



HOLY CROSS COLLEGE (AUTONOMOUS)
Affiliated to Bharathidasan University
Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC
College with Potential for Excellence.
Tiruchirapalli - 620002.

School of Management Studies
PG And Research Department Of Commerce
Programme: B.Com - Business Process Outsourcing

PO No.	Programme Outcomes <i>Upon completion of the B.Com Degree Programme, the graduate will be able To</i>
PO-1	Be Job ready for the BPO industry and can become entrepreneur
PO-2	Obtain quality education in the area of Business Process Outsourcing
PO-3	Acquire practical skills to gather information, assess, create and execute new ideas at the work place
PO-4	Receive training in Commerce and Computer skills.
PO-5	Create ethically conscious and socially responsible business standards

PSO No.	Programme Specific Outcomes <i>Upon completion of these courses the student would</i>
PSO-1	Acquire necessary skills to manage various positions in the BPO sector
PSO-2	Have in depth knowledge on aspects related to BPO
PSO-3	Become aware of the various processes in BPO
PSO-4	Acquire academic excellence with an aptitude for higher studies, professional certification and research
PSO-5	Become aware of the basic concepts in the areas of Marketing, Human Resources and Finance and develop employability skills

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002.

School of Management Studies

PG And Research Department Of Commerce

CHOICE BASED CREDIT SYSTEM

UG COURSE PATTERN - B.Com - Business Process Outsourcing

(For Candidates admitted from June 2018 onwards)

Sem	Part	Course	Title of the Course	Code	Hrs/Wk	Credits	Marks
I	I	Language I	Tamil Paper I/ Hindi Paper I/ French Paper I	U15TL1TAM01/ U15HN1HIN01/ U15FR1FRE01	5	3	100
	II	English I	Practical English – I	U18CB1ENT01	6	3	100
	III	Major Core – 1	Financial Accounting – I	U18CB1MCT01	5	5	100
	III	Major Core - 2	Principles of Marketing	U18CB1MCT02	5	5	100
	III	Allied – 1	Introduction to BPO	U18CB1ACT01	4	4	100
	III	Allied – 2	Business Communication	U18CB1ACT02	4	3	100
	IV	Value Education	Ethics I/ Bible studies I/ Catechism I	U15VE2LVE01/ U15VE2LVB01/ U15VE2LVC01	1	-	-
			Total		30	23	600
II	I	Language	Tamil Paper II/ Hindi Paper II/ French Paper II	U15TL2TAM02/ U15HN2HIN02/ U15FR2FRE02	5	3	100
	II	English	Practical English – II	U18CB2ENT02	6	3	100
	III	Major Core – 3	Cost accounting	U18CB2MCT03	5	5	100
	III	Major Core – 4	Principles of Banking	U18CB2MCT04	5	4	100
	III	Allied – 3	Quality and Customer Service	U18CB2ACT03	4	3	100
	IV	SBE – 1	Soft Skill Development	U15RE2SBT01	2	2	100
	IV	SBE – 2	Sustainable Rural Development & Student Social Responsibility	U18RE2SBT02	1	1	100
		Service Oriented Course	Any one activity based on the Student's choice		1	-	-
	IV	Value Education	Ethics I/ Bible studies I/ Catechism I	U15VE2LVE01/ U15VE2LVB01/ U15VE2LVC01	1	1	100
		Internship/Field Work/Field Project 30 hours- Extra Credit			U18SP2ECC01	-	2
			Total		30	24	900
III	I	Language	Tamil Paper III/ Hindi Paper III/ French Paper III	U15TL3TAM03/ U15HN3HIN03/ U15FR3FRE03	5	3	100
	II	English	Practical English – III	U18CB3ENT03	6	3	100

	III	Major Core – 5	Corporate Accounting	U18CB3MCT05	5	6	100
	III	Major Core – 6	Financial Services	U18CB3MCT06	5	5	100
	III	Allied – 4	Risk & Compliance in BPO	U18CB3ACT04	4	4	100
	IV	SBE – 3	Computer Literacy For BPO	U19CB3SBT03	2	2	100
	IV	Value Education	Ethics III/ Bible studies III/ Catechism II	U15VE4LVE02/ U15VE4LVB02/ U15VE4LVC02	1	-	-
	IV	Environmental studies	Environmental studies	U19RE3EST01	1	1	100
	IV	Industrial relations	Investment Basics	U19CO3IRT01	1	1	100
			Total		30	25	800
IV	I	Language	Tamil Paper IV/ Hindi Paper IV/ French Paper IV	U15TL4TAM04/ U15HN4HIN04/ U15FR4FRE04	5	3	100
	II	English	Practical English – IV	U18CB4ENT04	6	3	100
	III	Major Core – 7	Management Accounting	U18CB4MCT07	6	6	100
	III	Major Elective – 1	Global Business Ethics & Corporate Governance	U18CB4MET01	4	4	100
	III	Allied – 5	BPO in Service Sectors (NON VOICE)	U18CB4ACT05	4	4	100
	III	Allied – 6	Voice Process	U18CB4ACT06	4	3	100
	IV	Service Oriented Course	Any one activity based on the Student's choice			1	100
	IV	Value Education	Ethics II/ Bible studies II/ Catechism II	U15VE4LVE02/ U15VE4LVB02/ U15VE4LVC02	1	1	100
		Internship/Field Work/Field Project 30 hours- Extra Credit		U18SP4ECC01	-	2	100
			Total		30	27	900
V	III	Major Core – 8	Principles of Auditing	U18CB5MCT08	5	5	100
	III	Major Core – 9	Entrepreneurial Development	U18CB5MCT09	5	5	100
	III	Major Core – 10	Business Law	U18CB5MCT10	5	5	100
	III	Major Core – 11	BPO Operations and Work Environment	U18CB5MCT11	5	5	100
	III	Major Elective – 2	Simulation of BPO Related activities	U18CB5MET02	5	4	100
	IV	NME – 1	Practical Lab for BPO	U18CB5NMP01	2	2	100
	IV	SBE – 4	Online course	U19CB5SBT04	2	2	100
	IV	Value Education	Ethics III/ Bible studies III/	U15VE6LVE03/ U15VE6LVB03/	1	-	-

			Catechism III	U15VE6LVC03			
			Total		30	28	700
VI	III	Major Core – 12	Human Resource Management	U18CB6MCT12	6	5	100
	III	Major Core – 13	International Business	U18CB6MCT13	6	5	100
	III	Major Core – 14	Business Management	U18CB6MCT14	6	5	100
	III	Major Elective – 3	Business Software - Tally	U18CB6MET03	4	4	100
	IV	NME – 2	Six sigma	U18CB6MET02	2	2	100
	IV	SBE – 5	Practical Lab for BPO	U18CB5NMP01	2	2	100
	IV	SBE – 6	Research Methodology	U18CB6SBT06	2	2	100
	IV	Value Education	Ethics III/ Bible studies III/ Catechism III	U15VE6LVE03/ U15VE6LVB03/ U15VE6LVC03	1	-	100
	IV	Extension RESCAPES	RESCAPES – Impact study of Project		-	1	100
	IV	Gender studies	Gender studies	U18GS6GST01	1	1	100
		Internship/Field Work/Field Project 30 hours - Extra Credit			U18SP6ECC01	-	2
			Total		30 180	29 156	1100 5000

HOLY CROSS COLLEGE (Autonomous), Tiruchirappalli - 620 002.

TAMIL DEPARTMENT

For Candidate admitted from 2015 onwards

First Year - Semester – I

Course Title	முதலாமாண்டு – முதற்பருவம்
Total Hours	90
Hours/Week	6 Hrs Wk
Code	U15TL1TAM01
Course Type	Theory
Credits	3
Marks	100

General Objectives:

- To find out the ways to handle the Tamil language effectively and productively.
- To introduce the tradition and the grammar of Tamil language.
- To encourage the creatively development.
- Creating curiosity to make life according to high moral.
- Helping to create healthy thoughts among themselves.

Course Objectives:

CO No.	Course Objectives
CO-1	தமிழ் இலக்கியப் பரப்பையும், விழுமியங்களையும் அறிமுகப்படுத்துதல்.
CO-2	தமிழ் மொழியின் தொன்மை, தாய்மொழிப்பற்று, தன்னம்பிக்கை சூழல்களை எதிர்கொள்ளும் திறன் முதலியவற்றை அறிந்து கொள்வர்.
CO-3	கவிதையின் வாயிலாக அன்பு உணர்வினை வளர்க்கச் செய்தல்.
CO-4	கலைச்சொற்கள் வாயிலாக பிறமொழிச் சொற்களை ஆராயும் தன்மைப் பெறுவர்.
CO-5	படைப்பாற்றல் திறனை வளர்த்துக்கொள்வர்.

அலகு:1 செய்யுள்

1. பாரதியார் கவிதைகள் - தமிழ் கண்ணன் என் சேவகன்
2. பாரதிதாசன் கவிதைகள் - உலகம் உன்னுடையது
3. உமர்கய்யாம் - உமர்கய்யாம் பாடல்கள்
4. பட்டுக்கோட்டையார் - செய்யும் தொழிலே தெய்வம் **18 Hrs**
5. ந. பிச்சமுர்த்தி - ஒளியின் அழைப்பு
6. வைரமுத்து - ஐந்து பெரிது ஆறு சிறிது
7. சிற்பி - ஒரு கிராமத்து நதி

முநல நுழ்சனள (நுஓவசய சுநயனபை)

1. ந. காமராசு கவிதைகள்
2. தமிழன்பன் கவிதைகள்

அலகு:2 செய்யுள்

8. கல்யாணஜி -பேசும்பார் என் கிளி
9. நிர்மலா சுரேஷ் -தைலச்சிமிழும் தச்சன் மகனும்
10. இரா. மீனாட்சி -ஒரு கோதை **18Hrs**
11. விஜி -குரங்கு மனிதன்
12. பா. சத்தியமோகன் -எங்கெங்கு காணினும்
13. ஹைகூ கவிதைகள்

முநல நுழ்சனள (நுஓவசய சுநயனபை)

1. ந.முத்துக்குமார் கவிதைகள்
2. செனட்ரியூ கவிதைகள்

அலகு:3

18Hrs

தமிழ் இலக்கிய வரலாறு
தமிழாய்வுத்துறை வெளியீடு 20-ஆம் நூற்றாண்டு (தற்காலம்)
முநல றுழசனள (நுஓவசய சுநயனபை)

தமிழ் இலக்கிய வரலாறு -மு.வரதராசன்

அலகு:4

படைப்பிலக்கியம் - சிறுகதைத் தொகுப்பு(துறை வெளியீடு) 18Hrs

அலகு:5

பொதுப்பகுதி - கலைச்சொற்கள் 18Hrs

Note: Texts given in the Extra reading /Key words must be tested only through Assignment and Seminars.

Course Outcomes:

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	தமிழ் மொழியின் மேன்மை, தாய்மொழிப்பற்று, வாழ்வின் அனைத்து நிலைகளிலும் நிலைத்து நிற்கும் தன்மை, சுய ஒழுக்கம், ஒற்றுமை உணர்வு, நாட்டு வளர்ச்சிக்கான முன்னேற்றப் பாதை போன்றவற்றை திறனாய்வு செய்வர்.	PSO 1	U
CO-2	கவிதையின் வாயிலாக இறைப்பற்று, இயற்கையைப் பாதுகாக்கும் உணர்வு, சமூகம் பெண்ணுக்கு இழைக்கும் அநீதியை எதிர்த்துப் போராடும் மனநிலை முதலியவற்றை மதிப்பிடுவர்.	PSO 2	E
CO-3	தற்காலத் தமிழ் இலக்கியங்களின் வழி மாணவர்கள் தங்கள் படைப்பாற்றல் திறனை வளர்த்துக்கொள்வர்.	PSO 2	AN
CO-4	பல்வேறு சிறுகதைகளின் வழியாக மனித உரிமைகளை வலியுறுத்தி மனிதநேயத்தை மீட்டெடுக்கும், விழிப்புணர்வினைப் பெறுவர்.	PSO 3	AP
CO-5	துறைச் சார்ந்த கலைச்சொற்களை மாணவர்களுக்கு அறிமுகப்படுத்துவதோடு ஆங்கிலச்சொல்லுக்கு நிகரான தமிழ்ச் சொல்லையும் கற்று இருமொழிப் புலமை பெறுவர்.	PSO 4	U

பாட நூல்கள்

செய்யுள்

தமிழ் இலக்கிய வரலாறு

சிறுகதைத் தொகுப்பு

கலைச்சொற்கள்

- தமிழாய்வுத்துறை வெளியீடு

- தமிழாய்வுத்துறை வெளியீடு

- தமிழாய்வுத்துறை வெளியீடு

- தமிழாய்வுத்துறை வெளியீடு

(For the candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI-620002
DEPARTMENT OF HINDI
SEMESTER – I

Course Title	PART – I LANGUAGE HINDI – I PROSE, SHORT STORY AND GRAMMAR –I
Total Hours	90
Hours/Week	6Hrs/Wk
Code	CODE: U18HN1HIN01
Course Type	Theory
Credits	3
Marks	100

General Objective : To enable the students to understand the importance of human values and patriotism

Course Objectives (CO):

The learner will be able to:

CO No.	Course Objectives
CO -1	Evaluate Self Confidence, Human values
CO- 2	Understand and analyze Gandhian Ideology
CO- 3	Understand Indian Culture, custom
CO- 4	Analyze communal Harmony and Unity in Diversity
CO- 5	Evaluate Friendship

UNIT – I

(18 Hours)

1. Aatma Nirbharatha
2. Idgah
3. Sangya

Extra Reading (Key Words): Takur ka kuvam, Bhuti Kaki

UNIT- II

(18 Hours)

1. Mahatma Gandhi
2. Vusne Kaha Tha
3. Sarva Naam

Extra Reading (Key Words): Chandradhar Sharma Guleri, Gandhian Ideology

UNIT- III

(18 Hours)

1. Sabhyata Ka Rahasya
2. Karva Va Ka Vrat
3. Visheshan

Extra Reading (Key Words): Sabhyata Aur Sanskriti, Yashpal ki Sampooran khaniyan

UNIT- IV**(18 Hours)**

1. Bharat Ek Hai
2. Sharandhata
3. Kriya

Extra Reading (Key Words): Ramante Tatra Deavata, Badala

UNIT- V**(18 Hours)**

1. Mitrata
2. Vapasi
3. Ling Aur Vachan

Extra Reading (Key Words): Acharya Ramachandra Shukla, Usha Priyamvadha ki kahaniyan

Note : Texts given in the Extra Reading (Key Words) must be tested only through Assignment and Seminars.

Course Outcomes:

The learner will be able to:

CO No.	Course Outcomes	Cognitive Level
CO -1	Compare human values of present and past generations	E
CO- 2	Test for Gandhian Ideology in the literary works.	U, An
CO- 3	Interpret Indian Culture in a scientific manner	U
CO- 4	Assess casteless and classless India	An
CO- 5	Value the interests of one's friend.	E

**CO- Course Outcome; R- Remember; U- Understand; Ap- Apply; An- Analyze;
E- Evaluate; C- Create**

Reference Books :

- GadyaSudha: Edt. Dr. M. SaleemBaig; RakaPrakashan; Ilaahabad. U.P.
- Hindi GadyaPrabhakar:Edi. Dr.Hiranmay; ShikshaBharathi; Kashmiri Gate; Delhi .
- KahaniVividha;RajkamalPrakashan; Ilaahabad.; New Delhi.
- Vyakaranpradeep; Dr. Ram Dev. M.A; LokBharathiPrakashan ;Ilaahabad

(For candidates admitted 2016 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI – 2
DEPARTMENT OF FRENCH
SEMESTER I

Course Title	PART I – LANGUAGE - FRENCH PAPER I (GRAMMAR & CIVILISATION (ÉCHO A1 2 ^e édition))
Total Hours	90
Hours/Week	6Hrs/Wk
Code	U16FR1FRE01
Course Type	Theory
Credits	3
Marks	100

General Objective: To enable the students to learn the fundamentals of French Grammar and Cultural aspects of France.

Course Objectives (CO):

The learner will be able to

CO1	remember alphabets, numbers, nationalities and professions; understand the term Francophone, a brief introduction of France and oneself.
CO2	remember and understand verb conjugation and articles and apply the same in first contact
CO3	remember the pronouns placed after prepositions; analyse and evaluate leisure time activities in France and across the world.
CO4	apply past tense in writing personal diaries; comparison and adjectives in sketching travel journals
CO5	understand the usage of articles and inversion in interrogation and analyse the food habit of the French.

Unit 1 Parcours d’initiation ; Vous comprenez (15 Hours)

La différence entre le prénom et le nom, les nationalités, les nombres, les professions

La présentation, le genre et le nombre d’un nom, l’interrogation et la négation – l’identité, les lieux de la ville, les mots du savoir-vivre – saluer, remercier – l’espace francophone.

Extra Reading (Key Words) : La carte de la France et La carte du monde francophone

Unit 2 Au travail! (15 Hours)

La conjugaison des verbes du 1^{er} groupe, des accords, les articles – l’état civil, des personnes et des objets caractéristiques d’un pays – exprimer ses goûts – première approche de la société française.

Extra Reading (Key Words) : Fiches de renseignement de ses parents

Unit 3 On se détend! (15 Hours)

La conjugaison des verbes irréguliers, le future proche, les pronoms après une préposition – les loisirs – proposer, accepter, refuser, demander une explication – première approche de l'espace de France, repérages de quelques lieux de loisirs

Extra Reading (Key Words): Lieux de loisirs que l'étudiant apprécie

Unit 4 Racontez-moi ! ; Bon voyage !

(30 Hours)

Le passé composé, la date et l'heure – les moments de la journée, de l'année, les événements liés au temps – dire ce qu'on a fait – les rythmes de vie en France, des personnalités du monde francophone.

La comparaison, les adjectifs démonstratifs et possessifs – les voyages et les transports – négocier une activité, faire les recommandations – les transports en France

Extra Reading (Key Words): La vie des personnalités célèbres

Unit 5 Bon appétit!

(15 Hours)

L'emploi des articles, la forme possessive – la nourriture, les repas, la fête – les situations pratiques à l'hôtel et au restaurant – les habitudes alimentaires en France.

