



**VIRUDHUNAGAR HINDU NADARS' SENTHIKUMARA NADAR COLLEGE**  
*(An Autonomous Institution Affiliated to Madurai Kamaraj University)*  
**Virudhunagar – 626 001.**

Course Name: **Bachelor of Commerce**  
 Discipline: **Commerce Computer Application**  
**(FOR THOSE WHO JOIN IN JUNE 2023 AND AFTER)**

**II year B.Com. Computer Application**

Semester	Part	Subject Name	Hours	Credit	Int + Ext = Total	Local	Regional	National	Global	Professional Ethics	Gender	Human Values	Environment & Sustainability	Employability	Entrepreneurship	Skill Development	Subject Code	Revised / New / Interchanged & Percentage of Revision
III	Part I	Tamil	6	3	25+75=100												U24PT31	Inter change from II semester
	Part II	English	6	3	25+75=100												U24PE31	New
	Core	<b>LAB : Oracle</b>	5	4	40+60=100				✓					✓	✓	✓	U22CCCP31	No Change
	<b>Elective – I</b>	<b>Database Management Systems / Cost Accounting</b>	5	4	25+75=100				✓					✓	✓	✓	U24CCE31/ U24CCE32	Credit Change/ New
	Allied- III	<b>Business Statistics</b>	6	5	25+75=100												U24CMA31	Revised 25%
	SBS – I	<b>LAB: Multimedia</b>	2	1	40+60=100				✓					✓	✓	✓	U24CCSP31	Credit Change
	SL	<b>Value Education</b>	-	3	25+75=100												U24VE31	New
<b>Total</b>			<b>30</b>	<b>23</b>														
IV	Part I	Tamil	6	3	25+75=100												U24PT41	Inter change from III semester
	Part II	English	6	3	25+75=100												U24PE41	New
	Core	<b>LAB: Python Programming</b>	3	2	40+60=100				✓					✓	✓	✓	U24CCCP41	New
	Core	<b>Partnership Accounting</b>	5	5	25+75=100				✓					✓	✓	✓	U24CMC41	New
	Allied IV	<b>Business Mathematics</b>	6	5	25+75=100												U24CMA41	Revised 25%
	SBS	<b>Interview Skills</b>	2	1	25+75=100				✓					✓	✓	✓	U24CCS41	Credit Change
	SBE Lab	<b>LAB: Office Data Processing Skills</b>	2	1	40+60=100				✓					✓	✓	✓	U24CCSP41	Credit Change
SL	<b>Environmental Studies</b>	-	2	25+75=100												U24ES41	New	
<b>Total</b>			<b>30</b>	<b>22</b>														
<b>Internship Programme during Vacation (Extra Credit)</b>																		



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Year	Part	Subject	Credit	Int = Total	Code
I & II	Part V	NSS / NCC / Physical Education/ YRC / RRC	3	100 = 100	U22NS4 / U22NC4 / U22PS4 / U22YR4 / U22RR4

**SEMESTER V**

Part	Course Code	Course Title	Hours	Credit	Marks		
					I	E	Total
Core 12		Corporate Accounting	6	5	25	75	100
<b>Core 13</b>		Java Programming	6	5	25	75	100
Core 14		Lab: Java Programming	5	4	25	75	100
Core 15		Business Legislation	6	5	25	75	100
Elective – II		Income Tax	6	5	25	75	100
SBS - IV		Employability Skills	1	1	25	75	100
<b>Total</b>			<b>30</b>	<b>25</b>			

**SEMESTER VI**

Part	Course Code	Course Title	Hours	Credit	Marks		
					I	E	Total
Core 16		Management Accounting	6	5	25	75	100
<b>Core 17</b>		Internet and web technologies	6	4	25	75	100
Core 18		Special Accounts	6	5	25	75	100
Elective III		Lab: Web Design	6	4	25	75	100
SBS – V Project		Project	2	1	100	0	100
SBS – VI LAB:		Business Accounting Software [LAB]	4	2	40	60	100
<b>Total</b>			<b>30</b>	<b>21</b>			



