

FATIMA COLLEGE (AUTONOMOUS)



**Re-Accredited with “A” Grade by NAAC (3rd Cycle)
74th Rank in India Ranking 2020 (NIRF) by MHRD
Maryland, Madurai- 625 018, Tamil Nadu, India**

**NAME OF THE DEPARTMENT: Commerce with Computer
Applications**

NAME OF THE PROGRAMME : B.Com CA

PROGRAMME CODE : USCC

ACADEMIC YEAR :2021-2022

2021-2022

Minutes of Meeting of Board of Studies in Department of Commerce with Computer Applications held on 10/04/2021 at 2.00PM Virtually.

Members Present:

Dr. Arasammal M

Head of the Department

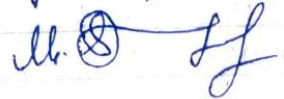
Dr. Majil Murugan A,
Associate Professor & Head,
PG Department of Commerce,
The Madura College (Autonomous),
Madurai - 11

University Nominee



Dr. Sira Judeen M,
Assistant Professor,
Department of Commerce,
Jamal Mohamed College (Autonomous),
Trichy - 20

Subject Expert



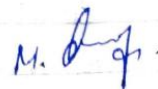
Dr. Parveen M,
Head & Professor,
Department of IT,
Cauvery College for Women
(Autonomous), Trichy

Subject Expert



Mrs. Charanya M,
Technical Data Analysts,
TVS Sri Chakara Limited,
Madurai - 112

Industrialist



Ms. Suganya M,
Assistant Professor,
The Madura College (Autonomous),
Madurai - 625 001

Alumna

A. Sugany

Ms. Mable Jasmine Shobha A

Dean of Academic
Affairs

Mable Jasmine Shobha

Staff Members:

Dr. Arasammal M
Ms. Mable Jasmine Shobha A
Dr. Sangeetha K
Mrs. Sakunthala P
Dr. Latha Maheswari TK
Mrs. Janny M
Mrs. Raja Rajeswari - S (computer)
Ms. Shamin V

M. A.

Mable Jasmine Shobha

Sangeetha

P. Sakunthala

T. Latha

Janny M

S. Raja Rajeswari

Shamin

Action Taken Report for 2020 - 2021

S.No	Common Suggestions Offered in the previous Board	Action taken for the Academic Year 2020-21
1.	To introduce GST	Implemented
2.	To undertake any online Courses	Implemented
3.	To sign MOU	Implemented
4.	To change Titles for certain papers	Implemented

Change of Course Title					
S No	Old Course Code	New Course Code	Old Course Title	New Course Title	Need for change
1	19K1CC1	19K1CC1	Advanced Accounting I	Business Accounting	To avoid Redundancy
2	19K1CC2	21K1CC2	Advanced Office Automation	Business Studies	To update curriculum
3	19K1CC3	19K1CC3	Advanced Office Automation Lab	Office Automation Lab	To avoid redundancy
4	19K1AC1	21K1AC1	Business Statistics	Computer Applications in Business	To avoid redundancy
5	19K1NME/ 19K2NME	19K1NME/ 19K2NME	Principles Of Costing	Fundamentals of Costing	To avoid redundancy
6	19K2CC4	19K2CC4	Advanced Accountancy II	Advanced Accountancy	To avoid redundancy
7	19K2CC6	19K2CC6	Programming in C Lab	Lab - C	To avoid redundancy
8	19K2AC2	21K2AC2	Business Mathematics	Discrete Statistics	To avoid redundancy
9	19K3CC7	19K3CC7	Cost Accounting	Principles of Cost Accounting	To avoid redundancy

S.No	Old Course Code	New Course Code	Old Course Title	New Course Title	Need for change
10	19K3CC9	19K3CC9	Oracle Lab	Lab - Oracle	To avoid redundancy
11	19U3ACK3	19K3ACU3	Banking Law & Practices	Principles & Practices of Banking	To avoid redundancy
12	19K4CC11	19K4CC11	Management Accounting	Principles of Management Accounting	To avoid redundancy
13	19K4CC12	19K4CC12	Web Technology	Web Programming	To avoid redundancy
14	19K4CC13	19K4CC13	Web Technology Lab	Lab - Web Programming	To avoid redundancy
15	19K5CC15	19K5CC15	Tax Law & Practice II	Basics of Tax Law & Practice	To avoid redundancy
16	19K5CC19	19K5CC19	Programming in Python - Lab	Lab - Programming in Python	To avoid redundancy
17	19K6CC20	19K6CC20	Tax Laws & Practice II	Principles of Tax Laws & Practice	To avoid redundancy
18	19K6CC21	19K6CC21	Corporate Accounting	Company Accounts	To avoid redundancy
19	19K6ME6	19K6ME6	Company Law	Company Law & Practice	To avoid redundancy

S.No	Course Code	New Courses Course Title	Introduced - Scope for #							Need for: Introduction
			Relevance To				Scope for #			
			L	R	N	G	EMP	ENTRE	SD	
1	19K5CC17	Financial Accounting in Software Package with GST				✓	✓			To update Curriculum
2	19U4SLK1	Business Organisation (Self Learning)				✓	✓			To update Curriculum
3	19K6CC22	VB • NET Programming				✓	✓			To update Curriculum
4	19K6CC23	Lab - VB • NET Programming				✓	✓			To update Curriculum
5	19K6SB6	Skills for Verbal Reasoning				✓	✓			To update Curriculum

Revised Courses - NIL

2. Updation of Open Educational Resources in the list of reference of each course - NIL
3. Revision of Courses - NIL
5. Introduction of purely Skill-Embedded certificate/Diploma/Advanced Diploma Value-Added Course other than the Value-Added Course that is already being offered. - NIL

New Courses Introduced - 2021-2022

S.No	Course Code	Course Title	Relevance To		Scope for #					Need for Introduction
			L	R	N	G	EMP	ENTRE	SD	
1	21K1CC2	Business Studies				✓	✓			To update the curriculum
2	21K2CC4	Programming in C (Theory & Practical)				✓	✓			Commerce & Computer (80:20) - Change in Nomenclature
3	21K1AC1	Computer Application in Business				✓	✓			Commerce & Computer (80:20) - Change in Nomenclature
4	21K3CC6	Principles of RBMs (Theory & Practical)				✓	✓			Commerce & Computer (80:20) - Change in Nomenclature
5	21K4CC9	Web Programming (Theory & Practical)				✓	✓			Commerce & Computer (80:20) - Change in Nomenclature
6	21K2AC2	Discrete Statistics				✓	✓			To update the curriculum

S.No.	Course Code	Course Title	Relevance To*				Scope for #			Need for introduction
			L	R	N	G	EMP	ENTRE	SD	
6	21K4CC10	Business Economics				✓	✓			To update the curriculum
7	21K5CC14	Programming in Python (Theory & Practical)				✓	✓			Commerce & Computer (80:20) - Change in Nomenclature
8	21K6CC17	Business Research Method				✓	✓			To update the curriculum
9	21K6SB6	Graphical Designing				✓	✓			Commerce & Computer (80:20) - Change in Nomenclature
10	21K1SL11	Trends in Information Technology (Self Learning Course)				✓	✓			To update the curriculum
11	21K3SL2	Trends in Commerce (Self Learning Course)				✓	✓			To update the curriculum
12	21K3SL3	Digital Commerce (Self Learning Course)				✓	✓			To update the curriculum

