

SACRED HEART COLLEGE (AUTONOMOUS)

Department of Commerce

BACHELOR OF COMMERCE

FINANCE AND TAXATION

Course plan

Academic Year 2014 - 15

Semester 2

Course Structure

| Course Code | Title of The Course | No. Hrs./Week | Credits | Total Hrs./Sem |
|--------------------|--|----------------------|----------------|-----------------------|
| U2CCENG3 | Language-English- CRITICAL THINKING, ACADEMIC WRITING AND PRESENTATION | 5 | 4 | 90 |
| U2CCMAL2C | Language-Second Language- Malayalam | 4 | 4 | 72 |
| U2CCHIN2C | Language-Second Language- Hindi | 4 | 4 | 72 |
| U2CCFRN2C | Language-Second Language- French | 4 | 4 | 72 |
| U2CRCOM04 | Quantitative Techniques for Business Research | 4 | 3 | 72 |
| U2CRCOM05 | IFRS | 4 | 4 | 72 |
| U2CRCOM06 | Corporate Regulations | 4 | 3 | 72 |
| U2COCOM2 | Business Communication and Management Information System | 4 | 4 | 72 |

COURSE PLAN

| | | | |
|---------------------|--|-----------|----|
| PROGRAMME | B.COM TAX | SEMESTER | 2 |
| COURSE CODE & TITLE | U2CCENG3: CRITICAL THINKING, ACADEMIC WRITING AND PRESENTATION | CREDIT | 4 |
| HOURS/WEEK | 5 | HOURS/SEM | 72 |

COURSE OBJECTIVES

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|---|
| To comprehend fundamental concepts of critical reasoning and develops the capacity to read and respond critically, drawing conclusions, generalizing, differentiating fact from opinion and creating their own arguments. |
| To develop appropriate and impressive writing styles for various contexts |
| To write and correct structural imperfections and edit what they have written. |
| To develop capacity for making academic presentations effectively and impressively |
| To synthesize information from various written sources and present them in the form of summaries. |
| To write original literary creations in different genres as directed, with/without using prompts. |

| SESSION | TOPIC | LEARNING RESOURCES | REMARKS |
|---------|-----------------------------------|---------------------------|---------|
| | MODULE I | | |
| 1 | Introduction to Critical Thinking | Lecture/PPT | |
| 2 | Introduction to Critical Thinking | Lecture/PPT | |
| 3 | Introduction to Critical Thinking | Lecture/PPT | |
| 4 | Introduction to Critical Thinking | Lecture/PPT | |
| 5 | Reasoning and Arguments | Activities/ Discussion | |
| 6 | Reasoning and Arguments | Activities/ Discussion | |
| 7 | Reasoning and Arguments | Activities/ Discussion | |
| 8 | Reasoning and Arguments | Activities/ Discussion | |
| 9 | Reasoning and Arguments | Activities/ Discussion | |
| 10 | Reasoning and Arguments | Activities/ Discussion | |
| 11 | Deductive and Inductive Arguments | Course book | |
| 12 | Deductive and Inductive Arguments | Course book | |
| 13 | Deductive and Inductive Arguments | Course book | |
| 14 | Deductive and Inductive Arguments | Course book | |
| 15 | Deductive and Inductive Arguments | Course book | |
| 16 | Fallacies | | |
| 17 | Fallacies | Course book | |

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|----|--|------------------|--|
| 18 | Inferential Comprehension | Group Activities | |
| 19 | Inferential Comprehension | Group Activities | |
| 20 | Inferential Comprehension | Group Activities | |
| 21 | Inferential Comprehension | Course book | |
| 22 | Inferential Comprehension | Group Activities | |
| 23 | Inferential Comprehension | Group Activities | |
| 24 | Critical Thinking and Academic Writing | Group Activities | |
| 25 | Critical Thinking and Academic Writing | Group Activities | |
| 26 | Critical Thinking and Academic Writing | Group Activities | |
| | INTERNAL ASSESSMENT TEST 1 | | |
| 27 | Writing Models | Presentation | |
| 28 | Writing Models | Course book | |
| 29 | Writing Models | | |
| 30 | Writing Models | Course book | |
| 31 | Writing Models | Course book | |
| 32 | Writing Letters | | |
| 33 | Writing Letters | Course book | |
| 34 | Writing Letters | Course book | |
| 35 | Writing Letters | | |
| 36 | Writing a Letter to the Editor | Course book | |
| 37 | Writing a Letter to the Editor | Course book | |
| 38 | Writing a Letter to the Editor | | |
| 39 | Writing a Letter to the Editor | Course book | |
| 40 | Letter to the Editor | Course book | |
| 41 | Letter to the Editor | Course book | |
| 42 | Resume Writing | | |
| | MODULE III | | |
| 43 | Covering Letter | Lecture | |
| 44 | Covering Letter | Lecture | |
| 45 | Emails | Course book | |
| 46 | Emails | Course book | |
| 47 | Interview Skills | | |
| 48 | Interview Skills | Course book | |
| 49 | Interview Skills | Course book | |
| 50 | Group Discussion | | |
| 52 | Group Discussion | Course book | |
| 53 | Accuracy in Academic writing | Course book | |
| 54 | Accuracy in Academic writing | Course book | |
| 55 | Accuracy in Academic writing | | |

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|----|--|---------------------|--|
| 56 | Articles and Determiners | Course book | |
| 57 | Articles and Determiners | Course book | |
| 58 | Nouns and Pronouns | | |
| 59 | Subject-verb agreement | Lecture | |
| 60 | Phrasal verbs | Lecture | |
| 61 | Modals | | |
| 62 | Tenses | Course book | |
| 63 | Tenses | Course book | |
| 64 | Tenses | | |
| 65 | Conditional clauses | Course book | |
| 66 | Relative Pronouns | Course book | |
| 67 | Passive Voices | | |
| | INTERNAL ASSESSMENT TEST 2 | | |
| 68 | Conjunctions | Lecture | |
| 69 | Embedded questions | Course book | |
| 70 | Embedded questions | Course book | |
| 71 | Punctuations and Abbreviations | | |
| 72 | Soft skills for academic presentations | Course book | |
| 73 | Effective communication skills | Course book | |
| 74 | Flip Charts, OHP, Power point presentation | Group Presentations | |
| 75 | Clarity and brevity in presentation | Group Presentations | |
| 76 | Interaction and persuasion | Group Presentations | |
| 77 | Interview skills | Group Presentations | |
| 78 | Interview skills | Group Presentations | |
| 79 | Interview skills | Group Presentations | |
| 80 | Group Discussion | Group Presentations | |
| 81 | Group Discussion | Group Presentations | |
| 82 | Group Discussion | Group Presentations | |
| 83 | Group Discussion | Group Presentations | |
| 84 | Group Discussion | Group Presentations | |
| 85 | Group Discussion | Group Presentations | |
| 86 | Review Session 1 | | |
| 87 | Review Session 1 | | |
| 88 | Review Session 2 | | |

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| 89 | Review Session 3 | | |
| 90 | Review Session 4 | | |

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

| | Date of completion | Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc) |
|---|--------------------|--|
| 1 | 4/1/2015 | Writing Tasks- Different Types of Letters |
| 2 | 28/02/2015 | |

