1. Eligibility for Admission to the Course
Candidate for admission to the first year of the B.Com C.A (Computer Applications) degree course shall be required to have passed the higher secondary examination conducted by the Govt. of Tamil Nadu or other examinations accepted as equivalent there to by the Syndicate, subject to such other conditions as may be prescribed there for.

2. Duration of the Course
The course shall extend over a period of three years comprising of six semesters with two semesters in one academic year. There shall not be less than 90 working days for each semester. Examination shall be conducted at the end of every semester for the respective subjects.

3. Course of Study
The course of study for the B.Com C.A (Computer Applications) degree course shall consist of the following

a) Part - I
Tamil or any one of the following modern/classical languages i.e. Telugu, Kannada, Malayalam, Hindi, Sanskrit, French, German, Arabic & Urdu. It shall be offered for the first two semesters with one examination at the end of each semester.

b) Part – II : English
The subject shall be offered during the first two semesters with one examination at the end of each semester. During third semester the subject communication skills will be offered as one of the core subject.

c) Foundation Course
The Foundation course shall comprise of two stages as follows:
   Foundation Course A : General Awareness (I & II semesters)
   Foundation Course B : Environmental Studies (III & IV semesters)

   The syllabus and scheme of examination for the foundation course A, General awareness shall be apportioned as follows.
   From the printed material supplied by the University - 75%
   Current affairs & who is who? - 25%

   The current affairs cover current developments in all aspects of general knowledge which are not covered in the printed material on this subject issued by the University.
   The Foundation course B shall comprise of only one paper which shall have Environmental Studies.
d) Part – III

Group A: Core subject – As prescribed in the scheme of examination. Examination will be conducted in the core subjects at the end of every semester.

Group B: allied subjects -2 subjects-4 papers
Examination shall be conducted in the allied subjects at the end of first four semesters.

Group C: application oriented subjects: 2 subjects – 4 papers
The application oriented subjects shall be offered during the last two semesters of study viz., V and VI semesters. Examination shall be conducted in the subjects at the end of V & VI semesters.

Group D: field work/institutional training
Every student shall be required to undergo field work/institutional training, related to the application-oriented subject for a period of not less than 2 weeks, conveniently arranged during the course of 3rd year. The principal of the college and the head of the department shall issue a certificate to the effect that the student had satisfactorily undergone the field work/institutional training for the prescribed period.

Diploma Programme:
All the UG programmes shall offer compulsory diploma subjects and it shall be offered in four papers spread over each paper at the end of III, IV, V, & VI semesters.

e) Co-Curricular activities: NSS/NCC/Physical education
Every student shall participate compulsorily for period of not less than two years (4 semesters) in any one of the above programmes.

The above activities shall be conducted outside the regular working hours of the college. The principal shall furnish a certificate regarding the student’s performance in the respective field and shall grade the student in the five point scale as follows

A-Exemplary
B-very good
C-good
D-fair
E-Satisfactory

This grading shall be incorporated in the mark sheet to be issued at the end of the appropriate semester (4th or 5th or 6th semester).

(Handicapped students who are unable to participate in any of the above activities shall be required to take a test in the theoretical aspects of any one of the above 3 field and be graded and certified accordingly).

4. Requirement to appear for the examinations
a) a candidate will be permitted to appear for the university examinations for any semester if

i) He/she secures not less than 75% of attendance in the number of working days during the semester.

ii) He/she earns a progress certificate from the head of the institution, of having satisfactory completed the course of study prescribed in the subjects as required by these regulations, and

iii) His/her conduct has been satisfactory.

Provided that it shall be open to the syndicate, or any authority delegated with such powers by the syndicate, to grant exemption to a candidate who has failed to earn 75% of the attendance prescribed, for valid reasons, subject to usual conditions.
b) A candidate who has secured less than 65% but 55% and above attendance in any semester has to compensate the shortage in attendance in the subsequent semester besides, earning the required percentage of attendance in that semester and appear for both semester papers together at the end of the latter semester.

c) A candidate who has secured less than 55% of attendance in any semester will not be permitted to appear for the regular examinations and to continue the study in the subsequent semester. He/she has to rejoin the semester in which the attendance is less than 55%.

d) A candidate who has secured less than 65% of attendance in the final semester has to compensate his/her attendance shortage in a manner as decided by the concerned head of the department after rejoining the same course.

5. **Restrictions to appear for the examinations**

   a) Any candidate having arrear paper(s) shall have the option to appear in any arrear paper along with the regular semester papers.

   b) “Candidates who fail in any of the papers in Part I, II & III of UG degree examinations shall complete the paper concerned within 5 years from the date of admission to the said course, and should they fail to do so, they shall take the examination in the texts/revised syllabus prescribed for the immediate next batch of candidates. If there is no change in the texts/syllabus they shall appear for the examination in that paper with the syllabus in vogue until there is a change in the texts or syllabus. In the event of removal of that paper consequent to change of regulation and/or curriculum after 5 year period, the candidates shall have to take up an equivalent paper in the revised syllabus as suggested by the chairman and fulfill the requirements as per regulation/curriculum for the award of the degree.

6. **Medium of Instruction and examinations**

   The medium of instruction and examinations for the papers of Part I and II shall be the language concerned. For part III subjects other than modern languages, the medium of instruction shall be either Tamil or English and the medium of examinations is in English/Tamil irrespective of the medium of instructions. For modern languages, the medium of instruction and examination will be in the languages concerned.

