<table>
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<tr>
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<th>Ins. hrs / week</th>
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<td>III</td>
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<td>III</td>
<td>Allied Paper I - Computer Applications in Corporate Office</td>
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<td>III</td>
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<td>Core III – Financial Accounting-II</td>
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<td>III</td>
<td>Core IV – Law of Insurance</td>
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<tr>
<td>III</td>
<td>Allied Paper II – Computer Practical – I</td>
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<td>III</td>
<td>Core V – Commercial Law</td>
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<tr>
<td>III</td>
<td>Core VI – Company Law and Secretarial Practice-I</td>
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<td>Core VII – Data Base Management System</td>
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<td>III</td>
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<td>5</td>
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<tr>
<td>III</td>
<td>Core IX – Company Law and Secretarial Practice-II</td>
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<td>III</td>
<td>Core X – Programming in C</td>
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<td>3</td>
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<td>III Core XII – Cost Accounting</td>
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<td>6</td>
<td>3</td>
<td>25</td>
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<tr>
<td>III Core XIII – Industrial Law</td>
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<td>5</td>
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<td>25</td>
</tr>
<tr>
<td>III Core XIV – Corporate Accounting-II</td>
<td></td>
<td>5</td>
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<td>25</td>
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<tr>
<td>III Core XV – Taxation</td>
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<tr>
<td>III Business Environment</td>
<td></td>
<td>2</td>
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<tr>
<td>III Elective –I :</td>
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<td>4</td>
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<td>V Skill based Subject- 3 : Marketing Management</td>
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<tr>
<td>III Core XVIII - Organizational Behaviour</td>
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<td>75</td>
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Total 3500 140

$ Includes 25% / 40% continuous internal assessment marks for theory and practical papers respectively.

@ No University Examinations. Only Continuous Internal Assessment (CIA)

# No Continuous Internal Assessment (CIA). Only University Examinations.

List of Elective Papers (Colleges can choose any one of the paper as electives)

<table>
<thead>
<tr>
<th>Elective – I</th>
<th>A Visual Basic (Theory)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B Management Information System</td>
</tr>
<tr>
<td></td>
<td>C Software Engineering</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Elective – II</th>
<th>A Internet and E-Commerce</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B Corporate Governance</td>
</tr>
<tr>
<td></td>
<td>C Oracle (RDBMS)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective - III</th>
<th>A Visual Basic (Practical)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>B HTML - Java Script</td>
</tr>
<tr>
<td></td>
<td>C Web Technology</td>
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</table>
SEMESTER – I  

**FINANCIAL ACCOUNTING – I**

**Unit – I**: 

**Unit – II**: 
Preparation of trial balance – Rectification of errors – Bank reconciliation statement.

**Unit – III**: 
Final Accounts of Sole Traders.

**Unit – IV**: 
Bills of Exchange

**Unit – V**: 
Account Current – Average Due Date.


**BOOKS REFERENCE**

2. Gupta R.L & Radhaswamy M. – Advanced Accounting.
   
   *(Problems-80 % and Theory 20 %)*

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SEMESTER – I  

**BUSINESS MANAGEMENT**

**Unit I**: 
Management – meaning – Difference between Management and Administration – Management is an art / Science levels and functions of Management – Co-ordination.

**Unit II**: 
Planning – Policies and procedures – Methods – Decision Making

**Unit III**: 

**Unit IV**: 
Direction – Communication – Motivation – Morale – Leadership – Internal and External Co-ordination - Committees in management

**Unit V**: 

**BOOKS REFERENCE**

1. Dr. Saxen – Business Administration and Management.
Semester-I Allied paper I
COMPUTER APPLICATION IN CORPORATE OFFICE

Unit – I

Unit – II

Unit – III

Unit – IV

Unit – V
PowerPoint – Creating a new presentation – working with slides in different views – Printing presentations - Inserting, Deleting & copy slides – Rearranging slides – Adding & modifying slide text – adding graphics to slide.

BOOKS RECOMMENDED

SEMESTER – II
FINANCIAL ACCOUNTING – II

Unit – I : Self Balancing Ledgers.
Unit – II : Consignments Accounts.
Unit – III : Joint Venture Accounts – Separate set of books recording in the books of each party – Memorandum method.
Unit – IV : Accounting of Non – Trading Concerns.

