KONGU ARTS AND SCIENCE COLLEGE

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

ERODE – 638 107

PROGRAM NAME

B.Com. (Professional Accounting)

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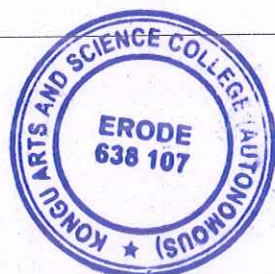
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2021-2022

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SYLLABUS

Sem	Course Code	CORE : I PROFESSIONAL ENGLISH - I	Total Marks: 100		Hours Per Week	Credits
I	21UAGCT101		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	
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	K1 - K4
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

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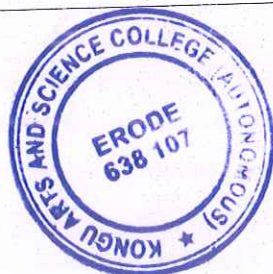(AUTONOMOUS)
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Unit - II	Description

Listening: Listening to process description

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

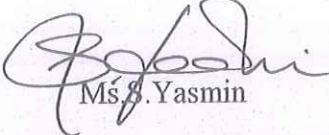Vocabulary: Register specific – Single word substitution.

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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 service
2. Profile & Biography of an eminent personality (PPT and or Short Talk)
3. Identify a prospective entrepreneur and conceptualize a case study. (Draft and presentation)

TEXT BOOK

1.	Professional English for Commerce and Management-I - TANSCHE

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-

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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

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)

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	Total Marks:100		Hours Per Week	Credits
		OFFICE AUTOMATION			4	4
I	21UAGCT103		CIA : 50	ESE :50		

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
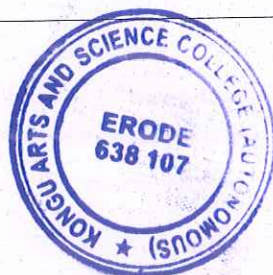
Unit – III	MS PowerPoint

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.
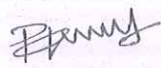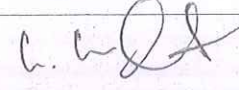
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Unit – IV	MS Access
MS Access – Creating a New Database– Creating and Editing table – Entering and Editing data in table – Relationships between tables – Design and modifying a form – Sorting, Filtering and Indexing data – Creating a query – Customizing a report.	

Unit – V	Enterprise Resource Planning (ERP)
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.	

SKILL DEVELOPMENT ACTIVITIES

1. Prepare model organization chart for various companies in word document
2. Prepare a salary sheet in Excel.
3. Incorporate Animations and Multimedia elements in power point presentation with their own topic.

TEXT BOOKS

1	Sanjay Saxena, MS-Office 2000, Vikas Publishing House Private Ltd, New Delhi
2	Dr. P. Rizwan Ahmed, Office Automation, Margham Publications, Edition 2016.

REFERENCE BOOKS

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, 2nd Edition, Vikas Publications, 2009.
3	Mr. Kalpesh Patel, MS-Office 2010, Computer world publications, Gujarat, Edition 2014.

WEB RESOURCES

1.	https://www.msuniv.ac.in/images/e-content/6.Computer%20%20Fundamentals%20and%20Office%20Automation.pdf
2.	http://mcrhrdi.gov.in/group1-2019/Reading%20Material/IT/Computer%20Fundamentals%20&%20Office%20Applications.pdf

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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 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
			CIA: 50	ESE: 50	4	4
II	21UAGCT201					

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.	
CO 2	Develop LSRW skills for academic and career purposes.	
CO 3	Illustration of digital competence for Vlogs and Webpage designing.	K1 – K4
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.

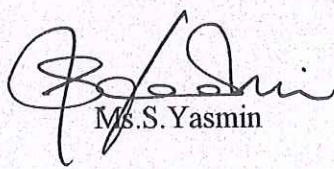Writing: Dialogue writing- Writing an argumentative / persuasive essay.

