



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

Programme: B.Com

PO No.	Programme Outcomes <i>Upon completion of the B.Com. Degree Programme, the graduate will be able to</i>
PO-1	Obtain quality education in the areas of Commerce
PO-2	Acquire practical skills to gather information, assess, create and execute new ideas to develop entrepreneurial skills.
PO-3	Receive training in Research and Computer skills.
PO-4	Develop a local, regional, national and international perspective and be competent enough in the area of Trade and Commerce.
PO-5	Create ethically conscious and socially responsible business standards

**Use words that show the outcomes will be fulfilled following the completion of the Programme.*

PSO No.	Programme Specific Outcomes <i>Upon completion of these courses the student would</i>
1	Acquire academic excellence with an aptitude for higher studies, professional certification and research
2	Become aware of the basic concepts in the areas of Marketing, Human Resources and Finance
3	Apply skills in doing research and use the ICT tools
4	Become aware of the various laws governing business
5	Acquire necessary skills to manage various positions in the corporate sector and in the field of education.

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002.

School of Management Studies

PG & RESEARCH DEPARTMENT OF COMMERCE

CHOICE BASED CREDIT SYSTEM - UG COURSE PATTERN-B.Com

(For Candidates admitted from June 2018 onwards)

Semester	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 U18HN1HIN01 U16FR1FRE01	5	3	100
	II	English – I	English Paper I	U15EL1GEN01	6	3	100
	III	Major Core – 1	Financial Accounting – I	U18CO1MCT01	5	5	100
	III	Major Core – 2	Principles of Marketing	U18CO1MCT02	5	5	100
	III	Allied – 1	Business Mathematics	U15MA1ACT03	4	4	100
	III	Allied – 2	Business Economics / Principles of Accountancy (for Economics)	U18EC1ACT02 / U18CO1ACT01	4	3	100
	IV	Value Education	Catechism I / Ethics I/ Bible Studies I	U15VE2LVC01 U15VE2LVE01 U15VE2LVB01	1	-	-
Total					30	23	600
II	I	Language – II	Tamil Paper II/ Hindi Paper II/ French Paper II	U15TL1TAM01 U18HN2HIN02 U16FR1FRE01	5	3	100
	II	English – I	English Paper II	U15EL1GEN01	6	3	100
	III	Major Core – 3	Financial Accounting – II	U18CO2MCT03	6	5	100
	III	Major Core – 4	Business Law	U18CO2MCT04	5	5	100
	III	Allied – 3	Business Statistics	U15MA2ACT10	4	3	100
	IV	SBE -1	Soft Skill Development	U15RE2SBT01	2	2	100
	IV	Extension Activity	Service Oriented Course	Any one activity based on the Student's choice	1		
	IV	Value Education	Catechism I / Ethics I/ Bible Studies I	U15VE2LVC01 U15VE2LVE01 U15VE2LVB01	1	1	100
Internship/Field Work/Field Project 30 hours- Extra Credit				U18SP2ECC01		2	100
Total					30	24	800
III	I	Language – III	Tamil Paper III / Hindi Paper III / French Paper III	U15TL3TAM03 U18HN3HIN03 U16FR3FRE03	5	3	100
	II	English – III	English Paper III	U15EL3GEN03	6	3	100
	III	Major Core – 5	Corporate Accounting I	U18CO3MCT05	5	5	100
	III	Major Core – 6	Banking Theory Law & Practice	U18CO3MCT06	5	5	100

