

# **SACRED HEART COLLEGE (AUTONOMOUS)**

## **Department of Commerce**

**BACHELOR OF COMMERCE**

**FINANCE AND TAXATION (AIDED)**

**Course plan**

**Academic Year 2014 - 15**

**Semester 1**

### 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	Financial Accounting	4	4	72
U1CRCOM03	Business Regulatory Frame work	4	3	72
U1COCOM1	Business Environment	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 OBJECTIVES

Understand the mechanics of English language and comprehend the meaning of simple narrations, announcements and instructions.

Make inferences about the implications of statements from stress and tone recognize the various registers of speech.

Listen to formal presentations and prepare lecture notes in the appropriate format.

Use English for a variety of speaking contexts including conversations, presentations, speeches, discussions and negotiations.

Critically evaluate presentations, narrations, speeches and analyse and evaluate their content and respond to them appropriately.

Creatively respond to one's surroundings in the form of drama, poetry, narrations, and songs, and perform them before an audience.

SESSION	TOPIC	LEARNING RESOURCES	ACTIVITY	REMARKS
<b>MODULE I</b>				
<b>MODULE – I : Speech Sounds</b>				
1	Introduction to Communication Skills	Course book	Lecture	
2	Phonemic symbols	Audio	Q & A	
3	Vowels	Audio	Q & A	
4	Consonants	Audio	Q & A	
5	Vowels	Audio	Q & A	
6	Consonants	Audio	Q & A	

7	Syllables	Course book	Exercises	
8	Syllables	Audio	Q & A	
9	Syllables	Audio	Q & A	
10	Word stress	Audio	Q & A	
11	Word stress	Course book	Exercises	
12	Word stress	Course book	Exercises	
13	Word stress	Audio	Q & A	
14	Stress in polysyllabic words	Audio	Q & A	
15	Stress in polysyllabic words	Course book	Exercises	
16	Stress in polysyllabic words	Course book	Exercises	
17	Stress in words used as different parts of speech	Audio	Q & A	
18	Stress in words used as different parts of speech	Audio	Q & A	
19	Stress in words used as different parts of speech	Lecture		
<b>MODULE II : Listening</b>				
20	Sentence stress	Course Book	Lecture	
21	Sentence stress	Audio	Q& A	
22	Sentence stress	Audio	Q& A	
23	Sentence stress	Lecture	Exercises	
24	Weak forms and strong forms	Audio	Q & A	
25	Weak forms and strong forms	Audio & Lecture	Exercises	
26	Weak forms and strong forms	Lecture	Exercises	
27	Intonation	Lecture	Exercises	
28	Intonation	Audio	Q & A	
<b>Internal Assessment Test 1</b>				
30	Awareness of different accents	Video	Q & A	

31	Awareness of different accents	Audio/Video	Q & A	
32	Awareness of different accents	Audio/Video	Q & A	
<b>MODULE- III: Speaking</b>				
33	American English	Course Book	Lecture	
34	American English	Audio	Discussion	
35	American English	Audio	Discussion	
36	American English	Audio	Exercises	
37	British and Indian English	Course Book	Discussion	
38	British and Indian English	Audio	Discussion	
39	British and Indian English	Audio	Discussion	
40	British and Indian English	Audio	Discussion	
<b>Unit II: Academic Listening &amp; Note-taking</b>				
41	Influence of the mother tongue	Course Book	Lecture	
42	Influence of the mother tongue	Course book	Exercises	
43	Influence of the mother tongue	Audio	Exercises	
44	Influence of the mother tongue	Audio	Exercises	
45	Active listening	Audio	Exercises	
46	Active listening	Audio	Exercises	
47	Barriers to listening	Audio	Exercises	
48	Barriers to listening	Audio	Exercises	
<b>MODULE III</b>				
<b>Unit 1 – Art of Small Talk</b>				
49	Seminar Presentation	Course book	Lecture	
50	Listening and note taking	Course book	Exercises	
51	Listening and note taking	Audio	Q & A	
52	Listening and note taking	Course book	Q & A	