BOOKS RECOMMENDED

BOOKS REFERENCE
1. Shukla M.C. & Grewal T.S. – Advanced Accounting
2. Gupta R.L. & Radhaswamy M. – Advanced Accounting

(Problems – 80 % and Theory 20 %)
SEMESTER – II

**LAW OF INSURANCE**

**Unit I:**
Insurance- meaning, nature, significance- principles-reinsurance-double insurance-
Nationalisation Vs Privitisation of insurance business-Insurance Regulatory and
Development Authority Act-recent developments in the insurance sector.

**Unit II:**
Types of insurance-general insurance-accident and motor insurance-nature,
disclosure, contribution-claims and recovery.

**Unit III:**
Life insurance –nature-classification of policies-annuities-selection of risk-
calculation of premium and surrender value.

**Unit IV:**
Marine and fire insurance-nature-kinds of policies-policies conditions-premium
calculations.

**Unit V:**
Nature-risk analysis-planning control and transfer of risk-administration of
companies’ properties and provisions of adequate security arrangements-deposit and
credit insurance-nature, terms and conditions regarding claims and recoveries.

**BOOKS RECOMMENDED**

SEMESTER I & II

SEMESTER I - COMPUTER PRACTICAL - I

I - MS WORD

1. Type Chairman’s speech / Auditor’s report / Minutes/ Agenda and perform the following operations: Bold, Underline, Font Size, style, Background color, Text color, Line spacing, Spell Check, Alignment, Header & Footer, Inserting pages and page numbers, Find and Replace.
2. Prepare an invitation for the college function using Text boxes and clip parts.
3. Design an invoice and Account sales by using Drawing tool bar, Clip Art, Word Art, Symbols, Borders and Shading.
4. Prepare a Class Time Table and perform the following operations: Inserting the table, Data Entry, Alignment of Rows and Columns, Inserting and Deleting the Rows and Columns and Change of Table Format.
5. Prepare a Shareholders meeting letter for 10 members using mail merge operation.

II - MS EXCEL

1. Prepare a mark list of your class (minimum of 5 subjects) and perform the following operations: Data Entry, Total, Average, Result and Ranking by using arithmetic and logical functions and sorting.
2. Prepare Final Accounts (Trading, Profit & Loss Account and Business Sheet) by using formula.
3. Draw the different type of charts (Line, Pie, Bar) to illustrate year-wise performance of sales, purchase, profit of a company by using chart wizard.
4. Prepare a statement of Bank customer’s account showing simple and compound interest calculations for 10 different customers using mathematical and logical functions.
5. Prepare a Product Life Cycle which should contain the following stages: Introduction, Growth, Maturity, Saturation, Decline.

III - MS POWERPOINT

1. Design presentation slides for a product of your choice. The slides must include name, brand name, type of product, characteristics, special features, price, special offer etc. Add voice if possible to explain the features of the product. The presentation should work in manual mode.
2. Design presentation slides for organization details for 5 levels of hierarchy of a company by using organization chart.
3. Design slides for the headlines News of a popular TV Channel. The Presentation Should contain the following transactions: Top down, Bottom up, Zoom in and Zoom out. The presentation should work in custom mode.
4. Design presentation slides about an organization and perform frame movement by interesting clip arts to illustrate running of an image automatically.
5. Design presentation slides for the Seminar/Lecture Presentation using animation effects and perform the following operations: Creation of different slides, changing background color, font color using wordart.
IV - **MS ACCESS**

1. Prepare a payroll for employee database of an organization with the following Details:
   - Employee id, Employee name, Date of Birth, Department and Designation, Date of appointment, Basic pay, Dearness Allowance, House Rent Allowance and other deductions if any. Perform queries for different categories.
2. Create mailing labels for student database which should include at least three
   Table must have at least two fields with the following details:
   - Roll Number, Name, Course, Year, College Name, University, Address, Phone Number.
3. Gather price, quantity and other descriptions for five products and enter in the Access table and create an invoice in form design view.
4. Create forms for the simple table ASSETS.
5. Create report for the PRODUCT database.

V – **TALLY AND INTERNET**

1. Create a new company, group, voucher and ledger and record minimum 10 transactions and display the relevant results.
2. Prepare trial balance, Profit and Loss A/c and Balance Sheet (with minimum of any five adjustments).
3. Prepare inventory statement using (Calculate inventory by using all methods)
   a) FIFO  b) LIFO  c) Simple Average Method  d) Weighted Average Method
4. Create an e-mail id and check the mail inbox.
5. Learn how to use search engines and visit yahoo.com, rediff.com, hotmail.com and google.com
6. Visit your University and college websites and collect the relevant data.

