BHARATHIAR UNIVERSITY, COIMBATORE- 641 046

B.A. ECONOMICS WITH COMPUTER APPLICATIONS (CBCS PATTERN)
WITH COMPULSORY DIPLOMA IN TRADE ECONOMY AND COMPUTER SYSTEMS
(For the students admitted during the academic year 2008-2009 and onwards)

SCHEME OF EXAMINATIONS

<table>
<thead>
<tr>
<th>Part</th>
<th>Study Components / Course Title</th>
<th>Inst. Hours/ Week</th>
<th>Exam Duration</th>
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<td>ALLIED PAPER I PRINCIPLES OF MANAGEMENT</td>
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<td>IV</td>
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### List of Elective papers (Colleges can choose any one of the paper as electives)

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<th>Elective – I</th>
<th>A</th>
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<td>E-commerce</td>
<td>Banking Practice</td>
<td>Financial Markets</td>
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<td>Auditing</td>
<td>Investment Policies and Programme – I</td>
<td>Tourism</td>
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<td>Principles of Insurance</td>
<td>Investment Policies and Programme – II</td>
<td>Agricultural and Rural Development</td>
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$ 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.
B.A Economics with Computer Applications  
Semester I  
Part III - Core Paper I – Micro Economics I  

Total Hours: 90

Preamble: 
The paper attempts to
• Equip the students with the basic tools and methods of economic analysis.
• Understand the behaviour of economic agents as a consumer and producer.

Unit I 

(17 hours)

Unit II 

(18 hours)

Unit III 

(20 hours)

Unit IV 

(15 hours)

Unit V 

(20 hours)

Books for Reference  
Dr. S. Sankaran : Micro Economics, Margham Publications, Madras, 1990
Preamble:
The aim of the paper is
• To enable the students to have fundamental knowledge of computers and Internet operations and
• To provide knowledge about the various office automated tools.

Unit I

Unit II
Computer organization, Central Processing Unit, Computer Memory: Primary memory and secondary memory. Secondary Storage Devices – Magnetic and optical media. Input and output device. (18 hours)

Unit III
Computer hardware and software: Computer hardware-software: Machine Language Assembly language – High Level Language – Application software, Elements of MS DOS and Windows OS. Computer arithmetic: Binary, Octal and Hexadecimal number systems. Algorithm and flowcharts. (Illustrations) (18 hours)

Unit IV

Unit V
Tables and Layout – Frames – Multimedia
Books for Reference:

Alexis Leon and Mathews Leon : Fundamentals of Information Technology,
Leon Tec World Pub.

R. Saravana Kumar, R. Parameswaran : A Text book of Information Technology
T. Jayalakshmi S. Chand (Reprint 2005)
Ivan Bayross : Web enabled commercial application
CGI-development Using HTML, DHTML, JavaScript, PERL,
S.K. Jain : Information Technology “O” level made
Simple, BPB Publication, 1999
V.K. Jain : “O” Level Personal Computer Software
BPB Publication, 2000
V. Raja Raman : Fundamentals of Computers,
Prentice Hall India. 1999
Thomas Powell : The complete reference HTML &

B.A Economics with Computer Applications
Semester I
Part III – Allied Paper I – Principles of Management

Total Hours: 90

Preamble:
• To acquaint the students with the fundamentals of Business Management
• Highlights is made on the process of planning and decision – making to impart
Rational decision – making abilities
• To make the students know about building organizational structure by having a
right span with proper delegation
• To make them know about the mechanisms of controlling to achieve Co-
ordination.

Unit I
Management – Nature – Scope – Functions of Management – Management and
Administration – Is Management a science or art or profession – Levels of Management –
Managerial skills.

(16 hours)

Unit II
Planning – Concept – Nature – Importance – Limitations – Types of Planning –
Types of Plans; Objectives Policies (Nature and Types), Procedures, rules, Programmes

(18 hours)

Unit III


(20 hours)

Unit IV


(20 hours)

Unit V


(16 hours)

Books for Reference:

Dinkar Pagare : Principles of Management, Sultan Chand & Sons, New Delhi, 2000
Imparting knowledge about the behaviour of economic agents namely production and factor owner as price fluctuations in market

Unit I

(15 hours)

Unit II

(16 hours)

Unit III

(16 hours)

Unit IV

(16 hours)

Unit V

(12 hours)

Books for Reference
Jhingan, M.L : Micro Economic Theory, Vrinda Publications Ltd.,
B.A Economics with Computer Applications  
Semester II  
PART III – Core Paper IV – Office Automation Tools  
Total Hours: 75

Preamble:
- This paper covers the essential skills for using all the office programs separately and as a team.
- Users can develop their own application using Graphical User Interface, which is a part of the windows.
- Microsoft Access is a full featured Database Management System that organizes staggering Information about Personal and Business Life.
- PowerPoint is a presentation graphics program that you can use to create slides, overhead transparencies, Handouts and Speaker Notes.