	III	Allied Optional 1	Services Marketing/ Human resources Management/ Indian Financial System	U18CO3AOT01 U18CO3AOT02 U18CO3AOT03	4	3	100	
	IV	SBE – 2	Sustainable Rural Development & Student Social Responsibility	U18RE3SBT02	1	1	100	
	IV	Industrial relations	Investment Basics	U19CO3IRT01	1	1	100	
	IV	SBE – 3	Computer Literacy for Commerce	U19CO3SBT03	2	2	100	
	IV	Value Education	Catechism II / Ethics II/ Bible Studies II	U15VE4LVC02 U15VE4LVE02 U15VE4LVB02	1	-	-	
Total					30	23	800	
IV	I	Language – IV	Tamil Paper IV / Hindi Paper IV / French Paper IV	U15TL4TAM04 U18HN4HIN04 U16FR4FRE04	5	3	100	
	II	English – IV	English – IV	U15EL4GEN04	6	3	100	
	III	Major Core – 7	Fundamentals of Cost Accounting	U18CO4MCT07	6	5	100	
	III	Allied Optional– 2	Creative Advertising/ Labour Laws/ Financial Services / Basics of Accounting (for BCA)	U18CO4AOT04 U18CO4AOT05 U18CO4AOT06 U18CO4AOT10	4	4	100	
	III	Allied Optional – 3	Consumer Behaviour/ Organizational Behaviour/ Security Analysis & Portfolio Management	U18CO4AOT07 U18CO4AOT08 U18CO4AOT09	4	4	100	
	IV	SBE – 4	Online course	U19OC4SBT04	2	2	100	
		SBE – 5	Business software – Tally	U18CO4SBP02	2	2	100	
		IV	Extension Activity	Service Oriented Course	Any one activity based on the Student’s choice	-	1	100
		Value Education	Catechism II / Ethics II/ Bible Studies II	U15VE4LVC02 U15VE4LVE02 U15VE4LVB02	1	1	100	
	Internship/Field Work/Field Project 30 hours- Extra Credit				U18SP4ECC01		2	100
Total					30	27	1000	
V	III	Major Core – 8	Costing Methods And Techniques	U18CO5MCT08	6	6	100	
	III	Major Core – 9	Principles of Auditing	U18CO5MCT09	5	5	100	
	III	Major Core – 10	Corporate Accounting II	U18CO5MCT10	5	5	100	
	III	Major Core – 11	Business Management	U18CO5MCT11	5	5	100	
	III	Major Elective - 1	Business Environment / Digital Marketing	U18CO5MET01 U19CO6MET16	4	3	100	

	IV	NME – 1	Basic Principles of Accountancy/ Costing & Cost control techniques	U18CO5NMT01 U18CO5NMT02	2	2	100
	IV	EVS	Environmental studies	U18RE5EST01	2	1	100
	IV	Value Education	Catechism III / Ethics III/ Bible Studies III	U15VE6LVC03 U15VE6LVE03 U15VE6LVB03	1	-	-
Total					30	27	700
VI	III	Major Core – 12	Management Accounting	U18CO6MCT12	5	5	100
	III	Major Core – 13	Financial Management	U18CO6MCT13	5	5	100
	III	Major Core – 14	Company Law	U18CO6MCT14	5	5	100
	III	Major Elective – 2	Retail Management/ International Human Resources Management/ International Financial Management	U18CO6MET02 U18CO6MET03 U18CO6MET04	4	4	100
	III	Major Elective 3	Income Tax Theory Law and Practice / Entrepreneurial Development	U18CO6MET05/ U18CO6MET06	5	5	100
	IV	SBE – 6	Research Methodology	U15DS6SBT06	2	2	100
	IV	NME -2	Basic Principles of Accountancy/ Marketing Practices	U18CO6NMT01 U18CO6NMT03	2	2	100
	IV	Value Education	Catechism III / Ethics III/ Bible Studies III	U15VE6LVC03 U15VE6LVE03 U15VE6LVB03	1	1	100
	IV	Extension Activity	RESCAPES – Impact study of Project	U15RE6ETF01	-	1	100
	IV	Gender studies	Gender studies	U15WS6GST01	1	1	100
	Internship/Field Work/Field Project 30 hours- Extra Credit				U18SP6ECC01		2
Total					30	33	1100
Grand Total					180	157	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

18Hrs

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

Key Words (Extra Reading)