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Semester – III

CORE PAPER V

COMMERCIAL LAW

Unit – I

Unit - II

Unit – III

Unit – IV
Special contracts – Indemnity and guarantee – Agency – Bailment and pledge.

Unit – V
Law relating to sale of goods Act – 1930

Reference Books:-
1. N.D.Kapoor – Elements of Mercantile Law
2. M.C. Sukla – A manual of mercantile Law
3. S.R. Davar – Mercantile law
Semester – III
COMPANY LAW AND SECRETARIAL PRACTICE - I

Unit – I


Unit – II


Unit – III


Unit – IV


Unit – V


Reference Books:-

1. N.D.Kapoor – COMPANY LAW AND SECRETARIAL PRACTICE
4. Kuchaal M.C- Secretarial Practice
**Semester – III**

**DATABASE MANAGEMENT SYSTEM**

**UNIT- I**

DBMS: Basic Concepts – Entities and their Attributes – Relationship – Components of DBMS – Classification – Structure – Advantages and Disadvantages of DBMS.

**UNIT- II**


**UNIT- III**


**UNIT- IV**


**UNIT- V**


**TEXT BOOK**

Bipin. C. Desai - An Introduction to Database System. – Galgotia Publications

**REFERENCE BOOK**

Henry F. Korth - Database System Concepts. - Mcgrawhill Publications
Semester – III

Business Mathematics

Unit I:
Set theory - Arithmetic and Geometric Series - Simple and compound interest - Effective rate of interest - Sinking fund - Discounting of Bill - true Discount - Banker’s Gain.

Unit II:
Matrix: Basic concepts - Addition and Multiplication of Matrix - Inverse of a Matrix Solution of Simultaneous linear equations - Input-Output Analysis.

Unit III:

Unit IV:
Elementary integral calculus - Determining indefinite and definite integrals of simple functions - Integration by parts.

Unit V:
Linear programming problem - Formation - Solution by Graphical method - Solution by simplex method.

Reference Books:
1. Business Mathematics & Statistics - Dr. P.R.Vittal
2. Business Mathematics - Dharmapadam
Skill Based Subject-1 : SEMESTER – III

OFFICE ADMINISTRATION

Unit – I


Unit – II


Unit – III


Unit – IV

Office accommodation and layout – Advantages and disadvantages – office furniture – planning the office space – open & private offices.

Unit – V

Semester – IV
CORPORATE ACCOUNTING - I

UNIT- I

Accounting for issue of shares (Including forfeiture and reissue)-Redemption of preference shares.

UNIT- II

Issue and redemption of debentures

UNIT- III

Profit prior to incorporation – Final accounts of companies

UNIT- IV

Amalgamation and absorption

UNIT- V

Internal and External reconstruction

TEXT BOOK

1. Advanced Accountancy - R L Gupta & Radhaswamy
2. T.S.Reddy & Murthy – Corporate Accounting

(Problems – 80 % and Theory 20 %)
SEMESTER – IV

COMPANY LAW & SECRETARIAL PRACTICE – II

UNIT – I


UNIT - I


UNIT – III


UNIT – IV


UNIT – V

Winding up – meaning – modes of winding up – petitions for winding up – consequences of winding up – appointment of official liquidator – duties of secretary in respect of each winding up.

Books Recommended :
1. N.d.Kapoor – Company Law and Secretarial Practice

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Second Year    Fourth Semester

PROGRAMMING IN C

UNIT – I


UNIT – II

Input – Output statements – escape sequences- Control Structures – IF, IF-Else statements, Switch – goto - Break and Continue - While , Do-While statements- for loop..

UNIT – III

Arrays – Character Arrays — Strings ,standard string function - One and Two Dimensional arrays.

UNIT – IV

Functions – User defined functions –function keys, Storage Classes – Structures.

UNIT – V

Standard input and output: Putchar, getchar, header files, get C, put C – C Preprocessor- files – fgetc(), fputc( ), fprintf( ), fscanf( ).

