

# **SACRED HEART COLLEGE (AUTONOMOUS)**

**Department of Commerce (self)**

**BACHELOR OF COMMERCE**

**[COMPUTER APPLICATION]**

**Course plan**

**Academic Year 2018-19**

**Semester 1**

## Programme Outcome

	Programme Outcome
PO 1	<b>Critical Thinking:</b> Take informed actions after identifying the assumptions that frame our thinking and actions, checking out the degree to which these assumptions are accurate and valid, and looking at our ideas and decisions (intellectual, organizational, and personal) from different perspectives.
PO 2	<b>Effective Communication:</b> Speak, read, write and listen clearly in person and through electronic media in English and in one Indian language, and make meaning of the word by connecting people, ideas, books, media and technology.
PO 3	<b>Effective Citizenship:</b> Demonstrate empathetic social concern and equity centered national development, and the ability to act an informed awareness of issues and participate in civic life through volunteering.
PO 4	<b>Environment and Sustainability:</b> Understand the issues of environmental contexts and sustainable development.
PO5	<b>Ethics:</b> Recognise different value systems including your own, understand the moral dimensions of your decisions, and accept responsibility for them.
PO 6	<b>Global Perspective:</b> Understand the economic, social and ecological connections that link the world's nations and people.

## BACHELOR OF COMMERCE (COMPUTER APPLICATION)

PROGRAM SPECIFIC OUTCOMES	
PSO 1	Fulfil the manpower requirements in various commerce subjects catering to the needs of trade, industry and commerce.
PSO 2	Demonstrate ethical values, capacity for sustainable team work and professional communication and leadership skills.
PSO 3	Practice entrepreneurship and sustain their ventures through environmentally friendly practices.
PSO 4	Assimilate the knowledge, skills and attitudes required for the formation of a responsible citizenry.
PSO 5	Understand their prospects of employability or for higher education from a global perspective.
PSO 6	Equipping students for creating websites, automate office activities, computerized accounting process and creating database

## Course Structure

Course Code	Title Of The Course	No. Hrs./Week	Credits	Total Hrs./Sem
15U1CCENG1	COMMUNICATION SKILLS IN ENGLISH	5	4	90
15U1CCHIN1C/ 15U1CCFRN1C/ 15U1CCMAL1C	PROSE AND APPLIED HINDI / FRENCH FOR BUSINESS COMMUNICATION I /- KADHA, KAVITHA	4	4	72
15U1RCOM1	BUSINESS STATISTICS	4	3	72
15U1RCOM2	FINANCIAL ACCOUNTING	4	4	72
15U1RCOM3	BUSINESS REGULATORY FRAMEWORK	4	3	72
15U1COCOM1	BUSINESS ENVIRONMENT	4	4	72

## COURSE PLAN

### Course- 1 SACRED HEART COLLEGE (AUTONOMOUS)

#### COURSE PLAN

PROGRAMME	B.Com	SEMESTER	1
COURSE CODE AND TITLE	15U1CCENG1: COMMUNICATION SKILLS IN ENGLISH	CREDIT	4
HOURS/WEEK	5	HOURS/SEM	90
FACULTY NAME	Sini		

#### Course Outcome

**CO1:** Understand the mechanics of English language and comprehend the plain meaning of simple narrations, announcements and instructions.

**CO2:** Make inferences about the implications of statements from stress and tone recognise the various registers of speech.

**CO3:** Listen to formal presentations and prepare lecture notes using the appropriate format.

**CO4:** Use English language for a variety of speaking contexts including conversations, presentations, speeches, discussions and negotiations.

**CO5:** Critically evaluate presentations, narrations, speeches and analyse and evaluate their content and respond to them appropriately.

**CO6:** Creatively respond to one's surroundings in the form of dramatic works, poetry, narrations, and songs, and perform them before an audience.

**CO7:** Understand the mechanics of English language and comprehend the plain meaning of simple narrations, announcements and instructions.

Sessions	Topic	Method	COs	Remarks/Reference
1	Introduction to Communication Skills	Lecture	CO1,	
2	Phonetics: Introduction	PPT presentation	CO5,CO6,	
3	Unit 1 – Write as you speak	Audio presentation &	CO3, CO4,	

			Exercises		
4		Unit 2 – Dip in Deep Sea	Audio presentation & Exercises	CO1, CO3,	
5		Unit 3 – Many Mad Men	Audio presentation & Exercises	CO3, CO4,	
6		Unit 4 – A Cot Caught in a Cart	Audio presentation & Exercises	CO1,CO3,	
7		Unit 5 – Look for Good Food	Audio presentation & Exercises	CO3, CO2,	
8		Unit 6 – Bad Luck, Early Worm and Unit	Audio presentation & Exercises	CO5, CO7	
9		Unit 7 - Again and Again	Audio presentation & Exercises	CO2, CO4	
10		Unit 8 – A China Clay Toy	Audio presentation & Exercises	CO1, CO3	
11		Unit 9 – Holy Cow	Audio presentation & Exercises	CO6,CO7	
12		Unit 10 – Here, There, Everywhere	Audio presentation & Exercises	CO6,CO7	
13		IAT – 1			
14		Discussion on the test paper	Discussion	CO4, CO6	
15		Unit 11 – Bzzing Bees & Hissing Snakes Unit 12 – Pleasure Ships on the sea	Audio presentation & Exercises	CO6, CO7	
16		Unit 13 – A Fine Vine Unit 14 – Thanks Brother!	Audio presentation & Exercises	CO1, CO3	
17		Unit 15 – Jane’s Chain	Audio presentation & Exercises	CO2, CO3	

