



SRI VIDYA MANDIR ARTS & SCIENCE COLLEGE

(Autonomous)

[An Autonomous College Affiliated to Periyar University, Salem, Tamil Nadu]

[Accredited by NAAC with 'A' Grade with CGPA of 3.27]

[Recognized 2(f) & 12(B) Status under UGC Act of 1956]

Katteri – 636 902, Uthangarai (Tk), Krishnagiri (Dt)

Tamil Nadu, India

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DEGREE OF BACHELOR OF COMMERCE (B.Com (CA))

CHOICE BASED CREDIT SYSTEM (CBCS)

Program Code: UCC

REGULATIONS AND SYLLABUS FOR

B.COM (CA). PROGRAMME

(SEMESTER PATTERN)

(For Students Admitted in the College from the Academic Year 2021-2022

Onwards)



Programme Outcomes (POs)

PO1	Student can acquire comprehensive knowledge in Finance, Accounting, Taxation, Business laws and Corporate Laws.
PO2	Students can equip professional interpersonal and entrepreneurial skills.
PO3	After completing three years Bachelors of Commerce with Computer Application (B.Com (CA).) course, students would gain a through deep knowledge in Fundamentals of Commerce, Fundamentals of computer and Tally.
PO4	All-inclusive outlooks of the course offer a number of value based and job-oriented courses, which ensure that students are trained up-to-date.
PO5	Students can possess wide spectrum of managerial skills with competency building qualities in specific areas of commerce and other related fields.

Programme Specific Outcomes (PSOs)

PSO1	Students will demonstrate progressive affective domain development of values, the role of accounting in society and business.
PSO2	Students will learn relevant financial accounting career skills, applying both quantitative and qualitative knowledge to their future careers in business.
PSO3	Learners will gain thorough systematic and subject skills within various disciplines of commerce, business, accounting, economics, finance, auditing and marketing.
PSO4	Learners will be able to prove proficiency with the ability to engage in competitive exams like CA, CS, ICWA and other courses. Graduates will be able to do pursue higher education and take-up jobs in the field of Commerce and Computer Applications.
PSO5	Students will be able to demonstrate progressive learning of various tax issues and tax forms related to individuals. Students will be able to demonstrate knowledge in setting up a computerized set of accounting books.



SRI VIDYA MANDIR ARTS & SCIENCE COLLEGE

(Autonomous)

Bachelor of Commerce (Computer Applications) (B.COM (CA))

Programme Pattern and Syllabus (CBCS)

(For Students Admitted in the College from the Academic Year 2021-2022 Onwards)

Sl. No.	Part	Nature of Course	Course Code	Name of the Course	Hours/Week	Credits	Marks		
							CIA	ESE	Total
SEMESTER – I									
1	I	Language	21UTA1F01	Tamil – I	5	3	25	75	100
2	II	Language	21UEN1CE01	Communicative English – I	5	3	25	75	100
3	III	Core – I	21UCC1C01	Financial Accounting – I	6	4	25	75	100
4		Core – II	21UCC1C02	Business Communication	4	4	25	75	100
5		Allied – I	21UCS1A01	Computer Application in Business	5	4	25	75	100
6	IV	Value Education	21UVE101	Manavalakkalai Yoga	2	2	25	75	100
7		Add-on Course	21UCM1AO01	Professional English – I	3	4	25	75	100
Total					30	24	175	525	700
SEMESTER – II									
8	I	Language	21UTA2F02	Tamil – II	6	3	25	75	100
9	II	Language	21UEN2CE02	Communicative English – II	6	3	25	75	100
10	III	Core – III	21UCC2C03	Financial Accounting – II	5	4	25	75	100
11		Core – IV Core Practical	21UCC2P01	MS – Office Practical	3	4	25	75	100
12		Allied – II	21UCS2A02	Database Management System	5	4	25	75	100
13	IV	Common Paper	21UES201	Environmental Studies	2	2	25	75	100
14		Add-on Course	21UCM2AO02	Professional English – II	3	4	25	75	100
Total					30	24	175	525	700