TEXT BOOKS

1 Programming in ANSI C – E.Balagurusamy – Tata Mcgrawhill

REFERENCE BOOK

1 Programming with ANSI and Turbo C – Ashok.N.Kamathare – Pearson Education.
Core Paper XI Semester – IV

Business Statistics

UNIT – I

Meaning and scope of statistics of data collection of data primary and secondary methods of primary data collection editing secondary data collection and tabulation presentation of data by diagrams bar diagram and pie diagram. Graphic representation frequency distribution.

UNIT – II

Mean- Median-Mode: Average simple and weighted mean median, mode-geometric mean and harmonic mean. Their computation properties and uses Measures of dispersion Range. Quartile deviation and co-efficient of variation.

UNIT – III

Skewness – meaning Bowleys and Pearsons co-efficient of skewness correlation meaning and definition – scatter diagram Pearsons correlation co-efficient and liner prediction – regression in two variables – uses of regression.

UNIT – IV

Interpolation, Newton Language and methods – Index numbers – meaning uses, methods of construction – Aggregative and relative types tests of an index number wholesale and cost of living index price data of India.

UNIT – V


BOOKS FOR REFERENCE

1. S.P.Gupta : Statistical Methods
2. Sanchetti & Kapoor : Advanced Statistical Methods
IV Semester

COMPUTER PRACTICAL – II (TALLY & C PROGRAMMING)

TALLY

Any Eight Problems. Problems should be in the type of ledger creation, voucher entry, preparation of trial balance, profit and loss account, balance sheet, cash book, day book.

C PROGRAMMING

1) Solve a quadratic equation for all type of roots.
2) Program to print the prime numbers upto 100.
3) Program to print or arrange the given strings into alphabetical order.
4) Program to find the given String is Palindrome or Not.
5) Program to Print the Fibonacci Series.
6) Program to Print the given string in the reverse order.
7) Program to Convert the given integer into equivalent words.
8) Program to Print the Armstrong numbers upto 500.
9) Program to find the number of days between two dates.
10) Program to Print the calendar for a given month of a year.

Answer all Questions

1) The following Trial balance was extracted from the books of Mr. Arun on 30.06.2007.

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Debit</th>
<th>Credit</th>
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<tbody>
<tr>
<td>Capital</td>
<td></td>
<td>49,000</td>
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<tr>
<td>Drawings</td>
<td>4,000</td>
<td></td>
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<tr>
<td>General expenses</td>
<td>5,680</td>
<td></td>
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<tr>
<td>Buildings</td>
<td>32,000</td>
<td></td>
</tr>
<tr>
<td>Opening Stock</td>
<td>32,400</td>
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<tr>
<td>Coal</td>
<td>4,480</td>
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<tr>
<td>Wages</td>
<td>14,400</td>
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<td>Tax and insurance premium</td>
<td>2,630</td>
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<tr>
<td>Debtors</td>
<td>12,560</td>
<td></td>
</tr>
<tr>
<td>Creditors</td>
<td></td>
<td>5,760</td>
</tr>
<tr>
<td>Discount</td>
<td>1,100</td>
<td></td>
</tr>
</tbody>
</table>
Prepare Trading and Profit and Loss a/c for the year-ended 30.06.2007 and Balance sheet as on that date giving effect to the following adjustments.

1. Closing stock Rs. 47,000 as on 30.06.2007.
2. Six month interest due on loan Rs. 450
3. Insurance premium prepaid Rs. 230
4. Premium accrued but not yet received Rs. 200
5. Commission received in advance Rs. 340
6. Write a Program to convert the given integer into equivalent words.
SEMESTER – IV

Skill Based Subject-2
PAPER – II : PRACTICAL BANKING

Unit – I
Meaning & Definition of Banking, Banker and customer. Features of banking – Classification of Banks.

Unit – II
Functions of Commercial banks, customers account with the Banker – Types of Customers.

Unit – III
Definition of Cheque – essentials and types of Cheque – crossing and types of crossing – endorsements and its effects, essentials of endorsement – Types of endorsement.

Unit – IV
Credit cards – Meaning & Definition – Operation of credit card, Advantages and Disadvantages of credit card.

Unit – V
Factoring, Functions of Factoring, ATM, phone banking, Internet banking.

BOOKS
1. Indian Banking – R. Parameswaran, S, Natarajan.

SEMESTER – V

COST ACCOUNTING

UNIT- I
Cost Accounting - Meaning and Objectives - Elements of cost - Preparation of cost sheets.

UNIT- II
Material control- treatment of issue of material - Labour - methods of wage payment - Overheads - Classification, Apportionment and Absorption.