1. ந. காமராசு கவிதைகள்
2. தமிழன்பன் கவிதைகள்

அலகு:2 செய்யுள்

18Hrs

1. கல்யாணஜி - பேசும்பார் என் கிளி
2. நிர்மலா சுரேஷ் - தைலச்சிமிடும் தச்சன் மகனும்
3. இரா. மீனாட்சி - ஒரு கோதை
4. விஜி - குரங்கு மனிதன்
5. பா. சத்தியமோகன் - எங்கெங்கு காணினும்
6. ஹைகூ கவிதைகள்

key Words (Extra Reading)

1. e.Kj;Jf;Fkhh; ftpijfs;
2. nrld;;hpA+ ftpijfs;

அலகு:3

18 Hrs

தமிழ் இலக்கிய வரலாறு
தமிழாய்வுத்துறை வெளியீடு 20-ஆம் நூற்றாண்டு (தற்காலம்)
முநல நுழ்சனள (நூலவசய சுநயனபை)

தமிழ் இலக்கிய வரலாறு - மு.வரதராசன்

அலகு:4

18 Hrs

படைப்பிலக்கியம் - சிறுகதைத் தொகுப்பு(துறை வெளியீடு)

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 **(18Hours)**

1. Aatma Nirbharatha
2. Idgah
3. Sangya

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

UNIT-II **(18Hours)**

1. Mahatma Gandhi
2. Vusne KahaTha
3. Sarva Naam

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

UNIT-III **(18Hours)**

1. Sabhyata KaRahasya
2. Karva Va KaVrat
3. Visheshan

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

UNIT-IV **(18Hours)**

1. Bharat EkHai
2. Sharandhata
3. Kriya

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

UNIT-V **(18Hours)**

1. Mitrata
2. Vapasi
3. Ling AurVachan

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; KashmiriGate; Delhi.
- KahaniVividha;RajkamalPrakashan; Ilaahabad.; NewDelhi.
- 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 (15Hours)

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 Autravail! (15Hours)

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 Onsedétend! (15Hours)

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 ! ; Bonvoyage!

(30Hours)

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 Bonappétit!

(15Hours)

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 – 620002
PG AND RESEARCH DEPARTMENT OF ENGLISH
I YEAR UG – SEMESTER I
PART II – ENGLISH 1 - GENERAL ENGLISH I

HOURS : 6
CREDIT : 3

CODE : U15EL1GEN01
MARKS: 100

OBJECTIVES

- Students learn to use LSRW skills and advanced communication skills in the context required in their daily life.
- The students learn to analyze and express their self and their concern and responsibilities to the world around.
- The students learn how English is used in literary writing so as to imbibe the spirit of using the standard language for communication.

UNIT I - I, ME, MYSELF

Listening for specific information in instructions and directions

Speaking about oneself, family and friends, likes, dislikes, strengths, weaknesses, profession, talents, emotions, feelings, incidents, reactions, opinions, views, aim, vision.

Reading for comprehension of routine work.

Writing -Paragraph guided

Grammar- Articles, Prepositions, Punctuation

Vocabulary-Meanings, Synonyms, Antonyms

Composition –GuidedCreative writing

TEXTS

This is the Photograph of me by Margaret Atwood - Poem (**Internal Testing**)

1. *The Mayonnaise Jar*
2. *In Prison* by Jawaharlal Nehru (edited)
3. An extract from Shakespeare's *Othello* Act V Scene II

UNIT II -MY FAMILY AND FRIENDS

Listening to identify the persons/ places/ things from descriptions

Speaking -Describing incidents, favorite places, traits of a person, analyzing the nature of a person.