*** No University Examinations. Only Credit is given.**

Note

CBCS – Choice Based Credit system

CIA – Continuous Internal Assessment

ESE – End of Semester Examinations

List of Common Papers for

1. B.Com.
2. B.Com (CA).



PROGRAMME SYLLABUS



Program: B.Com (CA)				
Core – I		Course Code: 21UCC1C01		Course Title: Financial Accounting – I
Semester	Hours/Week	Total Hours	Credits	Total Marks
I	6	75	4	100

Course Objectives

1. To familiarize basic concepts of accounting and its features.
2. To understand procedures involved in accounting process and its applications.
3. To acquire knowledge of preparation of final accounts of sole trading and non-trading business.

UNIT – I

Basic Concepts: Fundamentals of Book Keeping – Meaning – Definition – Book Keeping Vs. Accounting – Objectives – Advantages and Limitations of Accounting – Methods of Accounting – Double Entry System – Meaning – Advantages – Types of Accounts – Accounting Rules – Accounting Concepts and Conventions – Journal – Ledger – Subsidiary Books – Cash Book – Trial Balance.

UNIT – II

Final Accounts of a Sole Trading Concern – Trading, Profit & Loss a/c and Balance Sheet with Adjustments, Difference Between Trading a/c, P&L a/c and Balance Sheet.

UNIT – III

Bank Reconciliation statement – Causes for Difference – Preparation of Bank Reconciliation statement – Average Due Date.

UNIT – IV

Depreciation – Meaning – Causes – Characteristics – Objectives – Methods – Fixed – Diminishing – Annuity.

**UNIT – V**

Final accounts of Non – Trading Concerns – Receipts and Payments Account – Income and Expenditure Account and Balance Sheet – Difference between Receipts and Payments Account & Income and Expenditure Account.

NOTE: Question Paper Shall Cover 20% Theory and 80% Problems.

Text Books

1. R.L. Gupta and V.K. Gupta, Financial Accounting, Sultan Chand and Sons, New Delhi, 2020.
2. S.P. Jain and K.L. Narang, Financial Accounting, Kalyani Publishers, Ludhiana, 2020.
3. Reddy and Murthy, Financial Accounting, Margham Publications, Chennai, 2021.

Reference Books

1. Dr. S. Ganesan and Kalavathi, Financial Accounting, Tirumalai Publications, Nagercoil, 2020.
2. R.S.N. Pillai and Bagavathy, Financial Accounting, Margham Publications, Chennai, 2020.
3. Dr. Chandra Bose, Advanced Accounting, PHI Learning (P) Ltd., Delhi, 2021.

Course Outcomes (COs):

On completion of the course, students should be able to

CO Number	CO Statement	Knowledge Level
CO1	Understand fundamental accounting concepts, principles, conventions and methods of accounting.	K1 & K2
CO2	Preparation of final accounts of companies.	K2 & K3
CO3	Gather knowledge about BRS and Average Due Date.	K3 & K4
CO4	Gain knowledge regarding methods of providing depreciation.	K5
CO5	Learn about the accounting treatment of non-trading concern.	K6

K1 – Remember, K2 – Understand, K3 – Apply, K4 – Analyse, K5 – Evaluate, K6 – Create

**Mapping of COs with POs**

PO CO	PO1	PO2	PO3	PO4	PO5
CO1	M	M	M	S	S
CO2	M	M	S	S	S
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S

S – Strong

M – Medium

L – Low



Program: B.Com (CA)				
Core – II		Course Code: 21UCC1C02	Course Title: Business Communication	
Semester	Hours/Week	Total Hours	Credits	Total Marks
I	4	75	4	100

Course Objectives

1. To facilitate the students to understand the concepts of communication to develop better written and oral business communication skills among students.
2. To enhance their writing skills in various forms of business letters and reports.
3. To know basic techniques involved in modern forms of communication.