Unit I:
(16 hours)

Unit II:
(16 hours)

Unit III:
(14 hours)

Unit IV:
(14 hours)

Unit V:
Books for Reference


PRACTICAL I – Office Automation Tools

- Prepare a class Timetable using Ms Word
- Prepare an application with Bio-Data using Ms Word (Like application for the post of lecturer in college)
- Prepare an information letter to various students about the publication of results using Mail Merge
- Design an advertisement copy in Ms Word
- Prepare Students mark sheet using Excel
- Prepare Payroll for employee using Excel
- Draw a chart using Excel with the details: Student name and marks of 3 subjects.
- Display various departments and courses offered in our college using Power Point
- Create a database for employee details and generate a report for pay slip using MS Access
- Create a database maintaining stock in a shop with fields: Serial Number (Primary Key), Name of Product, Product Code, Quantity and Price.

B.A Economics with Computer Applications
Semester II
PART III – Allied Paper II Computerized Accounting - Tally
Total Hours: 90

Preamble:
The objectives of the Paper are
- To familiarize the students with accounting skills using tally software

Unit I

Unit II
Tally Fundamentals: Introduction to Tally – Features of Tally – Getting functional with Tally – Creation/ Setting up of a company in Tally- F11 Features – F12 Configure – Value added tax in Tally

Unit III
Inventory in Tally: Stock Groups – Stock Items – Units of Measure – Inventory Vouchers - Recording Simple Inventory Transactions

Unit IV
Purchase and Sales: Cash and Credit Purchases – Cash and Credit Sales – Purchases Returns – Sales Returns – Bill of exchange – Bills Receivable and Bills Payable – Revenue Recognition Principles – Price Levels
Display and Reports: Introduction – Accounting and Inventory Reports in Tally

Unit V
Inventory Reports: Stock Summary – Inventory Books
Printing Reports: Types of Print Configuration Options – Print Format

References:

Namrata Agarwal & Sanjay Kumar : Financial Accounting on Computers using Tally
Dreamtech Press, New Delhi, 2002

N.Satyapal : Using Tally
Khanna Publications, New Delhi, 2000

Implementary Tally : BPB Publication, 2001

B.A Economics with Computer Applications
Semester III
PART III – Core Paper V – Macro Economics

Total Hours: 75

Preamble:
The paper is designed to
• Make the students aware of the basic, theoretical framework underlying the field of macro economics.
• Expose the students to macro economic aspects in Keynesian and Post-Keynesian economics.

Unit I
Definition, nature and scope of Macro Economics – Circular flow of income

(15 Hours)

Unit II

(15 Hours)

Unit III
Consumption Function – Average and Marginal Propensity to Consume

(15 Hours)

Unit IV

(15 Hours)

Unit V

(15 Hours)

Books for Reference

Dr.R.Cauvery and Others : Macro Economics, S. Chand & Company Ltd., New Delhi, 2004.
B.A Economics with Computer Applications  
Semester III  
Core Paper VI - Programming in C  
Total Hours: 60

Preamble

- C has emerged as the language of choice for most applications due to speed, portability and compactness of code.  
- This language enables the student to understand and specialize them in system side programming.

Unit I  
Overview of C – Constants, Variables and Data Types – Operators and Expressions.  
(13 Hours)

Unit II  
(12 Hours)

Unit III  
Arrays – One Dimensional Arrays, Two - Dimensional Arrays,– Declaring and Initializing String Variables, Reading and Writing Strings, String Handling Functions.  
(12 Hours)

Unit IV  
User- Defined functions: Calling a functions – Category of functions – nesting of functions – Recursion – Functions with arrays – Scope and Lifetime of variables in functions Pointers: Declaring and initializing – Accessing a variable through its pointers.  
(13 Hours)

Unit V  
Structures and Unions : File Management in C  
(10 Hours)

Books for Reference :  
Henry Mullish, Herbert L. Cooper : Spirit of C”,. BPB Publications Delhi  
Yashvant Kanetkar, Let us C”, BPB Publications, Delhi,2002
Practical – C Programming

List of C Programs

1. Program to find Simple and Compound interest
2. Quadratic Equation for all types of roots
3. Program to display Fibonacci series
4. Find standard Deviation and variance
5. Program to find ncr
6. Construct a Pyramid of digits and reverse pyramid
7. Count the vowels, consonants and white spaces
8. Count the number of palindromes in a sentence
9. Generate sub strings using various sub string functions
10. Illustrate file read and write operations
11. Sum of n prime numbers
12. Print multiplication table
13. Check whether given year is leap year or not

B.A Economics with Computer Applications
Semester III
PART III Allied III – Statistics

Total Hours: 90

Preamble
This paper aims at
• Analyzing and interpreting data
• Applying the statistical tools for solving economic problems

Unit I
Definition – importance – functions and limitations of statistics – Primary and Secondary data, census and sampling methods – Collection of data - Frequency distribution – Classification and Tabulation of data – Diagrammatic and Graphical representation – Ogive and Lorenz Curves

(20 Hours)

Unit II

(16 Hours)

Unit III

(17 Hours)

Unit IV

(18 Hours)

Unit V

Index numbers – Laspeyre’s, Paasche’s, Fisher’s Ideal Index Numbers – Cost of Living Index numbers – Time Series Analysis – Components and measurements of Time Series limited to moving average and least square methods.