53	Listening and note taking	Course book	Exercises	
54	Listening to announcements	Audio	Exercises	
55	Listening to announcements	Course book	Exercises	
56	Listening to announcements	Course book	Exercises	
57	Listening to announcements	Course book	Exercises	
<b>Unit II: Transactional Conversation</b>				
59	Listening to news on the radio and television	Course book	Exercises	
60	Listening to news on the radio and television	Course book	Exercises	
61	Listening to news on the radio and television	Course book	Exercises	
62	Word stress and rhythm	Course book	Exercises	
63	Word stress and rhythm	Course book	Exercises	
64	Pauses and sense groups	Course book	Exercises	
65	Pauses and sense groups	Course book	Exercises	
66	Pauses and sense groups	Course book	Exercises	
67	Falling and rising tones	Course book	Exercises	
68	Falling and rising tones	Course book	Exercises	
69	Falling and rising tones	Course book	Exercises	
<b>Unit III: Telephone Conversation</b>				
70	Fluency and pace of delivery	Course book	Lecture	
71	Internal Examination	Course book	Exercises	
72	Art of small talk	Course book	Exercises	
<b>Internal Assessment 2</b>				
<b>MODULE IV</b>				
<b>Unit 1: Presentation</b>				
73	Participating in conversations	Course book	Lecture	
74	Participating in conversations	Discussion	Exercises	

75	Participating in conversations	Course book	Lecture	
76	Making a short formal speech	Course book	Discussion	
77	Participating in conversations	Course book	Discussion	
78	Describing people	Course book	Discussion	
79	Describing people	Course book	Discussion	
80	Place, events and things	Course book	Lecture	
81	Group discussion skills and telephone skills	Course book	Discussion	
82	Reading: theory and Practice -----	Course book	Discussion	
83	Scanning - Surveying a textbook using an index	Course book	Discussion	
84	Reading with a purpose – making predictions	Course book	Discussion	
<b>MODULE – IV: Reading</b>				
85	Understanding text structure	Course book	Lecture	
86	Locating main points – Making inferences	Course book	performance	
87	Reading graphics	Course book	performance	
88	Reading critically	Course book	performance	
89	Reading for research	Course book	performance	
90	Reading for research			

#### **INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines**

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc.)
1	4/8/2014	Presentations
2	28/8/2014	Role plays

**GROUP ASSIGNMENTS/ACTIVITIES – Details & Guidelines**

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/ Presentation – Graded or Non-graded etc)
<b>1</b>	12/9/2014	Group Discussions
<b>2</b>	20/9/2014	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>B.COM TAX</b>	SEMESTER	1
COURSE CODE & TITLE	U1CCMAL1C Katha, Kavitha	CREDITS	4
HOURS/WEEK	4	HOURS/SEM	72

COURSE OBJECTIVES
കഥാസാഹിത്യവും കവിതാസാഹിത്യവുമായി പരിചയപ്പെടുക
ഭാഷാപഠനം സാഹിത്യാനുഭവത്തിലൂടെ ആവിഷ്കരിക്കുക
വായനാഭിരുചി വർദ്ധിപ്പിക്കുക
സാഹിത്യ പരിചയം ഉണ്ടാക്കുക
വ്യാവഹാരിക തലത്തിൽ മാതൃഭാഷാപ്രയോഗിക്കുവാനുള്ള കഴിവ് നേടുക

Sessi on	Topic	Teaching method	Learning Resources	Remarks
<b>Module I</b>				
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 ദൂരം	Discussion	Text	
14	ഒരു പാട്ടിന്റെ ദൂരം	Reading	ചെറുകഥാ പഠനങ്ങൾ	
15	ഒരു പാട്ടിന്റെ ദൂരം	Demonstrating	Text	
16	കഥകളുടെ സാമാന്യാവലോകനം	Discussion	Text	

Module II				
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	രായ രായ 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	
Module III,				
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	
Module - IV				
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	Date of submission/completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	By October	മലയാളത്തിലെ തെരെഞ്ഞെടുത്ത കഥാകൃത്തുക്കളുടെ വിവരണങ്ങൾ
2	By October	പഠിക്കാനുള്ള കവികളുടെ സിലബസിനു പുറത്തുള്ള കവിതകളുടെ ശേഖരണവും

### SEMINAR

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

Referance :

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

## COURSE PLAN

PROGRAMME	<b>B.COM TAX</b>	SEMESTER	1
COURSE CODE AND TITLE	U1CCHIN1C - ONE ACT PLAYS AND SHORT STORIES (SEM I )	CREDIT	4
HOURS/WEEK	4	HOURS/SEM	72

COURSE OBJECTIVES
Student will be able to recognise the social significance of a literary work in any language.
Identify the socio-cultural aspects of literary works in different periods.
Compare the stylistic approaches in different forms of literature.
Connect the cultural trends to literary forms.
Develop creative thinking capacity through literature.

