

DEPARTMENT OF COMMERCE (COMPUTER APPLICATIONS)

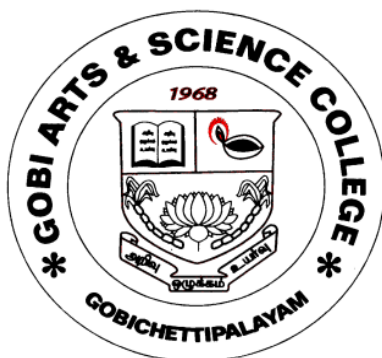
B.Com. (COMMERCE APPLICATIONS)

(Students admitted during 2019-2020 Onwards)

(Under CBCS with Outcome Based Education (OBE) Pattern)

SYLLABUS

III & IV SEMESTER



GOBI ARTS & SCIENCE COLLEGE

(Govt. Aided Autonomous Co-educational Institution, Affiliated to Bharathiar University, Coimbatore, Accredited with 'A' Grade by NAAC (4th cycle) and Recognised as a STAR College by DBT, Government of India)

**KARATTADIPALAYAM POST,
GOBICHETTIPALAYAM - 638453
ERODE DISTRICT.**

BLOOM'S TAXONOMY BASED ASSESSMENT PATTERN

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

I. END OF SEMESTER (EOS) EXAMINATIONS:

1. Part I, II & III-Theory: 70 Marks

Knowledge Level	Section	Marks	Description	Total
K1	A (Answer All)	$15 \times 1 = 15$	MCQ	70
K2	B (Either or Pattern)	$5 \times 5 = 25$	Short answers	
K3 & K4	C (Answer 3 out of 5)	$3 \times 10 = 30$	Descriptive/Detailed	

2. Practical Examinations: 70 Marks

Knowledge Level	Section		Total
	Practical	Record work	
K3	60	10	70
K4			
K5			

II. CONTINUOUS INTERNAL ASSESSMENT (CIA):

1. Test – I & II: 30 Marks (Theory)

Knowledge Level	Section	Marks	Description	Total
K1	A (Answer All)	$10 \times 1 = 10$	MCQ	30
K2	B (Answer 2 out of 3)	$2 \times 5 = 10$	Short answers	
K3 & K4	C (Answer 1 out of 2)	$1 \times 10 = 10$	Descriptive/Detailed	

2. Practical Internal Assessment: 30 Marks

Knowledge Level	Section		Total
	Test	Lab Performance	
K3	20	10	30
K4			
K5			

Components of Continuous Internal Assessment (CIA)

Components		Calculation	CIA Total
Test 1	30	$\frac{\text{Test 1} + \text{Test 2}}{2}$	30
Test 2	30		

Programme Code:	B.Com.	Programme Title:	Computer Applications	
Course Code:	19UACC07	Course Title:	Batch:	2019
Total Hours:	90	Foreign Trade Procedures	Semester:	III
			Credits:	4.5

Course Objective

The course aims

- To impart the significance of Foreign Trade.
- To familiarise the students about Documents used in Foreign Trade.
- To have knowledge about the role of International Financial Institutions in Foreign trade.
- To know the uses of Various foreign trade Documents.

Course Outcomes (CO)

On the successful completion of the course, students will be able to

Knowledge Level	CO Number	Course Outcome
K1	CO1	Develop the knowledge of International Trade, Balance of Trade and Balance of Payment.
K2	CO2	Learn about the Export and Import Procedures
K3	CO3	Prepare the different types of Documents used in Foreign Trade.
K4 & K5	CO4	Assess the Various terms and conditions of Export and Import Finance.

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

SYLLABUS		
Unit	Content	No. of Hours
I	Foreign Trade: Meaning-Importance-scope- Advantages-Disadvantages - <i>Domestic Trade Vs Foreign Trade</i> *. Balance of Trade - Balance of Payment: Components of Balance of Payment-Causes for disequilibrium - correction of disequilibrium.	18
II	Export and Import Procedures: Different Stages. Documents in Foreign Trade: Commercial documents-Regulatory documents.	18
III	Export Promotion measurements in India: Export Promotion Council- <i>Incentives-Subsidies</i> *-Commodity Boards- Duty Exemption Scheme-Marketing Assistance- Export Processing Zones (EPZs) - <i>100% Export Oriented Unit (EOUs)</i> * -Special Economic Zones (SEZs).	18
IV	Institutions for export promotion : The Federation of Indian Export Organization - Indian Institute of Foreign Trade - State Trading Corporation – International Monetary Fund - World Trade Organisation. Export Credit Guarantee Corporation - EXIM Bank.	18
V	Administration of Foreign Exchange: FEMA -Authorized Dealer – Authorized Money Changers – FEDAI. Exchange Rate: Meaning – Types – Factors influencing the Exchange rate.	18

<* - Self Study>

Text Books:

1. Francis Cherunilam, International Trade and Export Management, Himalaya Publishing House (P) Ltd.
2. Jeevanandam, Foreign Exchange Practice, Concepts & Control, Sultan Chand & Sons.
3. Radha, International Trade, Prasanna Publishers.