7. **Submission of Record Note Books for practical examinations**

   Candidates appearing for practical examinations should submit bonafide Record Note Books prescribed for practical examinations, otherwise the candidates will not be permitted to appear for the practical examinations. However, in genuine cases where the students, who could not submit the record note books, they may be permitted to appear for the practical examinations, provided the concerned Head of the department from the institution of the candidate certified that the candidate has performed the experiments prescribed for the course. For such candidates who do not submit Record Books, zero (0) marks will be awarded for record note books.

8. **Passing Minimum**

   a) A candidate who secures not less than 40% of the total marks in any subject including the Diploma and Foundation courses (theory or Practical) in the University
examination shall be declared to have passed the examination in the subject (theory or Practical).

b) A candidate who passes the examination in all the subjects of Part I, II and III (including the Diploma and Foundation courses) shall be declared to have passed, the whole examination.

9. Improvement of Marks in the subjects already passed
Candidates desirous of improving the marks awarded in a passed subject in their first attempt shall reappear once within a period of subsequent two semesters. The improved marks shall be considered for classification but not for ranking. When there is no improvement, there shall not be any change in the original marks already awarded.

10. Classification of Successful candidates
   a) A candidate who passes all the Part III examinations in the First attempt within a period of three years securing 75% and above in the aggregate of Part III marks shall be declared to have passed B.A/ B.Sc./B.Com./B.B.M. degree examination in **First Class with Distinctions**
   
   b) (i) A candidate who passes all the examinations in Part I or Part II or Part III or Diploma securing not less than 60 per cent of total marks for concerned part shall be declared to have passed that part in **First Class**

   (ii) A candidate who passed all the examinations in Part I or Part II or Part III or Diploma securing not less than 50 per cent but below 60 per cent of total marks for concerned part shall be declared to have passed that part in **Second Class**

   (iii) All other successful candidates shall be declared to have passed the Part I or Part II or Part III or Diploma examination in **Third Class**

11. Conferment of the Degree
   No candidate shall be eligible for conferment of the Degree unless he/she,

   i. has undergone the prescribed course of study for a period of not less than six semesters in an institution approved by/affiliated to the University or has been exempted from in the manner prescribed and has passed the examinations as have been prescribed therefor.

   ii. Has satisfactory participates in either NSS or NCC or Physical Education as evidenced by a certificate issued by the Principal of the institution.

   iii. Has successfully completed the prescribed Field Work/ Institutional Training as evidenced by certificate issued by the Principal of the College.

12. Ranking
   A candidate who qualifies for the UG degree course passing all the examinations in the first attempt, within the minimum period prescribed for the course of study from the date of admission to the course and secures I or II class shall be eligible for ranking and such ranking will be confined to 10 % of the total number of candidates qualified in that particular branch of study, subject to a maximum of 10 ranks.

   The improved marks will not be taken into consideration for ranking.

13. Additional Degree
   Any candidate who wishes to obtain an additional UG degree not involving any practical shall be permitted to do so and such candidate shall join a college in the III year of the course and he/she will be permitted to appear for par III alone by granting exemption form appearing Part I, Part II and common allied subjects (if any), already passed by the candidate. And a candidate desirous to obtain an additional UG degree involving practical shall be
[permitted to do so and such candidate shall join a college in the II year of the course and he/she be permitted to appear for Part III alone by granting exemption form appearing for Part I, Part II and the common allied subjects. If any, already passed. Such candidates should obtain exemption from the university by paying a fee of Rs.500/-.

14. **Evening College**
   The above regulations shall be applicable for candidates undergoing the respective courses in Evening Colleges also.

15. **Syllabus**
   The syllabus for various subjects shall be clearly demarcated into five viable units in each paper/subject.

16. **Revision of Regulations and Curriculum**
   The above Regulation and Scheme of Examinations will be in vogue without any change for a minimum period of three years from the date of approval of the Regulations. The University may revise/amend/change the Regulations and Scheme of Examinations, if found necessary.

17. **Transitory Provision**

   Candidates who have undergone the Course of Study prior to the Academic Year 2007-2008 will be permitted to take the Examinations under those Regulations for a period of four years i.e. up to and inclusive of the Examination of April 2012 thereafter they will be permitted to take the Examination only under the Regulations in force at that time.

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4. COURSE OF STUDY AND SCHEME OF EXAMINATION:
B.COM - C.A (Computer Applications) with Diploma in BUSINESS LAW

**Regular - Semester System**

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>PART</th>
<th>Sl. No.</th>
<th>SUBJECT</th>
<th>INSTRUCTIONAL HOURS PER WEEK</th>
<th>DURATION (Hours)</th>
<th>MAX. MARKS</th>
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</table>
B.COM -CA (Computer Applications) with Business Law

SEMESTER -1

Subject Title: PRINCIPLES OF ACCOUNTANCY

Course/Subject code: 13A

Credit Hours: 5 (Five) per week

Goal: To enable the students to learn principles and concepts of Accountancy.

Objective: On successful completion of this course, the student should have understood

➢ Concepts and conventions of Accounting.
➢ Basic Accounting framework

UNIT –I


UNIT – II

Final accounts of a sole trader with adjustments – Errors and rectification

UNIT – III

Bill of exchange- Accommodation bills – Average due date – Account current.

UNIT – IV

Accounting for consignments and Joint ventures

UNIT – V

Bank Reconciliation statement – Receipts and Payments and income and expenditure account and Balance sheet – Accounts of professionals.

