

VIVEKANANDA COLLEGE

College with Potential for Excellence

(Residential & Autonomous – A Gurukula Institute of Life-Training)

(Affiliated to Madurai Kamaraj University)

(Re-accredited with ‘A’ Grade [CGPA 3.59 out of 4.00] by NAAC)

**TIRUVEDAKAM WEST
MADURAI DISTRICT – 625 234**



**DEPARTMENT OF COMMERCE
(COMPUTER APPLICATIONS)**

Course: B. Com (CA)

SYLLABUS

Choice Based Credit System

(For those who joined in June 2015 and after)

(2017-2020 Batch)

ABOUT THE COLLEGE

Vivekananda College was started by Founder-President Swamiji Chidhbhavanandhaji Maharaj of Sri Ramakrishna Tapovanam, Tirupparaithurai, and Trichy in 1971 on the banks of the river Vaigai which is blissfully free from the noise and hurry, the crowds and distraction of the city.

Vivekananda College is a residential college functioning under Gurukula pattern. It is Man-making education that is imparted in this institution, Culture, character and curriculum are the three facets of ideal education that make man a better man. This is possible only when the teacher and taught live together, The Gurukula system of Training is therefore a humble and systematic attempt in reviving the age old GURUGRIHAVASA for wholesome education, Attention to physical culture, devotion to duty, obedience to teachers, hospitality to guests, zest for life, love for the nation, and above all, humility and faith in the presence of God etc. are the values sought to be inculcated. All steps are taken to ensure the required atmosphere for the ideal life training.

Vivekananda College, Tiruvedakam West, Madurai District-625 234 is an aided college established in 1971 and offers UG and PG courses. This College is affiliated to the Madurai Kamaraj University, Madurai. The College was re-accredited with 'A' grade (CGPA 3.59 out of 4.00) by NAAC in September 2015. The College was awarded College with Potential for Excellence by UGC in April 2016.

VISION AND MISSION

Our Vision: To raise an army of neo-graduates steeped in the hoary culture of the motherland and dedicated to serving her as potential leaders in the manifold spheres of national effort.

Our Mission: A harmonious enrichment of physical, emotional and intellectual facets of a student's personality to bring out his inherent PERFECTION.

OBJECTIVES OF THE COLLEGE

1. To inculcate spiritual, ethical, moral and social values in all disciplines of study.
2. Simultaneous education of the Hand, Heart and Head. Only a sound body can hold a sound mind.
3. Provide opportunities for all round development of the students and excellence in higher education, research and extension in different disciplines.
4. Disseminate the findings of research to the community to facilitate its development.
5. To provide society citizens of sterling character.
6. To cater to the needs of the educationally backward people – the most backward, scheduled caste and tribe.

I. Eligibility for Admission

Admission to B.A. – Economics Programme is open to candidates with +2 pass with Maths, Physics, Chemistry, Biology, Botany, Zoology and Commerce, Accountancy, History and Economics as major subjects.

For B.Com. – Commerce (Computer Applications) offered in the college, a pass in the Higher Secondary Examination conducted by the Government of Tamil Nadu or an examination accepted as equivalent there to by the Syndicate of the MKU, subject to such conditions as may be prescribed therefore.

II. Duration

The course is for a period of three years. Each academic year shall comprise of two semester's viz. Odd and Even semesters. Odd semesters shall be from June to November and Even Semesters shall be from December to April. There shall be not less than 90 working days which shall comprise 450 teaching clock hours for each semester (Exclusive of the days for the conduct of university end-semester examinations) for each semester.

III. CBCS System

All Programmes offered in the college are run on Choice Based Credit System (CBCS). It is an instructional package developed to suit the needs of students to keep pace with developments in higher education and the quality assurance expected of it in the light of liberalization and globalization in higher education.

IV. Semesters

An academic year is divided into two semesters. In each semester, courses are offered in 15 teaching weeks. Each week has 30 working hours spread over 6 days a week.

V. Credits

The term 'Credit' refers to the weightage given to a course, usually in relation to the instructional hours assigned to it. The total minimum credits, required for completing the B.A programme is 140. The details of credits for individual components and individual courses are given in the above table.

VI. Course

Each Course is to be designed variously under lectures / laboratory / seminar / Practical training / assignments to meet effective teaching and learning needs.

VII. Examinations

i) There shall be examinations at the end of each semester, for odd semesters in the month of October / November; for even semesters in April/May. A candidate who does not pass the examination in any course(s) shall be permitted to appear in such failed course (s) in the subsequent examinations to be held in October /November or April/May.

ii) A candidate should get registered for the first semester examination. If registration is not possible owing to shortage of attendance beyond condonation limit / regulations prescribed or belated joining or on medical grounds, the candidates are permitted to move to the next semester. Such candidates shall re-do the missed semester after the completion of the programme.

VIII. Condonation

Students must have 75% of attendance in each paper for appearing the examination. Students who have 65% to 74% of attendance shall apply for condonation in the prescribed form with the prescribed fee. Students who have 50% to 64% of attendance shall apply for condonation in prescribed form with the prescribed fee along with the Medical Certificate. Students who have below 50% of attendance are not eligible to appear for the examination. They shall compensate the shortage after the completion of the programme.

IX. Question Paper Pattern

Time: 3 Hours

Maximum Marks: 75

SECTION-A (10 X 1 = 10 Marks)

Answer All Questions

(1-5) Multiple Choice

(6-10) Fill in the blanks

Two questions from each unit

SECTION-B (5 X 7 = 35 Marks)

Answer All Questions

(11-15) Questions shall be in the format of either (a) or (b) One question from each unit

SECTION-C (3 X 10 = 30 Marks)

Answer any THREE Questions

(16-20) one question from each unit.

X. Evaluation:

Performance of the students are evaluated objectively. Evaluation is done both internally and externally. They will be assessed continuously through Internal Assessment System and finally through summative (end) semester examination. To assess internally, there will be three examinations conducted centrally with a duration of two hours for each paper. In addition to continuous evaluation, the summative semester examination, which will be a written examination of three hours duration, would also form an integral component of the evaluation. The ratio of marks to be allotted to continuous internal assessment and to end semester examination is 25: 75.

The pattern of internal valuation shall be:

Test: 20 Marks (the average of best two tests out of three tests)

Assignment: 5 marks

Total: 25 marks.

In respect of practical papers, the ratio of marks to be allotted to internal assessment and to summative (end) semester examination is 40: 60. The internal marks will be calculated on the basis of marks secured at the model examination and marks awarded for the preparation of practical note book. The external marks will be calculated on the basis of the marks awarded by the internal examiner and the external examiner at the summative semester examination.

XI. Passing Minimum:

There is no passing minimum for Internal Assessment. The passing minimum for external Examinations shall be 27 out of 75 marks and passing minimum for a paper is 40%.

XII. Classification of Students:

Candidates who have secured not less than 40% of marks in each paper shall be declared to have passed in that paper. Candidates who obtain 40% and above but below 50% shall be declared to have passed in Third Class. Candidates who obtain 50% and above but below 60% of the aggregate marks in Part-III shall be declared to have passed in Second Class and those who obtain 60% of marks and above shall be placed in the First Class. Candidates who obtain 75% and above shall be declared to have passed in Distinction provided he has not re-appeared for any paper during the course of the study.

XIII. Failed Candidates:

A candidate who has arrears in any paper in a semester examination will be permitted to proceed to the next semester classes. A candidate who has arrears may appear again in these failed papers at the November/April examinations. The internal assessment marks already obtained by him shall be carried over for the subsequent appearance also.

XIV. Improvement of Internal Marks:

The student desirous of improving the internal assessment marks may request the Head of the Department. After obtaining permission from the Staff Council Meeting by the Head, the student may write improvement examinations in consultation with the course teacher. The marks obtained (when it is more than the previous marks) will be submitted to the Controller of Examinations for further adoption.

XV. Study Tour

Students are expected to participate in the field visit and the study tours organized by the department. Though study tour/field trip carries no credit, it is compulsory for the students to attend whereby the students can get an opportunity to gain practical knowledge. As such, observational visit to selected social welfare organizations, industries, trade centres, exhibitions, places of historical importance and the like will be considered as extra-curricular activities.

Profile of the Department

The Department of Commerce (Computer Applications) was started in 2007-08 with 30 students and 2 staff members. The department offers one UG course – B.Com. (Computer Applications) and nine Certificate courses namely, Accounting Practice, Computation of Income Tax, E- Commerce, Web Designing and E-Filing & XBRL, Internet applications, Photoshop, PHP and my SQL, Computer awareness for competitive Exams. The department conducts Personality Development Programme for the students every week to develop soft skills among the students. The department is also publishing ‘**ARISE**’- a Quarterly E-Magazine for circulation among the staff and students through email. Dr. K. Karthikeyan, Associate Professor of Commerce, is the Coordinator. The department has a well-equipped library and computer lab with internet facility. The Department is also organizing seminars and guest lectures on current developments in the subjects periodically. Factory visits and educational tours are arranged by the departments regularly to provide exposure and experience. Group Discussion, Newspaper Reading Forum, ICT in Commerce Education, Commerce Quality Circle, etc. are salient features of the department. Real time Software Projects are done by the final year students.

Vision:

To promote a global centre of excellence focusing on commerce education with computer applications

Mission:

To prepare students with academic excellence and professional and computer skills in commerce to face global challenges.

Objectives:

1. To impart holistic commerce education with professional excellence and experience
2. To educate students with computerized accounting knowledge, skills and training
3. To provide students with computer knowledge, skills and applications for better employment career.
4. To enhance the value system in the environment of life training and character building education.

VIVEKANANDA COLLEGE, TIRUVEDAKAM WEST – 625 234**Department of Commerce (Computer Applications)**

Choice Based Credit System

SCHEME OF EXAMINATION**(For those who joined in June 2017 and after)****FIRST SEMESTER**

Part	Study Component	Subject Code	Title of The Paper	Hours	Credit	Sessional Marks	Summative Marks	Total
I	Hindi	P1LH11	Hindi	2	*	--	--	--
II	English	P2CE11	Communicative English	4	2	25	75	100
III	Core	11CT11	Financial Accounting - I	6	5	25	75	100
	Core	11CT12	Business Correspondence and Office Methods	5	4	25	75	100
	Core	11CP13	LAB-1: MS Office	6	4	40	60	100
	Allied	11AT11	Allied Paper-I Programming in C	5	5	25	75	100
IV	NME	11NE11	PC Software	2	2	25	75	100
			TOTAL	30	22			

SECOND SEMESTER

Part	Study Component	Subject Code	Title of The Paper	Hours	Credit	Sessional Marks	Summative Marks	Total
I	Hindi	P1LH21	Hindi	2	**	--	--	--
II	English	P2CE21	Functional English	4	1	25	75	100
III	Core	11CT21	Financial Accounting II	7	5	25	75	100
	Core	11CT22	Banking Theory, Law and Practice	4	4	25	75	100
	Core	11CP23	LAB –2: Object Oriented Programming With C++	6	5	40	60	100
	Allied	11AT21	Object Oriented Programming With C++	5	5	25	75	100
IV	NME	11NE21	Salesmanship	2	2	25	75	100
			TOTAL	30	22			

THIRD SEMESTER

Part	Study Component	Subject Code	Title of The Paper	Hours	Credit	Sessional Marks	Summative Marks	Total
I	Hindi	P1LH31	Business Hindi-I	4	3	25	75	100
II	English	P2CE22	Spoken English – I	2	1	100	--	100
III	Core	11CT31	Advanced Accounting	7	5	25	75	100
	Core	11CT32	Income Tax Law and Practice - I	5	4	25	75	100
	Core	11CP33	LAB-3: Oracle	6	4	40	60	100
	Allied	11AT31	Relational Data Base Management System	5	5	25	75	100
IV	Skill Based	11SB31	Business Mathematics	2	2	25	75	100
			TOTAL	30	23			

FOURTH SEMESTER

Part	Study Component	Subject Code	Title of The Paper	Hours	Credit	Sessional Marks	Summative Marks	Total
I	Hindi	P1LH41	Business Hindi-II	4	3	25	75	100
II	English	P2CE42	Spoken English-II	1	1	100	--	100
III	Core	11CT41	Corporate Accounting	7	5	25	75	100
	Core	11CT42	Income Tax Law and Practice - II	5	4	25	75	100
	Core	11CP43	LAB-4: Tally	6	5	40	60	100
	Allied	11AT41	Business Statistics	5	5	25	75	100
IV	Skill Based	11SB41	Coral DRAW	2	2	25	75	100
			TOTAL	30	25			

FIFTH SEMESTER

Part	Study Component	Subject Code	Title of The Paper	Hours	Credit	Sessional Marks	Summative Marks	Total
II	English	P2CE51	English for Career Development	1	****	100	--	100
III	Core	11CT51	Cost and Management Accounting	6	5	25	75	100
	Core	11CT52	Goods and Services Tax Law	6	5	25	75	100
	Core	11CP53	LAB-5: Visual Basic	6	4	40	60	100
	Elective	11EP1A	Java Programming	7	5	25	75	100
IV	ES	ESUG51	Environmental Studies	2	2	25	75	100
IV	Skill Based	11SB51	Commerce for Competitive Examinations	2	2	25	75	100
			TOTAL	30	23			