S.No	Course Code	Course Title	Relevance To *				Scope For #			Need for Introduction
			L	R	N	G	EMP	ENTRE	SD	
13	2IK4BLV4	Quantitative Aptitude (Self Learning Course)				✓	✓			To update the Curriculum
14	2IK5SLJ5	Emerging Trends and Technologies (Self Learning Course)				✓	✓			To update the curriculum

6. Approval of Ph.D Course Work Syllabus. - NIL
To Rubrics for Project

S.No	C ₁ 20 Mks	C ₂ 20 Mks	CIA Total 40 Mks	External 60 Mks
1	Cooperation & Presentation	Content & Critical Thinking	40 Mks	Content, Tools, Presentations, Viva-Voce

• ~~Local~~ Local Prop

- R - Regional
- N - National
- G - Global

Employability

Entrepreneurship

Skill Development

Other Suggestions:

↳ Accounting standards are to be included in all the Accounts papers

	Signature
Dr. Arasammal M (Head)	M. R.
Dr. Mayil Murugan A (University Nominee)	M. R.
Dr. Sira Judeen M (Subject Expert)	M. R.
Dr. Parveen M (Subject Expert)	M. R.
Ms. Charanya M (Industrialist)	M. R.
Mrs. Suganya A (Alumna)	M. R.
Ms. Mable Jasmine Shobha A (Dean Of Academic Affairs)	M. R.
Dr. Sangeetha K	M. R.
Mrs. Sakunthala P	M. R.
Dr. Latha Maheswari TK	M. R.
Mrs. Fanny M	M. R.
Mrs. Raja Rajeswari S	M. R.
Ms. Anamini V	M. R.

10/04/2021

Fatima College (Autonomous)
Department of Commerce with Computer Applications
ACADEMIC YEAR : 2021-2022

SEMESTER I								
S. NO	Part.	COURSE CODE	COURSE TITLE	HRS	CRE DITS	CIA Mks	ESE Mks	TOT MKs
1.	I	21TL1S1/ 21RL1C1/ 21DL1S1	Language-Modern Literature/ French - Le Niveau Introductif/ Hindi	5	3	40	60	100
2.	II	21EL1WB	Basic Communicative English	5	3	40	60	100
		21EL1WI	Intermediate Communicative English					
		21EL1WA	Advanced Communicative English					
3.	III	19K1CC1	Core Subject: Business Accounting	6	4	40	60	100
		21K1CC2	Business Studies	6	4	40	60	100
		21K1AC1	Allied Subject: Computer Applications in Business	5	5	40	60	100
4.	IV	19K1NME1	Non-Major Elective (Offered to other major Students) Fundamentals of Costing	2	2	40	60	100
		21G1VE	Value Education: Personal Values	1	1	40	60	100
5.		21K1SLI1	Self Learning Courses: Trends in Information Technology	-	2	40	60	100
			Total	30	22	320	540	800

SEMESTER II								
S. NO	Part.	COURSE CODE	COURSE TITLE	HRS	CRE DITS	CIA Mks	ESE Mks	TOT MKs
1.	I	21TL2S2/ 21RL2C2/ 21DL2S2	Language - Ancient & Medieval Literature (Com) / French - Le Niveau/ Hindi	5	3	40	60	100
2.	II	21EL2WB	English Communication Skills	5	3	40	60	100
		21EL2WI	English For Empowerment					
		21EL2WA	English For Creative Writing					
3.	III	19K2CC3	Core Subject: Advanced Accountancy	6	4	40	60	100
		21K2CC4	Programming in C (Theory & Practical)	6	4	40	60	100
		21K2AC2	Allied Subject: Discrete Statistics	5	5	40	60	100
4.	IV	19K2NME	Non-Major Elective (Offered to other major Students) Fundamentals of Costing	2	2	40	60	100
		21G2VE	Value Education: Values for Life	1	1	40	60	100
5.		21K2SL1	Self Learning Courses: Trends in Commerce	-	2	40	60	100
			Total	30	22			800

SEMESTER III								
S. NO	Part.	COURSE CODE	COURSE TITLE	HRS	CRE DITS	CIA Mks	ESE Mks	TOT MKs
1.	II	19EL3WN	English for Digital Era	5	3	40	60	100
2.	III	19K3CC5	Core Subject: Principles of Cost Accounting	6	4	40	60	100
		21K3CC6	Principles of RDBMS (Theory & Practical)	4	3	40	60	100
		19K3CC7	Principles of Management	5	3	40	60	100
		19U3ACK3	Allied Subject: Principles & Practice of Banking (Offered to BBA)	5	5	40	60	100
3.	IV	19G3EE	Environmental Education	1	1	40	60	100
		19K3SB1	Skill Based: Introduction to Banking	2	2	40	60	100
		21UAD3ES	Value Education: Professional Ethics	1	1	40	60	100
4.		21K3SL1	Self Learning Courses: Digital Commerce	-	2	40	60	100
			Total	29	24	360	700	900

SEMESTER IV								
S. NO	Part.	COURSE CODE	COURSE TITLE	HRS	CRE DITS	CIA Mks	ESE Mks	TOT MKs
1.	II	19EL4WN	English for Integrated Development	5	3	40	60	100
2.	III	19K4CC8	Core Subjects: Principles of Management Accounting	6	4	40	60	100
		21K4CC9	Web Programming (Theory & Practical)	4	3	40	60	100
		21K4CC10	Business Economics	5	3	40	60	100
		19U4ACK4	Allied Subject: Management Information System (Offered to BBA)	5	5	40	60	100
3.	IV	19G4EE	Environmental Education	1	1	40	60	100
		19K4SB2	Skill Based: Practical Banking	2	2	40	60	100
4.		21UAD4ES	Value Education: Personality Development	1	1	40	60	100
5.		21K4SLU1	Self Learning Courses: Quantitative Aptitude	-	2	40	60	100
			Total	30	22	280	420	800

SEMESTER V								
S. NO	Part.	COURSE CODE	COURSE TITLE	HRS	CRE DITS	CIA Mks	ESE Mks	TOT MKs
1.	III	19K5CC11	Core Subjects: Basics of Tax Laws & Practice	5	4	40	60	100
		19K5CC12	E-Commerce	5	4	40	60	100
		19K5CC13	Financial Accounting in Software Package with GST	5	4	40	60	100
		21K5CC14	Programming in Python (Theory & Practical)	3	3	40	60	100
		19K5ME1 19K5ME2	Major Electives: 1.Security Analysis 2. Practical Auditing	5	5	40	60	100
2.	IV	19K5SB3 19K5SB4	Skill Based: Skills for Bank Exam Soft skills for Bank Employment	2 2	2 2	40	60	100
3.		21UAD5ES	Value Education: Family Life Education	1	1	40	60	100
4.		19UAD5HR	Human Rights	1	2	40	60	100
5.		21K5SLJ1	Self Learning Courses: Emerging Trends and Technologies	-	2	40	60	100
			Total	31	25	360	540	900