(19 Hours)

Note: Theory carries 40 marks and problems carry 60 marks

Books For Reference:

R.S.N. Pillai and Mrs. V. Bagavathi: Statistics, S.Chand & Company Ltd., Delhi, 1997.
S.P. Gupta: Statistical Methods, Sultan Chand & Sons, New Delhi, 2003

B.A Economics with Computer Applications
Semester IV
PART III – CORE PAPER VII – Monetary Economics

Total Hours: 60

Preamble

This paper aims at
- Understanding the role of money, theories of money and how money is managed in modern economy.
- Analyzing the monetary forces, their developmental role and limitations in shaping and influencing the monetary policies.

Unit I


(10 Hours)

Unit II

Unit III


(13 Hours)

Unit IV


(12 Hours)

Unit V

Role of Commercial Banks in Economic Development – Credit Creation by Commercial Banks – Functions of Central Bank – Methods of Credit Control – Money Market and Capital Market (a brief idea only). Monetary Policy – its Objectives – RBI and Indian Economy - Role of NBFI’s in India’s Economic Development.

(13 Hours)

Books for Reference

Dr.S. Sankaran : Monetary Economics, Margham Publications, Chennai, 1996.
M.L. Jhingan : Monetary Economics, S. Chand & Co Ltd., New Delhi, 1996.

B.A Economics with Computer Applications
Semester IV
PART III – Core Paper VIII Programming in C++

Total Hours : 45

Preamble

This paper is designed to

• Enable the student enhance the programming knowledge
• Provide an exposure about the various oops concepts and
• Impart knowledge about the programming languages

Unit I

Principles of OOPS – Basic concepts of OOPS – Benefits of OOPS – Object oriented languages – Applications of OOPS. Structure of C++ Program.

(9 Hours)
Unit II

Unit III
Tokens, Expressions and Control Structure – Functions in C++ (9 Hours)

Unit IV
Classes and objects – Operator overloading - Inheritane (8 Hours)

Unit V
Pointers - Working with files (8 Hours)

Object oriented programming with C++ - E. Balaguruswamy, 3rd edition, Tata McGrew Hill, Publishing Co.,
Object oriented programming with C++ - Robert Lafore, 3rd edition, Galgotia

Books for Reference

Bjarne Stroustrup : C++ Programming, Pearson Education Pvt. Ltd. New Delhi, 2000

PRACTICAL – C++

List of Practical

1. Write a program to design a Pyramid using for loop
2. Write a program to generate the Mark Sheet and declare the Result of the student.
3. Write a program to calculate the Electricity Bill.
4. Write a program to Reverse the String using Static Members.
5. Write a program to calculate the Break – Even Point
6. Write a program to calculate the Economic Ordering Quantity.
7. Write a program to Compare and Concatenate two strings
8. Write a program to prepare the Payroll of Employee.
9. Write a program to using Constructor and Destructors.
10. Write a program for Adding two Matrices.
11. Write a program for multiplying two matrices.
12. Write a program to check whether a given number is Prime or Not.
13. Write a program to find Factorial of a given number.
14. Write a program to using operator Overloading function.
15. Develop an Inventory program to calculate the Sales.

B.A Economics with Computer Applications
Semester IV
Part III – Allied- IV – Mathematics for Economists

Total Hours: 90

Preamble:

The paper helps the students
✓ To gain elementary mathematical knowledge
✓ To know the application of mathematical techniques in Economic theories.

Unit I Mathematical Economics and Algebra:
Nature and scope of Mathematical Economics – Mathematical operations with
decimal and fractions – Ratios and proportions – Variations – Progression – Arithmetic
progression – Harmonic progression – Geometric progression – Binomial progression.
(16 hours)

Unit II: Number system and equation
Number system – Prime numbers – Integers – Rational numbers – Operations
with fractions - Real number system – Properties of real number system-Equation –
Linear and Quadratic – Solutions to linear and quadratic equations.
(18 hours)

Unit III: Matrix Algebra
Matrix – Types – Addition – Subtraction – Multiplication – Determinants –
Transpose of matrix – Inverse of matrix – Solution of simultaneous equation –
Cramer’s rule – Matrix inversion method (3*3).
(18 hours)

Unit IV: Differentiation
Geometry of Marginal analysis – Process of Differentiation – Rules of
Differentiation – Some Standard results – Exponential and logarithmic – Derivatives of
Higher Order – Sign of differential coefficient – Application of second order derivatives
and nature of curve – maximum and minimum values of a function (single variable) –
Order conditions for maximum and minimum values.
Unit V : Mathematics of finance


(19 hours)

Note : Theory carries 40 marks and problem carries 60 marks.