Reference Books:

1. Sankaran. S., Indian Economy, Margham Publications.
2. Dhingra.I. C., Indian Economic Development, Sultan Chand and Sons.

E-references:

1. https://www.icaai.org/post.html?post_id=13830
2. www.icsi.edu International Trade
3. <https://www.icmagroup.org/>
4. <https://exportimportpractical.com/export-import-procedures-and-documentation/>
5. www.iift.ac.in

Mapping with Programme Specific Outcomes

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

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

Programme Code:	B.Com.	Programme Title:	Computer Applications	
Course Code:	19UACC08	Course Title:	Batch:	2019
Total Hours:	90	Business Law	Semester:	III
			Credits:	4.5

Course Objectives

The course aims

- To inculcate the brief idea about the frame work of Indian Business Laws.
- To impart the students about the legal aspects of business.
- To provide the information to students to understand the general principles of law of contract and special contracts.

Course Outcome (CO)

On the successful completion of the course, students will be able to

Knowledge Level	CO Number	Course Outcome
K1	CO1	Illustrate the law relating to Indian Contract Act.
K2	CO2	Understand the different elements of contract and their performance.
K3	CO3	Explain the concept of Indemnity & Guarantee and Contract of agency.
K4 & K5	CO4	Know about the Sale of Goods Act.

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

SYLLABUS

Unit	Content	No. of Hours
I	Contract: Meaning- Definition. Features of Indian Contract Act, 1872 - Essentials of Valid Contract-Agreement Vs. Contract-Types of Contract- Legal rules relating to Offer- Acceptance- Revocation of Offer and Acceptance- Consideration – Capacity to Contract.	18
II	Free Consent- Difference between Coercion and Undue Influence-Fraud- Legality of Object. Performance of Contract- Impossibility of Performance- Contract which Need not be Performed- Discharge of Contract- Breach of contract- Damages for breach of contract.	18
III	Quasi contract- contingent contract- Difference between a contingent contract and a wagering contract. Contract of Indemnity – Guarantee- <i>Contract of Indemnity Vs. Contract of Guarantee</i> *-Rights of Surety – Discharge of Surety. Bailment and Pledge – Rights and Duties of Bailor and Bailee – Rights and Liabilities of Finder of Lost Goods.	18
IV	Contract of Agency: Meaning –features-Different classes of agents– modes of creating agency- rights and duties of an agent- Personal liability of agent- Liability of principal to third parties-Termination of the agency-Sub agent- Substituted agent.	18
V	Sale of Goods Act, 1930: Definitions of goods-Buyer- Sale-Agreement to Sell- <i>Sale Vs. Agreement to Sell</i> * – Conditions and Warranty- <i>Conditions VS Warranties</i> * – Rights of Unpaid Seller – Delivery of Goods – Rules regarding delivery of goods- The Doctrine of Caveat Emptor- Exceptions.	18

<* - Self Study>

Text Books:

1. Kapoor N.D, Business Law, Sultan Chand & sons.
2. P.P.S. Gogna, Business Laws, S.Chand.

Reference Books:

1. Maheswari, Mercantile Law, Himalaya Publication House.
2. B.Venkatesan, Hand Book of Mercantile Law, S.Chand.

E-references:

1. www.icsi.edu
2. www.icaai.org
3. www.ebooks-for-all.com

Mapping with Programme Specific Outcomes

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

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

Programme Code:	B.Com	Programme Title:	Computer Applications	
Course Code:	19UACC09	Course Title:	Batch:	2019
Total Hours:	90	Higher Financial Accounting	Semester:	III
			Credits:	5.0

Course Objective

The course aims

- To familiarize the students on Bill of Exchange.
- To make the students to understand the Accounting treatment of Consignment transactions.
- To provide the knowledge about Non-trading concerns and Single entry system
- To acquire the accounting knowledge of partnership firms.

Course Outcome

On successful completion of this course, the students would be able to:

Knowledge Level	CO Number	Course Outcome
K1	CO1	Enhance the knowledge about Bill of Exchange.
K2	CO2	Understand the accounting treatment of Consignment transactions.
K3	CO3	Learn the Accounting treatment of Non-profit organization.
K4 & K5	CO4	Analyse the result of a Partnership firm.