		Unit 16 – A Smiling King			
18		Unit 17 – Betty’s Bitter Butter Unit 18 – Have Your Way	Audio presentation & Exercises	CO1, CO3	
19		Unit 19 – Right Road, Light Road Revision	Audio presentation & Exercises Drill Exercises	CO1, CO3	
20		Revision Exercises	Drill Exercises	CO5,CO7	
21		Unit 20 - Pronunciation: Syllables	Lecture Session	CO2, CO6	
22		Unit 21 - Word stress 1	Audio presentation & Exercises	CO2, CO6	
23		Unit 22 - Word stress 2	Audio presentation & Exercises	CO6, CO7	
24		Unit 22 - Stress and Parts of Speech	Audio presentation & Exercises	CO4, CO5	
25		Unit 23 - Sentence Stress	Audio presentation & Exercises	CO5, CO7	
26		Holiday – SreeNarayana guru samadhi			
27		Holiday - Bakrid			
28		IAT – 2			
29		Performance Analysis _ IAT 2	Discussion	, CO5, CO7	
30		Unit 24 – Weak forms & Strong Forms Unit 25 – Contracted forms	Audio presentation & Exercises	CO2, CO3,	
31		Unit 26 – Intonation	Audio presentation & Exercises	CO1, CO7	

32	Unit 27 – Different accents	Lecture and Drill	CO2, CO3,	
33	Influence of Mother tongue	Lecture and Drill	CO2, CO4	

### ASSIGNMENTS

		<b>Topic of Assignment &amp; Nature of assignment (Individual/ Group – Written/ Presentation – Graded or Non-graded etc)</b>	<b>Course Outcome</b>
1		Write a note on your bus trip the college & present it before the class.	CO6
2		Write a descriptive note on the sights and sounds of the college canteen + presentation before the class	CO5, CO6
3		Write an interesting conversation you listened to recently and present it before the class with your partner.	CO4, CO5
4		Identify a passage from any textbook or magazine, underline a pair of consonant sounds and read the same in the class giving special emphasis to the pair of sounds chosen	CO2
5		Write a description of the Lakeview ground	CO6
6		Describe the college auditorium	CO6
7		Describe the sights and sounds in the portico of the college on any given day	CO6, CO5
8		Describe the aquarium in the portico	CO7
9		Narrate your experiences of any day on the campus	CO5

### Reference

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

### Further Reading

Sl.No	Title	Author	Publisher & Year
1	A Course in Listening and Speaking I & II	Sasikumar V.,Kiranmai Dutt and Geetha Rajeevan	New Delhi: CUP, 2007
2	Study Listening: A Course in Listening to Lectures and Note-	Tony Lynch	New Delhi: CUP, 2008

	taking		
3	Study Speaking: A Course in Spoken English for Academic Purposes	Anderson, Kenneth, Joan Maclean and Tony Lynch	New Delhi: CUP, 2008
4	Study Reading: A Course in Reading Skills for Academic Purposes	Glendinning, Eric H. and Beverly Holmstrom	New Delhi: CUP, 2008
5	Communication Studies	Sky Massan	Palgrave Macmillan
6	Effective Communication for Arts and Humanities Students	Joan Van Emden and Lucinda Becker	Palgrave Macmillan

## Course-2

### ADDITIONAL LANGUAGE

#### MODEL I

#### B.COM PROGRAMME IN MALAYALAM

#### FIRST SEMESTER

□□□□□□

<b>Title of the course</b>	□□ □□□□
<b>Semester in which the course is to be taught</b>	<b>FIRST</b>
<b>No. of credits</b>	4
<b>No. of contact hours</b>	72
<b>Name of the professor</b>	□□□□□□ □□□□ □□ .

### COURSE OBJECTIVES





7		□□□□□□□□	Lecturing	2,3
8		□□□□□□□□□□ □□□□□□□□□□□□□□□□ □□□□□□□□	Lecturing	1,2
9		□□□□□□□□□ □□□□ □□ □□□□□□□□□□□□□□□□	writing/Lecturing	1,2,3
10		□□. □□□□□□□□□□□□ □□□□□□ □□□□□□□□□□□□□□□□	Writing/ Lecturing	1,2
11		□□□□□□□□□ □□□□ □□ □□□□□□□□□□□□	Class Discussion	1,2,3
12		SEMINAR PRESENTATIONS	PRESENTATION	2,3
13		CIA -I	1hr; descriptive answers only	1,2
14		□□□□□□□□ □□□□□□□□□□ □□□□□ □□□□□ □□ □□□□□□□□□□□□□□□□	Lecturing	2,3
15		□□□□□□□□□	Class Discussion/ Lecturing	1,2,3
16		□□ □□ . □□□□□□□□ □□□□ □□□□□□□□□□□□□□□□□□□□	Discussion, Lecturing	1,2
17		□□□□□□□□□□□ □□□□□□ □□□□□ □□□□□ □□ □□□□□□□□□□□□□□□□	Lecturing	1,2
18		□□□□ □□□□□□□□	Lecturing	1,2,3
19		□□□□□□□ □□□□□□□□ □□□□ □□□□ □□□□□□□□□□□□□□	Reading	2,3
20		□□□□ □□□□□□□□	Lecturing	1,2
21		□□□□□□□□□□ □□□□□□□□□□□□□□□□	Lecturing	2,3
22		□□□□□□□□□□ □□□□□ □□□□□□□□□□□□□□□□□□ □□□□□□□□□□	Lecturing/ writing	2,3