UNIT – I

Business Communication: Meaning – Objectives – Media – Barriers – Importance of Effective Business Communication – Modern Communication – Motivation – Motivation in Terms of Communication – Methods – Business Letters: Need – Functions – Kinds – Essentials of Effective Business Letters – Layout.

UNIT – II

Enquiries – Replies – Offers and Quotations – Orders and Their Execution – Credit and Status Enquiries – Meaning – Trade and Bank References – Complaints and Adjustments – Collection Letters – How to Write Effective Collection Letters – Sales Letters – Circular Letters.

UNIT – III

Banking Correspondence – Introduction – Correspondence with Customer and Head Office – Insurance Correspondence – Life Insurance – Fire insurance – Marine Insurance – Agency Correspondence.

**UNIT – IV**

Application for Jobs: Preparation of Resume – Interviews – Meaning – Types of Interview – Candidates Preparing for an Interview – Guidelines to be Observed During an Interview – Appointment letter – Modern forms – Fax – Email – Video Conference – Internet – Websites – Uses of the Various Forms of Communication

UNIT – V

Report – Meaning – Writing of Report – Meeting – Agenda – Minutes – Memorandum – Office Order – Circular Notes – Resolutions of Company Meetings.

NOTE: Question Paper Shall Cover 100% Theory

NOTE: Question Paper Shall Cover 100% Theory

Text Books

1. Rajendra Pal and J.S. Korahilli, Essentials of Business Communication, Sultan Chand and Sons, New Delhi, 2016.
2. V.R. Palanivelu and N. Subburaj, Business Communication, Himalaya Publishing Pvt. Ltd., Mumbai, 2018.
3. Shirley Taylor, Communication for Business, Pearson Publications, New Delhi, 2019.

Reference Books

1. M.S. Ramesh and Pattenshetty, Effective Business English and Correspondence, R S. Chand and Co. Publishers, New Delhi, 2019.
2. R.S.N. Pillai and Bhagavathi, Commercial Correspondence, S. Chand Publications, New Delhi, 2016.
3. Sathya Swaroop Debasish and Bhagaban Das, Business Communication, PHI Learning Pvt., Ltd., New Delhi, 2018.



Course Outcomes (COs):

On completion of the course, students should be able to

CO Number	CO Statement	Knowledge Level
CO1	Understand about various modern methods of communication and motivation in terms of communication.	K1 & K2
CO2	Learn how to write trade letters replies, circular letter and sales letter.	K2 & K3
CO3	Know about correspondence with banking and insurance companies.	K3 & K4
CO4	Familiarize effective communication skills by drafting application letters and resume.	K5
CO5	Creation of agenda, reports, circulars, resolutions and minutes.	K6

K1 – Remember, K2 – Understand, K3 – Apply, K4 – Analyse, K5 – Evaluate, K6 – Create

Mapping of COs with POs

PO CO	PO1	PO2	PO3	PO4	PO5
CO1	M	M	M	S	S
CO2	M	M	S	S	S
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S

S – Strong

M – Medium

L – Low



Program: B.Com (CA)				
Allied - I		Course Code: 21UCS1A01	Course Title : Computer Application in Business	
Semester	Hours/Week	Total Hours	Credits	Total Marks
I	5	90	4	100

Course Objectives

1. To inculcate fundamental knowledge about business application software towards information technology.
2. To enable students understand computer technology in business application to learn about various package in MS-Office.
3. To impart significance towards excel and database system.

UNIT – I

MS-Word: Introduction to MS-Office – MS-Word, Introduction to Word Basics – Commands – Working With Text – Lists – Find and Replace – Formatting Text – Mail Merge – Table – Spell Check and Grammar.

UNIT – II

MS-Excel: Excel Basics – Introduction – Menus – Toolbars – Icons – Opening Excel – Cells – Formatting Spread sheets – Entering and Editing Data – Creation of Chart – Functions.