**SEMESTER III**

**LAB: ORACLE**

<b>Course Title: LAB: Oracle</b>	<b>Total Hours:75</b>
<b>Course Code: U22CCCP31</b>	<b>Total Credits: 4</b>

**COURSEOUTCOMES:**

<b>Cos</b>	<b>CO STATEMENT</b>
<b>CO1</b>	Able to write SQLcode to build and maintain database structures.
<b>CO2</b>	Able to update database content with SQL.
<b>CO3</b>	Able to retrieve data from single or multiple tables.
<b>CO4</b>	Able to manipulate data with correlated and noncorrelatedsubqueries.
<b>CO5</b>	Able to develop application programs using PL/SQL.

**List of Programs:**

1. Create a table “Student Mark List “having the following fields:  
Name,Reg\_no,Mark1,Mark2,Mark3,Total,Average,Result.
  - Insert minimum10records.
  - Query to find the total, average and result.
  - Sort the table in the descending order of average.
2. Find the aggregate average of 'Passed' and 'Failed' separately.
3. Create a table “Electricity Bill” having the following fields:  
CustomerName, CustomerNumber, Previousmeterreading, Currentmeterreading, Units consumed, Type, Amount.
  - 1) Insert minimum10 records.
  - 2) Query to find the units consumed.
  - 3) Query to find the amount where  
Type =”House” Rs.5 per unit  
Type = “office “Rs.8 per unit  
Type =”Factory” Rs.12 per unit
  - 4) Display the sum of units consumed and amount.
4. Create a table “Compound Interest” using sequence with the following fields: Principal amount, No. of Years, Rate of Interest, Interest amount.
  - 1) Insert minimum 10 records.



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- 2) Principal amount varies from 5000 to 10000 in steps of 500
  - 3) Rate\_of\_interest=12% and NumberofYears =5
  - 4) Calculate the compound interest
  5. Create a table "PersonalDetails" having the following fields.  
Name, Age, Sex, Qualification, Designation, Date\_of\_Birth, Basic\_Pay
    - 1) Insert minimum 10 records.
    - 2) Query to select the records having names starting with the letter S.
    - 3) Sort the table in the ascending order of names.
    - 4) Display the records where the basic\_pay between 15000 and 25000.
  6. Create a table "Course Details" having the following fields.  
Studentname, Course name, Duration, Date\_of\_Joining, Course fees, Institute.
    - 1) Insert minimum 10 records.
    - 2) Convert the first letter of the student name in capital.
    - 3) Count the number of students studied in each institute.
    - 4) Display the course name where the course fee is greater than 5000 excluding duplication.
    - 5) Display only the three characters from the fourth character in the institute filed.
  7. Create a table "Employee Details" having the following fields.  
Employee number, Employee name, Departmentid, Basic pay, HRA, Deductions, Tax.
    - 1) Insert minimum 10 records.
    - 2) Get the number of employees in the department "D1".
    - 3) Find the total pay for all the employees in the department "D1".
    - 4) Find the department-wise average pay of the employees.
    - 5) Find the name of the employee who gets the maximum basic pay.
  8. PL/SQL program to calculate Depreciation using Straight Line method.
  9. PL/SQL program for demonstrating the exceptions.
  10. PL/SQL program to insert records into the product table.
  11. PL/SQL program to fetch data using cursors.
  12. PL/SQL program to generate Fibonacci series using procedure.
  13. PL/SQL program to find the factorial of given number using function.
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**Elective I (a) DATABASE MANGEMENT SYSTEMS**

<b>Course Title: Database Management Systems</b>	<b>Total Hours: 75</b>
<b>Course Code: U24CCE31</b>	<b>Total Credits : 4</b>