UNIT- III

UNIT- IV
Methods of Costing - Contract costing and process costing

UNIT- V
Material Costing - Break even analysis - Standard costing (Material and labour simple variances only).

TEXT BOOK
Cost Accountancy - S P Jain and K L Narang
SEMESTER V: INDUSTRIAL LAW

Unit – I

Unit – II

Unit – III

Unit- IV

Unit – V

Book Recommended:

N.D.Kapoor - Industrial Laws.
SEMESTER V:

CORPORATE ACCOUNTING -II

UNIT –I:

Holding companies

UNIT – II:

Valuation of shares and goodwill

UNIT –III:

Liquidation of companies

UNIT – IV:

Banking company accounts (New format)

UNIT – V:

Insurance company accounts (New format)

Text Books

2. R L Gupta - Advanced Accountancy – Sulthan Chand Publishers
4. T.S.Reddy & Murthy – Corporate Accounting

(Problems – 80 % and Theory 20 %)
SEMESTER – V :    Taxation  [Direct Tax]

UNIT – I

UNIT – II
    Computation of Income under various heads. Income from salaries – Income from House Property.

UNIT – III
    Computation of Income under various heads. Business or Profession – Capital Gain.

UNIT – IV
    Income from other sources – set off and carry forward and set off losses – Deduction in total income.

UNIT – V

Books Recommended:
    Gaur & Narang - Income Tax Law & Practice.
Business Environment

UNIT I
Business environment - The concept and significance - constituents of business environment - Business and society, Business & ethics - Social responsibility - Environmental Pollution and control. Business and culture -

UNIT II
Managing Ethics - Framework of organizational ethic theories and sources, ethics across cultures, factors influencing business ethics, ethical decision making, ethical values and stakeholders, ethics and profit.

UNIT III

UNIT IV
Fiscal Policy - Central finances and New fiscal policy - Direct and indirect Tax structure, Service Tax problems and reforms - Expenditure Tax - Public debts & deficit financing.

UNIT V
Legal environment of business -. Foreign ExchangeManagement Act-1 Securities and Exchange Board of India Act - Customs & Central Excise Act- - Patents Act.

Reference Books :

1. Adhikari M - Economic Environment of management
2. Francis Cherunilam - Business Environment
3. Pruti S. - Economic & Managerial Environment in India
5. Davis & Keith William C. Frederik - Business and society
6. Amarchand D - Government and Business
8. A.N.Agarwal - Indian Economy - Wishwa Prakashan
Skill Based Subject-3

SEMESTER –V  MARKETING MANAGEMENT

Unit – I


Unit – II


Unit – III


Unit – IV


Unit – V


BOOK

Marketing – R.S.N. Pillai and Bhagavathi.
SEMESTER VI : CORPORATE LAWS

Unit – I


Unit – II

Environment Laws
a) Water (prevention and control of Pollution) Act – Various Boards functions and Powers
c) Environmental protection Act – 1986. legal and regulatory frame work procedures for obtaining various environmental clearances – Role and function of Environmental tribunal / Authority – Appearance before Environment Tribunal / Authority, Environment Audit.

Unit – III

Foreign Exchange Management Act 1999 – objectives and definitions under FEMA – Dealings in Foreign Exchange – Holding for Foreign Exchange etc- Current account transactions, Capital; account transactions – Export of goods and reviewed realization and repatriation of foreign exchange – Exemptions authorized – person – Penalties and enforcement – Appellate Tribunal etc.

Unit – IV

Patent Laws – Trade marks – Copyright- meaning, objectives, registration, infringement.

Unit – V


Book Recommended

<table>
<thead>
<tr>
<th>Economics and other legislation</th>
<th>Gislan Kapoor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Laws</td>
<td>Taxman Publications</td>
</tr>
<tr>
<td>Economic Laws</td>
<td>YCSI Study Material</td>
</tr>
<tr>
<td>Intellectual Properly Rights Law</td>
<td>B.S.Xlasyanan</td>
</tr>
</tbody>
</table>
SEMESTER VI:
MANAGEMENT ACCOUNTING

UNIT –I
Management Accounting – Meaning – Definitions – Scope and Objectives –
Advantages – Distinctions between Management and Financial Accounting, Management
accounting Vs Cost Accounting.

UNIT –II
Analysis and interpretation of Financial statements – Analysis for Liquidity,
Profitability and solvency – Accounting ratios- their significance, utility and Limitations.