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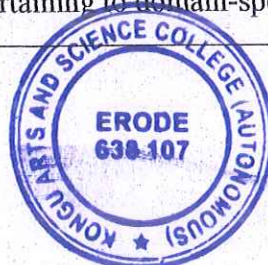KONGU ARTS AND SCIENCE COLLEGE
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Unit – III	Digital Competence

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
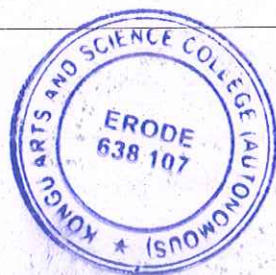
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TEXT BOOKS

1.	Professional English for Commerce and Management-II - TANSCHE. syllabus.b-u.ac.in/tansche/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.	**Book Material:** https://drive.google.com/file/d/1FbcKJleXwXhfiFYfKisNDfR5l GXNrrmN/view?usp=sharing
2.	**Unit 1** Video: https://drive.google.com/file/d/1cPXTVXQpAmz3qacgnp3f3k CQJkGi6XDI/view?usp=sharing **Unit 2** Video: https://drive.google.com/file/d/1TwRZvTSgIOel_YVtcpi_p6q9 WV901F6Q/view?usp=sharing **Unit 3 Video :** https://drive.google.com/file/d/1Eic3mTlVAncoZOnSwkhSNUEv4jOlL2_/view?usp=sharing **Unit 4** Video https://drive.google.com/file/d/1vXQBQ04nAZqCsaxyqEWdP feXB6P-9KXY/view?usp=sharing **Unit 5** Video https://drive.google.com/file/d/11v2H_Uu9J_ZDrlJLo3IN6 - xligXJ5OkB/view?usp=sharing

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	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

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

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.	
CO 2	Assess with the preparation of Financial Statement and charts by using Ms-Excel.	
CO 3	Demonstrate about the presentation of slides.	K1-K4
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.

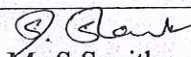5. Prepare Bio-Data by using wizard/Template.
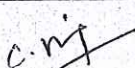
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Unit – II	MS EXCEL

1. Prepare a mark list of your class (minimum of 5 subjects) and perform the following operations: Data Entry, Total, Average, Result by using arithmetic & 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.

4. Prepare a statement of Bank customer's account showing simple and compound interest calculations for 10 different customers using mathematical logical functions.

5. Prepare Salary Register for minimum five employees in Excel.

Unit – III	MS POWER POINT

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 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.

4. Design Power Point Presentation for seminar using animation effect.

5. Use of Charts, Diagrams, etc to display Sales, Revenue, Profit, etc.

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 mailing labels for student database which should include at least three Table and must have atleast two fields with the following details:

Roll Number, Name, Course, Year, College Name, University, Address, Phone Number.

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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	https://www.electricteacher.com/tutorials.htm
2	https://www.learningcomputer.com/microsoftword-tutorial/word2010/

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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
CO1	M	S	S	M	M	M	S	M	S	M	M	M
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
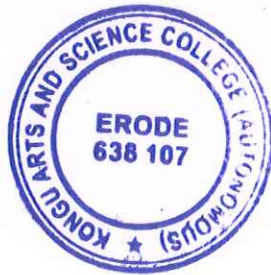
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ACTIVITIES

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(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)
DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA
AND PROFESSIONAL ACCOUNTING
ORIENTATION PROGRAMME on "KNOW YOUR CHARACTER"
on Monday 13th September 2021 at 2.00 p.m.

An Orientation Programme on "Know Your Character" was organized by the Department of Corporate Secretaryship with CA and PA on 13/09/2021.

The Resource person for this programme was Dr.M.Shanmugasundaram, Director, Phoenix Training Academy, Erode.

The objective of this programme is to develop the personality of students. Resource person addressed the students in shaping the character. He also explained some of the well known personality's character.