GROUP ASSIGNMENTS/ACTIVITES – Details & Guidelines

| | Date of completion | Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc) |
|---|--------------------|--|
| 1 | 2/02/2015 | Brochure design |
| 2 | 15/1/16 | Model Slide Presentation |

COURSE PLAN

| | | | |
|---------------------|----------------------------------|-----------|----|
| PROGRAMME | B.COM TAX | SEMESTER | 2 |
| COURSE CODE & TITLE | U2CCMAL2C ഗദ്യം രചനയും പ്രയോഗവും | CREDITS | 4 |
| HOURS/WEEK | 4 | HOURS/SEM | 72 |

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| COURSE OBJECTIVES |
| ഭാഷ ,എഴുത്ത് , രചനാപരിശീലനം ,ഉപന്യാസരചനാതത്വങ്ങൾ ,പാദവാക്യഘടന എന്നീ ശേഷികളെ മനസിലാക്കുക |
| സാഹിത്യനിരൂപണം ,രാഷ്ട്രീയദർശനം ,മാധ്യമ പഠനം എന്നിങ്ങനെ വിവിധങ്ങളായ ഗദ്യവ്യവഹാരങ്ങളുടെ മികച്ച മാതൃകകൾ പരിചയപ്പെടുത്തുക |
| വായനാഭിരുചി വർദ്ധിപ്പിക്കുക |
| സാഹിത്യ പരിചയം ഉണ്ടാക്കുക |
| വ്യാവഹാരിക തലത്തിൽ മാതൃഭാഷാപ്രയോഗിക്കുവാനുള്ള കഴിവ് നേടുക |

COURSE PLAN

| Session | Topic | Teaching method | Learning Resources | Remarks |
|-----------------|------------------------|-----------------|--------------------|---------|
| Module I | | | | |
| 1 | ഭാഷാചരിത്രം -ആമുഖം | Lecturing | സാഹിത്യചരിത്രങ്ങൾ | |
| 2 | ഭാഷാചരിത്രം -ആമുഖം | Lecturing | സാഹിത്യചരിത്രങ്ങൾ | |
| 3 | എഴുത്തോല | Discussion | Text | |
| 4 | വിവർത്തനം | Reading | Text | |
| 5 | മരപ്പാവകൾ | Demonstrating | Text | |
| 6 | നിവേദനം | Lecturing | Text | |
| 7 | കമ്പ്യൂട്ടറും ഇ-ലോകവും | Discussion | Text | |
| 8 | കമ്പ്യൂട്ടറും ഇ-ലോകവും | Demonstrating | Text | |
| 9 | സർഗാത്മകരചന | Reading | Text | |
| 10 | സർഗാത്മകരചന | Discussion | Text | |
| 11 | സർഗാത്മകരചന | Demonstrating | സാഹിത്യചരിത്രങ്ങൾ | |
| 12 | മലയാളത്തിന്റെ ഭാവം | Discussion | Text | |
| 13 | മലയാളത്തിന്റെ ഭാവം | Discussion | Text | |
| 14 | മലയാളത്തിന്റെ ഭാവം | Reading | സാഹിത്യചരിത്രങ്ങൾ | |
| 15 | ഭാഷാശ്രേണികൾ | Demonstrating | Text | |
| 16 | ഭാഷാശ്രേണികൾ | Discussion | Text | |
| 17 | ഭാഷാശ്രേണികൾ | Discussion | Text | |
| 18 | അധിനിവേശദാനം | Demonstrating | Text | |
| 19 | അധിനിവേശദാനം | lecturing | Text | |
| 20 | അധിനിവേശദാനം | Discussion | Text | |
| 21 | തെളിമലയാളം | Discussion | Text | |

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|----|-------------------------------------|-------------------------|-------------------|--|
| 22 | തെളിമലയാളം | lecturing | Text | |
| 23 | തെളിമലയാളം | Discussion | Text | |
| 24 | പദചർച്ച | Discussion | സാഹിത്യചരിത്രങ്ങൾ | |
| 25 | അന്യഭാഷ സമ്പർക്കം | lecturing | Text | |
| 26 | അന്യഭാഷ സമ്പർക്കം | Discussion | Text | |
| 27 | ശരിയായ വാക്ക് | lecturing | Text | |
| 28 | ശരിയായ വാക്ക് | Discussion | Text | |
| 29 | ചാർച്ച പേരുകൾ | Lecturing | Text | |
| 30 | ചാർച്ച പേരുകൾ | Lecturing | Text | |
| 31 | ഇംഗ്ലീഷിന്റെ കോയ്മ | Discussion | Text | |
| 32 | ഇംഗ്ലീഷിന്റെ കോയ്മ | Lecturing | Text | |
| 33 | സ്ഥല പേരുകളുടെ രൂപമാറ്റം | Reading | Text | |
| 34 | പച്ചമലയാളം | Discussion | സാഹിത്യചരിത്രങ്ങൾ | |
| 35 | ചിന്തയുടെ ഭാഷ | Discussion | Text | |
| 36 | ബഹുവചന പ്രത്യുത്ഥിന്റെ കടന്നുകയറ്റം | Lecturing | Text | |
| | | Module II | | |
| 37 | മനുഷ്യത്വമെന്ന മതം | Reading | Text | |
| 38 | മനുഷ്യത്വമെന്ന മതം | Discussion | സാഹിത്യചരിത്രങ്ങൾ | |
| 39 | ഒരു ദരിദ്രരാജ്യമായ ഇന്ത്യയിൽ | Discussion | Text | |
| 40 | ഒരു ദരിദ്രരാജ്യമായ ഇന്ത്യയിൽ | Lecturing Discussion | Text | |
| 41 | ഇന്ത്യൻ ഭരണഘടന | Reading | Text | |
| 42 | ഇന്ത്യൻ ഭരണഘടന | Discussion | | |
| 43 | ഇന്ത്യൻ ഭരണഘടന | Discussion | Text | |
| 44 | ഇന്ത്യൻ ഭരണഘടന | Lecturing | Text | |
| | | Module III | | |
| 45 | പ്രോമിത്യൂസിന്റെ കരൾ | Reading | Text | |
| 46 | പ്രോമിത്യൂസിന്റെ കരൾ | Reading | Text | |
| 47 | പ്രോമിത്യൂസിന്റെ കരൾ | Discussion | Text | |
| 48 | സമൂഹമെന്ന യാഥാർത്ഥ്യം | Discussion | Text | |
| 49 | സമൂഹമെന്ന യാഥാർത്ഥ്യം | Reading Discussion | Text | |
| 50 | സമൂഹമെന്ന യാഥാർത്ഥ്യം | Discussion | Text | |
| 51 | ഇക്കോഫെമിനിസം | Lecturing | Text | |
| 52 | ഇക്കോഫെമിനിസം | Discussion | Text | |
| 53 | ഇക്കോഫെമിനിസം | Lecturing | Text | |
| 54 | ഇക്കോഫെമിനിസം | Reading Discussion | Text | |
| | | Module IV | | |