SIXTH SEMESTER

Part	Study Component	Subject Code	Title of The Paper	Hours	Credit	Sessional Marks	Summative Marks	Total
II	English	P2CE61	English for Professional Excellence	1	1	100	--	100
III	Core	11CT61	Auditing	7	5	25	75	100
	Elective	11EP6A	Web Designing	6	5	25	75	100
	Elective	11PV61	Project & Viva-voce	8	5	100	100	200
IV	VE	VEUG61	Value Education	2	2	25	75	100
IV	Skill Based	11SB61	Advanced Excel Operations	2	2	25	75	100
	Skill Based	11SB62	Hardware & Networking	2	2	25	75	100
	Skill Based	11SB63	PHP and MYSQL	2	2	25	75	100
V	EA	EAUG61	Extension Activities	-	1	--	100	100
			TOTAL	30	25			
			TOTAL NUMBER OF HOURS	180				
			TOTAL NUMBER OF CREDITS		140			

CBCS - DISTRIBUTION OF CREDITS

Course: B.Com. (Computer Applications)
(For those who joined in June 2015 and after)

Study Component	SEMESTER						Total Credit
	I	II	III	IV	V	VI	
Business Hindi	-	-	3	3	-	-	6
English	2	1+1	-	+1	-	1	6
Core Subject	13	13	13	13	15	5	72
Allied Subject	5	5	5	5	-	-	20
Non-Major Elective	2	2	-	-	-	-	4
Skill Based Subject	-	-	2	2	2	6	12
Elective Subject	-	-	-	-	5	10	15
Environmental Study	-	-	-	-	2	-	2
Value Education	-	-	-	-	-	2	2
Extension Activity	-	-	-	-	-	1	1
TOTAL	22	22	23	24	24	25	140

QUESTION PAPER PATTERN

VIVEKANANDA COLLEGE, TIRUVEDAKAM WEST

(Residential & Autonomous -A Gurukula Institute of Life Training)

(Affiliated to Madurai Kamaraj University)

B.Com. [Computer Applications] Degree (Semester) Examination

Subject Title:

Time: 3 Hours

Maximum Marks: 75

Section-A

Answer all questions. (10 x 1 = 10 Marks)

(Two Questions from Each Unit)

I. Multiple Choice Questions

- 1.
- 2.
- 3.
- 4.
- 5.

II. Short Answer Questions

- 6.
- 7.
- 8.
- 9.
- 10.

Section-B

Answer all questions. (5 x 7 = 35 Marks)

11. a

(Or)

11. b

12. a

(Or)

12. b

13. a

(Or)

13. b

14. a

(Or)

14. b

15. a

(Or)

15.b

Section-C

Answer all questions. (3 x 10 = 30 Marks)

- 16.16.
- 17.17.
- 18.18.
- 19.19.
- 20.20.

Department of Commerce (Computer Applications)

COURSES OFFERED

I. UG Course

B. Com (Computer Applications)

II. Certificate Courses

- i. Accounting Practice
- ii. Income Tax
- iii. E-Commerce
- iv. Web Designing
- v. E-Filing and XBRL
- vi. Internet Applications
- vii. Photoshop
- viii. PHP and MYSQL
- ix. Computer Awareness for Competitive Exams

Faculty Members:

Dr .K.Karthikeyan., M.Com.,M.Phil., B.Ed., PGDCA.,Ph.D.,M.B.A.,

Coordinator & Associate Professor of Commerce

Dr. B.Raja.,M.Com.,M.Phil.,PGDCA., Ph.D.,

Assistant Professor of Commerce (CA)

Sri .B.Marimuthu., M.Com.,M.Phil., Assistant

Professor of Commerce (CA)

Sri .C.Sundharam., M.Com (CA). M.Phil,Assistant

Professor of Commerce (CA)

Sri .R.Karthikeyan., MCA.,

Assistant Professor of Commerce (CA)

Sri. M. Mohan., M.Com.,M.Phil., Assistant

Professor of Commerce (CA)

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – I
(For those who joined in June 2015 and after)

PART – I : Language		
Subject Title : Hindi – I		
Subject Code:	P1LH11	Hours per week: 2
		Credit:

उद्देश्य

रू:

- हमारी राष्ट्रभाषा ह्रदी को जान सकते है हमारे
- ज्ञान को वृद्ध कर सकते है।
- उत्तर भारत में नौकर पाने के लिए बहुत उपयोगी भाषा है।

UNIT-I वर्माण्ड (Alphabets) स्वर (Vowels)

वजन (consonants)

UNIT-II आधा अक्षर (Half letters) बाह्यडिण्ड (Matharas)

बिन्दु अक्षर (Bindu letters)

UNIT-III वार के नाम (Name of days)

महीना के नाम (Name of Months)

UNIT-IV सबोध ह्रदी बोधनी - 1

(Suhodh Hindi Bodhini -1(Lesson No.1-10)

UNIT-V व्याकरण (Grammer)

1. वृण्ड (Imperative)

2. सामान्य वतणमानका (Simple Present Tense)

3. तत्कालिक वतणमानका (Present Continuous Tense)

4. सामान्य भवष्यत का (Simple Future Tense)

5. सामान्य भूतका (Simple Past Tense)

Text Book

सबोध ह्रदी पाठमा - 1 दक्षिण भारत ह्रदी प्रचार सभा टी नगर चेन्नै - 600017. **“Subodh hindi patmala-1, Dakshin Bharat Hindi Prachar Sabha,T.Nagar, Chennai – 600017**

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – I

Department of English (Part II) - **SEMESTER I**
(For those who joined in June 2017 and after)

PART II – Paper I		
Subject Title: Communicative English		
Subject Code: P2CE11	Hours per week: 4	Credit: 2
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives: Total number of hours per semester: **75 Hours**

- ❖ *To develop listening and speaking skills*
- ❖ *To increase the vocabulary of students*
- ❖ *To improve reading skills*
- ❖ *To develop competency in grammar*
- ❖ *To develop continuous writing*

Unit – I - Listening, Speaking and Reading Components (15 Hours)

Rabindranath Tagore – Cabuliwallah

1. Khushwant Singh – Karma
2. R.K. Narayan – Sweets for Angels
3. K.A.Abbas – Sparrows

Unit – II (15 Hours)

- Sentences, Clauses, and Phrases
- Pronouns
- Adjectives
- Some Common Adjectives and Adverbs
- Parts of Speech
- Determiners
- Verbs
- Nouns
- Articles
- Adverbs

Unit – III Composition (15 Hours)

- Letter writing – Formal Letters & Informal Letters
- Descriptive Writing – General topics (Paragraph)

Unit – IV - Extensive Reading: Short Stories (15 Hours)

- Young Naren - by Brahmachari Amal.
[From “A Simple life of Swami Vivekananda”
Advaita Ashrama, Kolkata]
- A Story of Initiation - by Sri Aurobindo Society.
From “Stories and Anecdotes from the Mother”
Pondicherry.
- Glory At Twilight - Bhabani Bhattacharya
- The Martyr’s Corner - R.K. Narayan

Unit – V - Translation (15 Hours)

Translation of Sentences and Stories from Tamil to English / English to Tamil
(Passages will be supplied)

Reference Book:

1. A Textbook of English Grammar and Usage by K.V.Joseph (Page. No.1-184) Second Edition (2012), TATA McGraw Hill Education Private Limited, NewDelhi.

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – I
(For those who joined in June 2016 and after)

PART – III: Core Subject Theory		
Subject Title: FINANCIAL ACCOUNTING I		
Subject Code: 11CT11	Hours per week: 6	Credit: 5
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives:

- *To enable the students to acquire knowledge of the financial accounting principles and practices.*
- *To familiarize the basic concepts in BRS and preparation of final accounts.*
- *To understand the procedures involved in the computation of depreciation and Accounts of Non – Trading Concerns*

UNIT-I [21 Hours]

Book Keeping – Accounting-Objectives-Methods of Accounting- Accounting Concepts and Conventions – Processing of Accounting - Journal – Ledger – Cash Books – Trail Balance.

UNIT-II [21 Hours]

Bank Reconciliation Statement - Errors and their Rectification - Bills of Exchange (Problems) - Accommodation Bills (Theory only).

UNIT-III [21 Hours]

Final Accounts of Sole Trading Concerns.

UNIT-IV [21 Hours]

Depreciation - Straight Line Method-Written Down Value Method Problems – Remaining Methods (Theory only).Average Due Date (Simple Problems only) - Capital and Revenue items-Distinction between Capital and Revenue Receipts - and Losses (Theory only)

UNIT-V [21 Hours]

Accounts of Non – Trading Concerns – Receipts and Payments – Income and Expenditure Account and Balance Sheet.

TEXT BOOK:

T.S.Reddy and A. Murthy., “**Advanced Accountancy – Volume - I**”, Margham Publications, Chennai, 2013.

REFERENCE BOOKS:

1. M.C. Shukla, T.S. Grewal and S.C.Gupta., “**Advanced Accounts**”, S.Chand, New Delhi, 2013.

2. S.P. Jain and K.L. Narang., “**Advanced Accountancy**”, Kalyani Publishers, New Delhi, 2013.
3. S.N. Maheshwari., “**Advanced Accountancy**”, Sultan Chand & Sons, New Delhi, 2013.
4. Arulanandam and Raman, “**Advanced Accountancy**”, Himalaya Publishing House, Mumbai, 2013.

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – I
(For those who joined in June 2015 and After)

PART – III: Core Subject Theory		
Subject Title: BUSINESS CORRESPONDENCE AND OFFICE METHODS		
Subject Code: 11CT12	Hours per week: 5	Credit: 4
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

OBJECTIVES:

- *To know the principles, objectives and importance of communication in commerce and trade.*
- *To provide an overview of Business Correspondence in the day-to-day business world.*
- *To familiarize the students with the concept of mailing and maintenance of records.*

UNIT-I

General Principles: Business Correspondence – Meaning – Form - Characteristics of a Good Business Letter. Letters of Application –Application for a Situation

UNIT-II

Trade Letters: Trade Enquiries and Replies – Offers and Quotations – Orders - Placing, Confirmation– Collection Letters – Circular Letters-Meaning of Circular Letter. Letter Relating to Admission – Retirement and Death of a Partner –Letters Informing Change of Business and Business Premises. Letter Announcing Clearance Sale.

UNIT-III

Banking Correspondence: Correspondence between Banker and Customer – Relating to Opening and Closure of Accounts Letter Requesting Overdraft and Loan Facilities – Letter Ordering Stop Payment of a Cheque.

Insurance Correspondence: Correspondence Between Insured and Insurer with Regard to Claims and Settlements – Letter of Complaints with Regard to Damage to Goods for Transit.

UNIT-IV

Organization of a Modern Office: Office- meaning - Functions And Importance - Office System and Routines - Flow of Work - Office Manuals – meaning and types – *Office* Machines and Equipment's - Necessity for Various Types of Equipment's -Basic Principles in the Selection of Office Equipment's

UNIT-V

Maintenance of Records: Making Records - Paper Work in the Modern Office - Office Rooms - Forms Control - Design - Continuous Stationery.

Filing: Essentials of a Good Filing System - Classification and Arrangement - Filing Methods - Centralized and Decentralized Filing

TEXT BOOK:

1. R.S.N. Pillai & Bagavathi, “**Modern Commercial Correspondence**”, S.Chand & Company Ltd, New Delhi, 2008.

REFERENCE BOOKS:

1. Rajendra Pal Korahill, “**Essentials of Business Communication**”, Sultan Chand & Sons, New Delhi, 2006.
2. Ramesh, MS, & C. C Pattanshetti, “**Business Communication**”, R.Chand & Co, New Delhi, 2003.
3. R.S.N. Pillai & Bagavathi, “**Office Management**”, S.Chand & Company Ltd, New Delhi, 2003.
4. Dr.T.Ramasamy, “**Office Management**”, Gold Books Publishing House, Srivilliputtur, 2010

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – I
(For those who joined in June 2014 and after)

PART – III: Core Subject Lab		
Subject Title: LAB-1: MS-OFFICE		
Subject Code: 11CP13	Hours per week: 6	Credit: 4
Sessional Marks: 40	Summative Marks: 60	Total Marks: 100

Objectives:

- *To expose the students on the practical applications of computer in business.*
- *To enable the students to learn the concepts of MS-Office.*
- *To understand the basic framework and how to work in MS-Word, MS-Excel and MS-Power Point.*

PRACTICAL LAB LIST FOR MS-OFFICE

MS-WORD

1. Using MS-WORD perform the following.
 - a) Change the font size to 20
 - b) Change the font type to Garamond
 - c) Align the text to left, right, justify and center
 - d) Underline the text
 - e) Table manipulation
2. Illustrate the mail merge concept to apply for a suitable job for at least 5 companies.
3. Design an invitation card for cultural function of your college and the card should contain a logo of your own design. Pictures from standard libraries for describing various events and front cover with 2 pictures on the diagonal corners.

