



KONGU ARTS AND SCIENCE COLLEGE

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

ERODE – 638 107

B.Com

**(Corporate Secretaryship with
Computer Applications)**



KONGU ARTS AND SCIENCE COLLEGE

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

ERODE – 638 107

2021-2022



KONGU ARTS AND SCIENCE COLLEGE (AUTONOMOUS)

ERODE – 638 107

DEPARTMENT OF CORPORATE SECRETARYSHIP WITH
COMPUTER APPLICATIONS

B.Com (CS CA)



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
					Duration in Hours.	CIA	ESE	Total Marks	
SEMESTER I									
I	21T01/21H01 21F01/21M01/ 21S01	Language –I	6	T	3	50	50	100	4
II	21E01	English – I	6	T	3	50	50	100	4
III	21UAFCT101	Core I: Professional English -I	4	T	3	50	50	100	4
III	21UAFCT102	Core II: Financial Accounting-I	4	T	3	50	50	100	4
III	21UAFCT103	Core III: Introduction to Computer Applications.	4	T	3	50	50	100	4
III	21UAFAT104	Allied Course I: Business Economics	4	T	3	50	50	100	4
IV	21ES01	Foundation Course –I # : Environmental Studies	2	T	100 Mins \$	-	50	50	2
Total			30					650	26

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SEMESTER II									
I	21T02/21H02 21F02/21M02/ 21S02	Language - II	6	T	3	50	50	100	4
II	21E02	English - II	6	T	3	50	50	100	4
III	21UAFCT201	Core IV: Professional English -II	4	T	3	50	50	100	4
III	21UAFCT202	Core V: Financial Accounting-II	4	T	3	50	50	100	4
III	21UAFCP203	Core VI: : Computer Practical-I (Office Package)	4	P	3	50	50	100	4
III	21UAFAT204	Allied Course II- Business Law	4	T	3	50	50	100	4
IV	21VE01	Foundation Course-II #: Value Education	2	T	100 Mins \$	-	50	50	2
Total			30					650	26
SEMESTER III									
III	21UAFCT301	Core VII: Corporate Accounting -I	6	T	3	50	50	100	4
III	21UAFCT302	Core VIII: Company Law & Secretarial Practice-I	6	T	3	50	50	100	4
III	21UAFCT303	Core IX: Database Management System	5	T	3	50	50	100	3
III	21UAFCP404-	Core XIII- Computer Practical- II(Accounting Package and C Programming)	3	P	-	-	-	-	-
III	21UAFAT304	Allied Course III: Business Mathematics	5	T	3	50	50	100	4
IV	21UAFST305	Skill based Course -1:Human Resource Management	3	T	3	30	45	75	3
IV	21BT01/ 21AT01/ 21UAFNT306*	Basic Tamil@/Advanced Tamil # (or) Non-Major Elective-I	2	T	3	-	75	75	2
Total			30					550	20

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SEMESTER IV									
III	21UAFCT401	Core X: Corporate Accounting-II	5	T	3	50	50	100	4
III	21UAFCT402	Core XI: Company law & Secretarial Practice-II	5	T	3	50	50	100	4
III	21UAFCT403	Core XII-Programming in C	5	T	3	50	50	100	3
III	21UAFCP404	Core XIII- Computer Practical-II (Accounting Package and C Programming)	5	P	3	50	50	100	4
III	21UAFAT405	Allied Course IV- Business Statistics	5	T	3	50	50	100	4
IV	21UAFST406	Skill based Course -2: Trade Mark and Copyright Practice	3	T	3	30	45	75	3
IV	21BT02/ 21AT02/ 21UAFNT407*	Basic Tamil/@Advanced Tamil # (or) Non-Major Elective-II	2	T	3	-	75	75	2
Total			30					650	24

SEMESTER V									
III	21UAFCT501	Core XIV- Cost Accounting	6	T	3	50	50	100	4
III	21UAFCT502	Core XV: Direct Tax	6	T	3	50	50	100	5
III	21UAFCT503	Core XVI- Labour Legislation	5	T	3	50	50	100	4
III	21UAFCT504	Core :XVII - Corporate Finance	5	T	3	50	50	100	4
III	21UAFIT01	Institutional Training/ Internship Training **				Grade			
III	21UAFET505/ MOOC/SWAYAM/ NPTEL /506	Elective- I/MOOC/SWAYAM/NPTEL	5	T	3	50	50	100	4
IV	21UAFST507	Skill Based Course 3: Stock Exchange Management	3	T	3	30	45	75	3
Total			30					575	24