Extra Reading (Key Words): Recette de la crêpe et des tartes

Course outcomes	Cognitive level
Introduce oneself to the class and classify Francophone countries in the world map.	Ap, E
Demonstrate regular verb conjugation	U, Ap
List out pronouns placed after prepositions	R, U
Survey leisure time activities in European countries	An
Develop personal diary	C
Outline the food habits of the French.	An

TEXT BOOKS :

ECHO A1 – METHODE DE FRANÇAIS & CAHIER PERSONNEL D'APPRENTISSAGE

Authors: J. Girardet and J. Pécheur Publication:

CLÉ INTERNATIONAL, 2013.

Books for Reference:

La Conjugaison – Nathan

French made easy – Beginners level - Goodwill Publishing House Je

parle français I – Abhay Publications

Le français avec des jeux et des activités - ELI

Langue et la civilisation – I – Mauger Bleu

Note : Texts given in the Extra Reading (Key Words) must be tested only through Assignment and Seminars.

(For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies
B.Com - Business Process Outsourcing First Year - Semester – I

Course Title	Practical English – I
Total Hours	90
Hours/Week	6 Hr/Wk
Code	U18CB1ENT01
Course Type	Theory
Credits	3
Marks	100

General Objectives:

To understand the communication process and basics skills of Listening, Speaking, Reading & Writing

Course Objectives:

CO No.	Course Objectives
CO-1	Understand the communication process
CO-2	Effective listening
CO-3	Introducing Self
CO-4	Comprehend reading different kinds of text
CO-5	Principle of good writing

Unit – I

18 hrs

The Communication Process

Definition of Communication – The communication process - Internal and External Communication – Vertical & Grapevine Communication - Roles- Message-Medium-Environment/Context- Style and Tone - Verbal and Non – Verbal Communication – Body Language - Grooming - English as a Communication tool – Listening , Speaking , Reading & Writing - Introduction to the Corporate world – some common terms (Basic)

Extra Reading/Key Words: *Types of Corporate Communication*

Unit – II

18 hrs

Listening

Pre Listening – knowing the content and context – predicting the text - Listening to a conversation - Listening to instructions - Listening to description - Post Listening – interpreting the text

Extra Reading/Key Words: *Active Listening*

Unit – III

18 hrs

Speaking

I, Me, Myself – Introducing self, the place I belong to, etc. - My Family
 My Favourite things (Food, Movies, School, Friends) - My Aim (Goal Setting) - Grammar – Use of tense – Simple present, Past, Future.

Extra Reading/Key Words: *Positive Self-image and Self Esteem*

Unit IV

18 hrs

Reading

Understanding what I read right - Spelling and Grammar - Reading Instructions
Reading Newspapers – SPELT Technique - Reading Magazines – Reports –
Manuals - Contracts/Agreements/Compliance documents – Reading project

Extra Reading/Key Words: *Different types of Texts - Templates on reports, agreements & documents*

Unit V

18 hrs

Writing

From complex to simple writing – principle of good writing - Asking permission
Inviting - Writing for pleasure (blogs, poems, articles) a page from my autobiography, If I
were the PM, Favourite things

Extra Reading/Key Words: *Effective Letter writing*

Note: Texts given in the Extra reading /Key words must be tested only through Assignment and Seminars.

Course Outcomes:

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Overview of communication process and introduction to corporate communication	PSO4	U
CO-2	Listening skills – pre, while and post listening	PSO1	Ap
CO-3	Self Introduction skills	PSO1	Ap
CO-4	The learners become effective in reading and understanding spelling and grammar	PSO4	Ap
CO-5	Understand techniques of writing mails in different scenarios	PSO4	Ap
CO-6	Enhances Communication Skills	PSO4	Ap

PO – Programme Outcomes; CO – Course Outcome; R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

Reference Books:

1. The Hindu, The New Indian Express, etc.
2. www.ThoughtCo.com
3. www.bbc.co.uk
4. learnenglish.britishcouncil.org/en
5. <https://www.teachingenglish.org.uk/>
6. www.businessballs.com
7. www.ted.com
8. www.inktalks.com
9. Technical Communication by Meenakshi Raman
10. Business Communication by Namitha Gopal
11. High School English Grammar – Wren and Martin
12. Body Language: Your Success Mantra – Dr. Shalini Varma

For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies

B.Com - Business Process Outsourcing First Year - Semester – I

Course Title	MAJOR CORE 1 - FINANCIAL ACCOUNTING-I
Total Hours	75
Hours/Week	5 Hrs / Wk
Code	U18CB1MCT01
Course Type	Theory
Credits	5
Marks	100

GENERAL OBJECTIVE

To enable the students to understand and apply the principles of double entry system of book-keeping, in preparation of Final accounts of sole trader, Rectification of errors and to provide basic knowledge of Bills of exchange, Accounts of no profit concerns and Consignment accounts.

Course Objectives:

CO No.	Course Objectives
CO-1	Understand the accounting concepts and conventions and prepare final accounts
CO-2	Rectify the errors in accounting
CO-3	Account for bill transactions
CO-4	Prepare accounts of non-profit concerns
CO-5	Prepare accounts of consignment

UNIT – I INTRODUCTION TO ACCOUNTING AND FINAL ACCOUNTS 15Hrs

Accounting Concepts and Conventions – Need for Accounting Standards – Adjustment and Closing Entries – Final Accounts of a sole trader.

Extra reading/Key words :*History of Accounting, Accounting principles and Double entry system, Latest developments in the field of Accountancy, Branches of Accounting and different methods of presentation of financial statements*

UNIT - II RECTIFICATION OF ERRORS

15 Hrs

Rectification of Errors: Rectification before and after preparation of trial balance, Suspense account.

Extra reading/Key words:*Rectification after the preparation of final accounts*

UNIT – III BILL OF EXCHANGE

15 Hrs

A. Bill of Exchange: Features, Recording transactions relating to bills: Drawing, accepting, retiring, renewing, dishonor and insolvency of acceptor.

Extra reading/Key words:*Accommodation bills, Bill, Drawing, endorsing and discounting of bill, renewal of bill, Dishonor of bills and Noting charges.*

UNIT – IV ACCOUNTS OF NON PROFIT CONCERNS

15 Hrs

Receipts and Payments Account - Income and Expenditure Account - Balance Sheet.

Extra reading/Key words :*Non Profit concerns, Receipts and Payments a/c, Income & Expenditure a/c*

UNIT – V CONSIGNMENT**15 Hrs**

A. Consignment Accounts: Valuation of stock, Accounting for losses, Cost price method and Invoice price method.

Extra reading/Key words : *Consignment vs joint venture, Conversion of consignment into Joint venture. Consignment, Proforma invoice, Account sales, Del credere commission*

Theory - 20% Problem: 80%

Note: Texts given in the Extra reading /Key words must be tested only through Assignment and Seminars.

Course Outcomes:

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Recognise the basic accounting concept and conventions	PSO-4	Ap
CO-2	Apply the rules of double entry book keeping for the preparation of final accounts	PSO-4	Ap
CO-3	Recognize the different types of errors committed while preparing the books of accounts, the procedure for rectifying the errors committed, rectify the errors and prepare suspense account	PSO-4	Ap
CO-4	Pass entries in the books of parties concerned with bills of exchange	PSO-3	Ap
CO-5	Recognise the procedure for preparing the final accounts of Non Profit concerns , differentiate between receipts and Payments a/c and Income & Expenditure a/c and prepare the final accounts	PSO-3	Ap
CO-6	Recognise the accounting procedure for valuation of stock, abnormal loss and pass journal entries in the books of parties and prepare the ledger account	PSO-3	Ap
CO-7	Cultivates accounting skills to manage the profits and losses of any trading organization	PSO-3	Ap

PO – Programme Outcomes; CO – Course Outcome; R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

**Kindly see that the Programme Outcomes relate with the given course outcome in your ratified syllabus.*

PRESCRIBED TEXTS

- Reddy & Murthy, (2006). *Financial Accounting*, Chennai: Margham Publishers.
- Dalston L. Cecil & Jenitra L. Merwin, (2015). *Financial Accounting*, Trichy: Learntech Press.

BOOKS FOR REFERENCE

- Reddy & Murthy, *Financial Accounting*, Chennai: Margham Publishers.
- Dalston L. Cecil & Jenitra L. Merwin, *Financial Accounting*, Trichy: Learntech Press.
- Shukla. M.C. & Grewal T.S., *Advanced Accounts*, New Delhi: S .Chand & Co.
- Jain. S.P. & Narang K.L., *Advanced Accounts*, New Delhi: Kalyani Publishers.
- Gupta. R.L. & Radhaswamy M., *Advanced Accounts* New Delhi: Sultan Chand

For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies

B Com - Business Process Outsourcing First Year - Semester – I

Course Title	MAJOR CORE PAPER 2 – PRINCIPLES OF MARKETING
Total Hours	75
Hours/Week	5 Hrs / Wk
Code	U18CB1MCT02
Course Type	Theory
Credits	5
Marks	100

General Objective:

To enable the students to understand and analyze the various concepts of marketing and give awareness on the modern trends in marketing.

Course Objectives:

The learner will be able to

CO No.	Course Objectives
CO-1	Remember and understand the marketing concepts, functions and the basic approaches to marketing.
CO-2	Understand and recall the Product planning, product policy and the market segmentation.
CO-3	Understand and summarise the pricing objectives and the various methods of pricing and recalls and explain the various promotion mix and qualities of a good salesman and the process of personal selling.
CO-4	Analyse and evaluate the various channels of Distribution.
CO-5	understand the various Modern Marketing concepts.

UNIT – I INTRODUCTION TO MARKETING

15 Hrs

Marketing - Definition - Scope - Traditional and Modern concept - Issues and Developments in Marketing: Social, ethical and legal aspects of marketing; Importance and functions of marketing - Basic approaches to marketing - Marketing of agricultural, industrial and consumer goods.

Extra Reading / Keywords: *Market Classification, Marketing Evolution*

UNIT – II PRODUCT POLICY AND MARKET SEGMENTATION

15 Hrs

Product - Product Planning and Product Policy - Product Mix- Branding - Packaging - Product Life Cycle - Product planning for existing Product and new product. Market Segmentation.

Extra Reading / Keywords: *Product Innovation, Market Segmentation Philosophies*

UNIT – III PRICING AND PROMOTION MIX

15 Hrs

Pricing - Pricing objectives - Factors influencing pricing - Methods of pricing - Pricing policies. Promotion: Promotion Mix - Sales Promotion. Advertising - Objectives - Importance - Advertisement Copy - Different media - Selection of media. Personal selling – Qualities of a good salesman – Personal selling Process.

Extra Reading / Keywords: *Price Determination, Promotional mix factors*

UNIT – IV MARKETING CHANNELS**15 Hrs**

Channels of Distribution - Channel Functions - Factors influencing Channel Decisions - Middlemen - Wholesalers - Retailers - Selection of marketing channels- Direct & Indirect Marketing Channels

Extra Reading / Keywords: *Wholesaler Classification, Retailer types*

UNIT V - MODERN MARKETING**15 Hrs**

Marketing of Services; International marketing; Green marketing; Cyber marketing; Relationship marketing and other developments of marketing - Tele-marketing - Online marketing - Social media marketing

Extra Reading / Keywords: *Brand Ambassadors*

Note: Texts given in the Extra reading /Key words must be tested only through Assignment and Seminars.

Course Outcomes:

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Define the marketing concepts and list out the functions of marketing.	PSO-5	U
CO-2	Explain the product planning and policies and demonstrate the market segmentation.	PSO-5	U
CO-3	Interpret the various pricing policies followed by the organizations.	PSO-3 &5	An
CO-4	Selection of media for Advertisement and also analyze the role of salesman in promotion	PSO-5	An
CO-5	Compare the various channels of distribution	PSO-4	An
CO-6	Recalls the various concepts of Modern Marketing.	PSO-5	U
CO-7	Enhances marketing skills	PSO-5	Ap

PRESCRIBED TEXTS:

- Rajan Nair, (latest edition). *Marketing*, New Delhi: Sultan Chand and Sons.
- Pillai&Bhagavathi (latest edition) *Marketing Management*, New Delhi: Sultan Chand and Sons.

BOOKS FOR REFERENCE:

- Philip Kotler, (2008). *Marketing Management*, New York: Prentice Hall, Englewood Cliffs.
- William M. Pride & Ferrell. O.C., *Marketing*, Boston: Houghton-Mifflin.
- Kotlerphilip& Armstrong Gary, *Principles of Marketing*, New Delhi: Prentice-Hall of India.

For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies
B Com - Business Process Outsourcing First Year - Semester – I

Course Title	Allied 1 - Introduction to BPO
Total Hours	60
Hours/Week	4 Hrs/Week
Code	U18CB1ACT01
Course Type	Theory
Credits	4
Marks	100

General Objectives:

To understand the basics of BPO and the BPO industry

Course Objectives:

CO No.	Course Objectives
CO-1	Understand the Basics of Business Process Outsourcing
CO-2	Understand the different stages to BPO
CO-3	Have an overview of the different models of BPO
CO-4	Understand the different types of BPO
CO-5	Understand the life cycle of a BPO deal

UNIT I: INTRODUCTION TO BPO

12Hrs

Basics of Business Process Outsourcing - History of BPO-Evolution of BPO-Global Trends and Triggers The Future of BPO- Changes & Challenges - Basics – What is a BPO-Benefits of BPO – Growth Drivers - BPO Industry-Employment Opportunities – Employee Structure – Skill Set Required –Compensation Levels – The Future of the BPO Employee

Extra Reading / Keywords: *Changing Dynamics in Indian BPO Industry*

UNIT II: STAGES TO BPO

12Hrs

The Business Imperative for Transformation - The Transformation Journey- Standardization- Harmonization- Centralization - Shared Services: The Continuum of Shared Service Models – The benefits of Shared Services - Outsourcing- Business Triggers – Early movers – The Business case

Extra Reading / Keywords: *Automation in BPO Industry*

UNIT III: MODELS OF BPO

12Hrs

BPO -Models and Types of Vendors - Transaction Processing BPO- Elements of Back–Office Services - Contact Centre BPO – Types of Call Centres – Technology –Components and working of a Call Centre - Offshoring - Offshore BPO – Evolution Destinations – Challenges of Off shoring – BPO Companies in India. Other BPO Destinations

Extra Reading / Keywords: *Future Technology in call centre*

UNIT IV: TYPES OF BPO

12Hrs

Financial Services –Insurance - Human Resource BPO – Reasons for outsourcing HR – Activities involved in HR BPO –HR Outsourcing Trends – Career in HR BPO
 Emerging BPO Domains – Media and Entertainment BPO – Publishing BPO.
Extra Reading / Keywords: *Social media and BPO*

UNIT – V: Life Cycle of a BPO deal

12Hrs

The Business Case- Insourcing vs. Outsourcing – RFP- Evaluation and Choice of Partner- Contracting- Change Management- Migration/Transition/Knowledge Transfer/Re-engineering/Go - Live/Metrics & Governance- Innovation and Continuous Improvement
Extra Reading / Keywords: *Business Process Re-engineering (BPR)*

Note: Texts given in the Extra reading /Key words must be tested only through Assignment and Seminars.

Course Outcomes:

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Overview of history and evolution Business Process Outsourcing along with global trends and triggers of the BPO industry.	PSO2	R,U
CO-2	Knowledge of the different stages leading to BPO	PSO2	U
CO-3	An introduction to back office and the working of call centers	PSO1	U
CO-4	An exposure to Finance, Insurance and Human Resource BPO	PSO1	U, Ap
CO-5	Deeper understanding of the different facets in the life cycle of a BPO deal	PSO3	U
CO-6	Enhances Employability Skills	PSO1	Ap

PO – Programme Outcomes; CO – Course Outcome; R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

References

Text Books:

Student manual

Reference Books:

1. Bingham, J. Mastering data processing. Macmillan Publishing House.
2. Clifton, HD. System analysis for business data processing. India: Prentice Hall Publication.
3. Kulkarni, Sarika. Business process outsourcing. Delhi: Jaico Publishing House.
4. Shikapur, Deepak. BPO Digest. Ameya Inspiring Books.

For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies
B.Com - Business Process Outsourcing First Year - Semester – I

Course Title	Allied 2 – Business Communication
Total Hours	60
Hours/Week	4 Hr / Wk
Code	U18CB1ACT02
Course Type	Theory
Credits	3
Marks	100

General Objectives:

To understand the basics of Business Communication

Course Objectives:

CO No.	Course Objectives
CO-1	To understand the concepts of Business Communication and it's barriers.
CO-2	To apply grammar for better business communication.
CO-3	To understand and practice effective oral and written communication skills.
CO-4	To enable the proper application of different kinds of Business Letters
CO-5	Comprehend and critically apply effective Professional writing.

UNIT- I: INTRODUCTION

12 hours

What is communication - What is Business Communication – Its importance – Objectives – Types – Business Communication Media - Barriers of Business Communication

Extra Reading/Key Words : *Communication Vs. Business Communication, Business Idioms*

UNIT- II : PRINCIPLES OF AIDS TO COMMUNICATION

12 hours

Principles of Effective Communication – Aids to Communication - The Grammatical Background – Sentence Building – Common Errors – Capitalization and Punctuation Guidelines.

Extra Reading/ Key Words: *Web Language*

UNIT- III: TYPES OF COMMUNICATION

12 hrs

Introduction to Oral Communication - Listening - Speaking - Interviews -Group Discussion - Presentation

Extra Reading/ Keywords: *FAQs in Interviews and Group Discussions*

UNIT- IV: LETTER TO EDITORS

12 hrs

Importance of Commercial Correspondence - Essential Qualities - Layout of a Business Letter Enquires and Replies - Orders - Complaints and Claims - Correspondence relating to banks

Extra Reading/ Keywords: *The use of technology in correspondence*

UNIT -V: RESUME WRITING

12 hrs

Writing Resumes - Application letters - References and Testimonial - Correspondence through Email and social networks

Extra Reading/ Keywords: *Creativity in Resumes*

Note: Texts given in the Extra reading /Key words must be tested only through Assignment and Seminars.

