

SACRED HEART COLLEGE (AUTONOMOUS)

Department of Commerce Self Finance

BACHELOR OF COMMERCE

Computer Application (S / F)

Course plan

Academic Year 2014-15

Semester 1

BACHELOR OF COMMERCE (Computer Application)**Course Structure**

Course Code	Title of The Course	No. Hrs./Week	Credits	Total Hrs./Sem
U1CCENG1	Language-English- COMMUNICATION SKILLS IN ENGLISH	5	4	90
U1CCMAL1C	Language-Second Language- Malayalam	4	4	72
U1CCHIN1C	Language-Second Language- Hindi	4	4	72
U1CCFRN1C	Language-Second Language- French	4	4	72
U1CRCOM1	Business Statistics	4	3	72
U1CRCOM2	Modern Banking	4	3	72
U1CRCOM3	Business Regulatory Frame work	4	3	72
U1COCOM1	Perspectives and Methodology of Business Studies	4	4	72

COURSE PLAN

PROGRAMME	UG COMMON COURSE 1	SEMESTER	1
COURSE CODE AND TITLE	U1CCENG 1: Communication Skills in English	CREDIT	4
HOURS/WEEK	5	HOURS/SEM	90

COURSE PLAN

SESSION	TOPIC	LEARNING RESOURCES
MODULE I		
MODULE – I : Speech Sounds		
1	Introduction to Communication Skills	Course book
2	Phonemic symbols	Audio
3	Vowels	Audio
4	Consonants	Audio
5	Vowels	Audio
6	Consonants	Audio
7	Syllables	Course book
8	Syllables	Audio
9	Syllables	Audio
10	Word stress	Audio
11	Word stress	Course book
12	Word stress	Course book
13	Word stress	Audio
14	Stress in polysyllabic words	Audio

15	Stress in polysyllabic words	Course book
16	Stress in polysyllabic words	Course book
17	Stress in words used as different parts of speech	Audio
18	Stress in words used as different parts of speech	Audio
19	Stress in words used as different parts of speech	Lecture
MODULE II : Listening		
20	Sentence stress	Course Book
21	Sentence stress	Audio
22	Sentence stress	Audio
23	Sentence stress	Lecture
24	Weak forms and strong forms	Audio
25	Weak forms and strong forms	Audio & Lecture
26	Weak forms and strong forms	Lecture
27	Intonation	Lecture
28	Intonation	Audio
Internal Assessment Test 1		
30	Awareness of different accents	Video
31	Awareness of different accents	Audio/Video
32	Awareness of different accents	Audio/Video
MODULE- III: Speaking		
33	American English	Course Book
34	American English	Audio
35	American English	Audio
36	American English	Audio
37	British and Indian English	Course Book

38	British and Indian English	Audio
39	British and Indian English	Audio
40	British and Indian English	Audio
Unit II: Academic Listening & Note-taking		
41	Influence of the mother tongue	Course Book
42	Influence of the mother tongue	Course book
43	Influence of the mother tongue	Audio
44	Influence of the mother tongue	Audio
45	Active listening	Audio
46	Active listening	Audio
47	Barriers to listening	Audio
48	Barriers to listening	Audio
MODULE III		
Unit 1 – Art of Small Talk		
49	Seminar Presentation	Course book
50	Listening and note taking	Course book
51	Listening and note taking	Audio
52	Listening and note taking	Course book
53	Listening and note taking	Course book
54	Listening to announcements	Audio
55	Listening to announcements	Course book
56	Listening to announcements	Course book
57	Listening to announcements	Course book
Unit II: Transactional Conversation		
59	Listening to news on the radio and television	Course book
60	Listening to news on the radio and television	Course book

61	Listening to news on the radio and television	Course book
62	Word stress and rhythm	Course book
63	Word stress and rhythm	Course book
64	Pauses and sense groups	Course book
65	Pauses and sense groups	Course book
66	Pauses and sense groups	Course book
67	Falling and rising tones	Course book
68	Falling and rising tones	Course book
69	Falling and rising tones	Course book
Unit III: Telephone Conversation		
70	Fluency and pace of delivery	Course book
71	Internal Examination	Course book
72	Art of small talk	Course book
Internal Assessment 2		
MODULE IV		
Unit 1: Presentation		
73	Participating in conversations	Course book
74	Participating in conversations	Discussion
75	Participating in conversations	Course book
76	Making a short formal speech	Course book
77	Participating in conversations	Course book
78	Describing people	Course book
79	Describing people	Course book
80	Place, events and things	Course book
81	Group discussion skills and telephone skills	Course book
82	Reading: theory and Practice -----	Course book

83	Scanning - Surveying a textbook using an index	Course book
84	Reading with a purpose – making predictions	Course book
MODULE – IV: Reading		
85	Understanding text structure	Course book
86	Locating main points – Making inferences	Course book
87	Reading graphics	Course book
88	Reading critically	Course book
89	Reading for research	Course book
90	Reading for research	

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc.)
1	Presentations
2	Role plays

GROUP ASSIGNMENTS/ACTIVITIES – Details & Guidelines

	Topic of Assignment & Nature of assignment (Individual/Group – Written/ Presentation – Graded or Non-graded etc)
1	Group Discussions
2	Performances

References

V.Sasikumar, P Kiranmai Dutt and Geetha Rajeevan, . Communication Skills in English. Cambridge University Press and Mahatma Gandhi University.