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SEMESTER VI									
III	21UAFCT601	Core XVIII - :Management Accounting	6	T	3	50	50	100	4
III	21UAFCT602	Core XIX - : Indirect Taxes	6	T	3	50	50	100	4
III	21UAFCT603	Core XX - : : Economic and Other Legislations	5	T	3	50	50	100	4
III	21UAFEP604 21UAFET605/606	Elective II:	5	P/T	3	50	50	100	4
III	21UAFV607 21UAFET/608/609	Elective III:	5	T	3	50	50	100	4
IV	21UAFST610	Skill Based Course 4: Secretarial Audit	3	T	3	30	45	75	3
V	21NSS01 21NCC01/ 21YRC01/ 21RRC01/ 21ECO01/ 21ETH01/ 21SCI01/ 21PHD01	Extension Activities (NS/NCC/ YRC/RRC/ECO CLUB/ETHICS CLUB/SCIENCE FORUM/PHYSICAL EDUCATION)				50		50	1
Total			30					625	24
Total								3700	144

CIA - Continuous Internal Assessment

ESE - End Semester Examinations

Total Credits – 144: Total Marks – 3700.

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


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

** 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)

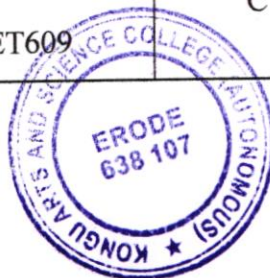
*Offered to other department Students.

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LIST OF ALLIED COURSES			
	Course Code	Course Name	
Allied - I	21UAFAT104	Business Economics	
Allied - II	21UAFAT204	Business Law	
Allied - III	21UAFAT304	Business Mathematics	
Allied - IV	21UAFAT405	Business Statistics	
LIST OF NON-MAJOR ELECTIVE			
	Course Code	Course Name	Offered to (Dept. Name)
NME - I	21UAFNT306	Company Law	BBA (CA)
NME -II	21UAFNT407	Principles of Auditing	BBA (CA)
LIST OF SKILL BASED COURSES			
	Course Code	Course Name	
Skill Based - I	21UAFST305	Human Resource Management	
Skill Based - II	21UAFST406	Trade Mark and Copyright Practice	
Skill Based - III	21UAFST507	Stock Exchange Management	
Skill Based - IV	21UAFST610	Secretarial Audit	
LIST OF ELECTIVE COURSES			
	Course Code		Course Name
Elective-I	21UAFET505	A	Visual Basic (Theory)
	MOOC/SWAYAM/NPTEL	B	Business Planning & Project Management (MOOC/SWAYAM/NPTEL)
	21UAFET506	C	Business Ethics and Corporate Social Responsibility
Elective-II	21UAFEP604	A	Computer Practical – III (Visual Basic and Digital Filing)
	21UAFET605	B	Executive Business Communication
	21UAFET606	C	Corporate Governance
Elective-III	21UAFEV607	A	Project Work
	21UAFET608	B	Internet and E- Commerce
	21UAFET609	C	Drafting and Conveyance



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LIST OF EXTRA CREDIT COURSES			
Advanced Learners Course I	21UAFAL408	A	Performance Management
	21UAFAL409	B	Financial Market Operations
Advanced Learners Course II	21UAFAL508	A	Entrepreneurship and Small Business Management
	21UAFAL509	B	Indian Constitution




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ADVANCED LEARNERS COURSE#

S. No	COURSE CODE	COURSE
1.	21UAFAL508	Entrepreneurship and Small Business Management
2.	21UAFAL509	Indian Constitution

- ALC offered in fourth and fifth 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 allotted for each ALC.
- The marks obtained in ALC will not be considered for the 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, Corporate Secretaryship with Computer Applications
 Kongu Arts and Science College (Autonomous), Erode.




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ADVANCED LEARNERS COURSE #

S. No	COURSE CODE	COURSE
1.	21UAFAL408	Performance Management
2.	21UAFAL409	Financial Market Operations

- ALC offered in fourth and fifth 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 Semesters 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 the 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)


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Board of Studies, Corporate Secretaryship with Computer Applications
Kongu Arts and Science College (Autonomous), Erode.




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Sem	Course Code	Core I: Professional English -I	Total Marks: 100		Hours Per Week	Credits
I	21UAFCT101		CIA: 50	ESE: 50	4	4

Course Objectives:

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.