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

SYLLABUS

Unit	Content	No. of Hours
I	Bills of Exchange: Meaning-features-Differences between Bills of Exchange and Promissory Note- Accounting treatment relating to Bill discounting-honour-dishonour-renewal-retirement-insolvency of drawee-Accommodation Bill.	18
II	Accounts of Non-profit organization: Receipts and Payments Account-Income & Expenditure account-Balance sheet - <i>Receipts & Payments account Vs. Income & Expenditure account*</i>	18
III	Consignment Account: Accounts in the books of consignor and consignee – Treatment of Normal and abnormal losses- Valuation of Closing stock - Invoice price method. <i>Sale Vs. Consignment*</i> .	18
IV	Partnership Accounts: Partnership Deed – Guarantee-Capital Accounts (Fixed and Fluctuating) – Accounting treatment on Admission and Retirement of a Partner.	18
V	Accounting treatment on Dissolution of Partnership – Insolvency of a Partner –Accounting treatment as per Garner Vs. Murray- Piecemeal distribution (Simple problems only on Proportionate Capital method).	18

Note to the Question Paper Setters:

Section B: Out of 5 Questions, atleast 4 shall be Problems.

Section C: Out of 5 Questions, 3 shall be Problems and 2 shall be Theory.

<* - Self Study>

Text Books:

1. T.S.Reddy and Dr.A.Murthy, “*Financial Accounting*”, Margham Publications.
2. S.P.Jain and K.L.Narang, “*Advanced Account*”, Kalyani Publishers.
3. T.S. Grewal and S.C. Gupta, “*Introduction to Accountancy*”, S.Chand Publishers.

Reference Books:

1. M.C.Shukla, T.S. Grewal and S.C.Gupta. “*Advanced Accounts*”. Vol.-I. S. Chand & Co.,
2. S.N. Maheshwari, and. S. K. Maheshwari. “*Financial Accounting*”. Vikas Publishing House.
3. A.ArulAnandam and K.S.Raman, “*Advanced Accounting*”, Himalaya Publishing House.

E-references:

1. www.icaai.org/new_post.html?post_id
2. www.icsi.edu/academic-corner/study-material
3. www.caclubindia.co

Mapping with Programme Specific Outcomes

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

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

Programme Code:	B.Com.	Programme Title:	Computer Applications	
Course Code:	19UACS53	Course Title:	Batch:	2019
Total Hours:	60	Relational Database Management System	Semester:	III
			Credits:	4.5

Course Objectives

The course aims

- To familiarize the students on tables and retrieve the data from database.
- To enable the students to manipulate the data and operators.
- To make the students to authenticate the users on data bases.

Course Outcome (CO)

On the successful completion of the course, students will be able to

Knowledge Level	CO Number	Course Outcome
K1	CO1	Understand the creation of tables and learn the changing the tables structures and to manipulate the data in the table.
K2	CO2	Know the ordering and grouping results as well as using conjunction clauses.
K3	CO3	Understand the meaning of Views, Operators Format models and Functions
K4	CO4	Enable the Students to Understand the System and Object level privileges and to enforcing the privileges.

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

SYLLABUS

Unit	Content	No. of Hours
I	Designing a database – creating table and adding data: Structuring a Relational Database – Understanding Table Components – Creating a table from other tables - Documenting table structures – Changing table structures – <i>Manipulating the data in a table*</i> .	12
II	Querying the database-Querying a single table – ordering results – Grouping results – Accessing related data from several tables – using sub queries – connecting Querying with conjunction clauses.	12
III	Defining and using views: A Program Management Application – Defining and Querying one table views – Maintaining a consistent view altered Base Tables – Inserting, Updating and deleting data through views.	12
IV	Operators and Functions: Operators – Functions – Format Models.	12
V	Maintaining database security: Authenticating users – Establishing user system Level – Privileges – Establishing user object level privileges – Enforcing privileges on table subsets.	12

<* - Self Study>

Text Book:

Understanding Oracle: - James T. Perry, Joseph G. Lateer - BPB Publications.

Reference Books:

1. Oracle 9i The Complete Reference -Kevin Loney, George Koch - Tata McGraw Hill Edition.
2. Oracle 8i A Beginner's Guide - ABBEY, Michael| Ian Abramson - Tata McGraw Hill Edition.

E-references:

1. <https://www.oracletutorial.com/oracle-basics/oracle-create-table/>
2. https://www.techonthenet.com/oracle/questions/group_order.php
3. <https://www.oracletutorial.com/oracle-view/oracle-create-view/>
4. https://docs.oracle.com/cd/B10500_01/server.920/a96524/c24privs.htm

Mapping with Programme Specific Outcomes

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

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

Programme Code:	B.Com.	Programme Title:	Computer Applications	
Course Code:	19UBMAC1	Course Title:	Batch:	2019
Total Hours:	90	Business Mathematics	Semester:	III
			Credits:	5.0

Course Objective

The course aims

- To study Simple Interest, Compound Interest, Discount and Annuities for Business problem.
- To study the Set Operations and Matrix operation.
- To study the simple problems in Differentiation and Integration.