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|----|----------------------------|-------------------------|------|--|
| 55 | ശ്രീനിവാസൻ ഒരു പാഠപുസ്തകം | Discussion | Text | |
| 56 | ശ്രീനിവാസൻ ഒരു പാഠപുസ്തകം | Discussion | Text | |
| 57 | ശ്രീനിവാസൻ ഒരു പാഠപുസ്തകം | Lecturing | Text | |
| 58 | ശ്രീനിവാസൻ ഒരു പാഠപുസ്തകം | Discussion | Text | |
| 59 | സിനിമയെ തിന്നുന്ന ടെലിവിഷൻ | Lecturing Discussion | Text | |
| 60 | സിനിമയെ തിന്നുന്ന ടെലിവിഷൻ | | Text | |
| 61 | സിനിമയെ തിന്നുന്ന ടെലിവിഷൻ | Reading | Text | |
| 62 | നഷ്ടബോധങ്ങളില്ലാതെ | Discussion | Text | |
| 63 | നഷ്ടബോധങ്ങളില്ലാതെ | Discussion | Text | |
| 64 | നഷ്ടബോധങ്ങളില്ലാതെ | Lecturing | Text | |
| 65 | സാമാന്യാവലോകനം | Reading | Text | |
| 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 February | ഉപന്യാസ രത്നങ്ങൾ |
| 2 | By February | മലയാളഭാഷയും കേരളീയ സമൂഹവും |

SEMINAR

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

Reference :

1. സമ്പൂർണ്ണ മലയാള സാഹിത്യചരിത്രം - എഡിറ്റർ : പന്മന രാമചന്ദ്രൻ നായർ
2. മലയാളത്തിന്റെ ഭാവി - കെ. സേതുരാമൻ
3. എഴുത്തോല - എം.ജി. യൂണിവേഴ്സിറ്റി പ്രസിദ്ധീകരണം
4. തെളിമലയാളം - എൻ.എൻ.കാരുഷ്കരി

COURSE PLAN

| | | | |
|-----------------------|--|-----------|----|
| PROGRAMME | B.COM TAX | SEMESTER | 2 |
| COURSE CODE AND TITLE | U2CCHIN2C -POETRY,TRANSLATIONS AND CORRESPONDENCE (SEM II) | CREDIT | 4 |
| HOURS/WEEK | 4 | HOURS/SEM | 72 |

COURSE OBJECTIVES

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|---|
| Describe the various aspects of Hindi poetry in context of socio-cultural and political condition of that period. |
| Acquire skills of correspondence, drafting official and scientific documents in the fields of administration, media and business. |
| Use Hindi language for effective communication in different fields according to its area of application. |
| Understand translation as a linguistic, communicative and cultural activity. |
| Analyse the meaning, concept and importance of Functional Hindi. |

| SESSION | TOPIC | LEARNING RESOURCES | VALUE ADDITIONS | REMARKS |
|-----------------|--|--------------------|-----------------|---------|
| MODULE I | | | | |
| 1 | General Information about the history of Hindi poetry. | Lecture/Discussion | | |
| 2 | Sandhya Sundari, Introduction of author | Lecture | | |
| 3 | Sandhya Sundari | Lecture/Discussion | | |
| 4 | General Introduction about Patra Lekhan. | Lecture/PPT | | |
| 5 | Sandhya Sundari | Lecture/Discussion | | |
| 6 | Patra Lekhan | Lecture/PPT | | |
| 7 | Patra Lekhan | Lecture | | |
| 8 | Sandhya Sundari | Interaction | | |
| 9 | Introduction of Translation | Lecture/PPT | | |
| 10 | Paribhashik Shabdavali | Lecture/Discussion | | |
| 11 | Revision | Lecture | | |
| 12 | Exercise – Translation | Lecture | | |
| 13 | Exercise – Translation | Lecture/Discussion | | |
| 14 | Paribhashik Shabdavali | Lecture | | |
| 15 | Paribhashik Shabdavali | Lecture | | |
| 16 | Exercise – Translation | Lecture/Discussion | | |
| 17 | Exercise – Translation | Interaction | | |
| 18 | Paribhashik Shabdavali | Lecture | | |
| 19 | Revision | Lecture/Discussion | | |
| 20 | Exercise – Translation | Lecture | | |
| 21 | Sandhya Sundari | Interaction | Seminar | |
| 22 | Sandhya Sundari | Discussion | Seminar | |
| 23 | Revision | Interaction | | |

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|-------------------|---|--------------------|---------|--|
| 24 | CIA – I (1Hour Exam) | | | |
| MODULE II | | | | |
| 25 | Bhagwan Ke Dakiye, Introduction of author | Lecture | | |
| 26 | Bhagwan Ke Dakiye | Lecture/Discussion | | |
| 27 | Exercise – Traslation | Lecture | | |
| 28 | Exercise – Traslation | Lecture/Discussion | | |
| 29 | Patra Vyavahar | Interaction | | |
| 30 | Patra Vyavahar | Lecture | | |
| 31 | Paribhashik Shabdavali | Interaction | | |
| 32 | Paribhashik Shabdavali | Lecture/Discussion | | |
| 33 | Revision | Interaction | | |
| 34 | Bhagwan Ke Dakiye | Lecture | | |
| 35 | Bhagwan Ke Dakiye | Lecture/Discussion | Seminar | |
| 36 | Patra Vyavahar | Interaction | | |
| 37 | Exercise - Traslation | Lecture | | |
| 38 | Exercise - Traslation | Lecture/Discussion | | |
| 39 | Bhagwan Ke Dakiye | Lecture/Discussion | Seminar | |
| 40 | Ghotta Sikka, Introduction of author | Lecture | | |
| 41 | Ghotta Sikka | Lecture | | |
| 42 | Ghotta Sikka | Lecture/Discussion | | |
| 43 | Exercise - Traslation | Lecture | | |
| 44 | Exercise - Traslation | Lecture/Discussion | | |
| 45 | Ghotta Sikka | Lecture/Discussion | Seminar | |
| 46 | Revision | Interaction | | |
| 47 | CIA – II (2 Hours Exam) | | | |
| MODULE III | | | | |
| 48 | Ullanghan, Introduction of author | Lecture/PPT | | |
| 49 | Ullanghan | Lecture | | |
| 50 | Patra Vyavahar | Lecture | | |
| 51 | Patra Vyavahar | Discussion | | |
| 52 | Paribhashik Shabdavali | Lecture | | |
| 53 | Exercise - Traslation | Lecture | | |
| 54 | Exercise - Traslation | Interaction | | |
| 55 | Ullanghan | Lecture | Seminar | |
| 56 | Ullanghan | Discussion | Seminar | |
| 57 | Bhook, Introduction of author | Lecture/PPT | | |
| 58 | Bhook | Lecture | | |
| 59 | Patra Vyavahar | Lecture/PPT | | |
| 60 | Patra Vyavahar | Interaction | | |
| 61 | Paribhashik Shabdavali | Interaction | | |
| 62 | Exercise - Traslation | Discussion | | |
| 63 | Exercise - Traslation | Lecture | | |
| 64 | Bhook | Lecture | | |
| 65 | Bhook | Lecture/Discussion | Seminar | |
| 66 | Paribhashik Shabdavali | Interaction | | |
| 67 | Bhook | Discussion | Seminar | |