UNIT – III

MS-Power Point: Introduction – Menus – Toolbars – Creating and Editing Slides – Working with Power Point, Animation, View of Power Point – Using Slide Show View.

UNIT – IV

MS–Access: Introduction – Starting Microsoft Access – Creating New Database – Opening Existing Database – Tables – Creating Query – Working with Forms.

**UNIT – V**

MS–FrontPage: Introduction – Menus – Toolbars – Creating Webpage – Hyperlinks – Uses of Internet – Search Engine.

NOTE: Question Paper Shall Cover 100% Theory

Text Books

1. Sanjay Saxena, MS Office 2000 For Every One, Vikas Publishing House Pvt. Ltd, New Delhi, Chapter – II, III, IV, V, VI & IX, 2017.
2. Joyce Cox and Team, “Step by Step 2007 Microsoft Office System”, PHI Learning Private limited, New Delhi, 2019.
3. Peter Werka, Office 2010 All in one for Dummies, Wiley Publishing Inc, 2020.

Reference Books

1. Bittu Kumar, Ms-Office 2010, V and S Publishers, 2017.
2. Prof. Sathish Jain and M. Geeta, Ms-Office 2010 Training Guide, BPB Publications, 2019.
3. Faithe Wempen, Ms-Office 2000 – Professional Fast and Easy, BPB Publications, 2018.

Course Outcomes (COs)

On completion of the course, students should be able to

CO Number	CO Statement	Knowledge Level
CO1	Understand about basics of MS-Word.	K1 & K2
CO2	Application of programming functions in MS-Excel.	K2 & K3
CO3	Prepare the slide presentation and animation techniques in power point.	K3 & K4
CO4	Create the database in MS-Access.	K5
CO5	Gain the knowledge about preparation of webpage and coding.	K6

K1 – Remember, K2 – Understand, K3 – Apply, K4 – Analyse, K5 – Evaluate, K6 – Create



Mapping of COs with POs

PO CO	PO1	PO2	PO3	PO4	PO5
CO1	M	M	M	S	S
CO2	M	M	S	S	S
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S

S – Strong

M – Medium

L – Low



Program: B.Com. (CA)				
Add on Course - I		Course Code: 21UCM1AO01		Course Title: Professional English – I
Semester I	Hours/Week 3	Total Hours 45	Credits 4	Total Marks 100

Course Objectives

1. To develop the language skills of students by offering adequate practice in professional contexts.
2. To develop strategic competence that will help in efficient communication.
3. To sharpen students critical thinking skills and make students culturally aware of the target situation.

UNIT – I

COMMUNICATION

Listening: Listening to Audio Text and Answering Questions – Listening to Instructions

Speaking: Pair Work and Small Group Work

Reading: Comprehension Passages – Differentiate Between Facts and Opinion

Writing: Developing a Story with Pictures.

Vocabulary: Register specific – Incorporated into the LSRW Tasks

UNIT – II

DESCRIPTION

Listening: Listening to process description – Drawing a flow chart.

Speaking: Role play (formal context)

Reading: Skimming/Scanning – Reading Passages on Products, Equipment and gadgets.

Writing: Process Description – Compare and Contrast Paragraph – Sentence Definition and Extended Definition – Free Writing.

Vocabulary: Register Specific – Incorporated into the LSRW Tasks.



UNIT – III

NEGOTIATION STRATEGIES

Listening: Listening to Interviews of Specialists / Inventors in Fields (Subject specific)

Speaking: Brainstorming. (Mind mapping) – Small Group Discussions (Subject – Specific)

Reading: Longer Reading Text.

Writing: Essay Writing (250 words)

Vocabulary: Register specific – Incorporated into the LSRW Tasks

UNIT – IV

PRESENTATION SKILLS

Listening: Listening to lectures.

Speaking: Short talks.

Reading: Reading Comprehension passages

Writing: Writing Recommendations – Interpreting Visuals inputs

Vocabulary: Register Specific – Incorporated into the LSRW Tasks

UNIT – V

CRITICAL THINKING SKILLS

Listening: Listening Comprehension – Listening for Information.