SEMESTER VI								
S. NO	Part.	COURSE CODE	COURSE TITLE	HR S	CRE DITS	CIA Mks	ESE Mks	TOT MKs
1.	III	19K6CC15	Core Subjects: Principles of Tax Laws & Practice	3	3	40	60	100
		19K6CC16	Company Accounts	2	1	40	60	100
		21K6CC17	Business Research Method	5	4	40	60	100
		19K6ME3	Major Electives: Human Resources Management	5	5	40	60	100
		19K6ME4	or Financial Management					
2.	IV	19K6ME5	Enterprise Resource Planning	5	5	40	60	100
		19K6ME6	Or Company Law & Practice					
		21K6SB5	Skill Based: Skills for Verbal Reasoning	2	2	40	60	100
3.		21K6SB6	Graphical Designing	2	2			
		21UAD6ES	Value Education: Life Skills	1	1	40	60	100
3.		21K6SL1	Self Learning Courses: Business Organisation	-	2	40	60	100
			TOTAL	25	25	700	420	700

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SEMESTER –I
For those who joined in 2021 onwards

PROGRAMME CODE	COURSE CODE	COURSE TITLE	HRS/WEEK	CREDITS
USCC	21K1CC2	BUSINESS STUDIES	6	4

COURSE DESCRIPTION

This course enables the candidates to enhance their business skills.

COURSE OBJECTIVES

To gain in depth knowledge about how business activities are performed.

UNITS

UNIT –I INTRODUCTION (18 HRS.)

Nature and scope of business-Classification of business activities-Social responsibility of business – Establishing new business – Forms of Business Organisation – Sole Proprietorship,partnership,joint stock companies,co-operative societies,public enterprises,MNC(Features,merits and demerits of each firm of business organisation)

UNIT –II COMPANY FORMATION AND PROMOTION (18 HRS.)

Stages in promotion – types of companies – drafting of various documents – memorandum of association – articles of association – prospectus.

UNIT –III FOREIGN TRADE (18 HRS.)

Formalities with import and export trade- drafting of various documents used in foreign trade components, objective and its environment.

UNIT –IV STOCK EXCHANGE (18 HRS.)

Meaning and nature of stock exchange- role and feature of stock exchange.

UNIT –V FINANCIAL INSTITUTIONS**(18 HRS.)**

Role and functions, types of financial institutions –
IDBI,IFCI,ICICI,SFC,LIC,UTI,GIC

UNIT –VI DYNAMISM (Evaluation Pattern-CIA only)

SEBI – Functions – Powers

REFERENCES:

1. Business organisation and management: M.C.Sahoo,S.Chand & co. New Delhi
2. Modern business organisation and management: Sherlekhhar & Sherlekhhar, Himalaya Publishers
3. Business Organisation: Y.K.Bhushan, S.Chand & co. New Delhi
4. Fundamental of public enterprises: sahuo & Sahoo, Kalyani publishers, New Delhi

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SEMESTER –I

For those who joined in 2021 onwards

PROGRAMME CODE	COURSE CODE	COURSE TITLE	HRS/ WEEK	CREDITS
USCC	21K1AC1	COMPUTER APPLICATIONS IN BUSINESS	5	5

COURSE DESCRIPTION

Office Automation refers to software used to digitally create, collect, store, manipulate, and relay office information.

COURSE OBJECTIVES

To gain basic knowledge about Computer devices, storage and office automation Essential for a modern office for day to day office management.

UNIT I MS-WORD

(15 HRS)

MS Word - Working with File menu - Editing text documents - Formatting page & setting Margins - Using Tool bars- Formatting Documents - Setting Font styles, Font selection- - Setting Page style - Columns, Header & footer, Setting Footnotes & end notes – Shortcut Keys; Inserting manual page break, Column break and line break, Setting Document styles, Table of Contents, Page Numbering, date & Time, Author etc. Creating Tables- Table settings, Borders, Alignments, Insertion, deletion, Merging, Splitting, Sorting, and Formula, Drawing - Inserting ClipArt, Pictures/Files etc., Tools – Word Completion, Spell Checks, Mail merge, Templates, Printing Documents.

UNIT II INTRODUCTION TO MS-EXCEL

(15 HRS)

Introduction to Excel- Getting started – Explore window – Entering values – Move around – Save workbook – Create worksheet- Copy worksheet – Hiding worksheet – Delete worksheet – Close workbook - Formatting Cells

– Setting cell type – Merge & Wrap -Working with formula - Creating formulas – Formula reference – Using functions – Text functions – Date & Time - Statistical – Logical – Math & trig. Working with charts - Simple charts – Types of charts – Column – Bar – Pie- Line – Area – Doughnut – Creating chart – Editing chart – Pivot chart.

UNIT III ADVANCED EXCEL

(15 HRS)

Statistical Functions: Average-Average if-Median-Mode-Standard Deviation-Min-Max-Large-Small- Count-Count if.

UNIT –IV MS ACCESS

(15 HRS)

MS Access: Introduction-Planning a Database- Starting Access-Access Screen- Creating a New Database- Creating Tables- Working with Forms- Creating queries- Finding Information in Databases- Creating Reports- Types of Reports- Printing & Print Preview – Importing data from other databases viz. MS Excel etc.

UNIT V MS-POWER POINT

(15 HRS)

Creating a blank presentation- Power point screen: screen layout and Views- insert a new slide- applying design template- changing slide layout-reordering - slide show. Resizing a text box -Text box properties- Delete a text box- Bulleted lists- Numbered lists- Adding notes- Video and Audio- Adding text Editing options- Formatting text- Line spacing -Change case Spelling check- Adding clip art- Adding an image from a file- AutoShapes- WordArt- Backgrounds- preview Slide transitions Slide show options.

UNIT –VI DYNAMISM(Evaluation Pattern-CIA only)

Resume and cover letter preparation - Creating E-Mail-Surfing jobs using search engines.

MS-Word

1. Working with options in File Menu Opening, Saving Document.
2. Working with options in Edit Menu Moving, Copying, Finding and Replacing Document.
3. Working with options in Insert Menu Inserting Page no, Date and Time, Symbols, Auto Text ,Text Box, Hyperlink.
4. Working with Options in Format Menu Formatting,Aligning,Bullets & Numbers,Change Case,
5. Working with options in Tools Menu Mail Merge,Spelling & Grammar,Word Count,Macro
6. Working with options in Table Menu Working with Tables

MS-Excel

7. To Open An existing Non Excel File
8. To Save an Excel file as a Web page
9. To Work with Worksheet
10. To Create Auto fills,Forms,Validation,Auto correction
11. To Work with formulae and Functions
12. To Create a chart

MS-Power Point

13. To Create a slide using Animation Schemes,Custom Animation,Slide Transition,
14. To Create Advertisements Using all Options.

MS Access

15. To create Table creation using Wizard
16. To Set Primary Key
17. To perform different types of Query's
18. To Create Forms
19. To Create Reports
20. To Create Macro With Message and conditions.