Note: Distribution of Marks between problems and theory shall be 80% and 20%.

BOOKS FOR REFERENCE

2. T.S.Grewal – Introduction to Accountancy- S.Chand & Company Ltd.,

-------------------------
Subject Title: **Introduction to Information Technology**

**Subject Code:**

**No of credit hours:** 4

Subject Description: To enable the students to have thorough knowledge of computer hardware, software, its components and operating system.

Goals: To provide basic conceptual knowledge about the computer systems and information technology

**Objectives:**

After the successful completion of the course the students should have thorough knowledge about concepts and principles of information technology.

---

**Unit I**

Hardware and Software: computer systems, importance of computers in business, data and information, data processing, data storage and data retrieval capabilities, computer applications in various areas of business, computer related jobs in business.

**Unit II**

Types of computer systems- Micro, mini, mainframe and super computers. Analog, digital and Hybrid computers, business and Scientific computer systems, First, second, third and fourth generation computers, Laptop or notebook computers, data processing systems- batch, online and Real time system. Time sharing, multiprogramming and multiprocessing systems. Networkings: Local and wide area networks.

**Unit III**

Components of computers input, output and storage devices, software: system software and Application software; Programming language-machine language- assembly language, higher level languages. Flowchart and programme flow charts. Steps in developing a computer programme.

**Unit IV**

Operating systems: Dos, windows, UNIX, windows NT, windows98 - E.Commerce. Internet-Extranet- E.mail and its uses-world wide websites-mobile computers.

**Unit V**

System analysis and design, computer based information system-Transaction processing office Automation-management information system-decision support systems-expert system

**BOOKS FOR REFERENCE**

1. Computer and common sense-Roger Hunt and John Shellery
2. Using Micro Computers- Brightman and Dimsdale
4. Introduction to computers-Alexis Leon and Mathews Leon
5. Information technology for management-Henry c.Lucas

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SEMESTER – II
Subject Title: **Advanced Accounting**
Subject Code: 
No of Credit Hours: 6

SUBJECT DESCRIPTION

This course presents advance accounting, emphasizing various aspects of accounting namely Depreciation, Branch accounts, Hire purchase and installment system, Single entry system and Partnership accounts.

GOALS:

To enable the students to learn the functional aspects of accounting.

OBJECTIVES:

On successful completion of the course, the students should have understood the accounting procedures of Depreciation, Branch accounts, Hire Purchase and Installment System, Single Entry and Partnership.

UNIT I

Depreciation – Methods - Reserves and provisions.

UNIT II

Branch accounts excluding foreign branches. Hire purchase and installment system including hire purchase trading accounts.

UNIT III


UNIT IV

Partnership Accounts - Division of Profits - Fixed and Fluctuating Capital - Past Adjustments - Guarantee of Profits - Admission - Retirement - Death

UNIT V

Dissolution of Partnership - Insolvency of Partners - Rule in Garner Vs. Murray - Piecemeal Distribution - Sale to a company.

Note: 20% Marks for theory and 80 % marks for problem.

BOOKS FOR REFERENCE

1. Jain and Narang : Advanced Accounting
2. T.S. Grewal : Advanced Accounting
3. M.C Shukla : Advanced Accounting
SEMESTER – II

**Subject Title:** Principles of Marketing

**Subject Code:**

**No of Credit Hours:** 6

**UNIT I**

Marketing – Definition of market and marketing – Importance of marketing – Modern Marketing concept – Global Marketing – E-marketing – Tele marketing – Marketing Ethics – Career Opportunities in Marketing

**UNIT II**


**UNIT III**

Consumer Behaviour – meaning – Need for studying consumer behaviour – Factors influencing consumer behaviour – Market segmentation – Customer Relations Marketing

**UNIT IV**


**UNIT V**


**BOOKS FOR REFERENCE**

1. Marketing Management - Rajan Sexena
2. Principles of Marketing - Philip Kotler & Gary Armstrong
3. Marketing Management - V.S. Ramasamy and Namakumari
5. Marketing - R.S.N. Pillai & Bagavathi

---------------------------
COMPUTER APPLICATION – PRACTICALS - 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.
SEMESTER - II

I - 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 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.

II – 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.

***********************
SEMESTER - III

Subject Title : MANAGERIAL ECONOMICS
Course Number :
No. of Credit Hours : 4 Hours Per Week

Subject Description : To enable the students to understand various economic strategies in business decision making.
Goals : To make the students to understand the tools the techniques and economic analysis applied in the art of managerial decisions.
Objectives : On successful completion of this course, the student should be well versed in the concepts, tools and principles in the field of Economics and Business Management.

UNIT-I

UNIT-II

UNIT-III
Production Function – Meaning and Definition – Elasticity of Substitution and Production – Type of cost of Production – Long run and Short run cost.

UNIT-IV

UNIT-V
Price Theory – Perfect Competition, Monopoly, Monopolistic competition, Monopsony, Duopoly, Duopsony and Oligopoly.

Books for Reference:
1. R.L.Varshney and K.L.Maheshwari----Managerial Economics----Sulthan Chand and Sons
2. Alak Gosh and Biswanath Gosh----Managerial Economics----Kalyani Publications
3. D.Gopalakrishna----Managerial Economics----Himalaya Publishing House
4. S.Sankaran---- Managerial Economics----Margham Publications
SEMESTER – III  DATA BASE MANAGEMENT SYSTEM

No. of Credit Hours : 4 Hours Per Week
Subject Description : This course provides knowledge of the electronic data system, process structures and enables the students acquire practical knowledge.

