



# **KONGU ARTS AND SCIENCE COLLEGE**

**(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)**

**ERODE – 638 107**

**B.Com (Professional Accounting)**



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**2021-2022**



## KONGU ARTS AND SCIENCE COLLEGE (AUTONOMOUS)

ERODE – 638 107

DEPARTMENT OF PROFESSIONAL ACCOUNTING

B. Com (PA)



## UG - SCHEME OF EXAMINATION – CBCS PATTERN

(For the students admitted during the academic year 2021 – 2022 and onwards)

Part	Course Code	Course Title	Inst. Hrs /Week	T/P	Examination Details				Credits
					Exam Duration	CIA	ESE	Total Marks	
<b>I SEMESTER</b>									
I	21T01/21H01/21F01/21S01/21M01	Language-I	6	T	3	50	50	100	4
II	21E01	English-I	6	T	3	50	50	100	4
III	21UAGCT101	Core-I : Professional English I	4	T	3	50	50	100	4
III	21UAGCT102	Core-II Financial Accounting-I	4	T	3	50	50	100	4
III	21UAGCT103	Core-III Office Automation	4	T	3	50	50	100	4
III	21UAGAT104	Allied Course I: Business Mathematics	4	T	3	50	50	100	4
IV	21ES01	Foundation Course I: Environmental Studies #	2	T	100 mins \$	-	50	50	2
<b>Total</b>			<b>30</b>					<b>650</b>	<b>26</b>

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II SEMESTER									
I	21T02/21H02/ 21F02/21S02/21M0 2	Language-II	6	T	3	50	50	100	4
II	21E02	English-II	6	T	3	50	50	100	4
III	21UAGCT201	Core-IV : Professional English II	4	T	3	50	50	100	4
III	21UAGCT202	Core-V: Financial Accounting-II	4	T	3	50	50	100	4
III	21UAGCP203	Core-VI :Computer Practical-I (Office Package)	4	P	3	50	50	100	4
III	21UAGAT204	Allied Course II: Business Statistics	4	T	3	50	50	100	4
IV	21VE01	Foundation Course II: Value Education #	2	T	100 mins \$	-	50	50	2
<b>Total</b>			<b>30</b>					<b>650</b>	<b>26</b>
III SEMESTER									
III	21UAGCT301	Core-VII: Corporate Accounting-I	6	T	3	50	50	100	4
III	21UAGCT302	Core-VIII: Principles of Auditing	6	T	3	50	50	100	3
III	21UAGCT303	Core-IX: Business Law	6	T	3	50	50	100	4
III	21UAGCP404	Core-XIII: Computer Practical – II (Accounting Package)	2	P	-	-	-	-	-
III	21UAGAT304	Allied Course III : Managerial Economics	5	T	3	50	50	100	4
IV	21UAGST305	Skill Based course-I: Practical Banking	3	T	3	30	45	75	3
IV	21BT01/21AT01/ 21UAGNT306*	Basic Tamil@/Advanced Tamil#(or) Non Major Elective –I	2	T	3	-	75	75	2
IV	***21UGSST01	Gender Studies	SS				50	50	2
<b>Total</b>			<b>30</b>					<b>600</b>	<b>22</b>

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IV SEMESTER									
III	21UAGCT401	Core-X: Corporate Accounting-II	5	T	3	50	50	100	4
III	21UAGCT402	Core-XI: Advanced Auditing and Professional Ethics	5	T	3	50	50	100	4
III	21UAGCT403	Core-XII: Company Law	5	T	3	50	50	100	3
III	21UAGCP404	Core-XIII: Computer Practical –II(Accounting Package)	5	P	3	50	50	100	4
III	21UAGAT405	Allied Course IV : Digital Marketing	5	T	3	50	50	100	4
IV	21UAGST406	Skill Based course-II: Creativity and Innovation Management	3	T	3	30	45	75	3
IV	21BT02/21AT02/ 21UAGNT407/408*	Basic Tamil@/Advanced Tamil#(or) Non Major Elective –II	2	T	3	-	75	75	2
IV	***21UYOST01	Yoga	SS				50	50	2
<b>Total</b>			<b>30</b>					<b>700</b>	<b>24</b>
V SEMESTER									
III	21UAGCT501	Core-XIV :Cost Accounting	6	T	3	50	50	100	4
III	21UAGCT502	Core-XV : Direct Taxes	6	T	3	50	50	100	4
III	21UAGCT503	Core-XVI: Information System Control and Audit	5	T	3	50	50	100	4
III	21UAGCT504	Core-XVII: Human Resource Management	5	T	3	50	50	100	5
III	21UAGIT01	Institutional Training/Internship Training **	-	-	-	GRADE			-
III	21UAGET505/ 506/ MOOC/SWAYAM/NPTEL	Elective-I / MOOC/SWAYAM/NPTEL	5	T	3	50	50	100	4
IV	21UAGST507	Skill Based course-III: New Venture Planning	3	T	3	30	45	75	3
<b>Total</b>			<b>30</b>					<b>575</b>	<b>24</b>