TEXT BOOK:

1. Learning Computer Fundamentals, MS Office and Internet & Web technology, Firewall Media publication,3rd edition 2016.

REFERENCE BOOK:

1. MS Office 2000 – Sanjay Saxena, Vikas Publishing House Pvt Ltd,4th Reprint 2005

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SEMESTER –I

For those who joined in 2021 onwards

PROGRAMME CODE	COURSE CODE	COURSE TITLE	HRS/WEEK	CREDITS
USCC	21K1SLI1	TRENDS IN INFORMATION TECHNOLOGY	-	2

COURSE DESCRIPTION

The new trends and disruptive technologies in IT (Information Technology) emphasis is given to the way technologies create a competitive edge and generate business value. This year the course will have a special emphasis in cloud computing, artificial intelligence, internet of things, and big data.

COURSE OBJECTIVES

To impart the knowledge about the recent trends in IT

UNITS

UNIT –I E-COMMERCE INTRODUCTION

E-commerce Infrastructure: Introduction, E-commerce Infrastructure-An Overview, Hardware, Server Operating System, Software, Network Website

UNIT –II MANAGING THE E-ENTERPRISE

Managing the e-Enterprise: Introduction, e-Enterprise, Managing the e-Enterprise, E-business Enterprise, Comparison between Conventional Design and E-organisation, Organisation of Business in an e-Enterprise

UNIT –III TRANSACTION PROCESSING SYSTEMS

Transaction Processing Systems - Features of TPS -**E-World:** Features Of E-Commerce - Importance Of E-Commerce - Types of Electronic Commerce - E-Commerce Activities -E-Learning - E-Banking - E-Governance - E-Agriculture- E-Logistics.

UNIT –IV TYPES OF WIRELESS SERVICES

Benefits - Working of Biometric Systems – Uses – Types - **RFID:** Components - Working of RFID - Advantages. Embedded Systems – UAV(Unmanned Aerial Vehicle) - GPS - 3G - 4G - 5G - Wi-Fi - Wi-Max – Bluetooth- Infrared Communication - Firewall - Data Security and Cryptography - Parallel and Distributed Computing – VLSI - Smart Card.

UNIT –V BIG DATA

Knowledge Management – CRM - BPO – KPO – NLP - Artificial Intelligence - Big data - Big data Analytics – Cloud – Mobile - Internet of things - Image Processing - Nano technology - Semantic web - Social media - Soft Computing -Speech Recognition - Virtual Reality and Augmented reality - Third Eye: A Shopping Assistant for the Visually Impaired - Machine Learning - Neural Network.

UNIT –VI DYNAMISM(for CIA only)

Applications of wireless services

TEXT BOOK:

1) Peter Nortorn"s, " Introduction to Computer", TMH, 2004, ISBN-0-07-05-3142-0

2) ChetanShrivastava" Fundamentals of Information Technology", Kalyani publishers, 2002,

ISBN-81-7663-576-6

3) DrMadhulikaJain,"Information Technology Concept", BPB,2006,ISBN – 81-7656-276-9

4) Alexis and Mathews Leon, "Fundamentals of Information Technology", Leon Press, ISBN

:8182090105

5) Verma,"Computer, Internet & Multimedia – Dictionary", Universities Press

REFERENCE BOOKS:

1) Suresh K. Basandra, Computers Today, Galgotia Publications Pvt Ltd., New Delhi.

- 2) Computer Applications In Business, R. Parameswaran
- 3) ITL Education Solutions Limited, Introduction to Information Technology, Pearson Education, New Delhi.
- 4) Perry, P.J., Worldwide Web secrets, Comdex Publishing, New Delhi..
- 5) Davis, Gordon.B, and Olson, Malgrethe H., Management Information systems, Mcgraw Hill Book company
- 6) Emerging Trends in Information Technology, Mrs. Jigisha D. Pardesi
- 7) Textbook of Emerging Trends in Information Technology Paperback – 2011, by Ravi P Patki
- 8) E-world: Emerging Trends in Information Technology. by Arpita Gopal & Chandrani Singh

II B.Com(CA)
SEMESTER –II
For those who joined in 2021 onwards

PROGRAMME CODE	COURSE CODE	COURSE TITLE	HRS/WEEK	CREDITS
USCC	21K2CC4	PROGRAMMING IN C (THEORY & PRACTICAL)	6	4

COURSE DESCRIPTION

C is a high level programming language developing a portable applications.

COURSE OBJECTIVES

This course enables the students to gain knowledge of applying computers to solve problems and skills in programming.

UNITS

UNIT I INTRODUCTION TO C (18 HRS)

The C character set - Identifiers and Keywords - Data types - Constants - variables - types of operators - input and output- Get and put function.

UNIT II CONTROL FLOW STATEMENTS (18 HRS)

Branching - Looping - Switch - Break - Continue – Go to statements.

UNIT III FUNCTIONS AND ARRAYS (18 HRS)

Defining a function - Accessing a function –Passing arguments to function - Recursion - Library Function -Defining and processing an Array - Passing arrays to function - Arrays and strings.

UNIT –IV STRUCTURES AND UNIONS (18 HRS)

Defining a structure – Initializing a structure -Processing a structure - Passing structures to functions - Unions.

UNIT V FILE MANAGEMENT IN C (18 HRS)

Introduction – Defining and opening a file – Closing a file – Input/output operations on files – Error handling during I/O operations – Random

access to files.

UNIT –VI DYNAMISM(Evaluation Pattern-CIA only)

Introduction – Understanding pointers – Declaring pointer variable.

PROGRAM LIST:

1. To perform arithmetic operation
2. To find simple interest and compound interest.
3. To find whether the given number is positive or negative.
4. To find whether the given number is odd or even.
5. To check for prime numbers.
6. To find the factorial of the given number.
7. To generate Fibonacci series.
8. To create a multiplication table.
9. To find whether the given number is palindrome or not.
10. To arrange the numbers in ascending order.
11. To Implement string functions
12. To perform matrix addition
13. To prepare Student mark list using structures.
14. To perform employee payroll processing using structures.
15. To perform file copy.

TEXT BOOK:

Programming in ANSI C – E. Balaguruswamy, 7th edition, Tata McGrawHill publications,2017.

REFERENCE BOOK:

1. Working with C – YashavantKanetkar, 3rd edition, BPB Publications, 2003.
2. Theory and problems of Programming in C - Byron S. Gottfried, 1989.

I B.COM(CA)
SEMESTER –II
For those who joined in 2021 onwards

PROGRAMME CODE	COURSE CODE	COURSE TITLE	CATEGORY	HRS/ WEEK	CREDITS
USCC	21K2AC2	DISCRETE STATISTICS	THEORY& PROBLEM	5	5

COURSE DESCRIPTION

This course is an introduction to descriptive statistics, measures of central tendency, measures of dispersion, correlation, and regression.

COURSE OBJECTIVES

To gain an in-depth knowledge about the application of various methods in Statistics.

UNITS

UNIT I INTRODUCTION & MEASURES OF CENTRAL TENDENCY

[15 HRS]

Introduction of statistics - Characteristics– Requisite of a good average – Mean Simple Average: (Individual, Discrete, Continuous) - Weighted Average, Combined mean– Median (Individual, Discrete, Continuous) – Mode (Individual, Discrete, Continuous) - Diagrammatic and graphic presentation of data using Excel - Calculation of averages using Excel.