Speaking: Making Presentations (with PPT- practice).

Reading: Comprehension Passages –Note Making.

Comprehension: Motivational Article on Professional Competence, Professional Ethics and Life Skills)

Writing: Problem and Solution Essay– Creative Writing – Summary Writing

Vocabulary: Register specific - Incorporated into the LSRW tasks

NOTE: Question Paper Shall Cover 100% Theory

Text Book:

1. English for Commerce and Management, Tamil Nadu State Council for Higher Education English for Commerce & Management (TANSICHE).



Course Outcomes (COs)

On completion of the course, students should be able to

CO Number	CO Statement	Knowledge Level
CO1	Recognise the students' ability to improve their own competence in using the language.	K1 & K2
CO2	Use language for speaking with confidence in an intelligible and acceptable manner.	K3
CO3	Understand the importance of reading for life and read independently unfamiliar texts with comprehension.	K4
CO4	Understand the importance of writing in academic life.	K5
CO5	Write simple sentences without committing error of spelling or grammar.	K6

K1 – Remember, K2 – Understand, K3 – Apply, K4 – Analyse, K5 – Evaluate, K6 – Create

Mapping of COs with POs

PO CO	PO1	PO2	PO3	PO4	PO5
CO1	M	M	M	M	S
CO2	M	M	M	S	S
CO3	M	M	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S

S – Strong

M – Medium

L – Low



Program: B.Com (CA)				
Core - III		Course Code: 21UCC2C03	Course Title : Financial Accounting – II	
Semester	Hours/Week	Total Hours	Credits	Total Marks
II	5	75	4	100

Course Objectives

1. To enable students to understand branch and departmental accounts.
2. To enable students to acquire the knowledge about preparation of royalty accounts and self-balancing ledgers.
3. To make students understand partnership accounts and apply the same in the real business world.

UNIT – I

Branch Accounts – Meaning, Definition – Dependent Branches – Stock and Debtor System – Independent Branches (Foreign Branches Excluded) — Departmental Accounts — Meaning, Definitions, Features, Basis for Allocation of Expenses – Inter Departmental Transfer at Cost or Selling Price.

UNIT – II

Single Entry System – Meaning – Features – Statement of Affairs Method and Conversion Method.

UNIT – III

Royalty Accounts – Meaning – Methods of Recoupment – Fixed and Flexible Method. Self-Balancing Ledger – Debtor or Sales Ledger – Creditor or Purchase Ledger – General or Impersonal or Nominal Ledger

UNIT – IV

Partnership Fundamental – Admission of a Partner – Profit Sharing Ratio – Adjustment of Goodwill – Revaluation of Assets and Liabilities – Adjustment of Reserve and Profits – Adjustment of Capital – Retirement of a Partner – Death of a Partner.

UNIT – V



Dissolution of a Partner – Insolvency of a Partner – Gradual Realization of Garner vs. Murray – Piecemeal Distribution.

NOTE: Question Paper Shall Cover 20% Theory and 80% Problems.

Text Books

1. R.L. Gupta and V.K. Gupta, Financial Accounting, Sultan Chand and Sons, New Delhi, 2018.
2. S.P. Jain and K.L. Narang, Financial Accounting, Kalyani Publishers, Ludhiana, 2019.
3. Reddy and Murthy, Financial Accounting, Margham Publications, Chennai, 2020.

Reference Books

1. Dr. S. Ganesan and Kalavathi, Financial Accounting, Tirumalai Publications, Nagercoil, 2018.
2. R.S.N. Pillai and Bagavathy, Financial Accounting, Margham Publications, Chennai, 2018.
3. Dr. Chandra Bose, Advanced Accounting, PHI Learning (P) Ltd., Delhi, 2019.