SESSION	TOPIC	LEARNING RESOURCES	VALUE ADDITIONS	REMARKS
<b>MODULE I</b>				
1	General Introduction about Hindi Literature especially short stories	Lecture/Discussion		
2	Eedgaah	Lecture/Discussion		
3	Eedgaah	Lecture/PPT	Video	
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	Video	
9	Eedgaah	Lecture		
10	Das Hazaar	Lecture/Discussion		
11	Das Hazaar	Lecture		
12	Eedgaah	Interaction		
13	Eedgaah	Lecture	Video	
14	Revision	Lecture	Discussion	
15	Das Hazaar	Lecture	Presentation by students	
16	Revision	Interaction		
17	Madhua	Interaction		
18	Madhua	Lecture	Seminar	
19	Malav Prem	Lecture/Discussion		
20	Malav Prem	Lecture	Seminar	
21	Madhua	Interaction		
22	Madhua	Lecture/Discussion	Seminar	

23	Malav Prem	Lecture/PPT		
24	<b>CIA – I (1Hour Exam)</b>			
<b>MODULE II</b>				
25	Malav Prem	Lecture		
26	Malav Prem	Lecture		
27	Madhua	Lecture		
28	Madhua	Lecture/Discussion		
29	Malav Prem	Interaction	Presentation by students	
30	Malav Prem	Lecture		
31	Madhua	Lecture		
32	Madhua	Lecture/Discussion		
33	Revision	Lecture	Discussion	
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	Seminar	
43	Das Minute	Lecture/Discussion	Presentation by students	
44	Das Minute	Lecture		
45	Haldi Ghati Mein	Lecture		
46	Haldi Ghati Mein	Discussion		
47	<b>CIA – II (2 Hours Exam)</b>			
<b>MODULE III</b>				
48	Das Minute	Lecture/PPT		
49	Das Minute	Lecture		
50	Aardra	Lecture		
51	Aardra	Discussion	Seminar	
52	Aardra	Lecture		
53	Bhor Ka Tara	Lecture	Video	
54	Bhor Ka Tara	Lecture		
55	Aardra	Lecture/Discussion		
56	Aardra	Discussion		
57	Bhor Ka Tara	Lecture/PPT	Video	
58	Bhor Ka Tara	Lecture		
59	Bhor Ka Tara	Lecture	Presentation by students	
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	Seminar	
67	Ghar Band	Lecture/Discussion		
68	Ghar Band	Lecture/Discussion	Presentation by students	
69	Ghar Band	Interaction		
70	Revision		Discussion	
71	Revision			
72	Evaluation of the course			

### INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines (B.Com. TAX)

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

### GROUP ASSIGNMENTS/ACTIVITES – Details & Guidelines

Sl.No	Date of Completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	September	Literary Analysis of One Act Play and its video (Group Discussion)
2	September	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](http://epustakalay.com)
- [www.hindikunj.com](http://www.hindikunj.com)

## COURSE PLAN

<b>PROGRAMME</b>	<b>B.COM TAX</b>	<b>SEMESTER</b>	<b>1</b>
<b>COURSE CODE AND TITLE</b>	<b>U1CCFRN1A - FRENCH LANGUAGE AND COMMUNICATION SKILLS I</b>	<b>CREDIT</b>	<b>4</b>
<b>HOURS/WEEK</b>	<b>4</b>	<b>HOURS/SEM</b>	<b>72</b>

<b>COURSE OBJECTIVES</b>
Identify the culture, history, mannerisms and traditions of France and Francophone countries to develop intercultural communication.
Use words and expressions in a simple and structured grammatical manner for communication purpose in business and in our daily life.
Co-relate specific features of France including gastronomy, social institutions, politics and present french scenario to one's own country
Analyse an issue of concern including topics related to environment society and health; to enumerate its causes and consequences and suggest solutions.
Communicate effectively in french.