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|----|--------------------------|-------------|--|--|
| 68 | Seminar | Interaction | | |
| 69 | Revision | Interaction | | |
| 70 | Revision | Interaction | | |
| 71 | Seminar | Interaction | | |
| 72 | Evaluation of the course | Interaction | | |

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 (February) | Review of a lesson based on the text book 2 and reference- Writing (Individual) |
| 2 | Seminar (February) | Presentation on a given topic based on t the text book 1 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 | January | Literary Analysis of Poetry (Group Discussion) |
| 2 | January | Translation of passages from English to Hindi (Group Activity) |

References

- **Nayi Sadi Ki Kavita – Ganesh Pandey, Vani Prakashan, New Delhi.**
- **Kavita Ka Sangharsh, Kumarendra Parasnath Singh, Vani Prakashan, New Delhi.**

Web resource references:

- epustakalay.com
- www.hindikunj.com

COURSE PLAN

| | | | |
|------------------------------|--|------------------|-----------|
| PROGRAMME | B.COM TAX | SEMESTER | 2 |
| COURSE CODE AND TITLE | U2CCFRN2C- FRENCH FOR BUSINESS COMMUNICATION II | CREDIT | 4 |
| HOURS/WEEK | 4 | HOURS/SEM | 72 |

| COURSE OBJECTIVES |
|---|
| Identify the culture, history, mannerisms and traditions of France and Francophone countries to develop inter cultural 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. |

| Session | Topic | Method of Teaching | Value Additions and activity | Remarks |
|-----------------|--|---------------------------|-------------------------------------|----------------|
| MODULE I | | | | |
| 1 | Revision of French Basics | role play, Discussion | french basic communication | |
| 2 | French basics | chalk n talk, audio | Exercice | |
| 3 | french basics | audio ppt, discussion | Exercice | |
| 4 | L' heure officielle/courante | chalk n talk | Exercice | |
| 5 | Activities with l'heure | role play,audio ppt | Exercice | |
| 6 | Demonstrative adjectifs | chalk n talk | Exercice | |
| 7 | Demonstrative adjectifs | chalk n talk,ppt audio | audio | |
| 8 | Sentence construction with demonstrative adjectifs | role play,audio ppt | Know a new culture | |
| 9 | Basic useful sentences in French | role play, audio ppt | Exercice | |
| 10 | Preposition in French | role play,audio ppt | presentation | |
| 11 | Preposition in French | chalk n talk,audio ppt | Exercice | 1,2 |
| 12 | Showing the way | role play,audio ppt | Exercice | 1,2 |

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|----|---|-------------------------------|------------------------|--|
| 13 | French culture- Moving around in France | Discussion, audio,ICT | Exercice | |
| 14 | Revision | | | |
| | MODULE II | | | |
| 15 | Narrate a day | game,audio ppt | Exercice | |
| 16 | Talk about one's plans | role play,audio ppt | Exercice | |
| 17 | Talk about one's plans | role play,audio ppt | Interaction | |
| 18 | French meals | Reading comprehension | Exercice | |
| 19 | Making an advertisement | chalk n talk, audio ppt | Exercice | |
| 20 | Making an Advertisement | role play, conversation | Exercice | |
| 21 | French culture | role play, listening | Ppt | |
| 22 | CIA 1 | | | |
| 23 | Sentence construction | cross words,chalk n talk | Exercice | |
| 24 | Intercultural | role play,audio | Exercice | |
| 25 | intercultural | exercices ,chalk n talk,audio | Q and A | |
| 26 | Intercultural | roleplay,audio | knowing culture | |
| 27 | Discussion | Discussion, ICT,audio | Exercice | |
| 28 | Revision | | | |
| | MODULE III | | | |
| 29 | Ordering food | oral, description | Q and A | |
| 30 | Ordering food | role play,chalk n talk | Exercice | |
| 31 | Buying things | audio,chalk n talk | Q and A | |
| 32 | Buying things | games,music,audio | Video | |
| 33 | Buying things | audio, chalk n talk | daily needed vocabs | |
| 34 | Describing an apartment | Role play | Q and A | |
| 35 | Describing an apartment | role play,audio ppt | Exercice | |
| 36 | Describing an apartment | role play ,audio ppt | Exercice | |
| 37 | Citing a problem with an order | chalk n talk/roleplay | Exercice | |

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| 38 | Citing a problem with an order | | Exercice | |
| | | chalk n talk ,audio ppt | | |
| 39 | Making a reservation | role play/presentation | Exercice | |
| 40 | Making a reservation | | Exercice | |
| | | audio ppt | | |
| 41 | Making a reservation | Discussion | knowing culture | |
| 42 | CIA REVISION | | | |
| 43 | CIA 2 | | | |
| 44 | Revision | chalk n talk/Role plays | Exercice | |
| 45 | Revision | role play ,GD | know each other | |
| 46 | Revision | chalk n talk,audio ppt | Exercice | |
| 47 | Revision | chalk n talk, audio ppt | Exercice | |
| 48 | Revision | discussion | Exercice | |
| 49 | Revision | role play | Exercice | |
| 50 | Revision | lecture,audio | Exercice | |
| 51 | Revision | speaking/role play | general knowledge | |
| 52 | DELFL | chalk n talk,audio ppt | Exercice | |
| 53 | DELFL | discussion/comprehension | Exercice | |
| 54 | DELFL | chalk n talk,audio ppt | Exercice | |
| | DELFL | Audio ppt,discussion | Exercice | |
| 55 | DELFL | Audio ppt,discussion | Video | |
| 56 | DELFL | Audio ppt,discussion | Exercice | |
| 57 | DELFL | Audio ppt,discussion | Exercice | |
| 58 | DELFL | Audio ppt,discussion | Exercice | |
| 59 | DELFL | Audio ppt,discussion | GK | |
| 60 | DELFL | Audio ppt,discussion | Video | |
| 61 | DELFL | Audio ppt,discussion | | |
| 62 | DELFL | discussion | knowing the culture | |
| 63 | module 1 -revision | | | |
| 64 | module 1 -revision | | | |
| 65 | module 2- revision | | | |

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| 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 | | | |

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- **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 FRENCH DISH (project) |
| 2 | 1,2,3 | Role plays on various situations Based on daily life (seminar) |

TEXT BOOKS AND REFERENCES

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

COURSE PLAN

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| PROGRAMME | B.COM TAX | SEMESTER | 2 |
| COURSE CODE AND TITLE | U2CRCOM04 QUANTITATIVE TECHNIQUES FOR BUSINESS RESEARCH | CREDIT | 3 |
| HOURS/WEEK | 4 | HOURS/SEM | 72 |

| COURSE OBJECTIVES |
|---|
| Understand research, research methodology, types and its importance in business. |
| Analyse the steps in research process. |
| Apply the Diagrammatic and Graphic Presentation of data and its significance. |
| Check the significance of Correlation analysis and its methods (types Correlation-methods- Karl Pearson's Co-efficient of correlation-Spearman's Rank correlation co-efficient) |
| Evaluate the significance of Regression analysis in business (types Regression-methods) |
| Understand the basic concepts of Probability theory |
| Explain research Report writing, types of report, characteristics of a good report and contents of a report |

| SESSION | TOPIC | LEARNING RESOURCES | VALUE ADDITIONS | REMARKS |
|-----------------|--|--------------------|--|---------|
| MODULE I | | | | |
| 1 | Introduction to Research - Concept of research - Meaning and Definition. | PPT/Lecture | Video/Examples With the research work submitted. | |
| 2 | Characteristics and features of research. | PPT/Lecture | | |
| 3 | Business Research and its application. | PPT/Lecture | | |
| 4 | Types of research | PPT/Lecture | | |
| 5 | Pure and Applied research Exploratory and Descriptive, | PPT/Lecture | | |
| 6 | Empirical and Analytical, Qualitative and Quantitative | PPT/Lecture | | |
| 7 | Research Process – Steps in Research Process | PPT/Lecture | | |
| 8 | Different types of data -Primary and Secondary Data | PPT/Lecture | | |