Books for Reference:


Preamble:
The aim of the Paper is
- to enable the students to understand the fundamentals of Public Finance
- to impart a thorough understanding of the role and functions of the Government in a modern economy and
- to study the impact of financial operations on economic activities
Unit I

(18 Hours)

Unit II

(19 Hours)

Unit III

(18 Hours)

Unit IV

(17 Hours)

Unit V

(18 Hours)

Books for Reference:
Dr. R. Cauvery & others : Public Finance, S. Chand & Ltd., Delhi 2005
B.P. Tyagi : Public Finance, JaiPrakashNath & Co., Meerut, 2005
B.A Economics with Computer Applications  
Semester V  
Part III Core Paper X –Foreign Trade Procedures and Documentation  
Total Hours: 75

Preamble:

The objectives of this paper are

➢ To expose the students with export and import trade
➢ To familiarize the students with procedures of export-import trade.

Unit I


(13 Hours)

Unit II


(13 Hours)

Unit III


(15 Hours)

Unit IV


(16 Hours)

Unit V

Practice workshop
1. Master Document
2. Documents related to import of goods
   a. Invoice
   b. Packing List
   c. Certificate of origin
   d. Mate receipt
   e. Bill of Lading
   f. Shipping Bill / Airway Bill
   g. Export of Goods under claim for Duty Drawback.
3. Documents Related to Payment  
   h. Letter of Credit  
   i. Bill of Exchange  
   j. Bank Certificate of Payments  
4. Documents Related to Foreign Exchange  
   k. Exchange Control Declaration (GR Form)  
5. Documents Related to Insurance  
   l. Marine Insurance Certificate  
   m. Marine Insurance Declaration  
   n. Shipment Advice  
   o. Shipping Order  
   p. Format of Registration – Membership Certificate  
   q. Income Tax Return  

Books for Reference:


B.A Economics with Computer Applications  
Semester V  
Part III - Core Paper XI – Introduction to DBMS with Oracle SQL* Plus  
Total Hours: 75

Preamble:

Oracle is a most popularly used backend tool for managing Relational Database System.  
➢ It enables the students to study how the data is structured and stored.  
➢ It provides higher data security measures.  
➢ It provides automatic backup and recovery facilities for data.

Unit I:

Data Types - Two Dimension Matrix Creation – Insertion of Data into Tables – Updating the contents of Tables – Deletion operation.

(14 hours)

Unit II:

(15 hours)

Unit III:


(15 hours)

Unit IV:

Working with Forms: Basic Concepts – Application Development in Forms – Form Modules – Using the Form Designer – Creating a Form – Generating and Running a Form.

(16 hours)

Unit V:

(15 hours)

Books for Reference:
B.A Economics with Computer Applications  - CBCS Pattern 2008-09  
Annexure  4-E 
SCAA Dt. 21-5-2009


PRACTICAL

List of Programs

1. i. Creating a Table Student with the fields – Register Number, Student Name. Create another table Marks with Fields – Register number, marks of 3 subjects. Join these two tables and display all the above information.
2. Adding fields’ state and phone number to an existing customer table and insert necessary values into it.
3. Creating a table customer with fields- Customer number, Name, City, Address, Pincode and insert 10 values in the table
4. Performing Select, update, delete operations for the Table customer details.
5. PL/SQL block to display the details of an employee based on the specified conditions.
6. PL/SQL block for reversing a number
7. PL/SQL block to print natural numbers up to n.
8. PL/SQL block to print Fibonacci Series.
9. PL/SQL block to perform the splitting operation a table using trigger or cursor.
10. PL/SQL block to perform specified operations in table using cursor.