COURSE PLAN

PROGRAMME	B.COM Computer Application (S / F)	SEMESTER	1
COURSE CODE & TITLE	U1CCMAL1C Katha, Kavitha	CREDITS	4
HOURS/WEEK	4	HOURS/SEM	72

Session	Topic	Teaching method	Learning Resources
1	മലയാളസാഹിത്യം - സാമാന്യാവലോകനം	Lecturing	Text
2	ചെറുകഥയുടെ ചരിത്രം	Lecturing	ചെറുകഥാ പഠനങ്ങൾ
3	ചെറുകഥയുടെ ചരിത്രം	Discussion	Text
4	മരപ്പാവകൾ	Reading	Text
5	മരപ്പാവകൾ	Demonstrating	Text
6	മരപ്പാവകൾ	Lecturing	ചെറുകഥാ പഠനങ്ങൾ
7	പെരുമഴയുടെ പിറ്റേന്ന്	Discussion	Text
8	പെരുമഴയുടെ പിറ്റേന്ന്	Demonstrating	Text
9	പെരുമഴയുടെ പിറ്റേന്ന്	Reading	Text
10	മാണിക്കൻ	Discussion	Text
11	മാണിക്കൻ	Demonstrating	Text
12	മാണിക്കൻ	Discussion	Text
13	ഒരു പാട്ടിന്റെ ഭൂരം	Discussion	Text
14	ഒരു പാട്ടിന്റെ ഭൂരം	Reading	ചെറുകഥാ പഠനങ്ങൾ
15	ഒരു പാട്ടിന്റെ ഭൂരം	Demonstrating	Text
16	കഥകളുടെ സാമാന്യാവലോകനം	Discussion	Text
17	വിപണികൾ പൂക്കുന്നു	Discussion	Text
18	വിപണികൾ പൂക്കുന്നു	Demonstrating	Text
19	വിപണികൾ പൂക്കുന്നു	lecturing	Text
20	വാർത്തയുടെ ഗന്ധം	Discussion	ചെറുകഥാ പഠനങ്ങൾ
21	വാർത്തയുടെ ഗന്ധം	Discussion	Text
22	വാർത്തയുടെ ഗന്ധം	lecturing	Text
23	രാധ രാധ മാത്രം	Discussion	Text

24	രായ രായ മാത്രം	Discussion	ചെറുകഥാ പഠനങ്ങൾ
25	രായ രായ മാത്രം	lecturing	Text
26	പൂവമ്പഴം	Discussion	Text
27	പൂവമ്പഴം	lecturing	Text
28	പൂവമ്പഴം	Discussion	ചെറുകഥാ പഠനങ്ങൾ
29	കഥകളുടെ സാമാന്യാവലോകനം	Lecturing	Text
30	മലയാളകവിതയുടെ ചരിത്രം	Lecturing	കവിതാപഠനങ്ങൾ
31	മലയാളകവിതയുടെ ചരിത്രം	Discussion	Text
32	മെക്കാളയുടെ മകൾ	Lecturing	Text
33	മെക്കാളയുടെ മകൾ	Reading	Text
34	മെക്കാളയുടെ മകൾ	Discussion	കവിതാപഠനങ്ങൾ
35	മെക്കാളയുടെ മകൾ	Discussion	Text
36	നാടെവിടെ മക്കളെ	Lecturing	Text
37	നാടെവിടെ മക്കളെ	Reading	Text
38	നാടെവിടെ മക്കളെ	Discussion	കവിതാപഠനങ്ങൾ
39	നാടെവിടെ മക്കളെ	Discussion	Text
40	റാന്തൽ വെളിച്ചം	Lecturing Discussion	Text
41	റാന്തൽ വെളിച്ചം	Reading	Text
42	റാന്തൽ വെളിച്ചം	Discussion	കവിതാപഠനങ്ങൾ
43	റാന്തൽ വെളിച്ചം	Discussion	Text
44	അഭിസാരിക	Lecturing	Text
45	അഭിസാരിക		കവിതാപഠനങ്ങൾ
46	അഭിസാരിക	Reading	Text
47	അഭിസാരിക	Discussion	Text
48	കവിത - സാമാന്യാവലോകനം	Discussion	Text
49	മീര പാടുന്നു	Reading Discussion	Text
50	മീര പാടുന്നു	Discussion	കവിതാപഠനങ്ങൾ
51	മീര പാടുന്നു	Lecturing	കവിതാപഠനങ്ങൾ