23		□□□ □□□□□□□	Independent Reading/ Discussion/ Lecturing	1,2,3
24		□□□ □□□□□	Class Discussion	1,2
25		□□□□□□□ □□□□□□□ □□□□□	Class Discussion	2,3
26		□□□□□ □□□□□□□□□□□□ □□□□□ □□□□□	Lecturing	1,2,3
27		□□□□□□□□□□□□□□□- □□□□□□□ □□□□□□□□ □□□□□	Class Discussion /Lecturing	2,3
28		□□□□□ □□□□□□ □□□□□□□□□□□□□□□□□□□	writing//Group Discussion	1,2
29		□□□□□□□ □□□□□□□□□□ □□□□ □□□□□ □□□□□□□□	Lecturing/ Discussion	2,3
30		□□□□□□□ □□□□□□□□□□	Lecturing	2,3
31		□□ □□□□□□□□□□□ □□□□□□□ □□□□□□ □□□□□□□□□□□□□□□□□□□	Lecturing	1,2,3
32		□□□□□□□□□□□ □□□ □□□□□□□□□□□□□□□□	Writing	
33		□□□□□□□□□□□□ □□□□□□□□□ □□□□□□□□	Independent Reading/ Discussion	1,2,3
33		□□□□□□□□□□□□□□□□□ □□□□ □□□□□ □□□□□ □□□□□□□□□□□□□□□□□□□	Lecturing	1,2
34		□□□□□□□ □□□□□□ □□□□ □□□□□□ □□□□□□□□	Lecturing/ writing	2,3
35		□□□□□□□□ □□□□□□ □□□□ □□□□ □□□□ □□□□□□□□□□	Lecturing	1,2,3
36		□□□□□□□□□□□□□	Lecturing	1,2,3
37		□□□□□□□□□ □□□□ □□□ □□□□□□□	Independent	1,2

			Reading/ Discussion	
38		□□□□□□ □□□□□□□□ □□□□ □□□□ □□□□□□□□□□□□□□	Lecturing	2,3
39		□□□□□□□□□□□□□□ □□□□□□ □□□□□□□□□□□□□□□□□	Lecturing	1,2,3
40		□□□□ □□□□ □□□□□ □□□□ □□□□ □□□□□□□□□□□□□□	Lecturing	1,2
41		□□□□□□□□□□□□□□	Reading	2,3
42		□□□□□□□□□□□□□□ □□□□□□ □□□□□□□□□□□□□□□□□	Lecturing	2,3
43		□□□□□□□□□□	Reading	1,2,3
44		□□□□□□□□□□□□ □□□□ □□□□ □□□□□□□□□□□□□□	Reading	2,3
45		□□□□□□□□□□□□	writing / Discussion	1,2,3
46		□□□□□□□□□□ □□□□□□□□□□	Independent Reading/ Discussion	1,2
47		□□□□ □□□□□□ □□□□□□□□□□□□□□	Writing	2,3
48		□□□□ □□□□□□□□□□	Writing	2,3
49		□□ □□ □□□□□□□□□□ - □□□□ □□□□□□	Writing	1,2,3

50		□□□□□□□□□□□□ □□□□□ □□□□ □□□□ □□□□□□□□□□□□□□	Lecturing / writing	1,2,3
51		□□□□ □□□□□□□□□□	Independent Reading/ Discussion	1,2
52		□□□□□□ □□□□ □□□ □□□□□□	Lecturing	1,2,3
53		□□□□□□□□□ □□□ □□□□ □□□□□□□□□□□□□□	Lecturing	1,2
54		□□□□□□□□□□	Reading/writing	1,2,3
55		□□□□□□□□□□	Reading/Lecturing	1,2,3
56		□□□□□ □□□□□□□□□ -□□□ □□□□□	Lecturing	1,2,3
57		□□□□□□□ □□□□□□ - □□□□□	Debate /Lecturing	1,2,3
58		REVISION	Lecturing	1,2,3
59		REVISION	Independent Reading/ Discussion	1,2,3
60		SEMINAR PRESENTATIONS 1	Discussion	1,2,3
61		SEMINAR PRESENTATIONS 2	Discussion	1,2
62		CIA II	Lecturing	1,2
63		Discussion on the CIA II	Lecturing	1,2,3
64		REVISION	Lecturing/ Discussion	1,2
65		REVISION	Lecturing	1,2
66		Evaluation of the Course	Lecturing	1,2
67		Question Paper Discussion	Questioning	1,2
68		REVISION	Lecturing/ writing	1,2
69		REVISION	Lecturing/ writing	1,2
70		REVISION	Lecturing/ writing	1,2



<b>HOURS/WEEK</b>	4	<b>HOURS/SEM</b>	72
<b>FACULTY NAME</b>	Dr. Tom Vargheese		

### **COURSE OBJECTIVES**

Familiarize some of the eminent writers in Prose and Literature.  
Inculcate Socio-cultural values

### **Prescribed Texts**

- 1.SAHITYA DARPAN - Co-Publication of M.G. University.
- 2.RACHANA KA SACH - Co-Publication of M.G. University

### **Lessons to be studied**

#### **SAHITYA DARPAN**

1. Bhishm Ko Kshama Nahi Kiya Gaya
2. Aavara Maseeha
3. Reedh Ki Haddi
4. Meghadooth Ki Pusthak Sameeksha
5. Chunki

#### **RACHANA KA SACH**

1. Patra-Lekhan
2. Paribhashik Shabdavali

### **COURSE OUTCOMES:**

	<b>COURSE OUTCOMES</b>	<b>PO/ PSO</b>	<b>CL</b>
CO 1	Understand the relevant Socio - cultural issues and develop writing skills through Hindi Prose.		U, An
CO 2	Understand the Ancient Indian Culture		U, An
CO 3	Understand the various streams and trends of Hindi Prose		U
CO 4	Understand the importance of communication in the fields of administration, media and business		U, An, A
CO 5	Understand Functional Hindi and develop writing skills through letter writing.		U, A

CL\* Cognitive Level

Sessions	Date	Topic	Learning Resources	Course Outcomes
<b>MODULE I</b>				
1		Introductory Session	Lecturing	CO 1
2		Bhishm Ko Kshama Nahi Kiya Gaya (Introduction About the Author and Chapter )	Reading/Lecturing	CO2
3			Reading	CO 3
4			Oral/Descriptive	CO 2
5			Class Discussion	CO 3
6		Patra Lekhan Theory	Oral/Descriptive	CO 4
7			Reading	CO 4
8			Class Discussion	CO 5
9			Reading	CO 5
10			Reading/Lecturing	CO 4
11			Seminar	CO 5
<b>MODULE II</b>				
12		Aavara Maseeha(Introduction About the Author and Chapter)	Lecturing	CO 1
13			Oral/Descriptive	CO 2
14			Reading	CO 2
15			Reading	CO 3
16			Discussion	CO 3
17		Patron Ke Prakar	Oral/Descriptive	CO 4
18			Reading	CO 4
19		Paaribhashik Shabdavali	Description/Exercise	CO 5
20			Description/Exercise	CO 5