Course Outcomes:

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	To introduce the learners to basics of Business Communication and also train them in the nuances of formal and informal language	PSO4	U
CO-2	To hone the grammatical knowledge and skills of the learners so they become effective communicators	PSO4	U
CO-3	To make the learners active listeners and speakers so they perform better at Group Discussions and at Interviews	PSO1	Ap
CO-4	To develop the written skills in the learners with emphasis on correspondence in the various business scenarios	PSO1	Ap
CO-5	To develop the ability to present self through resume in the most effective way	PSO1	Ap
CO-6	Enhances Employability Skills	PSO1	Ap

PO – Programme Outcomes; CO – Course Outcome; R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

References

Text Books:

Student Manual

Reference Books:

1. Modern Commercial Correspondence- Hume and Builecy
2. Modern Business Correspondence-Gastride
3. Business English- Rajender Paul & Korehalli
4. Business Communication- N.Janakiraman
5. Business Communication- Namita Gopal

HOLY CROSS COLLEGE (Autonomous), Tiruchirappalli - 620 002.

TAMIL DEPARTMENT

For Candidate admitted from 2015 onwards
First Year - Semester – II

Course Title	முதலாமாண்டு – இரண்டாம் பருவம்
Total Hours	75
Hours/Week	5 Hrs Wk
Code	U15TL2TAM02
Course Type	Theory
Credits	3
Marks	100

General Objectives:

- To harmonize the students in Religious thoughts.
- To Introduce the specialties of Tamil caureates
- To infuse the friendly nature in to the students
- To improvise the good habits among students

Course Objectives:

CO No.	Course Objectives
CO-1	இறைச்சிந்தனை வழி மாணவர்களை ஒருமுகப்படுத்துதல்.
CO-2	மதநல்லிணக்கத்தை உருவாக்குதல்.
CO-3	ஆளுமைத்திறனை வளர்த்தல்
CO-4	படைப்பாற்றல் திறனை ஊக்கப்படுத்துதல்.
CO-5	பிழையின்றி எழுதவும் படிக்கவும் மாணவர்களை தயார்ப்படுத்துதல்.

அலகு:1 செய்யுள்

15 ர்சள

1. தேவாரம் - சுந்தரர் (திருமழப்பாடி)
2. திருவாசகம் - மாணிக்கவாசகர் (குயில் பத்து)
3. திருமந்திரம் - திருமூலர்
4. திருப்பாவை - ஆண்டாள்
5. நாலாயிர திவ்யப்பிரபந்தம் - குலசேகராழ்வார் (பெருமாள் திருமொழி)

மநல றுழசனள (நுஓவசய சுநயனபெ)

1. அற்புதத்திருவந்தாதி - காரைக்கால் அம்மையார்
2. திருவாய்மொழி - நம்மாழ்வார்

அலகு:2 செய்யுள்

15 ர்சள

6. மீனாட்சியம்மை பிள்ளைத்தமிழ் - குமரகுருபரர்
7. இரட்சணிய யாத்திரிகம் (சிலுவைப்பாடு) - எச்.ஏ.கிருட்டிணப்பிள்ளை
8. வேதநாயக சாஸ்திரியார் பாடல்கள் - வேதநாயகசாஸ்திரியார்
9. நபிகள்நாயக மான்மியமஞ்சரி - செய்குதம்பிப்பாவலர்

மநல றுழசனள (நுஓவசய சுநயனபெ)

1. நந்திக்கலம்பகம்
2. குற்றாலக்குறவஞ்சி –திரிகூடராசப்பக்கவிராயர்

அலகு:3

15 ர்சள

தமிழ் இலக்கிய வரலாறு –

பல்லவர்காலம்

நாயக்கர்காலம்

அலகு:4

15ர்சள

படைப்பிலக்கியம் - புதினம்
கல்கி - பார்த்திபன் கனவு

மநல நுழ்சனள (நுஓவசய சுநயனளபெ)
வில்லோடு வா நிலவே - வைரமுத்து

அலகு:5

15 ர்சள

கடிதம் எழுதுதல்

Note: Texts given in the Extra reading /Key words must be tested only through Assignment and Seminars.

Course Outcomes:

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	பல்லவர்கள் காலத்து சமயப்பணியையும் சமய இலக்கியங்களின் வளர்ச்சியையும் திறனாய்வு செய்வர்.	PSO 1	U
CO-2	பல்வேறு மதங்களும் கற்பிக்கின்ற சமயக் கொள்கை ஒன்றுதான் என்பதனை உணர்த்தி, மதக்காழ்ப்புணர்வை அகற்றி ஒற்றுமையுணர்வை வளர்த்துக் கொள்வர்.	PSO 2	AN
CO-3	அரசர்கள் முதல் உழவர்கள்வரை பலதரப்பட்ட மாந்தர்களின் உயரியச் செயல்களை அறிந்து கொண்டு ஆளுமைமிக்கவர்களாக உருவாகுவர்.	PSO 2	AP
CO-4	நாவல் வாசிப்பதால் படைப்பாற்றல் திறனும் சொற்களஞ்சியப் பெருக்கமும் பெறுவர்.	PSO 3	U
CO-5	விண்ணப்பக் கடிதம் எழுத நேரிட்டால் தானாக முன்வந்து தடையில்லாமல் எழுதுவர்.	PSO 4	U

PO – Programme Outcomes; CO – Course Outcome; R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

பார்வை நூல்கள்

- | | |
|----------------------|-------------------------------------|
| செய்யுள் | - தமிழாய்வுத்துறை வெளியீடு |
| தமிழ் இலக்கிய வரலாறு | - தமிழாய்வுத்துறை வுத்துறை வெளியீடு |
| நாவல் | |
| கல்கி | - பார்த்திபன் கனவு |
| கடித இலக்கியம் | - பயிற்சி ஏடு |

(For the candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI-620002
DEPARTMENT OF HINDI
SEMESTER – II

Course Title	PART – I LANGUAGE HINDI – II DRAMA , NOVEL AND GRAMMAR –II
Total Hours	75
Hours/Week	5Hrs/Wk
Code	CODE: U18HN2HIN02
Course Type	Theory
Credits	3
Marks	100

General Objective : To enable the students to appreciate and critically evaluate the prescribed literary works.

Course Objectives (CO):

The learner will be able to:

CO No.	Course Objectives
CO -1	Critically evaluate moral values in the drama
CO- 2	Critically appreciate and evaluate the novel in an ethical perspective.
CO- 3	Understand and apply tense and case
CO- 4	remember and apply adverbs and prepositions
CO- 5	comprehend the usage of conjunctions and interjections

UNIT – I **(15 Hours)**

1. Ashad ka ek dhin
2. Gaban
3. Kaal

Extra Reading (Key Words) : Mohan Rakesh, Laharon Ke Rajahams

UNIT- II **(15 Hours)**

1. Ashad ka ek dhin
2. Gaban
3. Karak

Extra Reading (Key Words) : Premchand, Nirmala

UNIT- III **(15 Hours)**

1. Ashad ka ek dhin
2. Gaban
3. Kriya Visheshan

Extra Reading (Key Words) : Seva Sadhan, Aadhe Adhure

UNIT- IV**(15 Hours)**

1. Ashad ka ek dhin
2. Gaban
3. Sambandha Bodhak

Extra Reading (Key Words): *Andhere Bandh Kamare, Mispal*

UNIT- V**(15 Hours)**

1. Ashad ka ek dhin
2. Gaban
3. Yojak(Samuchaya Bhodak) Aur Dhyodak (Vismyadhi Bhodak)

Extra Reading (Key Words): *Poos Ki Raat, Shatranj Ke Khiladi*

Note : Texts given in the Extra Reading (Key Words) must be tested only through Assignment and Seminars.

Course Outcomes:

The learner will be able to:

CO No.	Course Outcomes	Cognitive Level
CO -1	Appraise moral values in the Society	E
CO- 2	Distinguish necessity and luxury	E
CO- 3	To make use of present, past and future tense and build stories.	U, Ap
CO- 4	Utilize adverbs and prepositions in a text.	R, Ap
CO- 5	Rephrase using conjunctions and interjections.	U

CO- Course Outcome; R- Remember; U- Understand; Ap- Apply; An- Analyze;

E- Evaluate; C- Create

Reference Books :

- Ashadka ek dhin : Mohan Rakesh;Rajpal and Sons,Delhi.
- Nirmala: Premchand;Sri Jwalaji Books Educational Enterprises,New Delhi.
- Vyakaran pradeep; Dr. Ram Dev. M.A; LokBharathiPrakashan ;Illahabad.
- Manak Hindi Vyakaran: ChandraBhan ‘Rahi’;SreyaPrakashan, Illahabad

(For candidates admitted 2016 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI – 2
DEPARTMENT OF FRENCH
SEMESTER II

Course Title	PART I – LANGUAGE - FRENCH PAPER II (GRAMMAR, CIVILISATION & TRANSLATION (ÉCHO A1 2 ^e édition)
Total Hours	75
Hours/Week	5 Hrs/Wk
Code	U16FR2FRE02
Course Type	Theory
Credits	3
Marks	100

General Objective: To enable the students to learn French Grammar and Cultural aspects of France.

Course Objectives (CO):

The learner will be able to

CO1	understand pronominal verbs and apply the same in narrating one's own everyday activities.
CO2	remember prepositions and understand climate in France and dwelling place.
CO3	apply past tenses in a biography and analyse relationships and family structure in France
CO4	understand object pronouns and evaluate savoir-vivre in France.
CO5	understand the usage of relative pronouns and secondary tenses and remember SOS and - evaluate French style

Unit 1 Quelle journée ! (15 Hours)

La conjugaison pronominale, l'impératif, l'expression de la quantité – les activités quotidiennes, les achats et l'argent – demander des nouvelles de quelqu'un – le comportement en matière d'achat et d'argent.

Extra Reading (Key Words): lettre amicale, compléter un dialogue

Unit 2 Qu'on est bien ici ! (12 Hours)

Les prépositions et les adverbes, les verbes exprimant un déplacement – le logement, la localisation, l'orientation, l'état physique, le temps qu'il fait – demander de l'aide, exprimer une interdiction – le climat en France, les cadres de vie (ville et campagne)

Extra Reading (Key Words): des affiches et des panneaux

Unit 3 Souvenez-vous ? (12 Hours)

Emplois du passé composé et de l'imparfait – les moments de la vie, la famille, les relations amicales, amoureuses, familiales – demander/donner des informations sur la biographie d'une personne – le couple et la famille.

Extra Reading (Key Words): la biographie d'une personne importante

Unit 4 On s'appelle ?

(12 Hours)

Les pronoms compléments directs et indirects – les moyens de la communication – aborder quelqu'un, exprimer une opinion sur la vérité d'un fait – les conseils de savoir-vivre en France.

Extra Reading (Key Words): le savoir vivre en Inde

Unit 5 Un bon conseil ! ; Parlez-moi de vous !

(24 Hours)

L'expression de déroulement de l'action, les phrases rapportées – le corps, la santé et la maladie – téléphoner, prendre rendez-vous, exposer un problème – les conseils pour faire face aux situations d'urgence.

La place de l'adjectif, la proposition relative, la formation des mots – la description physique et psychologique des personnes, les vêtements et les couleurs – demander/donner une explication – quelques styles comportementaux et vestimentaires en France.

Extra Reading (Key Words): SOS en Inde, les marques internationales des vêtements.

Course outcomes:	Cognitive level
Make use of pronominal verbs to sketch one's routine.	U, Ap
Illustrate habitat in France.	An
Utilize a biography to identify past tenses.	E
Compare family structure in France and in India.	E
Apprise savoir-vivre in class room.	Ap, An
Examine « Style » in a French context.	An
Relate SOS in India and in France.	E

TEXT BOOKS :

ECHO A1 – METHODE DE FRANÇAIS & CAHIER PERSONNEL D'APPRENTISSAGE

Authors: J. Girardet and J. Pécheur

Publication: CLÉ INTERNATIONAL,
2013.

Books for Reference:

La Conjugaison – Nathan

French made easy – Beginners level - Goodwill Publishing

House Je parle français II - Abhay Publications

Le français avec des jeux et des activités –

ELI Langue et la civilisation – I – Mauger

Bleu

Note : Texts given in the Extra Reading (Key Words) must be tested only through Assignment and Seminars.

(For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies
B.Com - Business Process Outsourcing First Year - Semester – II

Course Title	Practical English – II
Total Hours	90
Hours/Week	6 Hr/ Wk
Code	U18CB2ENT02
Course Type	Theory
Credits	3
Marks	100

General Objectives:

Advanced understanding of Listening, Speaking, Reading & Writing

Course Objectives:

CO No.	Course Objectives
CO-1	Aspects of grammar and pronunciation
CO-2	Effective listening techniques
CO-3	Speaking clearly and Pronunciation
CO-4	Choose the right kind of material to read for research
CO-5	To know the components of high IMPACT writing

Unit I

18 hrs

Vocabulary

Root – Prefix –Suffix – “word –wide –web” - Spelling rules - Homophones – Homonyms - Pronunciation

Extra Reading/Key Words: *Pronunciation and Enunciation*

Unit II

18 hrs

Listening

Listening to the unsaid words and messages - Asking questions - Seeking clarification - Summarizing - Listening effectiveness Assignment

Extra Reading/Key Words: *Deep Listening*

Unit III

18 hrs

Speaking

Speaking clearly and Pronunciation - The power of words and choosing them right - Voice and Proxemics - Getting it right across cultures - Speaking Assignment

Extra Reading/Key Words: *Personal space and cultural practices*

Unit IV

18 hrs

Reading

Appreciating different genres, styles, authors - Reading for Pleasure (Fiction – Novels, Short Story, Poem) - Reading for Inspiration (Autobiography , Self Help books) - Reading for Research - Identifying the right resources - Books, Periodicals, Magazines, newspaper - Reading off the Internet

Extra Reading/Key Words: *Blogs and e-books*

Unit V**18 hrs**

Persuasive Writing Project

Identify the Audience: Who am I writing to- what are their interests - **Mission of the Message:**

Identify the Purpose/Goal of the communication - **Plan:** Organizing thoughts – Creating structure – Choosing Flow - **Action:** Write Right- Words – Grammar- Style – Tone – Getting Punctuation right - **Check:** Edit -Rewrite- Simplify – Format - Preparing a pamphlet (eg. Plastic free zones, Drug abuse) - Preparing an ad (eg. Air purifiers, FMCG) - Writing an article (Dream Big, Be Positive) - Movie Review

Extra Reading/Key Words: *Different types of writing*

Note: Texts given in the Extra reading /Key words must be tested only through Assignment and Seminars.

Course Outcomes:

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Students will be able to write and spell correctly	PSO4	Ap
CO-2	Improve listening skills by asking questions and seeking clarification	PSO1	Ap
CO-3	Understand the power of words and choose them right	PSO1	Ap
CO-4	Enable the learners to read for research, choose the right source and develop reading from the internet source	PSO1	Ap
CO-5	Become effective in writing and understanding the target audience	PSO4	Ap
CO-6	Enhances Communication Skills	PSO4	Ap

PO – Programme Outcomes; CO – Course Outcome; R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

Reference Books:

1. The Hindu, The New Indian Express, etc.
2. www.ThoughtCo.com
3. www.bbc.co.uk
4. learnenglish.britishcouncil.org/en
5. <https://www.teachingenglish.org.uk/>
6. www.businessballs.com
7. www.ted.com
8. www.inktalks.com
9. Technical Communication by Meenakshi Raman
10. Business Communication by Namitha Gopal
11. High School English Grammar – Wren and Martin
12. Word Power Made Easy – Norman Lewis

For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies

B.Com - Business Process Outsourcing Second Year - Semester – II

Course Title	MAJOR CORE 3 - COST ACCOUNTING
Total Hours	75
Hours/Week	5 Hrs / Wk
Code	U18CB5MCT03
Course Type	Theory
Credits	5
Marks	100

GENERAL OBJECTIVE

To enable the students to understand the basic principles of Cost Accounting & to develop skills in the preparation of Cost Accounts.

Course Objectives:

CO No.	Course Objectives
CO-1	Remember, understand and evaluate the accounting procedure in preparation of cost sheet, tender & quotation.
CO-2	Understand the various methods of pricing of materials.
CO-3	Understand the meaning of labour turn over & apply the knowledge to compute labour cost & methods of wage payment and recall the meaning of overhead, allocation, apportionment, absorption & compute machine hour rate.
CO-4	Apply the knowledge for preparation of accounts related to specific order & operation cost.
CO-5	Apply the knowledge for preparation of accounts related to specific order & operation cost.
CO-6	Recall the meaning of service costing in view of transport costing & understand the accounting concepts of reconciliation statement.

UNIT – I INTRODUCTION

15 Hrs

Cost Accounting; Scope and Objectives - Cost Center and Cost Unit - Cost Accounting and Financial Accounting - Methods and Techniques of Costing. Cost Concepts and Classification - Cost Sheet - Tenders and Quotations.

Extra reading /Key words : *Cost Concepts*

UNIT – II MATERIAL COST

15 Hrs

Material Cost : Purchase Control - Stores Control - Fixation of various levels - Perpetual Inventory System - ABC analysis; Control over Issues - Methods of pricing material issues - FIFO, LIFO, Average Price Method and Base Stock Method.

Extra reading /Key words : *Pricing of Material*

UNIT – III LABOUR AND OVERHEADS COST

15 Hrs

A. Labour Cost: Labour Turnover - Idle time, Overtime - Computation of Labour Cost - Systems of wage payment - Premium and Bonus Plan.

B. Overheads: Classification - Allocation and Apportionment of overheads - Bases of apportionment - Absorption of overheads - Methods of absorption of manufacturing overheads - Machine Hour Rate – Activity based costing – Steps in Development of an ABC system.

Extra reading /Key words : *Incentives*

UNIT – IV CONTRACT COSTING AND PROCESS COSTING

15 Hrs

A. Contract Costing - Cost Plus Contracts - Escalation Clause.

B. Process costing - Normal loss - Abnormal loss - Abnormal gain (excluding Inter process profit & equivalent production).

Extra reading /Key words : *Notional Profit, Scrap wastage*

UNIT – V SERVICE COSTING AND RECONCILIATION OF COST & FINANCIAL ACCOUNTING

15 Hrs

A. Service Costing –Transport Costing.

B. Reconciliation of cost and financial accounts: Need for reconciliation – causes for disagreement in profits – Preparation of reconciliation statement.