Goals : To enable the students to learn the data base operations and process
Objectives : On successful completion of the course the students should understand the Architectural Concept, Structural Embedded SQL, Hierarchical Approach and Network Concept.

CONTENTS

II Relational Approach : Relational Data Structure : Relation, Domain, Attributes, Key Relational Algebra - Introduction, Traditional Set Operation. Attribute names for derived relations - Special Relational Operations.


IV Hierarchical Approach : IMS data structure - Physical Database, Database Description- Hierarchical sequence - External level of IMS : Logical Databases, the program communication block IMS Data manipulation : Defining the Program communication Block : DL / 1 Examples.

V Network Approach : Architecture of DBTG System. DBTG Data Structure : The set construct, Singular sets, Sample Schema, the external level of DBTG – DBTG Data Manipulation.

Books for Reference
1. C.J.Date - An introduction to Database Systems, Seventh Edition
3. Bipin C Desai - An introduction to Database Systems
Subject Title : COST ACCOUNTING
Course Number :
No. of Credit Hours : 5 Hours Per Week
Subject Description : This course aims to enlighten the students on the various methods of costing adopted in practice.

Goals : To keep the students conversant with the ever – enlarging frontiers of Cost Accounting knowledge.

Objectives : After the successful completion of the course the student should have a through knowledge on the cost accounting principles and the methods of accounting cost

UNIT I

UNIT II

UNIT III

UNIT IV

UNIT V

NOTE : Distribution of marks : Theory 40% and Problems 60%

Books for Reference:

SEMESTER – III  

STATISTICAL METHODS

Subject Title  :  STATISTICAL METHODS
Course Number  :
No. of Credit Hours  :  4 Hours Per Week

Subject Description  : This Course enable the students to Know the Statistical Techniques applicable to Business

Goals  : To promote the skill of applying Statistical Techniques in Business.
Objectives  : After the successful completion of the course the student must be thorough with the Statistical Techniques Applicable to Modern Business.

Unit – I
Meaning and Scope of Statistics – Characteristics and Limitations – Presentation of Data by Diagrammatic and Graphical Methods - Measures of Central Tendency – Mean, Median, Mode, Geometric Mean, Harmonic Mean.

Unit - II
Measures of Dispersion and Skewness – Range, Quartile Deviation and Standard Deviation – Pearson’s and Bowley’s Measures of Skewness.

Unit - III
Simple Correlation – Pearson’s coefficient of Correlation – Interpretation of Co-efficient of Correlation – Concept of Regression Analysis – Coefficient of Concurrent Deviation.

Unit – IV

Unit – V
Analysis of Time Series and Business Forecasting – Methods of Measuring Trend and Seasonal Changes (Including Problems)
Methods of Sampling – Sampling and Non-Sampling Errors (Theoretical Aspects Only)

NOTE  Distribution of Marks  :  Theory  : 20 %  Problems- 80%

Books for Reference:

2. S.P. Gupta, “Statistical Methods”.
1. Create a table "Company" with the following fields and insert the values for 10 employees.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Type</th>
<th>Field size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>Character</td>
<td>15</td>
</tr>
<tr>
<td>Proprietor</td>
<td>Character</td>
<td>15</td>
</tr>
<tr>
<td>Address</td>
<td>Character</td>
<td>25</td>
</tr>
<tr>
<td>Supplier Name</td>
<td>Character</td>
<td>15</td>
</tr>
<tr>
<td>No of employees</td>
<td>Number</td>
<td>4</td>
</tr>
<tr>
<td>GP Percent</td>
<td>Number</td>
<td>6 with 2 decimal places</td>
</tr>
</tbody>
</table>

Queries:

a) Display all the records of the company which are in the ascending order of GP percent.
b) Display the name of the company whose supplier name is "Telco".
c) Display the details of the company whose GP percent is greater than 20 and order by GP Percent.
d) Display the detail of the company having the employee ranging from 300 to 1000.
e) Display the name of the company whose supplier is same as the Tata's.

2. Create a table named "Employee" with the following fields and insert the values.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Type</th>
<th>Field Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name</td>
<td>Character</td>
<td>15</td>
</tr>
<tr>
<td>Employee Code</td>
<td>Number</td>
<td>6</td>
</tr>
<tr>
<td>Address</td>
<td>Character</td>
<td>25</td>
</tr>
<tr>
<td>Designation</td>
<td>Character</td>
<td>15</td>
</tr>
<tr>
<td>Grade</td>
<td>Character</td>
<td>1</td>
</tr>
<tr>
<td>Date of Join</td>
<td>Date</td>
<td>-</td>
</tr>
<tr>
<td>Salary</td>
<td>Number</td>
<td>10 with 2 decimal places</td>
</tr>
</tbody>
</table>

Queries

a) Display the name of the employee whose salary is greater than Rs.10,000.
b) Display the details of employees in ascending order according to Employee Code.
c) Display the total salary of the employees whose grade is "A"
d) Display the details of the employee earning the highest salary.
e) Display the names of the employees who earn more than "Ravi".