<b>Session</b>	<b>Topic</b>	<b>Method of Teaching</b>	<b>Value Additions and activity</b>	<b>Remarks</b>
	<b>MODULE I</b>			
1	Introducing French Basics	role play, Discussion	french basic communication	
2	French basics -alphabets	chalk n talk, audio	Exercise	
3	french basics	audio ppt, discussion	Exercise	
4	Introduce oneself during a conference	chalk n talk	Exercise	
5	numbers 1-20	role play, audio ppt	Exercise	
6	verbs introduction	chalk n talk	Exercise	
7	conjugation introduction	chalk n talk, ppt audio	audio	
8	Greetings	role play, audio ppt	Know a new culture	
9	Basic useful sentences in French	role play, audio ppt	Exercise	
10	spell in French	role play, audio ppt	presentation	
11	Indefinite articles	chalk n talk, audio ppt	Exercise	



12	pronunciation of vowels	role play, audio ppt	Exercise	
13	French culture	Discussion, audio, ICT	Exercise	
14	Revision			
	<b>MODULE II</b>			
15	introducing a third person	game, audio ppt	Exercise	
16	Asking personal information in french	role play, audio ppt	Exercise	
17	Asking questions to acquaint with others	role play, audio ppt	Interaction	
18	Asking for something	chalk n talk	Exercise	
19	ER verbs, negation	chalk n talk, audio ppt	Exercise	
20	adjectives of nationalities	role play, conversation	Exercise	
21	grammar articles	role play, listening	Ppt	
22	CIA 1			
23	Profession	cross words, chalk n talk	Exercise	
24	interests and tastes	role play, audio	Exercise	
25	speak about the weather	Exercises, chalk n talk, audio	Q and A	
26	French business sector and mannerisms	roleplay, audio	knowing culture	
27	talk about likings	Discussion, ICT, audio	Exercise	
28	Revision			
		<b>MODULE III</b>		
29	describe a locality	oral, description	Q and A	
30	Express in quantity	role play, chalk n talk	Exercise	
31	telephone conversation	audio, chalk n talk	Q and A	
32	places vocabulary	games, music, audio	Video	
33	Fix an appointment	audio, chalk n talk	daily needed vocabs	
34	sending SMS	chalk n talk, audio ppt	Q and A	
35	Adjectives	role play, audio ppt	Exercise	
36	Prepositions	role play, audio ppt	Exercise	
37	express cause and consequence	chalk talk/roleplay	Exercise	
38	know how to telephone in France	chalk n talk, audio ppt	Exercise	
39	Describing your ideal locality	role play/presentation	Exercise	
40	writing a business mail	audio ppt	Exercise	

41	French culture-express preference for city or village	Discussion	knowing culture	
42	CIA REVISION			
43	CIA 2			
44	Corresponding with a friend expressing one's likings	chalk n talk/Role plays	Exercise	
45	speak about a person's character	role play ,GD	know each other	
46	adjectif possessif part 1	chalk n talk,audio ppt	Exercise	
47	adjectif possessif part 2	chalk n talk, audio ppt	Exercise	
48	speak about the surroundings	Discussion	Exercise	
49	introduce and describe someone	role play	Exercise	
50	activities - vocabulary	lecture,audio	Exercise	
51	sports vocabulary	speaking/role play	general knowledge	
52	Vocabulary - relations	chalk n talk,audio ppt	Exercise	
53	famous french personality	discussion/comprehension	Exercise	
54	lexique des liens de parenté	chalk n talk,audio ppt	Exercise	
	Express one's likings	Audio ppt,discussion	Exercise	
55	lexiques des loisirs	Audio ppt,discussion	Video	
56	forme negation	Audio ppt,discussion	Exercise	
57	pronunciation of verbs	Audio ppt,discussion	Exercise	
58	form filling	Audio ppt,discussion	Exercise	
59	french artists	Audio ppt,discussion	GK	
60	french music	Audio ppt,discussion	Video	
61	one's own musical preferences	Audio ppt,discussion		
62	french music and comparison to one's own musical preference	Discussion	knowing the culture	
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

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

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### COURSE PLAN

PROGRAMME	<b>B.COM TAX</b>	SEMESTER	1
COURSE CODE AND TITLE	U1CRCOM1: BUSINESS STATISTICS	CREDIT	4
HOURS/WEEK	4	HOURS/SEM	72

COURSE OBJECTIVES
Understand the basic concept of statistics and methods of data collection and processing
Understand and apply the various measures of central tendency
Apply the various measures of dispersion
Understand and apply measures of skewness, moments and kurtosis
Understand the various index numbers and its application
Evaluate the trend in business using trend analysis