The queries of the participants were clarified at the end of the session.
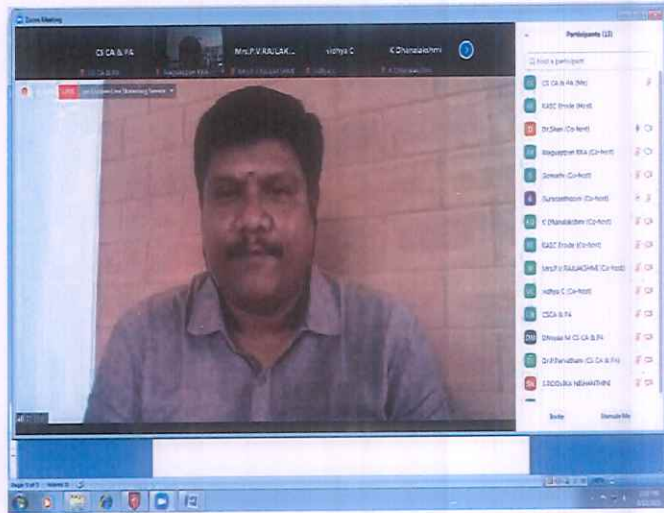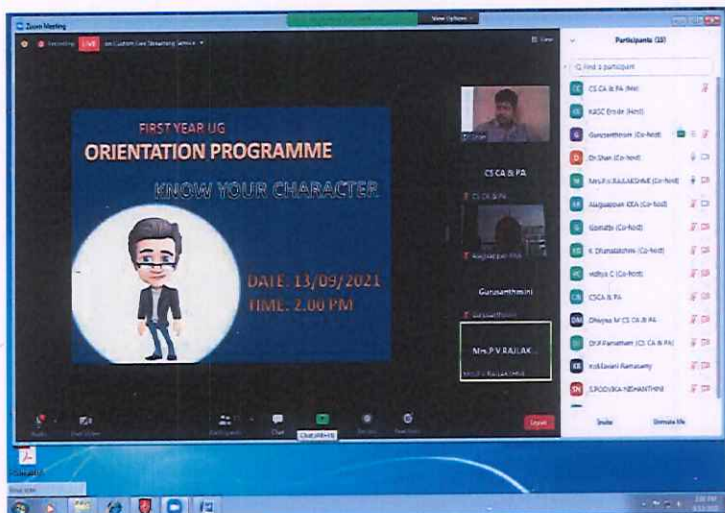
Beneficiaries: 170 Students
Virtual Platform: Zoom & YouTube Live
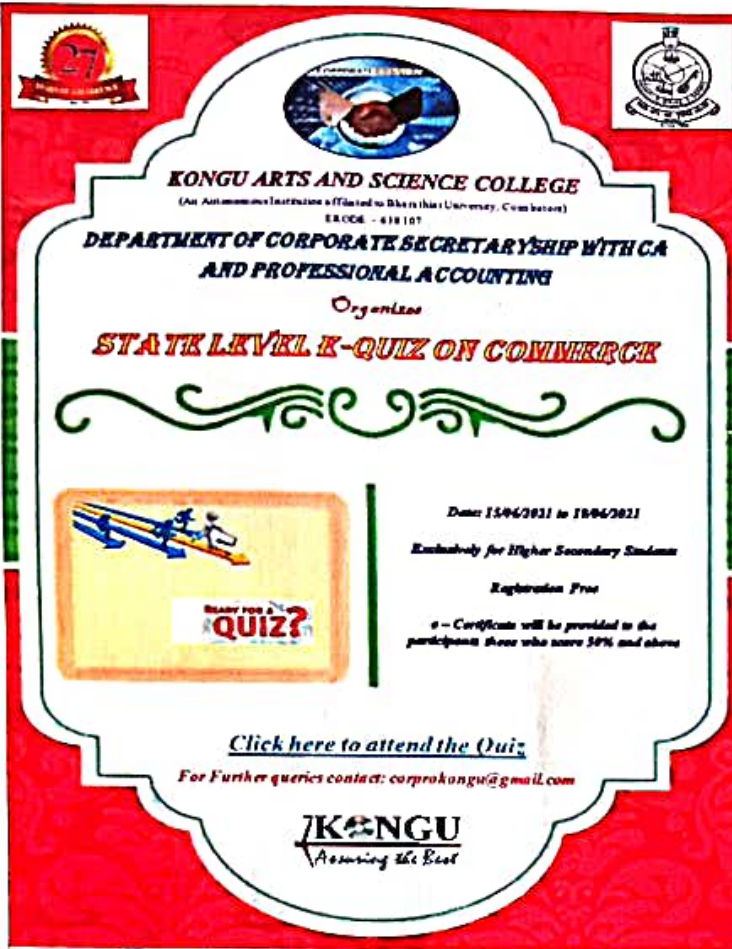
HEAD OF THE DEPARTMENT
DEPARTMENT OF CORPORATE SECRETARYSHIP (CA
& PROFESSIONAL ACCOUNTING
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE - 638 107.

