Programme

i. Duration: The programme shall extend through a period of 6 consecutive semesters and the duration of a semester shall normally be 90 days or 450 hours. Examinations shall be conducted at the end of each semester for the respective subjects.

ii. Medium of Instruction: English

7.Evaluation: Evaluation of the candidates shall be through Internal Assessment and External Examination for both Theory and Practical.

7.1Evaluation Pattern

EVALUATION PATTERN	Components for Evaluation	Maximum Marks (both Theory and Practical)	Minimum Marks (both Theory and Practical)
Internal Evaluation	Continuous Internal Assessment Test	25 Marks	10 Marks
	Assignments / Snap Test / Quiz		
	Seminars		
	Attendance and Class Participation		
External Evaluation	End Semester Examination-Theory and Practical	75 Marks	30 Marks
Total		100 Marks	40 marks

* Minimum credits required to pass: 140

7.2.Internal Assessment-CIA

There shall be three tests conducted by the faculty concerned and the average of the best two can be taken as the Continuous Internal Assessment (CIA) for a maximum of 25 marks. The duration of each test shall be one / one and a half hour.

7.3Question Paper Pattern for External Examination for all Course Papers

Max. Marks: 75   **Time: 3 Hrs.**

S.No.	Part	Type	Marks
1	A	**10*1 Marks=10** Multiple Choice Questions (MCQs): 2 questions from each Unit	**10**
2	B	**5*4=20** Two questions from each Unit with Internal Choice (either / or)	**20**
3	C	**3*15=45** Open Choice: Any three questions out of 5 : one question from each unit	**45**
		Total Marks	**75**

7.4.Methods of Assessment

METHODS OF ASSESSMENT	
Remembe ring (K1)	• The lowest level of questions require students to recall information from the course content • Knowledge questions usually require students to identify information in the textbook.
Understan ding (K2)	• Understanding off acts and ideas by comprehending organizing, comparing, translating, interpolating and interpreting in their own words. • The questions go beyond simple recall and require students to combine data together
Applicati on (K3)	• Students have to solve problems by using/applying a concept learned in the classroom. • Students must use their knowledge to determine a exact response.
Analyze (K4)	• Analyzing the question is one that asks the students to break down something in to its component parts. • Analyzing requires students to identify reasons causes or motives and reach conclusions or generalizations.

Evaluate (K5)	• Evaluation requires an individual to make judgment on something. • Questions to be asked to judge the value of an idea, a character,a work of art, or a solution to a problem. • Students are engaged in decision-making and problem–solving. • Evaluation questions do not have single right answers.
Create (K6)	• The questions of this category challenge students to get engaged in creative and original thinking. • Developing original ideas and problem solving skills

8.Project

8.1Project Report

A student should select a topic for the Project Work at the end of the fifth semester itself and submit the Project Report at the end of the sixth semester. The Project Report shall not exceed 30 typed pages in Times New Roman font with 1.5 line space.

8.2Project Evaluation

There is a Viva Voce Examination for Project Work. The Guide and an External Examiner shall evaluate and conduct the Viva Voce Examination. The Project Work carries 100 marks (Internal: 25 Marks; External (Viva): 75 Marks).

9.Conversion of Marks to Grade Points and Letter Grade
(Performance in a Course/Paper)

Range of Marks	Grade Points	Letter Grade	Description
90 – 100	9.0 – 10.0	O	Outstanding
80-89	8.0 – 8.9	D+	Excellent
75-79	7.5 – 7.9	D	Distinction
70-74	7.0 – 7.4	A+	Very Good
60-69	6.0 – 6.9	A	Good
50-59	5.0 – 5.9	B	Average
00-49	0.0	U	Re-appear
ABSENT	0.0	AAA	ABSENT

10.Attendance

Students must have earned 75% of attendance in each course for appearing for the examination. Students with 71% to 74% of attendance must apply for condonation in the Prescribed Form with prescribed fee. Students with 65% to 70% of attendance must apply for condonation in the Prescribed Form with the prescribed fee along with the Medical Certificate. Students with attendance lesser than 65% are not eligible to appear for the examination and they shall re-do the course with the prior permission of the Head of the Department, Principal, and the Registrar of the University.

11.Maternity Leave

The student who avails maternity leave may be considered to appear for the examination with the approval of Staff i/c, Head of the Department, Controller of Examination, and the Registrar.

12.Any Other Information

In addition to the above-mentioned regulations, any other common regulations pertaining to the UG Programmes are also applicable for this Programme.

13.Faculty Course File Structure

a.	Academic Schedule	**q.**	Laboratory Experiments related to the Courses
b.	Students Name List	**r.**	Internal Question Paper
c.	Time Table	**s.**	External Question Paper
d.	Syllabus	**t.**	Sample Home Assignment Answer Sheets
e.	Lesson Plan	**u.**	Three best, three middle level and three average Answer sheets
f.	Staff Work load	**v.**	Result Analysis (CO wise and whole class)
g.	Course Design(content, Course Outcomes(COs), Delivery method, mapping of COs withProgrammeOutcomes(POs),AssessmentPatt ernintermsofRevisedBloom'sTaxonomy).	**w.**	Question Bank for Higher studies Preparation(GATE/Placement)
h.	Sample CO Assessment Tools	**x.**	List of mentees and their academic achievements
i.	Faculty Course Assessment Report(FCAR)		
j.	Course Evaluation Sheet		
k.	Teaching Materials(PPT,OHPetc)		
l.	Lecture Notes		
m.	Home Assignment Questions		
n.	Tutorial Sheets		
o.	Remedial Class Record, if any		
p.	Projects related to the Course		

14.Common Template for UG Programmes as per TANSCHE (Credit Distribution)

Sem I	Credit	H	Sem II	Credit	H	Sem III	Credit	H	Sem IV	Credit	H	Sem V	Credit	H	Sem VI	Credit	H
Part 1. Language – Tamil	3	6	Part..1. Language – Tamil	3	6	Part..1. Language – Tamil	3	6	Part..1. Language – Tamil	3	6	5.1 Core Course –\CC IX	4	5	6.1 Core Course – CC XIII	4	6
Part.2 English	3	6	Part..2 English	3	6	Part..2 English	3	6	Part..2 English	3	6	5.2 Core Course – CC X	4	5	6.2 Core Course – CC XIV	4	6
1.3 Core Course – CC I	5	5	2..3 Core Course – CC III	5	5	3.3 Core Course – CC V	5	5	4.3 Core Course – CC VII Core Industry Module	5	5	5. 3.Core Course CC -XI	4	5	6.3 Core Course – CC XV	4	6
1.4 Core Course – CC II	5	5	2.4 Core Course – CC IV	5	5	3.4 Core Course – CC VI	5	5	4.4 Core Course – CC VIII	5	5	5. 4.Core Course –/ Project with viva-voce CC -XII	4	5	6.4 Elective - VII Generic/ Discipline Specific	3	5
1.5 Elective I Generic/ Discipline Specific	3	4	2.5 Elective II Generic/ Discipline Specific	3	4	3.5 Elective III Generic/ Discipline Specific	3	4	4.5 Elective IV Generic/ Discipline Specific	3	3	5.5 Elective V Generic/ Discipline Specific	3	4	6.5 Elective VIII Generic/ Discipline Specific	3	5
1.6 Skill Enhancement Course SEC-1	2	2	2.6 Skill Enhancement Course SEC-2	2	2	3.6 Skill Enhancement Course SEC-4, (Entrepreneurial Skill)	1	1	4.6 Skill Enhancement Course SEC-6	2	2	5.6 Elective VI Generic/ Discipline Specific	3	4	6.6 Extension Activity	1	-
1.7 Skill Enhancement -(Foundation Course)	2	2	2.7 Skill Enhancement Course –SEC-3	2	2	3.7 Skill Enhancement Course SEC-5	2	2	4.7 Skill Enhancement Course SEC-7	2	2	5.7 Value Education	2	2	6.7 Professional Competency Skill	2	2
						3.8 E.V.S.	-	1	4.8 E.V.S	2	1	5.8 Summer Internship /Industrial Training	2				
	23	30		23	30		22	30		25	30		26	30		21	30
Total – 140 Credits																	

15. Semester-wise Structure

B.Com. with Computer Applications Programme Structure from the Academic Year 2023-2024 onwards