**COURSEOUTCOMES:**

<b>Cos</b>	<b>CO STATEMENT</b>
<b>CO1</b>	Understand the basic concepts and the applications of database systems.
<b>CO2</b>	Able to draw Entity-Relationship diagrams.
<b>CO3</b>	Gain knowledge on basics of SQL and construct queries using SQL.
<b>CO4</b>	Able to construct queries using SQL in database creation and interaction
<b>CO5</b>	Know the basics of PL/SQL and manipulate the table

**UNIT I**

**15 Hours**

Introduction to Database Management System (DBMS) – Characteristics of data in a database –Database Management System –Need for database management system – Types of database management systems –Hierarchical model – Network model – Relational model – RDBMS Terminology – The Relational Data Integrity –Codd's Rules.

**UNIT II**

**15 Hours**

Entity – Relationship (E-R) Modeling: – Components of an E-R model: Entity, Attribute, Relationship –E-R modeling symbols. Data Normalization: First Normal Form – Second Normal Form – Third Normal Form –Boyce-Codd Normal form – Fourth Normal Form – Fifth Normal Form.

**UNIT III**

**15 Hours**

**SQL:** Introduction – Types of SQL commands – Tables: Creating, Deleting and Modifying a Table. Views: Creating, Deleting view – advantages of view - Indexes: Creating Index – Types – Dropping Index.

**UNIT IV**

**15 Hours**

Queries: Select, Insert, Update and Delete statement – Sub Queries: Nested – Parallel – Correlated –Aggregate functions: COUNT, COUNT(\*), SUM(), AVG(), MAX(), MIN() – Joins: Qualities of good join –Types : Inner join, Outer join, Self join – Unions

**UNIT V**

**15 Hours**

PL/SQL:PL/SQLBlocks – Architecture – Variables – Data types – Control



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Structures – Cursors – Exceptions – Procedures and Functions – Packages.

**TEXT BOOK:**

1. Alexis Leon & Mathews Leon, "Database Management System". Leon & Vikas Publishing House Private Limited, New Delhi, 1999.

Unit	Book & Author Name	Page No.
I	Alexis Leon & Mathews Leon, "Database Management System". Leon & Vikas Publishing House Private Limited, New Delhi, 1999	91 – 112, 159 – 168
II		195 – 212, 241 – 254
III		300 – 301, 319 – 324, 330 – 333
IV		395 – 399, 355 – 365,
V		933 – 956, 970 -971

**REFERENCE BOOKS:**

1. Raghu Ramakrishnan/Johannes Gehrke – Database Management System
2. Fred R. McFadden, Jeffrey A. Hoffer & Mary B. Prescott – "Modern Database Management".

**e-RESOURCES:**

1. <https://www.studocu.com/in/document/university-of-mysore/bca/dbms-tutorial-dbms-notes/5438862>
2. <https://www.javatpoint.com/dbms-tutorial>
3. <https://www.studytonight.com/dbms/>
4. <https://www.tutorialspoint.com/dbms/index.htm>
5. <https://youtu.be/9cURTRTbNM4>
6. <https://youtu.be/9cURTRTbNM4>
7. <https://archive.nptel.ac.in/courses/106/105/106105175/#>

**Elective 1(b): COST ACCOUNTING**

<b>Course Title : Cost Accounting</b>	<b>Total Hours : 75</b>
<b>Course Code : U24CCE32</b>	<b>Total Credits : 4</b>

**80%-Problem 20% - Theory**

**COURSE OUTCOMES:**

Cos	COSTATEMENT
<b>CO1</b>	Acquire the basic knowledge on cost accounting concepts, classification of cost, Develop the application skill in drafting a cost sheet.
<b>CO2</b>	Acquaint with the procedure of store-keeping documentation of material receipts & issues.
<b>CO3</b>	Analyze the various system of wage payment, methods of calculation of labour turnover.
<b>CO4</b>	Apply the knowledge to apportion of primary & secondary overhead into department wise.