SESSION	TOPIC	LEARNING RESOURCES	VALUE ADDITIONS	REMARKS
<b>MODULE I</b>				
1	Introduction to Business Statistics Meaning and Definition-History,	PPT	video	
2	Descriptive statistics and inferential statistics, Functions of Statistics	PPT/Lecture		
3	importance of Statistics-limitations of Statistics-Distrust of Statistics	PPT/Lecture		
4	Statistical Survey- Planning and design of enquiry- Statistical units- Executing a survey	PPT/Lecture		
5	Business Data Sources- Primary and Secondary Data-Methods of collecting Primary data-Drafting a questionnaire-	PPT/Lecture		
6	Collection of secondary data- Census method and Sampling	PPT/Lecture		
7	Sampling Methods Probability Sampling and Non- Probability Sampling	PPT/Lecture	e-resource	
8	Theoretical base of sampling: Law of Statistical regularity	PPT/Lecture		

	and Law of Inertia of Large numbers Statistical errors			
9	Editing and Coding of data Classification Types of classification	PPT/Lecture		
10	Tabulation of Data- Objectives of tabulation Classification Vs Tabulation-Cross tabulation Parts of a table- Statistical Series.	PPT/Lecture		
<b>MODULE II</b>				
11	Mean	Problem solving		
12	Mean	Problem solving		
13	Median	Problem solving		
14	Median	Problem solving		
15	Mode	Problem solving		
16	Mode	Problem solving		
17	Weighted mean, combined mean	Problem solving		
18	Geometric mean	Problem solving		
19	Harmonic Mean	Problem solving		
20	quartiles	Problem solving		
21	Correction in mean	Problem solving		
22	Correction in mean	Problem solving		
CIA-1				
<b>MODULE III</b>				
23	Concepts, absolute and relative measures of dispersion	lecture		
24	Range, inter quartile range, quartile deviation	Problem solving		
25	Range, inter quartile range, quartile deviation	Problem solving		
26	Mean deviation	Problem solving		
27	Mean deviation	Problem solving		

28	Standard deviation	Problem solving		
29	Standard deviation	Problem solving		
30	Standard deviation	Problem solving		
31	Standard deviation	Problem solving		
32	Standard deviation	Problem solving		
33	Lorenz curve, merits demerits, relevance and application in business, coefficient of variation	PPT/Lecture		
34	Lorenz curve, merits demerits, relevance and application in business, coefficient of variation	Problem solving		
<b>Module IV</b>				
36	Skewness	Problem solving		
37	Skewness	Problem solving		
38	Skewness	Problem solving		
39	Skewness	Problem solving		
40	Skewness	Problem solving		
41	Skewness	Problem solving		
42	Moments, kurtosis	Problem solving		
43	Moments, kurtosis	Problem solving		
44	Moments, kurtosis	Problem solving		
45	Moments, kurtosis	Problem solving		
46	Moments, kurtosis	Problem solving		
<b>Module V</b>				
47	Meaning, importance, uses, of index numbers	Lecture		
48	Meaning, importance, uses, of index numbers	PPT/Lecture		
49	Price index	Problem solving		
50	Price index	Problem solving		
51	Price index	Problem solving		
52	quantity index	Problem solving		

53	quantity index	Problem solving		
CIA – II				
54	value based index numbers.	Problem solving		
55	value based index numbers.	Problem solving		
56	Methods of constructing index numbers.	Lecture	Group discussion	
57	Methods of constructing index numbers.	Problem solving		
58	Methods of constructing index numbers.	Problem solving		
59	Test of consistency, problems of construction in index numbers, cost of living index and its uses.	Problem solving		
60	Time series analysis, meaning, components	Problem solving		
61	Method of determination of trend- method of moving average	Problem solving		
62	Method of least squares, scope in business.	Problem solving		
63	Method of least squares, scope in business.	Problem solving		
64 - 72	Revision	Test paper		

#### INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

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

#### GROUP ASSIGNMENTS/ACTIVITES – Details & Guidelines

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

#### References

- Basic Statistics, International Publishing House
- A full course on statistics, L R Potti
- Business statistics, Himalaya Publication
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<b>COURSE PLAN</b>			
<b>PROGRAMME</b>	<b>B.COM TAX</b>	<b>SEMESTER</b>	1
<b>COURSE CODE AND TITLE</b>	U1CRCOM2, FINANCIAL ACCOUNTING	<b>CREDIT</b>	4
<b>HOURS/WEEK</b>	4	<b>HOURS/SEM</b>	72
<b>COURSE OBJECTIVES</b>			
<b>Critical Thinking and differentiation of accounting of non- profit organization and profit making organizations</b>			
<b>Accounting of non-profit organisation leads to effective citizenship</b>			
<b>Royalty of different natural resources and its treatment in the books of Lessee and Lessor leads to discussions and understanding in environment related issues</b>			
<b>Branch and Consignment Accounting helps in developing global perspective in the era of MNC's</b>			

<b>MODULE I</b>					
<b>Sl. No</b>	<b>Session</b>	<b>Topic</b>	<b>Method of Teaching</b>	<b>Value Additions</b>	<b>Remarks</b>
1	1-2	Accounting-definition-objectives-function	Discussion	Quiz	
2	3	GAAP	Discussion/PPT	Qand A	
3	4-6	Journal- illustrations	Discussion/Practical problems		
4	7-8	Ledger	Discussion and lecturing		
5	9	Trial balance	discussion		
6	10-11	Trading and profit and loss account	Lecturing/prblem solving		
7	12	Balance sheet	Lecturing		
8	13-15	Preparation of final accounts with adjustments	Lecturing/prblem solving		
9	16-17	Rectification of entries-classification of errors	Lecturing and discussions/practical problems		



<b>MODULE II</b>					
10	18	Accounting of non trading concern	Lecturing and discussion		
11	19-23	Receipts and payment account	Lecturing/ problem solving		
12	24-25	Income and expenditure account	Lecturing/ problem solving		
13	26-29	Balancesheet	Lecturing/ problem solving		
<b>CIA I</b>					
<b>MODULE III</b>					
14	30	Royalty accounts-introduction-accounting procedure	Lecturing/PP T		
15	31-32	accounting procedures with simple examples	Lecturing/Pr oblem solving		
16	33-37	Illustrations	Problem solving		
17	39-42	Adjustments in the event of strike and lock out	Problem solving		
18	43-44	copy right royalty-illustrations	Lecturing and problem solving		
<b>MODULE IV</b>					
19	45-46	Branch accounts-objectives-features and types	Lecturing/PP T		
20	47-49	Debtors system-Journal entries	Lecturing /Problem solving		
21	50-52	adjustments of invoice price	Lecturing/ problem solving		
22	53-56	stock and debtors system-journal entries	Lecturing/ problem solving		
23	57-61	incorporation of branch trial balance	Lecturing/ problem solving		
<b>CIA II</b>					
<b>MODULE V</b>					
24	62	Accounting for consignment-meaning-important terms	Lecturing/pp t	Quiz	
25	63-65	Accounting procedures with examples	Lecturing/ problem solving		
26	66-68	Valuation of stock	Lecturing/ problem solving		

27	69-72	Invoice price/ normal and abnormal loss	Lecturing/ problem solving		
ASSIGNMENTS AND SEMINARS					
Sl No	Date of completion	Topic	Nature of Assignment	Remarks	
1	30/8/2014	GAAP and Accounting standards	Descriptive		
2	4/09/17	Practical problems	Problem solving		
TEXTBOOKS AND REFERENCES					
	Jain S P and Narang K L , Advnced Accountancy				
	Maheswari S N and Maheswari S K Advanced Accounting				
	Dr. S Mshukla and Dr. S P Gupta, Advanced Accounting				
	NaseemAhammed, Financial Accounting				
	K G C Nair,Financial Accounting				

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## COURSE PLAN

PROGRAMME	<b>B.COM TAX</b>	SEMESTER	1
COURSE CODE AND TITLE	U1CRCOM03: BUSINESS REGULATORY FRAMEWORK	CREDIT	3
HOURS/WEEK	4	HOURS/SEM	72

COURSE OBJECTIVES
Ability to apply knowledge of Indian Contract Act, Sale of Goods Act, Partnership Act and LLP.
Ability to identify, and solve legal issues in connection with business.
Ability to understand the method and style of legal proceedings for legal practice.
On completion of this course, learners will be able to: appreciate the relevance of business law to individuals and businesses and the role of law in an economic, political and social context.
Identify the fundamental legal principles behind contractual agreements.
Acquire problem solving techniques and to be able to present coherent, concise legal argument.