UNIT II MEASURES OF DISPERSION

[15 HRS]

Objects – Properties – Absolute and Relative measures – Range - Quartile deviation – Mean deviation – Standard deviation – Variance.

UNIT III CORRELATION

[15 HRS]

Introduction - Co-efficient of correlation and Causation - Types of correlation - Positive and Negative - Simple - Linear and Non-linear methods - Scatter Diagram - Graphic - Karl Spear son's Co-efficient of correlation - Rank Correlation Co-efficient - Concurrent Deviation method..

UNIT IV REGRESSION ANALYSIS

[15 HRS]

Introduction - Methods of regression analysis – Regression Equation of X on Y - Regression Equation of Y on X –Deviations Taken from Arithmetic Means of X and Y - Deviations Taken from Assumed Means – Regression Equations In Case of Correlation Table – Standard Error of Estimate.

UNIT V INDEX NUMBERS & TIME SERIES

[15 HRS]

Index Number: Introduction- Types, Aggregate - Weighted, Price relatives - Tests - Fixed base, Chain base, Shifts, Consumer price index, Aggregate, Family budget method. **Time series:** - **Moving average, Method of least squares.(Self Study)**

TEXT BOOK:

1. Statistical Methods - S.P. Gupta,
28th edition, Sultanchand&sons, New Delhi, 2009.

REFERENCES:

1. Statistics - R.S.Pillai& V.Bhagavathi, 7th edition, Sultan chand& sons, New Delhi.

I B.Com(CA)
SEMESTER –II

For those who joined in 2021 onwards

PROGRAMME CODE	COURSE CODE	COURSE TITLE	HRS/WEEK	CREDITS
USCC	21K2SL1	TRENDS IN COMMERCE	-	2

COURSE DESCRIPTION

Students gain knowledge of advanced e-banking transactions, computer billing and formation of MSME through SHGs

COURSE OBJECTIVES

To impart the knowledge on current trends in business

UNITS

UNIT I E-BANKING

Banking Practice of E-Banking- Steps in conversion of personal account into online Account- ATM operations-NEFT and RTGS transactions.

UNIT II INSURANCE

Definition and Nature of insurance – Functions of Insurance – Principles of Insurance - Evolution of insurance – Kinds of Insurance – Types of Insurance organizations in India - Role and importance of insurance

UNIT III ONLINE TRADING

Practice of Online Trading Technical Analysis – Important Jargons in Online trading

UNIT IV COMPUTER BILLING SYSTEM

Meaning of Billing System –How to set Billing System in Business
(Recommended Departmental Stores Bakeries-Hotels) Purchasing goods
online through any one Apps (Amazon or E-bay or Flipkart)

UNIT V SELF HELP GROUPS

Self Help Groups in India-Meaning-Need & Objectives- Procedure

UNIT VI DYNAMISM(Evaluation Pattern-CIA only)

Online Payment-Different Types of Payment Cards- ATM Operations

REFERENCES:

1. Insurance Principles and Practice - M.N. Mishra, 2014.
2. Banking Theory Law and Practice – Dr. S. Gurusamy, Tata McGraw – Hill, New Delhi, 20th Edition (Reprint, 2015)

II B.Com(CA)
SEMESTER –III
For those who joined in 2021 onwards

PROGRAMME CODE	COURSE CODE	COURSE TITLE	HRS/WEEK	CREDITS
USCC	21K3CC6	PRINCIPLES OF RDBMS(THEORY & PRACTICAL)	6	4

COURSE DESCRIPTION

A Relational database management system(RDBMS) is a database Management system (DBMS) that is based on the relational model represented as table.

COURSE OBJECTIVES

To reveal the concept of relational database and to provide basic exposure to oracle.

UNITS

UNIT I - INTRODUCTION TO DBMS (18 HRS)

Introduction- Characteristics of data in database-Database management system-Types of DBMS-Hierarchical model-Network model-Relational Model.

UNIT II - NORMALIZATION (18 HRS)

Introduction – Keys-Relationship – normalization -First normal form-Second normal form –Third normal form- BCNF-Fourth normal form.

UNIT III - INTRODUCTION TO SQL * PLUS (18 HRS)

Oracle data type – DDL (Create, Alter, Drop) – DML(Insert, Update, Delete, Select) – DCL(Grant ,Revoke) – Constraints(Primary key, Foreign key, Not null, Unique)-Joins.

UNIT IV - DATA MANIPULATION AND CONTROL (18 HRS)

Set operations: Union, intersect and minus - Nested queries - functions - Arithmetic function - character Function - date Functions - views.

UNIT V - PL/SQL

(18 HRS)

Introduction to PL/SQL - block structure - data types - variables and constants assignment and expressions conditional and iterative control - writing PL/SQL Program- procedures - functions.

UNIT VI - DYNAMISM(Evaluation Pattern-CIA only)

Data modeling - Modeling Three Schema Architecture- Entity Relationship (ER) model- Entities Attributes and Relation (EAR) models- Entity Relationship Diagrams.

SELF STUDY:

Characteristics of data in database - Keys - character Function - date Functions.

PROGRAM LIST:

1. Program using DDL Commands
2. Program using DML Commands
3. Program using Constraints
4. Simple select query
5. Ordering of the result
6. Grouping the result
7. Sub queries
8. Creation of views
9. To find greatest among three numbers
10. To find factorial of a given number
11. To generate the Fibonacci Series
12. To check prime number
13. To find reverse of number using Procedure
14. To find NCR using function

TEXT BOOKS:

1. Database management Systems - Alexis Leon & Mathews Leon, L&L Consultancy services Pvt.Ltd ,2008.
2. ORACLE: The complete reference - George Koch & Kevin Loney, Tata McGraw Hill, 2004.

REFERENCE BOOK

1. Introduction to Database Management - Naveen Prakash, Tata McGraw Hill,Tata McGraw Hill, First reprint, 2006.

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SEMESTER –III

For those who joined in 2021 onwards

PROGRAMME CODE	COURSE CODE	COURSE TITLE	HRS/WE EK	CREDITS
USCC	21K3SL1	DIGITAL COMMERCE	-	2

COURSE DESCRIPTION

This course enables the activity of buying or selling of products on online services or over the Internet.

COURSE OBJECTIVES

This course enables the students to get in-depth knowledge about how commerce is done electronically by means of Internet.

UNITS

UNIT I : E-BUSINESS

History - Business model - Revenue model - E-commerce - Security – Advantages – Disadvantages – ERP Systems – CRM Softwares - Extension of E-Commerce and M-Commerce

UNIT II : E-COMMERCE MODELING LANGUAGE

The members of ECML –Cyber Cash – Master Card – IBM – Microsoft – Visa International - Customer Dropout Behaviours - Customer's Privacy Expectations - Cashless society

UNIT III : DIGITAL ECONOMY

Gig Economy - Framework for Global Electronic Commerce - Digital platforms - Economic Impact - Impact on Retail

UNIT IV : MOBILE COMMERCE

Products and services - Mobile money transfer - Mobile ticketing - Mobile vouchers, coupons and loyalty cards - Mobile brokerage - Auctions - Mobile marketing and advertising - App commerce

UNIT V : SHOPPING CART SOFTWARE AND APPS

History – Components – Types - Open source software - Licensed software - Hosted service - U-Commerce Apps - Code First – Heat Map – Ad Hub – MVC – Raptor – Webshipr – Feed Generator – Inconceivable – Cray Fish – Gift Cards

UNIT –VI DYNAMISM(for CIA only) (HRS.)