  
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VI SEMESTER									
III	21UAGCT601	Core-XVIII :Management Accounting	6	T	3	50	50	100	4
III	21UAGCT602	Core-XIX: Indirect Taxes	6	T	3	50	50	100	4
III	21UAGCT603	Core-XX: Business Finance	5	T	3	50	50	100	4
III	21UAGEP604/ 21UAGET 605/606	Elective-II	5	P/T	3	50	50	100	4
III	21UAGEV607/ 21UAGET608/609	Elective-III	5	V/T	3	50	50	100	4
IV	21UAGST610	Skill Based course-IV: Audit Report Filing	3	T	3	30	45	75	3
V	21NS01/21NC01/21 YRC01/21RR01/ 21EC01/21ET01/21S C01/21PE01	Extension Activities (NSS/NCC/YRC/RRC/ECO CLUB/ETHICS CLUB/SCIENCE FORUM/PHYSICAL EDUCATION)	-	-	-	50	-	50	1
		<b>Total</b>	<b>30</b>					<b>625</b>	<b>24</b>
		<b>TOTAL</b>						<b>3800</b>	<b>148</b>

➤ ESE- End Semester Examination

➤ CIA- Continuous Internal Assessment

Gender Studies & Fundamentals of Yoga – 100 & 4

Total Marks and Credits – 3800 & 148

@ No End Semester Examinations. Only Continuous Internal Assessment (CIA)

# No Continuous Internal Assessment (CIA) Only End Semester Examinations.

\*\*\* SS - Self Study Course

\* \*Students Should Undergo Institutional Training /Internship Training at the end of the Second Year (Fourth Semester) and have to submit report in third year (Fifth Semester).

\* Offered to other department students.

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<b>LIST OF ALLIED COURSES</b>			
	Course Code	Course Name	
Allied - I	21UAGAT104	Business Mathematics	
Allied - II	21UAGAT204	Business Statistics	
Allied - III	21UAGAT304	Managerial Economics	
Allied - IV	21UAGAT405	Digital Marketing	
<b>LIST OF NON-MAJOR ELECTIVE</b>			
	Course Code	Course Name	Offered to ( Dept. Name)
NME - I	21UAGNT306	Fundamentals of Accounting	IT & Psychology
NME -II	21UAGNT407/408	Practical Auditing / Right to Information	IT / Psychology
<b>LIST OF SKILL BASED COURSES</b>			
	Course Code	Course Name	
Skill Based - I	21UAGST305	Practical Banking	
Skill Based - II	21UAGST406	Innovative Management	
Skill Based - III	21UAGST507	New Venture Planning	
Skill Based - IV	21UAGST610	Audit Report Filing	
<b>LIST OF ELECTIVE COURSES</b>			
	Course Code		Course Name
Elective-I	21UAGET505	A	Investment Management
	MOOC/SWAYAM/NPTEL	B	International Business (MOOC/SWAYAM/NPTEL)
	21UAGET506	C	Strategic Management
Elective-II	21UAGEP604	A	Computer Practical -III ( Tax Return Filing)
	21UAGET605	B	Security Analysis and Portfolio Management
	21UAGET606	C	Logistics Management
Elective-III	21UAGEV607	A	Project work
	21UAGET608	B	Cyber Law
	21UAGET609	C	Supply Chain Management



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LIST OF EXTRA CREDIT COURSES			
Advanced Learners Course I	21UAGAL409	A	Production and Material Management
	21UAGAL410	B	Entrepreneurial Development
Advanced Learners Course II	21UAGAL508	A	E Banking and Business Models
	21UAGAL509	B	International Marketing



  
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ADVANCED LEARNERS COURSE #

S. No	COURSE CODE	COURSE
1.	21UAGAL409	Production and Material Management
2.	21UAGAL410	Entrepreneurial Development

- ❖ ALC is offered in IV and V semester only
- ❖ It is purely self study course and optional.
- ❖ This course is offered to the students who have secured 7.0 and above CGPA upto III Semester in part III only.
- ❖ The students can choose any one of the Courses offered.
- ❖ Only ESE for this course and it is for 100 Marks.
- ❖ 2 Extra Credits are allotted for each ALC.
- ❖ The marks obtained in ALC will not be considered for computation of CGPA.
- ❖ The students those who have no standing arrears are eligible to choose ALC
- ❖ The students who have failed in ALC (IV Semester) are not eligible to reappear and choose the ALC in the succeeding Semester ( V Semester)

  
Dr.K.K.A. Alaguappan, Chairman,  
Board of Studies,  
Professional Accounting,  
Kongu Arts and Science College (Autonomous), Erode.