MS-EXCEL

4. Build a worksheet to perform correlation and regression coefficients using formulae and check the answer with built-in.
5. Worksheet preparation for electricity bill preparation.
6. Maintain a worksheet of a mark list of your class for each semester.
7. Draw graphs to illustrate class performance.

MS-POWPOINT

8. Prepare an organization chart for a college environment in Power point.
9. Perform frame movement by inserting clip arts to illustrate running of a car automatically.

10. Design Slides for the Headlines NEWS of a popular TV Channel the presentation should contain the following transaction.

(1) Top-down (2) Bottom-up (3) Zoom in (4) Zoom out.

The presentation should work in Auto mode.

11. Design Presentation Slides for a product of your choice. Include the picture of the product and include pictures that demonstrate the input and output of the product and its working. The presentation will work in manual mode

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – I
(For those who Joined in June 2014 and after)

PART – III: Allied Subject Theory		
Subject Title: PROGRAMMING IN C		
Subject Code: 11AT11	Hours per week: 5	Credit: 5
Seasonal Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives:

- *To allow the trainee to write their own programs using standard language infrastructure regardless of the hardware or software platform*
- *To familiarize the trainee with basic concepts of computer programming and developer tools.*
- *To present the syntax and semantics of the “C” language as well as data types offered by the language*

UNIT: I

(13 Hours)

Introduction to computers: Basic components and functioning of the computers– Evolution of computers – Types of computers – Hardware of a personal computer – Storage devices and media – Concept of files and Directories in MSDOS and Windows Operating System.

UNIT: II

(10 Hours)

C language – Elementary Programming Declarations - Assignments and Variable – integers Arithmetic Expressions – more data types – Printf and scanf - escape sequences and control characters – conversions specification -relational and logical operations – break and continue – if and if- else statements while and do-while, For loop and statements.

UNIT: III

(17 Hours)

Function: Overview of function-Defining a function-accessing a function-function prototypes-passing arguments to a function-recursion - user defined functions - local and global variables - parameters – Boolean functions - Arrays – strings and character arrays– conditional expression - multidimensional arrays – pointers and direction pointers – Address operator – arrays and pointers.

UNIT: IV

(22 Hours)

Structure: Defining a structure-Declaring structure variable-Accessing Structure Members-Structure Initialization-Copying and computing structure variables-arrays of structure-structure in function.

UNIT: V**(13 Hours)**

String and string functions: static and auto classes – printf, strcpy, strlen, malloc, size of, strcmp. Standard input and output - putchar, getchar – header files – getc, putc, file input and output – C preprocessor – define, undef, include, ifdef, ifndef, else-miscellaneous features – typedef – register and external variables - labels and go to.

Text Book:

1. E.Balagurusamy, **“Programming in ANSI C”**, Edition 2.1, Tata McGraw Hill Publishing Company, 2013.

Reference Books:

1. M.G. Venkateshmurthy, **“Programming Techniques through C”** – A Beginner’s Companion, Pearson Education, New Delhi, 2002.
2. S.S. Khandare, **“Programming in C & C++”**, S. Chand & Company Ltd., New Delhi, 2002.

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – I
(For those who joined in June 2014 and After)

PART – IV: Non-Major Elective		
Subject Title: PC Software		
Subject Code: 11NE11	Hours per week: 2	Credit: 2
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives:

- *To learn the parts on the computer*
- *To enable the students to learn the concepts of MS-Office.*
- *To understand the basic framework and how to work in MS-Word, MS-Excel and MS-Power Point.*

UNIT: I

Introduction to Word – Word Processing – Starting Window – Editing a document – Move and Copy Text – Formatting Text and Paragraph – Find and Replace Text – Enhancing a document.

UNIT: II

Word: Tables – Using Graphics – Using Mail Merge – Miscellaneous feature of Word.

UNIT: III

Introduction to Worksheet and Excel – Getting Started with Excel – Editing Cells – Using Commands and Functions – Moving, Copying, Inserting and Deleting Rows and Columns – Printing a workbook.

UNIT: IV

Creating Charts – Using Data and Time – Naming Ranges and using Build-in Functions.

UNIT: V

Overview of PowerPoint – Creating a presentation – PowerPoint Views – Running a Slide show – Inserting Media files in the presentation – Custom Animation

Text Book:

Study material prepared by department

Reference Books:

1. Vikash Gupta “**Comdes Computer Course kit**”, Dream Tech Press, New Delhi, 2014.
2. R.K.Taxali, “**PC Software for Windows98 Made Simple**” – Tata McGraw Hill Publishing Company Ltd, 2001.

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – II
(For those who joined in June 2015 and After)

PART – I: Language		
Subject Title: Hindi – I		
Subject Code: P1LH21	Hours per week: 2	Credit:

उद्देश्य:

- 1 हमारी राष्ट्रभाषा हिन्दी को जान सकते हैं।
- 2 हमारे ज्ञान को वृद्ध कर सकते हैं।
- 3 उस भारत में नौकरी पाने के लिए बहुत उपयोगी भाषा है।

UNIT-I सबोध हिन्दी पाठमाला -1 (SUBODH HINDI PATMALA-1) (Lesson: 11-20)

UNIT-II अङ्कतय (Numericals) (Gender) वचन (Number) (1-50 with Fractions)

UNIT-III व्याकरण (Grammer)

- 1 अपूर्ण भूतकाल (Past Continuous Tense)
- 2 आसन्न भूतकाल (Present Perfect Tense)
- 3 पूर्ण भूतकाल (Past Perfect Tense)
- 4 The Use of “हो”
- 5 The Use of “सक”
- 6 The Use of “चक”

UNIT-IV जानवरों के नाम (Name of Animals)
 पक्षियों के नाम (Name of Birds)

UNIT-V तरकारीयों के नाम (Name of Vegetables)
 फलों के नाम (Name of Fruits)

Text Book:

सबोध हिन्दी पाठमाला -1 दक्षिण भारत हिन्दी प्रचार सभा टी नगर चेन्नई – 600017. “**Subodh Hindi Patmala-1**”, Dakshin Bharat Hindi Prachar Sabha, T.Nagar, Chennai – 600017.

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – II
(For those who joined in June 2015 and after)

PART II – Paper I		
Subject Title: Functional English		
Subject Code: P2CE21	Hours per week: 4	Credit: 1
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives: Total number of hours per semester: **75 Hours**

- ❖ *To develop listening, speaking and reading skills*
- ❖ *To develop Information and Communication Technology (ICT) skills*
- ❖ *To develop presentation skills*
- ❖ *To develop competency in grammar*

Unit – I Listening, Speaking and Reading Components (15 Hours)

Prose

- | | | |
|------------------------------|---|----------------------|
| 1. My Visions for India | - | A.P.J. Abdul Kalam |
| 2. Mahatma Gandhi | - | V.S.Srinivasa Sastri |
| 3. The Secret of Work | - | Swami Vivekananda |
| 4. The Golden Age of Cricket | - | Neville Cardus |
| 5. Tree Speaks | - | C. Rajagopalachari |

Unit – II Language Study (15 Hours)

- Tenses and Their Uses
- Concord or Agreement
- Conditional Sentences
- Active and Passive Voice
- Preposition

Book: *A Textbook of English Grammar and Usage* by **K.V.Joseph**

Second Edition (2012), TATA McGraw Hill Education Private Limited, New Delhi.

Unit – III Composition (15 Hours)

- Letter writing – Informal Letters
- Hints Development
- Descriptive Writing

Unit – IV Extensive Reading: Short Stories (15 Hours)

Extensive Reading

- | | | |
|----------------------------|---|-----------------------|
| 1. Upper Division Love | - | Manohar Malgonkar |
| 2. The Tiger in the Tunnel | - | Ruskin Bond |
| 3. A Devoted Son | - | Anitha Desai |
| 4. <i>The Lost Child</i> | - | <i>Mulk Raj Anand</i> |
| 5. The Cask of Amantilado | - | Edgar Allan Poe |

Unit – V Translation (15 Hours)

- Translation of Sentences and Stories from Tamil to English/English to Tamil
(Passages will be supplied)

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – II
(For those who joined in June 2014 and After)

PART – III: Core Subject Theory		
Subject Title: FINANCIAL ACCOUNTING -II		
Subject Code: 11CT21	Hours per week: 7	Credit: 5
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives:

- *To enable the students to acquire knowledge of the consignment and joint venture.*
- *To make familiarize with branch and department accounts.*
- *To understand the procedure involved in the computation of insurance claims.*

UNIT: I **(21 Hours)**

Consignment-accounting records-cost price and invoice price -valuation of stock- normal loss- abnormal loss.

UNIT: II **(21 Hours)**

Joint venture-Meaning- Feature partnership vs Joint venture- When a separate set of books is kept- When a separate set of books is not kept.

UNIT: III **(21 Hours)**

Single entry-net worth method- Conversion Method

UNIT: IV **(21 Hours)**

Branch accounts-dependent branches-debtors system-Cost price and invoice price -Departmental accounts-allocation of expenditure-trading and profit and loss account.

UNIT: V **(21 Hours)**

Self-balancing ledgers: Fire insurance claims –loss of stock-Average clause – loss of profit (Theory only)

Text Book:

1. T.S.Reddy and T.Murthy – Advanced Accounting Volume-I, Margham Publications, Chennai 2013.

Reference Books:

1. M.C. Shukla, T.S. Grewal and S.C.Gupta, "Advanced Accounts", S.Chand, New Delhi, 2013.
2. S.P. Jain and K.L Narang, "Advanced Accountancy", Kalyani Publishers, New Delhi, 2013.
3. S.N. Maheshwari, "Advanced Accountancy", Sultan Chand & Sons, New Delhi, 2013.
4. Arulanandam and Raman, "Advanced Accountancy", Himalaya Publishing House, New Delhi, 2013.
5. R. L.Gupta and M.Radhaswamy, "Advanced Accountancy", Sultan Chand & Sons, New Delhi, 2012.

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – II
(For those who joined in June 2014 and After)

PART – III: Core Subject Theory		
Subject Title: BANKING THEORY, LAW & PRACTICE		
Subject Code: 11CT22	Hours per week: 4	Credit: 4
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives:

- *To familiarize students with the functions of commercial banks and RBI.*
- *To impart knowledge about the various forms of banking services.*
- *To enable the students to learn various provisions of the banking regulations act 1949, RBI Act, Negotiable Instrument Act 1881.*

UNIT: I

Definition of banking – kinds of banks – Unit banking Vs Branch banking – Deposit banking vs investment banking – Mixed banking – Commercial banks – Role of commercial banks for the economic development of a nation – Functions of commercial banks – innovative services (Credit card, Debit card, ATM) – Central banking – Functions of central bank – Credit control.

UNIT: II

Banker and Customer – Definition – General and Special relationship.

UNIT: III

Types of deposit accounts with the banker – current accounts – Savings bank accounts – Fixed deposit accounts - precautions to be taken before opening an account in the name of a new customer.

UNIT: IV

Negotiable instrument – Definition – Distinguishing features of a cheque, Bill and promissory Note – Endorsement – kinds of endorsement and their legal effects – Crossing of cheques – Different types of crossing – Marking of cheques.

UNIT: V

Paying and Collecting Bankers – Rights responsibilities and duties of paying and collecting bankers – precautions to be taken while paying and collecting cheques – Statutory protection.

Text Book:

1. E.Gordon & K.Natarajan. “**Banking Theory, Law & Practice**”, HimalayaPublishing House, Mumbai, 2013.

Reference Books:

1. Sundharam K.P.M & Varshney P.N. “**Banking Theory, Law & Practice**”, Sultan Chand & Sons, New Delhi, 2012.
2. S.Gurusamy. “**Banking Theory, Law & Practice**”, Vijay Nicle Inpresents Ltd. Chennai

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – II
(For those who joined in June 2014 and After)

PART – III: Core Subject Lab		
Subject Title: LAB-2: OBJECT ORIENTED PROGRAMMING WITH C++		
Subject Code: 11CP23	Hours per week: 6	Credit: 4
Sessional Marks: 40	Summative Marks: 60	Total Marks: 100

Objectives:

- *To gain the basic knowledge of object-oriented programming concepts*
- *To understand the detail idea of C++ streams, templates and error handling concepts of C++ programming.*

UNIT: I (15 Hours)

Objected oriented paradigm – Elements of Object-Oriented Programming (OOP) – Merits and demerits of OPP – Introduction to C++ Program - identifiers - basic data types -user defined data types -derived data types -symbolic constants - declaration of variables -dynamic initialization of variables.

UNIT: II (20 Hours)

FUNCTIONS IN C++: Introduction -the main function -function prototyping call by reference - return by reference -inline functions -default arguments -const arguments -function overloading. CLASSES AND OBJECTS: Introduction - specifying a class -defining member functions -a C++ program with class -making an outside function inline -nesting of member functions -private member functions - arrays within a class.