Course Outcomes (COs)

On completion of the course, students should be able to

CO Number	CO Statement	Knowledge Level
CO1	Familiarize concept of branch accounts and departmental accounts.	K1 & K2
CO2	Preparation of single entry accounts.	K2 & K3
CO3	Impart knowledge with relevance to preparation of royalty accounts and self-balancing ledgers.	K4
CO4	Know about accounting procedure in case of admission of a partner and also understand accounting concept of retirement and death of a partner.	K5
CO5	Prepare accounts in case of dissolution of partnership firm and insolvency of a partner and partners.	K6

K1 – Remember, K2 – Understand, K3 – Apply, K4 – Analyse, K5 – Evaluate, K6 – Create



Mapping of COs with POs

PO CO	PO1	PO2	PO3	PO4	PO5
CO1	M	M	M	S	S
CO2	M	M	M	S	S
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S

S – Strong

M – Medium

L – Low



Program: B.Com (CA)				
Allied - II	Course Code: 21UCS2A02		Course Title: Database Management System	
Semester II	Hours/Week 6	Total Hours 90	Credits 4	Total Marks 100

Course Objectives

1. To enable students to understand technology for SQL statement and create a table.
2. To imbibe creation of database in SQL server and functions, data base architecture protocols, ER diagram and its features.
3. To acquire knowledge of database and system application software.

UNIT – I

Introduction: Database System Application – Purpose of Database System – View of Data – Data Model – Database Language – Transaction Management – Database Architecture – Database User and Administrator – History of Database System – ER Diagram – Weak Entity – Extended ER Features

UNIT – II

Relational Database: Structure of Relational Databases – Keys – Relational Query Language. SQL: Overview of the SQL Query Language – SQL Data Definition – Set operations – Null Values – Aggregate Functions – Modification of the Database – Embedded SQL – Dynamic SQL.

UNIT – III

Intermediate SQL: Join Expressions – View – Transactions – Authorization – Formal Relational Queries Languages: The Relational Algebra – Transaction State – Atomicity & Durability – Concurrent Executions – Serializability – Triggers – Security and Authorization

**UNIT – IV**

Database Design and the E–R Model: Overview of the Data Process – The Entity – Relationship Model – Constraints – Entity – Normal Form – Decomposition using Functional Dependency – Functional Dependency Theory – Boyce – Code Normal Form – Pitfalls in Relational Database Design

UNIT – V

Database System Architectures: Centralized and Client – System Architectures – Distributed Systems – Network Types. Distributed Databases: Homogeneous and Heterogeneous Databases – Distributed Data Storage – Commit Protocols – Granting – Two – Phase Locking Protocol

NOTE: Question Paper Shall Cover 100% Theory

Text Books

1. Abraham Sliberschatz, Henry F. Korth, and S. Sudharshan, Database System Concepts, Tata MC Graw Hill, 2005 International Edition, 6th Edition, 2018.
2. Alexis Leon and Mathew Leon, Essential of DBMS, 2nd Reprint, Vijay Nicole Publications, 2019.
3. Ramakrishnan and Gehrze, Database Management Systems, McGraw Hill, New Delhi, Third Edition, 2017.

Reference Books

1. Elmasri Ramez, Fundamentals of Database System, Pearson India Publications, Chennai, 7th Edition, 2018.
2. Atul Kahate, Introduction to Database Management System, Pearson India Publications, Chennai, 2018.
3. Steve Conger, Hands on Database, Pearson India, Chennai, Second Edition 2019.