Sl. No.	Course Code	Course Title	Credits	Hours			Continuous Internal Assessment (CIA)	End Semester Exam (ESE)	Total
				L	T	P			
Semester I									
1	U23TAL11	Part-I Language	3	-	6	-	25	75	100
2	U23ENL21	Part II- English	3	-	6	-	25	75	100
3	U23CCT11	Part-III Core Paper I –Financial Accounting I	5	-	5	-	25	75	100
4	U23CCT12	Part-III Core Paper II-Principles of Management	5	-	5	-	25	75	100
5	U23CCE1A	Part-III Elective I - Programming in C and Lab (Practical)	3	2	-	2			
	U23CCE1B	Elective I - Python Programming and Lab (Practical)					25	75	100
6	U23CCS11	Part-IV-Skill Enhancement Course SEC-I- Fundamentals of Information Technology(Theory)	2	-	-	2	25	75	100
7	U23CCF11	Part-IV - Foundation Course FC – Fundamentals of Commerce	2	-	2	-	25	75	100
		Total	23		30				700
SEMESTER-II									
8	U23TAL12	Part-I Language	3	-	6	-	25	75	100
9	U23ENL22	Part-II English	3	-	6	-	25	75	100
10	U23CCT23	Part-III Core Paper III- Financial Accounting II	5	-	5	-	25	75	100
11	U23CCT24	Part- III Core Paper IV- Business Law	5	-	5	-	25	75	100
12	U23CCE2A	Part-III Elective II- Office Automation and Lab - (Practical)	3	2	-	2	25	75	100
	U23CCE2B	Part-III Elective II - Programming in C++ and Lab (Practical)							
13	U23CCS22	Part-IV - Skill Enhancement Course SEC – 2-Soft Skills-Introduction	2	-	2	-	25	75	100
14	U23CCS23	Part-IV - Skill Enhancement Course SEC 3- Managerial Skills	2	-	2	-	25	75	100
		Total	**23**		**30**				**700**

16.Syllabus in Detail

B.COM. WITH COMPUTER APPLICATIONS

FIRST YEAR   **CORE-I**   **SEMESTER I**

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		Total
									CIA	External	
U23CCT11	**FINANCIAL ACCOUNTING-I**	**CORE**	5	-	-	-	5	5	25	75	100

Learning Objectives	
1	To understand the basic accounting concepts and standards.
2	To know the basis for calculating business profits.
3	To familiarize with the accounting treatment of depreciation.
4	To learn the methods of calculating profit for single entry system.
5	To gain knowledge on the accounting treatment of insurance claims.

Prerequisites: Should have studied Accountancy in XII Std

COURSE CONTENTS

UNIT-I   **(15 Hrs)**
Fundamentals of Financial Accounting
Financial Accounting – Meaning, Definition, Objectives, Basic Accounting Concepts and Conventions - Journal, Ledger Accounts– Subsidiary Books — Trial Balance - Classification of Errors – Rectification of Errors – Preparation of Suspense Account – Bank Reconciliation Statement - Need and Preparation

UNIT-II   **(15 Hrs)**
 Final Accounts
Final Accounts of Sole Trading Concern- Capital and Revenue Expenditure and Receipts – Preparation of Trading, Profit and Loss Account and Balance Sheet with Adjustments.

UNIT-III   **(15 Hrs)**
Depreciation and Bills of Exchange
Depreciation - Meaning – Objectives – Accounting Treatments - Types - Straight Line Method – Diminishing Balance method – Conversion method.
Units of Production Method – Cost Model vs Revaluation

Bills of Exchange – Definition – Specimens – Discounting of Bills – Endorsement of Bill – Collection – Noting – Renewal – Retirement of Bill under rebate

UNIT-IV	**(15 Hrs)**

Accounting from Incomplete Records – Single Entry System

Incomplete Records -Meaning and Features - Limitations - Difference between Incomplete Records and Double Entry System - Methods of Calculation of Profit - Statement of Affairs Method – Preparation of final statements by Conversion method.

UNIT-V	**(15 Hrs)**

Royalty and Insurance Claims

Meaning – Minimum Rent – Short Working – Recoupment of Short Working – Lessor and Lessee–Sublease–AccountingTreatment.

Insurance Claims –Calculation of Claim Amount-Average clause (Loss of Stock only)

Question pattern: Theory 20% & Problem 80%

COURSE OUTCOMES

Students will be able to

CO	Course Outcomes
CO1	Remember the concept of rectification of errors and Bank reconciliation statements
CO2	Apply the knowledge in preparing detailed accounts of sole trading concerns
CO3	Analyse the various methods of providing depreciation
CO4	Evaluate the methods of calculation of profit
CO5	Determine the royalty accounting treatment and claims from insurance companies in case of loss of stock.

Textbooks	
1	S. P. Jain and K. L. Narang Financial Accounting- I, Kalyani Publishers, New Delhi.
2	S.N. Maheshwari, Financial Accounting, Vikas Publications, Noida.
3	Shukla Grewal and Gupta, "Advanced Accounts", volume 1, S.Chand and Sons, New Delhi.
4	Radhaswamy and R.L. Gupta: Advanced Accounting, Sultan Chand, New Delhi.
5	R.L. Gupta and V.K. Gupta, "Financial Accounting", Sultan Chand, New Delhi.

	Reference Books
1	Dr. Arulanandan and Raman: Advanced Accountancy, Himalaya Publications, Mumbai.
2	Tulsian , Advanced Accounting, Tata McGraw Hills, Noida.
3	Charumathi and Vinayagam, Financial Accounting, S.Chand and Sons, New Delhi.
4	Goyal and Tiwari, Financial Accounting, Taxmann Publications, New Delhi.
5	Robert N Anthony, David Hawkins, Kenneth A. Merchant, Accounting: Text and Cases. McGraw-Hill Education, Noida.

NOTE: Latest Edition of Textbooks May be Used

	Web Resources
1	https://www.slideshare.net/mcsharma1/accounting-for-depreciation-1
2	https://www.slideshare.net/ramusakha/basics-of-financial-accounting
3	https://www.accountingtools.com/articles/what-is-a-single-entry-system.html

Mapping With Programme Outcomes and Programme Specific Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3
CO1	3	2	3	3	2	3	2	2	3	2	2
CO2	3	2	3	3	3	2	2	2	3	2	2
CO3	3	2	3	3	3	2	2	2	3	2	2
CO4	3	2	3	3	2	2	2	2	3	2	2
CO5	3	2	3	3	3	2	2	2	3	2	2
TOTAL	15	10	15	15	13	11	10	10	15	10	10
Average	3	2	3	3	2.6	2.2	2	2	3	2	2

3 – Strong, 2- Medium, 1- Low

B.COM.WITH COMPUTER APPLICATIONS

First Year   **Core – II**   **Semester I**

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23CCT12	**PRINCIPLES OF MANAGEMENT**	**CORE**	5	-	-	-	5	5	25	75	100

	Learning Objectives
1	To understand the basic management concepts and functions
2	To know the various techniques of planning and decision making
3	To familiarize with the concepts of organisation structure
4	To gain knowledge about the various components of staffing
5	To enable the students in understanding the control techniques of management

Prerequisites: Should have studied Commerce in XII Std

COURSE CONTENTS

UNIT I   **(15 Hrs)**
Introduction to Management
Meaning- Definitions – Nature and Scope - Levels of Management – Importance - Management Vs. Administration – Management: Science or Art –Evolution of Management Thoughts – F. W. Taylor, Henry Fayol, Peter F. Drucker, Elton Mayo - Functions of Management - Trends and Challenges of Management. Managers – Qualification – Duties & Responsibilities.

UNIT II   **(15 Hrs)**
Planning
Planning – Meaning – Definitions – Nature – Scope and Functions – Importance and Elements of Planning – Types – Planning Process - Tools and Techniques of Planning – Management by Objective (MBO). Decision Making: Meaning – Characteristics – Types - Steps in Decision Making – Forecasting.

UNIT III   **(15 Hrs)**
Organizing
Meaning - Definitions - Nature and Scope – Characteristics – Importance – Types - Formal and Informal Organization – Organization Chart – Organization Structure: Meaning and Types - Departmentalization– Authority and Responsibility – Centralization and Decentralization – Span of Management.

UNIT IV	**(15 Hrs)**

Staffing

Introduction - Concept of Staffing- Staffing Process – Recruitment – Sources of Recruitment – Modern Recruitment Methods - Selection Procedure – Test- Interview– Training: Need - Types– Promotion –Management Games – Performance Appraisal - Meaning and Methods – 360 degree Performance Appraisal – Work from Home - Managing Work from Home [WFH].

UNIT V	**(15 Hrs)**

Directing

Motivation –Meaning - Theories – Communication – Types - Barriers to Communications – Measures to Overcome the Barriers. Leadership – Nature - Types and Theories of Leadership – Styles of Leadership - Qualities of a Good Leader – Successful Women Leaders – Challenges faced by women in workforce - Supervision.