Course Outcomes (CO)

On the successful completion of the course, students will be able to

Knowledge Level	CO Number	Course Outcome
K2,K3	CO1	Acquire the knowledge in the areas of business problems the simple interest & compound interest.
K1,K2	CO2	Analyze the concept of A.P., G.P. and set theory.
K1,K2	CO3	Enhancing the ability to solve matrices.
K3	CO4	Demonstrate the rate of change in economics status such as supply, demand functions, cost function & managerial functions.
K3	CO5	Understand the ideas of integration for solving consumers' surplus and producers' surplus related problems.

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

SYLLABUS

Unit	Content	No. of Hours
I	Solutions of Simple Simultaneous equations applied to Business problems. Simple and Compound Interest – Sinking Funds – Annuities – Present values – Discounts.	18
II	Arithmetic and Geometric Progression – Simple applications to Business problems. SETS: Operations of Sets – Venn Diagrams and applications to Business and Economic Problems.	18
III	MATRIX – Matrix operations – Addition, Subtraction and Multiplication – Rank of Matrix – Inverse of Matrix and Solutions of Simultaneous Linear Equations – Input-Output Analysis.	18
IV	Ideas on Limits (No Problem) and Continuity of functions, Differentiation (Trigonometric functions excluded) First order and Second order – Maxima and Minima and Application as rate measures – Cost function – Supply and Demand functions etc. and Managerial functions.	18
V	Elementary Integration (as reverse process of differentiation) Simple substitution and Partial fraction methods. Simple application to Economics.	18

Text Book:

1. Business Mathematics and Statistics by PA. Navnitham, Jai Publishers, Trichy, Reprint, 2018.

Reference Books:

1. An introduction to business mathematics by Sundaresan and Jayaseelan.
2. Business Mathematics by Taffer.
3. Business Mathematics by Dharmapadam.

E-references:

1. <https://byjus.com/jee/matrices>
2. <https://www.patreon.com/patrickjmt>
3. <https://web2.slc.qc.ca/pcamire/set>
4. <https://bit.ly/2yZbjC>

Mapping with Programme Specific Outcomes

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	H	H	M	H
CO2	M	M	S	S	H
CO3	M	H	M	S	M
CO4	S	S	H	M	S
CO5	S	H	S	M	S

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

Programme Code:	B.Com.	Programme Title:	Computer Applications	
Course Code:	19UACSP3	Course Title:	Batch:	2019
Total Hours:	60	Major Core Practical - III: Oracle	Semester:	III
			Credits:	1.0

Course Objective

The course aims

- To familiarize the students on tables and retrieve the data from database.
- To enable the students to manipulate the data and operators.
- To make the students to authenticate the users on data bases.

Course Outcome

On the successful completion of the course, students will be able to

Knowledge Level	CO Number	Course Outcome
K1	CO1	Understand the creation of tables and learn the changing the tables structures and to manipulate the data in the table.
K2	CO2	Know the Logical and Arithmetic Operations as well as Ordering and Grouping results.
K3	CO3	Understand to create Views, Functions and Format models and Functions.
K4 & K5	CO4	Understand the Miscellaneous Date and Time Functions.

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

SYLLABUS

1. Write a SQL queries employee details with following fields. Employee number, Employee name, Designation, Date of join, salary, Department number, Department name.
2. Write a SQL queries from students details with following fields. Register number, name, degree, city, phone number, address.
3. Write a SQL queries for student details with the following fields. register no, name degree, city, phone number, address.
4. Write a SQL queries for product details with following fields. product number, product name, cost, department of product.
5. Write a SQL queries for college details with following fields. department number, department name, number of service, number of student, number of price, year of services.
6. Write a SQL queries for bills master details with following details. bill number, bill date, product, quantity, cost, total.
7. Write a SQL queries for logical and arithmetic operations details with the following fields. Employee id, employee name, department, job, salary joining date.
8. Write a SQL queries for ordering result details with following fields. register number, name, degree, year, department, incharge.
9. Write a SQL queries of between is operators with following fields. customer number, customer name, address, city, cluimit number, pin code number.
10. Write a SQL queries for like operators with the following fields. supplier number, supplier name, address, city, phone number, company number.
11. Write a SQL queries for function details with following fields product number, category, quantity, amount status.
12. Write a SQL queries for grouping the result details with following field . Registered number, name, department degree, year, incharge.

13. Write a SQL queries for creating view program creating view the employee details following fields employee id, employee name, designation , department, salary.
14. Write a SQL queries for creating program details product number, product name, quantity, amount, status.
15. Write a SQL queries for character function with following. Fields customer id, customer name, customer address, city, district, pin code.
16. Write a SQL queries for miscellaneous date and time function using with following fields order number, product number, product name, quantity, date, cost.
17. Write a SQL queries for format models with following fields Bill number, Bill date, Customer name, product name, Bill amount.

Text Book:

Understanding Oracle: - James T. Perry, Joseph G. Lateer (Unit I - V) - BPB Publications.