Course Outcomes (COs)

On completion of the course, students should be able to

CO Number	CO Statement	Knowledge Level
CO1	Understand the basics and operations of DBMS.	K1, K2
CO2	Design the database and tables, learning of SQL queries.	K2, K3
CO3	Apply the knowledge about the maintenance of security.	K4
CO4	Prepare the database design in ER model.	K5
CO5	Know about types and architectures of database.	K6

K1 – Remember, K2 – Understand, K3 – Apply, K4 – Analyse, K5 – Evaluate, K6 – Create

Mapping of COs with POs

PO CO	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	S
CO2	M	M	S	S	S
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S

S – Strong

M – Medium

L – Low



Program: B.Com				
Add on Course - II		Course Code: 21UCM2AO02		Course Title: Professional English – II
Semester II	Hours/Week 3	Total Hours 45	Credits 4	Total Marks 100

Course Objectives

1. Develop students' competence in the use of English with particular reference to the workplace situation.
2. Enhance the creativity of the students, which will enable them to think of innovative ways to solve issues in the workplace.
3. Help students with a research bent of mind develop their skills in writing reports and research proposals.

UNIT – I

Communicative Competence

Listening: – Listening to two talks/lectures by specialists on selected subject specific topics - (TED Talks) and answering comprehension exercises (inferential questions)

Speaking: Small group discussions (the discussions could be based on the listening and reading passages- open ended questions)

Reading: Two subject-based reading texts followed by comprehension activities/exercises

Writing: Summary writing based on the reading passages.

Grammar and vocabulary exercises/tasks to be designed based on the discourse patterns of the listening and reading texts in the book. This is applicable for all the units.

UNIT – II

Persuasive Communication

Listening: Listening to a product launch- sensitizing learners to the nuances of persuasive communication

Speaking: Debates – Just – A Minute Activities



Reading: reading texts on advertisements (on products relevant to the subject areas) and answering inferential questions

Writing: dialogue writing – writing an argumentative /persuasive essay.

UNIT – III

Digital Competence

Listening to interviews (subject related)

Speaking: Interviews with subject specialists (using video conferencing skills)

Creating Vlogs (How to become a vlogger and use vlogging to nurture interests – subject related)

Reading: Selected sample of Web Page (subject area)

Writing: Creating Web Pages

Reading Comprehension: Essay on Digital Competence for Academic and Professional Life.

The essay will address all aspects of digital competence in relation to MS-Office and how they can be utilized in relation to work in the subject area

UNIT – IV

Creativity and Imagination

Listening to short (2 to 5 minutes) academic videos (prepared by EMRC/ other MOOC videos on Indian academic sites – E.g. <https://www.youtube.com/watch?v=tpvicScuDy0>)

Speaking: Making oral presentations through short films – subject based
Reading: Essay on Creativity and Imagination (subject based)

Writing

- Basic Script writing for short films (subject based)
- Creating blogs, flyers and brochures (subject based)

Poster Making

– writing slogans/ captions (subject based)

UNIT – V

Workplace Communication & Basics of Academic Writing

Speaking: Short academic presentation using PowerPoint

Reading & Writing: Product Profiles, Circulars, Minutes of Meeting. Writing an introduction, paraphrasing



Punctuation: (period, question mark, exclamation point, comma, semicolon, colon, dash, hyphen, parentheses, brackets, braces, apostrophe, quotation marks, and ellipsis)

Capitalization (use of upper case)

NOTE: Question Paper Shall Cover 100% Theory

Text Book:

1. English for Commerce and Management, Tamil Nadu State Council for Higher Education
English for Commerce & Management (TANSCHE).

Course Outcomes (COs)

On completion of the course, students should be able to

CO Number	CO Statement	Knowledge Level
CO1	Adapt easily into the work place context, having become communicatively competent.	K1 & K2
CO2	Enhance the creativity of the students, which will enable them to think of innovative ways to solve issues in the workplace	K3
CO3	Develop their competence and competitiveness and thereby improve their employability skills.	K4
CO4	Help students with a research bent of mind develop their skills in writing reports and research proposals.	K5
CO5	Apply to the Research & Development organisations/ sections in companies and offices with winning proposals.	K6

K1 – Remember, K2 – Understand, K3 – Apply, K4 – Analyse, K5 – Evaluate, K6 – Create

Mapping of COs with POs

PO \ CO	PO1	PO2	PO3	PO4	PO5
CO1	M	M	M	M	S
CO2	M	M	M	S	S
CO3	M	M	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S

S – Strong

M – Medium

L – Low



Program: B.Com (CA)				
Core – IV Practical		Course Code: 20UCC2P01		Course Title: MS – Office Practical
Semester II	Hours/Week 5	Total Hours 45	Credits 4	Total Marks 100

Course Objectives

1. To provide basic knowledge about MS – Office to the students.
2. To enable skills of the students for basic documentation of business operations.
3. To gain knowledge about presentation skills in the system by the students.