Co-ordination and Control

Co-ordination – Meaning - Techniques of Co-ordination.

Control - Characteristics - Importance – Stages in the Control Process - Requisites of Effective Control and Controlling Techniques – Management by Exception [MBE].

COURSE OUTCOMES

Students will be able to

Course Outcomes	
CO1	Demonstrate the importance of principles of management.
CO2	Paraphrase the importance of planning and decision making in an organization.
CO3	Comprehend the concept of various authorizes and responsibilities of an organization.
CO4	Enumerate the various methods of Performance appraisal
CO5	Demonstrate the notion of directing, co-coordination and control in the management.

Text Books	
1	Gupta.C.B, -Principles of Management-L.M. Prasad, S.Chand& Sons Co. Ltd, New Delhi.
2	DinkarPagare, Principles of Management, Sultan Chand & Sons Publications, New Delhi.
3	P.C.Tripathi& P.N Reddy, Principles of Management. Tata McGraw, Hill, Noida.
4	L.M. Prasad, Principles of Management, S.Chand&Sons Co. Ltd, New Delhi.
5	R.K. Sharma, Shashi K. Gupta, Rahul Sharma, Business Management, Kalyani Publications, New Delhi.

	Reference Books
1	K Sundhar, Principles Of Management, Vijay Nichole Imprints Limited, Chennai
2	Harold Koontz, Heinz Weirich, Essentials of Management, McGraw Hill, Sultan Chand and Sons, New Delhi.
3	Grifffin, Management principles and applications, Cengage learning, India.
4	H.Mintzberg - The Nature of Managerial Work, Harper & Row, New York.
5	Eccles, R. G. & Nohria, N. Beyond the Hype: Rediscovering the Essence of Management. Boston The Harvard Business School Press, India.

NOTE: Latest Edition of Textbooks May be Used

	Web Resources
1	http://www.universityofcalicut.info/sy1/management
2	https://www.managementstudyguide.com/manpower-planning.htm
3	https://www.businessmanagementideas.com/notes/management-notes/coordination/coordination/21392

MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME-SPECIFIC OUTCOMES

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3
CO1	3	2	2	3	3	2	2	2	3	2	3
CO2	3	2	3	3	2	2	2	2	3	2	2
CO3	3	2	2	3	2	2	2	1	3	2	2
CO4	3	2	2	3	2	2	2	2	3	2	2
CO5	3	2	3	3	2	2	2	1	3	2	2
TOTAL	15	10	12	15	11	10	10	8	15	10	11
AVERAGE	3	2	2.4	3	2.2	2	2	1.6	3	2	2.2

3 – Strong, 2- Medium, 1- Low

B.COM.WITH COMPUTER APPLICATION

FIRST YEAR **ELECTIVE-I** **SEMESTER-I**

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	CIA	External	Total
									Marks		
U23CCE1A	PROGRAMMING IN C AND LAB	ELECTIVE-IA-PRACTICAL	2	-	2	-	3	4	25	75	100

	Learning Objectives
1	Describe the core syntax and semantics of C programming language.
2	Discover the need for working with the strings and functions.
3	Illustrate the process of structuring the data using matrix, structure.

Prerequisites: Should have studied Commerce in XII Std

COURSE CONTENTS

UNIT-I Introduction to C Language: C Language Introduction-Features of C Language-Benefits of C over other languages-Compilation of C Program-First Program in C Pre-processor in C Pre-processor directives
UNIT-II Variables, Data Types &Operators: Variables and Keywords in C-Scope rules in C-Data Types in C-Operators & Its Types-Typecasting in C
UNIT-III Control Flow Statements: Decision Making Statements-Switch Statement in C-C Loops & Control Structure Practice problems-Continue Statement , Break Statement Array & String Handling in C:Arrays in C-Strings in C
UNIT-IV Multidimensional Arrays in C-String functions in C- Practice problems Functions in C:Function Prototype-Parameter Passing Techniques in C-Storage Classes in C-Recursion Concept -Functions in C Practice problems
UNIT-V Pointers, Structures, and Unions: Pointers in C-Structures- Union - Enumeration (or enum) in C-Pointer vs Array in C – C application programs (Sorting, Matrix manipulations, student's mark list preparation)

COURSE OUTCOMES

Students will be able to

Course Outcomes	
CO1	Apply the concept of Control Structures to solve any given problem.
CO2	Apply the concept of single and multi-dimensional arrays to solve problems related to searching, sorting and matrix operations.
CO3	Apply the concept of Strings for writing programs related to character array.
CO4	Write programs using concept of user defined and recursive functions.
CO5	Apply concept of structures to write programs.

Textbooks	
1	E. Balaguruswamy, "Programming in ANSI C", 8th Edition, 2019, McGraw Hill Education, ISBN:978-93-5316-513-0.
2	Pradip Dey, Manas Ghosh, "Programming in C", 2nd Edition, 2018, Oxford University Press, ISBN: 978-01-9949-147-6.
3	Kernighan B.W and Dennis M. Ritchie, "The C Programming Language", 2nd Edition, 2015, Pearson Education India, ISBN: 978-93-3254-944-9.
Reference Books	
1	Yashavant P. Kanetkar, "Let Us C", 16th Edition, 2019, BPB Publications, ISBN: 978-93-8728-449-4.
2	Jacqueline A Jones and Keith Harrow, "Problem Solving with C", Pearson Education. ISBN: 978-93-325-3800-9.
3	Dr. Guruprasad Nagraj, "C Programming for Problem Solving", Himalaya Publishing House. ISBN-978-93-5299-361-1.
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	http://elearning.vtu.ac.in/econtent/courses/video/BS/14CPL16.html
2	https://nptel.ac.in/courses/106/105/106105171/

**Mapping With Programme Outcomes
and Programme Specific Outcomes**

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3
CO1	3	2	2	3	3	2	2	2	3	2	3
CO2	3	2	3	3	2	2	2	2	3	2	2
CO3	3	2	2	3	2	2	2	1	3	2	2
CO4	3	2	2	3	2	2	2	2	3	2	2
CO5	3	2	3	3	2	2	2	1	3	2	2
TOTAL	15	10	12	15	11	10	10	8	15	10	11
AVERAGE	3	2	2.4	3	2.2	2	2	1.6	3	2	2.2

3 – Strong, 2- Medium, 1- Low

C Programming Lab	

Learning Objectives: (for teachers: what they have to do in the class/lab/field)
- Understand problem statements and identify appropriate solutions.
- Demonstrate the use of IDE and C Compiler.
- Develop programs using C Programming Language.

Course Outcomes: (for students: To know what they are going to learn)
CO1: Apply the concept of Control Structures to solve any given problem.
CO2: Apply the concept of single and multi-dimensional arrays to solve problems related to searching, sorting and matrix operations.
CO3: Apply the concept of Strings for writing programs related to character array.
CO4: Write programs using concept of user defined and recursive functions.
CO5: Apply concept of structures to write programs.

List of Programs
1. Write a C program to find roots of a Quadratic equation.
2. Write a C program to find the total no. of digits and the sum of individual digits of a positive integer.
3. Write a C program to generate the Fibonacci sequence of first N numbers.
4. Write a C program to sum the series $S = 1 - x + (x^2/2!) - (x^3/3!) + \cdots - (x^n/n!)$
5. Write a C program to arrange the elements of an integer array using Bubble Sort algorithm.
6. Write a C program to input two matrices and perform matrix multiplication on them
7. Write a C program to check whether the given string is palindrome or not without using Library functions.
8. Write a C program to count the number of lines, words and characters in a given text.
9. Write a C program to generate Prime numbers in a given range using user defined function.
10. Write a C program to find factorial of a given number using recursive function.
11. Write a C program to maintain a record of n student details using an array of structures with four fields - Roll number, Name, Marks and Grade. Calculate the Grade according to the following conditions.

Marks Grade
       >=80 A
       >=60 B
       >=50 C
       >=40 D
       <40 E
       Print the details of the student, given the student Roll number as input.

Extended Professional Component	Questions related to the above topics, from various competitive examinations UPSC / TRB / NET / UGC –CSIR / GATE / TNPSC / others to be solved (To be discussed during the Tutorial hour)
Skills acquired from the Course	Knowledge, Problem Solving, Analytical ability, Professional Competency, Professional Communication and Transferrable Skill

Text Books:

E. Balaguruswamy, "Programming in ANSI C", 8th Edition, 2019, McGraw Hill Education, ISBN:978-93-5316-513-0.

Reference Books:

1. Pradip Dey, Manas Ghosh, "Programming in C", 2nd Edition, 2018, Oxford University Press, ISBN: 978-01-9949-147-6.

2. Kernighan B.W and Dennis M. Ritchie, "The C Programming Language", 2nd Edition, 2015, Pearson Education India, ISBN: 978-93-3254-944-9.