21			Reading/Writing	CO 5
22		CIA I	1 Hour, Descriptive answers only	
23		Reedh Ki Haddi (Introduction About the Author and Chapter)	Oral/Descriptive	CO 3
24			Oral/Descriptive	CO 2
25			Reading/Lecturing	CO 1
26			Reading/Lecturing	CO 1
27			Reading/Lecturing	CO 1
28			Class Discussion	CO 3
29		Patron Ke Prakar	Oral/Descriptive	CO 4
30			Reading/Writing	CO 4
31			Description/Exercise	CO 5
32			Description/Exercise	CO 5
33		Meghadooth Ki Pusthak Sameeksha (Introduction About the Author and Chapter)	Oral/Descriptive	CO 1
34			Oral/Descriptive	CO 1
35			Reading/Lecturing	CO 2
36			Reading/Lecturing	CO 3
37			Discussion	CO 3
38		Paaribhashik Shabdavali	Reading/Writing	CO 4
39			Reading/Writing	CO 4
40			Discussion	CO 5
41			Reference/Library	CO 5
42		Patron Ke Prakar	Oral/Descriptive	CO 4
43			Reading/Writing	CO 4
44			Description/Exercise	CO 5



45			Description/Exercise	CO 5
MODULE III				
46		Chunki(Introduction About the Author and Chapter)	Oral/Descriptive	CO 1
47			Oral/Descriptive	CO 2
48			Reading/Lecturing	CO 1
49			Role Play	CO 3
50			Reading/Lecturing	CO 3
51			Discussion	CO 3
52		Patron Ke Prakar	Oral/Descriptive	CO 4
53			Reading/Writing	CO 4
54			Description/Exercise	CO 5
55		Paaribhashik Shabdavali	Reading/Writing	CO 5
56			Reading/Writing	CO 4
57			Discussion	CO 5
58		REVISION		
59		REVISION		
60		CIA-II	2 Hours	
61		SEMINAR	Presentation of Paper	CO 1
62		SEMINAR	Presentation of Paper	CO 2
63		SEMINAR	Presentation of Paper	CO 3
64		SEMINAR	Presentation of Paper	CO 4
65		SEMINAR	Presentation of Paper	CO 5
66		Discussion on CIA II		
67		Review of the Whole Prescribed Text	Lecturing and Interaction	CO 3
68		REVISION		

69		REVISION		
70		REVISION		
71		REVISION		
72		Evaluation of the Course		

### ASSIGNMENTS

	Date of submission/ completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)	Marks	Course Outcomes
1	Assignment(December)	Writing based on text book and reference- individual	5	CO 4
2	Seminar(January-February)	Oral- paper presentation based on text book and reference - individual	5	CO 3

### Additional Reading List

1. Adhunik Sahitya Ki Pravruithyan – Namavar Singh, Iokbharati Prakashan, New Delhi
2. Asmita Mulak Vimarsh Aur Hindi Sahitya – Rajat Rani 'Meenu', Vani Prakashan, New delhi .

### Course- 2

<b>SACRED HEART COLLEGE(AUTONOMOUS), THEVARA</b>			
<b>DEPARTMENT OF COMMERCE</b>			
<b>COURSE PLAN</b>			
<b>ACADEMIC YEAR 2018-2019</b>			
<b>PROGRAMME</b>		<b>SEMESTER</b>	<b>1</b>

<b>COURSE CODE AND TITLE</b>	15U1CCFRN1C- FRENCH FOR BUSINESS COMMUNICATION I						<b>CREDIT</b>	4
<b>HOURS/SEM</b>	72Hrs							
<b>FACULTY NAME</b>	SWAPNA							
<b>COURSE OUTCOMES (COs)</b>								
1	Understand the basic concepts of French language including grammar, vocabulary and sentence structure.							
2	Understand the basic communication skills necessary for living in France and French speaking countries.							
3	Describe oneself and one's surroundings using a repertory of words and expressions in a simple and structured grammatical manner.							
4	Develop business communication skills							
5	Express an issue of concern including topics like environmental, social or health issues, enumerate its causes and consequences and suggest solutions							
6	Understand the mannerisms, culture and tradition of France and Francophone countries and compare it to one's own country and develop co-cultural feeling							
7	Understand and appreciate the history of France and Francophone countries and compare it to one's own country							
8	Understand the special features of France including gastronomy, social institutions, politics, the present French scenario and compare it to one's own country							
<b>MODULE I</b>								
<b>Sl.No</b>	<b>Session</b>	<b>Topic</b>	<b>Method of Teaching</b>	<b>Value Additions</b>	<b>CO</b>	<b>PO/PSO</b>	<b>Cognitive Level(C/L)</b>	<b>Knowledge Category (KC)</b>
	1-Jan	Introducing French Basics	role play, games. Applying to	french basic comctn	1,2,3		U	C
	2	French basics	chalk n talk	Introducing oneself			U	C