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

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	

K1: Remember; K2: Understand; K3: Apply; K4: Analyze**Unit - I****Communication**

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**Unit - II****Description**

Listening: Listening to process description

Speaking: Role play Formal: With faculty and mentors in academic environment, work place



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work place communication- Informal: with peers in academic environment, workplace communication.

Reading: Reading passages in trade/ commerce/ management 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)

Grammar in Context: Connectives and Linkers

Vocabulary: Synonyms(Register) – Compare and contrast expressions.

Unit - III

Negotiation Strategies

Listening: Listening to interviews of specialists / Inventors in fields (Subject specific)

Speaking: Brainstorming. (Mind mapping). Small group discussions (Subject- Specific)

Reading: Longer Reading text.(Comprehensive Passages)

Writing: Essay Writing (250 words essay on topics related to commerce and management like recording business transactions)

Grammar in Context: Active voice and passive voice - if conditional

Vocabulary: Register specific – Collocations – Phrasal Verbs

Unit - IV

Presentation Skills

Listening: Listening to presentation - Listening to lectures. Watching – documentaries (Discovery / History channel)

Speaking: Short talks. Making Formal Presentations (Power point)

Reading: Reading a written speech by eminent personalities in the relevant field/ short poems/ short biography

Writing: Writing Recommendations- Interpreting Visuals- Charts / Tables/ Flow Diagrams

Grammar in Context: Models

Vocabulary: Register specific – Single word substitution.

Unit - V

Critical Thinking Skills

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.

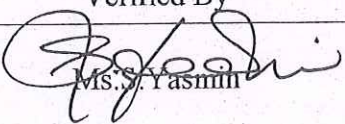

SKILL DEVELOPMENT ACTIVITIES

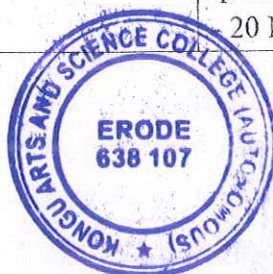
1. Design and demo of an advertisement copy for an illustrative product or services
2. Profile and Biography of an eminent personality (PPT and or Short talk)
3. Identify a prospective entrepreneur and conceptualize a case study. (Draft and presentation)



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TEXT BOOK	
1.	Professional English for Commerce and Management-I - TANSICHE.
REFERENCE BOOKS	
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.
WEB RESOURCES	
1	https://nptel.ac.in/courses/109/104/109104030/
2	https://www.edubull.com/courses/online-english-speaking-courses-video-english/tofel-ilets/basic-courses/professional-english-part-2
3	http://www.autojini.com/blog/importance-of-branding-in-the-automobile-
4	https://www.edubull.com/courses/online-english-speaking-courses-video-english/tofel-ilets/basic-courses/professional-english-part-2
5	https://commons.wikimedia.org/w/index.php?title=File:Elon_Musk_Ro
6	http://www.fearlessmotivation.com/2017/08/31/elon-musk-greatest-


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
QUESTION PAPER PATTERN		
SECTION - A (10 X 1 = 10 Marks)	SECTION - B (4 X 10 = 40 Marks)	
(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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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	Allied Course I: BUSINESS ECONOMICS	Total Marks:100		Hours Per Week	Credits
I	21UAFAT104			CIA : 25	ESE :75	4

Course Objectives:

1. To understand the Economic Theories and its applications in business.
2. To develop economics based analytic skills for business.
3. To equip the students with the fundamental concepts of Production , Cost and Market Structure.

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

CO 1	Outline the basic concept of Business Economics and Economic Theories.	K1-K4
CO 2	Identify the determinants of the utility and demand analysis.	
CO 3	Demonstrate the production analysis and cost decisions making.	
CO 4	Assess the market structures and Price discrimination.	
CO 5	Explain Macro Economics and National Income.	

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

Unit –I**Nature and Scope of Business Economics**

Business Economics: Meaning- – Nature - Scope - objectives of Business economics - Economic theories applied in Business Analysis - Role and Responsibilities of a Business Economist- Relationship between Economics and Business.

Unit – II**Demand Analysis**

Utility analysis – Concept of utility - Law of diminishing marginal utility – Nature of Demand- Determination of Demand - Law of Demand – Elasticity of demand – Indifference curve Analysis – Consumer Surplus.