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<b>CO5</b>	Evaluate the process losses, wastage, scrap, normal and abnormal Losses, and to know How to prepare a reconciliation statement.
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**UNIT I** **15 Hours**

Introduction: Meaning - Objectives and Advantages of Cost Accounting – Difference between Cost Accounting and Financial Accounting- Cost Concepts and Classification–Cost Unit– Cost centre– Cost Sheet.

**UNIT II** **15 Hours**

Material: Determination of Stock Levels – EOQ - Issue of Materials – Bin Card –Methods of Pricing of Material Issues-FIFO, LIFO, Simple and Weighted Average.

**UNIT III** **15 Hours**

Labour: Time Rate and Piece Rate System – Incentive Plans: Halsey, Rowan, Taylor and Merrick Plans –Labour Turnover: Causes and Methods.

**UNIT IV** **15 Hours**

Overheads: Meaning of Allocation, Apportionment and Absorption–Primary Distribution, Secondary Distribution: Simultaneous Equation Methods, Repeated Distribution Method – Methods of Absorption: Percentage on Direct Material, Wages, Labour Hour Rate, Machine Hour Rate-Treatment of Over and Under Absorption.

**UNIT V** **15 Hours**

Process Costing: Definition – Features – Normal Loss - Abnormal Loss – Abnormal Gain-Process Accounts-Reconciliation of Cost and Financial Statements (excluding Integral Accounts).

**TEXTBOOK:**

1.T.S.Reddy&Dr.Y.Hari Prasad Reddy, “Cost Accounting”, Margham Publications, 2018.

Unit	Book & Author Name	Page No.
I	T.S.Reddy & Dr.Y.Hari Prasad Reddy, “Cost Accounting”, Margham Publications	1.1 – 1.9
		1.15 – 1.20
		2.4 -2.42
3.18 – 3.28		
3.37 – 3.46		
II	3.54 – 3.83	
	4.6 – 4.10	
III	4.30 – 4.63	
	5.16 – 5.40	
IV	5.43 – 5.74	
	10.1 – 10.6	
V	10.16 – 10.45	
	6.1 – 6.39	





**REFERENCEBOOKS:**

1. S.P.Jain and K.L.Narang, "Cost Accounting, Principles and Methods", Kalyani Publishers, Jalandhar, 2016.
2. RSN Pillai & Bagavathi, "Cost Accounting", S. Chand Limited Publishers, 2018.
3. S.P. Iyengar, "Cost accounting principles & practice", Sultan Chand & Sons, 2016.

**e-RESOURCES:**

1. <https://icmai.in/upload/Students/Syllabus2016/Inter/Paper-8-January-2021.pdf>
2. <https://gacbe.ac.in/pdf/ematerial/18BCO51C-U1.pdf>
3. <http://kamarajcollege.ac.in/Department/BBA/II%20Year/e001%20Core%209%20-%20Cost%20Accounting%20-%20IV%20Sem.pdf>
4. [https://www.icsi.edu/media/webmodules/publications/FULL\\_BOOK\\_PP-CMA-2017-JULY\\_4.pdf](https://www.icsi.edu/media/webmodules/publications/FULL_BOOK_PP-CMA-2017-JULY_4.pdf)
5. [https://www.icai.org/post.html?post\\_id=17759](https://www.icai.org/post.html?post_id=17759)
6. [https://josephcollege.ac.in/lms/Uploads/pdf/material/BBA\\_CA\\_LECTURE NOTES.pdf](https://josephcollege.ac.in/lms/Uploads/pdf/material/BBA_CA_LECTURE NOTES.pdf)
7. [https://rccmindore.com/wp-content/uploads/2015/06/Cost%20Accounting\(1,2,3,4\)-RD\\_442.pdf](https://rccmindore.com/wp-content/uploads/2015/06/Cost%20Accounting(1,2,3,4)-RD_442.pdf)

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**BUSINESS STATISTICS**

**Hours: 6hrs/week 90 Hrs**

**Sub.Code: U24CMA31**

**Credits: 5**

**OBJECTIVE:**

To provide basic skills on the application of statistical tools to analyze business data.