3. Yashavant P. Kanetkar, "Let Us C", 16th Edition, 2019, BPB Publications, ISBN: 978-93-8728-449-4.

4. Jacqueline A Jones and Keith Harrow, "Problem Solving with C", Pearson Education. ISBN: 978-93-325-3800-9.

5. Dr. Guruprasad Nagraj, "C Programming for Problem Solving", Himalaya Publishing House. ISBN-978-93-5299-361-1.

Weblinks and Video Lectures (e-Resources):

1. http://elearning.vtu.ac.in/econtent/courses/video/BS/14CPL16.html
2. https://nptel.ac.in/courses/106/105/106105171/

B.COM.WITH COMPUTER APPLICATION

FIRST YEAR   **ELECTIVE-I**   **SEMESTER-I**

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	CIA	External	Total
									| Marks |	
U23CCE1B	PYTHON PROGRAMMING AND LAB	ELECTIVE-IB-PRACTICAL	2	-	2	-	3	4	25	75	100

	Learning Objectives
1	Describe the core syntax and semantics of Python programming language.
2	Discover the need for working with the strings and functions.
3	Illustrate the process of structuring the data using lists, dictionaries, tuples and sets.
4	Understand the usage of packages and Dictionaries
Prerequisites: Should have studied Commerce in XII Std	

COURSE CONTENTS

UNIT-I
Introduction: Computer algorithms-Computer Hardware-Computer Software-Python programming language - Literals - Variables and Identifiers - Operators - Expressions and Data types, Input / output

UNIT-II
Control Structures: Boolean Expressions - Selection Control - If Statement- Indentation in Python- Multi-Way Selection -- Iterative Control- While Statement- Infinite loops- Definite vs. Indefinite Loops- Boolean Flag. String, List and Dictionary, Manipulations Building blocks of python programs, Understanding and using ranges.

UNIT-III
Functions: Program Routines- Defining Functions- More on Functions: Calling Value-Returning Functions- Calling Non-Value-Returning Functions- Parameter Passing - Keyword Arguments in Python - Default Arguments in Python-Variable Scope. Recursion: Recursive Functions

UNIT-IV
Objects and their use: Software Objects - Turtle Graphics – Turtle attributes-Modular Design: Modules - Top-Down Design - Python Modules

UNIT-V

Dictionaries and Sets: Dictionary type in Python - Set Data type. Text Files: Opening, reading and writing text files – Exception Handling

COURSE OUTCOMES

Students will be able to

Course Outcomes	
CO1	Develop and execute simple Python programs
CO2	Write simple Python programs using conditionals and looping for solving problems
CO3	Decompose a Python program into functions
CO4	Represent compound data using Python lists, tuples, dictionaries etc.

Textbooks	
1	Charles Dierbach, "Introduction to Computer Science using Python - A computational Problem-solving Focus", Wiley India Edition, 2015.
2	Wesley J. Chun, "Core Python Applications Programming", 3rd Edition , Pearson Education, 2016
3	Mark Lutz, "Learning Python Powerful Object Oriented Programming", O'reilly Media 2018, 5th Edition.
Reference Books	
1	Timothy A. Budd, "Exploring Python", Tata MCGraw Hill Education Private Limited 2011, 1 st Edition.
2	John Zelle, "Python Programming: An Introduction to Computer Science", Second edition, Course Technology Cengage Learning Publications, 2013, ISBN 978-1590282410
3	Michel Dawson, "Python Programming for Absolute Beginers" , Third Edition, Course Technology Cengage Learning Publications, 2013, ISBN 978-1435455009
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://onlinecourses.swayam2.ac.in/cec22_cs20/preview

Mapping with Programme Outcomes and Programme Specific Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3
CO1	3	2	2	3	3	2	2	2	3	2	3
CO2	3	2	3	3	2	2	2	2	3	2	2
CO3	3	2	2	3	2	2	2	1	3	2	2
CO4	3	2	2	3	2	2	2	2	3	2	2
CO5	3	2	3	3	2	2	2	1	3	2	2
TOTAL	15	10	12	15	11	10	10	8	15	10	11
AVERAGE	3	2	2.4	3	2.2	2	2	1.6	3	2	2.2

3 – Strong, 2- Medium, 1- Low

Python Programming Lab	

Learning Objectives: (for teachers: what they have to do in the class/lab/field)

- Acquire programming skills in core Python.
- Acquire Object-oriented programming skills in Python.
- Develop the skill of designing graphical-user interfaces (GUI) in Python.
- Develop the ability to write database applications in Python.
- Acquire Python programming skills to move into specific branches

Course Outcomes: (for students: To know what they are going to learn)

CO1: To understand the problem solving approaches

CO2: To learn the basic programming constructs in Python

CO3: To practice various computing strategies for Python-based solutions to real world problems

CO4: To use Python data structures - lists, tuples, dictionaries.

List of Programs

1. Program to convert the given temperature from Fahrenheit to Celsius and vice versa depending upon user's choice.
2. Write a Python program to construct the following pattern, using a nested loop

```
    *
   **
  ***
 ****
*****
 ****
  ***
   **
    *
```

3. Program to calculate total marks, percentage and grade of a student. Marks obtained in each of the five subjects are to be input by user. Assign grades according to the following criteria:

Grade A: Percentage >=80   Grade B: Percentage >=70 and 80

Grade C: Percentage >=60 and <70   Grade D: Percentage >=40 and <60

Grade E: Percentage < 40

4. Program, to find the area of rectangle, square, circle and triangle by accepting suitable input parameters from user.
5. Write a Python script that prints prime numbers less than 20.
6. Program to find factorial of the given number using recursive function.
7. Write a Python program to count the number of even and odd numbers from array of N numbers.
8. Write a Python class to reverse a string word by word.
9. Read a file content and copy only the contents at odd lines into a new file.
10. Create a Turtle graphics window with specific size.

Extended Professional Component	Questions related to the above topics, from various competitive examinations UPSC / TRB / NET / UGC –CSIR / GATE / TNPSC / others to be solved (To be discussed during the Tutorial hour)
Skills acquired from the Course	Knowledge, Problem Solving, Analytical ability, Professional Competency, Professional Communication and Transferrable Skill

Learning Resources:

- **Recommended Texts**

1. Charles Dierbach, "Introduction to Computer Science using Python - A computational Problem-solving Focus", Wiley India Edition, 2015.

2. Wesley J. Chun, "Core Python Applications Programming", 3rd Edition , Pearson Education, 2016

- **Reference Books**

1. Mark Lutz, "Learning Python Powerful Object Oriented Programming", O'reilly Media 2018, 5th   Edition.

2. Timothy A. Budd, "Exploring Python", Tata MCGraw Hill Education Private Limited 2011, 1 st   Edition.

3. John Zelle, "Python Programming: An Introduction to Computer Science", Second edition, Course   Technology Cengage Learning Publications, 2013, ISBN 978-1590282410

4. Michel Dawson, "Python Programming for Absolute Beginers" , Third Edition, Course Technology   Cengage Learning Publications, 2013, ISBN 978-1435455009

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FIRST YEAR **SKILL ENHANCEMENT COURSE** **SEMESTER I**

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23CCS11	FUNDAMENTALS OF INFORMATION TECHNOLOGY	SEC-I	-	-	2	-	2	2	25	75	100

Learning Objectives	
1	Understand basic concepts and terminology of information technology.
2	Have a basic understanding of personal computers and their operation
3	Be able to identify data storage and its usage
4	Get great knowledge of software and its functionalities
5	Understand about operating system and their uses

COURSE CONTENTS

UNIT-I (6Hrs)
Introduction to Computers:
Introduction, Definition, .Characteristics of computer, Evolution of Computer, Block Diagram Of a computer, Generations of Computer, Classification Of Computers, Applications of Computer, Capabilities and limitations of computer

UNIT-II (6Hrs)
Basic Computer Organization:
Role of I/O devices in a computer system. Input Units: Keyboard, Terminals and its types. Pointing Devices, Scanners and its types, Voice Recognition Systems, Vision Input System, Touch Screen, Output Units: Monitors and its types. Printers: Impact Printers and its types. Non Impact Printers and its types, Plotters, types of plotters, Sound cards, Speakers.