UNIT: III (20 Hours)

CONSTRUCTORS AND DESTRUCTORS Introduction -constructors - parameterized constructors -multiple constructors in class -constructors with default arguments -dynamic initializations of objects -copy constructor - destructors. Operator overloading and Type Conversions: Introduction -defining operator overloading.

UNIT: IV (10 Hours)

INHERITANCE EXTENDING CLASSES - Introduction -defining derived classes -single inheritance -making a private member inheritable -multilevel inheritance -multiple inheritances -hierarchical inheritance.

UNIT: V (10 Hours)

POINTERS, VIRTUAL FUNCTIONS AND POLYMORPHISM: Introduction -pointers of objects -this pointer -pointers to derived classes -virtual functions -pure virtual functions. MANAGING CONSOLE, I/O OPERATIONS Introduction - C++ stream classes -unformatted I/O operations -formatted console I/O operations.

Practical Lab List

1. Program to print prime numbers between 1 to 10
2. Program to accept a number and find factorial of given number
3. Program to accept number and check the given number Armstrong or not
4. Program to print odd numbers from 1 to 10
5. Program to print natural numbers from 1 to 10
6. Program to natural numbers from 1 to 10 by using while loop
7. Program to print 1 to 10 mathematical tables
8. Program to print Fibonacci series
9. Program to accept two number and print sum of numbers by using function
10. Program to print prime numbers between 1 to 50
11. Program to check whether a given number is prime number
12. Program to read two numbers and print sum of two numbers

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – II
(For those who joined in June 2014 and After)

PART – III: Allied Subject Theory		
Subject Title: OBJECT ORIENTED PROGRAMMING WITH C++		
Subject Code: 11AT21	Hours per week: 5	Credit: 5
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives:

- *To gain knowledge about the object-oriented programming concepts*
- *To C++ streams, templates and error handling concepts of C++ programming by Implementing sample programs.*

UNIT: I

(15 Hours)

Objected oriented paradigm – Elements of Object-Oriented Programming (OOP) – Merits and demerits of OPP – Introduction to C++ Program - identifiers - basic data types -user defined data types -derived data types -symbolic constants - declaration of variables -dynamic initialization of variables -reference variables - operators in C++ -scope resolution operators - manipulators type cast operator - implicit conversions - operator precedence -control structures

UNIT: II

(20 Hours)

FUNCTIONS IN C++: Introduction -the main function -function prototyping call by reference - return by reference -inline functions -default arguments -const arguments -function overloading. CLASSES AND OBJECTS: Introduction - specifying a class -defining member functions -a C++ program with class -making an outside function inline -nesting of member functions -private member functions - arrays within a class -memory allocation for objects -static data members -static member functions -arrays of objects -objects as function arguments -Friendly functions -returning objects -const member functions.

UNIT: III

(20 Hours)

CONSTRUCTORS AND DESTRUCTORS Introduction -constructors - parameterized constructors -multiple constructors in class -constructors with default arguments -dynamic initializations of objects -copy constructor - destructors. OPERATOR OVERLOADING AND TYPE CONVERSIONS: Introduction - defining operator overloading -overloading unary operators -overloading binary operators -overloading binary operators using friends - manipulation of strings using operators.

UNIT: IV

(10 Hours)

INHERITANCE EXTENDING CLASSES - Introduction -defining derived classes -single inheritance -making a private member inheritable -multilevel

Inheritance -multiple inheritance -hierarchical inheritance -hybrid inheritance - virtual base classes -abstract classes -constructors in derived classes.

UNIT: V

(10 Hours)

POINTERS, VIRTUAL FUNCTIONS AND POLYMORPHISM:
Introduction -pointers of objects -this pointer -pointers to derived classes -virtual functions -pure virtual functions. MANAGING CONSOLE, I/O OPERATIONS
Introduction - C++ stream classes -unformatted I/O operations -formatted console I/O operations.

Text Book:

1. E. Balaguru Samy, “**OBJECT -ORIENTED PROGRAMMING WITHC++**”, Tata McGraw-Hill Publishing Company Ltd, 2013

Reference Books:

1. Ira Pohl, “**Object oriented programming using C++**”, Pearson Education Asia, 2010.
2. Bjare Stroustrup, “**The C++ Programming Language**”, Addition Wesley, 2013.
3. John R.Hubbard, “**Programming with C++**”, Schaums outline series, TMH, 2003

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – II
(For those who joined in June 2014 and After)

PART – IV: Non-Major Elective		
Subject Title: SALESMANSHIP		
Subject Code: 11NE21	Hours per week: 2	Credit: 2
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives:

- *To provide an understanding of salesmanship and its significance.*
- *To expose the students to the practical aspects of making sales and managing customers.*
- *To help the students to inculcate personal selling skills.*

UNIT: I

Origin, Evolution and Meaning of Salesmanship – Nature of Salesmanship

UNIT: II

Marketing Channels – Role of Salesman in distribution.

UNIT: III

Salesmanship – Classification of salesmanship.

UNIT: IV

Qualities of a good salesman – Knowledge of goods – Buying Motive – Customer

UNIT: V

Personal selling – Selling Process

Text Book:

1. P. Saravanavel and S. Sumathi. “**Adverting and Salesmanship**” Margham Publication, Chennai, 2013.

Reference Books:

1. R.S.N.Pillai and Bagavathi. “**Modern Marketing-Principles and Practice**”, S.Chand, New Delhi, 2013.
2. C.N.Sontakki, “**Advertising and Sales Management**”, Kalyani Publishers, New Delhi, 2011.

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER –III
(For those who joined in June 2015 and after)

PART – I – BUSINESS HINDI - I		
SUB. CODE: P1LH31	Hours per week: 4	Credit: 3
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

उद्देश्य:-

- हमारी राष्ट्रभाषा हन्दी को जान सकते हैं।
- हमारे ज्ञान को वृद्ध कर सकते हैं।
- उत्तर भारत में नौकरों पाने के लिए बहुत उपयोगी भाषा है।

UNIT: 1 वर्मा-सर्व-जन-शब्द-व्याकरण-वचन-ध्वनित-वर्ण-के नाम- महीने के नाम

नोट: 1-50 के साथ $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$

म भत व्याकरण: सबोध हन्दी रचना-1 (पाठ 1 से 10 तक),

UNIT: 2 गद्य: सबोध हन्दी पाठमा-1 (पाठ 1-5 तक) **UNIT: 3** पद्य:

सबोध हन्दी पाठमा-1 (पाठ 1-4 तक)

UNIT: 4 चने हुए वाण्य पत्राचार के शब्द: (1-90 तमिन्)

- पत्र: 1. छोटो पत्र 2. पत्रिका के लिए आदेश 3. आवेदन पत्र 4. वृत्तियता पत्र

UNIT: 5 अनवाद अभ्यास

सबोध हन्दी रचना-1 (पाठ 1-5) (हन्दी से तलमि या अ गोजी) सबोध हन्दी

रचना-1 (पाठ 1-5) (तलमि या अ गोजी से हन्दी) समझदारी (गद्य: श)

सबोध हन्दी पाठमा-1 (कहानियाँ से) (पाठ 1-4)

पाठ्य पत्रिका: कर्मा (भारत सहित थलमक पाठ्य सामग्री) प्रकाशित वर्ष 2010

- सबोध हन्दी पाठमा-1 (कर्मा भारत हन्दी प्रचार सभा, चने-17)
- सबोध हन्दी रचना-1 (कर्मा भारत हन्दी प्रचार सभा, चने-17)

नन्दणी पत्रिका:

- हन्दी व्याकरण-भाग 1, प्रकाशित वर्ष: 2012

लेखक: के.आर. गोपाणि, जी.एम.वी. प्रकाशन, सेमि-636 001-

- सबोध हन्दी रचना-2 (भारत-3) प्रकाशित वर्ष: 2010

प्रकाशक: कर्मा भारत हन्दी प्रचार सभा, चने-17.

- व्याकरण प्रवेशिका, प्रकाशित वर्ष: 2011

प्रकाशक: कर्मा भारत हन्दी प्रचार सभा, चने-17

- हन्दी व्याकरण-भाग 2, प्रकाशित वर्ष: 2011

लेखक: सी.एस. कामराज, जी.एम.वी. प्रकाशन, सेमि-636 001.

DEPARTMENT OF ENGLISH

Course: B.Com. (Computer Applications) - CBCS Syllabus – Semester – III

(For those who joined in June 2015 and After)

PART – II– SPOKEN ENGLISH – I		
SUB. CODE: P2LE22/P2CE22	Hours per week:	Credit: 1
Sessional Marks: 100	Summative Marks:	Total Marks: 100

Objectives:

- *To develop the reading habit of the students.*
- *To develop the communication skills of the students.*
- *To enrich the vocabulary of the students.*

Text Books Prescribed

First Semester – Oliver Twist by Charles Dickens **[15 Hours]**

Second Semester – A Handful of Nuts by Ruskin Bond **[15Hours]**

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – III
(For those who joined in June 2014 and After)

PART – III: Core Subject Theory		
Subject Title: ADVANCED ACCOUNTING		
Subject Code: 11CT31	Hours per week: 7	Credit: 5
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives:

- *To gain comprehensive understanding of all aspects relating to partnership accounting.*
- *To gain knowledge of accounting in royal accounts.*
- *To make the students to gain the knowledge of hire purchase and instalment accounts.*

UNIT: I **(5 Hours)**

Partnership Accounts – Past adjustment and Guarantee – Admission of a new partner – Retirement and Death of a partner.

UNIT: II **(5 Hours)**

Joint Life Policy – Dissolution of firms – Piecemeal distribution of assets.

UNIT: III **(5 Hours)**

Royalty Accounts – Accounting records in the books of Lessor and Lessee – Sub-Lease.

UNIT: IV **(5 Hours)**

Hire Purchase and Instalment Accounts (Excluding Hire Trading Account and Stock and Debtors system)

UNIT: V **(5 Hours)**

Insolvency of individuals – Statement of Affairs and Deficiency Account.

Text Book:

1. T.S.Reddy and A. Murthy, “**Advanced Accountancy – Volume I**”, Margham Publications, Chennai, 2013.

Reference Books:

1. M.C. Shukla, T.S. Grewal and S.C.Gupta, “**Advanced Accounts**”, S.Chand, New Delhi, 2013.
2. S.P. Jain and K.L Narang, “**Advanced Accountancy**”, Kalyani Publishers, New Delhi, 2013.
3. S.N. Maheshwari, “**Advanced Accountancy**”, Sultan Chand & Sons, New Delhi, 2013.
4. Arulanandam and Raman, “**Advanced Accountancy**”, Himalaya Publishing House, Mumbai, 2013.
5. R. L.Gupta and M.Radhaswamy, “**Advanced Accountancy**”, Sultan Chand & Sons, New Delhi, 201

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – III
(For those who joined in June 2017 and after)

PART – III: Core Subject Theory		
Subject Title: INCOME TAX LAW & PRACTICE – I		
Subject Code: 11CT32	Hours per week: 5	Credit: 4
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives:

- *To equip the students with provisions of Income Tax Act, 1961 amended up-to-date.*
- *To enable the students to identify exempted income.*
- *To impart knowledge of residential status and Tax Liabilities.*
- *To familiarize students to compute income from salary, house property and other sources.*

UNIT-I

[15 Hours]

Introduction - Definitions: Assessee – Previous Year – Assessment Year – Income - Concept of Income – Assessee - Person – Agricultural Income – Gross Total Income – Total Income

UNIT-II

[15 Hours]

Determination of Residential Status and Tax Liabilities – Incidence of Tax.

UNIT-III

[15 Hours]

Incomes which do not form part of Total Income. (Exempted Incomes – u/s 10)

UNIT-IV

[15 Hours]

Income from Salary.

UNIT-V

[15 Hours]

Income from House Property – Income from Other Sources.

Text Book: (Current Edition Relevant to the Assessment Year)

1. Dr. Mehrotra & Dr. Goyal., “**Income-tax Law and Accounts**”, SahityaBhavan Publication, Agra.

Reference Books: (Current Edition Relevant to the Assessment Year)

1. T.S. Reddy & Y. Hari Prasad Reddy., “**Income Tax Theory, Law & Practice**”, Margham Publications, Chennai.
2. Dr. Vinod K. Singhania., “**Direct Taxes – Law and Practice**”, Taxman publication, New Delhi.
3. B.B. Lal., “**Direct Taxes**”, Konark Publisher (P) Ltd, New Delhi.
4. Bhagwathi Prasad., “**Direct Taxes – Law and Practice**”, WishwaPrakashana, New Delhi.
5. Gaur V.P., and Narang D.B., “**Income Tax Law and Practice**”, Kalyani Publishers, New Delhi.