	3	french basics	games, music				U	C
	4	numbers, verbs, greetings	role play		3,4		U	C
	5	Introduce oneself	chalk n talk		3,4		Ap	C
	6	French culture	Discussion, ICT		6,7,8		U	C
<b>MODULE II</b>								
	7	Asking for something	game		2,3,4		Ap	C
	8	Asking questions to acquaint with others	chalk n talk, game		2,3,4		Ap	C
	9	Negation, possessifs, verbs	role play, listening		1,2,3,4		U	C
	10	talk about likings	chalk n talk, roleplay		2,3,4		C	C
	11	speak about the weather	roleplay		2,3,4,6,7,8		U	C
	12	French business sector and mannerisms	Discussion, ICT		6,7,8		U	F
<b>MODULE III</b>								
	17	telephone conversation	oral, description		2,3,4		C	C
	18	Fix an appointment	role play		2,3,4		C	C
	19	sending SMS	role play		2,3,4		C	C
	20	express cause	chalk		5		C	C

		and consequence	ntalk/rolepl ay					
	21	know hows of telephoning in France	discussion		6,7,8		U	C
	22	writing a business mail	Discussion		6,7,8		C	C
<b>MODULE V</b>								
	28	<b>Revision</b>						
<b>ASSIGNMENTS AND SEMINARS</b>								
<b>SI No</b>	<b>Module</b>	<b>Topic</b>	<b>Nature of Assignment</b>		<b>Alignment with POs, PSOs and COs</b>			
	1	Preparing a presentation of the	Project		CO8			
		regions in France and its imp						

		<b>Features</b>						
	<b>2</b>	<b>roleplays on various situations</b>						
			seminar					
		pertaining to daily life						
<b>TEXTBOOKS AND REFERENCES</b>								
	FRANCAIS.COM							
	LE POINT DU FLE							
	TV5 MONDE.ORG							

### COURSE-3

PROGRAMME	BACHELOR OF COMMERCE	SEMESTER	1
COURSE CODE AND TITLE	15U1RCOM1, BUSINESS STATISTICS	CREDIT	3
HOURS/WEEK	4	HOURS/SEM	72
FACULTY NAME	ATHIRA V T		

	<b>COURSE OUTCOMES</b>	<b>PO/ PSO</b>	<b>CL</b>
CO 1	Explain the features, characteristics, functions and limitations of statistics.	PO1,PSO4	R
CO 2	Apply the measures of central tendency in business situations	PO1,PSO4	U
CO 3	Differentiate measures of dispersion and compute it	PO1,PSO4	U & A
CO 4	Evaluate the relevance and application of co-efficient of variation in business situations	PO1,PSO4, PSO5	A
CO 5	Focus and distinguish the types of index numbers	PO1,PSO4	U
CO 6	Evaluate the methods of trend determination and its scope in business	PO1,PSO1,PSO5	E
CO 7	Evaluate the importance of number series, matrix, interest calculation and ratios.	PO1,PSO4	E

CL\* Cognitive Level

Sl. No	Session	Topic	LEARNING RESOURCES	VALUE ADDITIONS	COURSE OUTCOME (CO)
<b>MODULE -1</b>					
1	1	Business Statistics- Introduction-Meaning and Definition-history	Lecturing and discussion		CO1
2	2	Inferential statistics and descriptive statistics	Lecturing and discussion		CO1
3	3	Functions of Statistics and Importance of Statistics	Lecturing and discussion		CO1
4	4	Limitations of Statistics and Distrust of Statistics	Lecturing and discussion		CO1
5	5	Statistical Survey-Planning and designing of enquiry	Explaining with examples and execution		CO1
6	6	Statistical units and executing a survey	Lecture		CO1
7	7	Data sources- primary and secondary data	Lecture		CO1
8	8	Method of primary data collection	Explaining with examples and execution		CO1
9	9	Drafting of questionnaire	Explaining with examples and execution		CO1
10	10	Census method and sampling, Law of statistical regularity and Law of inertia of large numbers	Power point presentation		CO1
11	11	Types of sampling –merits and demerits, Theoretical base of sampling	Lecture		CO1
12	12	Probability sampling method-types, importance , merits and demerits of each type	Power point presentation		CO1
13	13	-Do-	Power point presentation		CO1
14	14	Non probability sampling method-types, importance , merits and demerits of each type	Power point presentation		CO1
15	15	Statistical errors, Editing and coding of data-classification of data and types	Lecture		CO1
16	16	Tabulation of data-objectives, types, introduction to statistical series	Lecture		CO1

<b>MODULE -2</b>					
17	17	Measures of Central tendency- concept	Lecture		CO2
18	18	Mean- merits and demerits -	Lecture		CO2
19	19	Solving Problem of mean	Problem solving		CO2
20	20	Solving Problem of mean	Problem solving		CO2
21	21	Median- merits and demerits	Lecture		CO2
22	22	Solving Problem of median	Problem solving		CO2
23	23	Solving Problem of median	Problem solving		CO2
24	24	Mode- merits and demerits	Problem solving		CO2
25	25	Solving Problem of mode	Problem solving		CO2
26	26	Solving Problem of mode	Problem solving		CO2
27	27	Geometric Mean- merits and demerits- Solving Problem	Lecture and Problem solving		CO2
28	28	Harmonic Mean merits and demerits- Solving Problem	Lecture and Problem solving		CO2
		CIA – 1			
<b>MODULE -3</b>					
29	29	Concepts, absolute and relative measures of dispersion	Lecture and Problem solving		CO3
30	30	Range, inter quartile range, quartile deviation	Lecture and Problem solving		CO3
31	31	Mean deviation- concept , merits and demerits	Lecture and Problem solving		CO3
32	32-34	Mean deviation-problem solving	Problem solving		CO3
33	35-37	Standard deviation - concept , merits and demerits	Lecture and Problem solving		CO3
34	38	Lorenz curve, merits demerits, relevance and application in business, coefficient of variation	Lecture and Problem solving		CO4