52	മീര പാടുന്നു	Discussion	Text
53	കോഴി	Lecturing	Text
54	കോഴി	Reading Discussion	Text
55	കോഴി	Discussion	കവിതാപഠനങ്ങൾ
56	കോഴി	Discussion	Text
57	പട്ടാമ്പിപ്പുഴ മണലിൽ	Lecturing	Text
58	പട്ടാമ്പിപ്പുഴ മണലിൽ	Discussion	കവിതാപഠനങ്ങൾ
59	പട്ടാമ്പിപ്പുഴ മണലിൽ	Lecturing Discussion	Text
60	പട്ടാമ്പിപ്പുഴ മണലിൽ		Text
61	ഇരുപക്ഷം പെടും ഇന്ദു വല്ല ഞാൻ	Reading	കവിതാപഠനങ്ങൾ
62	ഇരുപക്ഷം പെടും ഇന്ദു വല്ല ഞാൻ	Discussion	Text
63	ഇരുപക്ഷം പെടും ഇന്ദു വല്ല ഞാൻ	Discussion	Text
64	ഇരുപക്ഷം പെടും ഇന്ദു വല്ല ഞാൻ	Lecturing	കവിതാപഠനങ്ങൾ
65	കവിത-സാമാന്യാവലോകനം	Reading	കവിതാപഠനങ്ങൾ
66	സെമിനാർ	Presentation	Text
67	സെമിനാർ	Discussion	Text
68	സെമിനാർ	Presentation	Text
69	സെമിനാർ	Discussion	Text
70	സെമിനാർ	Presentation	Text
71	സെമിനാർ	Discussion	Text
72	സെമിനാർ	Presentation	Text

ASSIGNMENTS

Sl no	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	മലയാളത്തിലെ തെരഞ്ഞെടുത്ത കഥാകൃത്തുക്കളുടെ വിവരണങ്ങൾ
2	പഠിക്കാനുള്ള കവികളുടെ സിലബസിനു പുറത്തുള്ള കവിതകളുടെ ശേഖരണവും

SEMINAR

	Topic of semiar & Nature of seminar (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	പാഠഭാഗങ്ങളുടെ അവതരണം
2	പാഠഭാഗങ്ങളുടെ അവതരണം

Referance :

1. സമ്പൂർണ്ണ മലയാള സാഹിത്യചരിത്രം - എഡിറ്റർ :പത്മനാഭൻ നായർ
2. മലയാളകവിതാ സാഹിത്യ ചരിത്രം- ഡോ .എം .ലീലാവതി
3. ചെറുകഥ ഇന്നലെ ഇന്ന് ഓണം അച്യുതൻ

COURSE PLAN

PROGRAMME	B.COM Computer Application (S / F)	SEMESTER	1
COURSE CODE AND TITLE	U1CCHIN1C - ONE ACT PLAYS AND SHORT STORIES (SEM I)	CREDIT	4
HOURS/WEEK	4	HOURS/SEM	72

SESSION	TOPIC	LEARNING RESOURCES
MODULE I		
1	General Introduction about Hindi Literature especially short stories	Lecture/Discussion
2	Eedgaah	Lecture/Discussion
3	Eedgaah	Lecture/PPT
4	Eedgaah	Lecture
5	Introduction about Hindi Literature especially One Act Plays	Lecture/Discussion
6	Das Hazaar	Lecture/PPT
7	Das Hazaar	Lecture
8	Eedgaah	Interaction
9	Eedgaah	Lecture
10	Das Hazaar	Lecture/Discussion
11	Das Hazaar	Lecture
12	Eedgaah	Interaction
13	Eedgaah	Lecture
14	Revision	Lecture
15	Das Hazaar	Lecture
16	Revision	Interaction
17	Madhua	Interaction
18	Madhua	Lecture
19	Malav Prem	Lecture/Discussion
20	Malav Prem	Lecture
21	Madhua	Interaction
22	Madhua	Lecture/Discussion
23	Malav Prem	Lecture/PPT
24		
MODULE II		
25	Malav Prem	Lecture
26	Malav Prem	Lecture
27	Madhua	Lecture
28	Madhua	Lecture/Discussion
29	Malav Prem	Interaction
30	Malav Prem	Lecture
31	Madhua	Lecture