M-commerce trust, security, and payment

REFERENCES:

1. E.Brian Mennecke, J.Troy Strader, “Mobile Commerce: Technology, Theory and Applications”, Idea Group Inc., IIR press, 2003.
2. Ravi Kalakota, B.Andrew Whinston, “Frontiers of Electronic Commerce”, Pearson Education, 2003.
3. P. J. Louis, “M-Commerce Crash Course”, McGraw- Hill Companies February 2001.
4. Paul May, “Mobile Commerce: Opportunities, Applications, and Technologies Of Wireless Business” Cambridge University Press March 2001.

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SEMESTER –IV**

For those who joined in 2021 onwards

PROGRAMME CODE	COURSE CODE	COURSE TITLE	HRS/ WEEK	CREDITS
USCC	21K4CC9	WEB PROGRAMMING (Theory & Practical)	6	4

COURSE DESCRIPTION

Web technology can be defined as the interface between web server and web clients.

COURSE OBJECTIVES

This course enables the students to gain expertise in Web designing and techniques for improving the accessibility of an HTML document

UNITS

UNIT I – INTRODUCTION (18 HRS)

Introduction – About Internet-History of the Internet-Internet Services and Accessibility-Uses of the Internet-Protocols-Web Concepts.

UNIT II - INTERNET PROTOCOLS (18 HRS)

Internet Protocols-Host Names-Internet Applications and Application Protocols-Email protocols-SMTP-POP-IMAP.

UNIT III - HTML(HYPertext MARKUP LANGUAGE) (18 HRS)

SGML-Outline of an HTML Document-Head Section-Body Section-
Html Forms

UNIT IV – JAVASCRIPT (18 HRS)

Language Elements-Objects of JavaScript-Other Objects-Arrays.

UNIT V - DYNAMIC HTML(DHTML) (18 HRS)

Cascading Style Sheets (CSS)-Coding CSS-Properties of Tags-Property Values-Other Style Properties-In-Line Style Sheets-Embedded Style Sheets-External Style Sheets-Grouping-Class as Selector-ID as Selector-Event Handling-Filters and Transitions.

UNIT VI - DYNAMISM(Evaluation Pattern-CIA only)

Creating simple static web pages for college web site

SELF STUDY :

About Internet-History of the Internet. Html-Head Section-Body Section.

PROGRAM LIST:

1. Simple programs in HTML
2. Digital India web site Designing in HTML
3. Simple programs in JavaScript
4. Button animation in JavaScript
5. To display the Digital clock in JavaScript
6. Mouse over the words to see the cursor change in DHTML CSS
7. To set the Watermark in DHTMLCSS
8. Mouse over the squares and the background color will change In DHTML CSS
9. To Click to turn on/off the light using DHTML CSS
10. To Blink the text in DHTML Text

TEXT BOOK:

1. Web Technology (A Developer's Perspective) -,Published by Asoke K. Ghosh, PHI Learning Private Limited, N.P. Gopalan and J. Akilandeswari, 2nd edition, 2014.

REFERENCE BOOKS:

1. Internet and Web Design -published by Firewall Media -Ramesh Bangia, Second Edition 2005.
2. Internet Technology and Web design -Published by Tata McGraw Hill Education Private Limited-First Reprint @ 2011

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SEMESTER –IV
For those who joined in 2021 onwards

PROGRAMME CODE	COURSE CODE	COURSE TITLE	HRS/ WEEK	CREDITS
USCC	21K4CC10	BUSINESS ECONOMICS	5	3

COURSE DESCRIPTION

This course introduces economic concepts and principles that facilitate best decision making of any business.

COURSE OBJECTIVES

To impart the knowledge about the economic theory and procedure which help to arrive at the right business decision.

UNITS

UNIT I: MANAGERIAL ECONOMICS: (15 HRS)

Managerial Economics – Wealth, Welfare and Scarcity Definitions - Concepts of National Income – Methods of calculating National Income - Difficulties in Measurement- Business Cycle – phases – boom – recession – depression – recovery - inflation and deflation.

UNIT II: UTILITY, DEMAND AND SUPPLY: (15 HRS)

Law of Diminishing Marginal Utility –Illustration – Assumption – Exception – Importance- - The Law of Equi-Marginal Utility or the Law of Maximum Satisfaction.

Demand function. – demand schedules and demand curves – Reasons for downward sloping demand curve – Exception to the Law of Demand

Elasticity of Demand – Price Elasticity of Demand – Income Elasticity of Demand - Cross Elasticity of Demand- Demand Forecasting- Methods of demand forecasting- Supply Function: Elasticity of Supply

UNIT III: COST, REVENUE AND PRODUCTION FUNCTION (15 HRS)

Cost and Revenue concepts -opportunity Cost – Break even analysis – Production function - Laws of variable proportions – Laws of Returns to Scale

UNIT IV: MARKETS AND PRODUCT PRICING (15 HRS)

Types: Perfect Competition - Monopoly - Monopolistic Competition - Oligopoly – Features and Price determination

UNIT V:FACTORS OF PRODUCTION AND FACTOR PRICING (15 HRS)

Land- Labour- Capital- Organisation - Ricardian Theory of Rent- Malthusian Theory of Population

UNIT –VI DYNAMISM(Evaluation Pattern-CIA only)

Case study of Production pattern - Case study of Different market conditions- Case study of Life cycle of a product - Video shooting of markets - Case study of Cost and revenue of any company - Survey of pricing in Canteen -Survey of Pricing in different markets - Study of consumption pattern - Survey of Factor payments in different companies (Govt and private)

REFERENCE BOOKS:

1. Managerial economics –Dr.S. S.Sankaran,(2013 Edition),7th edition. Margham Publication. Economics Samuelson & Nordhaus –, Tata McGraw Hill.
2. Managerial Economics G.S.Gupta –, Tata McGraw Hill.
3. Managerial Economics Joel Dean –, Mote & Paul.
4. Micro Economic Theory D.N. Dwivedi –, Vikas Publishing House.
5. Managerial Economics Wali and Kalkundrikar .
6. Managerial Economics ,Varshney & Maheswari –, Sultan Chand & Son

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SEMESTER –IV
For those who joined in 2021 onwards

PROGRAMME CODE	COURSE CODE	COURSE TITLE	HRS/WEEK	CREDITS
USCC	21K4SLU1	QUANTITATIVE APTITUDE	-	2

COURSE DESCRIPTION

To impart knowledge on the quantitative aptitude problems so as to improve the problem solving skills of students.

COURSE OBJECTIVES;

1. Understand the various quantitative aptitude problems
2. Analyse the data and draw interpretations
3. Gain knowledge and have ability to solve aptitude problems with great confidence

UNITS

UNIT-I: QUANTITATIVE APTITUDE – I

Number System - Simplification – HCF & LCM of Numbers – Number Test.