Reference Books:

1. Oracle 9i The Complete Reference -Kevin Loney,George Koch - Tata McGraw Hill Edition.
2. Oracle 8i A Beginner's Guide - ABBEY,Michael| Ian Abramson - Tata McGraw Hill Edition.

E-references:

1. <https://www.oracletutorial.com/oracle-basics/oracle-create-table/>
2. https://www.techonthenet.com/oracle/questions/group_order.php
3. <https://www.oracletutorial.com/oracle-view/oracle-create-view/>
4. https://docs.oracle.com/cd/B10500_01/server.920/a96524/c24privs.htm

Mapping with Programme Specific Outcomes

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

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

Programme Code:	B.Com	Programme Title:	Computer Applications	
Course Code:	19UACC10	Course Title:	Batch:	2019
Total Hours:	90	Company Law	Semester:	IV
			Credits:	4.5

Course Objectives

The course aims

- To familiarize the fundamental concepts of Indian Companies Act, 2013.
- To impart the knowledge on Formation of Company, Documents required and Acts pertaining to it.
- To provide an insight into the different types of Companies and their provisions.
- To familiarize with various documents involved in a Joint Stock Company.

Course Outcome:

On the successful completion of the course, the students will be able to

Knowledge Level	CO Number	Course Outcome
K1	CO1	Understand the formation and kinds of companies.
K2	CO2	Understand legal reasoning and analysis through study of statutes and regulatory practice relating to Company law.
K3	CO3	Know about the Prospectus & Company Management.
K4	CO4	Examine the provisions of Companies Act relating to meetings, resolutions and winding up of the company under company law.

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

SYLLABUS		
Unit	Content	No. of Hours
I	Indian Companies Act, 2013: Features-Role of National Company Law Tribunal (NCLT)- National Company Law Appellate Tribunal (NCLAT). Company: Meaning- characteristics. Types of Company- <i>Private company Vs Public Company</i> *- Privilege of a Private Company, Formation of Company-Incorporation of company-Registration.	18
II	Memorandum of Association: Meaning-Contents-importance-Alterations-Articles of Association: Contents- importance. <i>Memorandum of Association Vs Articles of Association</i> *. Prospectus: Meaning-Shelf Prospectus-Red herring Prospectus-abridged prospectus- Contents of Prospectus- Liabilities for Misstatement in Prospectus. Doctrine of Ultravires.	18
III	Shares: Meaning-Types-Issue of shares on Private placement-Preferential basis-Rights issue-Bonus Shares- Sweat Equity Shares- ESOPs. Debentures: Meaning-Types- <i>Shares Vs. Debentures</i> *.	18
IV	Company Management - Board of Directors- Appointment Qualifications – Powers-Duties-Liabilities- Managing Director-Manager-Managerial Remuneration-Company Secretary: Appointment-Qualification-Powers - Duties.	18
V	Company Meetings- Kinds -Statutory Meeting- Annual General Meeting – Extraordinary General Meeting-Board Meeting-Resolutions-Agenda –Minutes-Quorum-Proxy. Winding up: Meaning-Modes-Liquidators: Meaning-powers-duties.	18

<* - Self Study>

Text Books:

1. P.P.S. Gogna, Company Law, S.Chand.
2. V.Radha, Company Law, Prasanna Publishers & Distributors.

Reference Book:

N.D. Kapoor, Company Law and Secretarial Practice, Sultan Chand & Sons.

E-references:

1. www.icsi.edu
2. www.icaai.org
3. www.ebooks-for-all.com

Mapping with Programme Specific Outcomes

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

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

Programme Code:	B.Com	Programme Title:	Computer Applications	
Course Code:	19UACC11	Course Title:	Batch:	2019
Total Hours:	90	Business Communication	Semester:	IV
			Credits:	4.5

Course Objectives

The course aims

- To understand the importance of business communication.
- To enhance their writing skills in various forms of business letters and reports.
- To inculcate the ideas for prepare CVs.

Course Outcome:

On the successful completion of the course, the students will be able to

Knowledge Level	CO Number	Course Outcome
K1	CO1	Students will familiar with importance of communication in business.
K2	CO2	Experts in drafting various letters.
K3	CO3	Communicate via electronic mail, Internet, and other technologies.
K4	CO4	Become experts in drafting various practical oriented letters.