B.A Economics with Computer Applications
Semester V
Part III  Core Paper XII  Entrepreneurship Development
Total Hours :75

Preamble:

The aim of the paper is

- To acquire the knowledge regarding characteristics of an entrepreneur
- To develop an interest in entrepreneurial activity and
- To equip them with entrepreneurial skills for self employment

Unit I


(14 hours)
Unit II


(16 hours)

Unit III


(15 hours)

Unit IV

Training and finance objectives of training – phases of EDP – special agencies for training – institutional finance with special emphasis of commercial banks. IDBL IFCI, ICICI, IRBI, SFCS,. SIPCOT, Khadi and Village Industries Commission – Micro Finance –Incentives and Subsidies( a Brief Study)

(15 hours)

Unit V


(15 hours)

Books for Reference:

R.Saravanakumar, R. Parameswaran & T.Jayalakshmi (V Unit) : A Text Book of Information Technology, S.Chand & Co Ltd., Delhi, 2003
B.A Economics with Computer Applications
Semester VI
Part III Core Paper XIII Indian Economic Issues

Total Hours: 90

Preamble:
The Paper enables the students

- To have an essential understanding of various issues of the Indian Economy and
- To have the ability to comprehend & critically appraise the current Indian Economic Problems

Unit I


(16 Hours)

Unit II

Place of Agriculture in Indian Economy – causes for low productivity – credit needs of the Indian farmers – sources of rural credit – present system of Indian agricultural marketing – measures to improve agricultural marketing in brief – New agricultural strategy Green Revolution – Problems created by Green Revolution – Agricultural price policy – Indian agriculture and WTO – Recent initiatives in Indian agriculture.

(18 Hours)

Unit III


(19 Hours)

Unit IV

Unit V


Books for Reference:
- Ruddar Dutt and K.P.M Sundaram : Indian Economy, S.Chand & Company Ltd., New Delhi, 2004
- Ishwar D.Dhingra : Indian Economy, S.Chand & Co., Delhi 1997
- Dr.S.Sankaran : Indian Economy, Margham Publications, Chennai, 2004

SEMESTER - VI

CORE PAPER - XIV ACCOUNTANCY FOR ECONOMICS

SUBJECT DESCRIPTION

The course deals with the simple concepts of Accountancy

OBJECTIVES

1. To make the students to understand the basic concepts of Accountancy.
2. To encourage students to learn modern techniques of Accountancy used in Economics.

UNIT I


UNIT II


UNIT III

Funds flow statement - Meaning - Uses - Preparation of Fund flow statement

UNIT IV

Account Ratios for Business Decision - Meaning - Importance - Types - Simple Ratios - Limitation of Ratio Analysis.

UNIT V

Elements of Cost - Cost Sheet - Simple Problems.

REFERENCE BOOKS
### B.A Economics with Computer Applications
#### Semester VI
#### Part III Core Paper XV Visual Basic

**Preamble:**
This paper is designed to help the students
- To develop their programming skills in windows applications through this paper
- To provide knowledge in programming using Visual Basic for various applications

**Unit I**

(18 hours)

**Unit II**

(20 hours)

**Unit III**

(18 hours)

**Unit IV**
Unit V


(18 hours)

Books for Reference:


Visual Basic

Practicals

List of Visual Basic Programs

1. Write a VB program for simple calculator which can perform addition, subtraction and division. (The form design should resemble a calculator)
2. Write a VB program for form design (use common dialog box for additional colors and font types)
3. Write a VB program for drawing circles, rectangles and lines with using controls and without controls
4. Write a VB program to find the value of nCr using user defined function.
5. Use directory drive and file in to a picture or image box
6. Write a VB program for string concatenation and counting number words in the given sentence
7. Write a VB program for employee information system the system must provide personal details, allowances, deduction etc. (Give password to the system and provide validation whenever required) (Using DAO)
8. Write a VB program for inventory management system (Use ODBC)
9. Write a VB program to create a chart for a given set of data
10. Design a form using Scroll Bar, Progress bar and Times Control.
III – SEMESTER – PART – IV SKILLS BASED SUBJECT - 1  
DIPLOMA - TRADE ECONOMY AND COMPUTER SYSTEM  
FINANCIAL ACCOUNTING

SUBJECT DESCRIPTION:

The Course deals with the essential concepts of accounting procedures.

OBJECTIVES:

1. To make the students to understand the basic concepts of accounting procedures.
2. To encourage the students to learn modern techniques in the accounting field.

UNIT I
Accounting - Definition, objects, functions and importance, classification of accounts - Double Entry System concept; Journal, ledger and Trial Balance.

UNIT II

UNIT III
Preparation of Final Accounts of sole traders - trading and Profit & Loss A/c. and Balance Sheet - with simple adjustment.

UNIT IV
Single Entry System - Statement of Affairs; Conversion into double entry (Simple Problems)

UNIT V

REFERENCE BOOKS


NOTE: Question Papers must contain problems to the extent of 60% of the marks allotted to the subject.
IV – SEMESTER – PART – IV SKILLS BASED SUBJECT - 2

DIPLOMA - TRADE ECONOMY AND COMPUTER SYSTEM

II TRADE DOCUMENTATION

SUBJECT DESCRIPTION:

The subject deals with essential methods of Trade documentation.