UNIT-III (6Hrs)
Storage Fundamentals:
Primary Vs Secondary Storage, Data storage & retrieval methods. Primary Storage: RAM ROM, PROM, EPROM, EEPROM. Secondary Storage: Magnetic Tapes, Magnetic Disks. Cartridge tape, hard disks, Floppy disks Optical Disks, Compact Disks, Zip Drive, Flash Drives

UNIT-IV (6Hrs)
Software:
Software and its needs, Types of S/W. System Software: Operating System, Utility Programs Programming Language: Machine Language, Assembly Language, High Level Language their advantages & disadvantages. Application S/W and its types: Word Processing, Spread Sheets Presentation, Graphics, DBMS s/w

UNIT-V	(6Hrs)

Operating System:
Functions, Measuring System Performance, Assemblers, Compilers and Interpreters. Batch Processing, Multiprogramming, Multi Tasking, Multiprocessing, Time Sharing, DOS, Windows, Unix/Linux.

COURSE OUTCOMES

	Course Outcomes	Programme Outcomes
CO	On completion of this course, students will	
CO1	Learn the basics of computer, Construct the structure of the required things in computer, learn how to use it.	PO1, PO2, PO3, PO4, PO5, PO6
CO2	Develop organizational structure using for the devices present currently under input or output unit.	PO1, PO2, PO3, PO4, PO5, PO6
CO3	Concept of storing data in computer using two header namely RAM and ROM with different types of ROM with advancement in storage basis.	PO1, PO2, PO3, PO4, PO5, PO6
CO4	Work with different software, Write program in the software and applications of software.	PO1, PO2, PO3, PO4, PO5, PO6
CO5	Usage of Operating system in information technology which really acts as a interpreter between software and hardware.	PO1, PO2, PO3, PO4, PO5, PO6

Textbooks	
1	Anoop Mathew, S. KavithaMurugeshan (2009), " Fundamental of Information Technology", Majestic Books.
2	Alexis Leon, Mathews Leon," Fundamental of Information Technology", 2nd Edition.
3	S. K Bansal, "Fundamental of Information Technology".
Reference Books	
1	BhardwajSushilPuneet Kumar, "Fundamental of Information Technology"
2	GG WILKINSON, "Fundamentals of Information Technology", Wiley-Blackwell
3	A Ravichandran , "Fundamentals of Information Technology", Khanna Book Publishing
Web Resources	
1	https://testbook.com/learn/computer-fundamentals
2	https://www.tutorialsmate.com/2020/04/computer-fundamentals-tutorial.html
3	https://www.javatpoint.com/computer-fundamentals-tutorial
4	https://www.tutorialspoint.com/computer_fundamentals/index.htm
5	https://www.nios.ac.in/media/documents/sec229new/Lesson1.pdf

**Mapping With Programme Outcomes
and Programme Specific Outcomes**

CO/PSO	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6
CO 1	3	3	3	3	3	3
CO 2	3	3	3	3	3	3
CO 3	3	3	3	3	3	3
CO 4	3	3	3	3	2	3
CO 5	3	3	2	3	3	2
Weightage of course contributed to each PSO	15	15	14	15	14	14

S-Strong-3   M-Medium-2 L-Low-1

B.COM WITH COMPUTER APPLICATION

FIRST YEAR   **FOUNDATION COURSE**   **SEMESTER I**

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	CIA	External	Total
U23CCF11	FUNDAMENTALS OF COMMERCE	FOUNDATION COURSE	2	-	-	-	2	2	25	75	100

LEARNING OUTCOMES	
1	To Understand the nature and purpose of Commerce
2	To Analyse the nature and Classification of Business
3	To know the various form of Business Organisation
4	To understand the services of Banking Sector
5	To understand the various modes of E-Business

COURSE CONTENTS

UNIT I
Nature, Scope and Purpose of Commerce:

Human wants and their satisfaction, Specialization and exchange – Division of labour – Need for Commerce – Localization – Classification of productive activities – Branches of Commerce

UNIT II
Nature and Purpose of Business:
Business: Concept- characteristics - objectives – classification of business – Industry: Types – primary- secondary- tertiary – Trade: types - internal, external, wholesale and retail and auxiliaries to trade – Transportation – Warehousing- Communication - Advertising - Business risks – Social Responsibility of Business.

UNIT III
Forms of Business Organization:
Sole Proprietorship - Partnership - Hindu Undivided Family Business - Cooperative Societies – Company - Private and public company – Meaning- features, merits and limitations - Starting a business – Sources of Business Finance.

UNIT IV
Business Services-Banking:

Types of bank accounts - savings, current, recurring, fixed deposit and multiple option deposit account - Banking services with particular reference to issue of bank draft ,banker's cheque(pay order), RTGS(Real Time Gross Settlement), NEFT (National Electronic Funds Transfer), Bank overdraft, Cash credits and E- banking

UNIT V
Emerging Modes of Business:

E-business – Scope and benefits, resources required for successful e-business implementation, Typed of E-business, online transactions, payment mechanism, security and safety of business transactions.

COURSE OUTCOMES

Students will be able to

Course Outcomes	
CO1	Understand the nature and purpose of Commerce
CO2	Analyse the nature and Classification of Business
CO3	Know the various form of Business Organisation
CO4	Understand the services of Banking Sector
CO5	Understand the various modes of E-Business
Text Books	
1	Fundamentals of Commerce, V.K.Puri and Vijay Kapur, Applied Publishers Pvt. Limited, Mumbai.
Reference Books	
1	BooksonfundamentalsofCommerceandBankingincludingE-commerce
Web Resources	
1	https://www.bgateway.com/resources/e-commerce-and-selling-online-the-fundamentals
2	https://www.informationpk.com/principle-of-commerce-notes-for-i-com-part-i-1st-year/

Mapping With Programme Outcomes and Programme Specific Outcomes

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	2	2	2	2	2	2	1	2	2
CO2	3	2	3	3	2	2	2	2	2	2	2
CO3	3	2	3	3	2	2	2	2	2	2	2
CO4	3	2	2	3	2	2	2	2	2	2	2
CO5	3	2	3	3	2	2	2	2	2	2	2
TOTAL	15	10	13	14	11	10	10	10	10	10	10
AVERAGE	3	2	2.6	2.8	2.2	2	2	2	2	2	2

3 – Strong,   2- Medium,   1- Low

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First Year   **Core – III**   **Semester II**

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	CIA	External	Total
									Marks		
U23CCT23	FINANCIAL ACCOUNTINGII	CORE	5	-	-	-	5	5	25	75	100

	LEARNING OUTCOMES
1	To prepare different kinds of accounts such Higher purchase and Instalments System.
2	To understand the allocation of expenses under departmental accounts.
3	To gain an understanding about partnership accounts relating to Admission and retirement.
4	To provide knowledge to the learners regarding Partnership Accounts relating.
5	To know the requirements of international accounting standards.

Prerequisites: Should have studied Accountancy in XII Std.

COURSE CONTENTS

UNIT-I   **(15 hrs)**

Hire Purchase and Instalment System Hire Purchase System – Accounting Treatment – Calculation of
Interest - Default and Repossession - Hire Purchase Trading   Account - Instalment System - Calculation of Profit

UNIT-II   **(15 hrs)**

Branch and Departmental Accounts Branch – Dependent Branches: Accounting Aspects - Debtors
system -Stock and Debtors system – Distinction between Wholesale Profit and Retail Profit –
Independent Branches (Foreign Branches excluded) - Departmental Accounts: Basis of
Allocation of Expenses – Inter- Departmental Transfer at Cost or Selling Price.

UNIT-III   **(15 hrs)**

Partnership Accounts – I Partnership Accounts: –Admission of a Partner – Treatment of
Goodwill - Calculation of Hidden Goodwill –Retirement of a Partner – Death of a Partner.

UNIT-IV	**(15 hrs)**

Partnership Accounts – II Dissolution of Partnership - Methods – Settlement of Accounts

Regarding Losses and Assets – Realization account – Treatment of Goodwill – Preparation of Balance Sheet - One or more Partners insolvent – All Partners insolvent – Application of Garner Vs Murray Theory – Accounting Treatment – Piecemeal Distribution – Surplus Capital Method – Maximum LossMethod

. **UNIT-V**	**(15 hrs)**

Accounting Standards for financial reporting (Theory only) Objectives and Uses of Financial Statements for Users-Role of Accounting Standards - Development of Accounting Standards inIndia Role of IFRS- IFRS Adoption vs Convergence Implementation Plan in India- Ind AS-An Introduction - Difference between Ind AS and IFRS

THEORY 20% ; PROBLEMS 80%

COURSE OUTCOMES

Students will be able to

Course Outcomes	
CO1	To evaluate the Hire purchase accounts and Instalment systems
CO2	To prepare Branch accounts and Departmental Accounts
CO3	To understand the accounting treatment for admission and retirement in Partnership
CO4	To know Settlement of accounts at the time of dissolution of a firm
CO5	To elaborate the role of IFRS

Text Books	
1	Radhaswamy and R.L. Gupta: Advanced Accounting, Sultan Chand, New Delhi.
2	M.C. Shukla T.S. Grewal & S.C. Gupta, Advance Accounts, S ChandPublishing, New Delhi.
3	R.L. Gupta and V.K. Gupta, "Financial Accounting", Sultan Chand, New Delhi.
4	S P Jain and K. L. Narang: Financial Accounting- I, Kalyani Publishers, NewDelhi.
5	T.S. Reddy& A. Murthy, Financial Accounting, Margam Publishers, Chennai
Reference Books	
1	Dr. S.N. Maheswari: Financial Accounting, Vikas Publications, Noida.
2	Dr. Venkataraman& others (7 lecturers): Financial Accounting, VBH, Chennai.
3	Dr.Arulanandan and Raman: Advanced Accountancy, Himalaya publications,Mumbai.