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Unit – III	Production and Cost concepts
Production and Cost concepts - Factors of Production – Law of diminishing returns – Law of returns to scale – Cost concepts- Cost curves.	
Unit – IV	Market Structure
Market Structure - Pricing under Perfect competition – Monopoly – Monopolistic competition – Oligopoly – Duopoly. Price discrimination –Types – Conditions - Concept of Dumping.	
Unit – V	Macro Economics and National Income
Macro economics: Meaning-Importance –Limitations. National Income: Definition - Concept - Measurement of National Income - Difficulties in Measurement of National Income - Factors Determining National Income.	
SKILL DEVELOPMENT ACTIVITIES:	
1.To solve the Economic Problems by using the Mathematical Tools.	
2.To analyze the Demand of a Product for a Particular Company.	
3.To draft the pricing strategy of different market conditions.	
TEXT BOOK	
1	P.N Chopra,2012,Business Economics,Kalyani Publishers,New Delhi
2.	Dr.S.Sankaran, 2020, Business Economics. Margham Publication,Chennai.

REFERENCE BOOKS	
1	Dr.DD.Chaturvedi,Business Economics II(Macro),International Book House pvt.ltd,2012.
2	Cauvery.R., Dr.Sudha Nayak. U.K., Girija.M.and Dr.Meenakshi.R. 2010. Managerial Economics. S.Chand, New Delhi.
3	Maheswari.K.L and Varshney.R.L. 2014. Managerial Economics. 22nd Edition, Chand Sons, New Delhi.
Web Resources	
1.	https://www.icsi.edu/media/website/Business%20Economics%20(FndProg).pdf
2.	http://www.ddegjust.ac.in/studymaterial/bba/bba-103.pdf
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Course Designed By	Verified By	Approved By HOD
Dr.C.Vidhya Ms.S.Savitha <i>C.V. Savitha</i>	<i>G. Gurusanthosini</i> Ms.G.Gurusanthosini	<i>Dr. K. K. A. Alaguappan</i> 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	5x5 = 25 Marks (Either or choice) Two questions from each unit

Mapping of COs with POs and PSOs:

CO \ PO/PSO	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	S	S	M	M	S	S	M	S	M	S	M	S
CO2	S	M	S	M	S	S	S	S	S	S	S	S
CO3	S	S	S	M	S	S	S	S	S	S	M	S
CO4	S	S	S	M	S	S	M	S	M	M	M	M
CO5	S	S	S	S	S	S	S	S	S	M	S	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	21UAFCT201		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.

Unit – III**Digital Competence**

Listening: Listening to interviews (subject related).

Speaking: Interviews with subject specialists (using video conferencing skills) Creating Vlogs (How to



become a vlogger and use vlogging to nurture interests – subject related).
 Reading: Selected sample of Web Page (subject area).
 Writing: Creating Web Pages-Reading Comprehension: Essay on Digital Competence for Academic and Professional Life. The essay will address all aspects of digital competence in relation to MS Office and how they can be utilized in relation to work in the subject area.

Unit – IV

Creativity and Imagination

Listening: Listening to short (2 to 5 minutes) academic videos (prepared by EMRC/ other MOOC videos on Indian academic sites - E.g. <https://www.youtube.com/watch?v=tpvicScuDy0>).
 Speaking: Making oral presentations through short films - subject based.
 Reading: Essay on Creativity and Imagination (subject based).
 Writing - Basic Script Writing for short films (subject based) - Creating blogs, flyers and brochures (subject based) - Poster making - writing slogans/captions (subject based).

Unit – V

Workplace Communication and Basics of Academic Writing

Speaking: Short academic presentation using PowerPoint.
 Reading and Writing: Product Profiles, Circulars, Minutes of Meeting.
 Writing an introduction, Paraphrasing, Punctuation (period, question mark, exclamation point, comma, semicolon, colon, dash, hyphen, parentheses, brackets, braces, apostrophe, quotation marks, and ellipsis), Capitalization (use of upper case)..

SKILL DEVELOPMENT ACTIVITIES

1. Role Play / Mock Interview
2. Just- a – Minute Talk or One to One Student Interaction
3. Application of Digital Competence :
 Mock panel Discussion of Entrepreneurs / Organize an Interview for Young Startups.

TEXT BOOKS

1.


Professional English for Commerce and Management-II - TANSCHÉ.
syllabus.b-u.ac.in/tansche/pecml.pdf

REFERENCE BOOKS

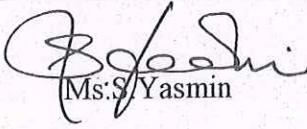

1.