Extra reading /Key words: Memorandum reconciliation statement.

Note: Texts given in the Extra reading /Key words must be tested only through Assignment and Seminars.

COURSE OUTCOMES:

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Classify the cost and demonstrate evaluate the accounting procedure in preparation of cost sheet, tender & quotation	PSO-2	Ap
CO-2	Interprets the various methods of pricing of materials	PSO-3	R, U
CO-3	Develop knowledge to compute labour cost & Identify methods of wage payment and Construct machine hour rate.	PSO-4	R, U, Ap
CO-4	Distinguish specific order & operation costing and prepares contract account and process account.	PSO-4	R, U, Ap
CO-5	Explain the concepts related to transport costing and summarize the accounting procedure for reconciliation statement.	PSO-2	Ap
CO-6	Enhances accounting skills relevant to production units	PSO-2	Ap

PO – Programme Outcomes; CO – Course Outcome; R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

Theory - 20%

Problems - 80%

PRESCRIBED TEXT:

➤ Reddy & Hari Prasad Reddy, (2008), *Cost Accounting*, Chennai: Margham Publications.

BOOKS FOR REFERENCE:

➤ Jain S.P.&Narang K.L., *Cost Accounting*, Kalyani Publishing House.

➤ Horngren, Charles, Foster and Datar, *Cost Accounting-A Managerial Emphasis*, New Delhi: Prentice - Hall of India.

➤ Khan M.Y and Jain P.K, *Management Accounting*, New Delhi: Tata McGraw Hill.

➤ Maheshwari S.N., *Advanced Problems and Solutions in Cost Accounting*, New Delhi: Sultan Chand.

➤ Arora M.N. *Cost Accounting-Principles and Practice*, New Delhi: Publishing House.

Vikas

➤ Pillai & Bhagawati, *Cost Accounting*, New Delhi: Sultan Chand.

For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies

B.Com - Business Process Outsourcing Second Year - Semester – II

Course Title	MAJOR CORE 4-PRINCIPLES OF BANKING
Total Hours	75
Hours/Week	5Hrs/ Wk
Code	U18CB2MCT04
Course Type	Theory
Credits	4
Marks	100

GENERAL OBJECTIVE:

To provide an understanding of banking law and practices and basic knowledge on the recent trends in banking

CO No.	Course Objectives
CO-1	Explain the concepts of commercial banks, RBI its organization, functions, credit creation and control.
CO-2	Summaries banker and customer relationship of various bank account operations and transactions as per banking regulation Act 1949
CO-3	Discuss in detail about the Negotiable Instrument Act, endorsements, paying banker and collecting banker as per bank rules
CO-4	Enumerate the procedure and policies adopted by banks to provide loans and advances for customers
CO-5	Describe the recent trends in e banking and Indian Financial network

Course Objectives:

UNIT- I INTRODUCTION TO BANKING

15 Hrs

Commercial Banks - Functions - Credit creation - Reserve Bank of India - Organization and functions - Methods of credit control. Business of Banking Companies- Control over Management- Prohibition of certain activities in relation to banking companies

Extra reading /Key words : *Financial intermediation, informational asymmetries*

UNIT - II BANKER AND CUSTOMER RELATIONSHIP

15 Hrs

Banker and Customer relationship - Special features - Different types of accounts - Opening and closing of accounts - Forms used in the operation of bank account - Cheque book, Pass book, Mistakes in the pass book - Special types of account holders.

Extra reading /Key words : *Relationship banking strategy, bank marketing*

UNIT- III NEGOTIABLE INSTRUMENTS

15 Hrs

Negotiable instruments - Definition - Cheques - Features - Holder and holder in due course - Payment in due course. Crossing - Different types. Endorsements - Different kinds. Paying banker - Material alteration- Refusal of payment by banks - Statutory protection to the paying banker. Collecting banker - Statutory protection.

Extra reading /Key words : *Securitization, Remittance services*

UNIT - IV LOANS AND ADVANCES

15 Hrs

Loans and advances - Principles of good lending - Credit worthiness of borrowers - Modes of securing advances - Lien, Pledge, Mortgage and Hypothecation - Advances against different types of securities - Goods, Documents of title to goods, Life Insurance Policies, FDR, Government Securities.

Extra reading /Key words : *Loan syndication, bancassurance*

UNIT - V RECENT TRENDS IN BANKING**15 Hrs**

E-Banking – Internet Banking – Telephone Banking – Mobile Banking – ATMs – Cash Machine – Electronic Money - Electronic Fund Transfer System (EFT) – RTGS, NEFT, MICR, KYC norms, clearing house. Indian Financial Network – Customer Grievances Redressal and Ombudsman.

Extra reading /Key words : *Core banking, control mechanism*

Note: Texts given in the Extra reading /Key words must be tested only through Assignment and Seminars.

Course Outcomes:

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Identify the functions of the Commercial & Reserve Bank of India.	PSO-2	U
CO-2	Examine the various kinds of banker and customer relationship	PSO-2	U
CO-3	Explain the features of Negotiable instruments and the role of paying banker and collecting banker as per bank rules	PSO-5	U
CO-4	Classify the different Modes of securing advances	PSO-5	U
CO-5	State the recent trends in e-banking	PSO-1	U
CO-6	Enhances Employability skills in Banking sector	PSO-5	Ap

PO – Programme Outcomes; CO – Course Outcome; R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

PRESCRIBED TEXT:

Sundaram & Varshney P.N.

: Banking Theory Law and Practice;
Sultan Chand Sons; New Delhi.

BOOKS FOR REFERENCE:

➤ Tanna M.L

: Banking-Law and Practice in India;
Indian Law House, New Delhi.

➤ Gordon & Natarajan

: Banking Theory Law and Practice;
Himalayas Publishing House,
New Delhi.

For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies

B.Com - Business Process Outsourcing First Year - Semester – II

Course Title	Allied 3 – Quality and Customer Service
Total Hours	60
Hours/Week	4 Hrs Wk
Code	U18CB2ACT03
Course Type	Theory
Credits	3
Marks	100

General Objectives:

To understand the importance of quality in service industry and the importance of customer service.

Course Objectives:

CO No.	Course Objectives
CO-1	Understand “quality” in the service industry
CO-2	Understand SLA
CO-3	To understand Six Sigma
CO-4	Understand what customer service is
CO-5	To identify different kinds of customers

**PO – Programme Outcomes; CO – Course Outcome; R- Remember; U- Understand;
 Ap – Apply; An – Analyse; E- Evaluate; C – Create**

UNIT – I: QUALITY - APPROACHES

12 Hrs

The quality journey & Quality Gurus/Movements- Deming- Juran- Crosby. Total Quality- Kaizen – ISO - Quality in the Service Industry and in BPOs

Extra Reading / Keywords: *Cost of poor quality*

UNIT – II: UNDERSTANDING SLAs

12Hrs

SLAs – Definition -Identifying, Defining, Measuring, Monitoring SLAs -Different Transactions- Verticals. TAT. Response vs. Resolution - Financial and performance implications - Leading and lagging metrics and indicators - Using SLAs to manage and drive desired outcomes.

Extra Reading / Keywords: *Service Level Management*

UNIT – III: SIX SIGMA

12 Hrs

Overview of Six Sigma - Origin - Key concepts of Six Sigma and the Six themes of Six Sigma - Old Quality Systems vs Six Sigma - Applying Six Sigma to the BPO Industry - The DMAIC process, DMADV and DFSS – What, When, Where, Why, How - Process Mapping - Roles in Six Sigma- Belts in Six Sigma and their contribution

Extra Reading / Keywords: *Six sigma in Total Quality Management*

UNIT – IV: Customer Service**12 Hrs**

Who is a customer?-What is customer service?-Why do we need to treat our customers well? Consequences of not treating them well - Customer Expectation-How to treat our customers-Kinds of Customers-Customer Needs-Variety of customers- Managing Customers pro- actively - From Customer Satisfaction to Customer Delight-Bad, Good and Excellent customer service – What it is and the results it creates

Extra Reading / Keywords: *Brand image/value*

UNIT – V: Creating the Customer Experience

The Customer Experience – Moments of Truth - Customer Behaviour-Handling Different types of customers - Demanding Customer-passive customer-Overfriendly customer-‘I know it all’ customer- Irate customer - Customer Complaints-Service Recovery- Handling grievances/objections-The Internal Customer - Types of BPO Customers, Client and Customer Management in BPOs

Extra Reading / Keywords: *Customer Relationship Management*

Note: Texts given in the Extra reading /Key words must be tested only through Assignment and Seminars.

Course Outcomes:

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Overview of quality ,quality gurus and quality in the BPO industry	PSO2	R, U
CO-2	Knowledge of Service Level Agreement , requirement and preparation of SLA	PSO2	U, Ap
CO-3	Introduction to six sigma and its contribution to BPO.	PSO1	U, Ap
CO-4	Understanding customer and customer service.	PSO2	U
CO-5	Learning how to deliver excellent customer service.	PSO1	U
CO-6	Enhance Employability skills	PSO2	Ap

PO – Programme Outcomes; CO – Course Outcome; R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

References Text Books:

Student Manual

Reference Books:

1. Bhasin. Customer relationship management. Wiley Dreamtech.
2. Dyche. Customer relationship management handbook. Prentice Hall.
3. Knox, Simon. Payne, Adrian. & Maklan, Stan. Customer relationship management. Routledge Inc.
4. Kumar, Alok. Customer relationship management: concepts & cases (second edition). PHI Learning.
5. Sheth, J. N. Parvatiyar, A. & Shainesh, G. Customer relationship management: emerging concepts, tools & applications. Tata McGraw- Hill Education.

(For the candidates admitted from 2015 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI
B.A/B.Sc./B.Com/B.R.SC/B.C.A/ B.B.A DEGREE EXAMINATION
SEMESTER- II

Course Title	SKILL – BASED ELECTIVE 1: SOFT SKILL DEVELOPMENT
Total Hours	30
Hours/Week	2
Code	U15RE2 SBT01
Course Type	Theory
Credits	2
Marks	100

General Objective:

The student understands the need for the development of self esteem, team spirit and communicative skills to prepare themselves for self development.

Course Outcomes:

The student will be able to

1. Understand the importance of self awareness, values and leadership skills in capacity building
2. Understand and analyze the factors affecting interpersonal skills
3. Understand and evaluate the concepts of vision, mission and goals for corporate skills
4. Understand, apply and analyze the importance of body language, time management and stress management
5. Understand the concept and need for self development plan

UNIT I:

6 hrs

Individual Capacity Building

Self awareness- building self-esteem- importance of having a strong self – esteem – developing positive attitude-. Anchoring on principles: Universal principles and values – forming & inculcating values- Leadership skills.

Extra reading / Key Words: *Biographies of any 2 Indian leaders*

UNIT II :

6 hrs

Interpersonal skills

Trust-trustworthiness-interpersonal communication –art of listening, reading and writing –art of writing –building relationship-empathy.

Extra reading / Key Words: *Tips for building relationship*

UNIT III:**6 hrs****Corporate skills**

Vision, mission and goals: Concepts, vision setting, goal setting, Individual and Group goals, Concept of synergy, team building, group skills.

Extra reading / Key Words: *Group dynamics and communication skills*

UNIT IV:**6 hrs****Management skills**

Developing Body Language – Practicing etiquette and mannerism –Stress Management – Time Management Prioritization Importance and urgent activities- Time management to move towards life vision.

Extra reading / Key Words: *Polite conversations and dialogue skills*

UNIT V:**6 hrs****Self Development Plan**

Concept and Need for Self Development Plan – Preparing Self Development Plan 9 Format is used to complete the self development Plan), Monitoring and Evaluation of self Development plan – Developing indicators for self development introduction to National Skill Development Mission.

Extra reading / Key Words: *Case study*

Note: Extra reading/Key words are only for internal testing(Seminar/Assignment) Course

Course Outcome:

1. explain the importance of self awareness, values and leadership skills in capacity building
2. analyze the factors affecting interpersonal skills
3. evaluate the concepts of vision, mission and goals for corporate skills
4. apply and analyze the importance of body language, time management and stress management
5. summarize the concept and need for self development plan

REFERENCES:

Alex K.(2012) Soft Skills – Know Yourself & Know the World, S. Chand & Company Ltd., New Delhi Meena K. Ayothi V. (2013). A Book on Development of Soft Skills (Soft Skills: A Road Map to Success), P.R. Publishers & Distributors, Trichy.

Francis Thamburaj S.J. (2009). Communication soft skills for Professional Excellence, 1st Ed., Grace Publishers, Rathan Reddy B.(2005). Team Development and Leadership, Jaico Publishing House, Mumbai.

(For candidates admitted from 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI – 2
B.A./ B.Sc./B.Com./BCA & BBA, DEGREE EXAMINATION
SEMESTER II / III

Course Title	SKILL – BASED ELECTIVE 2: SUSTAINABLE RURAL DEVELOPMENT AND STUDENT SOCIAL RESPONSIBILITY
Total Hours	30
Hours/Week	2
Code	U18RE2SBT02/ U18RE3SBT02
Course Type	Theory
Credits	2
Marks	100

General Objective:

The Student will be able to understand the concept of natural resources and resource mapping of villages and strengthen their leadership qualities, keeping in mind their responsibilities towards society.

Course Objectives:

The student will be able to:

1. understand the functioning of NGO's and SHG's
2. educate themselves about the different farming methods.
3. practice alternative agricultural methods
4. understand the need for social responsibility through NCC.
5. understand the Leadership and Man Management

Unit – I

6hrs

Village – Survey of natural resources and resource mapping of villages , village level Participating Approach (VLP) – Role of NGO'S and SHG'S – Impact of the Green Revolution.

Extra reading/Key word: *resource mapping tools*

Unit –II

6hrs

Alternative agriculture models – Traditional Farming – Organic Farming – Zero budget farming – Precision Farming ,Terrace Farming and Kitchen garden.

Extra reading / Key word: *Practices in India*

Unit – III

6hrs

Elements in Alternative Agriculture models ,Vermi compost, Azolla, Amirthakarasal ,Mulligai Puchiviratti and neem products

Extra reading/Key word: *Government policy for Alternative Agriculture farming.*

Unit IV-

6hrs

Aims of NCC , MOTTO , Cardinal Principles, Equivalent Rank (Army, Navy ,Airforce)

Extra reading/Key word: *Benefits of being an NCC cadet.*

Unit -V**6hrs**

Leadership and Man Management – duties of citizen, leadership Training – Types, qualities – Discipline, Duty, Moral – Man Management, Civil Defense – Aims, Types, Services, Problems
Extra reading/Key word: *Defense recruitment modes.*

Note: Extra Reading/ keywords are only for Internal Testing (Seminar/ Assignments)

Course Outcome:

1. Explain the functioning of NGO's and SHG's
2. Summarize themselves about the different farming methods.
3. Explain the alternative agricultural methods
4. Point out the need for social responsibility through NCC.
5. Evaluate the Leadership and Man Management

REFERENCES:

1. Packages of organic practices from Tamil Nadu Center for Indian Knowledge System(CIKS)
2. Tracey, S. and Anne, B. (2008). Sustainable development linking economy, society, environment. OECD insights.
3. www.fao.org.in

For Candidates admitted from June 2015 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI -2
B.A/B. Sc /B.Com/ B.C.A-DEGREE COURSES
LIFE ORIENTED EDUCATION
CATECHISM – I: GOD OF LIFE

HRS / WK : 1
CREDIT : 1

CODE: U15VE2LVC01
MARKS : 100

OBJECTIVES:

- To enable the students to know God and his Salvific acts through Holy Bible
- To enable the students to know about the Paschal Mystery

UNIT – I: CREATION AND COVENANT

Study from petty catechism - Genesis - God revealed himself in creation -God who preserves creation through covenants

(Pentateuch) -Our response to God's covenant -Reason for its success and failure -The relationship of God with Israel -Image of God in Old Testament-God and me

UNIT – II: GOD OF THE PROPHETS

God's care for the humanity through Prophets-Major (Isaiah, Jeremiah) Minor (Amos) and Women (Deborah) Prophets-Their life and mission - Theology of Prophets -Concept of sin and collective sins expressed by prophets and God's saving love.

UNIT – III: GOD OF WISDOM

God experience through wisdom Literature, its origin and growth

UNIT – IV: SYNOPTIC GOSPELS

Synoptic Gospels and John's Gospel – Author –historical background –Chief message of each Gospel and for whom it was written - A few passages for the study of parallelism in the Synoptic Gospels.

UNIT – V: LUKE'S GOSPEL

Study of Luke's Gospel in detail – speciality of the Gospel – main emphasis of the message – meaning and blessing of suffering and paschal joy in one's life - Passion – Paschal Mystery

REFERENCES:

1. Catechism of the Catholic Church published by Theological Publications in India for the Catholic Hierarchy of India, 1994
2. The Holy Bible Revised Standard Version with Old and New Testaments Catholic Edition for India.
3. Vaazhvin Vazhiyil – St. John's Gospel- Fr. Eronimus
4. God's Word nourishes A catholic approach to the Scriptures Dr. Silvano Renu Rita, O.C.V. STD and Dr. Mascarenhas Fio S.J. D.mim. Catholic Bible I
5. Documents of Vatican II – St. Paul's Publications, Bombay 1966.

(For Candidates admitted from June 2015 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI-2
B.A/B. Sc/B.Com /B.C.A-DEGREE COURSES
LIFE ORIENTED EDUCATION
ETHICS – I: RELIGIONS AND VALUE SYSTEMS

HRS / WK :1
CREDITS : 1

CODE:U15VE2LVE01
MARKS : 100

OBJECTIVES:

- To enable the students to understand and appreciate all Religions and Culture
- To help the students to become
- To aware of the negative forces of religions.