**UNIT – 1 (18-Hours)**

Statistics: Definition – Functions – Importance – Limitations – Methods of Collection of Data: Primary and Secondary – Classification and Tabulation: Meaning – Types of Classification – Tabulation of Data – Diagrammatic Presentation.

**UNIT – 2 (18-Hours)**

Arithmetic Mean (Direct Method only)– Geometric Mean (Direct Method only)– Harmonic Mean (Direct Method only)– Median – Mode.

**UNIT – 3 (18-Hours)**

Range – Quartile Deviation – Mean Deviation – Standard Deviation – Co-Efficient of Variation (Combined Standard Deviation excluded)

**UNIT – 4 (18-Hours)**

Skewness – Methods – Karl Pearson's Co-Efficient of Skewness – Bowley's Co-Efficient of Skewness.

**UNIT – 5 (18-Hours)**

Correlation – Scatter Diagram – Karl Pearson's Co-Efficient of Correlation – Rank Correlation (Concurrent Deviation Method excluded) . Index Number – Types – Tests – Consumer Price Index Number.

**TEXT BOOKS**

1. R.S.N. Pillai And V. Bagavathi – Statistics, S. Chand & Company Ltd. Sultan Chand & Company (2010).





### REFERENCE BOOKS

1. S.P. Gupta- Business Statistics, Sultan Chand & Sons, (2015).
2. Sancheti Kapoor - Statistics – Theory, Methods And Application, Sultan Chand & Sons (2014).

**Note: Question paper should provide 80% credit to problems and 20% credit to theory.**

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### LAB: MULTIMEDIA

<b>Course Title: LAB: Multimedia</b>	<b>Total Hours:30</b>
<b>Course Code: U24CCSP31</b>	<b>Total Credits:1</b>

### COURSEOUTCOMES:

<b>Cos</b>	<b>CO STATEMENT</b>
<b>CO1</b>	Able to create, manipulate, and edit text and graphics.
<b>CO2</b>	Able to design, create, edit, and manipulate animation.
<b>CO3</b>	Gain knowledge to utilize tweens and articulated motions with inverse kinematics.
<b>CO4</b>	Able to apply several flash tools and tactics.
<b>CO5</b>	Able to display timeline and motion tween effects.

### List of Programs:

#### Motion Tween

1. Flash movie for motion along a path using objects.
2. Flash movie for slideshow presentation using fade-in and fade-out effect.
3. Flash movie for photo masking.
4. Flash movie for deer running animation using movie clip.
5. Flash movie for developing a gif file.

#### Tweening Shapes

6. Flash movie for transforming shapes.
7. Flash movie for text morphing.
8. Flash movie for changing text to object, and changing object to text.
9. Flash movie for jumbled text animation.
10. Flash movie for number count animation.

#### Action script

11. Designing an arithmetic calculator.
12. Flash movie for bouncing ball animation using play and pause buttons.



**SEMESTER - IV**

**LAB: Python Programming**

Course Title : <b>LAB: Python Programming</b>	Total Hour : <b>45Hours</b>
Course Code : <b>U24CCCP41</b>	Total Credits : <b>2</b>

**Course Outcome:**

COs	CO STATEMENT
<b>CO1</b>	Design and implement basics of Python Programming
<b>CO2</b>	Analyze a web page and identify its elements and attributes.
<b>CO3</b>	Interpret the Functions and Strings in Python.
<b>CO4</b>	Examine the usage of Lists, Sets and Tuples of Python.
<b>CO5</b>	Attain the knowledge of Dictionary, Files and Directories in Python

**Program List:**

1. To read the length and breadth of a rectangle from a user and display the area of the rectangle.
2. To display details entered by a user id, name, age, gender and address of the person.
3. To calculate the hypotenuse of the right- angled triangle.
4. To check given number is prime or not.
5. To read a temperature in Celsius from the user and convert into to Fahrenheit.
6. To perform arithmetic operations based on the choices.
7. To print the Fibonacci series for a given limit.
8. To display the multiplication table of any number.
9. To read string and display “Total number of uppercase and lowercase letters”.
10. To check a string contains any special character or not.