Alice Oshima & Ann Hogue, Writing Academic English, Second Edition, Addison Wesley Publishing Company, 1991.





Dr. N. RAMAN
 PRINCIPAL,
 KONGU ARTS AND SCIENCE COLLEGE
 (AUTONOMOUS)
 NANJANAPURAM, ERODE - 638 107

	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.	Book Material: https://drive.google.com/file/d/1FbcKJleXwXhfiFYfKisNDfR51GXNrrmN/view?usp=sharing
2.	<p>Unit 1 Video: https://drive.google.com/file/d/1cPXTVXQpAmz3qacgnp3f3kCQJkGi6XDI/view?usp=sharing</p> <p>Unit 2 Video: https://drive.google.com/file/d/1TwRZvTSgIOel_YVtapi_p6q9WV901F6Q/view?usp=sharing</p> <p>Unit 3 Video : https://drive.google.com/file/d/1Eic3mTIVAncoZOnSwkhSNUEv4jOIL2_/view?usp=sharing</p> <p>Unit 4 Video https://drive.google.com/file/d/1vXQBQ04nAZqCsaxyqEWdPfeXB6P-9KXY/view?usp=sharing</p> <p>Unit 5 Video https://drive.google.com/file/d/11v2H_Uu9J_ZDrIjLo3IN6-xligXJ5OkB/view?usp=sharing</p>

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
QUESTION PAPER PATTERN		
SECTION - A (10 X 1 =10 Marks)	SECTION - B (4 X 10 = 40 Marks)	
(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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Sem	Course code	CORE-VI COMPUTER PRACTICAL – I (Office Package)	Total Marks:100		Hours Per Week	Credits
			CIA:50	ESE:50		
II	21UAFCP203				4	4

Course Objectives:

1. To make the students familiarize in MS Office.
2. To develop the skill of students by imparting about the 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	Acquire Knowledge on text, features, templates and wizard.	K1 –K4
CO 2	Demonstrate the Preparation of Financial Statement and Charts by using Ms-Excel.	
CO 3	Gain exposure on Presentation of Slides	
CO 4	Understand the Preparation of Employee Data Base and Student Data Base.	
CO 5	Know about the various Designing Techniques.	

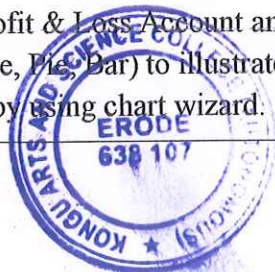
K1: Remember; K2 :Understand; K3 :Apply; K4 :Analyze

Unit –I**MS Word**

1. Create a word document using formatting features.
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 art.
3. Prepare the Class Time Table using table format.
Inserting the table, Data Entry, Alignment of Rows and Columns, Inserting and Deleting the Rows and Columns and Change of Table Format.
4. Prepare a Mail Merge for an interview call letter.

Unit – 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 Balance 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.



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4. Prepare a Product Life Cycle which should contain the following stages:

Introduction, Growth, Maturity, Saturation, Decline.

Unit – 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.
2. Design a Power Point Presentation of organization details for 5 levels of hierarchy of a Company by using organization chart.
3. Design a Power Point presentation for the Seminar/Lecture Presentation using animation effects.
4. 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.

Unit – IV

MS Access

1. Prepare a payroll for employee database of an organization with the following Details: Employee id, Employee name, Date of Birth, Department and Designation, Date of appointment, Basic pay, Dearness Allowance, House Rent Allowance and other deductions if any. Perform queries for different categories.
2. Create a Report for the Employee database.
3. Create mailing labels for student database which should include Atleast three Table and must have at least two fields with the following details: Roll Number, Name, Course, Year, College Name, University, Address, Phone Number.

Unit – V

MS- Publisher

1. Create a Business card using Ms- Publisher.
2. Design a Birthday card using Ms- Publisher.
3. Develop a Broucher using Ms- Publisher.



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TEXT BOOK	
1	Sanjay Saxena, MS-Office 2000, Vikas Publishing House Private Ltd, New Delhi.