35	39	Skewness- concept , merits and demerits, problem	Lecture and Problem solving		CO3 &CO4
36	40-42	Moments and Kurtosis- concept , merits and demerits	Lecture and Problem solving		CO3 &CO4
<b>MODULE -4</b>					
37	43	Meaning, importance, uses, of index numbers	Lecture		CO5
38	44-45	Price index, quantity index, value based index numbers. Methods of constructing index numbers.	Lecture		CO5
39	46	Laspeyer's index	Lecture and Problem solving		CO5
40	47	Paascher's index	Problem solving		CO5
41	48	Fisher's ideal index	Lecture and Problem solving		CO5
42	49	-Do-	Lecture and Problem solving		CO5
43	50	Test of consistency	Lecture and Problem solving		CO5
44	51	Test of consistency,.	Lecture		CO5
45	52-55	problems of construction in index numbers,	Lecture and Problem solving		CO5
46	56	cost of living index and its uses	Lecture and Problem solving		CO5
	57	CIA - 2			
<b>MODULE -5</b>					
47	58-61	Time series Analysis-Meaning-Definition-	Lecture and Problem solving		CO7
48	62-63	Components of time series-	Lecture and Problem solving	Real life examples	CO7
49	64-65	Methods of determination of trend	Lecture and Problem solving	Discussion	CO7
50	66-67	Methods of moving average-	Lecture and Problem solving		CO7

51	68	-Do-	Lecture and Problem solving		CO7
52	69-70	Methods of least squares-Scope in business.	Lecture and Problem solving		CO7
53	71-72	Revision			CO7

<b>ASSIGNMENTS AND SEMINARS</b>				
<b>Sl No</b>	<b>Module</b>	<b>Topic</b>	<b>Nature of Assignment</b>	<b>Alignment with POs, PSOs and COs</b>
1	Module -1	Designing a questionnaire and data collection	Activity	CO1
2	Module -2	Additional problems-mean, median, mode, Index Number, Time Series, Measures of Dispersion	Problem Solving	CO2, CO3,CO4,CO5 AND CO6
<b>TEXTBOOKS AND REFERENCES</b>				
1	Elhance D N, Elhance, Veena and Aggarwal B M Fundamentals of Statistics , Kitab Mahal House			
2	Gupta, S.P. & Gupta, Archana, Elementary Statistics, Sultan Chand and Sons, New Delhi.			
3	Gupta, C B and Gupta, Vijay., An Introduction to Statistical Methods, Vikas Publishing			
4	Gupta, S.C., Fundamentals of Statistics, Himalaya Publishing House.			
5	Kothari, C.R., Research Methodology, New Age Publications, New Delhi. 4. Sharma, J. K., Business Statistics, Pearson Education			
6	Richard, Levin & Rubin, David, S., Statistics for Management, Prentice Hall of India, New Delhi.			
7	Spiegel, M.R., Theory and Problems of Statistics, Schaum's Outlines Series, McGraw Hill Publishing Co.			

## COURSE PLAN

### COURSE 4

<b>PROGRAMME</b>	<b>BACHELOR OF COMMERCE</b>	<b>SEMESTER</b>	<b>1</b>
<b>COURSE CODE AND TITLE</b>	<b>15U1RCOM2, FINANCIAL ACCOUNTING</b>	<b>CREDIT</b>	<b>4</b>

HOURS/WEEK	4	HOURS/SEM	72
FACULTY NAME	JOHNSON JOHN		

	<b>COURSE OUTCOMES</b>	<b>PO/ PSO</b>	<b>CL</b>
CO 1	Critical Thinking and differentiation of accounting of non- profit organization and profit making organisations	PO1,PO2 PSO4	U
CO 2	Accounting of non-profit organisation leads to effective citizenship	PO3 PSO4	A
CO 3	Royalty of different natural resources and its treatment in the books of Lessee and lessor leads to discussions and understanding in environment related issues	PO4 PSO 5	U
CO 4	Branch and Consignment Accounting helps in developing global perspective in the era of MNC's	PO6 PSO 5	An

CL\* Cognitive Level

<b>MODULE I</b>					
<b>Sl. No</b>	<b>Session</b>	<b>Topic</b>	<b>Method of Teaching</b>	<b>Value Additions</b>	<b>CO</b>
1	1-2	Accounting-definition-objectives-function	Discussion	Quiz	CO1
2	3	GAAP	Discussion/PPT	Qand A	CO1
3	4-6	Journal-illustrations	Discussion/Practical problems		CO1
4	7-8	Ledger	Discussion and lecturing		CO1
5	9	Trial balance	discussion		CO1
6	10-11	Trading and profit and loss account	Lecturing/problem solving		CO1
7	12	Balancesheet	Lecturing		CO1
8	13-15	Preparation of final accounts with adjustments	Lecturing/problem solving		CO1
9	16-17	Rectification of entries-classification of errors	Lecturing and discussions/practical problems		CO1
<b>MODULE II</b>					
10	18	Accounting of non trading	Lecturing and		CO2

		concern	discussion		
11	19-23	Receipts and payment account	Lecturing/ problem solving		CO2
12	24-25	Income and expenditure account	Lecturing/ problem solving		CO2
13	26-29	Balance sheet	Lecturing/ problem solving		CO2
<b>CIA I</b>					
<b>MODULE III</b>					
14	30	Royalty accounts-introduction-accounting procedure	Lecturing/PPT		CO3
15	31-32	accounting procedures with simple examples	Lecturing/Pro blem solving		CO3
16	33-37	Illustrations	Problem solving		CO3
17	39-42	Adjustments in the event of strike and lock out	Problem solving		CO3
18	43-44	copy right royalty-illustrations	Lecturing and problem solving		CO3
<b>MODULE IV</b>					
19	45-46	Branch accounts-objectives-features and types	Lecturing/PPT		CO4
20	47-49	Debtors system-Journal entries	Lecturing /Problem solving		CO4
21	50-52	adjustments of invoice price	Lecturing/ problem solving		CO4
22	53-56	stock and debtors system-journal entries	Lecturing/ problem solving		CO4
23	57-61	incorporation of branch trial balance	Lecturing/ problem solving		CO4
<b>MODULE V</b>					
24	62	Accounting for consignment-meaning-important terms	Lecturing/ppt	Quiz	CO4
25	63-65	Accounting procedures with examples	Lecturing/ problem solving		CO4
26	66-68	Valuation of stock	Lecturing/ problem solving		CO4
27	69-72	Invoice price/ normal and abnormal loss	Lecturing/ problem solving		CO4
<b>ASSIGNMENTS AND SEMINARS</b>					
<b>Sl No</b>	<b>Date of completion</b>	<b>Topic</b>	<b>Nature of Assignment</b>		<b>Course outcome</b>