Note:

- ***Questions shall be set as between theory and problems in the ratio of 40% and 60% respectively.***
- ***Amendments made upto 6 months prior to the date of examination is to be followed.***

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – III
(For those who joined in June 2014 and After)

PART – III: Core Subject Lab		
Subject Title: LAB-3: Oracle		
Subject Code: 11CP33	Hours per week: 6	Credit: 4
Sessional Marks: 40	Summative Marks: 60	Total Marks: 100

Objectives:

- *To acquire skills in SQL statements with various constructs*
- *To acquire skills in PL/SQL Programming*
- *To practice with stored Objects*

Exercises:

1. Creating, modifying and dropping Tables.
2. Inserting, modifying and deleting rows.
3. Working with Decode and case.
4. Creating tables with Adding, Dropping, disabling /enabling constraints.
5. Retrieving rows with Character functions.
6. Retrieving rows with Number and Date functions.
7. Retrieving rows with Group functions and HAVING.
8. Retrieving rows with Sub Queries.
9. PL/SQL programs with control structures.
10. PL/SQL programs with Cursors.
11. PL/SQL programs with Exception Handling.
12. Creating and Calling Procedures.
13. Creating and Calling Functions.
14. Creating and Calling Packages.
15. Overloading Packages.
16. Working with Sequences, synonyms, partition, index and clusters.

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – III
(For those who joined in June 2016 and after)

PART – III: Allied Subject Theory		
Subject Title: RELATIONAL DATA BASE MANAGEMENT SYSTEM		
Subject Code: 11AT31	Hours per week: 5	Credit: 5
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives:

- *To understand the fundamentals of data models and conceptualize and depict a database system using ER diagram*
- *To make a study of SQL and relational database design.*
- *To know about data storage techniques and query processing.*
- *To impart knowledge in transaction processing, concurrency control techniques and recovery procedures.*

UNIT – I

(15 Hours)

Data, Information and Information Processing, Secondary Storage Devices.

UNIT – II

(15 Hours)

Files file organization and file structure, introduction to Database Management System.

UNIT – III

(15 Hours)

Software Development life Cycle (SDLC) and Database Development Cycle (DDLC), introduction to Relational database management system (RDBMS) Database architecture and data modeling.

UNIT – IV

(15 Hours)

Entity – Relationship (E-R) modeling, Data Normalization, Relational Algebra and Relational Calculus.

UNIT – V

(15 Hours)

Oracle data types- Numbers, Strings, dates-Defining tables and column constraints-creating and modifying tables- Create, Alter, Drop-Select from and where clause-|Ordering, Group by having in-update, deletion - Aggregate function- Ave, min, max, sum& count.

Text Books:

1. Alexis leon & Mathews Leon, “Database Management System”, Leon Vikas Publishing, Chennai, 2002.
2. Relational Database Principles-2nd Edu-Colin Ritchie

REFERENCE BOOKS

1. Raghu Ramakrishnan & Johannes Gehrke, “Database Management Systems”, 2nd Edition, McGraw Hill International Edition, 2000.
2. Fred R. McFadden, Jeffrey A. Hofer & Mary.B.Prescott, “Modern Database Management” 5th Edition, Pearson Education Asia, 2001.

Course: B.Com. (Computer Applications) - CBCS Syllabus – Semester – III
(For those who joined in June 2016 and After)

PART – IV: Skill Based Subject		
Subject Title: BUSINESS MATHEMATICS		
Subject Code:11SB31	Hours per week: 2	Credit: 2
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives:

- *To enable the students to acquire knowledge of mathematics.*
- *To familiarize the students with set theory, powers and mathematics of finance and their applications.*
- *To expose the students to apply mathematical knowledge to solve modern business problem.*

UNIT: I **(4 Hours)**

Set theory – Set Definition – Operations on sets - Venn diagram- Laws of sets – Verification of laws by Venn Diagrams and examples – Solving problems using set theory.

UNIT: II **(4 Hours)**

Annuity- Definition – Types of Annuities – Present value of Annuity – Sinking fund - Amortization of principal.

UNIT: III **(4 Hours)**

Simple Interest – Compound Interest - Nominal Rate and Effective rate of Interest – Discount on Bills – True Discount – Bankers Discount – Bankers Gain – Present Value.

UNIT: IV **(4 Hours)**

Matrix – Definition – Types – Addition, Subtraction, Multiplication of Matrices – Matrix Equation – Transpose of Matrix - Inverse of Matrix – Solving Simultaneous Equations by Matrix inverse Method.

UNIT: V **(4 Hours)**

Logarithms – Introduction – Functions – Common Logarithms – Anti Logarithm.

Text Book:

1. Dr.Peer Mohamed, Dr.Shazuli Ibrahim., **“Business Mathematics”**,Pass Publications, Madurai, 2013.

Reference Books:

1. Sundaresan and Jayaselan.”**Introduction To Business Mathematics”**,Sultan Chand Co & Ltd,New Delhi,2013.
2. Wilson M., **“Business Mathematics”**,Himalaya Publishing House,New Delhi,2013.

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER –IV
(For those who joined in June 2015 and after)

PART – I – BUSINESS HINDI - II		
SUB. CODE: P1LH41	Hours per week: 4	Credit: 3
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

- उद्देश्य:-
1. हमारी प्रभाषा हल्दी को जान सकते हैं।
 2. हमारे जान को वृद्ध कर सकते हैं।
 3. उन भाषा में नकली पाने के लिए बहुत उपयोगी भाषा

- UNIT -1**
1. व्याकरण: सलोह हल्दी रचना-1 (पाठ 11 से 20 तक)
 2. वक्या को जोडिए
 3. वाक्य बदलिए (सपना कतना प्य से कमवाप्य)
 4. धनता (51-100 के साथ ¼, ½, ¾)

UNIT- 2 गद्य: सलोह हल्दी पाठमा-1 (पाठ 6-9 तक) **UNIT-**

3 पद्य: सलोह हल्दी पाठमा-1 (पाठ 5-9 तक) **UNIT - 4**
पत्र

1. साख पत्र
2. बक से ऋण पाने के लिए ननवेदन पत्र
3. बीजक
4. नमना मांगते हुए आवेदन पत्र

UNIT- 5 नये का वस्तु करन (पाठ 1-10 लमिना) अनवाद अभ्यास

सलोह हल्दी रचना-1 (पाठ 6-10) (हल्दी से तलमि या गजो) सलोह

हल्दी रचना-1 (पाठ 6-10) (तलमि या गजो से हल्दी)

समझदारी (गद्य): सलोह हल्दी पाठमा-1 (कहानियाँ से) (पाठ 5-9)

पाठ्य पुस्तकें: क्लर्क (प्रकाश सहित प्रथमक पाठ्य सामग्री) प्रकाशित वर्ष: 2010

1. सलोह हल्दी पाठमा-1 (क्लर्क भारत हल्दी प्रकाश सभा, चैन-17)
2. सलोह हल्दी रचना-1 (क्लर्क भारत हल्दी प्रकाश सभा, चैन-17)

ननदणी पुस्तक

1. हल्दी व्याकरण-भाग 1, प्रकाशित वर्ष: 2012

लेखक: के.आर. गोपाळिन, जी.एम.वी. प्रकाश, सेमि-636 001-

2. सलोह हल्दी रचना-2 (भारत-3) प्रकाशित वर्ष: 2010

प्रकाशक: क्लर्क भारत हल्दी प्रकाश सभा, चैन-17.

3. व्याकरण प्रवेष्टका, प्रकाशित वर्ष: 2011

प्रकाशक: क्लर्क भारत हल्दी प्रकाश सभा, चैन-17

4. हनुदौ द्यक्-भाग 2, प्रकाशत वषः 2011

लेखकः सी.एस. कामराज, जी.एम.वी. प्रकाश, सेमि-636 001

DEPARTMENT OF ENGLISH

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – IV
(For those who joined in June 2015 and After)

DEPARTMENT OF ENGLISH

PART – II– SPOKEN ENGLISH – II		
SUB. CODE: P2CE42	Hours per week: 1	Credit: 1
Sessional Marks: 100	Summative Marks:	Total Marks: 100

Objectives:

- To develop the reading habit of the students.
- To develop the communication skills of the students.
- To enrich the vocabulary of the students.

Text Books Prescribed

Third Semester – The Sun also rises by Ernest Hemingway. **[15 Hours]**

Fourth Semester – The Strange Case of Dr. Jekyll and Mr. Hyde **[15 Hours]**
by R.L. Stevenson.

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – IV
(For those who joined in June 2014 and After)

PART – III: Core Subject Theory		
Subject Title: CORPORATE ACCOUNTING		
Subject Code: 11CT41	Hours per week: 7	Credit: 5
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives:

- *To familiarize with the accounting treatment for issue of shares and debenture to run the company with long term source of funds.*
- *To enable students to prepare the financial statements of joint stock companies.*
- *To understand the procedure for valuing the good will and share of companies to acquire a business.*

UNIT: I **(21 Hours)**

Company Accounts – issue, forfeiture and reissue of shares – Redemption of preference shares – Issue and Redemption of Debentures as per Companies Act 2013

UNIT: II **(21 Hours)**

Pre-Incorporation Profit– Final Accounts of companies as Revised Schedule VI (managerial remuneration excluded)

UNIT: III **(21 Hours)**

Valuation of Goodwill and shares

UNIT: IV **(21 Hours)**

Amalgamations as per AS 14 and Internal Reconstruction of companies

UNIT: V **(21 Hours)**

Liquidation of companies – Order of payment - Preferential Creditors – Statements of Affairs – Deficiency or Surplus Account – Liquidator’s final statement of Account.

Text Book:

1. T.S.Reddy and A. Murthy, “**Corporate Accounting**”, Margham Publications, Chennai, 2015

Reference Books:

1. M.A. Arulanandam & K.S Raman, “**Advanced Accountancy**”, Himalaya Publishing House, Mumbai, 2013.
2. S.P. Jain and K.L. Narang, “**Advanced Accountancy II**”, Kalyani Publishers, New Delhi, 2013.
3. R.L. Gupta and M.Radhaswamy, “**Advanced Accountancy- Volume II**”, Sultan Chand & Sons, New Delhi, 2012.
4. M.C.Shukla and T.S.Grewal, ‘**Advanced Accountancy**’, S.Chand, New Delhi, 2013.

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – IV
(For those who joined in June 2014 and After)

PART – III: Core Subject Theory		
Subject Title: INCOME TAX LAW AND PRACTICE – II		
Subject Code: 11CT42	Hours per week: 5	Credit: 4
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives:

- *To familiarize the students with computation of profits and gains from business/profession and capital gains.*
- *To impart knowledge of the clubbing of income and set-off and carry forward of losses.*
- *To equip students with the assessment of individual-assessment of firm.*
- *To gain knowledge of deductions, tax authorities and assessment procedure.*

UNIT: I **(15 Hours)**

Computation of profits and gains from business / profession – Capital Gains.

UNIT: II **(15 Hours)**

Income of other persons including assessee total income Aggregation of incomes and set-off and carry forward of losses.

UNIT: III **(15 Hours)**

Deductions from gross total income.

UNIT: IV **(15 Hours)**

Assessment of Individual – Assessment of Firm.

UNIT: V **(15 Hours)**

Income tax Authorities Different types of assessments.

Text Book:

1. Dr.Mehrotra & Dr.Goyal, **”Income Tax Law and Accounts”**, Sathitya Bhavan Publication, Agra.

Reference Books:

1. T.S.Reddy & Y.Hari Prasad Reddy. **Income Tax theory, Law&Practice**, Margham Publications, Chennai.
2. Dr.Vinod .Singhania, **”Direct Tax-Law and Practice”**, TaxmanPublication, New Delhi.
3. B.B.Lal., **”Direct Tax”**, Konark Publisher(P)Ltd, New Delhi.
4. Bhagwathi Prasad., **”Direct Taxes-Law and Practice”**, Wishwa Prakashana, New Delhi.
5. Gaur V.P., and Narang D.B., **”Income Tax Law and Practice”**, Kalyani Publishers, New Delhi.

Note:

- Questions shall be set as between theory and problems in the ratio of 40% and 60% respectively
- Amendments made upto 6 months prior to the date of examination is to be followed

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER IV
(For those who joined in June 2015 and after)

PART – III: Core Subject Lab		
Subject Title: LAB-4: Tally		
Subject Code: 11CP43	Hours per week: 6	Credit: 5
Sessional Marks: 40	Summative Marks: 60	Total Marks: 100

Objectives:

- *To bridge the academic knowledge and professional implementation.*
- *To provide first-hand knowledge on the procedure of analyzing, recording and reporting of financial transaction in Tally. ERP 9.*
- *To equip job seeker for professional accounting career.*
- *To help future entrepreneur in managing their financial accounting along with business operation.*

Lab: 1 Preparation of Trail Balance, Profit & Loss Account and Balance Sheet by creating necessary (Accounting Information) Primary Groups, Sub Groups, and Ledger accounts with opening Balance.

Lab: 2 Preparation of Day Book by entering the accounting transactions in accounting Vouchers.

Lab: 3 Preparation of Stock Summary by Creating necessary (Inventory Information) Simple and Compound Unit of Measure, Stock Group, Stock Category, Stock Items and Stock Category.

Lab: 4 Preparation of Profit and Loss account and Balance sheet by creating both accounting and Inventory information with opening and closing stock.

Lab: 5 Preparation of Profit and Loss account and Balance sheet by creating both accounting & Inventory information with opening and closing stock with Adjustment entries.