  
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ADVANCED LEARNERS COURSE #

S. No	COURSE CODE	COURSE
1.	21UAGAL508	E Banking and Business Models
2.	21UAGAL509	International Marketing

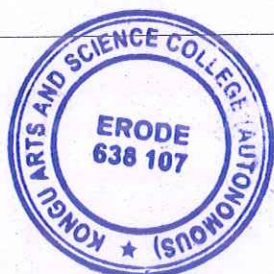
- ❖ ALC is offered in IV and V semester only
- ❖ It is purely self study course and optional.
- ❖ This course is offered to the students who have secured 7.0 and above CGPA upto IV Semester in part III only.
- ❖ The students can choose any one of the Courses offered.
- ❖ Only ESE for this course and it is for 100 Marks.
- ❖ 2 Extra Credits are allotted for each ALC.
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Sem	Course Code	CORE : I PROFESSIONAL ENGLISH - I	Total Marks: 100		Hours Per Week	Credits
I	21UAGCT101			CIA: 50	ESE: 50	4
<b>Course Objectives:</b>						
1. To develop the language skills of students by offering adequate practice in professional contexts.						
2. To enhance the lexical, grammatical and socio-linguistic and communicative competence of first year Commerce and Management students.						
3. To focus on developing students' knowledge of domain specific registers and the required language skills.						
<b>Course Outcomes (CO): On completion of the course, students should be able to</b>						
CO 1	Recognise their own ability to improve their own competence and skills in using the language					K1 - K4
CO 2	Develop their competence in the use of English with particular reference to workplace situation with confidence and acceptable manner					
CO 3	Enhance the importance of negotiation strategies and thereby improve their LSRW skills					
CO 4	Create and develop their skills in interpreting visuals and presentations					
CO 5	Sharpen their critical thinking related to life and professional ethics					
<b>K1: Remember; K2: Understand; K3: Apply; K4: Analyze</b>						
<b>Unit – I</b>						
<b>Communication</b>						
Listening: Listening to instructions						
Speaking: Telephone etiquette and official phone conversations						
Reading: Short passages (3 passages selected from Commerce and Management)						
Writing: Letters and Emails in professional context						
Grammar in Context: Wh and Yes or no, Q tags, Imperatives						
Vocabulary: Word formation, Creating antonyms using Prefixes, Intensifying prefixes (E.g inflammable)						
Changing words using suffixes: Noun Ending, Adjectives Endings, Verb Endings						



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Unit - II	Description
	<p>Listening: Listening to process description</p> <p>Speaking: Role play Formal: With faculty and mentors in academic environment, work place communication- Informal: with peers in academic environment, workplace communication</p> <p>Reading: Reading passages in trade/ commerce/ management</p> <p>Writing: Writing sentences definition (e.g ledger) and extended definitions(e.g.accountancy) – picture description – Description of fashion and Beauty products ( A small Write up promoting the products/ an objective review of the product in 150-200 words)</p> <p>Grammar in Context: Connectives and Linkers</p> <p>Vocabulary: Synonyms(Register) – Compare and contrast expressions.</p>
Unit - III	Negotiation Strategies
	<p>Listening: Listening to interviews of specialists / Inventors in fields (Subject specific)</p> <p>Speaking: Brainstorming. (Mind mapping). Small group discussions (Subject- Specific)</p> <p>Reading: Longer Reading text.(Comprehensive Passages)</p> <p>Writing: Essay Writing (250 words essay on topics related to commerce and management like recording business transactions)</p> <p>Grammar in Context: Active voice and passive voice - if conditional</p> <p>Vocabulary: Register specific – Collocations – Phrasal Verbs</p>
Unit - IV	Presentation Skills
	<p>Listening: Listening to presentation - Listening to lectures. Watching – documentaries ( Discovery / History channel)</p> <p>Speaking: Short talks. Making Formal Presentations (Power point)</p> <p>Reading: Reading a written speech by eminent personalities in the relevant field/ short poems/ short biography</p> <p>Writing: Writing Recommendations- Interpreting Visuals- Charts / Tables/ Flow Diagrams</p> <p>Grammar in Context: Models</p> <p>Vocabulary: Register specific – Single word substitution.</p>