4	Tulsian , Advanced Accounting, Tata MC. Graw hills, India.
5	Charumathi and Vinayagam, Financial Accounting, S.Chand and sons, NewDelhi
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://www.slideshare.net/mcsharma1/accounting-for-depreciation-1
2	https://www.slideshare.net/ramusakha/basics-of-financial-accounting
3	https://www.accountingtools.com/articles/what-is-a-single-entry-system.html

Mapping With Programme Outcomes and Programme Specific Outcomes

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	3	2	3	2	2	3	2	2
CO2	3	2	3	3	3	2	2	2	3	2	2
CO3	3	2	2	3	3	2	2	2	3	2	2
CO4	3	2	3	3	2	2	2	2	3	2	2
CO5	3	3	3	3	3	3	3	3	3	3	3
TOTAL	16	11	14	15	14	12	11	11	15	11	11
AVERAGE	3.2	2.2	2.8	3	2.8	2.4	2.2	2.2	3	2.2	2.2

3 – Strong,   2- Medium,   1- Low

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First Year   **Core – IV**   **Semester II**

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	CIA	External	Total
									Marks		
U23CCT24	BUSINESS LAW	CORE	5	-	-	-	5	5	25	75	100

Learning Outcomes	
1	To know the nature and objectives of Mercantile law and the essentials of valid contract
2	To gain knowledge on performance contracts
3	To be acquainted with the rules of Indemnity and Guarantee
4	To make aware of the essentials of Bailment and pledge
5	To understand the provisions relating to sale of goods
Prerequisites: Should have studied Accountancy in XII Std	

COURSE CONTENTS

UNIT-I (15 hrs)   **Elements of Contract**   **Indian Contract Act 1872:** Definition of Contract, Essentials of Valid Contract, Classification of Contract, Offer and Acceptance – Consideration – Capacity to Contract – Free Consent - Legality of Object – Contingent Contracts – Void Contract
UNIT-II   **Performance of Contract** (15 hrs)   Meaning of Performance, Offer to Perform, Devolution of Joint liabilities & Rights, Time and Place of Performance, Reciprocal Promises, Assignment of Contracts - Remedies for Breach of contract - Termination and Discharge of Contract - Quasi Contract
UNIT-III (15 hrs)   **Contract of Indemnity and Guarantee**   Contract of Indemnity and Contract of Guarantee - Extent of Surety's Liability, Kinds of Guarantee, Rights of Surety, Discharge of Surety –
UNIT-IV (15 hrs)   **Bailment and Pledge** – Bailment – Concept – Essentials - Classification of Bailments, Duties and Rights of Bailor and Bailee – Law of Pledge – Meaning – Essentials of Valid Pledge, Pledge and Lien, Rights of Pawner and Pawnee.

UNIT-V (15 hrs)
Sale of Goods Act 1930:
Definition of Contract of Sale – Formation - Essentials of Contract of Sale - Conditions and Warranties - Transfer of Property – Contracts involving Sea Routes - Sale by Non-owners - Rights and duties of buyer - Rights of an Unpaid Seller

COURSE OUTCOMES

Students will be able to

Course Outcomes	
CO1	Explain the Objectives and significance of Mercantile law
CO2	Understand the clauses and exceptions of Indian Contract Act.
CO3	Outline the contract of indemnity and guarantee
CO4	Familiar with the provision relating to Bailment and Pledge
CO5	Explain the various provisions of Sale of Goods Act 1930

Text Books	
1	N.D. Kapoor , Business Laws- Sultan Chand and Sons, New Delhi.
2	R.S.N. Pillai – Business Law, S.Chand, New Delhi.
3	M C Kuchhal& Vivek Kuchhal, Business law, S Chand Publishing, New Delhi
4	M.V. Dhandapani, Business Laws, Sultan Chand and Sons, New Delhi.
5	Shusma Aurora, Business Law, Taxmann, New Delhi.
Reference Books	
1	Preethi Agarwal, Business Law, CA foundation study material, Chennai.
2	Business Law by Saravanavel, Sumathi, Anu, Himalaya Publications, Mumbai.
3	Kavya and Vidhyasagar, Business Law, Nithya Publication, New Delhi.
4	D.Geet, Business Law Nirali Prakashan Publication, Pune.
5	M.R. Sreenivasan , Business Laws, Margham Publications, Chennai.
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	www.cramerz.comwww.digitalbusinesslawgroup.com
2	http://swcu.libguides.com/buslaw
3	http://libguides.slu.edu/businesslaw

Mapping With Programme Outcomes and Programme-Specific Outcomes

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	2	3	2	2	2	2	2	2	2
CO2	3	2	3	3	2	2	2	2	2	2	2
CO3	3	2	2	3	2	2	2	2	2	2	2
CO4	3	2	3	3	2	2	2	2	2	2	2
CO5	3	2	3	3	2	2	2	2	2	2	2
TOTAL	15	10	13	15	10	10	10	10	10	10	10
AVERAGE	3	2	2.6	3	2	2	2	2	2	2	2

B.COM WITH COMPUTER APPLICATIONS

First Year **Elective-II** **Semester-II**

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks CIA	Marks External	Marks Total
U23CCE2A	OFFICE AUTOMATION AND LAB	ELECTIVE-2A	2	-	2	-	3	4	25	75	100

	Learning Objectives
LO1	The major objective in introducing the Computer Skills course is to impart training for students in Microsoft Office which has different components like MS Word, MS Excel and Power point.
LO2	The course is highly practice oriented rather than regular class room teaching.
LO3	To acquire knowledge on editor, spread sheet and presentation software.

Prerequisites: Should have studied Commerce in XII Std

COURSE CONTENTS

UNIT-I
Introductory concepts: Hardware and Software - Memory unit – CPU-Input Devices: Key board, Mouse and Scanner. Output devices: Monitor, Printer. Introduction to Operating systems - Introduction to Programming Languages.

UNIT-II
Word Processing: File menu operations - Editing text – tools, formatting, bullets and numbering - Spell Checker - Document formatting – Paragraph alignment, indentation, headers and footers, printing – Preview, options, merge.

UNIT-III
Spreadsheets: Excel – opening, entering text and data, formatting, navigating; Formulas – entering, handling and copying

UNIT-IV
Charts – creating, formatting and printing, analysis tables, preparation of financial statements, introduction to data analytics.

UNIT-V
Power point: Introduction to Power point - Features – Understanding slide typecasting & viewing slides – creating slide shows. Applying special object – including objects & pictures – Slide transition – Animation effects, audio inclusion, timers.

COURSEOUTCOMES

Students will be able to

Course Outcomes	
CO1	Understand the basics of computer systems and its components.
CO2	Understand and apply the basic concepts of a word processing package.
CO3	Understand and apply the basic concepts of electronic spreadsheet software.
CO4	Understand and apply the basic concepts of database management system.
CO5	Understand and create a presentation using PowerPoint tool.

Textbooks	
1	Peter Norton, "Introduction to Computers" –Tata McGraw-Hill.
Reference Books	
1	Jennifer Ackerman Kettel, Guy Hat-Davis, Curt Simmons, "Microsoft 2003", Tata McGraw- Hill.

NOTE: Latest Edition of Textbooks May be Used

Web Resources	
1	Web content from NDL / SWAYAM or open source web resources

Office Automation Lab	
Learning Objectives: (for teachers: what they have to do in the class/lab/field) Office tools course would enable the students in crafting professional word documents, excel spread sheets, power point presentations using the Microsoft suite of office tools. To familiarize the students in preparation of documents and presentations with office automation tools.	
Course Outcomes: (for students: To know what they are going to learn) **CO1:** to perform documentation **CO2:** to perform accounting operations **CO3:** to perform presentation skills	

List of Programs

Word

Word Orientation : The instructor needs to give an overview of Microsoft word & Importance of MS Word as word Processor, Details of the four tasks and features that would be covered Using word – Accessing, overview of toolbars, saving files, Using help and resources, rulers, format painter.