Lab: 6 Preparation of Stock Movement Register by entering Pure Inventory vouchers.

Lab: 7 Preparation of Statement of Accounts of Outstanding Receivables and Payables (Age wise Analysis) by activating maintain Bill wise details Option in F11 Accounting Features

Lab: 8 Preparation of Statement of Accounts of Interest Receivables and Payables by activating Interest Calculation Option in F11 Accounting Features.

Lab:9 Preparation of Statement of Accounts of Cost Centres and Cost Category by activating Cost Centres and Cost Category Option in F11 Accounting Features.

Lab: 10 Preparation of Statement of Inventory of Expiry Batches by activating Batch

wise details option in F11 Inventory Features.

Text Book:

1. S.Krishnamoorthy, **Tally Computerized Accounting Using ERP-9**, VenusPublishers, Madurai, 2013.

Reference Books:

1. **Learning Tally ERP 9 from Accounting to ERP**, Sahaj Enterprises, Bangalore, 2013.
2. **Tally ERP 9**, Tally Solutions Pvt. Ltd., Bangalore, 2013

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – IV
(For those who joined in June 2014 and After)

PART – III: Allied Subject Theory		
Subject Title: BUSINESS STATISTICS		
Subject Code: 11AT41	Hours per week: 5	Credit: 5
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives:

- *To enable the students to learn the statistical methods and their applications in commerce.*
- *To understand the various statistical methods in application to business.*
- *To acquire the knowledge on basic concepts of statistics.*
- *To enable the students to apply statistical techniques to solve business problems.*

UNIT: I **(18 Hours)**

Meaning and Definition of Statistics, Characteristics and Limitations - Methods of Collection of data – Presentation of Data, Primary and Secondary data – Classification and Tabulation of statistical data – Diagrams and Graph - Types and Uses of diagram.

UNIT: II **(18 Hours)**

Measures of Central Tendency – Mean – Median – Mode – Quartiles – Deciles – Geometric Mean– Harmonic Mean – Weighted Average Mean.

UNIT: III **(18 Hours)**

Measures of Dispersion – Range – Quartile Deviation – Mean Deviation – Standard Deviation – Lorenz Curve – Measures of Skewness - Correlation Analysis – Karl Pearson’s Coefficient of Correlation – Spearman’s Rank Correlation – Simple Regression Analysis.

UNIT: IV **(18 Hours)**

Analysis of Time Series – Components of Time Series – Methods of estimating Trend – Semi – Average Method – Moving Average Method – Method of Least Square.

UNIT: V **(18 Hours)**

Index Numbers – Meaning – Utility – Methods – Construction of Wholesale Index Number – Unweighted Index Number – Simple Aggregative Method – Average of Price Relatives Method – Weighted Index Number – Weighted Average of Price Relatives – Weighted Aggregative Index Number – Mathematical Test of Consistency for Index Numbers – Time Reversal Test – Factor Reversal Test.

Text Book:

1. R.S.N. Pillai and Bhagwati, “**Statistics**”, S.Chand & Co., New Delhi, 2013.

Reference Books:

1. Gupta S.P, “**Statistical Methods**”, Sultan Chand & Sons. New Delhi, 2013.
2. Vittal P.R.,”**Business Statistics**”, Margham Publications, Chennai, 2013.
3. Gupta,S.C. and Kapoor.,V.K.,”**Fundamentals Of Applied Statistics**”, Sultan Chand And Sons Publishers, New Delhi, 2013.

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – IV
(For those who joined in June 2016 and After)

PART – IV: Skill Based Subject		
Subject Title: Coral DRAW		
Subject Code: 11SB41	Hours per week: 2	Credit: 2
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives:

- *To Use tools and palettes effectively and understand the terminology used*
- *To Create and edit images and text*
- *To Apply a range of special effects to images*

UNIT- I **(6 hours)**

CorelDraw: Introduction-Getting started with Corel Draw-Exploring the workspace of CorelDraw-Drawing basic geometric figures-Saving and opening an existing document-Previewing the drawing-working with page layout-Closing the drawing and quitting CorelDraw.

UNIT-II **(6hours)**

Working with lines: Drawing a curve-Drawing calligraphic outline tool-Defining lines and outlines setting-Creating a calligraphic outline-Adding an Arrowhead.

UNIT –III **(6 hours)**

Working with Objects: Selecting and Deselecting Objects, Deleting, Sizing, Rotating, Combining Objects-Groping in Corel Draw, Grouping object, Ungrouping Object-Applying convert to curve command on objects-Selecting colour for an object-Filling objects.

UNIT-IV **(6hours)**

Working with Text: Types of text-Converting text from one type to another changing the appearances of text-Applying effects to the text-wrapping paragraph text around objects-Filling Text to an object path-Converting Text to an object using curve Command.

UNIT-V **(6 hours)**

Working with Bitmaps: About Vector-Bitmap Images-Changing vector Images into Bitmap Images-Importing a Bitmap into a Drawing- Cropping, Resampling & Resizing a Bitmap-Special Effects to Bitmap-Tracing Bitmaps.

Text Book:

Vikas Gupta, “**Comdex 9-in-1 DTP Course Kit**”, Dream Tech Publication, New Delhi, 2015.

Reference Books:

1. Gary David Bouton, “**Coreldraw! 5: The Professional Reference/Book and 2 Cd-Roms**” New Riders Publication 2012.
2. Gary David Bouton, “**CorelDRAW X6 The Official Guide** “August 14, 2012 Mixed mediaPublishers“ August 14, 2012

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – V
(For those who join in June 2015 onwards)

PART II – Paper I		
Subject Title: English for Career Development		
Subject Code: P2LE51 / P2CE51	Hours per week: 1	Credit:
Sessional Marks: 100	Summative Marks:	Total Marks: 100

Objectives:

- *To make students face Competitive Examinations with confidence*
- *To train students in writing book reviews*
- *To make them write reports, resolutions, minutes*
- *To make them prepare agenda for meeting.*

Unit I

- Comprehension

Unit II

- Spotting the Errors
- Sentence Improvement
- Voice
- Preposition
- Cloze Test or Numbered Gaps

Unit III

- Preparation of Short Speeches

Unit IV

- Report-writing
- Preparation of Agenda, Resolutions, Minutes

Unit V

Extensive Reading – Self-study – How to win Friends and Influence People – Dale Carnegie, Vermilion, London

Text Book: *Objective English for Competitive Examinations*,
Hari Mohan Prasad and Uma Rani Sinha, Tata McGraw Hill
Education Private Limited, New Delhi.

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – V
(For those who joined in June 2016 and After)

PART – III: Core Subject Theory		
Subject Title: COST AND MANAGEMENT ACCOUNTING		
Subject Code: 11CT51	Hours per week: 6	Credit: 5
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives:

- *To gain knowledge with the various concepts and elements of cost*
- *To familiarize the students on the importance of cost ascertainment, reduction and control*
- *To acquire the students, the management accounting techniques that facilitates managerial decision making.*

UNIT I

(6 Hours)

Costing – Meaning-objectives-advantages - limitations – Differences between Cost accounting, financial accounting and Management Accounting — Classification of cost – Methods of Costing - Material Cost- Methods of pricing material– Techniques of Inventory Management - Economic Order Quantity – Inventory control – Stock Turnover Ratio – ABC Analysis- Determination of stock levels.

UNIT II

(6 Hours)

Labour Cost- Methods of wage payment- Incentive Schemes-Labour Turnover –Statement of labour cost- Overheads - Classification - Absorption, Allocation, Apportionment and Control of Overheads - Preparation of Cost Sheet.

UNIT III

(6 Hours)

Management Accounting - Analysis and Interpretation of financial statements- Techniques of Financial Statement Analysis - Ratio Analysis - Advantages and Limitations - Classification and Computation of Accounting Ratios.

UNIT IV

(6 Hours)

Fund Flow Analysis- Schedule of changes in working capital – Funds from operations – Analysis of Sources and Applications of Funds - Preparation of Funds flow statement.

Cash Flow Statement – Meaning – Differences between Funds Flow and Cash Flow - Classification of Cash flows– Preparation of Cash flow statement as per AS 3.

UNIT V

(6 Hours)

Marginal Costing- Meaning- Salient Features - Advantages - Limitations - Profit-Volume Ratio - Break Even Analysis- Cost-Volume Profit Analysis - Margin of Safety- Applications of Marginal Costing and Decision making.

Text Books:

1. S.P.Jain and Narang, "Cost Accounting", Kalyani Publishers, New Delhi, 2013.
2. Reddy T.S and Hari Prasad Reddy. Y., "Management Accounting", Margham Publications, 2014.

Reference Books:

1. S.N.Maheswari,"Principles of Cost Accounting", Sultan Chand and Sons, New Delhi, 2013.
2. S.N.Maheswari, "Management Accounting", Sultan Chand and Sons, New Delhi, 2014.
3. Sharma and S.K. Gupta, "Management Accounting", Kalyani Publishers, New Delhi, 2012
4. R.S.N.Pillai and V. Bhagavathi, "Cost Accounting", S. Chand and Company Ltd, New Delhi, 2012.

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – V
(For those who joined in June 2015, 2016, 2017 and after)

PART – III: Core Subject Theory		
Subject Title: GOODS AND SERVICES TAX LAW		
Subject Code: 11CT52	Hours per week: 6	Credit: 5
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives:

- *To equip the students with the provisions of GST Law & Practice.*
- *To impart knowledge of Levy, Input Tax Credit, Registration and Tax Invoice.*
- *To familiarize students to Returns, Payment of Tax and Accounts and Records.*

UNIT-I

(18 Hours)

Introduction to GST: Short Title, Extent and Evolution of GST, Definitions, Meaning, Why GST and Scope of Supply – Structure of GST – Why is Dual GST Required – Highlights of GST. - How GST does Eliminate Tax on Tax.

Administration: Classes of officers under the Central Goods and Services Tax Act and State Goods and Services Tax Act - Appointment of officers under the Central Goods and Services Tax Act and State Goods and Services Tax Act - Powers of officers under the Central Goods and Services Tax Act and State Goods and Services Tax Act.

UNIT-II

(18 Hours)

Levy of and Exemption from Tax: Tax Rate Structure - Levy and Collection of Central/State Goods and Services Tax - Composition Levy - Taxable person - Power to grant exemption from tax.

Time, Value and Place of Supply: Time of supply of goods - Time of supply of services - Change in rate of tax in respect of supply of goods or services - Value of taxable supply.

UNIT-III

(18 Hours)

Input Tax Credit: Eligibility and conditions for taking input tax credit - Apportionment of credit and blocked credits - Availability of credit in special circumstances - Recovery of Input Tax Credit and Interest thereon - Taking input tax credit in respect of inputs sent for job work - Manner of distribution of credit by Input Service Distributor - Manner of recovery of credit distributed in excess.

Registration: Registration - Registration Forms and Process - Special provisions relating to casual taxable person and non-resident taxable person - Amendment of registration - Cancellation of registration - Revocation of cancellation of registration.

UNIT-IV

(18 Hour)

Tax Invoice, Credit and Debit Notes: Tax invoice - Tax not to be collected by registered taxable person - Amount of tax to be indicated in tax invoice and other documents - Credit and debit notes.

Returns: Furnishing details of outward supplies - Furnishing details of inward supplies -Returns - First Return - Claim of input tax credit and provisional acceptance thereof - Matching, reversal and reclaim of input tax credit - Matching, reversal and reclaim of reduction in output tax liability - Annual return - Final return - Notice to return defaulters - Levy of late fee - Tax Return Preparers.

UNIT-V (18 Hours)

Payment of Tax: Payment of tax, interest, penalty and other amounts - Interest on delayed payment of tax - Tax deduction at source - Transfer of input tax credit.

Refunds: Refund of Tax - Refund in certain cases - Interest on delayed refunds - Consumer Welfare Fund - Utilization of the Fund.

Accounts and Records: Accounts and other records - Period of retention of accounts.

Text Book: (Current Edition)

1. S.S. GUPTA and V.S. DATEY., “**GUIDE TO NEW MODEL GST LAW**”, Taxmann Publication Pvt Ltd, New Delhi.

Reference Books: (Current Edition)

1. S.S.Gupta, “**GST Law & Practice**”, Taxmann Publication Pvt Ltd, New Delhi.
2. V.S.DATEY., “**ALL About GST**”, Taxmann Publication Pvt Ltd, New Delhi.

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – IV
(For those who joined in June 2015 and After)

PART – III: Core Subject Lab		
Subject Title: LAB-5: VISUAL BASIC		
Subject Code: 11CP53	Hours per week: 6	Credit: 4
Sessional Marks: 40	Summative Marks: 60	Total Marks: 100

Objectives:

- To familiarize the students with computation of profits and gains from business/profession and capital gains.
- To impart knowledge of the clubbing of income and set-off and carry forward of losses.
- To equip students with the assessment of individual-assessment of firm.
- To gain knowledge of deductions, tax authorities and assessment procedure.