3. Create a table "Product" with the following fields and insert the values:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Type</th>
<th>Field Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>Character</td>
<td>15</td>
</tr>
<tr>
<td>Gender</td>
<td>Character</td>
<td>6</td>
</tr>
<tr>
<td>Roll No</td>
<td>Character</td>
<td>10</td>
</tr>
<tr>
<td>Department Name</td>
<td>Character</td>
<td>15</td>
</tr>
<tr>
<td>Address</td>
<td>Character</td>
<td>25</td>
</tr>
<tr>
<td>Percentage</td>
<td>Number</td>
<td>4 with 2 decimal places</td>
</tr>
</tbody>
</table>

Queries:

a) Calculate the average percentage of students.
b) Display the names of the students whose percentage is greater than 80.
c) Display the details of the student who got the highest percentage.
d) Display the details of the students whose percentage is between 50 and 70.
e) Display the details of the students whose percentage is greater than the percentage of the roll no=12CA01.

4. Create a table "Product" with the following fields and insert the values:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Type</th>
<th>Field Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product No</td>
<td>Number</td>
<td>6</td>
</tr>
<tr>
<td>Product Name</td>
<td>Character</td>
<td>15</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>Character</td>
<td>15</td>
</tr>
<tr>
<td>Quantity</td>
<td>Number</td>
<td>6 with decimal places</td>
</tr>
<tr>
<td>Total Amount</td>
<td>Number</td>
<td>8 with decimal places</td>
</tr>
</tbody>
</table>

Queries:
a) Using update statements calculate the total amount and then select the record.
b) Select the records whose unit of measure is "Kg".
c) Select the records whose quantity is greater than 10 and less than or equal to 20.
d) Calculate the entire total amount by using sum operation.
e) Calculate the number of records whose unit price is greater than 50 with count operation.

5. Create the table PAYROLL with the following fields and insert the values:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Type</th>
<th>Field Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee No</td>
<td>Number</td>
<td>8</td>
</tr>
<tr>
<td>Employee Name</td>
<td>Character</td>
<td>8</td>
</tr>
<tr>
<td>Department</td>
<td>Character</td>
<td>10</td>
</tr>
<tr>
<td>Basic Pay</td>
<td>Number</td>
<td>8 with 2 decimal places</td>
</tr>
<tr>
<td>HRA</td>
<td>Number</td>
<td>6 with 2 decimal places</td>
</tr>
<tr>
<td>DA</td>
<td>Number</td>
<td>6 with 2 decimal places</td>
</tr>
<tr>
<td>PF</td>
<td>Number</td>
<td>6 with 2 decimal places</td>
</tr>
<tr>
<td>Net Pay</td>
<td>Number</td>
<td>8 with 2 decimal places</td>
</tr>
</tbody>
</table>

Queries:
a) Update the records to calculate the net pay.
b) Arrange the records of the employees in ascending order of their net pay.
c) display the details of the employees whose department is "Sales".
d) Select the details of employees whose HRA>= 1000 and DA<=900.
e) Select the records in descending order.

6. Create a Table Publisher and Book with the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Type</th>
<th>Field Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publisher Code</td>
<td>Var Char</td>
<td>5</td>
</tr>
<tr>
<td>Publisher Name</td>
<td>Var Char</td>
<td>10</td>
</tr>
<tr>
<td>Publisher city</td>
<td>Var Char</td>
<td>12</td>
</tr>
<tr>
<td>Publisher State</td>
<td>Var Char</td>
<td>10</td>
</tr>
<tr>
<td>Title of book</td>
<td>Var Char</td>
<td>15</td>
</tr>
<tr>
<td>Book Code</td>
<td>Var Char</td>
<td>5</td>
</tr>
<tr>
<td>Book Price</td>
<td>Var Char</td>
<td>5</td>
</tr>
</tbody>
</table>

Queries:
a) Insert the records into the table publisher and book.
b) Describe the structure of the tables.
c) Show the details of the book with the title "DBMS".
d) Show the details of the book with price>300.
e) Show the details of the book with publisher name "Kalyani".
f) Select the book code, book title, publisher city is "Delhi".
g) Select the book code, book title and sort by book price.
h) Count the number of books of publisher starts with "Sultan chand".
i) Find the name of the publisher starting with "S".

7. Create a table Deposit and loan with the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Type</th>
<th>Field Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Var Char</td>
<td>6</td>
</tr>
<tr>
<td>Branch Name</td>
<td>Var Char</td>
<td>15</td>
</tr>
<tr>
<td>Customer Name</td>
<td>Var Char</td>
<td>20</td>
</tr>
<tr>
<td>Balance Amount</td>
<td>Var Char</td>
<td>10</td>
</tr>
<tr>
<td>Loan Number</td>
<td>Var Char</td>
<td>7</td>
</tr>
<tr>
<td>Loan Amount</td>
<td>Var Char</td>
<td>6</td>
</tr>
</tbody>
</table>

Queries:

a) Insert the records into the table.
b) Describe the structure of the table.
c) Display the records of Deposit and Loan.
d) Find the number of loans with amount between 10000 and 50000.
e) List in the alphabetical order the names of all customers who have a loan at the Coimbatore branch.
f) Find the average account balance at the Coimbatore branch.
g) Update deposits to add interest at 5% to the balance.
h) Arrange the records in descending order of the loan amount.
i) Find the total amount of deposit in 'Erode' branch.
SEMESTER – III          DIPLOMA IN BUSINESS LAW
Subject Title : COMMERCIAL LAW
Course Number :
No. of Credit Hours : 3 Hours Per Week
Subject Description : This course aims the students to understand the Fundamentals of Laws relating to Commercial Activities
Goals : To enlighten the students’ knowledge on the basic Business Law
Objectives : After the successful completion of the course the student should have a thorough knowledge on Law of Contract and relevant laws.