Task 1 : Using word to create project certificate. Features to be covered:-Formatting Fonts in word, Drop Cap in word, Applying Text effects, Using Character Spacing, Borders and Colors, Inserting Header and Footer, Using Date and Time option in Word.

Task 2 : Creating project abstract Features to be covered:-Formatting Styles, Inserting table, Bullets and Numbering, Changing Text Direction, Cell alignment, Footnote, Hyperlink, Symbols, Spell Check , Track Changes.

Task 3 : Creating a Newsletter : Features to be covered:- Table of Content, Newspaper columns, Images from files and clipart, Drawing toolbar and Word Art, Formatting Images, Textboxes and Paragraphs

Excel

Excel Orientation : The instructor needs to tell the importance of MS Excel as a Spreadsheet tool, give the details of the four tasks and features that would be covered Excel – Accessing, overview of toolbars, saving excel files, Using help and resources {Comdex Information Technology course tool kit Vikas }

Task1: Creating a Scheduler - Features to be covered: Gridlines, Format Cells, Summation, auto fill, Formatting Text

Task 2 : Calculations - Features to be covered:- Cell Referencing, Formulae in excel – average, standard deviation, Charts, Renaming and Inserting worksheets, Hyper linking, Count function, LOOKUP/VLOOKUP

Task 3 : Performance Analysis - Features to be covered:- Split cells, freeze panes, group and outline, Sorting, Boolean and logical operators, Conditional formatting

MS Power Point

Task1 : Students will be working on basic power point utilities and tools which help them create basic power point presentation. Topic covered includes :- PPT Orientation, Slide Layouts, Inserting Text, Word Art, Formatting Text, Bullets and Numbering, Auto Shapes, Lines and Arrows

Task 2 : This session helps students in making their presentations interactive. Topics covered includes: Hyperlinks, Inserting –Images, Clip Art, Audio, Video, Objects, Tables and Charts

Task 3 : Concentrating on the in and out of Microsoft power point. Helps them learn best practices in designing and preparing power point presentation. Topics covered includes :- Master Layouts (slide, template, and notes), Types of views (basic, presentation, slide slotter, notes etc), Inserting – Background, textures, Design Templates, Hidden slides.Auto content wizard, Slide Transition, Custom Animation, Auto Rehearsing

Extended Professional Component	Questions related to the above topics, from various competitive examinations UPSC / TRB / NET / UGC –CSIR / GATE / TNPSC / others to be solved (To be discussed during the Tutorial hour)
Skills acquired from the Course	Knowledge, Problem Solving, Analytical ability, Professional Competency, Professional Communication and Transferrable Skill

1. Comdex Information Technology course tool kit Vikas Gupta, WILEY Dreamtech,2005 2. The Complete Computer upgrade and repair book,3rd edition Cheryl A Schmidt, WILEY Dreamtech

. Introduction to Information Technology, ITL Education Solutions limited, Pearson Education.

4. PC Hardware and A + Handbook – Kate J. Chas PHI (Microsoft)

Mapping with Programme Outcomes and Programme Specific Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3
CO1	3	2	2	3	3	2	2	2	3	2	3
CO2	3	2	3	3	2	2	2	2	3	2	2
CO3	3	2	2	3	2	2	2	1	3	2	2
CO4	3	2	2	3	2	2	2	2	3	2	2
CO5	3	2	3	3	2	2	2	1	3	2	2
TOTAL	15	10	12	15	11	10	10	8	15	10	11
AVERAGE	3	2	2.4	3	2.2	2	2	1.6	3	2	2.2

3 – Strong, 2- Medium, 1- Low

B.COM WITH COMPUTER APPLICATION

First Year   **Elective-II**   **Semester II**

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	CIA	External	Total
									Marks		
U23CCE2B	PROGRAMMING IN C++ AND LAB	ELECTIVE-2B	2	-	2	-	3	4	25	75	100

Learning Objectives	
LO1	To engender an appreciation for the need and characteristics of Object-orientation.
LO2	To impart knowledge of the C++ language grammar in order to design and implement programming solutions to simple problems by applying Object-oriented thinking.

Prerequisites: Should have studied Commerce in XII Std

COURSE CONTENTS

UNIT-I
Object Oriented Programming Concepts: Complexity in software - The need for object-orientation – Abstraction – Encapsulation – Modularity – Hierarchy.
Basic Elements of C++: Classes – Objects – Data members and member functions – private and public access specifiers - Static members - Constructors – Singleton class - Destructors

UNIT-II
Friend Functions and Friend Classes - Array of objects – Pointer to objects - this pointer – References – Dynamic memory allocation - Namespaces.
Function Overloading: Overloading a function - Default arguments – Overloading Constructors.
Operator Overloading: Overloading an operator as a member function – Overloading an operator as a friend function

UNIT-III
Overloading the operators [], (), -> and comma operators – Conversion Functions.Inheritance: Types of inheritance – protected access specifier –Virtual Base Class – Base class and derived class constructors. Run-time Polymorphism: Virtual Functions

UNIT-IV
Function overriding - Pure virtual function – Abstract base class.
Templates: Function templates – Overloading a function template – Class templates.

UNIT-V
Exception Handling: Exceptions – try, catch, throw – Rethrowing an exception – Restricting

exceptions - Handling exceptions in derived classes - terminate(), abort(), unexpected(), set_terminate().

I/O Streams: Formatted I/O with ios class functions - Manipulators – Creating own manipulator – Overloading << and >> operators.

COURSE OUTCOMES

Students will be able to

Course Outcomes	
CO1	Explain the various basic concepts of Object-orientation.
CO2	Write programs to implement static binding
CO3	Write programs to implement inheritance and dynamic binding
CO4	Write programs to implement templates and exception handling and learn how to use STL class library.
CO5	Write programs implementing File and Stream I/O.

Textbooks	
1	Herbert Schildt, *C++ - The Complete Reference*, Third Edition, TMH, 1999.
2	Grady Booch, *Object Oriented Analysis and Design*, Pearson Education, 2008. (For Unit I)
Reference Books	
1	Bjarne Strousstrup, *The C++ Programming Language*, Addison Wesley, 2000.
2	J. P. Cohoon and J. W. Davidson, *C++ Program Design – An Introduction to Programming and Object-Oriented Design*, Second Edition, McGraw Hill, 1999.
3	C. J. Lippman, *C++ Primer*, Third Edition, Addison Wesley, 2000.
NOTE: Latest Edition of Textbooks May be Used	

FIRST YEAR – SEMESTER - II

Object Oriented Programming with C++	

Learning Objectives: (for teachers: what they have to do in the class/lab/field)
- Design classes for the given problems.
- Write programs in C++.
- Code, debug and execute a C++ program to solve the given problems using an IDE.

Course Outcomes: (for students: To know what they are going to learn)
CO1: Design and create classes.Implement Stream I/O as appropriate.
CO2: Design appropriate data members and member functions.
CO3: Implement functions, friend functions, static members, constructors and compile-time polymorphism.
CO4: Implement inheritance, run-time polymorphism and destructors.
CO5: Implement templates and exceptions. Use STL class library.Implement File I/O.

List of Programs

1.   Write a class to represent a complex number which has member functions to do the following
    a.   Set and show the value of the complex number
  b. Add, subtract and multiply two complex numbers
        c.   Multiplying the complex number with a scalar value
  2. Write a Point class that represents a 2-d point in a plane. Write member functions to
  a. Set and show the value of a point
        b.   Find the distance between two points
        c.   Check whether two points are equal or not

4.   Design and implement a class to represent a Solid object.
        a.   Apart from data members to represent dimensions, use a data member to specify the type of solid.
        b.   Use functions to calculate volume and surface area for different solids.
5.   Design a class representing time in hh:mm:ss. Write functions to
        a.   Set and show the time
        b.   Find the difference between two time objects
        c.   Adding a given duration to a time
        d.   Conversion of the time object to seconds
6.   Design a 3x3 matrix class and demonstrate the following:
        a.   Addition and multiplication of two matrices using operator overloading
        b.   Maintaining a count of the number of matrix object created
7.   Design a class called cString to represent a string data type. Create a data member in the class to represent a string using an array of size 100. Write the following functionality as member functions:

a. Copy Constructor
b. Concatenate two strings
c. Find the length of the string
d. Reversing a string
e. Comparing two strings

8. Design a class called cString to represent a string data type. Create a data member in the class to represent a string whose size is dynamically allocated. Write the following as member functions:

a. Copy Constructor
b. Destructor
c. Concatenate two strings
d. Find the length of the string
e. Reversing a string
f. Comparing two strings

Extended Professional Component	Questions related to the above topics, from various competitive examinations UPSC / TRB / NET / UGC –CSIR / GATE / TNPSC / others to be solved (To be discussed during the Tutorial hour)
Skills acquired from the Course	Knowledge, Problem Solving, Analytical ability, Professional Competency, Professional Communication and Transferrable Skill

Learning Resources:

Learning Resources:

Recommended Texts

1. Herbert Schildt, *C++ - The Complete Reference*, Third Edition, TMH, 1999.

2. Grady Booch, *Object Oriented Analysis and Design*, Pearson Education, 2008. (For Unit I)

Reference Books

1. Bjarne Strousstrup, *The C++ Programming Language*, Addison Wesley, 2000.

2. J. P. Cohoon and J. W. Davidson, *C++ Program Design – An Introduction to Programming and Object-Oriented Design*, Second Edition, McGraw Hill, 1999.