UNIT: I

Starting a new project -The properties of window -common form properties

-Scale properties -Color properties -Making a form responsive -Printing a visual representation of a form -Types -Creating stand-alone windows programs -The tool box - Creating Controls - The name (Control Name) Property -Properties of command buttons -Simple event procedures for command buttons -Access Keys - Image Controls -Text Boxes -labels -Navigating between controls -Message boxes - The Grid -The ASCII representation of forms.

UNIT: II

Statements in Visual Basic -Variables -Setting properties with code – data Types - Working with variables -More on strings -More on numbers -Constants - Input Boxes - Displaying information on a form - The format function -Picture boxes -Rich Text Boxes -The Printer Object -Determining loops -Indeterminate loops -Making decisions -Select case -Nested If- Then's The Go To -String Functions - Numeric functions -Date and Time functions -financial functions.

UNIT: III

Function procedures -sub procedures -Advanced uses of procedures and functions using the Object Browser to Navigate among your subprograms -List: One-dimensional arrays- Arrays with more than one dimension -Using Lists and Arrays with functions and procedures - The new array-based string - Records (User-DefinedTypes).

UNIT: IV

The With Statement - Enums -Control arrays -list and Combo Boxes -The Flex grid control -Code Modules: global Procedures- The Do Events Function and Sub Main -Accessing Windows functions -Error Trapping -Creating an Object in Visual Basic - Building your own classes.

UNIT: V

Fundamentals of graphics -Screen Scales -The line and shape controls - Graphics via code -Lines and Boxes -Circles, Ellipses, and Pie Charts. The Mouse event procedures - Dragging and dropping operations -File commands -Sequential files -Random access files - Binary files -Sharing files -File System Controls -The file system objects -The Clip Board - Running another windows programs from within.

Text Book:

1. Gray Cornell, "**VISUAL BASIC 6 from the GROUND UP**", Tata McGraw Hill Edition, 1999.

Reference Books:

1. Peter Norton's & Michael Groh, "Guide to Visual Basic 6 Techmedia", 1998.
2. Paul Sheriff, "**Visual Basic**", PHI -1999.
3. Evangelus Petroustos, "**Mastering Visual Basic 6**", BPB Puhlnata.
4. David lung and Jeff Kent, "**Visual Basic**", Annotated archives TMH, 1999.

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – V
(For those who joined in June 2015 and After)

PART – III: Elective Subject		
Subject Title: JAVA PROGRAMMING		
Subject Code: 11EP1A	Hours per week: 7	Credit: 5
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives:

- *To provide the basics of Object-Oriented paradigms*
- *To practice the principles of programming languages.*
- *To practice threading and exception handling with Java*
- *To understand the basic programming constructs of Java Language.*
- *To develop programs for window application or Web application.*

UNIT: I **(15 Hours)**

An overview of Java: Object oriented programming- -Two control statements- using blocks of code-lexical issues-the java class libraries. Data types variables and arrays: The simple types-integers-floating point types-characters-Booleans-a closer look at literals-variables-type conversion and casting-automatic type promotion in expressions-arrays. Operators: Arithmetic operators-the bitwise operators-relational operators-boolean logical operators-the assignment operator- the operator precedence-using parentheses. Control statements: Java selection statement-iteration statement-jump statement.

UNIT: II **(15 Hours)**

Introducing classes: Class fundamentals-declaring objects-assigning objects reference variables-introducing methods-constructors-this key word-garbage collection-the finalize () method. A closer look at method and classes: Overloading methods-using objects as parameters-a closer look at argument passing-returning objects-recursion-introducing access control-understanding static-introducing final-arrays revisited-introducing nested and inner classes-exploring the string class- using command-line argument.

UNIT: III **(15 Hours)**

Inheritance: Inheritance basics-using super-creating a multilevel hierarchy-when constructor is called-method overriding-dynamic method dispatch-using abstract classes-using final with inheritance-the object class. Packages and interfaces: Packages-access production-importing packages-interfaces. Exception handling: Exception handling fundamentals-expression types-uncaught exceptions- using try and catch-multiple catch clauses-nested try statement-throw-throws-finally-java's built-in expressions-creating your own exception subclasses-using exceptions.

UNIT: IV**(15 Hours)**

Multithreaded programming: The java thread model-the main thread- creating a thread-creating multiple threads-using is alive () and join ()-thread priorities-synchronization-inter thread communication-suspending, resuming and stopping thread- using multithreading. I/O applets and other topics:

UNIT: V**(15 Hours)**

String handling: The string constructors-string lengths-special string operators-character extraction-string comparison-searching strings-modifying a string-data conversion using value of ()-changing the case of characters within a string-string buffer

Text Book:

1. Patrick Naughton & Herbert Schidt, **“The complete reference of Java 2”**, Tata McGraw Hill P Ltd. ND, 2012.

Reference books:

1. Balagurusamy(E), **“Programing with JAVA”**, Tata Mc Graw Hill P Ltd. ND, 2008.
2. S. Horstmann, Garucornell, **“Core java volume II Advanced features”**, Climatic Press, First Edition 2000.
3. Vardtanpiroumian, **“Java GUI development”**, Climatic Press, First Edition 2000.
4. Jasonhunter, O, **“Java servlet programming”**, Tata Mc Graw Hill Publication Ltd. ND, 2008

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – V
(For those who joined in June 2015 and After)

Part – IV: Common Subject Theory		
Subject Title: Environmental studies		
Subject Code: ESUG51	Hours per week: 2	Credit: 2
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

2hrs/week 24hrs

Objectives

- ❖ *Disseminate information of Environment of national and international issues*
- ❖ *Environmental consciousness creation among the students*
- ❖ *Facilitation of environmental leadership among students*

Unit-I (5 Hours)

Introduction – Nature, scope and importance of Environmental studies –
Natural Resources and conservation – forest, water and energy.

Unit-II (5 Hours)

Ecosystem – concept – structure and function, energy flow, food chain, food web and ecological pyramids

Unit-III (5 Hours)

Biodiversity – definition, types – values – India, a mega diversity zone –
Hotspots – Endangered and endemic species – threat to biodiversity and conservation

Unit-IV (5 Hours)

Environmental pollution – Air pollution- causes and effect – Ozone depletion – Global warming – acid rain – Water pollution – Noise pollution – Solid waste management – Nuclear hazard

Unit-V (4 Hours)

Human population and the environment – Population growth – variation among nations – effects of population explosion – family welfare programme – environment and human health.

Text book

R.Murugesan , Environment studies – (2009), Milleneum Pub. Madurai-16

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – V
(For those who joined in June 2014 and After)

PART – IV: Skill Based Subject		
Subject Title: COMMERCE FOR COMPETITIVE EXAMINATIONS		
Subject Code: 11SB51	Hours per week: 2	Credit: 2
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives:

- *To create awareness among the students, about the various competitive examinations.*
- *To train the students for successful participation in competitive examination.*
- *To prepare the students for all competitive examinations held at state and national levels.*

UNIT: I **(6 Hours)**

Verbal Reasoning: Alphabet test- Mathematical operations test- Series test - Odd Man out – Classification - Blood relations - Number, ranking and time sequence - Direction sense test - Sitting arrangement - Decision making

UNIT: II: **(6 Hours)**

Non-Verbal Reasoning: Series test – Analogy - Odd figures - Miscellaneous tests

UNIT: III **(6 Hours)**

Quantitative Aptitude: Number system, HCF & LCM - Number series - Decimal fractions - Square root and cube root – Simplifications – Partnerships – Percentage - Ratio and proportions, Average & Ages Ratio & Proportion - Profit and loss - Simple interest and compound interest

UNIT: IV **(6 Hours)**

General Awareness: Indian Economy - International Economy - Books & Their Authors - Banking Terms – RBI - Fiscal Monetary Policies etc. - Social Function of Banks - UNO, Marketing - Awards & Honors Sports - Finance - Agriculture etc

UNIT: V **(6 Hours)**

Computer: Basic computer terminology - Software & Hardware questions - Computer abbreviation - Microsoft-office - Basic knowledge of Internet use etc

Text book:

Materials Prepared by the Department of Commerce (CA).

Reference books:

1. IBPS Common written examination, unique publishers, New Delhi, 2015.
2. IBPS CWE-V, Kiran Institute of Career Excellence Pvt.Ltd., New Delhi, 2015
3. Archana Jaiswal., “**Text Book of Quickest Mathematics**”, Kiran Prakashan Pvt.Ltd, New Delhi, 2013.

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – VI
(For those who join in June 2015 onwards)

PART II – Paper I		
Subject Title: English for Professional Excellence		
Subject Code: P2LE61, P2CE61	Hours per week: 1	Credit: 1
Sessional Marks: 100		Total Marks: 100

Total number of hours: 15 hours

Objectives:

- To make students face Competitive Examinations with confidence
- To prepare students to face interviews
- To make students familiar with books and authors in English literature
- To make students prepare resume
- To motivate students to participate in Group Discussion

Unit I

- Sentence Completion
- Sentence Fillers
- Synonym
- Antonym
- Idioms and Phrases
- Substitution

Unit II

- Sentence Re-Arrangement
- Jumbled sentences
- Paragraph Reconstruction
- Analogy

Unit III

- Interview Skills
- Body Language

- Debate

Unit IV

- Resume writing

Unit V

- Group discussion

Text Book Objective English for Competitive Examinations, Hari Mohan Prasad
Uma Rani Sinha, Tata McGraw Hill Education Private Limited,
New Delhi.

PART – III: Core Subject Theory		
Subject Title: AUDITING		
Subject Code: 11CT61	Hours per week: 7	Credit: 5
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives:

- *To create interest in the minds of students towards auditing profession.*
- *To familiarize with the provisions of the companies act relating to the appointment, conduct and liabilities of an auditor.*
- *To impart knowledge about auditing principles, procedures and techniques in accordance with current legal requirements and profession standards.*

UNIT: I

(21 Hours)

Auditing – Meaning – Objectives – Auditor's Qualification and Disqualification – Duties – Rights – Status – Appointment – Removal – Preliminaries before beginning of audit work.

Conduct of Audit: Audit programme – Meaning – Merits and Demerits – Audit Notes – Working papers (Preparation of Audit Programmes not required)

UNIT: II

(21 Hours)

Internal control: Internal check – Meaning Definition – objects – Procedure of Internal check – Advantages – Duties of an auditor – Internal Check in respect of Cash Book – Credit Purchases – Credit Sales Payment of wages – Closing stock.

UNIT: III

(21 Hours)

Vouching: Meaning – Objectives – importance – voucher – Requisites of a valid voucher – Vouching of different receipts and payments – receipts from debtors, bad debts recovered, cash and credit sales-payments in respect of wages, salaries, and rent, cash and credit purchases

UNIT: IV

(21 Hours)

Verification and valuation of Assets and Liabilities. Verification – Meaning – Valuation – Principles – Classification of assets – Fixed assets and current assets and intangible assets-classification of liabilities – Reserves & Surplus.

UNIT: V

(21 Hours)

Liabilities of Auditor: Basis for liabilities – Civil – Criminal & Contractual Liabilities – Liabilities under I.P.C- Liabilities to Third Parties – Legal cases and their applicability – Preparation of Audit report.

Text Book:

B.N. Tandon., “**Practical Auditing**”, S.Chand publishers, New Delhi, 2013.

Reference Books:

1. Tandon, B.N., S. Sudharsanam, and S. Sudharabahu., “**A Handbook Of Practical Auditing**”, S.Chand And Co.Ltd., New Delhi, 2013.
2. Jedadish Prakash., “**Auditing Principles, Practices and Problems**”, Kalyani Publishers Ltd., New Delhi, 2012.
3. D.D. Sharma., “**Auditing**”, Sahitya Bhavan., New Delhi, 2013.

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – VI
(For those who joined in June 2015 and After)

PART – III: Elective Subject		
Subject Title: WEB DESIGNING		
Subject Code: 11EP6A	Hours per week: 6	Credit: 5
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objective:

- *To impart knowledge about the technologies and their applications*
- *To understand the basics of web designing and to use open-source tools. To highlights the basic concepts of HTML and helps the students*
- *To equip with the programming skills in implementing and developing web-~~hxxd~~Applications.*

UNIT: I **(15 Hours)**

Introduction of Web Design: Introduction to HTML: Designing a Home Page – History of HTML – HTML Generations – HTML Documents Anchor Tag – Hyperlinks.

UNIT: II **(15 Hours)**

Head and Body Section: Header section – Title – Prologue – Links – Colorful Web Page background – colors – background color – text color – link colors – Comment Lines. Designing the Body Section: Heading aligning the headings – Horizontal Rule – Paragraph – Tab Settings – Images – Pictures – Embedding PNG Format images.

UNIT: III **(13 Hours)**

Ordered and Unordered Lists: Unordered lists – Heading in a list – Ordered lists – Type attribute – Nested lists. Table Handling: Tables – Table Creation in HTML – Width of the table and Cells – Cells spanning multiple rows and columns – Coloring cells – Column Specification.

UNIT: IV **(20 Hours)**

Frames: Frameset Definition – pixel unit – percentage unit – fraction unit – Frame definition – Src, name, margin, scrolling and no resize attributes – Nested Framesets.