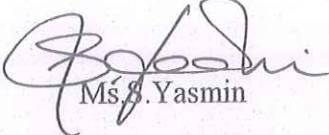

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Unit - V	Critical Thinking Skills
<p>Listening: Listening to advertisements/ News and brief documentary films (with Subtitle).            Speaking: Simple problems and suggesting solutions.            Reading: Motivational stories and professional competence, professional ethics and life skills            (Subject – Specific)            Writing: Problem and Solution essay– Creative writing –Summary writing in 200 words            Grammar in Context: Make Simple Sentences            Vocabulary: Fixed Expressions..</p>	
<p><b><u>SKILL DEVELOPMENT ACTIVITIES</u></b></p> <ol style="list-style-type: none"> <li>1. Design and demo of an advertisement copy for an illustrative product or service</li> <li>2. Profile &amp; Biography of an eminent personality ( PPT and or Short Talk)</li> <li>3. Identify a prospective entrepreneur and conceptualize a case study. ( Draft and presentation)</li> </ol>	
<p><b>TEXT BOOK</b></p>	
1.	Professional English for Commerce and Management-I - TANSCHÉ
<p><b>REFERENCE BOOKS</b></p>	
1.	Simon Sweeney, English for Business Communication, Student's Book, Second Edition, Cambridge University Press, 2003.
2.	Michael McCarthy, Felicity O'Dell, English Vocabulary in Use: Advanced, First South Asian Edition, Cambridge University Press, 2003.
<p><b>WEB RESOURCES</b></p>	
1	<a href="https://nptel.ac.in/courses/109/104/109104030/">https://nptel.ac.in/courses/109/104/109104030/</a>
2	<a href="https://www.edubull.com/courses/online-english-speaking-courses-video-english/tofel-ilets/basic-courses/professional-english-part-2">https://www.edubull.com/courses/online-english-speaking-courses-video-english/tofel-ilets/basic-courses/professional-english-part-2</a>
3	<a href="http://www.autojini.com/blog/importance-of-branding-in-the-automobile-">http://www.autojini.com/blog/importance-of-branding-in-the-automobile-</a>
4	<a href="https://www.edubull.com/courses/online-english-speaking-courses-video-english/tofel-ilets/basic-courses/professional-english-part-2">https://www.edubull.com/courses/online-english-speaking-courses-video-english/tofel-ilets/basic-courses/professional-english-part-2</a>
5	<a href="https://commons.wikimedia.org/w/index.php?title=File:Elon_Musk_Ro">https://commons.wikimedia.org/w/index.php?title=File:Elon_Musk_Ro</a>
6	<a href="http://www.fearlessmotivation.com/2017/08/31/elon-musk-greatest-">http://www.fearlessmotivation.com/2017/08/31/elon-musk-greatest-</a>



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Course Designed By	Verified By	Approved By HOD
Dr.P.Poongodi Dr.M.Jayanthi Dr.M.Thangam	 Ms. S. Yasmin	 Dr.K.K.A.Alaguappan
<b>QUESTION PAPER PATTERN</b>		
<b>SECTION - A (10 X 1 = 10 Marks)</b>	<b>SECTION - B (4 X 10 = 40 Marks)</b>	
(Vocabulary) (MCQ, Info-gap questions - domain specific vocabulary)	(Reading: Two long domain-specific comprehension passages with questions pertaining to understanding and analysis - 20 Marks) (Writing: Descriptive/narrative/persuasive writing questions pertaining to domain-specific vocabulary - 20 Marks)	

**Mapping of COs with POs and PSOs**

PO/PSO CO	PO							PSO				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO 1	S	S	S	S	S	M	M	S	S	S	S	S
CO 2	S	S	S	S	S	M	M	S	S	S	M	S
CO 3	S	S	M	M	M	M	S	S	S	M	S	S
CO 4	S	M	M	M	M	M	M	S	M	M	S	M
CO 5	S	S	S	S	M	S	S	S	M	M	S	S

S-Strong, M-Medium, L-Low



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Sem	Course code	CORE : III OFFICE AUTOMATION	Total Marks:100		Hours Per Week	Credits
I	21UAGCT103			CIA : 50	ESE :50	4

**Course Objectives:**

1. To make them understand the principles of software and hardware operations.
2. To Perform operations using MS-office system, Word, Excel, Power Point and Access working areas.
3. To train them to work on skill based activities in Office Automation system.