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

SYLLABUS

Unit	Content	No. of Hours
I	Communication: Meaning-process-importance-Essentials of good Communication– Media (Written-Oral-Visual-Face to Face-Vertical-Horizontal-Informal-Non verbal- Role of communication in personality development-inter personal skills-leadership skills. Barriers to communication- <i>steps to overcome the Barriers*</i> . E-Mail: Features-Uses-Problems-Etiquette in E-Mail-Importance of Internet-Video Conferencing.	18
II	Business letter: Meaning- essentials- importance-Kinds- Lay out-Enquiries and Replies-Order –Status enquiry- reply- Execution of orders- Customer’s complaints-Adjustment and Collection. Circular letter (relating to admission of a partner into a partnership firm-retirement and death of a partner of a partnership firm-Change of address-Seasonal discounts).	18
III	Bank correspondence: Meaning-Importance-Correspondence by customers. Insurance correspondence: Meaning-Principles-Importance- <i>types of insurance*</i> -Correspondence by Policy holders with Life and Non life Insurance companies. Correspondence with Income tax department.	18
IV	Sales Letter -Job application letter and Resume. Letters to the Editor of a News paper.	18
V	Correspondence with Income tax Department- Correspondence with Police station regarding complaint about theft in the business-by seeking bandobust during unrest situation. Report writing: Meaning- Characteristics-Importance-Types- <i>Specimen of Auditor’s report*</i> .	18

<* - Self Study>

Text Book:

Rajendra Pal and J.S. Korahilli, Essentials of Business Communication, Sultan Chand & Sons.

Reference Books:

1. Ramesh M.S. and Pattenshetty, Effective Business English and Correspondence, Chand & Co.
2. Pillai R.S.N.and Bhagavathi, Commercial Correspondence, S. Chand Publications.
3. Radha, Essentials of Business Communication, Prasanna Publications.

E-references:

1. www.icaai.org
2. www.icsi.edu
3. www.caclubindia.com

Mapping with Programme Specific Outcomes

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

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

Programme Code:	B.Com.	Programme Title:	Computer Applications	
Course Code:	19UAMA71	Course Title:	Batch:	2019
Total Hours:	75	Business Statistics	Semester:	IV
			Credits:	4.5

Course Objective

The course aims

- To know about characteristics of the population by diagrammatical methods.
- To interpret data for making decision in business.
- To interpret data for making decision in business.

Course Outcomes (CO)

On the successful completion of the course, students will be able to

Knowledge Level	CO Number	Course Outcome
K1, K2	CO1	Describe and discuss the key terminology, concepts tools and techniques used in business statistics.
K2, K3	CO2	Evaluating underlying assumptions of analyzing tools.
K2, K3	CO3	Analyze relationship between variable, regression analysis and other analytical techniques.
K1, K2	CO4	To compare the price movements over different times of periods.
K1, K3	CO5	Compare the current trends with that in the past or the expected trends.

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

SYLLABUS		
Unit	Content	No. of Hours
I	Meaning and Scope of Statistics – Characteristics and Limitations – Primary and Secondary data sources – Methods of collection and difficulties – Editing – Classification and tabulation of data – Presentation of data by diagrammatic graphical methods.	15
II	Statistical series – Formation of Frequency distribution – Measures of central tendency – Arithmetic Mean, Median, Mode, Geometric Mean and Harmonic Mean. Measures of Dispersion and Skewness – Range, Quartile Deviation, Standard Deviation, Pearson's and Bowley's measures of Skewness.	15
III	Simple correlation – Pearson's coefficient of correlation – Rank correlation and concurrent deviation methods. Concept of Regression analysis, Regression equation and uses.	15
IV	Index Numbers – methods of construction – Aggregative and relative types – Tests of an Index Number - Cost of living index – Price data in India.	15
V	Interpolation and Extrapolation – Graphical and Algebraic – Newton, Lagrange's and Binomial methods. Analysis of Time series – Uses – Components – Methods of Trend.	15

Text Book:

1. Business Mathematics and Statistics by PA. Navnitham, Jai Publishers, Trichy.

Reference Books:

1. Business statistics by J.K. Sharma.
2. Business statistics by S.P. Gupta.

E-references:

1. <https://dontmemorise.com>
2. <https://www.khanacademy.org/math>
3. <https://cognitiveclass.ai/courses/statistics>
4. <https://acadlid.com/bigdata/data-science>

Mapping with Programme Specific Outcomes

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M	H	M	S	M
CO2	H	S	H	M	H
CO3	M	S	S	H	H
CO4	M	M	H	M	M
CO5	H	H	S	H	S

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

Programme Code:	B.Com.	Programme Title:	Computer Applications	
Course Code:	19UACS54	Course Title:	Batch:	2019
Total Hours:	60	Web Page Design	Semester:	IV
			Credits:	4.5

Course Objectives

The course aims

- To facilitates the students to elaborately study about HTML tags and its attributes.
- To learn the concepts of static web page using HTML.
- To understand DHTML concepts to design and develop the variety of dynamic webpages.

Course Outcomes (CO)

On the successful completion of the course, the students will be able to

Knowledge Level	CO Number	Course Outcome
K1	CO1	Remember the basic knowledge on Internet and its protocols.
K2	CO2	Understanding the ability of HTML concepts and its tags.
K3	CO3	Apply for simple applications of real time documents using list tag and table tag.
K4	CO4	Analyze knowledge about the linking documents and Forms in Html.
K5	CO5	Enable the students to understand the knowledge about the DHTML and develop dynamic web pages.