Forms: Action attribute – method attribute – enctype attribute – Dropdown list – Check boxes – radio buttons – text field – text area – password – hidden files – submit and reset buttons.

UNIT: V **(20 Hours)**

DHTML and Style sheets: Definition – elements of styles – linking a style sheet to an HTML document – In – line styles- External style sheets – internal style sheets – multiple styles. A Web Page Design Project: Frameset Definition – animals – Birds – Fish.

Text Book:

1. C. Xavier – **“World Wide Web Design with HTML”**, Tata McGraw – Hill Edition 2013.

Reference Books:

1. Furuza Aibara, **“HTML for beginners”**, SPD, February 2013 Edition.
2. Daniel Gra, **“Web Design Fundamentals Hand Book”** Climatic Press, First Edition 2000.

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – VI
(For those who joined in June 2014 and After)

PART – III: Elective Subject		
Subject Title: Project & Viva - Voce		
Subject Code: 11PV61	Hours per week: 8	Credit: 5
Sessional Marks: 100	Summative Marks: 100	Total Marks: 200

Objectives:

- To provide skills to identify a problem to be automated with social relevance.
- To develop skills in analyzing real world problems and prepare problem statements
- To design with various design representation including architectural design, database design and GUI design
- To apply the coding skills and develop the system
- To prepare test cases and test the system through unit testing, integration testing and acceptance testing
- Apply proper validation to the system developed.
- To prepare user manual and maintenance guidelines
- To provide documentation and presentation

skills Mode of Evaluation: Internal

Components	Review 1	Review 2	Final Review
Documentation	10	10	20
Seminar /Presentation	20	10	20
Viva-voce	20	10	20
Demo		20	40
Total	50	50	100

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PART – IV: Common Subject Theory		
Subject Title: Value Education		
Subject Code: VEUG61	Hours per week: 2	Credit: 2
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

UNIT I: The heart of Education: **[6 hours]**

Introduction – Eternal Value – Integrated approach to value education - one for all and all for one – Responsibilities of a citizen – Habit Vs wisdom – purifying mind pollution – Respect for all Religions – Parents, teachers and fellow students – The need and benefit of exercise and meditation for students.

UNIT II: The Value of Body and Life Energy **[6 hours]**

Introduction – what are the causes for pain, Disease and death? Three Basic needs for all living Beings – Personal Hygiene Five Factors of Balance in Life – The need and benefits of physical Exercise – The value and Base of Life energy – The value and Base of Bio-magnetism - You are your own best caretaker.
 The Marvelous nature of mind

Introduction- Bio-magnetism – The base of the mind – characterization of the Genetic Centre – mental frequency – practice for a creative mind - benefits of meditation.

UNIT III: Analysis of Thought **[6 hours]**

Introduction – An Exposition on the nature of thought– six roots for thoughts – Introspection for analysis of thoughts-practical techniques for analysis of thoughts. Benefits of Blessings

Effects of good vibrations – Make Blessing a Daily Habit

UNIT IV: Moralization of Desire **[6 hours]**

Introduction – moralization of desire - Analyze your desires – Summary of practice. Neutralizing of Anger:

Introduction – meaning – characteristics of Anger – Anger is a Destructive emotion – Anger spoils our relationship with others – Some common misconception about anger – will power and method success through awareness – method of neutralization of anger.

UNIT V: Eradication of Worries **[6 hours]**

Worry is a mental disease – Nature’s Law of cause and effect – factors beyond our control – How to deal with problems – analyses your problem and eradicate worry
 Harmonious Relationships

Introduction – Three angles of life – The value of harmony in personal relations – Love and Compassion – pleasant face and loving words – appreciation and gratitude to parents and teachers – Bringing needed reforms in educational institutions why should we serve others? Brotherhood – A scientific Basis for Universal Brotherhood protection of the environment – non-violence and the fivefold moral culture.

Text Book:

Value Education for Health, Happiness and Harmony

1. Based on the Philosophy and Teachings of Swami Vethanthiri Maharisi) Published By:Brain Trust, Aliyar A Wing of World Community Service Centre

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – VI
(For those who joined in June 2016 and After)

PART – IV: Skill Based Subject		
Subject Title: ADVANCED EXCEL OPERATIONS		
Subject Code: 11SB61	Hours per week: 2	Credit: 2
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives:

- *Performing complex calculations more efficiently, using various Excel functions.*
- *Organizing and analyzing large volumes of data.*
- *Creating MIS reports and designing and using templates.*
- *Consolidating and managing data from multiple workbooks.*

UNIT- I **(6 hours)**

About Excel- The Excel Environment -The Title Bar-The Ribbon-Scroll Bars- The Microsoft Office Button - The Quick Access Toolbar - The Formula Bar- The Workbook Window - The Status Bar-The Workbook View Buttons - The Zoom Slider

UNIT-II **(6 hours)**

Creating Formulas-Ranged Formula Syntax - Simple Formula Syntax – Writing Formulas- Using Auto Sum- Inserting Functions - Editing a Range- Formula AutoCorrect-Auto Calculate-COLUMNS & ROWS: Selecting Columns and Rows- Adjusting Column Width and Row Height - Hiding and UN hiding Columns and Rows

UNIT -III **(6 hours)**

Formatting Worksheets: Formatting Cells- the Format Cells Dialog Box- Clearing all formatting from Cells- Copying All Formatting from Cells to Another Area. Worksheet Tools: Selecting Multiple Worksheets- Inserting and Deleting Worksheets – Renaming Worksheets- Coloring Worksheet Tabs- Copying or Moving Worksheets

UNIT-IV **(6 hours)**

Worksheet Tools: Moving between Worksheets - Selecting Multiple Worksheets- Inserting and Deleting Worksheets – Renaming Worksheets- Coloring Worksheet Tabs-Copying or Moving Worksheets. Printing Worksheets Using Print Preview - PrintingWorksheets-3DFormulas-Creating 3DFormulas - 3D Formula Syntax

UNIT-V **(6 hours)**

Conditional Formatting and Cell Styles: Conditional Formatting- Finding Cells with Conditional Formatting – Creating Charts- Selecting Charts- Moving and Resizing Charts- Changing the Chart Type - Changing the Data Range- Deleting

Text Book:

1. Timothy J.O. Leary and Lindai O Leary, “MS Office”, IRWIN/MS GRAW Hill, New Delhi, 2015

Reference Books:

1. R.K. Taxali., “PC Software For Windows Made Simple”., MCG Raw – Hill Publishing Company LTD, New Delhi, 2015
2. Sanjay Saxena, “MS –Office 2000”, Vikas Publishing House Private Ltd, New Delhi-2015
3. Robert De Levie, “Advanced Excel for Scientific Data Analysis”, 3rd Edition Wiley Publishing, Canada, 2012

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(For those who joined in June 2016 and After)

PART – IV: Skill Based Subject		
Subject Title: HARDWARE & NETWORKING		
Subject Code: 11SB62	Hours per week: 2	Credit: 2
Sessional Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives:

- *To understand the fundamentals of networking.*
- *To basic networking concepts.*
- *To understand the fundamentals of Hardware.*
- *To understand the operations of basic PC hardware.*

UNIT I (6 hours)

Computer Hardware - Components of mother boards - Types- Ports – Slots – Connectors - add on cards - Power supply units - Cabinet types - Storage devices - Primary & secondary storage medium.

UNIT II (6 hours)

Magnetic disc - RAM -ROM – PROM – EPROM –CD ROM – CDRW – DVD – Blu-ray Disc (BD, BRD) - Virtual memory - Cache memory - Linear & Physical memory - video memory.

UNIT III (6 hours)

Input devices: Keyboard - Mouse - Types of Mouse - Joy stick – web cam- barcode reader-**Output devices:** Monitors- Different types of Monitors, - Printers - Types – Projectors.

UNIT IV (6 hours)

Networks: Why networks - Basic network concepts - applications - uses of computer networks - different layers in networks - internet & web concepts - network security - **Data & its design issues:** Protocol & its basics - Different types of protocols - Available services.

UNIT V (6 hours)

Modern Network Techniques: Basic modern network mediums - basic modern Modem – Ethernet - Switch – Repeater-NIC (network interface card)- Bridge- Hub-Routers- Hardware & software issues of modern networking mediums - **Basic network simulations.**

Text Books:

1. D.Balasubramanian, **Computer Installation and Servicing**, Tata McGraw Hill, New Delhi, 2013
2. Andrew S.Tanenbaum, **Computer Networks**, Prentice-Hall of India, New Delhi, 2013
3. Govindarajulu, **IBM PC and Clones**, TMH Publishing Company, New Delhi.

Reference Books:

1. Achyut Godbole, **Computer Networks**, Tata Mc-Graw Hill -New Delhi, 2015
2. Kaveh Pahlavan and Prashant Krishnamurty, **Principles of Wireless Networks– A unified Approach**, Pearson Education, 2002
3. Stephen J. Bigelow, Troubleshooting, **Maintaining & Repairing PCs**, TMH Publishing Company.

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – VI
(For those who joined in June 2016 and After)

Part IV: Skill Based Subject		
Subject Title: PHP and MYSQL		
Subject Code: 11SB63	Hours per week: 2	Credit :2
Seasonal Marks: 25	Summative Marks: 75	Total Marks: 100

Objectives:

- *Behind this course is to give basic Knowledge of PHP.*
- *Learn about PHP Syntax and MySQL connectivity.*
- *Get a job in software industry as web developer.*
- *To impart knowledge about the technologies and their applications*
- *To understand the basics of web designing and to use open-source tools.*

UNIT- I **(6 hours)**

Introduction: History of PHP -Basic PHP Syntax- PHP Data Types-Basic Program in PHP-Operators and Variable -String Handling Functions- Condition Statements and Loops- Embedding PHP and HTML -Executing PHP and viewing inBrowser

UNIT-II **(6 hours)**

Functions-Meaning-creating a function-User Defined Function-**Arrays**-Meaning -arrays-One Dimensional Arrays-Two Dimensional Arrays-Accessing Array-Getting the Size of an Array

UNIT -III **(6 hours)**

File handling-Creating and deleting a file-Reading and Writing Text Files-Working with Directories in PHP- File Upload. Forms-Meaning-Importing User Input-Accessing User Input-Combine Html and PHP Code

UNIT-IV **(6 hours)**

Cookies –Meaning- Setting Time in Cookie With PHP-Deleting A Cookie-Creating Session Cookie-Working with the Query String. **Session-Meaning** -Starting Session-Registering Session Variables-Working with Session Variables-Destroying Session

UNIT-V **(6 hours)**

MY SQL-Meaning -Connecting to the MYSQL-Selecting a Database-Adding Data to a Table- Types of Tables in MYSQL-Query in MYSQL- Select, Insert, Update, Delete, Truncate, Alias, Order By-Database and Connectivity of PHP with MYSQL

Text book:

1. “PHP and MYSQL in Easy Steps”, Mike McGrath, Easy Steps Limited, 2015

Reference Books:

1. “PHP and MYSQL for dynamic web sites”, Larry Ullman 4th edition Berkeley, 2013
2. “The Complete Reference PHP”, by Stever Holzner McGraw Hill UK, 2014.
3. “PHP 5 and MYSQL”, Tim converse, Joyce Park and Bible Wiley, 2014.
4. “Web Database Applications with PHP and MYSQL”, by Hugh E Williams, David Lane.O’Reilly UK. April, 2014.
5. “PHP 5 and MYSQL Web Development”, Lucky Welling Laura Thomson 5th edition UK, 2015

Course: B.Com. (Computer Applications) - CBCS Syllabus – SEMESTER – VI
(For those who joined in June 2008 and after)

PART – V: Common Subject Theory		
Subject Title: EXTENSION ACTIVITIES		
Subject Code: EAUG61	Hours per week:	Credit: 1
Sessional Marks:	Summative Marks: 100	Total Marks: 100

UNIT-I:

Community Development-I: definition – structure and composition – community-based issues – need for awareness – Developmental Programmes.

UNIT – II:

Community Development–II: Rural Scenario – need of the Community – need for the community service – role of youth in community building – communal harmony – literacy – Educational Recreation.

UNIT – III:

Volunteer Empowerment: Women’s Emancipation – formation of Youth Clubs – Self-Help Groups – Youth and Development.

UNIT – IV:

Social Analysis: Social issues – cultural invasion – media infiltration – human rights Education/Consumer Awareness – Adolescents Reproductive – HIV/AIDS/STD – Social harmony/National integration – Blood Donation.

UNIT – V:

Introduction to NSS: Basic Concepts – profile – aims – objectives – symbol – Motto – structure – Regular activities – Special Camping Programme – Adventure Programme – National Days and Celebrations. (Applicable to NSS Students)

(OR)

NCC - Origin – Organization – Ministry of Defence – Armed forces – commands – Defence establishments in Tamil Nadu

Civil Defence – Aid to civil authorities – Disaster management – Leadership – Man management – Adventure activities – Social service

Reference:

National Service Scheme Manual (Revised), Ministry of Human Resources Development, government of India.