**PARTNERSHIP ACCOUNTING**

Course Title: <b>Partnership Accounting</b>	Total Hours : <b>75</b>
Course Code: <b>U24CMC41</b>	Total Credits : <b>5</b>

**80% PROBLEM**

**20% THEORY**

**COURSE OUTCOMES:**

Cos	CO STATEMENT
<b>CO1</b>	Understand the basic concepts of partnership accounting.
<b>CO2</b>	Understand the accounting procedure for admission of partners.
<b>CO3</b>	Gain knowledge on accounting procedure for retirement and death of partners.
<b>CO4</b>	Understand the accounting treatment for dissolution of firm.
<b>CO5</b>	Understand the methods of piecemeal distribution of cash.



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**UNIT I**

**15 Hours**

Partnership Fundamentals: Definition of partnership – Partnership deed – Interest on capital – Interest on drawings – Partner's salary or commission – Interest on partner's loan – Profit and loss appropriation account – Capital accounts of partners – Fixed capital method – Fluctuating capital method.

**UNIT II**

**15 Hours**

Admission of a Partner: Introduction – Calculation of New profit sharing Ratio and sacrificing Ratio – Adjustment Regarding Goodwill of the firm (IAS-10) – Methods of valuation of Goodwill – Revaluation of Assets & Liabilities – Memorandum Revaluation Account – Accumulated profits and Losses – Adjustment of capitals.

**UNIT III**

**15 Hours**

Retirement and Death of a Partner: Retirement of a Partner – Profit sharing ratio – Gaining ratio – Distinction between sacrificing Ratio and Gaining Ratio – Treatment of Goodwill on retirement– Adjustment of capital after retirement.

Death of a partner – Mode of payment – Ascertainment of Deceased Partner's share.

**UNIT IV**

**15 Hours**

Dissolution of a Firm: Meaning of dissolution – Modes of dissolution – Settlement of Accounts – Accounting treatment.

**UNIT V**

**15 Hours**

Insolvency of a partner and Piecemeal distribution: Insolvency of a partner (One partner insolvency only) – Garner Vs. Murray– Application of Garner Vs. Murray rule in India – Piecemeal distribution – Proportionate capital Method – Maximum loss method.

**TEXT BOOK:**

1. T.S.Reddy&Murthy,“**ADVANCEDACCOUNTING**”,MarghamPublication,Chennai.

Unit	Book & Author Name	Page No.
I	T.S.Reddy & Murthy, “ <b>ADVANCED ACCOUNTING</b> ”, Margham Publication	32.1 to 32.15
II		34.1, 34.2, 34.13 to 34.34, 34.38 to 34.41
III		35.1 to 35.34, 35.37 to 35.59
IV		36.1 to 36.21
V		36.22 to 36.32, 36.36 to 36.49

**REFERENCE BOOKS:**

1. Advanced accountancy – R.L.Gupta & Radhaswamy .
2. Advanced accounts – S.P.Jain & K.L.Narang , Kalyani Publishers .



3. M.A. Arulanandam & K.S. Raman, "Advanced Accountancy" Vol.I, Himalaya Publishing House, Mumbai.

**e-RESOURCES:**

1. <https://www.youtube.com/watch?v=69yMm8NLUlo>
2. <https://www.youtube.com/watch?v=kKKfRJVTZt4>
3. <https://www.youtube.com/watch?v=enrTniZKx4s>
4. [https://www.youtube.com/watch?v=TsY0y\\_Z9Urs](https://www.youtube.com/watch?v=TsY0y_Z9Urs)
5. [https://www.youtube.com/watch?v=\\_S0QHx\\_dA0I](https://www.youtube.com/watch?v=_S0QHx_dA0I)
6. [https://www.youtube.com/watch?v=\\_DSaK8Xuij8](https://www.youtube.com/watch?v=_DSaK8Xuij8)
7. <https://www.youtube.com/watch?v=Rt2Cna0SOtU>
8. <https://www.youtube.com/watch?v=Rt2Cna0SOtU>