32	Madhua	Lecture/Discussion
33	Revision	Lecture
34	Malav Prem	Lecture
35	Revision	Lecture
36	Haldi Ghati Mein	Interaction
37	Haldi Ghati Mein	Lecture
38	Haldi Ghati Mein	Lecture/Discussion
39	Das Minute	Lecture/PPT
40	Das Minute	Lecture
41	Haldi Ghati Mein	Lecture
42	Haldi Ghati Mein	Lecture/Discussion
43	Das Minute	Lecture/Discussion
44	Das Minute	Lecture
45	Haldi Ghati Mein	Lecture
46	Haldi Ghati Mein	Discussion
47		
MODULE III		
48	Das Minute	Lecture/PPT
49	Das Minute	Lecture
50	Aardra	Lecture
51	Aardra	Discussion
52	Aardra	Lecture
53	Bhor Ka Tara	Lecture
54	Bhor Ka Tara	Lecture
55	Aardra	Lecture/Discussion
56	Aardra	Discussion
57	Bhor Ka Tara	Lecture/PPT
58	Bhor Ka Tara	Lecture
59	Bhor Ka Tara	Lecture
60	Pita	Lecture
61	Pita	Lecture/Discussion
62	Ghar Band	Discussion
63	Ghar Band	Lecture
64	Pita	Lecture
65	Pita	Lecture/Discussion
66	Pita	Lecture
67	Ghar Band	Lecture/Discussion
68	Ghar Band	Lecture/Discussion
69	Ghar Band	Interaction
70	Revision	
71	Revision	
72	Evaluation of the course	

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines (Computer Application)

Sl.No	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	Review of a lesson based on the text book 1 and reference-Writing (Individual)
2	Presentation on a given topic based on t the text book 2 and reference – oral (Individual)

GROUP ASSIGNMENTS/ACTIVITES – Details & Guidelines

Sl.No	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	Literary Analysis of One Act Play and its video (Group Discussion)
2	Presentation of any scene from One Act Plays (Group Activity)

References

- Dṛshṭi kī khoja. Vishnu Prabhakar. Prakāśana Vibhāga, Rañjana Prakāśana

Web resource references:

- epustakalay.com
- www.hindikunj.com

COURSE PLAN

PROGRAMME	B.COM Computer Application (S / F)	SEMESTER	1
COURSE CODE AND TITLE	U1CCFRN1A - FRENCH LANGUAGE AND COMMUNICATION SKILLS I	CREDIT	4
HOURS/WEEK	4	HOURS/SEM	72

Session	Topic	Learning Resources
MODULE I		
1	Introducing French Basics	role play, Discussion
2	French basics -alphabets	chalk n talk, audio
3	french basics	audio ppt, discussion
4	Introduce oneself during a conference	chalk n talk
5	numbers 1-20	role play,audio ppt
6	verbs introduction	chalk n talk
7	conjugation introduction	chalk n talk,ppt audio
8	Greetings	role play,audio ppt
9	Basic useful sentences in French	role play, audio ppt
10	spell in French	role play,audio ppt
11	Indefinite articles	chalk n talk,audio ppt
12	pronunciation of vowels	role play,audio ppt
13	French culture	Discussion, audio,ICT

14	Revision	
	MODULE II	
15	introducing a third person	game, audio ppt
16	Asking personal information in french	role play, audio ppt
17	Asking questions to acquaint with others	role play, audio ppt
18	Asking for something	chalk n talk
19	ER verbs, negation	chalk n talk, audio ppt
20	adjectives of nationalities	role play, conversation
21	grammar articles	role play, listening
22	CIA 1	
23	Profession	cross words, chalk n talk
24	interests and tastes	role play, audio
25	Speak about the weather	Exercises, chalk n talk, audio
26	French business sector and mannerisms	roleplay, audio
27	talk about likings	Discussion, ICT, audio
28	Revision	
29	describe a locality	oral, description
30	Express in quantity	role play, chalk n talk

31	telephone conversation	audio, chalk n talk
32	places vocabulary	games, music, audio
33	Fix an appointment	audio, chalk n talk
34	sending SMS	chalk n talk, audio ppt
35	Adjectives	role play, audio ppt
36	Prepositions	role play , audio ppt
37	express cause and consequence	chalk talk/roleplay
38	know how to telephone in France	chalk n talk , audio ppt
39	Describing your ideal locality	role play/presentation
40	writing a business mail	audio ppt
41	French culture-express preference for city or village	Discussion
42	CIA REVISION	
43	CIA 2	
44	Corresponding with a friend expressing one's likings	chalk n talk/Role plays
45	speak about a person's character	role play , GD
46	adjectif possessif part 1	chalk n talk, audio ppt
47	adjectif possessif part 2	chalk n talk, audio ppt

48	speak about the surroundings	Discussion
49	introduce and describe someone	role play
50	activities - vocabulary	lecture, audio
51	sports vocabulary	speaking/role play
52	Vocabulary - relations	chalk n talk, audio ppt
53	famous french personality	discussion/comprehension
54	lexique des liens de parenté	chalk n talk, audio ppt
	Express one's likings	Audio ppt, discussion
55	lexiques des loisirs	Audio ppt, discussion
56	forme negation	Audio ppt, discussion
57	pronunciation of verbs	Audio ppt, discussion
58	form filling	Audio ppt, discussion
59	french artists	Audio ppt, discussion
60	french music	Audio ppt, discussion
61	one's own musical preferences	Audio ppt, discussion
62	french music and comparison to one's own musical preference	Discussion
63	module 1 -revision	
64	module 1 -revision	
65	module 2- revision	
66	module 2-revision	
67	module 2-revision	
68	module 3-revision	
69	module 3-revision	