Unit – I

Unit – II

Unit – III

Unit – IV

Unit – V

Books for Reference:
SEMESTER - IV

Subject Title : MANAGEMENT ACCOUNTING
Course Number :
No. of Credit Hours : 6 Hours Per Week
Subject Description : This course aims to develop an understanding of the conceptual framework of Management Accounting

Goals : To acquaint the students, the Management Accounting Techniques that facilitates managerial decision – making.

Objectives : After the successful completion of the course the student should have thorough knowledge on the Management Accounting Techniques in business decision making.

UNIT I

UNIT II

UNIT III

UNIT IV
Marginal costing and Break Even Analysis – Managerial applications of marginal costing – Significance and limitations of marginal costing.

UNIT V
Budgeting and Budgetary control – Definition – Importance, Essentials – Classification of Budgets – Master Budget – Preparation of cash budget, sales budget, purchase budget, material budget, flexible budget.

Note: Distribution of marks : Theory 40% and Problems 60%

Books for Reference:

B.COM. (Computer Applications)

SEMESTER - IV

Subject Title : INCOME TAX LAW AND PRACTICE

Course Number : 

No. of Credit Hours : 5 Hours Per Week

Subject Description : This course aims to provide an in-depth knowledge on the provisions of Income Tax.

Goals : To familiarize the students with recent amendments in Income-tax.

Objectives : On successful completion of this course, the student should be well versed in the prevailing act.

UNIT I

UNIT II
Heads of Income: Income from Salaries – Income from House Property.

UNIT III
Profit and Gains of Business or Profession – Income from Other Sources.

UNIT IV
Capital Gains – Deductions from Gross Total Income.

UNIT V
Set off and Carry forward of losses – Aggregation of Income- Computation of Tax liability – Assessment of Individuals.

Note: Distribution of Marks between theory and problem shall be 40% and 60% respectively.

Books for Reference:


2. Dr. HC Mehrotra, “Income-tax Law and Accounts” Sahithya Bhavan publishers
B.COM. (Computer Applications)

SEMESTER - IV

Subject Title : OBJECT ORIENTED PROGRAMMING WITH C++
Course Number :
No. of Credit Hours : 5 Hours Per Week

Subject Description : This Course enriches the knowledge of students on the Applicability of OOPs concept with the help of C++

Goals : To promote the knowledge of OOPs Concepts through C++
Objectives : After the successful completion of the course the student must be able to construct an Application with C++

Unit – I

Unit – II

Unit – III

Unit – IV

Unit – V

Books for Reference:
B.COM. (Computer Applications)

SEMESTER - IV

Subject Title : EXECUTIVE BUSINESS COMMUNICATION
Course Number :
No. of Credit Hours : 5 Hours Per Week

Subject Description : This course enables the learners to update with the Modern Trend of Communication Applicable to Business.

Goals : To develop the written and oral Business Communication Skills.

Objectives : After the successful completion of the course the student must be able to communicate clearly in the day-to-day business world.

Unit - I

Unit - II

Unit – III
Banking Correspondence - Insurance Correspondence - Agency Correspondence.

Unit – IV
Company Secretarial Correspondence (Includes Agenda, Minutes and Report Writing)

Unit - V

Books for Reference:

SEMESTER - IV

OOPS WITH C++

1. Program to calculate depreciation under Straight Line method and Diminishing Balance method (using class, defining member functions outside the class).

2. Program to calculate depreciation under Diminishing Balance method (Using class, defining member function inside the class).

3. Program to calculate Economic Order Quantity (using nesting of member function).

4. Program to print the Employees' payroll statement (using control structures).

5. Program to calculate simple Interest and compound Interest (using nested class).

6. Program to calculate net income of a family (using friend function in two classes).

7. Program to print the book list of library (using array of objects).

8. Program to prepare cost sheet (using inheritance).

9. Program to calculate margin of safety (using multilevel inheritance).

10. Program for bank transaction (using constructor and destructor).

11. Program to calculate increase or decrease in working capital using operator overloading.

12. Program to create the student file and prepare the marks slip by accessing the file.
B.COM. (Computer Applications) - DIPLOMA IN BUSINESS LAW

SEMESTER - IV

Subject Title : COMPANY LAW

Course Number :

No. of Credit Hours : 3 Hours Per Week

Subject Description : This course aims to enlighten the students on the provisions of the Companies Act, 1956 along with relevant case laws.

Goals : To enlighten the students’ knowledge on Companies Act.

Objectives : After the successful completion of the course the student should have a through knowledge on Formation of Company, Documents required and Acts pertaining to it.

Unit - I


Unit - II

Memorandum of Association – Meaning – Purpose – Alteration of Memorandum – Doctrine of Ultravires – Articles of Association – Meaning – Forms – Contents – Alteration of Articles – Doctrine of Indoor management

Unit - III


Unit - IV

Director and Secretary – Qualification and Disqualification – Appointment – Removal – Remuneration – Powers, Duties and Liabilities.

Unit - V


Books for Reference:

1. N.D.Kapoor, “Company Law” Sultan Chand & Sons, New Delhi 2005
B.COM. (Computer Applications)

SEMESTER - V

Subject Title : PRINCIPLES OF AUDITING

Course Number :

No. of Credit Hours : 4 Hours Per Week

Subject Description : This course aims to create interest in the minds of students towards Auditing Profession.