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**BUSINESS MATHEMATICS**

**Hours: 6hrs/week 90 Hrs**

**Sub.Code: U24CMA41**

**Credits:5**

**OBJECTIVE:**

To provide computational skills on sets, indices, differential calculus, integral calculus and matrices and to apply them in solving business problems.

**UNIT – 1**

**(18-Hours)**

Theory of Sets: Definition – Finite and Infinite Sets – Description of Sets – Singleton Set – Null Set – Subset – Equality of Sets – Disjoint Sets – Set Operations: Union of Sets – Intersection of Sets – Difference of Sets – Complement of a Set – Venn Diagram – Law of Sets: Cumulative Law - Associate Law – Distributive Law – Demorgan's Laws (Properties excluded) – Number of Elements in a Set

**UNIT – 2**

**(18-Hours)**

Simple Interest – Compound Interest Calculations – Yearly – Half Yearly – Principal – Period – Rate of Interest – Quarterly.

**UNIT – 3**

**(18-Hours)**

Differential Calculus: Differentiation – Derivative of  $X^n$ ,  $E^x$ ,  $\log E^x$ ,  $\sin X$ ,  $\cos X$ ,  $\tan X$ ,  $\cot X$ ,  $\sec X$ ,  $\operatorname{cosec} X$ , A Constant,  $Ku$ , Where  $K$  is a Constant and  $U$  is a Function (Formulae Only) – Derivative of Sum of Two Functions – Product Rule – Quotient Rule (Formula Only) – Maxima and Minima: Definition – Criteria for Maxima and Minima – Working Rule.

**UNIT – 4**

**(18-Hours)**

Integral Calculus – Standard Results – Integrals of Function Containing Linear Function Of  $X$  (Formula Only) – (Standard Results of  $\sin X$ ,  $\cos X$ , Etc. excluded) – Integration by Substitution.

**UNIT – 5**

**(18-Hours)**

Matrices: Definition – Order – Types (Skew Symmetric excluded) – Operations on Matrix: Addition, Subtraction – Product of Two Matrices.

**TEXT BOOKS**

1. Dr. M.Manoharan, Dr. C.Elango, Prof. K.L.Eswaran - Business Mathematics, Palani Paramount Publications.
2. Sancheti and Kapoor - Business mathematics, Sultan Chand Publications (2014).



### REFERENCE BOOKS

1. P.R. Vittal - Business Mathematics, Margham Publications (2014).
2. V. Sundaresan and S. D. Jayaseelan - An Introduction to Business Mathematics , , Sultan Chand Publication (2014).
3. N.K. Nag, Business Mathematics, Kalyani Publishers , (2014).
4. R.S.Aggarwal, Quantitative Aptitude for Competitive Examinations, S.Chand & Company Limited, (2016).

**Note: Question paper should provide 80% credit to problems and 20% credit to theory.**

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### INTERVIEW SKILLS

<b>Course Title: Interview Skills</b>	<b>Total Hours : 30</b>
<b>Course Code: U24CCS41</b>	<b>Total Credits : 1</b>

### COURSE OUTCOMES:

<b>Cos</b>	<b>CO STATEMENT</b>
<b>CO1</b>	Knowledge on drafting the application letters for job.
<b>CO2</b>	Understand the use of functional and chronological resume.
<b>CO3</b>	Able to handle different types of interview.
<b>CO4</b>	Develop thinking ability and skills to face group discussions.
<b>CO5</b>	Understand the different steps in joining formalities.