SESSION	TOPIC	LEARNING RESOURCES	VALUE ADDITIONS	REMARKS
<b>Module - I</b>				
	Introductory Session	Use of radio programs		
2.	Law of Contracts - The Indian Contract Act, 1872 - Definition of contract	Lecture		
3.	Law of contracts - Nature of contract – Classifications	Lecture		
4.	Essential elements of a contract	Class discussion		
5.	Essential elements of a contract	Class discussion		
6.	Offer	Recitation oral questions	Movie Clips	
7.	Offer	Discussion groups conducted by selected student chairpersons		
8.	Acceptance	Use of slides, Lecture	Movie Clips	
9.	Acceptance	Use of slides, Lecture		
10.	Consideration	Use of slides, Lecture		

11.	Consideration	Use of slides, Lecture		
12.	Capacity of parties	Use of slides, Lecture		
13.	Minors -Persons of unsound mind- persons disqualified by law	Recitation oral questions		
14.	Free consent	Use of filmstrips		
15.	Legality of object and consideration	Class discussion		
16.	Performance of contract	Use of theater	Movie Clips	
17.	Discharge of contract	Lecture, Use of slides		
18.	Breach of contract	Lecture, Use of slides		
19.	Remedies for breach of Contract	Lecture, Use of slides		
20.	Quasi contract- performance	Lecture, Use of slides		
<b>21.</b>	<b>CIA – I</b>	<b>2 Hr. Descriptive answers</b>		
<b>Module - II</b>				
22.	Bailment Definition	Lecture, Use of slides		
23.	Essential elements	Lecture, Use of slides		
24.	Rights- bailor	Lecture, Use of slides	Movie Clips	
25.	Duties- bailor	Lecture, Use of slides		
26.	Rights –bailee	Lecture, Use of slides		
27.	Duties –bailee	Lecture, Use of slides		
28.	Finder of lost goods	Lecture, Use of slides	Movie Clips	
29.	Pledge	Lecture, Use of slides		
30.	Essentials	Lecture, Use of slides		
31.	Rights- Pawner	Drama, role playing		
32.	Duties- Pawner	Drama, role playing	Movie Clips	
33.	Rights- Pawnee	Drama, role playing		
34.	Duties- Pawnee	Drama, role playing		
35.	<i>Student Activity</i>	<i>Forums</i>		

<b>Module- III</b>				
36.	Indemnity	Lecture, Use of slides		
37.	Nature of liability of surety	Lecture, Use of slides		
38.	Rights of surety	Lecture, Use of slides		
39.	Discharge of surety	Lecture, Use of slides		
40.	Discharge of surety	Lecture, Use of slides	Movie Clips	
41.	Meaning and definition of guarantee.	Lecture, Use of slides		
42.	Meaning and definition of guarantee.	Lecture, Use of slides		
<b>Module- IV</b>				
43.	Law of agency - essentials	Class projects		
44.	Kinds of agents	Class projects	Movie Clips	
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	Lecture, Use of slides		
52.	Sub agents and substituted agents-relationship.	Lecture, Use of slides		
<b>Module- V</b>				
53.	Formation of contract of sale	Lecture, Use of slides		
54.	Essentials of contract of sale goods	Lecture, Use of slides		
55.	Classifications	Lecture, Use of slides		
56.	Conditions	Lecture, Use of slides	Movie Clips	
57.	Warranties	Lecture, Use of slides		

58.	Transfer of property in goods	Lecture, Use of slides		
59.	Performance	Lecture, Use of slides		
60.	Unpaid seller	Lecture, Use of slides		
61.	Rights.	Brainstorming, Lecture	Movie Clips	
62.	Rights.	Brainstorming, Lecture		
63.	<i>Student Activity</i>	<i>Crossword puzzles- Law</i>		
<b>64.</b>	<b>CIA II</b>	<b>2 HOURS</b>		
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**

	Date of completion	Topic of Assignment (Individual)
1	08/08/2014	Importance of law
2	18/09/2014	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>B.COM TAX</b>	SEMESTER	1
COURSE CODE AND TITLE	U1COCOM1 BUSINESS ENVIRONMENT	CREDIT	3
HOURS/WEEK	4	HOURS/SEM	72