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

SYLLABUS

Unit	Content	No. of Hours
I	Internet: Introduction - History of Internet-Internet Communication Protocols-Types of Internet Connections – Internet Service Providers – Domain Name Systems -Internet Addressing – WWW – Web Browsers – An Introduction to Internet Explorer – Internet Service Engines.	12
II	Introduction to HTML: Hyper text markup language: HTML tags – Paired tags – Singular tags. Commonly used HTML Commands: The structure of an HTML program – Document Head – Document Body. Titles and Footers: Title – Footer. Text Formatting: Paragraph Breaks – Line Breaks. Emphasizing Material in web page: Heading Style – Drawings Lines. Text Styles: Bold – Italic – Underline. Other Text Effects: Centering (Text, images, etc) - Spacing (Indenting Text) * .	12
III	Lists: Types of Lists: Unordered Lists – Ordered Lists – Definitions Lists. Adding Graphics to HTML Documents: Using the Border Attribute – Using the Width and Height Attribute –Using the Align Attribute – Using the Alt Attribute. Tables: Introduction- Using Width and Border Attribute - Using the Cellpadding Attribute – Using the Cellspacing Attribute – Using the Background Color Property – Using the Colspan and Rowspan Attribute * .	12
IV	Linking Documents: Links: External Document Reference. Frames: Introduction to Frames: The <FRAMESET> tag – The <FRAME> tag. Forms used by a website: The Form object: The Form Object's methods – Attributes to the <INPUT> tag.	12

V	DHTML – Meanings of DHTML – Dynamic Styles – Positioning and Animation – Dynamic Content – Text Range Object – Filters and Transitions.	12
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<* - Self Study>

Text Books:

1. Margaret Levine Young, “INTERNET: THE COMPLETE REFERENCE”, Tata McGraw Hill Publishing Company Limited, Second Edition, 1999. (Unit – I).
2. Sybex, *INTERNET COMPLETE*”, BPB Publications, Second Edition, 2000. (Unit – I).
3. Ivans Bayross, “WEB ENABLED COMMERCIAL APPLICATION DEVELOPMENT USING HTML, DHTML, JAVASCRIPT, PERL CGI, BPB Publications, Third Edition, 2011. (Unit – II, III, IV, & V).

Reference Books:

1. Ravinder Singh, Amit Gupta, “Magic with HTML, DHTML & JAVASCRIPT”, University Science Press, First Edition, 2009.
2. C. Xavier, “World Wide Web Design with HTML”, Tata McGraw Hill Education Pvt. Ltd., 13th Reprint, 2010.

E-references:

1. https://www.w3schools.com/tags/tag_html.asp
2. <https://www.universalclass.com/articles/computers/creating-tables-with-html->
3. <https://www.geeksforgeeks.org/dhtml-introduction/>

Mapping with Programme Specific Outcomes

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	L	H	H	M
CO2	H	M	S	H	S
CO3	S	M	H	H	S
CO4	S	H	S	M	H
CO5	S	H	S	H	S

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

Programme Code:	B.Com.	Programme Title:	Computer Applications	
Course Code:	19UACSP4	Course Title:	Batch:	2019
Total Hours:	60	Major Core Practical - IV: Web Page Design	Semester:	IV
			Credits:	1.0

Course Objective

The course aims

- To acquire the basic knowledge in Html environment.
- To learn how to create static web pages.
- To understand DHTML concepts to design the variety of dynamic webpages.

Course Outcomes (CO):

On the successful completion of the course, students will be able to:

Knowledge Level	CO Number	Course Outcome
K1	CO1	Creating and Formatting Html documents.
K2	CO2	Create a simple real time documents using list and table tag.
K3	CO3	Know about the linking documents and Forms in Html.
K4 & K5	CO4	Understand the knowledge about the DHTML and develop dynamic web pages.

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

SYLLABUS

1. Write a HTML Program to Formatting Text using HTML tag.
2. Write a HTML Program to design an Invitation card using text and images.
3. Write a HTML Program to create own Greetings card.
4. Write a HTML Program to display class time table using table tag.
5. Write a HTML Program to view student semester mark sheet by using table tag and its attributes.
6. Write a HTML Program to display image by using image tag its attributes.
7. Write a HTML Program to display the super market product items by using list tags.
8. Write a HTML Program to view the smartphone details by using Frame tag.
9. Write a HTML Program to display the transfer certificate.
10. Write a HTML Program to view student Bio - Data by using Form tag.
11. Write a HTML Program to display the college web site by using Hyper links.
12. Write a HTML Program to perform dynamic style by using Style tag.
13. Write a HTML Program to display system current date and time by using script.
14. Write a HTML Program to display and stars by using script.