C. J. Lippman, *C++ Primer*, Third Edition, Addison Wesley, 2000.

Mapping with Programme Outcomes and Programme Specific Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3
CO1	3	2	2	3	3	2	2	2	3	2	3
CO2	3	2	3	3	2	2	2	2	3	2	2
CO3	3	2	2	3	2	2	2	1	3	2	2
CO4	3	2	2	3	2	2	2	2	3	2	2
CO5	3	2	3	3	2	2	2	1	3	2	2
TOTAL	15	10	12	15	11	10	10	8	15	10	11
AVERAGE	3	2	2.4	3	2.2	2	2	1.6	3	2	2.2

3 – Strong, 2- Medium, 1- Low

B.COM WITH COMPUTER APPLICATION

First Year   **SKILL ENHANCEMENT COURSE-II**   **Semester II**

CourseTitle& Course Code	Soft Skills-U23CCS22					
Category	Skill Enhancement Course-SEC-2		Year	I	Credits	2
			Semester	II		
Instructional hours per week	Lecture	Tutorial	Lab Practice			Total
	1	1	-			2
Prerequisites	Communicative skills acquired in Higher Secondary					
Objectives of the Course	**The Course aims at** • enabling the learners to make self-discovery • enhancing the learners' overall personality • instilling the learners with positive attitudes to life • enabling the learners to efficiently manage their Time in learning and working environments • Improving the communication skills of the learners • Equipping the learners with interview skills					
Course Outline	**Unit-I Soft Skills-Introduction** What are soft skills? - Importance of Soft Skills-Difference between Hard Skills and Soft Skills-Kinds of Soft Skills Self-Discovery-SWOC Analysis-Advantages of SWOC analysis					
	Unit-II-Attitude What is Attitude? -Formation of attitudes-Positive and Negative attitudes -Power of positive attitude- Obstacles in Developing Positive Attitudes- Overcoming Negative Attitude and its Impacts- Developing Positive Attitude					
	Unit III-Time Management Value of Time-Sense of Time management- Reasons for procrastination-Overcoming procrastination- Tips for Time Management-Deciding upon Priorities-Effective Scheduling					
	Unit-IV-Communication Skills Listening-Listening and Hearing- Active and Passive Listening Speaking-Verbal and Non-verbal Communications Reading- Skimming, Scanning, Intensive, and Extensive Reading Writing-Formal and Informal Letters-Drafting Mails and Memos					
	Unit V- Interview Skills Preparing Resume/CV Preparing Resume/CV-Covering Letter Interview Etiquette, Dress Code, Dos, and Don'ts					
Recommended Texts	1. Alex, K. *Soft Skills.* S Chand & Co Ltd., Chennai: 2009. 2. Butterfield, Jeff et.al. *Soft Skills for Everyone*. Cengage India, New Delhi:					

	2022. 3. Hariharan, S., N. Sundararajan, S.P. Shanmugapriya. *Soft Skills. Gauvrav Books, Chennai:2020* 4. Sharma, Prashant. Soft Skills: Personality Development for Success. BPB Publications, Bengalaru: 2019.
Reference Books	1. Almonte, Richard. *A Practical Guide to Soft Skills: Communication, Psychology, and Ethics for Your Professional Life.* Routledge,Oxford: 2021. **2.** Bardhan, Peeta Bobby & Dr. Krishaveer Abhishek Challa. *A Complete Textbook on Soft Skills.* Kanishka Publisher, Chennai:2020. 3. Mitra, Barun K.*Personality Development and Soft Skills* (Second Edition). Oxford UVP., New Delhi:2016. 4. BAOU. *Business Communication & Soft Skills.*https://baou.edu.in/assets/pdf/BBAATR-304.pdf 5. GoSkills. *Learn Soft Skills*. https://www.goskills.com National Council of Educational Research and Training. *Soft skills for effective communication.* https://ncert.nic.in/textbook/pdf/kect108.pdf 6. SIRC of ICAI. *Soft Skills and Personality Development.* https://www.sirc-icai.org/images/cabf/Soft Skills & Personality Development.pdf

B.COM ,Computer Applications
First Year **SKILL ENHANCEMENT COURSESemester II**

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	CIA	External	Total
									Marks		
U23CCS23	SEC-3 MANAGERIAL SKILLS	SKILL ENHANCEMENT COURSE-III-	2	-	-	-	2	2	25	75	100

LEARNING OBJECTIVES	
LO1	To learn the basic skills of managing people, leading teams and improving work processes
LO2	To enable the students to become aware of their communication skills and develop the habit of improving the interpersonal relationships at organisation
LO3	To prepare students to develop the art of negotiation with emphasis on empathetic listening and decision making.
LO4	To train students towards Inter-Personal Skills – working in teams and conflict management skills.
LO5	To enable students to learn the art of emotional intelligence and application of inter personal skills at tasks in an organsiation

Prerequisites: Should have studied Commerce in XII Std

COURSE CONTENTS

Unit-I **(6 Hours)**
Introduction to Essential Skills for Managers
Definition, Importance of Managerial Skills, Essential Skills - Problem solving, Critical thinking, Creativity, Leadership, Collaboration and Communication, Interpersonal Skills

Unit-II **(6 Hours)**
Communication Skills
Fundamentals, Types - horizontal, vertical, oral, written, email etiquettes; Virtual meetings; Pre requisites of meetings

Unit-III **(6 Hours)**
Team Formation Skills
Teams- meaning, types; team structure, Stages of Team Development; Writing a Team Charter; Roles and Responsibilities on a Team

Unit-IV **(6 Hours)**
Listening Skills
Importance and need, types of listening active and empathic listening, listening and judgment, developing skills, listening and understanding

Unit-V	(6 Hours)

Interpersonal Skills for Managers

Forms - building trust, emotional intelligence, empathy, vulnerability, and listening skills; Relationship Management;, Self Confidence

THEORY 100%

COURSE OUTCOMES	
CO1	Describe and understand the elements of managerial skills
CO2	Communicate better across teams and clients.
CO3	Demonstrate empathy in negotiations with assertiveness.
CO4	Apply creative thinking to reach a beneficial outcome.
CO5	Know their strengths and build on the essential Managerial Skills.

Text books	
	S.S. Gupta , Global India Publication, (2008) Managerial Skills: Exploration in practical knowledge

Reference book	
	Chaturvedi P. D, &Mukesh Chaturvedi, (2011) Business Communication: Concepts, Cases And Applications —2/e, Pearson Education

NOTE: Latest Edition of Textbooks May be Used

Web Resources	
1	https://corporatefinanceinstitute.com/resources/knowledge/finance/fintech-financial-technology
2	https://mrcet.com/downloads/digital_notes/CSE/IV%20Year/CSE%20B.TECH%20IV%20YEAR%20II%20SEM%20BCT%20(R18A0534)%20NOTES%20Final%20 PDF.pdf
3	https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=Page No108&flag=1

Mapping With Programme Outcomes and Programme-Specific Outcomes

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	2	2	2	2	2	2	2	2	2
CO2	3	3	2	2	2	3	2	3	2	3	2
CO3	3	3	2	2	2	3	2	3	2	3	2
CO4	3	3	2	2	2	2	2	3	2	3	2
CO5	3	3	2	2	2	3	2	3	2	3	2
TOTAL	15	14	10	10	10	13	10	14	10	14	10
AVERAGE	3	2.8	2	2	2	2.6	2	2.8	2	2.8	2

3 – Strong, 2- Medium, 1- Low

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