70	module 3-revision	
71	PYQs discussion	
72	PYQs discussion	

ASSIGNMENTS/SEMINAR – Details & Guidelines

	MODULE	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	1,2,3	preparing a presentation of regions in france and its important features (project)
2	1,2,3	Role plays on various situations Based on daily life (seminar)

OBJECTIF EXPRESS, CHAMPION
LE POINT DU FLE
TV5 MONDE.ORG

COURSE PLAN

PROGRAMME	B.COM Computer Application (S / F)	SEMESTER	1
COURSE CODE AND TITLE	U1CRCOM1: BUSINESS STATISTICS	CREDIT	3
HOURS/WEEK	4	HOURS/SEM	72

OBJECTIVE

- To provide basic knowledge of statistical techniques as are applicable to business.
- To enable the students to apply statistical techniques for quantification of data in business.

SESSION	TOPIC	LEARNING RESOURCES
MODULE I		
1	Introduction to Business Statistics	PPT
2	Format of Statistical Data	PPT/Lecture
3	Meaning and Definition-History	
4	Descriptive statistics and inferential statistics	PPT/Lecture
5	Importance of Descriptive and Inferential Statistics	
6	Examples of Statistics	PPT/Lecture
7	Functions of Statistics	PPT/Lecture
8	Distrust of Statistics	PPT/Lecture
9	limitations of Statistics	PPT/Lecture
10	Importance of Statistics in daily life	PPT/Lecture
11	Application of Statistics - Examples	PPT/Lecture
12	Importance of data in statistics	PPT/Lecture
MODULE II		
13	Mean	Problem solving
14	Mean	Problem solving
15	Median	Problem solving
16	Median	Problem solving
17	Mode	Problem solving
18	Mode	Problem solving

19	Weighted mean, combined mean	Problem solving
20	Geometric mean	Problem solving
21	Harmonic Mean	Problem solving
22	quartiles	Problem solving
23	Correction in mean	Problem solving
24	Correction in mean	Problem solving
MODULE III		
25	Concepts, absolute and relative measures of dispersion	lecture
26	Range, inter quartile range, quartile deviation	Problem solving
27	Range, inter quartile range, quartile deviation	Problemsolving
28	Mean deviation	Problem solving
29	Mean deviation	Problem solving
30	Standard deviation	Problem solving
31	Standard deviation	Problem solving
32	Standard deviation	Problem solving
33	Standard deviation	Problem solving
34	Standard deviation	Problem solving
35	Lorenz curve, merits demerits, relevance and application in business, coefficient of variation	PPT/Lecture
36	Lorenz curve, merits demerits, relevance and application in business, coefficient of variation	Problem solving
37	Skewness	Problem solving
38	Skewness	Problem solving
39	Skewness	Problem solving
40	Skewness	Problem solving
41	Skewness	Problem solving
42	Skewness	Problem solving
43	Moments, kurtosis	Problem solving
44	Moments, kurtosis	Problem solving

45	Moments, kurtosis	Problem solving
46	Moments, kurtosis	Problem solving
47	Moments, kurtosis	Problem solving
48	Meaning, importance,	
MODULE IV		
49	Uses, of index numbers	Lecture
50	Meaning, importance, uses, of index numbers	PPT/Lecture
51	Price index	Problem solving
52	Price index	Problem solving
53	Price index	Problem solving
54	quantity index	Problem solving
55	quantity index	Problem solving
56	value based index numbers.	Problem solving
57	value based index numbers.	Problem solving
58	Methods of constructing index numbers.	Lecture
59	Methods of constructing index numbers.	Problem solving
60	Methods of constructing index numbers.	Problem solving
61	Test of consistency, problems of construction in index numbers, cost of living index and its uses.	Problem solving
62	Test of consistency, problems of construction in index numbers, cost of living index and its uses.	
MODULE V– TIME SERIES		
63	Time series analysis, meaning, components	
64	Time series analysis, meaning, components	Problem solving
65	Method of determination of trend- method of moving average	Problem solving
66	Method of least squares, scope in business.	Problem solving
67	Method of least squares, scope in business.	Problem solving
68	Revision	Test paper
69	Revision	Test paper

70	Revision	Test paper
71	Revision	Test paper
72	Revision	Test paper

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	Question paper solving
2	Question paper solving

GROUP ASSIGNMENTS/ACTIVITIES – Details & Guidelines

	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1.	Seminar of statistics

References

- Basic Statistics, International Publishing House
- A full course on statistics, L R Potti
- Business statistics, Himalaya Publication

COURSE PLAN			
PROGRAMME	B.COM Computer Application (S / F)	SEMESTER	I
COURSE CODE AND TITLE	U1CRCOM2, MODERN BANKING	CREDIT	3
HOURS/WEEK	4	HOURS/SEM	72