Goals : To familiarize the students with the Principles of Auditing.

Objectives : On successful completion of this course, the student should be well versed in the fundamental concepts of Auditing.

Unit – I

Unit – II

Unit – III

Unit – IV

Unit V

Books for Reference:

1. B.N. Tandon, “Practical Auditing”, S Chand Company Ltd
3. Spicer and Pegler, “Auditing: Khatia’s Auditing”
B.COM (Computer Applications)

SEMMESTER - V

Subject Title : CORPORATE ACCOUNTING
Course Number :
No. of Credit Hours : 6 Hours Per Week
Subject Description : This course aims to enlighten the students on the accounting procedures followed by the Companies.
Goals : To enable the students to be aware on the Corporate Accounting in conformity with the provision of the Companies Act.
Objectives : After the successful completion of the course the student should have a through knowledge on the accounting practice prevailing in the Corporate.

Unit - I
Issue of shares : Par, Premium and Discount - Forfeiture - Reissue – Surrender of Shares – Right Issue - Underwriting

Unit - II

Unit - III
Final Accounts of Companies - Calculation of Managerial Remuneration.

Unit - IV
Valuation of Goodwill and Shares – Need – Methods of valuation of Goodwill and Shares.

Unit - V
Liquidation of Companies - Statement of Affairs - Deficiency a/c.

NOTE Distribution of Marks : Theory - 20% Problems - 80%

Books for Reference:
B.COM. (Commerce)

SEMESTER - V

Subject Title : RETAIL BUSINESS MANAGEMENT

Course Number :

No. of Credit Hours : 4 Hours Per Week

Subject Description : To enable the students to know the emerging trends in Retail Business.

Goals : To make the students to understand the conceptual frame work of Retail Business Management.

Objectives : On successful completion of this course, the student should be well versed in the principles involved in managing the retail business.

Unit I
Nature and Significance of Management - Objectives of Management - Functions of Management - Setting up a Retail Organization- Factors to be considered in Planning, Assessing a Retail Organization.

Unit II
Human Resources Environment of Retailing- Recruiting and Selecting Retail Personnel. Compensating Retail Personnel , Supervision of Retail Personnel.

Unit III

Unit IV

Unit V
Ethics in Retail Management – Ethical Values –Social Responsibility, Ethical Values in relation to Customers, Community & General Public, Employees, Business Partners and Shareholders – Consumerism.

Books for Reference:

1. Retail Management - Gribson G. Vedamani, Jaico publishing House, 2005
SEMESTER - V

Subject Title : SOFTWARE DEVELOPMENT WITH VISUAL BASIC

Course Number : 

No. of Credit Hours : 4 Hours Per Week

Subject Description : This Course aids the students to develop an front end application using Visual Basic.

Goals : To enable the students to develop a front end tool for Customer Interaction in Business.

Objectives : After the successful completion of the course the student must be able to develop an application using Visual Basic.

Unit – I

Unit – II

Unit – III

Unit – IV
Creating and Using Standard Controls: Form, Label, Text box, Command Button, Check Box, Option Button, List Box, Combo Box, Picture Box, Image Controls, Scroll Bars – Drive List Box – Directory List Box - Time Control, Frame, Shape and Line Controls – Control Arrays – Dialog Boxes - Single Document Interface (SDI) – Multiple Document Interface (MDI) – Menus – Menu Editor – Menu Creation.

Unit – V

Books for Reference:


B.COM. (Computer Applicationa)

SEMESTER - V

Subject Title : E-COMMERCE TECHNOLOGY
Course Number : 
No. of Credit Hours : 5 Hours Per Week
Subject Description : This course is designed to provide knowledge about Electronic Commerce.
Goals : To enable the students to understand the technology of e-Commerce for Business Application.
Objectives : After the successful completion of the course the student must be aware of Techniques in the Application of e-Commerce.

UNIT I

UNIT II
Electronic Data Interchange- Benefits-EDI Legal, Security & privacy issues- EDI software implementation- Value added networks-Internal Information Systems-Work flow automation and Coordination-Customization and Internal Commerce.

UNIT III

UNIT IV

UNIT V
Electronic Payment Systems-Types-Digital Token Based Electronic Payment System-Smart Cards & Credit Card Electronic Payment Systems -Risk -Designing electronic payment system.

Book for Reference
SOFTWARE DEVELOPMENT WITH VISUAL BASIC

1. Design a form with text box to perform the alignment and format function.
2. Design a form to display the list of products by declaring array function.
3. Design a form to calculate capital budgeting technique by declaring finance function and variable declaration using option button (Radio/Check box).
4. Design a form to display an advertisement banner using image box control with string function.
5. Design a form to compute cost of capital using finance function in visual basic using check box.
6. Design a form to perform working capital analysis by declaring finance function using flex grid control.
7. Design a form to display Break-even analysis using line and chart controls, by declaring variables.
8. Design a form to present product details like purchases, sales, profit, etc by declaring array functions and present the details in a rich text box (RTF).
9. Design a form to display Product Life Cycle using slider control.
10. Design a Pay Slip for an organization and create a database using using SQL and Data Control.
11. Design the form to display the highlights of the budget using option button and animation.
12. Design a supermarket bill to display the sales invoice, and create a database using Data Control, option button, check box, date picker, etc.
13. Design the form to create a bank customer database by declaring simple array and multiple arrays using Data Control.
14. Design a form to calculate minimum, maximum, reorder, reorder quantity, EOQ and display the inventory control records using data object.
15. Design the form to display tree view and list of folders and files from a directory of an organization.
SEMESTER - V

Subject Title : BANKING AND INSURANCE LAW
Course Number :
No. of Credit Hours : 3 Hours Per Week
Subject Description : This course aims to enlighten the students on the recent trends in Banking and Insurance sector and the regulating provisions.
Goals : To enlighten the students’ knowledge on Banking and Insurance Regulation Acts.
Objectives : After the successful completion of the course the student should have a thorough knowledge on Indian Banking and Insurance System and Acts pertaining to it.