#### UNIT I

**6 Hours**

Job Applications: Job Application Letters - Opening - Body - Closing - Letter Writing Tips.

#### UNIT II

**6 Hours**

Curriculum Vitae: Bio-data and Curriculum Vitae - purpose of curriculum vitae.  
Resume: Designing a resume - Resume Design - Resume Length - Parts of the resume - Resume styles - Guidelines to write a persuasive resume.

#### UNIT III

**6 Hours**

Job Interview: Characteristics of Job interview, Alternate interview formats - Types of job interview - Planning for a job interview - Understanding interview questions - Handling interview questions - Interview strategies.

#### UNIT IV

**6 Hours**

Group Discussion: Introduction - Employer requirements on GD - Strategies - Exchanging Opinions - Agreeing and Disagreeing - Exchanging suggestions and problems.



**UNIT V**

**6 Hours**

Job offers - Reference check - Medical fitness - Job agreement - Joining formalities.

**TEXT BOOK:**

1. M.AshrafRizvi,Resumes and Interviews The Art of Winning,Tata McGraw Hill Education Private Ltd,Second Reprint 2010

Unit	Book & Author Name	Page No.
I		53 - 73
II	M.Ashraf Rizvi, Resumes and Interviews The Art of Winning,Tata McGraw Hill Education Private Ltd,Second Reprint 2010	8 – 100, 102 - 118
III		138 - 169
IV		172 - 201
V		Website Reference

**REFERENCE BOOKS:**

1. Alex K. (2012) Soft Skills – Know Yourself & Know the World, S.Chand& Company LTD, Ram Nagar, New Delhi- 110 055.
2. Meena.K and V.Ayothi (2013) A Book on Development of Soft Skills (Soft Skills : A Road Map to Success), P.R. Publishers & Distributors, No, B-20 & 21, V.M.M.Complex, Chatiram Bus Stand, Tiruchirappalli- 620 002.

**e- RESOURCES:**

1. <https://www.smartrecruiters.com/resources/glossary/job-offer-letter-template/>
2. <https://www.hrhelpboard.com/contract-letters/reference-check-letter.htm>
3. <https://www.bestsampleresume.com/letters/agreement-letter-between-employee-and-employer.html>
4. <https://signaturely.com/contracts/employment-contract-agreement-template/>
5. <http://hrguideforu.blogspot.com/2015/04/joining-formalities-in-companies.html>
6. <https://caknowledge.com/job-letter-format/>
7. <https://www.getmyuni.com/articles/what-is-an-interview>
8. <https://www.fip.org/files/ypg/Guides/YPG+Guide+to+Writing+a+CV.pdf>
9. <https://www.uwec.edu/files/1526/Cover-Letter-and-Resume-Guide.pdf>
10. <https://www.javatpoint.com/group-discussion>



**LAB: OFFICE DATA PROCESSING SKILLS**

<b>Course Title: Lab: Office Data Processing Skills</b>	<b>Total Hours : 30</b>
<b>Course Code: U24CCSP41</b>	<b>Total Credits : 1</b>

**COURSE OUTCOMES:**

<b>Cos</b>	<b>CO STATEMENT</b>
<b>CO1</b>	Able to create professional looking documents using word.
<b>CO2</b>	Able to familiar with some office functions including mail merge.
<b>CO3</b>	Analyze, manage and present data (using formulas) in excel.
<b>CO4</b>	Experiment the various themes in power point presentations.
<b>CO5</b>	Acquire skills for development and presentation of power point report.

**Lab Practical List:**

1. Design an Invoice using table.
2. Create a Resume.
3. Insert a Picture in a Word document to demonstrate text wrap.
4. Create a Word document using Mail Merge.
5. Create workers payroll using Excel.
6. Prepare an Excel sheet for sales analysis and draw a bar chart.
7. Filter customer records.
8. Design a slideshow presentation to display an advertisement.
9. Design a slideshow presentation to introduce a course in your college.
10. Create a chart showing the product price comparison for various periods.