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|-------------------|---|-------------|-----------------|--|
| 9 | Methods of data Collection | PPT/Lecture | | |
| 10 | Observation method , case study | PPT/Lecture | | |
| 11 | Interview schedule and questionnaire | PPT/Lecture | video | |
| 12 | Census and Sampling methods | PPT/Lecture | | |
| 13 | Probability sampling – types, merits & demerits | PPT/Lecture | | |
| 14 | Non-probability sampling-types, merits & demerits | PPT/Lecture | | |
| 15 | Classification and Tabulation of Data | PPT/Lecture | | |
| MODULE II | | | | |
| 16 | Introduction to Diagrammatic and Graphic Presentation of data | PPT/Lecture | video | |
| 17 | Significance of diagrams and graphs | PPT/Lecture | | |
| 18 | Types of diagrams and importance | PPT/Lecture | | |
| 19 | Bar diagrams such as simple, sub-divided, multiple and percentage | PPT/Lecture | | |
| 20 | Pie diagram | PPT/Lecture | | |
| 21 | Graphs of frequency distributions | PPT/Lecture | | |
| 22 | Histogram | PPT/Lecture | | |
| 23 | frequency polygon | PPT/Lecture | | |
| 24 | Less than Ogive | PPT/Lecture | | |
| 25 | More than Ogive | PPT/Lecture | | |
| 26 | Limitations of Diagrams | PPT/Lecture | video | |
| 27 | Limitations of Graphs | PPT/Lecture | | |
| 28 | Revision | | | |
| CIA-1 | | | | |
| MODULE III | | | | |
| 29 | Correlation - Concept- meaning and definition | PPT/Lecture | | |
| 30 | Importance of correlation | PPT/Lecture | | |
| 31 | Correlation and its application | PPT/Lecture | | |
| 32 | Different Types of Correlation | PPT/Lecture | Quiz | |
| 33 | Problem Solving | PPT/Lecture | Q & Ans Session | |
| 34 | Different methods of Correlation | PPT/Lecture | | |
| 35 | Karl Pearson's Co-efficient of correlation | PPT/Lecture | | |
| 36 | Problem Solving | PPT/Lecture | | |
| 37 | Spearman's Rank correlation co-efficient | PPT/Lecture | | |
| 38 | Problem Solving | PPT/Lecture | | |
| 39 | Probable error | PPT/Lecture | | |
| 40 | Problem Solving | PPT/Lecture | | |

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|------------------|--|-------------|--|--|
| 41 | Regression analysis – Concepts - meaning and definition-its uses | PPT/Lecture | | |
| 42 | Different types of regression | PPT/Lecture | | |
| 43 | Lines of Regression- Regression Equation under Algebraic method | PPT/Lecture | | |
| 44 | Standard error. | PPT/Lecture | | |
| MODULE IV | | | | |
| 45 | Probability-Meaning-Definition- | PPT/Lecture | Finding the Real Research Problem | |
| 46 | Problem solving | PPT/Lecture | | |
| 47 | Basic terms-concepts of probability | PPT/Lecture | | |
| 48 | Problem solving | PPT/Lecture | | |
| 49 | Approaches to assigning probability | PPT/Lecture | | |
| 50 | Problem solving | PPT/Lecture | | |
| 51 | Permutation- problems | PPT/Lecture | | |
| 52 | Problem solving | PPT/Lecture | | |
| 53 | Combination-problems | PPT/Lecture | Real life examples | |
| 54 | Problem solving | PPT/Lecture | | |
| 55 | Problem solving | PPT/Lecture | | |
| 56 | Theorems of Probability Addition Theorem- problems | PPT/Lecture | | |
| 57 | Problem solving | PPT/Lecture | | |
| 58 | Multiplication theorem-problems | PPT/Lecture | | |
| 59 | Problem solving | PPT/Lecture | | |
| CIA – II | | | | |
| MODULE V | | | | |
| 60 | Report writing-Qualities of good report | PPT/Lecture | Format of Reports of leading corporates. | |
| 61 | Integral part of report- | PPT/Lecture | Group discussion | |
| 62 | Characteristics of a good report | PPT/Lecture | | |
| 63 | Contents of a report-Bibliography | PPT/Lecture | | |
| 64 | Revision | | | |
| 65 | Report writing-Qualities of good report | PPT/Lecture | | |
| 66 | Integral part of report | PPT/Lecture | | |
| 67 | Characteristics of a good report | PPT/Lecture | | |
| 68 | Report writing-Qualities of good report | PPT/Lecture | | |
| 69 | Integral part of report- | PPT/Lecture | | |

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| 70 | Characteristics of a good report | PPT/Lecture | | |
| 71 | Contents of a report-Bibliography | PPT/Lecture | | |
| 72 | Revision | | | |

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

| | Date of completion | Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc) |
|---|--------------------|---|
| 1 | 10/1/2015 | Collect a published report of a survey conducted by a magazine/ news paper |
| 2 | 24/1/2015 | Assignment on sampling technique |

GROUP ASSIGNMENTS/ACTIVITIES – Details & Guidelines

| | Date of completion | Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc) |
|---|--------------------|---|
| 1 | 5/2/2015 | Conducting a Seminar on Statistics in Real Life and talk with resource persons. |
| 2 | 26/2/2015 | <p>Motivating students</p> <ul style="list-style-type: none"> • to present paper in seminars and conferences by conducting research(for top learners) or/ • students have to present a study in the class which they have conducted using research methodology.(for medium and slow learners) |

References

- S. P. Gupta (2012),” *Statistical Methods*” Sultan Chand & Sons
- S.C. Gupta (2015),”*Fundamentals of Statistics*”, Himalaya Publishing House, New Delhi.
- S. Gupta(2002),”*Research Methodology and Statistical Techniques*”, Laurier Books, Limited.
- Hang Lee(2015),”*Foundations of Applied Statistical Methods*”, Springer; Softcover reprint of the original 1st ed. 2014 edition
- D N Elhance(2010),”*Fundamentals Of Statistics*”, Kitab Mahal Distributors-New Delhi

- Kothari. C.R(2014), ”, *Research methodology*”, New Age International Publishers Ltd.- New Delhi.
- Dr. S.M. Shukla and Dr. S.P. Sahai(2010),” *Statistical Methods*”, Sahitya Bhawan Publications.