OBJECTIVE

1. To provide basic knowledge of banking.
2. To familiarize the students with the changing scenario of Indian banking.

SESSION	TOPIC	LEARNING RESOURCES
MODULE I		
1.	Introduction	PPT /Lecture
2.	Origin	PPT/Lecture
3.	Evolution of banks	
4.	Meaning and definition of banking	PPT/Lecture
5.	Nationalisation and its objectives	
6.	Classification of banks	PPT/Lecture
7.	Classification of banks	PPT/Lecture
8.	Functions of commercial banks	PPT/Lecture
9.	Functions of commercial banks	PPT/Lecture
10.	Credit creation	PPT/Lecture
11.	Credit creation	PPT/Lecture
12.	Revision	PPT/Lecture
MODULE II		
13.	Retail banking	PPT /Lecture
14.	Products and services	PPT/Lecture
15.	Its business and composition	PPT/Lecture
16.	Housing loans	PPT/Lecture
17.	Vehicle loans	PPT/Lecture
18.	Personal loan	PPT/Lecture
19.	Education loan	PPT/Lecture
20.	Farm loan	PPT/Lecture
21.	Computation of interest	PPT/Lecture
22.	Fixed rate	PPT/Lecture
23.	Floating rate	PPT/Lecture
24.	EMI - Value added service	PPT/Lecture
MODULE III		
25.	Innovations and reforms in banking	PPT /Lecture
26.	Social banking	PPT/Lecture
27.	Lead bank scheme	
28.	Offshore banking	PPT/Lecture
29.	Advantages & Disadvantages	
30.	Hi-Tech banking - Advantages & Disadvantages	PPT/Lecture
31.	Debit and credit card	PPT/Lecture
32.	EFT-RTGS Tele banking - Importance	PPT/Lecture
33.	Advantages & Disadvantages	PPT/Lecture
34.	Internet banking	PPT/Lecture
35.	Advantages & Disadvantages	PPT/Lecture
36.	Banking sector reforms	PPT /Lecture
37.	Ombudsman	PPT/Lecture
38.	Capital adequacy norms	PPT /Lecture
39.	Banking -NPA	PPT/Lecture
40.	Banking –NPA - Importance	
41.	Its management	PPT/Lecture
42.	Consortium banking	

43.	Consortium banking - Advantages	PPT/Lecture
44.	Cheque Truncation system	PPT/Lecture
45.	Cheque Truncation system – Importance	PPT/Lecture
46.	E-Purse	PPT/Lecture
47.	Meaning, importance	PPT/Lecture
48.	Revision	PPT/Lecture
Module IV		
49.	Banker and customer	PPT /Lecture
50.	Meaning and definition	PPT/Lecture
51.	Relationship-General and special features	PPT/Lecture
52.	Relationship-General and special features	PPT/Lecture
53.	Rights and obligation	PPT/Lecture
54.	Rights and obligation-Importance	PPT/Lecture
55.	Opening of accounts	PPT/Lecture
56.	Different types of accounts	PPT/Lecture
57.	Different types of accounts-Importance	PPT/Lecture
58.	Closing of accounts	PPT/Lecture
59.	Closing of accounts - Importance	PPT/Lecture
60.	Cheque crossing and endorsement	PPT/Lecture
61.	Advantages & Disadvantages	PPT /Lecture
62.	Revision	PPT/Lecture
Module V		
63.	Rural banking	PPT /Lecture
64.	Rural credit - Objective	PPT/Lecture
65.	Advantages and Disadvantages	PPT/Lecture
66.	Deposit Mobilisation	PPT/Lecture
67.	Method of least squares, scope in business.	PPT/Lecture
68.	Microfinance	PPT/Lecture
69.	Advantages and Disadvantages	PPT/Lecture
70.	Priority sector advances	PPT /Lecture
71.	Importance	PPT/Lecture
72.	Agriculture debt relief (Inclusive of enactment).	PPT/Lecture

INDIVIDUAL ASSIGNMENTS- Details & Guidelines

	Topic of Assignment (Individual)
1	Importance of Banks
2	Video presentation

Books for References

Money and banking, Theory with Indian banking, T.N. Hajeela, AnesPublications.

- Banking law and practice by S.N.Maheswary, Kalyani publishers.
- Banking theory and practice Gordon and Natarajan.

COURSE PLAN

PROGRAMME	B.COM Computer Application (S / F)	SEMESTER	1
COURSE CODE AND TITLE	U1RCOM3: BUSINESS REGULATORY FRAMEWORK	CREDIT	3
HOURS/WEEK	4	HOURS/SEM	72

OBJECTIVE

1. To provide a brief idea about the framework of Indian Business Laws.
2. To enable the students to apply the provisions of business laws in business activities.