UNIT – I: RELIGION

God – Faith, Religion, Definition, Nature, Characteristics and Basic values of different religions. Impact of Globalization on religion – Importance of worship in holy places – celebration, Communion (come-union) – Socialization

UNIT – II: DIFFERENT RELIGIONS

Basic characteristics and basic thoughts of different religions: Buddhism, Christianity, Hinduism, Islam, Jainism and Sikhism

UNIT – III: UNITY OF RELIGION

Unity of Vision and Purpose- Respect for Other Religions, Inter Religious Co-operation, Religious Pluralism as a fact and Religious Pluralism as a value

UNIT – IV: FUNDAMENTALISM, COMMUNALISM AND SECULARISM

Meaning and impact of Fundamentalism, Communalism, Violence and Terrorism – Tolerance – Secularism – Individualism

UNIT – V: VALUE SYSTEMS

Value and Value Systems - Moral Values -Individuals and the need to stand for values in the context of Globalization – Consumerism - Will power to live up to your values - Healthy body for empowerment – Physical health and Mental hygiene, food and exercises

REFERENCES:

1. Social Analysis (a course for all first year UG students), 2001. Department of Foundation Courses, Loyola College, Chennai-34.
2. Special topics on Hindu Religion, 2001. Department of Foundation Courses, Loyola College, Chennai-34.
3. Religion: the living faiths of the world, 2001. Department of Foundation Courses, Loyola College, Chennai-34.
4. Sydney Am Meritt, 1997. Guided meditations for youth.
5. Marie Migon Mascarenhas, 1986. Family life education- Value Education, A text book for College students.

(For Candidates admitted from June 2015 onwards)
HOLY CROSS COLLEGE(AUTONOMOUS) TRICHIRAPALLI-2.
B.A/B.Sc/B.Com /B.C.A-DEGREE COURSES
LIFE ORIENTED EDUCATION
BIBLE STUDIES – I: NEW TESTAMENT

HRS / WK : 1

CREDIT : 1

CODE: U15VE2LVBO1

MARKS : 100

OBJECTIVE:

- To enable the students to develop the passion for the Word of God – Jesus and inculcate the thirst of Missionaries being a disciple of Christ.

UNIT – I: BIBLE – THE WORD OF GOD

- Books of the Bible – Division into Old Testament and New Testament – History of the Bible-
- Messianic Prophecies (Isaiah 9:6,40:3,53:1-12,61:1-3,Micah 5:2)
- The Birth and Ministry of John the Baptist (Luke 1:1-80,Mat 3:1-17,14:1-12)
- The Birth, Passion, Death and Resurrection of Jesus (Luke 1:26-80,2:1-52,John 1 :18-21)

UNIT – II: MINISTRY OF JESUS

- Miracles (Mark 2:1-12,Luke 4:38-41,6:6-11,7:1-17,8:26-56,John 2:1-12)
- Parables (Luke 6:46-49,8:4-15,10:25-37,15:1-32)
- Preaching
 - Sermon on the mount (Mat 5-7)
 - Lord's Prayer (Luke 11: 1-13)
 - Kingdom of God (Mat 13: 24-50)
- Prayer life of Jesus (Luke 5:12-16,John 11:41-45,17:1-26,Mark 14:32-42)
- Rich and Poor (Luke 16: 19-31,21:1-4)
- Women Liberation (John 4:1-30,8:1-4)
- Women in the New Testament
- Martha & Maria (Luke 10: 38- 42, John 11: 1-46)

UNIT – III: CHURCH – BIRTH AND GROWTH

- Early Church
- Birth (Acts 2:1-41)
- Unity and sharing (Acts 2:42-47,4:1-37,5:1-11)
- Witnessing life (Acts 3:1-26,5:12-42,8:26-40, 16:20-34)

- Comparison between early Church and present Church.

UNIT – IV: DISCIPLES AND APOSTLES

- Mother Mary (Mother of Jesus) (Luke 1: 27-35, John 2: 1-12, 19:35, Acts 1: 13-14)
- St. Peter (Luke 22:1-7,Acts 2:1-41,12:1-17)
- St. Andrew (Mat 4:18-20,John 1:35-42,6:1-14)
- St. Stephen (Acts 6,7)
- St. Paul (Acts 8,9,14,17,26 and 28)
- St. Thomas (John 20:24-31)

UNIT – V: ST. PAUL’S LETTERS AND THE MESSAGE

- I & II Corinthians
- Galatians
- Ephesians
- Philippians
- I & II Timothy
- Titus

REFERENCES:

1. Holy Bible
2. John Stott, 1994, “**Men with a Message**”, Angus Hudson Ltd. London.

HOLY CROSS COLLEGE (Autonomous), Tiruchirappalli - 620 002.

TAMIL DEPARTMENT

For Candidate admitted from 2015 onwards

Second Year - Semester – III

Course Title	இரண்டாமாண்டு – மூன்றாம் பருவம்
Total Hours	90
Hours/Week	6 Hrs Wk
Code	U15TL3TAM03
Course Type	Theory
Credits	3
Marks	100

General Objectives:

வாழ்வியல் நெறிகளாகிய அறம், பொருள், இன்பம், வீடுபேறு ஆகியவற்றின் சிறப்பினை எடுத்துரைத்தல்

- To explain the greatness of the values such as dharma, knowing the meaning of life attaining pleasure and household life.
- To create the awareness about social life.
- To strengthen the religious ideologies.

Course Objectives:

CO No.	Course Objectives
CO-1	வாழ்வியல் நெறிகளாகிய அறம், பொருள், இன்பம், வீடுபேறு ஆகியவற்றின் சிறப்பினை எடுத்துரைத்தல்
CO-2	சமயங்கள் உணர்த்தும் அறக்கருத்துக்களை அறிந்து கொள்ளச்செய்தல்.
CO-3	சோழர்கால காப்பிய இலக்கியங்கள் மற்றும் இலக்கண நூல்களை வகைப்படுத்துதல்.
CO-4	நாடகம் நடிப்பதன் வாயிலாக மாணவர்களின் திறன்களை வளர்த்தல்.
CO-5	தமிழக கோயில்களின் கலைநுட்பங்களையும், பண்பாட்டுச் சிறப்புகளையும் விவரித்தல்

அலகு:1 செய்யுள்

18 Hrs

1. சிலப்பதிகாரம் - கடலாடு காதை
2. மணிமேகலை – உலகவறவி புக்க காதை
3. கம்பராமாயணம் - கங்கைப் படலம்

key Words (Extra Reading)

சீவகசிந்தாமணி

அலகு:2 செய்யுள்

18 Hrs

4. இரட்சணிய யாத்திரிகம் - மரணப்படலம்
5. சீறாப்புராணம் - ஒட்டகை பேசிய படலம்

அலகு:3

18 Hrs

தமிழ் இலக்கிய வரலாறு
சோழர் காலம்

அலகு:4

18Hrs

நாடகம்

சத்திய வேள்வி – அய்க்கண்

key Words (Extra Reading)

யாருக்கும் வெட்கமில்லை - சோ

அலகு:5

18 Hrs

கோயிற்கலை

Note: Texts given in the Extra reading /Key words must be tested only through Assignment and Seminars.

Course Outcomes:

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	the life with the nature of the people may be learned through epics and to learn	PSO 1	U
CO-2	to learn the values taught by religion	PSO 2	AN
CO-3	to remember the king choola's period epics, literature and grammar books	PSO 2	R
CO-4	to enhance the acting habit in the epics	PSO 3	U
CO-5	to make students to evaluate the art, culture and other aspects of the temples in tamil.	PSO 4	U

PO – Programme Outcomes; CO – Course Outcome; R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

பாட நூல்கள்

1. செய்யுள் - தமிழாய்வுத்துறை வத்துறை வெளியீடு
2. தமிழ் இலக்கிய வரலாறு - தமிழாய்வுத்துறை வத்துறை வெளியீடு
3. நாடகம்
அய்க்கண் - சத்திய வேள்வி
4. கோயிற்கலை - தமிழ்நாட்டிலுள்ள ஆலயங்களைக் கலை நுணுக்கத்துடன் காணுதல்

(For the candidates admitted from June 2015 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI-620002
DEPARTMENT OF HINDI
SEMESTER – III

Course Title	Part – I Language Hindi Paper-III Poetry, Predics, History Of Hindi Literature
Total Hours	90
Hours/Week	6Hrs/Wk
Code	CODE: U15HN3HIN03
Course Type	Theory
Credits	3
Marks	100

General Objective : To enable the students to appreciate and critically evaluate the evolution of Hindi literature through the prescribed literary works

Course Objectives (CO):

The learner will be able to:

CO No.	Course Objectives
CO -1	Remember, understand and evaluate the poetry of the masters
CO- 2	Understand and analyze the history of Hindi literature in the literary works.
CO- 3	Understand and analyze the history of Hindi literature in the literary works.
CO- 4	Apply the rules of Poetry and create poems
CO- 5	Appreciate and analyze the life of poets with that of their works.

Unit 1 **(18 Hours)**

Shubhagaman, Man,Tere Ghar Ke Dwar Bahuth Hain

Memory poem: Kabir das ke dohe-6, Thulasidas ke dohe – 6, Rahim ke dohe - 6

Extra Reading (Key Words): Ayyodhya singh Upadyaya Hariyaoudh, Kabir das

Unit 2 **(18 Hours)**

History of Hindi literature: Veergatha kaal

Extra Reading (Key Words): Prithvi raj Raso, Chandrabhardaiee

Unit 3 **(18 Hours)**

History of Hindi literature: Bakthi kaal

Extra Reading (Key Words): Gyan margi Shakha, Premmargi Shakha

Unit 4 **(18 Hours)**

Poetics :

- Ras – shringar, karun, hasya, veer
- Alankar – anupras, yamak, upama, roopak
- Chand – choupayee, baravai

Extra Reading (Key Words): Bharat muni, Shoak Ras

Unit 5 **(18 Hours)**

Kavi parichaya:

Ayodiya Singh Upadyaya Harioudh, Maithili Sharan Gupth, Siyaram Sharan Gupth, Kabir, Thulasidas

Extra Reading (Key Words): Harivamshrai Bachan, Sumitra nandan Panth

Note : Texts given in the Extra Reading (Key Words) must be tested only through Assignment and Seminars.

Course Outcomes:**The learner will be able to:**

CO No.	Course Outcomes	Cognitive Level
CO -1	Critically analyze poetry works.	R, U, E
CO- 2	Analyze Hindi Literature.	U, An
CO- 3	Compare the Hindi Literary works.	U, An
CO- 4	Create Poems.	Ap, C
CO- 5	Study the poetry works with the poet's life	An

**CO- Course Outcome; R- Remember; U- Understand; Ap- Apply; An- Analyze;
E- Evaluate; C- Create**

Books Prescribed :

- Naveen Padhya Rathnakar – D.B.H.P. Sabha Publishers, Chennai-17
- Pracheen Padhya Sangrah – D.B.H.P. Sabha Publishers, Chennai-17
- Hindi Sahitya Ka Sanshitpta Itihas – Rajnath Sharma, Agrwal Publication, Uttar Prakash
- Kavya Pradeep – Ram Bahori Shukla, Hindi Bhavan, Illahabad.
(For candidates admitted 2016 onwards)

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI – 2
DEPARTMENT OF FRENCH
SEMESTER III

Course Title	PART I – LANGUAGE - FRENCH PAPER III (LANGUAGE & CIVILISATION (ÉCHO A2 2^e édition)
Total Hours	90
Hours/Week	6 Hrs/Wk
Code	U16FR3FRE03
Course Type	Theory
Credits	3
Marks	100

General Objective: To enable the students to understand the French cultural aspects and apply the grammar learnt in appropriate situations.

Course Objectives (CO):

The learner will be able to

CO 1	understand the French education system and evaluate the same across the world.
CO 2	understand the usage of pronouns that denote quantity and place and apply them in answers; analyse extracts from magazines and work conditions in France.
CO 3	remember the rules of construction and usage of subjunctive mode and apply the same in sentences; evaluate French politics.
CO 4	understand gerund, adverbs, relative pronouns and evaluate press and media in France.
CO 5	remember the usage of tenses and analyse the benefits of learning a foreign language.

Unit 1 Vivement demain !

(18 Hours)

Le futur, la comparaison des qualités, des quantités et des actions – la santé – le travail dans trente ans – la vie quotidienne – l'éducation et la formation (l'enseignement en France) – faire des projets.

Extra Reading (Key Words) : le système éducatif en France.

Unit 2 Tu as du boulot ?

(18 Hours)

Le pronom « en » et « y » - exprimer une condition : si + présent, si + passé composé, exprimer des préférences – les emplois de demain - des idées pour créer une entreprise – l'économie en France - le travail en dix points

Extra Reading (Key Words) : l'organigramme d'une entreprise.

Unit 3 Qu'en pensez-vous?

(18 Hours)

L'emploi du subjonctif, l'expression de la quantité – revue de presse – entrée en politique – la naissance des départements – la région 'Poitou- Charentes' - la vie politique

Extra Reading (Key Words) : étude comparée de la politique en France et en Inde

Unit 4 C'est tout un programme !

(18 Hours)

Les propositions relatives, la formation des adverbes, la forme « en + participe présent » - parler de la télévision et de la radio - comment les Français s'informent (la télévision et la presse en France)

Extra Reading (Key Words) : TV5 Monde, les journaux français.

Unit 5 On se retrouve

(18 Hours)

L'emploi et la conjugaison de l'indicatif – parler de son apprentissage du français langue étrangère – les rencontres : modes et comportements – une vraie vie de quartier grâce à Internet – formules pour un premier contact par écrit.

Extra Reading (Key Words) : Paris, la capital de la mode!

Course outcomes	Cognitive level
Contrast French education system to that of India.	E
Examine press and work conditions in India	An
Label subjunctive mode and its usages	U, Ap
Interpret politics in France	E
Categorize French media and press	E
Simplify "FLE"	An

TEXT BOOKS :

- ECHO A2 – METHODE DE FRANÇAIS & CAHIER PERSONNEL D'APPRENTISSAGE
- Authors: J. Girardet and J. Pécheur
- Publication: CLÉ INTERNATIONAL, 2013.

Books for Reference:

- La Conjugaison – Nathan
- French made easy – Intermediate level – Goodwill Publishing House
- Je parle français III – Abhay Publications
- Le français avec des jeux et des activités – ELI
- Langue et la civilisation – I – Mauger Bleu
-

Note : Texts given in the Extra Reading (Key Words) must be tested only through Assignment and Seminars.

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002.
B.Com - Business Process Outsourcing (For Candidates admitted from June 2018 onwards)
Second Year - Semester – III

Course Title	Practical English – III
Total Hours	90
Hours/Week	6 Hr/ Wk
Code	U18CB3ENT03
Course Type	Theory
Credits	3
Marks	100

General Objectives:

To understand the communication process and Techniques in Listening, Speaking, Reading & Writing

Course Objectives:

CO No.	Course Objectives
CO-1	Understand the communication process
CO-2	Effective listening techniques
CO-3	Listening effectiveness and barriers to listening
CO-4	Speaking in different scenarios
CO-5	To write for today's technology; emails, social media like Facebook, Twitter & LinkedIn

Unit – I

18 hrs

The Communication Process

Definition of Communication – The communication process - Internal and External Communication – Vertical & Grapevine Communication - Roles- Message-Medium- Environment/Context- Style and Tone - Verbal and Non – Verbal Communication – Body Language - Grooming - English as a Communication tool – Listening , Speaking , Reading & Writing - Introduction to the Corporate world – some common terms (Basic)

Extra Reading/Key Words: *Types of Corporate Communication*

Unit II

18 hrs

Listening

Listening to the unsaid words and messages - Asking questions - Seeking clarification - Summarizing - Listening effectiveness Assignment

Extra Reading/Key Words: *Deep Listening*

Unit III

18 hrs

Listening

Listening to understand vs Listening to respond - Learning to summarize - Handling emotions when listening - Distractions to listening - Listening effectiveness Assignment

Extra Reading/Key Words: *Levels of Listening*

Unit IV

18 hrs

Speaking

Engaging the mind before the mouth - Why? What? When? Where? Who? How?

Speaking on the phone, Conference calls - Speaking in meetings - Speaking Assignment
Extra Reading/Key Words: *Speaking skills- fluency, Vocabulary, Grammar, Pronunciation*

Unit V

18 hrs

Writing Approaches in Action through Email

Email, Messaging Written Communication - DO s and DON'T s - Emails – introducing- informing- thanking-following up - Emails – Asking, Replying- Summarizing/Reporting - Emails - sending wishes - Writing for the Social Media (LinkedIn Profile, replying , etc) - Writing to Peers- Bosses-Clients- Customers

Extra Reading/Key Words: *Writing for Social Media and networking on professional Social Media*

Note: Texts given in the Extra reading /Key words must be tested only through Assignment and Seminars.

Course Outcomes:

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	erview of communication process and introduction to corporate communication	PSO4	U
CO-2	prove listening skills by asking questions and seeking clarification	PSO1	Ap
CO-3	hanced listening skills	PSO1	Ap
CO-4	proved speaking skills	PSO1	Ap
CO-5	rite for social media and thereby build professional network	PSO4	Ap

PO – Programme Outcomes; CO – Course Outcome; R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

Reference Books:

1. The Hindu, The New Indian Express, etc.
2. www.ThoughtCo.com
3. www.bbc.co.uk
4. learnenglish.britishcouncil.org/en
5. <https://www.teachingenglish.org.uk/>
6. www.businessballs.com
7. www.ted.com
8. www.inktalks.com
9. www.businessballs.com
10. www.ted.com
11. www.inktalks.com
12. Technical Communication by Meenakshi Raman
13. Business Communication by Namitha Gopal
14. High School English Grammar – Wren and Martin

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002.
B.Com - Business Process Outsourcing (For Candidates admitted from June 2018 onwards)
Second Year - Semester – III

Course Title	MAJOR CORE 5 – CORPORATE ACCOUNTING I
Total Hours	75
Hours/Week	5Hrs / Wk
Code	U18CB3MCT05
Course Type	Theory
Credits	6
Marks	100

GENERAL OBJECTIVE:

To enable the students to understand the concepts and apply the steps involved in the preparation of Company Accounts- with reference to issue and forfeiture of shares; issue and redemption of debentures; final accounts; methods of valuation of shares and goodwill; acquisition of business and profits prior to incorporation.