UNIT- III
Fund Flow analysis – Cash Flow analysis.

UNIT –IV
Budgets and Budgetary control – Objectives, Advantages – Limitations –
Preparation of Different type of Budgets- Marginal Costing.

UNIT –V
Concept of capital Budgeting – Importance of Capital Budgeting – Kinds of
Capital Investment Proposals – Capital investment decisions Capital budgeting methods

Text Books

1 MAGESWARI- Management Accounting - Suthan Chand Publishers
2 R.S.N Pillai & Bhavathi - Management Accounting S.Chand Publishers
SEMESTER VI:
ORGANIZATIONAL BEHAVIOUR

UNIT – I

Introduction
Definition – nature scope – contributing disciplines to the field of organizational behaviour - Historical evolution of organizational behaviour.

UNIT – II

The individuals
Major personality attributes influencing OB – Organizational application of learning – application of perception in the organization – decision making – values – attitudes.

UNIT – III

The Group

UNIT – IV

Motivation and Leadership

UNIT – V

Organizational System and Dynamics

Reference Books:
1. Robbins 1998 Organizational Behaviour, New Delhi, Prentice Hall of India Pvt Ltd
Skill Based Subject-4-SEMESTER-VI:

SECURITIES MANAGEMENT

UNIT – I

UNIT – II

UNIT – III
Functional specialisation of members – selecting a Brokerage and a Brokerage Firm – Types of transactions in a stock exchange.

UNIT – IV

Unit – V

Recommended Books:

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Elective – I  A  Visual Basic (Theory)

UNIT – I

UNIT – II

UNIT – III

UNIT – IV

UNIT – V
Built in VB Functions – String Functions – Data Functions – Conversion Functions - The Nature if VB Programs – Mastering Program Structure – Calling General Procedures – Internal Functions.

Text Book:

1. SAMS Teach Yourself VB6 in 21 Days. – Greg Perry, Teach media.
Reference Book

1. VB6 Paul Sheriff- Prentice Hall of India (PL1)
Elective – I  B  Managing Information System

UNIT – I

UNIT – II

UNIT – III

UNIT – IV
Managing Information Technology : Managing Information Resources and Technologies IS architecture and management – Centralised, Decentralised and Distributed – EDI, Supply chain management & Global Information technology management.

UNIT – V

References:
Elective – I | C | Software Engineering

UNIT I

UNIT II
Software cost estimation: Software cost factors- Software cost estimation techniques- Estimating software maintenance costs.

UNIT III
Software Design: Fundamental design concepts- Coupling and cohesion- Design notations- Structured design- Integrated top down development- Design Guidelines.

UNIT IV
Implementation Issues- Verification and validation techniques: Quality assurance- Static analysis- Symbolic execution- Unit testing and debugging- System testing.

UNIT V
Software Maintenance: Enhancing maintainability during development- Managerial aspects of software maintenance- Configuration management- Source code metrics.

Book for Reference
Elective – II | A  | INTERNET & E-COMMERCE

UNIT-I
Internet-Introduction-Facilities-Internet Software’s – Understanding Internet-Clients and Server –Hosts and Terminals – Tour of the Internet – Hardware Requirements- Software Requirements. --Intranet-Extranet

UNIT-II
Internet Addressing – Standard Internet Address – Domain Name – Standard Internet Address format- DNS – URL – SMTP – E-Mail: Advantages – Mail Headers – Mail address Sending mail – Sending copies of message – Reading Mail – Replying to a message – Forwarding and Bouncing mail - Features of an E-mail: package – Communication parameters.

UNIT-III
E-Commerce-Definition – Impact of Electronic Commerce – Benefits of Electronic Commerce – Classification and application of Electronic commerce technologies.

UNIT-IV

UNIT-V

Text Books :
1 The Internet – Complete Reference  
2 Management Information Systems and Corporate Communication  
   ACS (Intermediate) - Study Material Published by ICSI, New Delhi.
Elective –II | B Corporate Governance

Unit I:

Unit II:
Corporate governance and the role of the Board (BOD) – Corporate governance system worldwide – The Board, CEO and the chairman – Non-executive Directors – Legal position and liabilities of Directors.