UNIT-II: QUANTITATIVE APTITUDE – II

Averages – Percentage – Ratio & Proportion

UNIT-III: QUANTITATIVE APTITUDE – III

Problems based on Ages - Simple Interest - Compound Interest – Time and Work

UNIT-IV: QUANTITATIVE APTITUDE – IV

Pipes & System – Mensuration – Algebra

UNIT – V QUANTITATIVE APTITUDE – V

Progression – Logarithm – Permutation and Combination

UNIT –VI DYNAMISM (for CIA only)

Solving recent IBPS-RRB and SSC Question papers

TEXT BOOKS:

1. STATE BANK OF INDIA RECRUITMENT OF CLERICAL STAFF –
Unique Publishers New Delhi
2. BANK CLERKS' EXAMINATION - Unique Publishers New Delhi

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SEMESTER –V

For those who joined in 2021 onwards

PROGRAMME CODE	COURSE CODE	COURSE TITLE	HRS/ WEEK	CREDITS
USCC	21K5CC14	PROGRAMMING IN PYTHON(Theory & Practical)	5	4

COURSE DESCRIPTION

Python is an interpreted, high-level, general-purpose programming language. It provides constructs that enable clear programming on both small and large scale.

COURSE OBJECTIVES

The course is designed to provide an introduction to Python Programming and is intended to empower students to learn the Python programming language which used to design applications.

UNITS

UNIT I - INTRODUCTION TO PYTHON (15 HRS)

History -Features -Setting up path – Literal constants – Variables and identifiers – Data types – Operators – Operations on strings – Other data types.

UNIT II - DECISION CONTROL STATEMENTS (15 HRS)

Conditional statements – Loop structures - Iterative statements – Nested loops – Break – Continue – Pass – Else used with loops

UNIT III - FUNCTIONS, MODULES AND PACKAGES (15 HRS)

Function definition – Function call - Variable scope – Return statement – More on defining functions – Lambda function – Documentation strings - Recursive functions – Modules – Packages – Standard library modules – Globals()- Locals() – Reload()- Function redefinition.

UNIT IV - STRINGS AND LIST MANIPULATIONS

(15 HRS)

Strings: Concatenating - Appending - Multiplying strings – Strings are immutable – Formatting operator – Built in string functions - Slice – ord() and chr() – In and not in functions – Comparing strings – Iterating string. List: Accessing values – Updating values – Nested list – Cloning – Basic list operations – List methods

UNIT V - FILE HANDLING

(15 HRS)

File: File path – Types of files – Opening and closing files – Reading and writing files – File position – Rename and delete a file.

UNIT VI - DYNAMISM(Evaluation Pattern-CIA only)

Computing Loan Calculator– Computing distance – Computing Tax.

SELF STUDY:

Literal constants – Variables and identifiers – Data types-- Iterative statements – Nested loops- Function definition – Function call.

PROGRAM LIST:

1. Write a program to swap two variables without using third variable.
2. Write a program to compute the area of triangle when the three sides are given.
3. Write a program to compute whether a given number is an Armstrong number.
4. Write a program to convert a given binary number to its equivalent decimal number.
5. Write a program using functions to generate the Floyd's triangle for a specified number of rows.
6. Write a program to check whether an entered string is a palindrome or not.
7. Write a program to sort words in alphabetical order.

8. Write a program to compute mean, variance and standard deviation using List.
9. Write a program to copy contents of an input file to an output file.

TEXT BOOK:

1. Python Programming – ReemaThareja , Oxford University Press , 2017.

REFERENCE BOOKS:

1. Think Python – Allen B.Downey ,O'Reilly Publications, 2nd Edition.
2. Exploring Python – Timothy A.Budd, Tata McGraw Hill, 2017

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SEMESTER –V

For those who joined in 2021 onwards

PROGRAMME CODE	COURSE CODE	COURSE TITLE	HRS/WEEK	CREDITS
USCC	21K5SLJ1	EMERGING TRENDS AND TECHNOLOGIES	-	2

COURSE DESCRIPTION

This course explores the current and potential future impacts of new, emerging, and rapidly evolving technologies on organizations and their operations across a range of industries and sectors.

COURSE OBJECTIVES

Students can examine the challenges and opportunities in new and emerging technologies. This course investigates how to identify and implement a new technology that will solve a problem in an organization.

UNITS

UNIT I : THE BIRTH OF A NEW PARADIGM

Analyze interactions – Resource Utilization – Changing Patterns – tracking tools - Healthcare and safety monitors - procure-to-pay (P2P) - real-time updates on goods ordered, delivered

UNIT - II BLOCKCHAIN

History – Versions - BitCoin – Miners - Working - Uses – Need – Building Bitcoin Block Chain – Block Chian Bit Coin Cash – Wallets

UNIT - III EDGE COMPUTING

AWS (Amazon Web Services) - Microsoft Azure - Google Cloud Platform - Customer Data Platforms (CDP)

UNIT- IV 5G

Mobile gamers - Reliable Telecommunication - Internet-connected 3D printing - augmented reality - virtualized copy - Business Benefits of Digital Twins

UNIT - V SECURITY MECHANISMS

General Data Protection Regulation (GDPR) - Thwarting Cyber Criminals - Internet of Behaviors (IoB) - Location Tracking - [Bigdata](#) - Facial Recognition - Digital Security Asset - Privacy and Confidential Computing

UNIT –VI DYNAMISM (for CIA only)

Case studies, and potential strategies for block chain

REFERENCE BOOK :

1. Advances in Emerging Trends and Technologies: Miguel Botto-Tobar (Editor), Joffre León-Acurio (Editor), Angela Díaz Cadena (Editor), [Práxedes Montiel Díaz](#) (Editor) Volume 2 (Advances in Intelligent Systems and Computing, 1067) 1st ed. 2020 Edition
2. The Basics of Bitcoins and Blockchains: An Introduction to Cryptocurrencies and the Technology that Powers Them (Cryptography, Crypto Trading, Derivatives, Digital Assets) Hardcover – Illustrated, Antony Lewis September 15, 2018
3. Beginning Azure IoT Edge Computing: Extending the Cloud to the Intelligent Edge : David Jensen

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SEMESTER –VI
For those who joined in 2021 onwards

PROGRAMME CODE	COURSE CODE	COURSE TITLE	HRS/WEEK	CREDITS
USCC	21K6CC17	BUSINESS RESEARCH METHOD	5	4

COURSE DESCRIPTION

Identify and discuss the complex issues inherent in selecting a research problem, selecting an appropriate research design, and implementing a research

COURSE OBJECTIVES

1. To familiarise students with basic of research and the research process.
2. To help students in conducting research work and making research projects.

UNITS

UNIT –I INTRODUCTION

(15 HRS.)

Business research Definition- Types of business Research, Scientific Investigation: The Building Blocks of Science in Research The Language of Research Concepts, Constructs, Definitions, Variables, Proportions and Hypothesis, Theory and Models, Technology and Business Research: Information needs of Business- Technologies used in Business Research: The Internet, E-mail, Browsers and Websites.

UNIT –II THE RESEARCH PROCESS

(15 HRS.)

Problem Identification: Broad Problem Area- Preliminary Data Gathering, Literature Survey- Online Data Bases useful for Business Research- Problem Definition- Theoretical Framework- Components of Theoretical Framework- Hypothesis Development- Statement of Hypothesis- Procedure for Testing of Hypothesis.