Reading to get specific information and to analyze characters

Writing -Letters (personal),paragraphs-family profile and history

Grammar -adjectives and verbs

Vocabulary-synonyms and antonyms in context

Composition - Guided paragraph

TEXTS

Night of the Scorpion by Nissim Ezekiel - Poem (**Internal Testing**)

1. *The Old Folks at Home* by Alphonse Daudet (edited)
2. *Will you, Daddy?* (Story from Reader's Digest)
3. An extract from Shakespeare's *King Lear* Act I Scene I

UNIT III -THE WORLD AROUND ME

Listening To identify specific information

Speaking –Discussing and expressing opinions

Reading To infer meaning

Writing Descriptive and Diary writing

Grammar Uses of 'be' Verbs – subject verb concord

Vocabulary Coining new words with Prefix and suffix- converting one part of speech to another

Composition - Essay writing

TEXTS

Snake by D.H. Lawrence – Poem (**Internal Testing**)

1. *Floating Fantasy* by Vinu Abraham (Prose)
2. *Discovery* by Herman Ould (Play)
3. *A Handful of Dates* by Tayeb Salih (Short story)

UNIT IV - MY CONCERN AND RESPONSIBILITIES

Listening to short speeches and getting main concern- Global comprehension

Speaking Expressing opinions, concerns and responsibilities

Reading To detect one's perspective

Writing Debate and Dialogue

Grammar Sentence patterns (5 basic types)

Vocabulary Appropriate words in the context ,coinage of new words , use of phrases

Composition-Imaginative writing

TEXTS

I have a Dream by Martin Luther King Jr - (**Internal Testing**)

1. *What I have lived for?* by Bernard Russell
2. *Three days to see* by Helen Keller(edited)
3. An extract from Shakespeare's *The Merchant of Venice Act IV Scene I*

UNIT V - MY PROFESSIONAL WORLD

Listening to short profile to get details –global comprehension

Speaking Discussion on secrets of success learnt from success stories

Reading to infer meaning – to trace the development and analyze the ratio of development

Writing resume and E-mail writing

Grammar- Four Types of sentences

Vocabulary-Idioms and phrases- meaning

Composition – Formal and imaginative writing

TEXTS

Profile of a successful personality (**Internal Testing**)

1. Extract from a profile and an Interview of Indra Krishnamoorthy Nooyi
2. *The Verger* by Somerset Maugham
3. Profile of Bill Gates

PRESCRIBED BOOK:

English for Communication –PoGo publication Trichy

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

Course Title	MAJOR CORE 1 - FINANCIAL ACCOUNTING-I
Total Hours	75
Hours/Week	5 Hrs / Wk
Code	U18CO1MCT01
Course Type	Theory
Credits	5
Marks	100

GENERAL OBJECTIVE

To enable the students to understand and apply the principles of double entry system of accounting in the preparation of final accounts of sole trader and rectification of errors and to provide basic knowledge of accounting for bills of exchange, accounts of non-profit concerns and consignment accounts

Course Objectives:

The Learner will be able to

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

UNIT – I INTRODUCTION TO ACCOUNTING AND FINAL ACCOUNTS – 15 Hrs

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

Extra reading/Key words: *Accounting principles and Double entry system, Latest developments in the field of Accountancy, Branches of Accounting*

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

Bills of Exchange: Features, Recording transactions relating to bills: Drawing, accepting, retiring, renewing and honouring of bills, dishonour of bills and insolvency of acceptor.

Extra reading/Key words: *Accommodation bills*

UNIT – IV ACCOUNTS OF NON PROFIT CONCERNS 15 Hrs

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

Extra reading/Key words: *Examples of non-profit concerns*

UNIT – V CONSIGNMENT 15 Hrs

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

Extra reading/Key words: *Conversion of consignment into joint venture*

Theory - 20% Problem: 80%

Note: Extra reading /Key words must be tested only through Assignment and Seminars

Course Outcomes:

The learners

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Recognise the basic accounting concepts and conventions	1	U
CO-2	Apply the rules of double entry system of accounting for the preparation of final accounts of sole trader	2	Ap
CO-3	Recognise the different types of errors in preparing the books of accounts and the procedure for rectifying the errors; rectify the errors and prepare suspense account	2	An
CO-4	Pass entries in the books of parties concerned with bills of exchange	1	Ap
CO-5	Recognise the procedure for preparing the final accounts of Non Profit concerns, differentiate between Receipts and Payments account and Income & Expenditure account and the Balance sheet of non-profit organisations	2	An
CO-6	Develop accounting skills to ascertain the profitability and the financial status of any entity	5	Ap

Cognitive Level: R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

PRESCRIBED TEXTS

- Reddy T.S. & Murthy A., (2018). *Financial Accounting*, Chennai: Margham Publishers.
- Dalston L. Cecil & Jenitra L. Merwin, (2018). *Financial Accounting*, Trichy: Learntech Press.