COURSE OBJECTIVES
To provide an exposure to students about the various business environmental factors
To gain substantial knowledge in the spheres of business, industry and commerce
To familiarize students on the various elements of business environment along with the concepts of business ethics and CSR
To provide a thorough understanding on economic environment vis-à-vis various of business environmental policies
To Understand about foreign investments, BRICS and WTO
To equip on legal environment
To make students aware about impact of business on natural environment and to take corrective measures in the modern world

SESSION	TOPIC	LEARNING RESOURCES	VALUE ADDITIONS	REMARKS
<b>MODULE I</b>				
1	Introductory Session	PPT/Lecture		
2	Business, industry and commerce	PPT/Lecture		
3	Business environment- meaning, concept, significance and nature	PPT/Lecture		
4	Elements of business environment	PPT/Lecture		
5	Internal and external environment	PPT/Lecture		
6	Economic, geographic, socio-cultural environment	PPT/Lecture		
7	legal, political and technological environment	PPT/Lecture		
8	Business ethics	PPT/Lecture	Group Discussion	
9	Social responsibility of business, social audit.	PPT/Lecture		
<b>MODULE II</b>				
10	Economic environment of business	PPT/Lecture	video	
11	Elements of economic environment	PPT/Lecture		

12	Economic system	PPT/Lecture		
13	Economic reforms	PPT/Lecture		
14	Privatization	PPT/Lecture		
15	Liberalization	PPT/Lecture		
16	Globalization	PPT/Lecture		
17	LPG's impact on Indian economy	PPT/Lecture		
18	Economic policies	PPT/Lecture		
19	Monetary policy	PPT/Lecture		
20	Fiscal policy	PPT/Lecture		
21	EXIM policy	PPT/Lecture		
22	Industrial policy	PPT/Lecture		
23	Licensing policy	PPT/Lecture		
24	CIA-1			
<b>MODULE III</b>				
25	Political and legal environment of business	PPT/Lecture		
26	Competition policy and law	PPT/Lecture		
27	Competition policy and law	PPT/Lecture		
28	Competition policy and law	PPT/Lecture	Quiz	
29	Foreign exchange management Act	PPT/Lecture	Q & Ans Session	
30	Foreign exchange management Act	PPT/Lecture		
31	Consumer protection Act	PPT/Lecture		
32	Consumer protection Act	PPT/Lecture		
33	Consumer protection Act	PPT/Lecture	Talk by law expert	
34	Consumer protection Act	PPT/Lecture		
35	Right to Information Act	PPT/Lecture		
36	Right to Information Act	PPT/Lecture		
37	Right to Information Act	PPT/Lecture		
38	World Trade Organization	PPT/Lecture		
39	World Trade Organization	PPT/Lecture		
40	World Trade Organization	PPT/Lecture		
41	BRICS	PPT/Lecture		
<b>MODULE IV</b>				
42	Globalization of world economy	PPT/Lecture	Group Discussion	
43	meaning and dimensions, features of current globalization	PPT/Lecture		
44	Pros of globalization	PPT/Lecture		
45	cons of globalization	PPT/Lecture		
46	globalization of Indian business	PPT/Lecture	Group Discussion	



47	Multinational corporations	PPT/Lecture		
48	Multinational corporations	PPT/Lecture		
49	FDI in India	PPT/Lecture		
CIA – II				
<b>MODULE V</b>				
50	Natural Environment- meaning	PPT/Lecture		
51	Natural Environment- significance	PPT/Lecture	Group discussion	
52	Natural Environment- components	PPT/Lecture		
53	Impact on Business- Protection	PPT/Lecture		
54	Climate Changes, Green India 2047			
55 - 65	Seminar	PPT/Lecture		
66 - 72	REVISION	PPT/Lecture		

#### INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	8/09/2014	Effect of Economic Reforms (LPG)
2	19/09/2014	Result of Consumer Protection Act
3	14/10/2014	Rights under RTI Act

#### GROUP ASSIGNMENTS/ACTIVITIES – Details & Guidelines

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	5/8/2014	CSR activities of any one company
2	26/8/2014	Operations of any one MNC

#### References

1. Business Environment, Francis Cherunilam
2. Essentials of Business Environment – K Aswathappa
3. Business Environment and Policy – Francis Cherunilam
4. Business Environment and Policy – V.P Michale
5. Government and Business – B. Amarchand