Text Books:

1. Margaret Levine Young, "*INTERNET: THE COMPLETE REFERENCE*", Tata McGraw Hill Publishing Company Limited, Second Edition, 1999. (Unit – I).
2. Sybex, "*INTERNET COMPLETE*", BPB Publications, Second Edition, 2000. (Unit – I).
3. Ivans Bayross, "*WEB ENABLED COMMERCIAL APPLICATION DEVELOPMENT USING HTML, DHTML, JAVASCRIPT, PERL CGI*", BPB Publications, Third Edition, 2011. (Unit – II, III, IV, & V).

Reference Books:

1. Ravinder Singh, Amit Gupta, “*Magic with HTML, DHTML & JAVASCRIPT*”, University Science Press, First Edition, 2009.
2. C. Xavier, “*World Wide Web Design with HTML*”, Tata McGraw Hill Education Pvt. Ltd., 13th Reprint, 2010.

E-references:

1. https://www.w3schools.com/tags/tag_html.asp
2. <https://www.universalclass.com/articles/computers/creating-tables-with-html->
3. <https://www.geeksforgeeks.org/dhtml-introduction/>

Mapping with Programme Specific Outcomes

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H	L	H	H	M
CO2	H	M	S	H	S
CO3	S	M	H	H	S
CO4	S	H	S	M	H
CO5	S	H	S	H	S

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

Question Paper Pattern

(Common for Major, Allied, Allied Optional and Major Optional Papers)

For EOS Examinations: 70 Marks

The Question Paper is to be divided into THREE Sections.

Section-A Carries 15 Marks, Section-B Carries 25 Marks and Section-C Carries 30 Marks.

Section-A Contains 15 Multiple Choice Questions. (15 x 1 = 15 Marks)

Three Questions from each unit. (Q. No: 1 to 15)

Section-B Contains 5 Either or Choice Questions. (5 x 5 = 25)

Each Question carries 5 Marks. Both (a) and (b) from the same unit.

Q. No.: 16 (a) or (b) to 20(a) or (b)

Section-C Contains 5 Questions out of which, 3 Questions are to be answered. (3 x 10 = 30)

Each Question carries 10 Marks. One Question from each unit. Q. No.: 21 to 25

For CIA Examinations: 30 Marks

Section-A: 10 Multiple Choice Questions. (10 x 1 = 10)

Section-B: Two Questions out of Three. (2 x 5 = 10)

Section-C: One Question out of Two. (1 x 10 = 10)

Programme Code:	ALL U.G.	Programme Title:	Allied Optional	
Course Code:	19UDCO01	Course Title:	Batch:	2019
Total Hours:	90	Stock Markets	Semester:	IV
			Credits:	5.0

Course Objective

The course aims

- To enrich the students' knowledge about Stock Market in India.
- To enlighten students on the basic concept of online trading.
- To understand the Regulatory Framework on the functions of Stock Market.

Course Outcomes (CO)

On the successful completion of the course, students will be able to

Knowledge Level	CO Number	Course Outcome
K1	CO1	Understand the functions of Stock Markets and its regulatory framework in India.
K2	CO2	Have in-depth knowledge about the procedures for Listing of Securities in Stock Market.
K3	CO3	Gain the Practical knowledge about online trading and Depositories.
K4 & K5	CO4	Enhance the practical knowledge in Derivatives.

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

SYLLABUS

Unit	Content	No. of Hours
I	Stock Exchanges: Meaning- Functions-Services- Limitations. Membership in the Stock Exchanges-Classification of members in India-Non-members acting for members.	18
II	Listing in Stock Exchange: Meaning-Procedures- Advantages-disadvantages. NSE: Objectives-features-functions. BSE: Objectives -features-functions.	18
III	Regulation of Stock Exchanges: Security Contract (Regulation) Act, 1956- SEBI: Objectives -Functions- Powers.	18
IV	Online Trading- BSE BOLT system-NSE NEAT system- Merits and demerits of Online trading. Depository: Meaning- objectives- process - participants.	18
V	Derivatives: Meaning- features- kinds- Future contract- advantages - <i>Forward Vs Future contract*</i> . Options: Features-types-advantages-disadvantages.	18

<* - Self Study>

Text Books:

1. Radha, Parameshwaran, and Nedunchezian, Investment Management, Prasanna&Co.
2. E. Gordon and K. Natarajan, Financial markets and services, Himalaya Publication.
3. L. Natarajan, Investment Management, Margham Publications.

Reference Books:

1. S.Chand, and V.K. Bhalla, Fundamentals of Investment Management, S. Chand & Company Pvt. Ltd.
2. S. Maria John, Financial Markets and Institutions, Palani Paramount Publications.

E-references:

1. www.sebi.gov.in
2. www.moneycontrol.com
3. www.bseindia.com
4. www.icsi.ac.in

Mapping with Programme Specific Outcomes

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

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