BOOKS FOR REFERENCE

- Shukla. M.C. & Grewal T.S., (2017) *Advanced Accounts, Volume 1*, New Delhi: S .Chand.
- Jain. S.P. & Narang K.L., (2016) *Principles of Accountancy*, New Delhi: Kalyani Publishers.
- Gupta. R.L.& Radhaswamy M., (2018) *Advanced Financial Accounting*, New Delhi: Sultan Chand & Sons

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

Course Title	MAJOR CORE PAPER 2 – PRINCIPLES OF MARKETING
Total Hours	75
Hours/Week	5 Hrs / Wk
Code	U18CO1MCT02
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

15Hrs

Marketing - Definition - Scope - Traditional and Modern concept - Issues and Developments in Marketing: Social, ethical and legal aspects of marketing; Importance - Functions of marketing - Basic approaches to marketing - Marketing of Agricultural, Industrial and Consumer goods.

Extra Reading / Keywords: Social and Ethical issues of Marketing

UNIT – II PRODUCT POLICY AND MARKET SEGMENTATION

15Hrs

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: *Innovation in products in the market*

UNIT – III PRICING AND PROMOTION MIX

15Hrs

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: *Pricing of consumer goods. Promotional activities of products in the market.*

UNIT – IV MARKETING CHANNELS

15Hrs

Channels of Distribution - Channel Functions - Factors influencing Channel Decisions - Middlemen - Wholesalers - Retailers - Selection of marketing channels- Direct& Indirect Marketing Channels
Extra Reading / Keywords: *Supply chain management for Agricultural and Consumer goods.*

UNIT V – MODERN MARKETING

15Hrs

Marketing of Services; International marketing; Green marketing; Tele-marketing - Online marketing - Social media marketing - Relationship marketing and other developments of marketing.
Extra Reading / Keywords: *Marketing Analytics.*

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

Course Outcomes:

The learners

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

PRESCRIBED TEXT BOOKS:

- Rajan Nair, (2018). *Marketing*, New Delhi: Sultan Chand and Sons.
- Pillai & Bhagavathi (2017) *Marketing Management*, New Delhi: Sultan Chand and Sons.

BOOKS FOR REFERENCE:

- Philip Kotler, (2008). *Marketing Management*, New York: Prentice Hall, Engle wood Cliffs.
- Kotler Philip & Armstrong Gary(2018), *Principles of Marketing*, New Delhi: Prentice-Hall of India.

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI – 620 002.

Department of Mathematics – B Com General

(For Candidates admitted from June 2018 onwards)

First Year - Semester - I

Course Title	ALLIED 1: BUSINESS MATHEMATICS
Total Hours	75
Hours / Week	4
Code	U15MA1ACT03
Course type	Theory
Credits	4
Marks	100

General Objective:

This course introduces the basic concepts of mathematics relevant to business and managerial skills

Course Objectives (CO): The learner will be able to

CO No.	Course Objectives
CO – 1	Understand mathematical finance, simple and compound interests, Depreciation and Discounting
CO – 2	Understand of matrices and test for consistency of equation using matrices
CO – 3	Apply differentiation for finding marginal functions, elasticity, maxima and minima
CO – 4	Evaluate of initial basic feasible solution to transportation problem
CO – 5	Evaluate assignment problem using Hungarian algorithm.

UNIT I: MATHEMATICS OF FINANCE

15Hrs

Mathematics of finance – Simple interest – Compound interest – Depreciation – discounting (Excluding Effective and nominal rate of interest in section 5, Annuities , Sinking Fund and Amortisation Table).