REFERENCE BOOKS		
1	R.K.Taxali, "PC Software for windows made simple", Tata McGraw Hill publications Private Limited	
2	Mr. Kalpesh Patel, MS-Office 2018, Computer world publications, Gujarat, Edition 2014.	
Web Resources		
1	https://www.electricteacher.com/tutorials.htm	
2	https://www.learningcomputer.com/microsoftword/tutorial/word2010/	
Course Designed By	Verified By	Approved By HOD
Ms.S.Poovika Nishanthini	Ms.N.Santhamani	Dr.K.K.A.Alaguappan

Mapping of COs with POs and PSOs:

CO \ PO/PSO	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	S	S	M	M	M	S	M	S	M	M	M
CO2	S	S	M	M	M	M	S	M	S	M	S	S
CO3	S	M	S	M	M	M	S	M	S	M	M	S
CO4	S	S	S	M	M	S	S	S	S	S	S	S
CO5	S	S	S	M	M	M	S	S	S	S	M	M

S-Strong, M-Medium, L-Low



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Sem	Course code	ALLIED COURSE – II BUSINESS LAW	Total Marks:100		Hours Per Week	Credits
			CIA : 25	ESE :75		
II	21UAFAT204				4	4

Course Objectives:

1. To provide knowledge on basic concepts, principles and theories in simple business law.
2. To understand and acquire knowledge about the formulation, interpretation, and application of business law.
3. To have the conceptual clarity about the process of winding up and remedies in discharge of contract & its impact on business

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

CO 1	Familiar with General Principles of Law of Contract.	K1-K4
CO 2	Learn the basic principles in Discharge and Remedies of Contract.	
CO 3	Procure familiarity in Agency and Principal relationship.	
CO 4	Gain exposure on Common Carrier and Sale of Goods Act.	
CO 5	Acquire knowledge on Negotiable Instrument Act.	

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

Unit –I **Indian Contract Act-1872**
 Indian Contract Act, 1872 – Contract – Essentials of Valid Contract – Offer and Acceptance - Consideration - Contractual Capacity – Free consent – **Legality of Object**

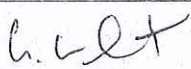
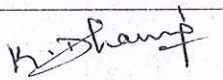

Unit – II **Discharge and Remedies of Contract**
 Discharge of Contract – Remedies for Breach of Contract – Quasi Contract – Contingent Contract - Contract of Indemnity and Guarantee – Rights of surety – Discharge of surety.

Unit – III **Contract of Agency**
 Law of Agency – Creation of Agency - Classification of Agents – Relations of Principal and Agents – Relations of Principal with Third Parties – Termination of Agency. Pledge – Rights of Pawnee and Pawnor – Rights and liabilities of Finder of lost Goods




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Unit – IV	Common Carrier and Sale of Goods Act - 1930
Common Carrier - Rights and duties of Common carriers – Contract of Carriage of Goods by Sea – Bill of Lading and Charter party. Sale of Goods Act 1930 – Sale and agreement to sell – Rules regarding passing of property in goods - Condition and Warranties – Actual and Implied – Principle of “Caveat Emptor” and its Limitations.	
Unit – V	Negotiable Instrument Act - 1881
Negotiable Instruments – Notes, Bills and Cheques – Parties to a Negotiable Instrument – Presentment of a Negotiable Instrument – Dishonor of a Negotiable Instrument – Discharge of Negotiable Instrument.	
TEXT BOOK	
1	N.D.Kapoor , Business Laws, Sultan Chand & Sons, 31 st Revised Edition, 2020

REFERENCE BOOKS		
1	G.K. Varshney, Elements of Business Law for CS Foundation Course, Sultan Chand & Sons, 2003	
2	N.D.Kapoor , Elements of Mercantile Law, Sultan Chand & Sons, 34 th Edition , 2014.	
3	R.S.N. Pillai and Bhagavathi, Business law, Sultan Chand & Sons, 2006.	
Web Resources		
1.	http://kamarajcollege.ac.in/Department/Corporate/III%20Year/003%20Core%2015%20-%20Business%20Law%20-%20V%20Sem.pdf	
2.	https://www.aminotes.com/2018/02/business-law-study-material-law-105.html	
Course Designed By	Verified By	Approved By HOD
 Ms. G. Gurusanthosini	 Ms. K. Dhanalakshmi	 Dr. K. K. A. Alaguappan




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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	5x5 = 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	S	S	S	M	M	M	S	S	S	M	M	S
CO2	M	M	S	S	S	M	S	S	S	S	M	S
CO3	S	S	S	S	S	S	M	S	S	S	S	S
CO4	S	M	S	S	S	S	S	S	M	S	M	S
CO5	S	M	S	S	S	S	S	S	M	S	S	S

S-Strong, M-Medium, L-Low



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