SESSION	TOPIC	LEARNING RESOURCES
Module - I		
1.	Introductory Session	PPT /Lecture
2.	Law of Contracts - The Indian Contract Act, 1872 - Definition of contract	PPT/Lecture
3.	Law of contracts - Nature of contract – Classifications	PPT/Lecture
4.	Essential elements of a contract	PPT/Lecture
5.	Essential elements of a contract	PPT/Lecture
6.	Offer	PPT/Lecture
7.	Offer	PPT/Lecture
8.	Acceptance	PPT/Lecture
9.	Acceptance	PPT/Lecture
10.	Consideration	PPT /Lecture
11.	Consideration	PPT/Lecture
12.	Capacity of parties	PPT /Lecture
13.	Minors -Persons of unsound mind- persons disqualified by law	PPT/Lecture

14.	Free consent	PPT/Lecture
15.	Legality of object and consideration	PPT/Lecture
16.	Performance of contract	PPT/Lecture
17.	Discharge of contract	PPT/Lecture
18.	Breach of contract	PPT/Lecture
19.	Remedies for breach of Contract	PPT/Lecture
20.	Quasi contract- performance	PPT/Lecture
21.	CIA – I	2 Hr. Descriptive answers
Module - II		
22.	Bailment Definition	PPT /Lecture
23.	Essential elements	PPT/Lecture
24.	Rights- bailor	PPT/Lecture
25.	Duties- bailor	PPT/Lecture
26.	Rights –bailee	PPT/Lecture
27.	Duties –bailee	PPT/Lecture
28.	Finder of lost goods	PPT/Lecture
29.	Pledge	PPT/Lecture
30.	Essentials	PPT/Lecture
31.	Rights- Pawner	Drama, role playing
32.	Duties- Pawner	Drama, role playing
33.	Rights- Pawnee	Drama, role playing
34.	Duties- Pawnee	Drama, role playing
35.	<i>Student Activity</i>	<i>Forums</i>
Module- III		
36.	Indemnity	PPT /Lecture
37.	Nature of liability of surety	PPT/Lecture

38.	Rights of surety	PPT/Lecture
39.	Discharge of surety	PPT/Lecture
40.	Discharge of surety	PPT/Lecture
41.	Meaning and definition of guarantee.	PPT/Lecture
42.	Meaning and definition of guarantee.	PPT/Lecture
Module- IV		
43.	Law of agency - essentials	Class projects
44.	Kinds of agents	Class projects
45.	Rights and duties of agent	Gaming and simulation
46.	Rights and duties of principal	Gaming and simulation
47.	Creation of agency	Storytelling, Lecture
48.	<i>Student Activity</i>	<i>Bulletin boards, School affiliations</i>
49.	Creation of agency	Storytelling, Lecture
50.	Termination of agency	Storytelling, Lecture
51.	Sub agents and substituted agents	PPT /Lecture
52.	Sub agents and substituted agents-relationship.	PPT/Lecture
Module- V		
53.	Formation of contract of sale	PPT /Lecture
54.	Essentials of contract of sale goods	PPT/Lecture
55.	Classifications	PPT/Lecture
56.	Conditions	PPT/Lecture
57.	Warranties	PPT/Lecture
58.	Transfer of property in goods	PPT/Lecture
59.	Performance	PPT/Lecture
60.	Unpaid seller	PPT/Lecture

61.	Rights.	Brainstorming, Lecture
62.	Rights.	Brainstorming, Lecture
63.	<i>Student Activity</i>	<i>Crossword puzzles- Law</i>
64.	CIA II	2 HOURS
65.	<i>Practical</i>	<i>Instructor from a special field</i>
66.	Discussion on the CIA	Presentations by student panels from the class
67.	<i>Student Activity</i>	<i>Law Vocabulary drills, Debate on current issues- Legal</i>
68.	REVISION	Q & A
69.	REVISION	Q & A
70.	REVISION	Q & A
71.	REVISION	Q & A
72.	REVISION- Evaluation of the Course	Q & A

INDIVIDUAL ASSIGNMENTS- Details & Guidelines

	Topic of Assignment (Individual)
1	Importance of law
2	Video presentation

Books for references

N.D.Kapoor - Elements of Mercantile Law

Chandha.P.R - Business Law

Garg and Chawla - Fundamentals of Business Laws

Tulsian.P.C - Business Laws

B.S.Moshal - Modern Business Law.

Avatar Singh- Mercantile Law

B.S. Raman - Business Laws

Relevant Bare Acts.