**Course Outcomes (CO): On completion of the course, students should be able to**

CO 1	Outline the basic concepts of Computer and working Methodology of MS word.	K1-K4
CO 2	Apply the formula for entering in worksheet.	
CO 3	Demonstrate the Power point Presentation	
CO 4	Prepare about MS Access.	
CO 5	Outline the basic concepts of ERP.	

**K1 : Remember ; K2 :Understand; K3 :Apply; K4 :Analyze**

**Unit – I****Introduction to Computer & MS Word**

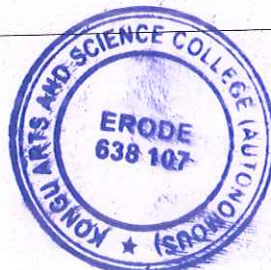
Introduction to Computer – History of Computers – Classification of Computers – Characteristics of Computers – Hardware and Software. MS Word – Creating a new document – Editing – Working with margins, Pages and line spacing - Adding Headers, Footers and Pages numbering – Printing documents – Mail Merge - Faxing and e-mailing documents – Adding Graphics to Documents.

**Unit – II****MS Excel**

MS Excel – Creating a new Work book – Entering data into the worksheet – Editing worksheet – Adding Cell borders and shading working with ranges -- Using Mathematical Function - Creating Chart- Managing and Printing documents

**Unit – III****MS PowerPoint**

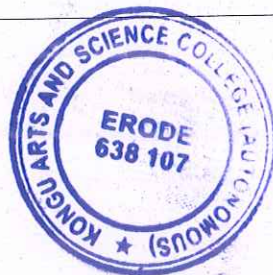
MS PowerPoint – Creating a New presentation – Working with slides in different views – Printing presentation – Inserting, Deleting and Copy slides – Rearranging slides – Adding and Moving slides text – Adding Graphics to slide.



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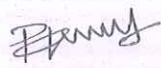
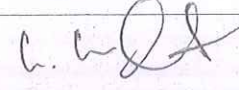

<b>Unit – IV</b>	<b>MS Access</b>
MS Access – Creating a New Database– Creating and Editing table – Entering and Editing data in table – Relationships between tables – Design and modifying a form – Sorting, Filtering and Indexing data – Creating a query – Customizing a report.	
<b>Unit – V</b>	<b>Enterprise Resource Planning (ERP)</b>
ERP – Introduction – Origin and Need for an ERP System – Significance – Principles – Enterprise Resource Planning - Evolution of ERP – Integrated System Approach - Business Benefits of ERP – ERP in Business process.	
<b><u>SKILL DEVELOPMENT ACTIVITIES</u></b>	
<ol style="list-style-type: none"> <li>1. Prepare model organization chart for various companies in word document</li> <li>2. Prepare a salary sheet in Excel.</li> <li>3. Incorporate Animations and Multimedia elements in power point presentation with their own topic.</li> </ol>	
<b>TEXT BOOKS</b>	
1	Sanjay Saxena, MS-Office 2000, Vikas Publishing House Private Ltd, New Delhi
2	Dr. P. Rizwan Ahmed, Office Automation, Margham Publications, Edition 2016.

<b>REFERENCE BOOKS</b>	
1	Sangita Sardana and Sunil Malhotra, Introduction to Information Technology, Kalyani Publishers, New Delhi, Edition 2015.
2	Alexis Leon & Mathew Leon, Introduction to Information technology, 2 <sup>nd</sup> Edition, Vikas Publications, 2009.
3	Mr. Kalpesh Patel, MS-Office 2010, Computer world publications, Gujarat, Edition 2014.
<b>WEB RESOURCES</b>	
1.	<a href="https://www.msuniv.ac.in/images/e-content/6.Computer%20Fundamentals%20and%20Office%20Automation.pdf">https://www.msuniv.ac.in/images/e-content/6.Computer%20Fundamentals%20and%20Office%20Automation.pdf</a>
2.	<a href="http://mcrhrdi.gov.in/group1-2019/Reading%20Material/IT/Computer%20Fundamentals%20&amp;%20Office%20Applications.pdf">http://mcrhrdi.gov.in/group1-2019/Reading%20Material/IT/Computer%20Fundamentals%20&amp;%20Office%20Applications.pdf</a>



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Course Designed By	Verified By	Approved By HOD
 Dr.P.Parvatham	 Ms.G.Gurusanthosini	 Dr.K.K.A.Alaguappan