OBJECTIVES:

1. To familiarize the students to learn the procedures of foreign trade and documentation methods.

2. To enable the students to gain knowledge regarding Trade documentation.

UNIT I

Avenues of International Trade - Direct exporting - Joint venturing - licensing arrangement, Management contracting, foreign investment - turnkey projects, consulting.

UNIT II

Role of Shipping - Liners, tramps, Bill of lading - Jettison and general average, particular average, warranties and other shipping terminologies - containerization - Air Transport - Multi Model Transport - Cargo Insurance.

UNIT III


UNIT IV

Export, Import Licenses - Letter of Credit Mechanism - Uniform Customs and Practices for Documentary Credit (UCPDC) - Duty drawback procedure.

UNIT V

Packing Methods - Packing List - Quality Control and Inspection - Clearance of Export Cargo - valuation and classification of goods in customs - Warehousing under Customs Act - Post - Shipment Formalities and procedures.

REFERENCE BOOKS

Government of India, Handbook of Import and Export procedures.
Balagopal  Export Management, Himalaya Publishing House, Delhi
SEMESTER - V – PART – IV SKILLS BASED SUBJECT - 3

DIPLOMA - TRADE ECONOMY AND COMPUTER SYSTEM

COMPUTER SYSTEM - I

SUBJECT DESCRIPTION:

The course deals with the basic knowledge on different concepts of computer applications.

OBJECTIVES:

1. To provide knowledge on different concepts of computer applications
2. To enable the students to understand the importance of computer system.

UNIT I

UNIT II

UNIT III

UNIT IV
Tally 7.2 - opening New Company - safety of accounts - password characteristic, Making Ledger accounts - writing voucher - voucher entry - Making different types of vouchers - correction of Sundry Debtors and Sundry Creditors.

UNIT V

REFERENCE BOOKS

Nathari - Tally 7.2, B.P. Publications.
S. Palanivel - Tally Accounting Software - Margham Publications.
Parameswaran - Computer Applications in Business.
DIPLOMA - TRADE ECONOMY AND COMPUTER SYSTEM

COMPUTER SYSTEM - II

SUBJECT DESCRIPTION

The course deals with the different concepts relating to MS. Office and computer system.

OBJECTIVES

1. To understand the significance and basic concepts of computer systems.
2. To provide knowledge of the application of computer system in the field of MS. Office

UNIT I


UNIT II

Word Basics - Using Auto text - using Auto correction - word editing techniques - finding and replacing text - checking spelling using templates - formatting - formatting with styles - creating tables.

UNIT III

Excel Basics - entering data - selecting ranges - editing entries - formatting entries - simple calculation - naming cells and ranges - data display - printing work sheets - copying entries between work books - moving sheets between work books - deleting sheets - creating graphs.

UNIT IV

Power Point Basics - editing text - adding subordinate points - deleting slides - working outline view - a design template merging presentation in slider sorter view applying templates - adding graphs - adding organisation charts - running an electronic slide - show adding special effects.

UNIT V

Access Basics - creating a table entering and adding records - changing a structure - working with records - creating forms - establishing relationships - using queries to extract information - using report to print information.

REFERENCE BOOKS

<table>
<thead>
<tr>
<th>No.</th>
<th>Author(s)</th>
<th>Title</th>
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<tbody>
<tr>
<td>3.</td>
<td>Joyce Cox, Polly Urban</td>
<td>Quick Course in Microsoft Office - Galgotial Publications.</td>
</tr>
<tr>
<td>4.</td>
<td>T. Karthikeyan&amp;Dr.C. Muthu</td>
<td>PC Software for Office Automation - Sultan Chand.</td>
</tr>
<tr>
<td>5.</td>
<td>Sanjay Saxena</td>
<td>A first course in Computer</td>
</tr>
<tr>
<td>6.</td>
<td>R. Krishnamoorthi</td>
<td>Computer programming and application</td>
</tr>
<tr>
<td>7.</td>
<td>A.L. Stevens</td>
<td>Teach; your self windows.</td>
</tr>
</tbody>
</table>
SEMESTER-V ELECTIVE I-A
E-Commerce

Total Hours: 90

Preamble:
The objectives of the paper are:
- To provide basic knowledge about Electronic Commerce
- To impart knowledge about applications of e-commerce in business.

Unit I

(18 Hours)

Unit II

(17 Hours)

Unit III

(19 Hours)

Unit IV

(18 Hours)

Unit V

(18 Hours)
Books for Reference:


SEMESTER-V ELECTIVE I-B
Banking Practices

Total Hours: 90

Preamble:
This paper aims
- To provide basic knowledge about the importance and functions of commercial banks
- To acquire practical knowledge and skills in banking transactions

Unit I
Definition of a banker and customer – Banking services – meaning and importance – Economic and Monetary implications of banking operations – Globalised challenges in banking services – New trends in banking services- Computerization in banks.