COURSE OBJECTIVES:

The learner will be able to

Course Objectives:

CO No.	Course Objectives
CO-1	Remember and understand the concepts and the steps involved in Issue - Forfeiture and reissue of forfeited shares, and debentures and concepts of other types of shares.
CO-2	Understand and apply the provisions relating to issue and redemption of preference shares and debentures.
CO-3	Understand and apply the procedure involved in Preparation of Profit and Loss Accounts, Appropriation accounts and Balance sheet.
CO-4	Understand the basic methods of Methods of valuing goodwill: Methods of valuation of shares and prepare the solutions for the problems
CO-5	understand the concepts and journal entries relating to Accounting treatment when new set of books are opened in the books of Vendor and Purchaser for acquisition of business and understand and apply the procedure involved in Preparation of Profit and Loss prior to Incorporation.

UNIT – I ISSUE OF SHARES & DEBENTURES

15 hrs

Issue - Forfeiture and reissue of forfeited shares- Theories in Rights issue, Bonus issue, Buy back of shares, Sweat equity shares- issue of debentures.

Extra Reading/ Key words: *Special Types of Shares.*

UNIT – II REDEMPTION OF PREFERENCE SHARES AND DEBENTURES

15hrs

Issue & Redemption of preference shares and debentures, Sinking Fund; cum-interest, ex-interest transactions

Extra Reading/ Key words: *Types of debentures.*

UNIT – III FINAL ACCOUNTS OF COMPANIES

15hrs

Preparation of Profit and Loss Accounts, Appropriation accounts and Balance sheet.
(Vertical format) (Excluding managerial remuneration)

Extra Reading/ Key words: *Annual report of companies.*

UNIT - IV VALUATION OF GOODWILL AND SHARES

15hrs

Methods of valuing goodwill - Simple profit method - Super profit method - Annuity method. Valuation of shares: Methods of valuation of shares - Net asset method - Yield method –PE Ratio.

Extra Reading/ Key words: *value of shares- public sector companies and private sector companies*

UNIT-V ACQUISITION OF BUSINESS AND PROFITS PRIOR TO INCORPORATION

15hrs

(A) Accounting treatment - when new set of books are opened in the books of Vendor and Purchaser

(B) Accounting for Profit and Loss prior to Incorporation

Extra Reading/ Key words: *List of vendor and purchaser companies. .*

Note: Texts given in the Extra reading /Key words must be tested only through Assignment and Seminars.

Course Outcomes:

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Recall the types of shares and prepare the journal for issue, forfeiture and reissue of Equity shares.	1	Ap
CO-2	Classify the types of debentures and Write the journal entries and prepare necessary ledgers for redemption of debentures.	1	Ap
CO-3	Recall the procedure for issue and redemption of preference shares and solve problems with given sources for redemption.	1	Ap
CO-4	Illustrate the P& L a/c and Balance Sheet for the problems given in vertical Format.	1	Ap
CO-5	Recognize the methods of valuation of Good will and Find the value of Goodwill in different methods.	1	Ap
CO-6	Remember the methods of valuation of Shares and calculate the value of each share using the methods	4	Ap
CO-7	Identify the reasons for acquisition of business and calculate the value of purchase consideration and construct new Balance Sheet after acquisition.	3	Ap
CO-8	Remember the concept of Incorporation and prepare P& L a/c to compute profit prior to and after incorporation	1	Ap
CO-9	Enhances accounting skills relevant to companies	4	Ap

Theory - 20% problems - 80%

PRESCRIBED TEXT

- Reddy T.S.& Murthy A., (2007). *Corporate Accounting*, Chennai: Margham Publications
- Gupta. R.L.& Radhaswamy M., (2006). *Advanced Accounts* New Delhi: Sultan Chand.

BOOKS FOR REFERENCE:

- Shukla. M.C.& Grewal T.S., (2006). *Advanced Accounts*, New Delhi: S .Chand & Co.,
- Jain. S.P. &Narang K.L., (2006). *Advanced Accounts*, New Delhi: Kalyani Publishers.
- Dr M A Arulananandam, *Financial Accounting*, New Delhi: Himalaya Publications.
- Dr K S Raman &S.N.Maheswari, (2007).*Financial Accounting*, New Delhi: Vikas Publication.

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002.

B.Com - Business Process Outsourcing (For Candidates admitted from June 2018 onwards)

Second Year - Semester – III

Course Title	Major Core – 6 - FINANCIAL SERVICES
Total Hours	75
Hours/Week	5 Hrs / Wk
Code	U18CB3MCT06
Course Type	Theory
Credits	5
Marks	100

GENERAL OBJECTIVE:

To understand the basics of financial services and its various dimensions, evaluation and benefits to the economy

COURSE OBJECTIVES:

The learner will be able to

CO No.	Course Objectives
CO-1	Understand the features and importance of financial services and Merchant Banking
CO-2	Recall the features and importance of Venture capital and Lease financing
CO-3	Explain the functions and importance of Factoring and Forfaiting
CO-4	Recall the meaning and process of securitization
CO-5	Explain the different kinds of mutual funds and the functions of Credit rating agencies

UNIT- I INTRODUCTION TO FINANCIAL SERVICES & MERCHANT BANKING

15 Hrs

Financial services: Meaning – Features – Importance –and new services

Merchant Banking: Origin - Development of Merchant Banking in India - Importance – Categories – Services - Default & Penalty.

Extra reading /Key words : *Companies that are rendering the merchant banking services in India*

UNIT- II VENTURE CAPITAL & LEASE FINANCING

15 Hrs

Venture Capital financing: Meaning – Features – stages of financing – Redemption- Venture capital in India.

Lease Financing: Meaning – types – Difference between Lease and Hire Purchase - advantages – short comings.

Extra reading /Key words : *Lease financing companies in India*

UNIT- III FACTORING AND FORFAITING

15 Hrs

Factoring: Meaning – Modus operandi - Types - Functions – Benefits – Factoring in India.

Forfaiting: Definition – Modus operandi – Benefits - Factoring vs Forfaiting.

Extra reading /Key words : *Companies of India in factoring services*

UNIT- IV SECURITISATION OF DEBT

15 Hrs

Securitization: Meaning - Securitization Process – Merits – Securitisable assets – Types of Securities – Conditions for successful securitization

Extra reading /Key words : *Popularity of Securization in India.*

UNIT –V MUTUAL FUNDS AND CREDIT RATING

15 Hrs

Mutual fund : Meaning – objectives – types – Merits – shortcomings - Credit Rating Agencies : Meaning – functions – Credit Rating Agencies in India, CRISIL, ICRA, & CARE and Credit Rating Symbols. .

Extra reading /Key words : Performance of different mutual fund companies in India

Note: Texts given in the Extra reading /Key words must be tested only through Assignment and Seminars.

Course Outcomes:

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Recognize the features and importance of financial services and Merchant Banking	4	U
CO-2	Identify the features and importance of Venture capital and Lease financing	4	U
CO-3	Explain the functions and importance of Factoring and Forfaiting	4	U
CO-4	Examine the meaning and process of securitization	5	U
CO-5	Examine the different kinds of mutual funds and the functions of Credit rating agencies	5	U
CO-6	Displays competence in Financial sector	5	Ap

PRESCRIBED TEXTS:

- Gordon and Natarajan, *Financial Services and Markets*, Himalaya Publishing House, 2010
- Khan M.Y., *Financial Services*, New Delhi: Tata McGraw Hill.

BOOKS FOR REFERENCE:

- Machiraju H.R, *Indian Financial System*, Delhi :Vikas Publishing House.
- Chandler M.V. and Goldfeld.S.M., *Economics of Money and Banking*, New York : Harper and Row.
- Gupta Suraj B., *Monetary Economics*,New Delhi : S. Chand and Co.
- Gurusamy. S, *Financial Services*, Tata McGraw Hill Education Pvt. Ltd, 2011
- Shashi & Gupta, *Financial Services*, Kalyani Publishers, 3rd Edition, 2010

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002.

B.Com - Business Process Outsourcing (For Candidates admitted from June 2018 onwards)

Second Year - Semester – III

Course Title	Allied 4 -Risk & Compliance in BPO
Total Hours	60
Hours/Week	4 Hr/Wk
Code	U18CB3ACT04
Course Type	Theory
Credits	4
Marks	100

General Objectives:

- To create an awareness of risk and compliance in BPO
- To understand business continuity plan
- Overview of compliance in banking and financial services

Course Objectives:

CO No.	Course Objectives
CO-1	Understand the different types of Risks in a BPO
CO-2	Understand Business Continuity and Disaster Recovery
CO-3	Understand Data Privacy, Security and Confidentiality
CO-4	Overview of Know Your Customer (KYC).
CO-5	Identify Money laundering and understand the regulations for Anti Money Laundering

UNIT – I: Types of Risks

12 hrs

Operational Risks - Process Risks - Technology Risks - People Risks

Extra Reading / Keywords-*Systemic Risk*

UNIT – II: Business Continuity and Disaster Recovery

12 hrs

Business Continuity Plan -What it is - Business Impact Analysis-identify vulnerabilities-Analyse potential loss-Recovery plan-Implementing Solution-Document Reports- Design Strategic Solution-Measurement -Plan, Testing and Maintenance - Business Continuity Life Cycle- Identify, Analyse, Design, Execute-Planning Business Continuity-Risk assessment

Extra Reading / Keywords-*Business Continuity Software*

UNIT – III: Data Privacy, Security and Confidentiality

12 hrs

Requirements of DP and Data Security - Customer needs by vertical - Impact of Data breaches - Processes for Compliance.

Extra Reading / Keywords-*Digital footprint*

UNIT IV: Compliance in Banking and Financial Services -1

12 hrs

Why do we need KYC? - KYC Policy-Customer Acceptance Policy-

Customer Identification Procedure- KYC documents for Individuals, Minors, NRIs, and non- individuals

Extra Reading / Keywords-*Fraud prevention and detection*

UNIT – V: Compliance in Banking and Financial Services -2

12 hrs

What is Money Laundering? - Process of Money laundering - How it affects the Bank-Suspicious transaction- Transaction Monitoring - Financial system Regulation overview-RBI, FEMA - Financial compliance requirements of key international countries for BPO

Extra Reading / Keywords-*Money Laundering and economic growth.*

Note: Texts given in the Extra reading /Key words must be tested only through Assignment and Seminars.

Course Outcomes:

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Identify the different types of Risks in a BPO	PSO1	U
CO-2	Explain Business Continuity Plan and Disaster recovery	PSO2	U
CO-3	Describe Data privacy, confidentiality and impact of data breaches	PSO2	U
CO-4	Explain KYC and Customer Acceptance Policy	PSO3	U
CO-5	Examine the process of Money Laundering and the steps taken for AML.	PSO5	U
CO-6	Enhance employability in BPOs	PSO5	Ap

PO – Programme Outcomes; CO – Course Outcome; R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

Text Books:

Student Manual

Reference Books:

1. AML & KYC by Indian Institute of Banking and Finance
2. Testing Disaster Recovery & Business Continuity Plan by Alex Fullick A

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002.

**B.Com - Business Process Outsourcing (For Candidates admitted from June 2018 onwards)
Second Year - Semester – III**

Course Title	SBE – 3 Computer Literacy for BPO
Total Hours	30
Hours/Week	2
Code	U19CB3SBT03
Course Type	Theory
Credits	2
Marks	100

General Objective:

Course Objectives:

The student will be able to

CO 1	Apply the office packages to gain a better understanding of the computer.
CO 2	Understand the functions of smart devices and online transactions
CO 3	Analyse the purpose of social networking and cyber security in the e-world
CO 4	Prepare Documents and presentation
CO 5	Solve problems using formulas

Unit I: Office Packages:

(6hrs)

MS- Word: Creation of Documents (letters, Bio- data, etc).Creation of Tables, Formatting Tables (Time table, Calendar, etc).Working with Mail Merge (Circular letters).

MS – Excel: Creation of Worksheet (Mark Sheet, Pay Slip, PF Contribution list, etc). Excel Function (Date, Time, Statistical, Mathematical, Financial Functions). Creating charts (Line, Pie, bar, etc).

MS- Power Point: Creation of Presentations (Duplicate and New slides, Layouts, View, Slide show, etc.). Working with objects (Movie, Sound, Word, Excel, etc..) Working with Transition and Animation effects (Text, Object, and Pictures)

Extra Reading/Key words: *Units of Data Storage.*

Unit II: Smart Devices and Online Transactions:

(6hrs)

Smart phone – Types: Tablet PC, Smart TV, Smart Camera, Smart Watch and Smart Oven.Operating system for Smart phones- Apple iOS, Android, Windows 10, Blackberry, Synbian and Bada. Benefits of Smart Phones.

E-Commerce and M-Commerce: Components of E-Commerce- history, types, and benefits of each (B2B, B2C, C2B, C2C). Business to Government E-Commerce. M-Commerce-History, customers point of view and the provider point of view. Applications of M-Commerce- Mobile ticketing, mobile money transfer, mobile banking, mobile marketing and advertising. Payment methods in M-Commerce- Premium rate telephone numbers, direct mobile dealing, Macro, Micro payment services and mobile wallets.

Extra Reading/Key words: *Google play for Android Phones.*

Unit III: Social Networking and Cyber Security

(6hrs)

Social Networking Sites: Characteristics of Social Networking Website- Examples of Social Networking Services (Facebook, SnapChat, Instagram, Whatsapp, Pinterest, Tumblr, Linkedin, Twitter, Quora and Patreon). Advantages and Disadvantages of Social Network.

Cyber law: Evolution and Historical events in cyber law. Case studies- Article taken from Media. Building blocks of cyber law(Netizens, Cyber space and Technology). Cyber Crime, Electronic and Digital devices, Intellectual

Property, Data Protection and Privacy. Merits and Demerits of Cyber crime.
Extra Reading/Key words: *How to stay out of trouble from Social Network.*

Unit IV: Practical Experiments - MS Word & MS- Power Point (6hrs)

- Creating Mail merged documents in MS WORD
- Creating a Power Point Slide show with clip art, image files and animation

Unit V: Practical Experiments - MS Excel (6hrs)

- Calculation using Basic Formulas – Sum, Average, Minimum, Maximum
- Calculating Depreciation - Straight Line, Declining Balance, Variable Declaring Balance Methods
- Preparing Various Charts & diagrams – Bar, Surface, Chart, Line, Pie
- Pivot table preparation

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Create Tables, work sheet and presentation	3	U
CO-2	Apply E-Commerce and M-Commerce	3	U
CO-3	Understand the Characteristics of Social Networking Website, Evolution and Historical events in cyber law	3	R
CO-4	Create Documents with regard to business communication and presentation of data	3	Ap
CO-5	Solve using basic, financial formulas and use of pivot table	4	Ap
CO-6	Enhance employability skills	5	Ap

Books for Reference:

1. Mastering Ms-Office by Bittu Kumar
2. https://www.webopedia.com/DidYouKnow/Hardware_Software/mobile-operating-systems-mobile-os-explained.html
3. <https://makeawebsitehub.com/social-media-sites/>
4. https://www.tutorialspoint.com/information_security_cyber_law/information_security_cyber_law_tutorial.pdf
5. https://www.tutorialspoint.com/information_security_cyber_law/information_security_cyber_law_tutorial.pdf
6. <https://www.irjet.net/archives/V4/i6/IRJET-V4I6303.pdf>

(For candidates admitted from 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS),
TIRUCHIRAPPALLI-2 B.Sc./B.Com/B.R.SC/B.C.A/ B.B.A DEGREE
EXAMINATION

SEMESTER III

Course Title	ENVIRONMENTAL STUDIES
Total Hours	15
Hours/Week	1
Code	U18RE3EST01
Course Type	Theory
Credits	1
Marks	100

General Objectives:

The Student will be able to understand the concept of ecosystem, biodiversity, conservation, disaster management, analyse the prospects of natural resources, evaluate the effect and control of pollution

Course Objectives:

The student will be able to

1. understand the prospects of the various natural resources.
2. analyse the concept and need for biodiversity
3. evaluate the effect of the different types of pollution.
4. understand the need for disaster management
5. understand the Environment and Social Issues

Unit I – Awareness and Natural Resources

3hrs

Awareness of Environmental issues and management strategies – need of the hour
Renewable and non-renewable resources - uses, present status and management of forest, water, land and energy resources.

Extra reading (Key Words): Non renewable sources- location in India

Unit II – Ecosystems and Biodiversity

3hrs

Ecosystem – concepts, structure and types – concept of food chains and food web – causes and effects of weakening food chains - Biodiversity – concept of genetic, species and ecological biodiversity – ecological and economic values – India, a megadiversity country, hotspots – threats to biodiversity and conservation measures

Extra reading (Key Words): Red list (any 10 plants and animals)

Unit III – Environmental Pollution

3hrs

Causes, effects and control of water, and air pollution – global warming – ozone depletion – nuclear hazards. Population growth at national and global level

World food production – effects of modern agriculture on land ecosystems – GMOs and related issues .Environmental pollution and diseases – malaria, chikungunya

Extra reading (Key Words): *Environmental factors affecting human behaviour*

Unit IV – Disaster Management

3hrs

Bomb Threat – Earthquake – Explosion – Hazardous material spill / release – campus shooting – Terrorist incidence – Financial emergency – a sudden health emergency, unexpected loss of income, death in the family or other family emergency. Rent in arrears and risk of eviction. Natural disasters

Extra reading (Key Words): *Causative factors of any 2 disasters*

Unit V – Environment and Social Issues

3hrs

Rich – poor wide – at national and global levels

Urbanization – slums

Changing value systems – AIDS Family welfare programs

Extra reading (Key Words): *Scholarships and funds benefitting the welfare of the family*

Note: Texts given in the Extra reading /Key words must be tested only through Assignment and Seminars.

Course Outcomes:

1. Explain the importance of the various natural resources.
2. Analyze the concepts, structure and types of ecosystem. Add note on the biodiversity concepts
3. Evaluate the effect of the different types of pollution
4. Explains the various disaster management.
5. Discuss the need of environment and the social issues

REFERENCES:

Agarwal, K.C. (2001). Environmental Biology, Nidi Publication Ltd. Bikaner.

Chairas, D.D. (1985). Environmental Science. The Benjamin Cummings Publishing company., Inc.

Clarke George, L. (1954). Elements of Ecology. Hohn Wiley and SONS, Inc.

Hodges, L. (1977). Environmental Pollution, II Edition. Holt, Rinehart and Winston, New York.

Krebs, C.J. (2001).Ecology.VI Edition.Benjamin Cummings.