QUESTION PAPER PATTERN		
SECTION – A	SECTION – B	SECTION – C
10 x 1=10 Marks (Multiple choice, Four options) Two questions from each unit	5 x 3 = 15 Marks (Either or choice) Two questions from each unit	5 x 5 = 25 Marks (Either or choice) Two questions from each unit

Mapping of COs with POs and PSOs:

PO/PSO CO	PO							PSO				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO1	M	M	S	M	M	M	S	M	M	M	S	S
CO2	S	M	S	M	M	M	S	S	M	M	M	S
CO3	S	M	S	M	S	S	M	S	S	M	M	S
CO4	S	S	M	S	M	S	M	S	M	M	M	S
CO5	S	M	S	M	M	M	M	S	M	M	M	S

S-Strong, M-Medium, L-Low



  
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Sem	Course Code	CORE IV : PROFESSIONAL ENGLISH - II	Total Marks: 100		Hours Per Week	Credits
II	21UAGCT201		CIA: 50	ESE: 50	4	4

**Course Objectives:**

1. To develop their competence in the use of English with particular reference to the workplace situation.
2. To enhance the creativity of the students which will enable them to think of innovative ways to solve issues in the workplace.
3. To develop their competence and competitiveness and thereby improve their employability skills.

**Course Outcomes (CO): On completion of the course, students should be able to**

CO 1	Identify the importance of linguistic competence in workplace environment.	K1 – K4
CO 2	Develop LSRW skills for academic and career purposes.	
CO 3	Illustration of digital competence for Vlogs and Webpage designing.	
CO 4	Application of digital competence for innovation and imagination in recent business scenario.	
CO 5	Applying the effective business correspondence with brevity and clarity at workplace.	

**K1: Remember; K2: Understand; K3: Apply; K4: Analyze**

**Unit – I Communicative Competence**

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

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

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

**Writing:** Summary writing based on the reading passages.

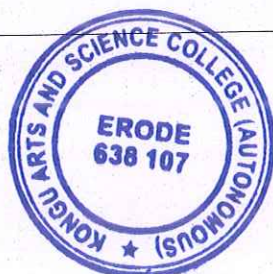
**Unit – II Persuasive Communication**

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

**Speaking:** Debates - Just-A Minute Activities

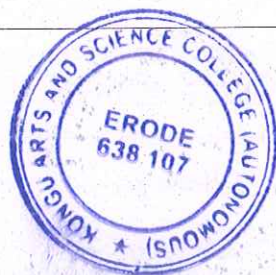
**Reading:** Reading texts on advertisements (on products relevant to the subject areas) and answering inferential questions.


**Writing:** Dialogue writing- Writing an argumentative / persuasive essay.

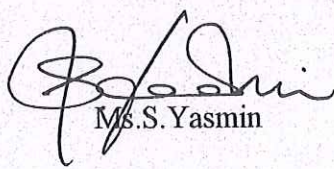



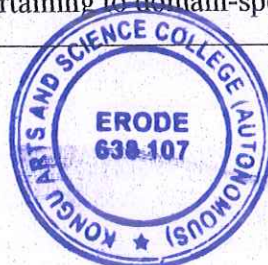
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Unit – III	Digital Competence
<p>Listening: Listening to interviews (subject related).</p> <p>Speaking: Interviews with subject specialists (using video conferencing skills) - Creating Vlogs (How to become a vlogger and use vlogging to nurture interests – subject related).</p> <p>Reading: Selected sample of Web Page (subject area).</p> <p>Writing: Creating Web Pages-Reading Comprehension: Essay on Digital Competence for Academic and Professional Life.</p> <p>The essay will address all aspects of digital competence in relation to MS Office and how they can be utilized in relation to work in the subject area.</p>	
Unit – IV	Creativity and Imagination
<p>Listening: Listening to short (2 to 5 minutes) academic videos (prepared by EMRC/ other MOOC videos on Indian academic sites - E.g. <a href="https://www.youtube.com/watch?v=tpvicScuDy0">https://www.youtube.com/watch?v=tpvicScuDy0</a>).</p> <p>Speaking: Making oral presentations through short films - subject based.</p> <p>Reading: Essay on Creativity and Imagination (subject based).</p> <p>Writing - Basic Script Writing for short films (subject based) - Creating blogs, flyers and brochures (subject based) - Poster making - writing slogans/captions (subject based).</p>	
Unit – V	Workplace Communication and Basics of Academic Writing
<p>Speaking: Short academic presentation using PowerPoint.</p> <p>Reading and Writing: Product Profiles, Circulars, Minutes of Meeting.</p> <p>Writing an introduction, Paraphrasing, Punctuation (period, question mark, exclamation point, comma, semicolon, colon, dash, hyphen, parentheses, brackets, braces, apostrophe, quotation marks, and ellipsis), Capitalization (use of upper case)..</p>	
<p><b><u>SKILL DEVELOPMENT ACTIVITIES</u></b></p> <ol style="list-style-type: none"> <li>1. Role Play / Mock Interview</li> <li>2. Just- a – Minute Talk or One to One Student Interaction</li> <li>3. Application of Digital Competence : Mock panel Discussion of Entrepreneurs / Organize an Interview for Young Startups</li> </ol>	