Unit II

Unit III

Unit IV
Principles of sound lending – loans and advances – Modes of creating charge – pledge – Hypothecation – Mortgages

Unit V
Banking Practicals
1. Pay-in-slip
2. Application for term deposits
3. Cheque
4. Withdrawal form
5. Post office saving Bank A/C Application
6. Locker opening
7. Jewel loan application
8. Personal loan application
9. ATM – functioning in four different banks
10. Application form for educational loan
11. Bills discounting
12. Getting DD

(10 Hours)

**Books for Reference:**

E. Gordon & K. Natarajan : Banking Theory – Law & Practice, Himalaya
Publishing House, Bombay, 2005

P. N. Varshney : Banking Law and Practice, Sultan Chand & Sons, Delhi, 2002

M. L. Tannan : Banking Law and Practice in India, India Law House, Delhi, 1997

S. S. Gulsan & K. Kapoor : Banking Law and Practice, Sultan Chand & Co Ltd., Delhi, 1999
SEMESTE-V ELECTIVE I-C

Financial Markets

Total Hours: 75

Preamble

The objective of this paper is

- To acquaint the students with the working of financial markets in India
- To learn the function of RBI and commercial banks
- To know about the features and structures of money market and capital market in India
- To study the role of Non-Banking Financial Intermediaries and important Financial Institutions in Indian Financial Market

Unit I


(17 Hours)

Unit II


(16 Hours)

Unit III


(16 Hours)

Unit IV

Capital Market-Meaning and Definition-Characteristics-Functions-Importance- Evolution and Growth-Recent initiative in the Indian Capital Market

(12 Hours)
Unit V

Non-Banking Financial Intermediaries – Meaning - Role. Development Banking-Features-Structure(IFCI-IDBI-ICICI

(14 Hours)

Books for Reference:

Gordon & Natarajan - Financial Markets and Services
Himalaya Publishing House, Mumbai, 2003

S.Gurusamy - Financial Services and Marketing
Vijay Nicole Imprints Private Ltd.,
Chennai, 2004

Sri Ram Khanna - Financial Markets in India & Protection of
Investors, New Century Publications,
Delhi, 2004

M.L. Jhingan - Monetary Economics
Vrinda Publications (P) Ltd., Delhi, 2005

Dr.Cauvery & Others - Monetary Economics,
S.Chand & Company Ltd., New Delhi, 2003

M.L.Seth - Monetary Economics, Lakshmi Narain
Agarwal, Agra, 2000
Preamble:
The objectives of this paper are:
- To impart knowledge about Principles and methods of auditing
- To familiarize the students with the techniques of auditing and its applications

Unit I

Unit II
Audit procedure – Planning of audit – Audit programme – Audit note book – Audit working papers – Internal control and internal check – Internal check as regards cash, wages, sales, etc., Position of external Auditor as to Internal audit.

Unit III

Unit IV
Verification and valuation of assets and liabilities – Auditor’s position – Auditors duty regarding depreciation – Reserves and provisions.

Unit V
Audit of Computerized Accounts – e-audit.
<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Publisher</th>
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<tbody>
<tr>
<td>B.N.Tandan</td>
<td>A Hand book of Practical Auditing</td>
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<td>S.Sudharsanam</td>
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<td>S.Chand &amp; Co.Ltd., New Delhi, 2006</td>
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<td>S.Sundharabahu</td>
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<tr>
<td>R.Sharma</td>
<td>Auditing</td>
<td>Lakshmi Narain Agarwal Educational</td>
<td>Agra, 2000</td>
<td></td>
</tr>
</tbody>
</table>
SEMESTER-VI ELECTIVE II-B
INVESTMENT POLICIES AND PROGRAMMES - I

SUBJECT DESCRIPTION
The subject of the course deals with the importance of investment and the functions of stock exchange market.

OBJECTIVES
1. Enlighten the students about the investment policies
2. Understanding and analysing the various issues related to share market.

UNIT I
Investment - Financial and Economic - meaning of investment - importance of Investment - Features of an Investment programme.

UNIT II
Security valuation - Scope - elements of investment - Approaches to investment - Basic valuation models.

UNIT III
Bonds - Types - public Sector Bonds - Zero Bonds - shares - preference shares and Equity Shares - Bonus and Right Shares.

UNIT IV
Debentures - Non-convertible- partly convertible, Fully convertible debentures.

UNIT V
Share market - primary market, How to apply for new issues - Basics of allotment - Secondary market - Functions of Stock Exchange.

REFERENCE BOOKS
1. Ralph Eastman Badger and Harrg G. Guthamann - Investment principles and practice
2. Dougall Herbert - Investments
3. Preeti Singh - Investment Management
4. B.S. Grewal and Nahjot Grewal - Successful Stock market Investment
5. S.S. Grewal and Nahjot Grewal - Profitable Investment in shares


SEMESTER VI ELECTIVE II-C
TOURISM

SUBJECT DESCRIPTION

The course aims at equipping the students with the growth and development of tourism and effect on employment generation.