Nebel, B.J. and Wright, R.T.(1996). Environmental Science, Prentice Hall, New Jersey

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002.

B.Com - Business Process Outsourcing (For Candidates admitted from June 2018 onwards)

Second Year - Semester – III

Course Title	Industrial Relations - INVESTMENT BASICS
Total Hours	15
Hours/Week	1
Code	U19CO3IRT01
Course Type	Theory
Credits	1
Marks	100

Course objective:

The student will be able to

CO 1	Understand the deposits services offered by banks
CO 2	Understand Mutual funds and investing in New fund offers
CO 3	Understand midcap and large cap funds
CO 4	Understand investment in gold ETFs
CO 5	Understand investment in liquid funds

Unit I - Introduction to Investments

Savings Vs Investment – Importance of savings and investment – Factors determining interest rates, Simple interest and Compound interest – Assets available for investment – Financial Vs Non-financial assets – Important attributes of various asset classes - Safety, Risk, Liquidity and Yield.

Extra Reading/Key words: *IRA, CD and money market accounts*

Unit II – Bank & Post office deposits and certificates

Introduction to Bank Deposits, Types of Deposit Accounts, Strategies of mobilizing deposits, Common guidelines of opening and operating accounts, deposit related services, Deposit services offered to Non-Resident Indians, Deposit Insurance – Post office Investment Savings schemes – Advantages

Extra Reading/Key words: *Sukanya Samriddhi Accounts, Senior Citizen Savings Scheme*

Unit III - Mutual Funds

Concept and structure of mutual funds in India; AMC; New fund offer's & procedure for investing in NFO; Investors rights and obligations. Types of funds – Open ended schemes- Close ended funds –growth, Income, Tax saving schemes, Index schemes and Balanced schemes - diversified large cap funds, midcap fund - Concept of entry and exit load Expense ratio

Extra Reading/Key words: *Thematic and Arbitrage funds*

Unit III – Life Insurance and Provident fund schemes

Type of life insurance policy - Endowment policy - Term policy- Whole life policy - Money back policy - ULIPs - Kinds of provident funds - y, Statutory Provident Fund, Recognized Provident Fund, and Unrecognized Provident Fund. Equity Linked Savings Schemes (ELSSs) - Pension Plan

Extra Reading/Key words: *Market linked investment plans, Retirement planning investment options*

Unit IV – Real assets

Real estate – Bullion market - Introduction of exchange traded funds, Market making by authorized Participants; Creation Units; Portfolio deposits and cash Component. Investments in commodities, real estate, agricultural land, machinery and oil.

Extra Reading/Key words: *Collectables, equity crowd funding*

Unit V – Corporate securities

Salient features of debt fund; Concept of interest rate and credit risk; Pricing of debt instrument. Liquid Funds Salient features of liquid fund; Floating rate scheme and portfolio churning in liquid funds.

Extra Reading/Key words: *Corporate bond funds, Ultra short term funds*

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Compare investments in various bank deposits	4	U
CO-2	Outline Mutual funds and New fund offers	4	U
CO-3	Relate midcap and large cap funds	4	U
CO-4	Plan portfolio with gold ETFs and other investment avenues	5	Ap
CO-5	Infer investments in liquid funds	5	U

HOLY CROSS COLLEGE (Autonomous), Tiruchirappalli - 620 002.

TAMIL DEPARTMENT

For Candidate admitted from 2015 onwards

Second Year - Semester – IV

Course Title	இரண்டாமாண்டு –நான்காம் பருவம்
Total Hours	75
Hours/Week	5 Hrs Wk
Code	U15TL4TAM04
Course Type	Theory
Credits	3
Marks	100

General Objectives:

வாழ்வியல் நெறிகளாகிய அறம், பொருள், இன்பம், வீடுபேறு ஆகியவற்றின் மேன்மையை எடுத்துரைத்தல்

- Make the student to understand the cultural and tradition of Tamilians.
- Student will learn understand the religions knowledge to Sustain
- Understand the depth of Tamil Literature & Culture.
- Know about the structure of the family, manners is disciplines.
- Know about the right of equality.

Course Objectives:

CO No.	Course Objectives
CO-1	அறம், பொருள், இன்பம், வீடுபேறு ஆகியவற்றின் மேன்மையை உணர்த்துதல்.
CO-2	இலக்கியங்களின் வாயிலாக வாழ்க்கைத் தத்துவத்தினை அறியச் செய்தல்.
CO-3	தமிழ் இலக்கிய வரலாற்றின் வாயிலாகத் தமிழரின் பண்பாடு, கலாச்சாரத்தை அறியச் செய்தல்.
CO-4	மனிதநேய சிந்தனைகளை உருவாக்குதல்.
CO-5	மொழிப்பெயர்ப்புத்திறனை வளர்த்தல்.

அலகு:1 செய்யுள்

15 Hrs

1. குறுந்தொகை

1. கொங்கு தேர் வாழ்க்கை அஞ்சிறைத் தும்பி - இறையனார்
2. யாரும் இல்லை தானே கள்வன் - கபிலர்
3. வேம்பின் பைங்காய்என் தோழி தரினே - மிளைக்கந்தன்
4. உள்ளது சிதைப்போர் உளரெனப் படாஅர் - பாலை பாடிய பெருங்கடுங்கோ
5. நோற்றோர் மன்ற தோழி - குறுங்குடி மருதன்

2. நற்றிணை

1. மனையுறை புறவின் செங்கால் பேடை
2. நீள்மலைக் கலித்த பெருங்கோற் குறிஞ்சி - பாண்டியன் மாறன் வழுதி
3. ஆய்மலர் மழைக்கண் தெண்பனி உறைப்பவும் - நல்விளக்கனார்
4. சிறுவீ முல்லைப் பெரிது கமழ் அலரி - மதுரை பேராலவாயர்

3. கலித்தொகை

1. எறித்தரு கதிர்தாங்கி ஏந்திய குடைநீழல் - கபிலர்
2. பாடுகம் வா வாழி தோழி - கபிலர்

அலகு:2

15 Hrs

அகநானூறு

- 1.வானம் வாய்ப்பக் கவினிக் கானம் - சீத்தலைச் சாத்தனார்
2. எம்வெங் காம மியைவதாயின் - மாமூலனார்

5.புறநானூறு

1. நின் நயந்து உறைநர்க்கும் - பெருஞ்சித்திரனார்
2. காய்நெல் அறுத்துக் கவளம் கொளினே - பிசிராந்தையார்
3. படைப்புப் பலபடைத்து - பாண்டியன் அறிவுடைநம்பி
4. கேட்டல் மாத்திரை - கோப்பெருஞ்சோழன்
5. ஈன்று புறந்தருதல் என்தலைக் கடனே - பொன்முடியார்

6. பதிற்றுப்பத்து - ஐந்தாம் பத்து

1. சுடர் வீ வேங்கை
2. தசம்பு துளங்கு இருக்கை
3. ஊன்துவை அடிசில்

7. திருக்குறள்

1. அறத்துப்பால் - இனியவை கூறல்
2. பொருட்பால் - வினை செயல்வகை
3. காமத்துப்பால் - புலவி நுணுக்கம்

அலகு:3

15 Hrs

தமிழ் இலக்கிய வரலாறு

சங்ககாலம் - சங்கம் மருவியகாலம்

எட்டுத்தொகை, பத்துப்பாட்டு, பதினெண்கீழ்க்கணக்கு நூல்கள்

அலகு:4

15 Hrs

வாழ்க்கை வரலாறு

அன்னை தெரசா - பா. தீனதயாளன்

key Words (Extra Reading)

அக்னி சிறகுகள் - அப்துல் கலாம்

அலகு:5

15 Hrs

Note: Texts given in the Extra reading /Key words must be tested only through Assignment and Seminars.

Course Outcomes:

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Attitude to consider the living beings of the world as relations	PSO 1	U
CO-2	the life style of traditional Tamils may be known with the help of literature	PSO 2	AN
CO-3	to be inspired by the traditional culture and values and be value oriented	PSO 2	R
CO-4	to feel the dedicated service of mother Theresa and to practice the same	PSO 3	U
CO-5	to enhance skills on translation	PSO 4	C

PO – Programme Outcomes; CO – Course Outcome; R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

பாட நூல்கள்

1. செய்யுள் - தமிழாய்வுத்துறை வெளியீடு
2. தமிழ் இலக்கிய வரலாறு - தமிழாய்வுத்துறை வெளியீடு
3. வாழ்க்கை வரலாறு
பா.தீனதயாளன் - அன்னை தெரசா
4. மொழிப்பெயர்ப்பு - தமிழாய்வுத்துறை வெளியீடு

(For the candidates admitted from June 2015 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI-620002
DEPARTMENT OF HINDI
SEMESTER – IV

Course Title	Part – I Language Hindi Paper-IV Functional Hindi & Translation
Total Hours	75
Hours/Week	5Hrs/Wk
Code	CODE: U15HN4HIN04
Course Type	Theory
Credits	3
Marks	100

General Objective : To enable the students to apply translation techniques and evaluate contemporary Hindi Literature.

Course Objectives (CO):

The learner will be able to:

CO No.	Course Objectives
CO -1	Apply technical translation in Functional Hindi
CO- 2	Understand and analyze the contemporary Hindi literature in the literary works
CO- 3	Evaluate and create general essays
CO- 4	Apply the formats and create formal and informal letters
CO- 5	Apply translation techniques

Unit 1

Functional Hindi

Extra Reading (Key Words) : Technical Terminology

(15 Hours)

Unit 2

History of Hindi literature : adhunik kaal

Extra Reading (Key Words) : Prayogavad, Pragativad

(15 Hours)

Unit 3

General essays:

Parishram Ka Mahatva, Anushasan, Paropakar, Jawaharlal Nehru, Deepavali, Bharath Mein Computer

Extra Reading (Key Words) : Computer, Dr. Ambedkar

(15 Hours)

Unit 4

Letter writing

Extra Reading (Key Words) : Official Letter, Personal letter

(15 Hours)

Unit 5

Anuvad abhyas - III

Extra Reading (Key Words) : Translation, Technical Terms

(15 Hours)

Note : Texts given in the Extra Reading (Key Words) must be tested only through Assignment and Seminars.

Course Outcomes:

The learner will be able to:

CO No.	Course Outcomes	Cognitive Level
CO -1	Translate technical terms	Ap
CO- 2	Evaluate Contemporary issues in par with the literary works.	U, An
CO- 3	Instill creative writing	E, C
CO- 4	Communicate in formal situation	Ap, C
CO- 5	Understand the basic principles of translation	Ap

CO- Course Outcome; R- Remember; U- Understand; Ap- Apply; An- Analyze;

E- Evaluate; C- Create

Books Prescribed :

- General Essays - D.B.H.P. Sabha Publishers, Chennai-17
- Abinava Patra Lekhan - D.B.H.P. Sabha Publishers, Chennai-17
- Anuvad Abhyas – III - D.B.H.P. Sabha Publishers, Chennai-17

(For candidates admitted 2016 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI – 2
DEPARTMENT OF FRENCH
SEMESTER IV

Course Title	PART I – LANGUAGE - FRENCH PAPER IV (LANGUAGE & CULTURE (ÉCHO A2 2 ^e édition)
Total Hours	75
Hours/Week	5 Hrs/Wk
Code	U16FR4FRE04
Course Type	Theory
Credits	3
Marks	100

General Objective: To enable the students to analyse and evaluate French cultural aspects and use the accumulated vocabulary and grammatical aspects in creative writing.

Course Objectives (CO):

The learner will be able to

CO1	Apply pronouns and create texts; appreciate and analyse French cuisine and festivals
CO2	critically evaluate the art forms of 20 th century and apply conditional present tense in a text
CO3	remember savoir-faire in France and apply reported speech in story writing
CO4	analyse the consequences of immigration, sports and adventures; apply passive voice in a text
CO5	understand the usage of possessive pronouns and analyse the rhythm of life in France

Unit 1 C'est la fête !

(18 Hours)

Les pronoms objets directs et indirects – parler d'une fête – exprimer des goûts et des préférences – fêtes sans frontières – plats des fêtes – les jours fériés – les saisons

Extra Reading (Key Words): étude comparée des fêtes françaises et indiennes.

Unit 2 Vous plaisantez !

(18 Hours)

Le conditionnel présent, la distinction du futur et du conditionnel – le mouvement en général – raconter une anecdote – journée de détente – la naissance d'un chef d'œuvre - l'art au début du 20^e siècle – le plaisir de jeux de mots.

Extra Reading (Key Words): Histoire du monde au début du 20^e siècle.

Unit 3 On s'entend bien !

(18 Hours)

Les constructions « faire + verbe » et « laisser + verbe », le discours rapporté – décrire le caractère ou le comportement, exprimer l'accord et le désaccord – le langage des couleurs – sujets de conversation – sujets d'étonnement.

Extra Reading (Key Words): les taboos

Unit 4 À vos risqué et périls !

(18 Hours)

Le subjonctif présent, la voix passive – l'aventure d'aujourd'hui – travailler pour la planète – réussites et échecs - marathon de Paris – plaisir des sports – les sports les plus regardés et pratiqués - les français et les sports.

Extra Reading (Key Words): les sportifs français

Unit 5 La vie est dure

(18 Hours)

Les pronoms possessifs, les adjectifs, les pronoms indéfinis – parler de ses activités quotidiennes, exprimer la confiance ou la méfiance – les tâches ménagères – la France insatisfaite - sans travail.

Extra Reading (Key Words): entretien d'une personne.

Course outcomes	Cognitive level
Design a text using pronouns	C
Discover a French recipe	An
Narrate an anecdote	C
Critically evaluate modern art forms	E
Infer reported speech and passive voice in a story	C
Explain the influence of immigration on sports	An
Examine the rhythm of life in France	An

TEXT BOOKS :

ECHO A2 – METHODE DE FRANÇAIS & CAHIER PERSONNEL D' APPRENTISSAGE

Authors: J. Girardet and J. Pécheur

Publication: CLÉ INTERNATIONAL, 2013.

Books for Reference:

La Conjugaison – Nathan

French made easy – Intermediate level - Goodwill Publishing House

Je parle français III – Abhay Publications

Le français avec des jeux et des activités - ELI

Langue et la civilisation – I – Mauger Bleu

Note : Texts given in the Extra Reading (Key Words) must be tested only through Assignment and Seminars.

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002.

**B.Com - Business Process Outsourcing (For Candidates admitted from June 2018 onwards)
Second Year - Semester – IV**

Course Title	Practical English – IV
Total Hours	90
Hours/Week	6 Hr/ Wk
Code	U18CB4ENT04
Course Type	Theory
Credits	3
Marks	100

General Objectives:

Preparing for placement.

Course Objectives:

CO No.	Course Objectives
CO-1	Overview of corporate communication and Self analysis
CO-2	Techniques for High Impact Presentation
CO-3	To learn about common mistakes while using English and avoiding them
CO-4	Overview of Group discussions for placement
CO-5	Interviewing process

Unit I

18 hrs

Campus to Corporate

Corporate Communication - Power dressing and grooming - Corporate Terms (advanced) - JOHARI window - SWOT analysis of the self

Extra Reading/Key Words: *Heuristic technique*

Unit II

18 hrs

High Impact Presentation

PowerPoint and how to use it effectively - Using PowerPoint correctly - Delivering using PowerPoint - Other Presentation tools - Delivering in person vs on the phone vs video - Public Speaking Assignment - Micro Presentation – Video Mirroring

Extra Reading/Key Words: *Audience response systems*

Unit III

18 hrs

Common Writing Mistakes and How to Avoid Them

The Wrong word - The Impotent Word - Common Grammatical errors - Indianisms and their unintended impact

Extra Reading/Key Words: *Malapropism*

Preparing for Placement – I

Resume - Cover Letter for Internship - Cover Letter for Job - Statement of Purpose

Extra Reading/Key Words: *Hard and soft skills*

Unit IV**18 hrs****Preparing for Placement – II**

Group Discussion (GD) & Evaluation Components - Roles in GD - Analysis of Topics - Handling different views - Controlling Emotions - Mock GD

Extra Reading/Key Words: *Types of Group Discussion*

Unit V**18 hrs****Preparing for Placement – III**

Interviews & Evaluation Components - Different formats of Interviews - Handling conflicts – Practice - Mock Interview

Extra Reading/Key Words: *Assessing Strengths and Weaknesses*

Note: Texts given in the Extra reading /Key words must be tested only through Assignment and Seminars

Course Outcomes:

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Understanding Self and introduction to corporate communication.	PSO4	U
CO-2	Use of technology in presentation	PSO1	Ap
CO-3	Write English correctly and Resume writing	PSO1	Ap
CO-4	Participate in group discussions	PSO1	Ap
CO-5	Attend interviews for placement	PSO1	Ap
CO-6	Enhance Employability skills	PSO4	Ap

PO – Programme Outcomes; CO – Course Outcome; R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

Reference Books:

1. The Hindu, The New Indian Express, etc.
2. www.ThoughtCo.com
3. www.bbc.co.uk
4. learnenglish.britishcouncil.org/en
5. <https://www.teachingenglish.org.uk/>
6. www.businessballs.com
7. www.ted.com
8. www.inktalks.com
9. Technical Communication by Meenakshi Raman
10. Business Communication by Namitha Gopal
11. High School English Grammar – Wren and Martin
12. Body Language – Allan Pease

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002.

B.Com - Business Process Outsourcing (For Candidates admitted from June 2018 onwards)

Second Year - Semester – IV

Course Title	Major Core – 7– MANAGEMENT ACCOUNTING
Total Hours	75
Hours/Week	6 Hrs / Wk
Code	U18CB4MCT07
Course Type	Theory
Credits	6
Marks	100

General Objective:

To enable the students to understand the various tools of financial analysis and to interpret financial data

Course Objectives:

The learner will be able to

CO No.	Course Objectives
CO-1	Understand management accounting and various tools of financial analysis; and Analyse profitability and financial status of a business based on ratios calculated
CO-2	Understand the preparation of Funds flow statement and Cash flow statement and analyse the results
CO-3	Apply marginal costing technique in managerial decision making problems and evaluate different proposals
CO-4	Understand different types of budgets and analyse budgets
CO-5	Analyse material, labour and overhead variances

UNIT – I INTRODUCTION (20 hours)

Management Accounting - Scope - Relationship between Cost, Financial and Management Accounting - Analysis of financial statements - Tools for analysis - Comparative Statements - Common Size Statements and Trend Analysis.