Web resource references:

- <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6583801/>
- https://www.mindtools.com/pages/article/Charts_and_Diagrams.htm
- <https://statisticsbyjim.com/basics/correlations/>
- <https://www.investopedia.com/articles/financial-theory/09/regression-analysis-basics-business.asp>
- <https://www.english-at-home.com/business/report-writing/>
- <https://www.khanacademy.org/math/statistics-probability/probability-library/basic-theoretical-probability/a/probability-the-basics>

COURSE PLAN

| | | | |
|-----------------------|--|-----------|----|
| PROGRAMME | B.COM TAX | SEMESTER | 2 |
| COURSE CODE AND TITLE | U2CRCOM05, INTERNATIONAL FINANCIAL REPORTING STANDARDS | CREDIT | 4 |
| HOURS/WEEK | 4 | HOURS/SEM | 72 |

| COURSE OBJECTIVES |
|---|
| After the successful completion of the course the students are expected to understand various accounting Standards |
| Understanding the procedure for First time adoption of IFRS by Companies |
| Familiarise the students with the difference between IFRS and other standards |
| Create an idea about IASB, Conceptual Framework and need for international accounting standards in the Globalised era |
| Understanding Convergence and conversion to IFRS and recognition, Measurement, presentation, disclosure of even |
| The position of IFRS in India and also the presentation and reporting of Financial Statements as per IFRS |

| SESSION | TOPIC | LEARNING RESOURCES | VALUE ADDITIONS | REMARKS |
|------------------|--|--------------------|-----------------|---------|
| MODULE I | | | | |
| 1 | IASB regulatory and conceptual framework | PPT | video | |
| 2 | Impact of globalisation. | PPT/Lecture | | |
| 3 | Role and structure of IASB | PPT/Lecture | | |
| 4 | Comparison between IFRS, Indian GAAP and US GAAP- | PPT/Lecture | e-resource | |
| 5 | Scope and application of IASs/IFRSs | PPT/Lecture | | |
| 6 | IFRSs progress towards global harmonization | PPT/Lecture | | |
| 7 | Benefits and barriers of IASs and IASB | Lecture | | |
| 8 | IFRS implementation in the emerging markets | Lecture | | |
| 9 | Advantages and disadvantages of IASB | Lecture | | |
| 10 | Conceptual framework | Lecture | | |
| 11 | Accruals basis and going concern | PPT/Lecture | | |
| 12 | Qualitative characteristics of financial statements | PPT/Lecture | | |
| 13 | Elements of financial statements | PPT/Lecture | | |
| 14 | Revision | | | |
| MODULE II | | | | |
| 15 | First Time Adoption of IFRS | PPT/Lecture | | |
| 16 | presentation of financial statements | Lecture | | |
| 17 | Adoption process of IFRS with special reference to India | Lecture | | |
| O 2 | Industry need and requirements for IFRS professionals | Lecture | | |

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| | in India | | | |
| CO 2 | The components of financial statements | Lecture | | |
| CO 2 | Disclosing of items | PPT/Lecture | | |
| CO 2 | Preparation of Statement of financial position | PPT/Lecture | | |
| CO 2 | Current and non-current assets | PPT/Lecture | | |
| CO 2 | Income statement- Ind AS. | PPT/Lecture | | |
| CO 2 | REVISION | Lecture | QUIZ | |
| 25 | PRACTICAL PROBLEMS | Lecture | | |
| CIA-1 | | | | |
| MODULE III | | | | |
| 26 | Inventory-Recognize the cost of inventories | PPT/Lecture | | |
| 27 | NRV-IASB requirements for valuing inventories and Methods of valuation-Revenue Recognition | PPT/Lecture | | |
| 28 | Illustrations | Lecture | | |
| 29 | Illustrations | Lecture | Quiz | |
| 30 | Illustrations | Lecture | Q & Ans Session | |
| 31 | Illustrations | Lecture | | |
| 32 | Construction contracts-Contract Revenue and Contract Cost | PPT/Lecture | | |
| 33 | Determine the stage of completion of construction contract | PPT/Lecture | | |
| 34 | Measurement of outcome of the construction contract | PPT/Lecture | | |
| 35 | Recognition of expected losses in construction contract | Lecture | | |
| 36 | Extracts for construction contract in statement of comprehensive income and statement of financial position. | PPT/Lecture | | |
| 37 | Practical Problems | Lecture | | |
| 38 | Practical Problems | Lecture | | |
| 39 | Practical Problems | Lecture | | |
| 40 | Practical Problems | Lecture | | |
| 41 | Practical Problems | Lecture | | |
| 42 | Practical Problems | Lecture | | |
| MODULE 1V | | | | |
| 43 | Property, Plant and equipment | Lecture | | |
| 44 | Cost model and revaluation model | PPT/Lecture | Video | |
| 45 | Practical Problems | PPT/Lecture | | |
| 46 | Government Grant | PPT/Lecture | | |
| 47 | Accounting treatment of government grants through capital approach and income approach | | | |
| 48 | Illustrations | | | |
| 49 | Impairment of Asset | Lecture | Debate | |
| 50 | Identification, recognition and measurement criteria | PPT/Lecture | | |

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|-----------------|---|-------------|------------------|--|
| 51 | Illustrations | PPT/Lecture | | |
| 52 | Borrowing Cost-Recognition Criteria | PPT/Lecture | | |
| 53 | Illustrations | PPT/Lecture | | |
| 54 | Commencement and cessation of capitalization | PPT/Lecture | | |
| 55 | Intangible Assets | PPT/Lecture | | |
| 56 | incorporation of branch trial balance | PPT/Lecture | | |
| 57 | Expected economic benefits in future | PPT/Lecture | | |
| 58 | Internally generated goodwill-Useful life and amortization. | PPT/Lecture | | |
| MODULE V | | | | |
| 59 | Leasing | Lecture | Demo video | |
| 60 | Accounting procedures with simple examples | Lecture | | |
| 61 | Accounting for operating leases and finance leases | Lecture | Group discussion | |
| 62 | Accounting treatment of lessors and their disclosures | Lecture | | |
| 63 | Comparison of profit and loss and cash flow | PPT/Lecture | | |
| 64 | Practical Problems | PPT/Lecture | | |
| 65 | Practical Problems | PPT/Lecture | | |
| 66 | Practical Problems | | | |
| 67 | Statement of Cash Flows | PPT/Lecture | | |
| 68 | Practical Problems | | | |
| 69 | Benefits and drawbacks of statement of cash flow | PPT/Lecture | | |
| 70 | Practical Problems | | | |
| 71 | Practical Problems | | | |
| 72 | Revision | | | |
| CIA II | | | | |

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

| | Date of completion | Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc) |
|---|--------------------|---|
| 1 | 10/1/2015 | Assignment on GAAP and Accounting standards |
| 2 | 28/1/2015 | Practical problems |

GROUP ASSIGNMENTS/ACTIVITES – Details & Guidelines

| | Date of completion | Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc) |
|---|--------------------|---|
| 1 | 10/2/2015 | PREPARATION OF FINANCIAL STATEMENT OF ANY COMPANIES AND ANALYSIS OF FINANCIAL STATEMENTS |