Extra Reading/ Keywords: *Financial modeling, Black-Scholes model, Fundamental theorem of asset pricing*

UNIT II: MATRICES

15Hrs

Matrices - inverse of a matrix - rank of a matrix –Test for Consistency of equations. (Excluding Algebra of Matrices, Determinants and also Input – Output Analysis)

Extra Reading/ Keywords: *Eigen values, Eigen vectors, Matrix inversion method*

UNIT III: APPLICATIONS OF DIFFERENTIATION

15Hrs

Application of derivatives –marginal functions –elasticity –increasing and decreasing functions – maxima and minima

Extra Reading/ Keywords: *Rolle's Theorem, Arc elasticity, Critical number, Newton's method*

UNIT IV: TRANSPORTATION PROBLEM

15Hrs

Transportation problem– Initial basic feasible solution – North West Corner rule – Vogel's Approximation method – Matrix minima method (optimal solution excluded)

Extra Reading/ Keywords: *Modified Distribution, Sequencing problem, Job sequencing problem, Game theory*

UNIT V: ASSIGNMENT PROBLEM

15Hrs

Assignment problem (Travelling salesman problem excluded)

Extra Reading/ Keywords: *Travelling Salesman problem, Quadratic assignment problem, Secretary Problem, Hungarian method*

Note: Tests given in the Extra Reading /Key Word: must be tested only through assignment and seminars.

Course Outcomes (CO): The learner will be able to

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO – 1	Record and assess mathematical finance, simple and compound interests, depreciation and discounting.	PSO -1	R,U,
CO – 2	Recall matrices and test for consistency of system of equations	PSO -3	U,Ap
CO – 3	Apply differentiation to estimate marginal functions, elasticity, maxima and minima	PSO -2	U,E
CO – 4	Evaluate of initial basic feasible solution of the transportation problem	PSO -5	Ap,E
CO – 5	Evaluate assignment problem using Hungarian algorithm.	PSO -4	E
CO -6	Be Introduced to the basic concepts of mathematics relevant to business and managerial skills - Skill Development	PSO-1,4	R, Ap

TEXT BOOKS:

Treatment and content as in

1.Navaneetham P.A.(2007) , BUSINESS MATHEMATICS AND STATISTICS ,Jai Publishers Trichy for Units I , II andIII.

UNIT I: Chapter 2 (Omit Sec. 7, 8&9)

UNIT II: Chapter 4 (Omit Sec 1 to 8 (upto 4) and 13)

UNIT III: Chapter7

2.KantiSwarup, Gupta P.K, Man Mohan (2007), OPERATIONSRESEARCH Sultan Chand & Sons, New Delhi for Units IV andV.

UNIT IV: Chapter 10 (Omit Sec 10.4,10.6,10.7,10.10 to 10.17)

UNITV: Chapter 11 (Omit Sec 11.5 to11.7)

REFERENCE BOOKS:

1. Vittal .P.R,(2004),BUSINESS MATHEMATICS ,MarghamPublishers,Chennai.
2. Aggarwal.D.R(2005), Business Mathematics Vrinda Publications, New Delhi.
3. Gupta P.K,.Hira D.S, Problems in Operations Research S.Chand& Co, New Delhi.

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI-2

DEPARTMENT OF ECONOMICS

(for candidates admitted from June 2018 onwards)

First Year - Semester – I

Course Title	Allied 2 Business Economics
Total Hours	60
Hours/Week	4 Hrs Wk
Code	U18EC1ACT02
Course Type	Theory
Credits	3
Marks	100

General Objectives:

To enable students to understand the principles of Business Economics and sensitize them about the importance of the subject in management decision making

Course Objectives:

CO No.	Course Objectives
CO-1	Understand the basic concepts of business economics
CO-2	Understand and apply the production analysis in the firm
CO-3	Remember and apply the different methods of calculating national income
CO-4	Understand the business cycle in the economy
CO-5	Remember the use of fiscal policy and apply in the economy

UNIT I: Introduction to business economics and the theory of demand 12Hrs

- Meaning and scope of business economics – role and responsibilities of a business economist.
- Demand– Types of demand -law of demand- elasticity of demand (Price, Income and Cross)
- Methods of measuring price elasticity of demand –Demand forecasting – steps in demand forecasting – short term and long term forecasting - methods of demand forecasting.