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

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DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA
AND PROFESSIONAL ACCOUNTING

PERSONALITY DEVELOPMENT PROGRAMME

on Tuesday & Wednesday 30th November & 1st December 2021 at 9.30 a.m

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ERODE – 638 107

The Management, Correspondent, Principal and Faculty Members of the

**DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA
AND PROFESSIONAL ACCOUNTING**

Cordially invite you all for the
"Personality Development Programme" on
"Start – Stop – Continue"

Thiru. K. Palanisamy
Correspondent
has graciously consented to preside over the function

Dr. N. Raman
Principal
has affably acceded to felicitate the gathering

Resource Person
Rtn. Dr. M. Shanmugasundaram
Director, Phoenix Training Academy
Erode

Date & Time	Venue	Class
30th November 2021 & 9.30 a.m.	Ramanujan Hall	II – B.Com (CS CA)
1st December 2021 & 9.30 a.m.	PG Seminar Hall	II – B.Com (PA)

KONGU
Assuring the Best

Department of Corporate Secretaryship with CA and Professional Accounting conducted Personality Development Programme on "Start – Stop – Continue" on 30.11.2021 & 01.12.2021 for the students of II B.Com (CS CA) and II B.Com (PA) respectively.

Rtn.Dr.M.Shanmugasundaram, Director, Phoenix Training Academy, Erode was the resource person. The objective of this workshop was to develop the students spiritually and build self-confidence, enhance self-esteem and improve overall personality. The programme aimed at grooming the students through sensitizing them about proper behavior, socially and professionally in both formal and informal circumstances.
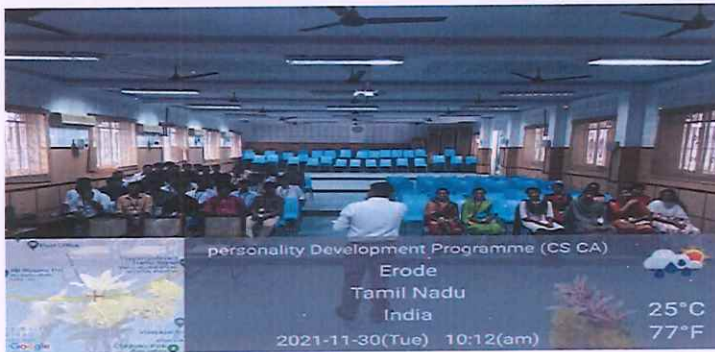
personality Development Programme (CS CA)
Erode
Tamil Nadu
India
2021-11-30(Tue) 10:12(am)
25°C
77°F

personality development programme-B.Com-PA
Nanjanapuram
Tamil Nadu
India
2021-12-01(Wed) 11:13(am)
27°C
81°F

Beneficiaries: 135 (50 from CS CA & 85 from PA)

Venue: PG Seminar Hall

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DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA
AND PROFESSIONAL ACCOUNTING
STATE level online 'E-quiz On commerce'
on 15ᵗ - 19ᵗ June 2021

Department of Corporate Secretaryship with CA and Professional Accounting conducted a State Level Online 'E-Quiz on Commerce' from 15.06.2021 to 19.06.2021 exclusively for Higher Secondary Students.

The objective of conducting this quiz series is to kindle the participants to know and learn more about Accounting and Commerce. Higher Secondary Students from various Schools were participated in this quiz series. The participants those who have secured above 50% were provided with an E-Certificate.

Beneficiaries: 1012 Participants

Virtual Platform: Google Forms

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