MS-WORD

1. Starting MS-WORD, Creating, Saving, Printing (with options), Closing and Exiting.
2. a. Create a Document, Save it and Edit the Document as Follows:
 - i) Find and Replace Options.
 - ii) Cut, Copy, Paste Options.
 - iii) Undo and Redo Options.
 b. Format the document:
 - i) Using Bold, Underline and Italic.
 - ii) Change Character Size Sing the Font Dialog Box.
 - iii) Formatting Paragraph: Center, Left aligns & Right align
 - iv) Changing Paragraph and Line Spacing, Using Bullets and Numbering in Paragraphs.
 - v) Creating Hanging Paragraphs.
3. Using tab settings enhancing the documents (Header, Footer, Page Setup, Border, Opening & Closing Toolbars, Print Preview).
4. Creating Tables in a document, Selecting Rows & Column sort the record by using tables' format painter and Auto Format.

MS-EXCEL

1. a. Create a worksheet, moving/ copying/ inserting/ deleting rows and columns (usage of cut, paste, commands, copying a single cell, copying a range of data, filling up a cell. Undo command, inserting a row, column, deleting rows and columns).



- b. Formatting work sheets.
 1. Bold style.
 2. Italic style.
 3. Font size changing.
 4. Formatting numbers (Auto fill, Selection Command, Currency format)
 5. Specifying percentage (%) Scientific notations.
 6. Drawing border around cells.
 7. Printing a work sheet (Print preview, Margin Setting, Header, Footer).
2. a. Database Concept: database, record field and filed name – creating and sorting a data base and maintaining a database (data form).
 - b. Using auto filter, advanced filter
 - c. Creating subtotals and grade totals–using database functions.
3. Creating charts
 - i Using chart wizard (five steps)
 - ii Changing the chart type (Pie, Bar, Line)
 - iii Inserting titles for the axes X. Y
 - iv Changing colors.
 - v Printing charts.
4. Using Math Functions:
 - i) SUM, COUNT, AVERAGE
 - ii) MAX, MIN
 - iii) STDDEV, VAR
 - iv) ABS, EXP, INT
 - v) LOG 10 AND LOG
5. Creating and running a macro and editing a macro

MS-POWER POINT

1. Creating a presentation using auto content wizard.
2. Different views in power point presentation
3. Setting animation effects / grouping / ungrouping / cropping power / point objects.
4. Printing a presentation / Importing – Exporting files
5. Creating an organization chart in Power Point.

**MS-ACCESS**

1. Create mailing labels for student database which include at least three tables must have at least two fields with the following details: Roll Number, Name, Course, Year College Name, University Address, and Phone Number.
2. Create a form for the Student database.
3. Create a report for the employee database.

Course Outcomes (COs)

On completion of the course, students should be able to

CO Number	CO Statement	Knowledge Level
CO1	Understand about the basics of computer.	K1 & K2
CO2	Gain the knowledge about MS – Word.	K3
CO3	Application of functions of MS – Excel.	K4
CO4	Develop the skills of designing and presentation in power point.	K5
CO5	Prepare resume, invitation, time table, report etc.	K6

K1 – Remember, K2 – Understand, K3 – Apply, K4 – Analyse, K5 – Evaluate, K6 – Create

Mapping of COs with POs

PO CO	PO1	PO2	PO3	PO4	PO5
CO1	M	M	M	S	S
CO2	M	M	M	S	S
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S

S – Strong

M – Medium

L – Low