1	30/8/2018	GAAP and Accounting standards	Descriptive	CO 1
2	4/01/19	Practical problems	Problem solving	CO3 and CO4

### 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
- Naseem Ahammed, Financial Accounting
- K G C Nair,Financial Accounting

## COURSE PLAN

### COURSE-5

PROGRAMME	BACHELOR OF COMMERCE	SEMESTER	1
COURSE CODE AND TITLE	15U1RCOM3, BUSINESS REGULATORY FRAMEWORK	CREDIT	3
HOURS/WEEK	4	HOURS/SEM	72
FACULTY NAME	DR.K.T.PETER		

	COURSE OUTCOMES	PO/ PSO	CL
CO 1	Ability to apply knowledge of Indian Contract Act, Sale of Goods Act, Partnership Act and LLP.	PO1,PO2, PO6, PSO2, PSO3	U
CO 2	Ability to identify, and solve legal issues in connection with business.	PO1, PSO2, PSO3	A
CO 3	Ability to understand the method and style of legal proceedings for legal	PO1, PO2, PSO1	U
CO 4	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.	PO1, PO2, PSO1, PSO2,PSO4	An

CO 5	Identify the fundamental legal principles behind contractual agreements	PO1, PO2, PO3, PO4, PO5, PSO2, PSO3	U
CO6	Acquire problem solving techniques and to be able to present coherent, concise legal argument.	PO1, PO2, PO3, PO4, PO5, PSO2, PSO3	An

CL\* Cognitive Level

SESSION	TOPIC	LEARNING RESOURCES	VALUE ADDITIONS	COURSE OUTCOME
<b>MODULE I</b>				
1	Law of Contracts - The Indian Contract Act, 1872	PPT	video	CO 1
2	Definition of contract	PPT/Lecture		CO 1
3	Law of contracts	PPT/Lecture		CO 1
4	- Nature of contract	PPT/Lecture	e-resource	CO 1
5	- Classifications	PPT/Lecture		CO 1
6	Essential elements of a contract Offer and acceptance	PPT/Lecture		CO 1
7	Consideration	Lecture		CO 1
8	capacity of parties	Lecture		CO 1
9	Minors-persons of unsound mind-persons disqualified by law	Lecture		CO 1
10	Free consent	Lecture		CO 1
11	legality of object and consideration,	PPT/Lecture		CO 2
12	performance of contract	Lecture		CO 2
13	discharge of contract,	Lecture		CO 2
14	breach of contract	Lecture		CO 2
15	, remedies for breach of contract	Lecture		CO 2
16	-Quasi contract			CO 2
17	Performance	PPT/Lecture		CO 2
18	Viva			CO 2
19	Viva			CO 2
20	Test			CO 2
<b>MODULE II</b>				
21	CIA-1			
22	Special Contracts	Lecture		CO 2
23	Bailment	Lecture		CO 2
24	Pledge Bailment Definition	PPT/Lecture		CO 2
25	Viva			
26	Essential elements Rights and duties of bailor	PPT/Lecture		CO 2
27	Essential elements Rights and duties of bailee			

28	Test paper			
29	Assignment			
30	Pledge Essentials Rights and duties of Pawner	PPT/Lecture		CO 3
31	Pledge Essentials Rights and duties of Pawnee	PPT/Lecture		CO 3
32	Revision	PPT/Lecture		CO 3
33	Case studies	Lecture	Quiz	CO 3
34	Case studies	Lecture	Q & Ans Session	CO 4
35	Question paper answering	PPT/Lecture		CO 4
<b>MODULE III</b>				
36	Indemnity and Guarantee	PPT/Lecture		CO 4
37	Indemnity	PPT/Lecture		CO 4
38	Definition	Lecture		CO 4
39	Nature of liability of surety	PPT/Lecture		CO 4
40	Discharge Surety			
41	Test	PPT/Lecture		CO 4
42	Guarantee	PPT/Lecture		CO 4
43	Meaning	PPT/Lecture		CO 4
44	Definition	PPT/Lecture		CO 4
45	Viva	PPT/Lecture		CO 4
<b>MODULE IV</b>				
46	Law of agency	PPT/Lecture		CO 4
47	Essentials	PPT/Lecture		CO 4
48	Kinds of agents	PPT/Lecture		CO 4
49	rights of agents	PPT/Lecture		CO 4
50	Duties of agents			
51	Rights of principal			
52	Duties of principal	Lecture		CO 5
53	creation of agency	PPT/Lecture		CO 5
54	Termination of agency	PPT/Lecture		CO 5
55	Sub agents	PPT/Lecture		CO 5
56	Substituted agents	PPT/Lecture		CO 5
57	Relationship			
<b>MODULE V</b>				
<b>CIA – II</b>				
58	Revision			
59	Sale of Goods Act, 1930	Lecture	Group discussion	CO 6
60	Formation of contract of sale	Lecture		CO 6
61	- Essentials of contract of sale goods and their classifications	PPT/Lecture		CO 6
62	Conditions on warranties	PPT/Lecture		CO 6
63	Transfer of property in goods	PPT/Lecture		CO 6

64	Performance of contract of sale	PPT/Lecture		CO 6
65	Unpaid seller	PPT/Lecture		CO 6
66	Rights	PPT/Lecture		Co 6
67	Revision			
68	Revision			
69	Viva			
70	Viva			
71	Test			
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)	Couse Outcome
1	4/1/2019	Case studies	CO 2

### References

1. Kapoor.N.D : Business Law
2. Chandha.P.R : Business Law
3. Garg and Chawla: Fundamentals of Business Laws
4. Tulsian.P.C : Business Laws
5. B.S.Moshal : Modern Business Law.