  
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TEXT BOOKS		
1.	Professional English for Commerce and Management-II - TANSICHE. syllabus.b-u.ac.in/tansiche/pecm1.pdf	
REFERENCE BOOKS		
1.	Alice Oshima & Ann Hogue, Writing Academic English, Second Edition, Addison Wesley Publishing Company, 1991.	
2.	Lyn R. Clark, Kenneth Zimmer, Joseph Tinervia, Business English and Communication, Seventh Edition, MacMillan / McGraw-Hill, Imprint 1991.	
WEB RESOURCES		
1.	<b>Book Material:</b> <a href="https://drive.google.com/file/d/1FbcKJleXwXhfiFYfKisNDfR51GXNrrmN/view?usp=sharing">https://drive.google.com/file/d/1FbcKJleXwXhfiFYfKisNDfR51GXNrrmN/view?usp=sharing</a>	
2.	<b>Unit 1 Video:</b> <a href="https://drive.google.com/file/d/1cPXTVXQpAmz3qacgnp3f3kCQJkGi6XDI/view?usp=sharing">https://drive.google.com/file/d/1cPXTVXQpAmz3qacgnp3f3kCQJkGi6XDI/view?usp=sharing</a> <b>Unit 2 Video:</b> <a href="https://drive.google.com/file/d/1TwRZvTSgIOel_YVtapi_p6q9WV901F6Q/view?usp=sharing">https://drive.google.com/file/d/1TwRZvTSgIOel_YVtapi_p6q9WV901F6Q/view?usp=sharing</a> <b>Unit 3 Video :</b> <a href="https://drive.google.com/file/d/1Eic3mTIVAncoZOnSwkhSNUEv4jOIL2_/view?usp=sharing">https://drive.google.com/file/d/1Eic3mTIVAncoZOnSwkhSNUEv4jOIL2_/view?usp=sharing</a> <b>Unit 4 Video</b> <a href="https://drive.google.com/file/d/1vXQBQ04nAZqCsaxyqEWdPfeXB6P-9KXY/view?usp=sharing">https://drive.google.com/file/d/1vXQBQ04nAZqCsaxyqEWdPfeXB6P-9KXY/view?usp=sharing</a> <b>Unit 5 Video</b> <a href="https://drive.google.com/file/d/11v2H_Uu9J_ZDrIJLo3IN6-xligXJ5OkB/view?usp=sharing">https://drive.google.com/file/d/11v2H_Uu9J_ZDrIJLo3IN6-xligXJ5OkB/view?usp=sharing</a>	
Course Designed By		Verified By
Dr.P.Poongodi Dr.M.Jayanthi Dr.M.Thangam		 Ms.S. Yasmin
		Approved By HOD
		 Dr.K.K.A.Alaguappan
QUESTION PAPER PATTERN		
<b>SECTION - A</b> <b>(10 X 1 =10 Marks)</b>	<b>SECTION - B (4 X 10 = 40 Marks)</b>	
(Vocabulary)(MCQ, Info-gap questions - domain specific vocabulary)	(Reading: Two long domain-specific comprehension passages with questions pertaining to understanding and analysis - 20 Marks) (Writing: Descriptive/narrative/persuasive writing questions pertaining to domain-specific vocabulary - 20 Marks)	



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PO/PSO CO	PO							PSO				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO 1	S	S	S	M	S	M	M	S	S	S	M	S
CO 2	S	S	M	S	M	M	S	S	M	S	S	S
CO 3	S	S	S	M	S	M	M	S	M	S	S	S
CO 4	S	S	M	S	S	M	S	S	S	M	S	S
CO 5	S	S	S	M	M	M	M	S	M	S	S	S

S-Strong, M-Medium, L-Low



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Sem	Course code	CORE VI: COMPUTER PRACTICAL-I (OFFICE PACKAGE)	Total Marks:100		Hours Per Week	Credits
			CIA : 50	ESE :50	4	4
II	21UAGCP203					

**Course Objectives:**

1. To make the students familiarize in MS Office.
2. To enable the skill of database maintenance in every type of applications.
3. To get insight knowledge on Ms- Publisher.