COURSE PLAN

PROGRAMME	B.COM Computer Application (S / F)	SEMESTER	1
COURSE CODE AND TITLE	U1COCOM1 PERSPECTIVES AND METHODOLOGY OF BUSINESS STUDIES	CREDIT	4
HOURS/WEEK	4	HOURS/SEM	72

OBJECTIVE

- To understand business and its role in society
- To understand entrepreneurship and its heuristics
- To comprehend the business environment
- To enable the student to undertake business activities

SESSION	TOPIC	LEARNING RESOURCES
MODULE I		
1	Introduction Role of business in economic development	PPT /Lecture
2	Indian development experience, role of public and private sectors in the post-colonial period, experience of liberalization and globalization.	PPT/Lecture
3	Different stakeholders of business firms owners, managers, employees and others.	
4	Importance of stakeholders	PPT/Lecture
5	Emergence of managerialism and the role of corporate governance; the goals of business	
6	Corporate Governance, Advantages Disadvantages	PPT/Lecture
7	Shareholder value maximization and its alternatives	PPT/Lecture
8	goals for public sector, co- operatives and nonprofit enterprises.	PPT/Lecture
9	Types of Co-operatives	PPT/Lecture
10	Government regulation of business-objectives	PPT/Lecture
11	Methods and problems	PPT/Lecture
12	Revision	PPT/Lecture

MODULE II		
13	Establishing business - entrepreneurship- legal, physical, financial, social, and psychological environments for entrepreneurs	PPT /Lecture
14	Individual and group entrepreneurs- intrapreneurs	PPT/Lecture
15	Difference Intrapreneur and Entrepreneur	
16	Mobilization of financial resources for business- Individual savings- Domestic savings in India	PPT/Lecture
17	Factors affecting savings	
18	Loans and advances - Sources of funds	PPT/Lecture
19	Markets for raising money- Short term and long term funds	PPT/Lecture
20	Lending institutions for business funds- Banks and non banking financial institutions	PPT/Lecture
21	Cost of capital- documenting, funding sources and areas of expenses- accounting and accounting practices	PPT/Lecture
22	Return on investment- Factors of production and rewards to factors like payment of wages, rent, interest and profits	PPT/Lecture
23	Payment to Government- Taxes, direct and indirect- State and national levels	PPT/Lecture
24	Funds from the primary and secondary markets- Stock exchanges and their role, stock broking, stock exchange	PPT/Lecture
MODULE III		
25	Role of trained manpower for enhanced quality at individual, family, organizational and national level	PPT /Lecture
26	Functioning of organization-The role of human resources-	PPT/Lecture
27	Management problems in small, medium and large organizations	
28	Quality of life	PPT/Lecture
29	Advantages Disadvantages	
30	Trends and Developments in Strategic Management-	PPT/Lecture
31	Marketing and its role in TQM	PPT/Lecture
32	Bench Marking	PPT/Lecture
33	Advantages & Disadvantages	PPT/Lecture
34	Statistical Quality Control	PPT/Lecture

35	Objectives	PPT/Lecture
36	Quality Circle	PPT /Lecture
37	Advantages and Disadvantages	PPT/Lecture
38	Tangible products	PPT /Lecture
39	Intangible products	PPT/Lecture
40	Need	
41	Production of tangible and intangible products	PPT/Lecture
42	Steps	
43	BPO - Importance	PPT/Lecture
44	Business Process Re-engineering methods	PPT/Lecture
45	Advantages Disadvantages	PPT/Lecture
46	Six Sigma	PPT/Lecture
47	BPO-KPO	PPT/Lecture
48	Revision	PPT/Lecture
MODULE IV		
49	Consumer Protection Act	PPT /Lecture
50	Consumer - Meaning and definition	PPT/Lecture
51	Consumer the King?	PPT/Lecture
52	Importance of the Act	PPT/Lecture
53	1986 Rights of a consumer Filing of appeals at the district level	PPT/Lecture
54	1986 Rights of a consumer Filing of appeals at the state level	PPT/Lecture
55	1986 Rights of a consumer Filing of appeals at the national level.	PPT/Lecture
56	Consumer Grievances	PPT/Lecture
57	Resolving issues of consumer	PPT/Lecture
58	Meaning - IPR	PPT/Lecture
59	Intellectual Property Rights	PPT/Lecture
60	Patent rights trademarks Copyrights Plagiarism	PPT/Lecture
61	Advantages & Disadvantages	PPT /Lecture
62	Revision	PPT/Lecture
MODULE V		
63	Right to information Act-	PPT /Lecture
64	Contents	PPT/Lecture
65	Importance	PPT/Lecture
66	Advantages Disadvantages	PPT/Lecture
67	What is Right to Information	PPT/Lecture
68	Right to access information on specific	PPT/Lecture

	issues	
69	banking transaction	PPT/Lecture
70	Insurance transaction-government dealings and related services.	PPT /Lecture
71	Importance	PPT/Lecture
72	Revision	PPT/Lecture

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	Effect of Economic Reforms (LPG)
2	Result of Consumer Protection Act
3	Rights under RTI Act

GROUP ASSIGNMENTS/ACTIVITIES – Details & Guidelines

	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	CSR activities of any one company
2	Operations of any one MNC

References

1. Keith Davis and William C.Frederick : Business and Society Management, Public Policy, Ethics.
 2. Peter F. Drucker : Management Tasks, Responsibilities, Practices.
 3. Peter F Drucker : The Practice of Management.
 4. Consumer Protection Act-1986 and its amendments.
 5. Right to Information Act.
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