Unit – I
Banker and Customer – Definition – Relationship - Functions of Commercial Banks – Recent Developments in Banking,

Unit – II

Unit – III

Unit – IV

Unit - V
IRDA - Mission - Composition of Authority - Duties, Powers and Functions - Powers of Authority - Duties, Powers and Functions- Powers of Central Government in IRDA Functioning

Books for Reference:

B.COM. (Computer Applications)

SEMESTER - VI

Subject Title : FINANCIAL MANAGEMENT

Course Number :

No. of Credit Hours : 6 Hours Per Week

Subject Description : This course aims to throw light on the importance of finance to business and the proper ways of managing it.

Goals : To enable the students to know the intricacies of Business Finance.

Objectives : On successful completion of this course, the student should be well versed in the concept of Business Finance and the Application of Finance to Business.

Unit – I

Unit – II

Unit – III

Unit – IV

Unit – V

Books for Reference:

1. Essentials of Business Finance - R.M. Sri Vatsava
2. Financial Management - Saravanavel
3. Financial Management - L.Y. Pandey
5. Financial Management - M.Y. Khan and Jain
B.COM. (Computer Applications)

SEMESTER - VI

Subject Title  :  MANAGEMENT INFORMATION SYSTEM

Course Number : 

No. of Credit Hours :  6 Hours Per Week

Subject Description : This course is designed to project the importance of Information in Business / Management Decision making.

Goals : To know the Integration of Business Information through Computers.

Objectives : After the successful completion of the course the student must be aware of utilization of business information for decision making.

Unit I


Unit II


Unit III


Unit IV


Unit V


Books for Reference:


B.COM. (Computer Applications)

SEMESTER - VI

Subject Title : PROJECT AND VIVA-VOCE

Course Number :

No. of Credit Hours : 5 Hours Per Week

Subject Description : This course would create interest in the minds of students to undergo the research in Commerce / Computer Application.

Goals : To sharpen the analytical skill of the students in the Field of Research

Objectives : After the successful completion of the course the student would realize the importance of research.

1. Commerce / Computer Application Based Projects are permitted.
2. Individual Project under a Supervisor / Guide.
3. Student has to carry out the project during V and VI semesters.
4. Viva-voce will be conducted in the VI semester.
5. The Project Report Evaluation and Viva- Voce Examination will carried out jointly by internal examiner (Supervisor / Guide) and external examiner.
6. Distribution of Marks :

   Project Report Evaluation: 75 Marks
   Viva-Voce Examination : 25 Marks

   Total : 100 Marks
SEMESTER – VI      B.COM. (Computer Applications)

Subject Title : INTERNET AND WEBDESIGNING

Course Number :  

No. of Credit Hours : 6 Hours Per Week

Subject Description : This course aids the learner to know the working of Internet, uses of search engines and procedure to develop a web page.

Goals : To make the students expertise in creating Web Page

Objectives : After the successful completion of the course the student must know the concepts of Internet and design a Web Page.

UNIT – I

UNIT – II

UNIT – III

UNIT – IV
Links - Link to another Web Page – Link within a Web Page – Link to an Image – Link to a File – E-mail Link – Link to an FTP Site – Change Link Colors – Create Keyboard Shortcuts – Change the Tab Order – Tables – Create a Table – Add a Border – Caption – Column Groups – Row Groups – Color – Background Images – Aligning Data – Size of a Table – Size of a Cell – Span Cells – Cell Spacing and Cell Padding – Borders – Text Wrapping – Nested Tables – Wrap Text around a Table.

UNIT – V

Books for Reference:
2. Eric Kramer, “HTML”.
4. John Zabour, Jeff Foust & David Kerven, “HTML 4 HOW-TO”.

INTERNET AND WEB DESIGNING

1. Create web pages for a business organisation using HTML Frames.

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


4. Create a table to display list of products using HTML Tag.

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

6. Create a Resume using HTML Tag.

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

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

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

10. Create a Frame to display a multiform document.

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B.COM. (C.A) - DIPLOMA IN BUSINESS LAW

SEMESTER - VI

Subject Title  :    CYBER LAW

Course Number : 

No. of Credit Hours : 3 Hours Per Week

Subject Description : This course aims to expose the students to be aware on the information Technology Law.

Goals : To enlighten the students’ knowledge on the basic application of Cyber Law in e-Commerce in India.

Objectives : After the successful completion of the course the student should have a thorough knowledge on the basic concepts which lead to the formation and execution of electronic contracts

Unit I


Unit II


Unit III


Unit IV

Global Trends- Legal framework for Electronic Data Interchange: EDI Mechanism-Electronic Data Interchange Scenario in India

Unit V

The Information Technology Act 2000-Definitions-Authentication Of Electronic Records-Electronic Governance-Digital Signature Certificates.

Book for Reference:

1. The Indian Cyber Law : Suresh T.Viswanathan, Bharat Law House, New Delhi

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