UNIT –III THE RESEARCH DESIGN

(15 HRS.)

Types Of Research Designs: Exploratory, Descriptive, Experimental Designs And Case Study- Measurement of Variables- Operational Definitions And Scales- Nominal and Ordinal Scales Rating Scales- Ranking Scales- Reliability and Validity- Content Validity, Criterion Related Validity and Construct Validity.

UNIT –IV COLLECTION AND ANALYSIS OF DATA

(15 HRS.)

Sources of Data- Data Collection Methods- Interviews: Structured Interviews and Unstructured Interviews- Face to Face and Telephone Interviews- Observational Surveys- Questionnaire Construction: Organizing Questions- Structured and Unstructured Questionnaires- Guidelines for Construction of Questionnaires, Data Analysis: An Overview of Descriptive, Associational and Inferential Statistical Measures.

UNIT –V THE RESEARCH REPORT

(15 HRS.)

Components – The Title Page- Table of Contents- The Executive Summary- The Introductory Section- The Body of the Report- The Final Part of the Report- Acknowledgments- References- Appendix- Guidelines for Preparing a Good Research Report- Oral Presentation- Visual Aids- the Presentation and Handling Questions.

UNIT VI : DYNAMISM

Research Gap- Identifying Research Gap-Research Gap in Literature Review

REFERENCES:

1. Uma Sekaran, Research Methods for Business- A Skill Building Approach. John Wiley & Sons (Asia) Pvt. Ltd Singapore, 2003
2. William G. Zinkmund. Business Research Methods. Thomson Business Information India Pvt. Limited Bangalore, 2005

III B.Com CA
SEMESTER –VI
For those who joined in 2021 onwards

PROGRAMME CODE	COURSE CODE	COURSE TITLE	HRS/ WEEK	CREDITS
USCC	21K6SB6	GRAPHICAL DESIGNING	2	2

COURSE DESCRIPTION

Graphic Design is a course that explores graphic communication through the understanding of the elements and principles of design; as well as, the design process, from idea development through the final execution of a document.

COURSE OBJECTIVES:

To enhance the visual communication and essential graphics knowledge to create object-based logo's designs, company identities, brochures and catalogs with fine skills and depth of creativity.

UNITS

UNIT –I BASICS OF CORELDRAW (6 HRS.)

Introduction-Getting Started-Creating A New File - Title Bar-Menu Bar-Work Area-Printable Page-Property Bar-Page Counter Bar-Colour Palette-Toolbox-Status Bar-Drawing Figures- Lines-Ellipse-Circles-Rectangle-Square-Polygon-Saving-Closing-Opening-Views-Normal View-Preview-Wire Frame View-Draft View-Zoom-View Manager-Creating a View.

UNIT –II DRAWING (6 HRS.)

Introduction - Toolbox-Selecting an Object-Resizing an Object-Moving an Object-Changing the Shape-Combining Two Objects-Skewing-Welding the

Objects-Blending-Curve Lines- Straight Lines-Continuing a Line-View Mode-Changing-Media Tool-Rotating An Object- Grouping-Fill Tool Fly Out-Filling-Spray Mode.

UNIT -III TEXT

(6 HRS.)

Introduction-Text Tool-Entering Artistic Text-Entering Paragraph Text-Converting Text- Formatting Text-Changing the Font Size-Arranging Objects-Ordering The Objects-Changing the Font-Bullets-Decorating the Text-Webdings-Text Editor-Opening-Changing the Alignment- Type Style-Spell Checking-Grammer-Searching Synonyms-Find-Replace-Editing-Kerning- Formatting Characters.

UNIT -IV IMAGE

(6 HRS.)

Bitmap Images-Vector Image-Resizing-Rotating-Skewing-Moving-Cropping-Importing Images-Adding Special Effects-Converting to Bitmap-Exporting Images.

UNIT -V PAGE LAYOUT

(6 HRS.)

Changing the Page Size-Changing the Layout-Applying Styles-Applying Bitmaps to the Background - Changing the Background-Adding a Page Frame-Moving Between Pages.

UNIT – VI: DYNAMISM(Evaluation Pattern-CIA only)

(6 HRS)

Creating invitations – Creating Logo & Business Cards

List of Programs

1. Creating a logo using Corel Draw
2. Create Flyer using Corel Draw
3. Create simple Leaves with Corel draw.
4. Create 3d star in Corel Draw
5. Creating a realistic looking Candle design using Corel Draw
6. Create Taj Mahal in Corel Draw
7. Combine intersect trim in Corel Draw
8. Corel Draw Exercise to create Text Effect
9. Creating Brochure using Corel Draw
10. Create a banner using Corel Draw

TEXT BOOKS:

1. CorelDRAW X8: The Official Guide, Gary David Bouton, McGraw-Hill Education

REFERENCE BOOKS:

1. Coreldraw for Dummies, Deke McClelland, Julie Adair King, Hungry Minds Inc, U.S, 20 March 1997

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SEMESTER – VI

For those who joined in 2021 onwards

PROGRAMME CODE	COURSE CODE	COURSE TITLE	HRS/WEEK	CREDITS
USCC	21K6SL1	BUSINESS ORGANISATIONS	--	2

COURSE DESCRIPTION

This course provides a clear understanding of the fundamentals of company law is critical for anyone who is looking to understand corporate and Business.

COURSE OBJECTIVES

To gain in-depth knowledge and techniques in the field of Corporate and Business.

UNITS

UNIT-I – INTRODUCTION

Concepts of Business, Trade , Industry and Commerce – Features of Business -Trade Classification - Aids to Trade – Industry – Classification – Relationship of Trade, Industry and Commerce.

UNIT II- BUSINESS FUNCTIONS AND ENTREPRENEURSHIP

Functions of Business and their relationship - Factors influencing the choice of suitable form of organization – Meaning of Entrepreneurship – Characteristics of a good entrepreneur - Types – Functions of Entrepreneurship.

UNIT –III – FORMS OF BUSINESS ORGANIZATIONS

Sole Proprietorship – Meaning – Characteristics – Advantages and Disadvantages – Partnership - Meaning – Characteristics- Kinds of partners – Advantages and Disadvantages – Partnership Deed – Hindu-undivided Family – Cooperative Societies.

UNIT-IV- JOINT STOCK COMPANY

Joint Stock Company – Meaning – Characteristics –Advantages – Kinds of Companies - Differences between Private Ltd and Public Ltd Companies.

UNIT-V- COMPANY INCORPORATION

Preparation of important Documents for incorporation of Company – Memorandum of Association – Articles of Association – Differences Between Memorandum of Association and Articles of Association - Prospectus and its contents.

TEXT BOOK:-

1. Y.K.Bushan, Business organization and Management, Sultan Chand.

REFERENCE BOOKS

1. C.D.Balaji and G. Prasad, Business Organization - Margham Publications, Chennai.
2. R.K.Sharma and Shashi K Gupta, Business Organization - Kalyani Publications.
3. C.B.Guptha, Industrial Organization and Management, Sultan Chand.
4. Sherlekar, Business Organization and Management, Himalaya Publications.