References

- **C.A KAMAL GARG - Practical Guide to IFRS &Ind-AS**
- **MUKESH SARAF - Ind AS & IFRS Converged Ind- AS**
- **ABBAS ALI MIRZA, GRAHAM J. HOLT- Practical Implementation Guide and Workbook for IFRS**
- **IFA-BPP LEARNING -IFRS for Accounting Professionals**
- **KAPLAN PUBLISHING - IFRS Study Guide**

Web resource references:

- https://www.google.com/search?q=ifrs&rlz=1C1CHBF_enIN706IN706&oq=IFRS&aqs=cchrome.0.0i433i457j0i433i5j0j69i61.2220j0j7&sourceid=chrome&ie=UTF-8

COURSE PLAN

| | | | |
|-----------------------|----------------------------------|-----------|----|
| PROGRAMME | B.COM TAX | SEMESTER | 2 |
| COURSE CODE AND TITLE | U2CRCOM06: CORPORATE REGULATIONS | CREDIT | 3 |
| HOURS/WEEK | 4 | HOURS/SEM | 72 |

| COURSE OBJECTIVES |
|--|
| Know about the concept of company and shares. |
| Know about the application of company law in India. |
| Understand the use of the memorandum of association and article of association in a company, they also learn from this course. |
| Use of various documents and forms in a company. |
| Understand the relationship between company and its stakeholders. |
| Identify the legal compliances of the Company. |

| SESSION | TOPIC | LEARNING RESOURCES | VALUE ADDITIONS | REMARKS |
|-------------------|--|--|-----------------|---------|
| Module - I | | | | |
| | Introductory session | Lecture | | |
| 2. | Indian companies act 2013 definitions | Lecture | | |
| 3. | Characteristics of a company | Lecture | | |
| 4. | Characteristics of a company | Class discussion | | |
| 5. | Lifting of corporate veil | Class discussion | | |
| 6. | Types of companies including one person company | Recitation oral questions | Movie Clips | |
| 7. | Types of companies including one person company | Discussion groups conducted by selected student chairpersons | | |
| 8. | Types of companies including one person company | Use of slides, Lecture | Movie Clips | |
| 9. | Small company and producer company | Use of slides, Lecture | | |
| 10. | Association not for profit | Use of slides, Lecture | | |

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|--------------------|---|----------------------------------|-------------|--|
| 11. | Illegal association | Use of slides, Lecture | | |
| 12. | Formation of company | Use of slides, Lecture | | |
| 13. | Promoters- their legal position | Recitation oral questions | | |
| 14. | Pre-incorporation contract | Use of filmstrips | | |
| 15. | Documents to be filed and provisional contracts; online registration of a company. | Class discussion | | |
| Module - II | | | | |
| 16. | Memorandum of association | Use of theater | Movie Clips | |
| 17. | Articles of association | Lecture, Use of slides | | |
| 18. | Doctrine of ultravires | Lecture, Use of slides | | |
| 19. | Doctrine of constructive notice and indoor management | Lecture, Use of slides | | |
| 20. | Prospectus-importance- contents | Lecture, Use of slides | | |
| 21. | CIA – I | 2 Hr. Descriptive answers | | |
| 22. | Shelf, red herring prospectus | Lecture, Use of slides | | |
| 23. | Misstatement in prospectus | Lecture, Use of slides | | |
| 24. | GDR | Lecture, Use of slides | Movie Clips | |
| 25. | Book building; issue, allotment and forfeiture of share | Lecture, Use of slides | | |
| 26. | Transmission of shares | Lecture, Use of slides | | |
| 27. | Buyback and provisions regarding buyback | Lecture, Use of slides | | |
| 28. | Buyback and provisions regarding buyback | Lecture, Use of slides | Movie Clips | |
| 29. | Issue of bonus shares | Lecture, Use of slides | | |
| 30. | Issue of bonus shares | Lecture, Use of slides | | |
| Module -III | | | | |
| 31. | Management- directors | Drama, role playing | | |

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|-------------------|--|---|-------------|--|
| 32. | Women directors | Drama, role playing | Movie Clips | |
| 33. | Independent director | Drama, role playing | | |
| 34. | Small shareholder's director; disqualifications, director identity number (din) | Drama, role playing | | |
| 35. | Appointment; legal positions | Drama, role playing | | |
| 36. | Powers and duties | Lecture, Use of slides | | |
| 37. | Removal of directors | Lecture, Use of slides | | |
| 38. | Key managerial personnel | Lecture, Use of slides | | |
| 39. | Managing director, manager; company secretary | Lecture, Use of slides | | |
| 40. | Company meetings | Lecture, Use of slides | Movie Clips | |
| 41. | Prerequisites | Lecture, Use of slides | | |
| 42. | General meeting and board meeting | Lecture, Use of slides | | |
| 43. | Convening and conduct of meetings | Class projects | | |
| 44. | Postal ballot | Class projects | Movie Clips | |
| 45. | Meeting through video conferencing, e-voting | Gaming and simulation | | |
| 46. | Meeting through video conferencing, e-voting | Storytelling, Lecture | | |
| 47. | Meeting through video conferencing, e-voting | Storytelling, Lecture | | |
| Module- IV | | | | |
| 48. | Books of accounts | <i>Bulletin boards, School affiliations</i> | | |
| 49. | Registers | Storytelling, Lecture | | |
| 50. | Online filing of documents | Storytelling, Lecture | | |
| 51. | Dividend provisions | Lecture, Use of slides | | |
| 52. | Auditor's appointment | Lecture, Use of slides | | |

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|------------------|--|---|-------------|--|
| 53. | Rotation of auditors | Lecture, Use of slides | | |
| 54. | Auditor's report | Lecture, Use of slides | | |
| 55. | NFRA and registered valuers secretarial audit | Lecture, Use of slides | | |
| 56. | NFRA and registered valuers secretarial audit | Lecture, Use of slides | Movie Clips | |
| 57. | Concept and modes of winding up | Lecture, Use of slides | | |
| 58. | Concept and modes of winding up | Lecture, Use of slides | | |
| 59. | Concept and modes of winding up | Lecture, Use of slides | | |
| 60. | National company law tribunal (NCLT) | Lecture, Use of slides | | |
| 61. | National company law tribunal (NCLT) | Brainstorming, Lecture | Movie Clips | |
| 62. | Special courts | Brainstorming, Lecture | | |
| 63. | <i>Student activity</i> | <i>Crossword puzzles- Law</i> | | |
| 64. | CIA II | 2 HOURS | | |
| Module- V | | | | |
| 65. | Depositories act 1996-- definitions | Presentations by student panels from the class | | |
| 66. | Depositories act 1996-- definitions | <i>Law Vocabulary drills, Debate on current issues- Legal</i> | | |
| 67. | Rights and obligations of depositories | Brainstorming, Lecture | | |
| 68. | NSDL and CDSL | Brainstorming, Lecture | | |
| 69. | Depository participants | Brainstorming, Lecture | | |
| 70. | Issuers and beneficial owners | Brainstorming, Lecture | | |
| 71. | Inquiry and inspections, penalty | Brainstorming, Lecture | | |
| 72. | Revision | Q & A | | |

INDIVIDUAL ASSIGNMENTS- Details & Guidelines

| | Date of completion | Topic of Assignment (Individual) |
|---|--------------------|------------------------------------|
| 1 | 02/01/2015 | Classification of Indian Companies |
| 2 | 30/01/2015 | NCLT |

Books for references

Hicks, Andrew & Goo S H, Cases and Material on Company Law, Oxford University Press

Kershaw, David, Company Law in Context, Oxford University Press, UK

Gowar, LCB, Principles of Modern Company Law, Stevens & Sons, London.