OBJECTIVES

1. Make the students aware of the nature and forms of tourism
2. Expose the students regarding the possibilities of employment potential and the importance of computer technology in tourism.

UNIT I

Tourism concepts - Motivation for Travel - Barriers to Travel - forms of tourism - Travel industry network - Tourism and Tourism product - Meaning & Type - Tourism Planning in India - Government role in planning Tourism - factors influencing tourism development - Pleasure & Religious Travel.

UNIT II

Mass Tourism, Individual Tourism & paid holidays - Growth of modern Tourism - The basic components of tourism - Elements of Tourism - Geographical resources for tourism - Domestic Tourism.

UNIT III


UNIT IV

Economic dimensions of Tourism - Economic significance - Tourism income multiplier - Development of infrastructural development - Employment generation - multiplier - Tourism retailer - Travel agency operation - scope of work of travel agency - the Tour operation - Handling a client.

UNIT V

Role of Communication in travel - modern mass techniques - Computer Technology in Tourism - Railways, Hotels, Reservation, Airlines, Videotext system. Tourism in India - India as a tourist paradise - Growth of tourism in India - Role of TTDC for the growth towards tourism industry.

REFERENCE BOOKS

4. Jagmohan Negi - Travel Agency & Tour operation
5. Pran Nath Sath & Sushma Seth Bhat - An Introduction to Travel and Tourism  
6. A.K. Bhatia - Tourism Development - Principles and Practices,  
7. R.N. Kaul - Dynamics of Tourism,  
8. Pran Nath Seth - Successful Tourism Management,  
9. Gulab Nabi - Socio Economic Impact of Tourism,  
10. Mukesh Ranga - Tourism Potential in India,  
SEMESTE-VI ELECTIVE III-A

Principles of Insurance

Total hours - 90

Preamble:
The objectives of this paper are
- To provide a basic knowledge of insurance business
- To enhance the employability of the students in insurance sector

Unit I

(18 hours)

Unit II

(20 hours)

Unit III

(18 hours)

Unit IV

(18 hours)

Unit V

(16 hours)

Books for Reference


SEMESTER-VI ELECTIVE III-B
INVESTMENT - POLICIES AND PROGRAMME - II

SUBJECT DESCRIPTION
The subject of the course deals with different investment opportunities available in the economy.

OBJECTIVES
1. To provide the knowledge of various issues related to portfolio selection.
2. To educate the students about Mutual funds in a modern economy.

UNIT I

UNIT II

UNIT III
Portfolio selection - Scope, type of investors - operation of investment in the stock market - Bulls and Bears - Role of Depositories.

UNIT IV
Mutual Funds - Types - Advantages and Disadvantages - Net Asset Value - UTI and other Mutual Funds.

UNIT V
Role of Stock Market in the India Economy - Important companies, FERA Companies - SEBI

REFERENCE BOOKS
1. Ralph Eastman Badger and Harrg G. Guthamann - Investment principles and practice
2. Dougall Herbert - Investments
3. Preeti Singh - Investment Management
4. B.S. Grewal and Nahjot Grewal - Successful Stock market Investment
5. S.S. Grewal and Nahjot Grewal - Profitable Investment in shares
<table>
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SEMESTER-VI ELECTIVE III-C
AGRICULTURAL AND RURAL DEVELOPMENT

SUBJECT DESCRIPTION

The content of the course deals with the importance of agriculture and the issues related to rural development.

OBJECTIVES

1. To provide the knowledge of various issues of rural development.
2. To familiarise the students with the role of agriculture and the marketing of agricultural products in India.

UNIT - I
Agriculture - Definition - Peculiar features - Role of agriculture in a modern economy - Agriculture and economic development - Foreign trade in agricultural products.

UNIT - II
Agriculture in Indian economy - Changing Profile of Indian Agriculture since Independence - Green revolution - Gains and lessons of Green revolution.

UNIT - III
Cropping pattern - Productivity trends - Farm size - Economic holding - Sub division and fragmentation - Consolidation - Co-operative farming.

UNIT - IV
Land reforms - Progress - Agriculture inputs - Tools and implementation - Farm mechanization - Irrigation - Fertilizers - Seeds and pesticides.

UNIT - V
Rural indebtedness - Causes and consequences - Sources of agricultural finance - Rural unemployment and rural poverty - Remedial measures.

REFERENCE BOOKS:

1. Indian Agriculture - Agarwal
2. Agricultural Economy of India - Dhingra
3. Indian Economy - Dutt and Sundram
5. Fundamentals of Agricultural economics - Sadhu & Singh.