Unit III:

Unit IV:

Unit V:

References:

3. Corporate Governance - Dr.S.Singh - Excel Books.
**Elective –II**

**Oracle - RDBMS**

**UNIT I:**

**UNIT II:**
Integrative SQL – invoking SQL plus, data manipulation in DBMS, The ORACLE data types, two dimension matrix creation, Intersection of data into tables, data constrains, computation in expression lists used to select data, logical operation, Range searching, pattern matching, Oracle function, Grouping data from tables in SQL, Manipulating dates on SQL, sub-queries.

**UNIT III:**
PL/SQL - Introduction, The PL/SQL execution environment, the PL/SQL syntax, Understanding the PL/SQL Block structure, database triggers.

**UNIT IV:**
Working with forms, Basic concepts, Application development in forms, Form module, Blocks items, Canvas view windows, Creating a form Generating and running a form, Using the Layout editor, Master form, Triggers, Data Navigation Via an Oracle form, Master detail form, Creating a master detail form, Master detail data entry screen.

**UNIT V:**
Working with reports, Defining a data model for report, specific the layout of a report, use the Oracle reports interface, Creating a default tabular report, Creating computed columns, Creating user parameter, Arranging the layout, Creating a Master / Detail report, Creating a matrix report.

**TEXT BOOK:**
For unit 1 treatment as in “Introduction to Database System” – Bipin Desai [ chapter 1, sections 4.2 and 6.5.1 and 6.5.2]
For units 2, 3, 4, 5, treatment as in ‘Commercial application Development using Oracle developer 2000’ by IVAN BAYROSS.

**REFERENCE:**
1. Alex Leen and Mathews Leon, “Database Management Systems” - Vikas publications
Elective – III

A  Visual Basic (Practical)

1. Develop a VB Program to find factorial of a Number.

2. Develop a VB Program to get name and marks details of a student. Then find out the total marks and percentage of the marks.

3. Develop a VB Program to calculate the amount of interest earned to any investment using the formulae
   \[ \text{Interest Earned} = \frac{\text{Amount} \times \text{Years} \times \text{Interest}}{100} \]

4. Develop VB Program to get the total value of a sales person and to calculate his sales bonus.

5. Develop a VB Program to build an Arithmetical Calculator.

6. Develop a VB Program to get the Pay Details of an employee and to calculate the net pay and taxable amount.

7. Develop a VB Program to allow the user to enter the names of country in an text box. Create command buttons to display all the names in Alphabetical order in the list box and to delete the countries from the list box.

8. Develop a VB Program to find the Straight –Line Depreciation for an asset using Financial functions.

9. Develop a VB Program to calculate the number of days the user alive by asking the user to enter the date of birth.

10. Develop a VB Program to display a form, which has 3 menu items called Line, Circle and box. When clicking on each, display the appropriate output.

11. Develop a VB Program to reverse the text using String functions.

12. Develop a VB Program to store and retrieve the records from the database by using Data Control.
Students are required to write code snippets, which covers the following objectives

1) Design Simple Web Pages using standard HTML tags like, HEAD, TITLE, BODY

2) Design HTML web pages, which make use of INPUT, META, SCRIPT, FORM, APPLET, BGSOUND, MAP

3) Working with various attributes of standard HTML elements

4) Write code which does the form validation in various INPUT elements like TextFiled, TextArea, Password, Selection list etc.

5) Create a Resume using HTML Tags.

6) Create a Frame to display a multiform document.

7) Create a HTML for a store. Input the unit price of an item and the number of item ordered. When the user clicks the OK button, display the total amount.

8) Create a website for your favourite personality. Use possible visual effects on it.

9) Using Java Script's Window and document objects and their properties and various methods like alert(), eval() & etc. methods to give the dynamic functionality to HTML web pages

10) Writing Java Script snippet which make use of Java Script's inbulit as well as user defined objects like navigator, Date Array, Event, Number etc.
Elective –II C Web Technology (Practical)

1) Send an email to your friend with your resume in the word format as an attachment.

2) Use Google Search engine and do advanced searching to collect information about books written by N.D. Kapoor.

3) Create a Program using HTML to display the ordered list and unordered list of a Departmental Store.

4) Program to display Image and text using HTML tag for an advertisement of a Company Product.

5) Create a table to display list of products using HTML tag.

6) Create a document using Formatting and alignment to display Sales Letter.

7) Create a document using Form to support Local Processing of Order form.

8) Create a Form of the Customer Survey for the user to enter General name and address information.

9) Create web pages for a business organisation using HTML Frames.

10) Create a website of your department with minimum five links using HTML.

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