Extra reading/ Key words: *Role of Professional bodies for Management Accountancy in India, UK and USA:* <http://icmai.in>, <https://www.cimaglobal.com/>, <https://www.cimaglobal.com/Our-locations/USA>

UNIT – II RATIO ANALYSIS (18 hours)

Ratio Analysis - Ratios for Liquidity, Solvency and Profitability.

Extra reading/ Key words: *Role of Professional bodies for Management Accountancy in India, UK and USA:* <http://icmai.in>, <https://www.cimaglobal.com/>, <https://www.cimaglobal.com/Our-locations/USA>

UNIT – III FUNDS FLOW ANALYSIS AND CASH FLOW ANALYSIS (16 hours)

Funds Flow Analysis - Concept of Fund - Schedule of Changes in Working Capital- Fund Flow Statement. Cash Flow Analysis - Cash from operation – Preparation of Cash Flow Statement as per Accounting Standard (Revised).

Extra reading/ Key words: *Cash Flow Statement as per New Companies Act, 2013* <http://taxingtax.com/cash-flow-statement-as-per-new-companies-act-2013/138>

UNIT – IV MARGINAL COSTING AND BREAK-EVEN ANALYSIS (18 hours)

Marginal Costing - Absorption Costing Vs Marginal Costing – Contribution- Profit Volume ratio – Break Even Point – Cost Volume Profit Analysis - Managerial applications of marginal costing.

Extra reading/ Key words: *Types of Breakeven point, Break even pricing.* <https://economictimes.indiatimes.com/Definitions/Marketing>, <https://hbr.org/2014/07/a-quick-guide-to-breakeven-analysis>

UNIT – V BUDGETARY CONTROL (18 hours)

Budget - Budgetary Control - Functional Budgets - Master Budget - Fixed and Flexible Budgets - Cash Budget.

Extra reading/ Key words: *Budgeting practices of business firms***Note: Texts given in the Extra reading /Key words must be tested only through Assignment and Seminars.**

THEORY - 30% PROBLEMS - 70%

Course Outcomes:

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Recognize the relationship between Cost, Financial and Management Accounting	1	U
CO-2	Draw conclusion about the liquidity, solvency and profitability of business entities based on comparative statements, common size statements, trend analysis and ratio analysis	2	An
CO-3	Prepare Funds flow statement and make inferences	3	Ap
CO-4	Prepare Cash flow statement based on Revised Accounting Standard and make inferences	3	Ap
CO-5	Prepare marginal cost statement and calculate breakeven point	3	Ap
CO-6	Compare different proposals based on marginal costing technique and draw conclusion	2	Ap
CO-7	Prepare different types of budgets and make a comparison	2	Ap
CO-8	Calculate material, labour and overhead variances and make inferences based on variances	2	Ap
CO-9	Helps to analyse the organisations turnover through financial tools	2	Ap

PRESCRIBED TEXT:

- Dalston L. Cecil & Jenitra L. Merwin, *Management Accounting*, Trichy, LearnTech Press.

BOOKS FOR REFERENCE

- Shashi K. Gupta & Sharma R.K, *Management Accounting*, New Delhi: Kalyani Publishers.
- Khan and Jain, *Management Accounting*, New Delhi : Tata McGraw Hill.
- Maheswari S.N., *Management Accounting*; New Delhi : Sultan Chand and Sons.
- Dr. R. Ramachandran & Dr. R. Srinivasan, *Management Accounting*, Trichy : SriRam Publishers.

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002.
B.Com - Business Process Outsourcing (For Candidates admitted from June 2018 onwards)
Second Year - Semester – IV

Course Title	Major Elective – 1 Global Business Ethics & Corporate Governance
Total Hours	75
Hours/Week	4 Hr/Wk
Code	U18CB4MET01
Course Type	Theory
Credits	4
Marks	100

General Objectives:

To provide an understanding of Global Business Ethics & Corporate Governance

Course Objectives:

CO No.	Course Objectives
CO-1	Understand trans cultural human values
CO-2	Understand ethical dilemma and code of ethics
CO-3	Understand Work ethics
CO-4	Overview of corporate governance
CO-5	Introduction to Indian Ethos Management

UNIT 1 – BUSINESS ETHICS

15 hrs

Trans-cultural Human Values in Management Education - Relevance of Values in Management - Need for values in Global Change - Indian Perspective - Values for Global managers

Extra Reading/Key Words: *Ethnocentrism*

UNIT II- ETHICAL DILEMMA

15 hrs

Ethical decision making - Ethical Reasoning - Benefits of managing ethics in work place - Organization Ethics Development System - Organizational Culture - Ethics Tools - Code of ethics - Guidelines for developing code of ethics - Value based leadership

Extra Reading/Key Words: *Deontological ethics*

UNIT III- WORK ETHICS

15 hrs

Work culture - Ethical theories - Ethical Values - Environmental ethics - Environmental Management - Environmental Management System - Environmental Laws - Consumer Protection

Extra Reading/Key Words: *Anthropocentrism*

UNIT IV – CORPORATE GOVERNANCE

15 hrs

Meaning - Code of Corporate Governance - Audit Committee - Corporate Excellence - Role of Independent Directors - protection of Stakeholders - Corporate Social Responsibility - Changing Role of Corporate

Extra Reading/Key Words: *Creating shared value*

UNIT V- INDIAN ETHOS MANAGEMENT

15 hrs

Principles - Approaches Boards with changing times - Corporate Governance for Market capitalism - Role of Gita - Karma Yoga - Wisdom Management - Quality of Work Life - Strategies for Work Life

Extra Reading/Key Words: *Healthy workplace*

Note: Texts given in the Extra reading /Key words must be tested only through Assignment and Seminars.

Course Outcomes:

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	roduction to trans cultural human values in Management Education	PSO2	U
CO-2	posure to ethical decision making and code of ethics	PSO2	U
CO-3	entify the various work culture and ethical theories	PSO2	U
CO-4	erview of corporate governance and corporate social responsibility	PSO4	U
CO-5	plain Indian Ethos Management and work life balance	PSO4	U
CO-6	hances employability skills	PSO5	Ap

PO – Programme Outcomes; CO – Course Outcome; R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

Text Books:

Student Manual

Reference Books:

1. Ethics and the Conduct of Business by R Boatright John (Author), D Smith Jeffrey (Author) by Pearson
2. Corporate Governance: Principles, Policies, And Practices by Bob Tricker (Author)
3. Corporate governance by Christine, A. Mallin
4. Business Ethics by Crane, Andrew. & Matten, Dirk.

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002.

B.Com - Business Process Outsourcing (For Candidates admitted from June 2018 onwards)

Second Year - Semester – IV

Course Title	Allied 5 - BPO in Service Sectors (Non Voice)
Total Hours	60
Hours/Week	4 Hr/Wk
Code	U18CB4ACT05
Course Type	Theory
Credits	4
Marks	100

General Objectives:

To understand the different kinds of BPO and their processes

Course Objectives:

CO No.	Course Objectives
CO-1	Understand data process outsourcing and HR outsourcing
CO-2	Understand IT services
CO-3	Understand KPO outsourcing
CO-4	Understand financial services outsourcing
CO-5	Understand Healthcare outsourcing

UNIT – I Data process outsourcing and HR outsourcing 12 hrs

Data processing and Transaction process outsourcing - HR Outsourcing includes payroll services, hiring and recruitment, workforce training, retirement benefits.

Extra Reading/Key Words – Standard Generalised Mark up Language -SGML

UNIT – II -IT Services 12 hrs

IT services outsourcing include software development and programming

Extra Reading/Key Words – Integrated development environment (IDE)

UNIT – III- Knowledge process outsourcing 12 hrs

Data analytics-data mining - data and knowledge management - internet and web research

Extra Reading/Key Words – Data dredging

UNIT – IV – Financial services outsourcing 12 hrs

Billing services - account payables and receivables - general accounting - auditing and compliance

Extra Reading/Key Words – E-invoicing and Automation

UNIT – V –Healthcare outsourcing 12 hrs

Medical transcription - Medical coding and Billing - Tele-radiology services

Extra Reading/Key Words – Digital Imaging and Communications in Medicine (DICOM)

Note: Texts given in the Extra reading /Key words must be tested only through Assignment and Seminars.

Course Outcomes:

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	depth knowledge of data process outsourcing and HR outsourcing	PSO1	Ap
CO-2	posure in IT services, software development and programming	PSO4	Ap

CO-3	amine Data analytics, data mining and data knowledge management	PSO1	Ap
CO-4	Explain Billing services, account payables ,account receivables, auditing and compliance	PSO4	Ap
CO-5	depth knowledge of Medical transcription , Medical coding and Billing	PSO1	Ap
CO-6	hances employability skills in BPOs	PSO3	Ap

PO – Programme Outcomes; CO – Course Outcome; R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

Text Books:

Student Manual

Reference Books:

1. Essentials of BPO by Thomas N Duening, Rick L Click
2. Medical Office Transcription –An Introduction to Medical T ranscription By KaronneBecklin & Edith Sunnorbory

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002.

B.Com - Business Process Outsourcing (For Candidates admitted from June 2018 onwards)

Second Year - Semester – IV

Course Title	Allied 6 – Voice Process
Total Hours	60
Hours/Week	4 Hr/Wk
Code	U18CB4ACT06
Course Type	Theory
Credits	3
Marks	100

General Objectives:

In depth understanding and training of voice process

Course Objectives:

CO No.	Course Objectives
CO-1	Process of handling calls
CO-2	Skills required for handling calls
CO-3	Handling Technical help desk and customer service calls
CO-4	Handling Telemarketing and Collection calls
CO-5	Quality check in voice process

UNIT – I -Business process of inbound and outbound call centre. 12 hrs

Call flow - Business processes Inbound/outbound calling - Key result outcomes for Inbound /outbound calls: Do's and Don'ts - Etiquette of Inbound/Outbound calls - Process compliance - Handling objections and queries - Follow up processes- Process, data compliance - Logging and reporting

Extra Reading/Key Words: *Call tracking software*

UNIT –II–Skills required for handling calls 12 hrs

Communication skills - Listening skills - Summarising skills – Probing Problem solving - Customer service skills - Empathy

Extra Reading/Key Words: *Call centre Agent Engagement*

UNIT – III -Inbound call centre 12 hrs

Technical help desk - Customer Service - Customer Complaints

Extra Reading/Key Words: *Operational CRM*

UNIT – IV –Outbound call centre 12 hrs

Telemarketing - Collections

Extra Reading/Key Words: *Boiler room*

UNIT – V-Quality check 12 hrs

Internal quality check - External quality check - User reports - Call reports Performance monitoring report

Extra Reading/Key Words: *Quality management software*

Note: Texts given in the Extra reading /Key words must be tested only through Assignment and Seminars.

Course Outcomes:

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	In depth knowledge of Business processes Inbound/ outbound calling	PSO1	Ap
CO-2	Trained in Listening skills ,Summarising skills ,Problem solving skills	PSO1	Ap
CO-3	Trained to handle Technical help desk and customer service calls	PSO1	Ap
CO-4	Trained to handle Telemarketing and Collection calls	PSO1	Ap
CO-5	Explain Quality check in voice process	PSO4	Ap
CO-6	Enhances employability skills in BPOs	PSO1	Ap

**PO – Programme Outcomes; CO – Course Outcome; R- Remember; U- Understand; Ap – Apply;
An – Analyse; E- Evaluate; C – Create**

Text Books:

Student Manual

Reference Books:

1. Charles, E. Day. (2000). Call centre operations (part – iii). McGraw Hill.
2. Green, Jack. A. (2004). Call centre technology & techniques. Thomson.
3. Gupta, Vikas. (2003). Call centre training course kit (with cd). Dreamtech.

(For Candidates admitted from June 2015 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI-2
B.A. /B.Sc. / B.Com. / BBA/ B.C.A. DEGREE COURSE

LIFE ORIENTED EDUCATION

ETHICS – II: EMPOWERMENT OF WOMEN

HRS / WK : 1

CODE: U15VE4LVE02

CREDIT : 1

MARKS : 100

OBJECTIVES:

- To make the learners aware of various gender and social issues and Cyber Crimes.
- To make the learners understand and appreciate the role of media, in facing the challenges on various life issues.
- To enable the learners to understand the ways of empowering women and cyber crime against women

UNIT – I: GENDER ISSUES

Feminism, Responsibilities of men and women towards Egalitarian society, Gender Identity-Factors contributing to gender identity (Family values, culture, tradition, religion, societal values, mass media)

UNIT – II: SOCIAL ISSUES RELATED TO WOMEN

Eve teasing, Rape, Dowry, Harassment in marriage, Divorce and Widows Remarriage, HIV & AIDS, Transgender, Female Genocide, sex workers, trafficking, fugitive, Female foeticide, handicapped children and women and evils of drug abuse.

UNIT – III: WOMEN AND MEDIA

Portrayal of women in media world - News paper, Magazine, Cinema, TV, Video and Advertisements
- Morality in Media and Right use of Media

UNIT – IV: WAYS OF EMPOWERING WOMEN

Need for empowerment –Skills required for empowerment and Career Oriented Skills, Women’s bill-Property rights, Models of Empowered Women- St. Teresa of Kolkata, Indira Gandhi, Helen Keller, Chanu Sharmila and Malala

UNIT – V: CYBER CRIME AGAINST WOMEN

Harassment and Spoofing via e-mail, Cyber Stalking, Cyber Pornography, Morphing. Cyber Laws, Social network: Face book, Twitter and Whats app

REFERENCES:

1. Dr.M.Arumairaj et al., 1999, “Marching towards the Millenium ahead”.
2. Thomas Anjugandam, 1999, “Grow Free Live Free” Salesian Publicaiton.

3. H.C Prett Nandhini Upreti, jaipur 2000 “Women and problems of Gender Discrimination”.
4. Thomas B.Jayaseelan, 2002, “Women: Rights and law” Indian Social Institute, New Delhi.
5. Reni Jacob vol I & II, April- June 2004, ”Vikasimi – The journal of Women’s Empowerment, Ed,”

(For Candidates admitted from June 2015 onwards)
HOLY CROSS COLLEGE(AUTONOMOUS) TRICHIRAPALLI-2.
B.A/B.Sc/B.Com /B.C.A – DEGREE COURSES
LIFE ORIENTED EDUCATION
BIBLE STUDIES – II: OLD TESTAMENT

HRS / WK :1

CODE: U15VE4LVBO2

CREDIT : 1

MARKS : 100

OBJECTIVE:

- To enable the students to understand the desires of God through Prophetic revelation and to become sensitive to the heart beat of God.

UNIT – I: PURPOSE OF LIFE

Creation of man – fall of man (Gen 1-4) Plan of redemption through the life of :

- Noah (Gen 6-9); Abraham (Gen 12-18);
- Joseph (Gen 37-40); Moses (Exo 4-5);
- Joshua (Joshua 1-8)

UNIT – II: JUDGES AND KINGS

- Judges: Deborah (Judges 4); Samson (Judges 6-8); Gideon (Judges 13-16)
- Kings: David (I Sam 17-31, II Sam 1-12); Solomon (I Kings 1-11)

UNIT – III: MINOR PROPHETS

Brief Life History and teachings of

- Amos
- Jonah
- Micah
- Nahum
- Habakkuk

UNIT – IV: MAJOR PROPHETS

Brief Life History and teachings of

- Isaiah (Is 1,6,11,36-38,40-42,44,50,53,61)
- Jeremiah (Jer 1-3,7-12,18-19,23)
- Ezechial (chapters 1,2,3,5,8,12 visions)
- Daniel (Daniel 1-6)

UNIT – V: WOMEN IN THE BIBLE

Women in the Old Testament

- Eve (Gen 3)
- Ruth (Ruth 1-4)
- Hannah (I Sam 1:1-28)
- Esther (Esther 1-6)

REFERENCES:

1. Russell Fueller (1999) The Text book of the Twelve Minor Prophets. Wipf & Stock Publishers, UK.
2. Willis Judson Beecher (2002) The Prophets and The Promise. Wipf & Stock Publishers, UK

(For Candidates admitted from June 2015 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI – 2
B.A./ B.Sc/ B.Com/ BBA/ B.C.A - DEGREE COURSES
LIFE ORIENTED EDUCATION CATECHISM – II:
CHURCH AND SACRAMENTS

HRS / WK : 1

CODE : U15VE4LVC02

CREDIT : 1

MARKS : 100

OBJECTIVES:

- To enable the students to understand the ways of Christian living with the Church
- To understand God's gift of the Holy Spirit.
- To understand the methods of building relationship with Jesus.
- To learn the life of Sacraments and Prayer
- To enrich our devotion to Mother Mary and Saints.

UNIT – I: MISSION OF THE CHURCH

What is church (attributes) – Interpretation: body of Christ- Bride of Christ, goal of all things- Historical as well as spiritual- Mystery and Sacrament-Pilgrim Church.

UNIT – II: PARTICIPATORY CHURCH

Work of the Holy Spirit- Salt and leaven in the world “Church of modern World” Church as community – Its important aspect, early Christian Church – People of God as Church- Its characteristics and structure

UNIT – III: THE FUNCTIONARY CHURCH AND I

Ministerial Church – Relating Church –Parish Church- Role of lay faithful in the Church – Its challenges – Church and I.

UNIT – IV: SACRAMENTS

Sacraments – Initiation– Healing – Service (all the seven) – Emphasis on Confession, Confirmation and Holy Communion. Sacramental: holy “things” used – Their sanctity.

UNIT – V: MARY AND SAINTS

Mary as a young virgin- Disciple- Her role in the Catholic Church-Annual feasts- Pilgrimages- Devotion to Mary, Dogmas. Saints in the Church- Prominent Women in the old testament

REFERENCES:

1. “Vatican II Revised” Archbishop Angelo Fernandes Published by X.Diax de Rio S.J. Gujarat Sahitya Prakash, P.O.Box. 70, Gujarat, 388001, India.
2. “The Sacraments The Word of God at the Mercy of the Body” Claretian Publications, Malleswaram, Bangalore 560055.

Documents of Vatican II – St. Paul's Publications, Bombay 1966.