Course Outcomes (CO): On completion of the course, students should be able to

CO 1	Apply knowledge on text alignment and preparation of bio-data.	<b>K1-K4</b>
CO 2	Assess with the preparation of Financial Statement and charts by using Ms-Excel.	
CO 3	Demonstrate about the presentation of slides.	
CO 4	Identify the preparation of employee data base and student data base.	
CO 5	Design Business card and Broucher using Ms-Publisher.	

**K1 : Remember ; K2 :Understand; K3 :Apply; K4 :Analyze**

**Unit –I****MS WORD**

1. Type an error free document and perform various formatting operations

Type a cost audit report and perform the following:

- a) Right alignment, Bold the important words.
- b) Center align the second paragraph and performs italics for the important words.
- c) Change third paragraph into two column paragraph.
- d) Insert page numbers at the bottom, insert date time and heading in the header Section.
- e) Character spacing for side headings


2. Identify an organization and prepare an organizational chart prevailing in that concern.

3. Prepare an invitation for the college Function using Text boxes and clip arts.

4. Prepare mail merge for an interview call letter.

5. Prepare Bio-Data by using wizard/Template.



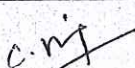
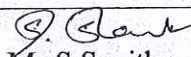

  
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<b>Unit – II</b>	<b>MS EXCEL</b>
<p>1. Prepare a mark list of your class (minimum of 5 subjects) and perform the following operations: Data Entry, Total, Average, Result by using arithmetic &amp; logical functions and sorting.</p> <p>2. Prepare Final Accounts (Trading, Profit &amp; Loss Account and Balance Sheet) by using formula.</p> <p>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.</p> <p>4. Prepare a statement of Bank customer's account showing simple and compound interest calculations for 10 different customers using mathematical logical functions.</p> <p>5. Prepare Salary Register for minimum five employees in Excel.</p>	
<b>Unit – III</b>	<b>MS POWER POINT</b>
<p>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.</p> <p>2. Design presentation slides for organization details for 5 levels of hierarchy of a company by using organization chart.</p> <p>3. Design slides for the headlines News of a popular TV Channel.</p> <p>4. Design Power Point Presentation for seminar using animation effect.</p> <p>5. Use of Charts, Diagrams, etc to display Sales, Revenue, Profit, etc.</p>	
<b>Unit – IV</b>	<b>MS ACCESS</b>
<p>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.</p> <p>2. Create mailing labels for student database which should include at least three Table and must have atleast two fields with the following details:</p> <p>Roll Number, Name, Course, Year, College Name, University, Address, Phone Number.</p>	




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Unit – V		MS PUBLISHER
1. Create a Business card using Ms-Publisher. 2. Design a Birthday Card using Ms-Publisher. 3. Design a Broucher using Ms-Publisher.		
TEXT BOOK		
1	Sanjay Saxena, MS Office 2007 in a Nutshell, Vikas Publishers..	

REFERENCE BOOKS		
1.	R.K.Taxali, “PC Software for windows made simple”, Tata McGraw Hill publications Private Limited	
2.	Mr. Kalpesh Patel,MS-Office 2010,Computer World Publications,Gujarat,Edition 2014	
WEB RESOURCES		
1	<a href="https://www.electricteacher.com/tutorials.htm">https://www.electricteacher.com/tutorials.htm</a>	
2	<a href="https://www.learningcomputer.com/microsoftword-tutorial/word2010/">https://www.learningcomputer.com/microsoftword-tutorial/word2010/</a>	
Course Designed By	Verified By	Approved By HOD
 Dr.C.Vidhya	 Ms.S.Savitha	 Dr.K.K.A.Alaguappan



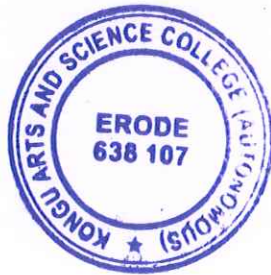
  
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CO2	S	S	M	M	M	M	S	S	S	M	S	S
CO3	S	M	S	M	M	M	S	M	M	M	S	S
CO4	S	S	S	M	M	S	S	S	S	M	S	S
CO5	S	S	S	M	M	M	S	S	M	M	S	S

S-Strong, M-Medium, L-Low



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