Hanningan, Brenda, Company Law, Oxford University Press, UK

Sharma, J. P, An Easy Approach to Corporate Laws, Ane Books Pvt Ltd, New Delhi.

Ramaiya, A Guide to Companies Act, Wadhwa and Company Nagpur

Kannal, S., & V.S. Sowrirajan, Company Law Procedure, Taxman's Allied Services (P) Ltd., New Delhi

Companies Act and Corporate Laws, Bharat Law House Pvt Ltd, New Delhi

Note: Latest edition of textbook may be used.

COURSE PLAN

| | | | |
|-----------------------|--|-----------|----|
| PROGRAMME | B.COM TAX (S / F) | SEMESTER | 2 |
| COURSE CODE AND TITLE | U2COCOM2 BUSINESS COMMUNICATION AND MANGEMENT INFORMATION SYSTEM | CREDIT | 3 |
| HOURS/WEEK | 4 | HOURS/SEM | 72 |

| COURSE OBJECTIVES |
|--|
| Analyze the methods of communication |
| Practice to write formal and informal letters |
| Practice to write business letters |
| Understanding the role and importance of information technology in communication |
| Understanding the working of management information system in business organisations |

| SESSION | TOPIC | LEARNING RESOURCES | VALUE ADDITIONS | REMARKS |
|------------------|---------------------------------------|--------------------|-----------------|---------|
| MODULE I | | | | |
| 1 | Communication – Need | PPT | Video | |
| 2 | Process | PPT/Lecture | | |
| 3 | Types | PPT/Lecture | Video | |
| 4 | Oral Communication | PPT/Lecture | E-resource | |
| 5 | Written communication | PPT/Lecture | | |
| 6 | Verbal communication | PPT/Lecture | | |
| 7 | Nonverbal communication | Lecture | | |
| 8 | Internal communication | Lecture | | |
| 9 | External communication | Lecture | | |
| 10 | Methods of non-verbal communication | Lecture | Video | |
| 11 | Body Language –Kinesics | PPT/Lecture | | |
| 12 | Proxemics – Para Language | PPT/Lecture | | |
| 13 | Channels | PPT/Lecture | | |
| 14 | Barriers | PPT/Lecture | Discussion | |
| 15 | Principles of Effective Communication | PPT/Lecture | | |
| MODULE II | | | | |
| 16 | Job Application Letters | PPT/Lecture | | |
| 17 | Resume | Lecture | | |
| 18 | CV | Lecture | | |

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|-------------------|---|-------------|------------|--|
| 19 | Types of Reference and Recommendation Letters | Lecture | | |
| 20 | Reference and Recommendation Letters | Lecture | | |
| 21 | Reference and Recommendation Letters | PPT/Lecture | | |
| 22 | Reference and Recommendation Letters | PPT/Lecture | | |
| 23 | Reference and Recommendation Letters | PPT/Lecture | | |
| 24 | Types of employment letter | PPT/Lecture | | |
| 25 | Types of employment letter | Lecture | | |
| 26 | Types of employment letter | Lecture | | |
| 27 | Types of employment letter | Lecture | | |
| 28 | Soft Skills | Lecture | | |
| 29 | Revision | | | |
| 30 | CIA - I | | | |
| MODULE III | | | | |
| 31 | Business Letters | PPT/Lecture | | |
| 32 | Parts and Layout of Business Letters | PPT/Lecture | | |
| 33 | Business Enquiry Letters | PPT/Lecture | | |
| 34 | Business Enquiry Letters | Lecture | | |
| 35 | Business Enquiry Letters | Lecture | | |
| 36 | Offers and Quotation | PPT/Lecture | | |
| 37 | Orders and Execution | PPT/Lecture | | |
| 38 | Grievances and Redressals | PPT/Lecture | | |
| 39 | Sales Letters | PPT/Lecture | | |
| 40 | Sales Letters | Lecture | | |
| 41 | Follow up Letters | PPT/Lecture | | |
| 42 | Circular Letters | PPT/Lecture | | |
| 43 | Status Enquiry | PPT/Lecture | | |
| 44 | Collection Letters | PPT/Lecture | | |
| 45 | Collection Letters | PPT/Lecture | | |
| 46 | Collection Letters | PPT/Lecture | | |
| 47 | Collection Letters | PPT/Lecture | | |
| 48 | Preparation of Partnership Deed | PPT/Lecture | | |
| 49 | Power of Attorney | PPT/Lecture | | |
| 50 | Revision | | | |
| MODULE IV | | | | |
| 51 | Impact of IT on Communication | PPT/Lecture | | |
| 52 | Role of Computers | PPT/Lecture | Discussion | |
| 53 | Internet | Lecture | Debate | |
| 54 | Email | PPT/Lecture | Discussion | |
| 55 | Telephone | PPT/Lecture | | |
| 55 | Voice Mail | PPT/Lecture | | |
| 56 | SMS | PPT/Lecture | | |

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|-----------------|---|-------------|--------------------|--|
| 57 | Video Conferencing | PPT/Lecture | Real time examples | |
| 58 | Teleconferencing | PPT/Lecture | | |
| 59 | IVRS | Lecture | | |
| 60 | New modes of communication | Lecture | Discussion | |
| 61 | CIA - II | | | |
| MODULE V | | | | |
| 62 | Introduction to Management Information System | Lecture | | |
| 63 | Definition | PPT/Lecture | | |
| 64 | Need | PPT/Lecture | | |
| 65 | Benefits | PPT/Lecture | | |
| 66 | Functions | PPT/Lecture | | |
| 67 | Structure | PPT/Lecture | | |
| 68 | Objectives | PPT/Lecture | | |
| 69 | Characteristics | PPT/Lecture | | |
| 70 | Role of MIS | PPT/Lecture | | |
| 71 | Relationship between Decision Making and MIS | PPT/Lecture | | |
| 72 | Revision | | | |

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

| | Date of completion | Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc) |
|---|--------------------|---|
| 1 | 4/1/2015 | CV and Resume preparation |
| 2 | 28/1/2015 | Preparation of offers and quotation |

GROUP ASSIGNMENTS/ACTIVITES – Details & Guidelines

| | Date of completion | Topic of Assignment & Nature of assignment (Individual/Group – Written/ Presentation – Graded or Non-graded etc) |
|---|--------------------|--|
| 1 | 2/2/2015 | Preparation of partnership deed |

References

1. R. C. Bhatia- Business Communication
2. Salini Agarwal -Essential Communication Skill
3. P. N. Reddy & Apopannia -Essentials of Business Communication
4. R. C. Sharma & Krishna Mohan -Business Communication & Report Writing
5. M. C. Leod -Management Information System
6. Jerome Reuter -Management Information System
7. Annie Philips -Communication and the Manager’s Job

Web resource references:

- <https://en.wikipedia.org/wiki/communication> business