## COURSE PLAN

### COURSE-6

PROGRAMME	BACHELOR OF COMMERCE	SEMESTER	1
COURSE CODE AND TITLE	15U1COCOM1, BUSINESS ENVIRONMENT	CREDIT	4
HOURS/WEEK	4	HOURS/SEM	72
FACULTY NAME	FARZANA O I		

	COURSE OUTCOMES	PO/ PSO	CL
CO 1	Provide an exposure to students about the various business environmental factors	PO1,PO2, PO6, PSO2, PSO3	U
CO 2	Gain substantial knowledge in the spheres of business, industry and commerce	PO1, PSO2, PSO3	A
CO 3	Familiarize students on the various elements of business environment along with the concepts of business ethics, CSR and	PO1, PO2, PSO1	A



	corporate governance		
CO 4	Provide a thorough understanding on economic environment vis-à-vis various of business environmental policies	PO1, PO2, PSO1, PSO2, PSO4	An
CO 5	Understand about foreign investments, BRICS and WTO	PO1, PO2, PO3, PO4, PO5, PSO2, PSO3	U
CO 6	Equip students on legal environment such as insolvency, bankruptcy code, IPR and consumer protection Act	PO1, PO2, PO3, PO4, PO5, PSO2, PSO3	A
CO 7	Create awareness about impact of business on natural environment and to take corrective measures in the modern world	PO1, PO2, PO3, PO4, PO5, PSO2, PSO3	An

CL\* Cognitive Level

SESSION	TOPIC	LEARNING RESOURCES	VALUE ADDITIONS	COURSE OUTCOME
<b>MODULE I</b>				
1	Business, industry and commerce	PPT	video	CO 1
2	Business environment- meaning, concept,	PPT/Lecture		CO 1
3	Business environment- significance and nature	PPT/Lecture		CO 1
4	Elements of business environment	PPT/Lecture	e-resource	CO 1
5	internal and external	PPT/Lecture		CO 1
6	Economic, geographic environment	PPT/Lecture		CO 1
7	sociocultural, legal environment	Lecture		CO 1
8	political and technological environment	Lecture		CO 1
9	Business ethics	Lecture		CO 1
10	social responsibility of business – social audit	Lecture		CO 1
<b>MODULE II</b>				
11	Economic environment of business	PPT/Lecture		CO 2
12	Elements of economic environment –	Lecture		CO 2
13	economic system	Lecture		CO 2
14	economic reforms	Lecture		CO 2
15	Privatization	Lecture		CO 2
16	Test paper			CO 2
17	Liberalization	PPT/Lecture		CO 2
18	Globalization	PPT/Lecture		CO 2
19	impact on Indian economy	PPT/Lecture		CO 2
20	Government economic policies	Lecture		CO 2
21	Monetary policy	Lecture		CO 2
22	CIA-1			
23	Fiscal policy	Lecture		CO 2

24	EXIM Policy	Lecture		CO 2
25	Industrial policy	PPT/Lecture		CO 2
26	Viva			
27	Licensing policy	PPT/Lecture		CO 2
28	Revision			
29	Test paper			
30	Assignment			
<b>MODULE III</b>				
31	Political and legal environment of business	PPT/Lecture		CO 3
32	Competition policy	PPT/Lecture		CO 3
33	Law	PPT/Lecture		CO 3
34	Foreign exchange management Act (FEMA)	Lecture	Quiz	CO 3
35	Foreign exchange management Act (FEMA)	Lecture	Q & Ans Session	CO 4
36	Consumer protection Act	PPT/Lecture		CO 4
37	Right to Information Act	PPT/Lecture		CO 4
38	World Trade Organization (WTO)	PPT/Lecture		CO 4
39	Features	PPT/Lecture		CO 4
40	WTO Rounds	Lecture		CO 4
41	Functions	PPT/Lecture		CO 4
42	Test			
43	BRICS	PPT/Lecture		CO 4
44	Features	PPT/Lecture		CO 4
46	Revision	PPT/Lecture		CO 4
47	Viva	PPT/Lecture		CO 4
48	Viva	PPT/Lecture		CO 4
<b>MODULE IV</b>				
49	Globalization of world economy	PPT/Lecture		CO 4
50	Globalization	PPT/Lecture	Video	CO 4
51	Meaning	PPT/Lecture		CO 4
52	Dimensions	PPT/Lecture		CO 4
53	Features			
54	Advantages			
55	Disadvantages	Lecture	Debate	CO 5
56	Globalization in Indian business	PPT/Lecture		CO 5
57	MNC	PPT/Lecture		CO 5
58	FDI	PPT/Lecture		CO 5
59	FDI in India	PPT/Lecture		CO 5
60	Revision			
61	VIVA			
<b>CIA – II</b>				
62	Revision			
<b>MODULE V</b>				

63	Natural Environment	Lecture	Group discussion	CO 5
64	Meaning	Lecture		CO 5
65	Significance	PPT/Lecture		CO 5
66	Components	PPT/Lecture		CO 6
67	Impact on business	PPT/Lecture		CO 6
68	Climate change	PPT/Lecture		CO 7
69	Green India 2047	PPT/Lecture		CO 7
70	Revision	PPT/Lecture		Co 7
71	Revision	PPT/Lecture		CO 7
72	Revision	PPT/Lecture		CO 7

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

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)	Couse Outcome
1	4/1/2019	Impact of LPG in INDIA	CO 2
2	28/1/2019	Green India 2047	CO 3

#### **References**

1. Business environment by Francis Cherunilam – Himalaya publishing house, Mumbai
2. Indian economy by Ruddar Dutt and K.P.M. sundaram - Himalaya publishing house, Mumbai
3. Business environment by Saleem Shaik – Pearson Education
4. Economic environment of business – Himalya publication.