Extra reading (Key Words): Cardinal and Ordinal utility, Theory of consumer demand

UNIT II :Production Analysis

12Hrs

- Factors of production- Concepts of Total product, Average product and Marginal product
- Classical and Modern approaches to the law of variable proportions
- Law of returns to scale and Economics and diseconomies of scale

Extra reading (Key Words): Indifference curve, Cobb- Douglas Production function

Unit-III:Keynesian Theory of Determination of National Income

12Hrs

- Concepts- Different methods of calculating national income
- Components of aggregate expenditure in two, three, four sector economy models
- National Income determination in two, three and four sector economy models.

Extra reading (Key Words): Investment multiplier

Unit – IV:Business Cycle

12Hrs

- Meaning of business cycle- Features- Phases of business cycle
 - causes of business cycle
 - Money- types of money- functions of money- monetary policy and credit control
- Extra reading (Key Words):** Keynes, Hick's and Cob-Web Theory.

Unit –V: Public Finance:

12Hrs

- Economic functions of a modern government- allocation, distribution and stabilization functions
 - Fiscal policy- meaning- objectives- function- instruments and types
 - Use of fiscal policy for economic growth- limitations of fiscal policy
- Extra reading (Key Words):** Deficit financing

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 role and responsibilities of business economist.	PSO 1	R, U
CO-2	Describe the Total product, Average product and Marginal product	PSO 2	R
CO-3	Understand the Classical and Modern approaches to the law of variable proportions	PSO 2	U
CO-4	Explain the Different methods of calculating national income	PSO 3	R
CO-5	Recall the types of money and functions of money	PSO 4	An
CO-6	List the objectives of fiscal policy	PSO 4	U
CO-7	Explain the function of fiscal policy	PSO 5	R, An
CO-8	Discuss the use of fiscal policy for economic growth	PSO 5	U

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

References Text Book:

- Sankaran . S.(2012), Business Economics, Margham Publications,Chennai.
- Dwivedi,D.N.(2001), Macro Economics, Theory and Policy, Mc. Graw Hill Pub,Delhi.
- Tyagi,B.P.,(1997),PublicFinance,(ThirtiethEdition),JaiPrakashNath&Company, Meerut.

Reference Books

- Chaturvedi, D.D., Gupta S.L. and Sumitra A.L ,(2001)., Business Economics–Test andcases, Galgotia publishing company, New Delhi.
 - Manab Adhikary., (2002).Business (2nd Edition). Excel Book, NewDelhi.
 - Samuelso, B.A., Economics , (1976),Tale MCGraw-Hill. NewDelhi.
 - Sivayya K.V., M. Gangadharan Rao andV.S.P.Rao (2000), Business Economics Vol-1discovery Publishing House., New Delhi.

HOLY CROSS COLLEGE (Autonomous), Tiruchirappalli - 620 002.
TAMIL DEPARTMENT
For Candidate admitted from 2015 onwards
First Year - Semester – II

Course Title	Kjyhkhz;L – ,uz;lhk; gUtk;
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	,iwr;rpe;jid top khzth;fis xUKfg;gLj;Jjy;.
CO-2	kjey;ypzf;fj;ij cUthf;Fjy;.
CO-3	MSikj;jpwid tsh;j;jy;
CO-4	gilg;ghw;wy; jpwid Cf;fg;gLj;Jjy;.
CO-5	gpiopad;wp vOjTk; gbf;fTk; khzth;fis jahh;g;;gLj;Jjy;.

myF:1nra;As;

15 Hrs

1. Njthuk; - Re;juh; (jpUkog;ghb)
2. jpUthrfk; - khzpf;fthrfh; (Fapy; gj;J)
3. jpUke;jpuk; - jpU%yh;
4. jpUg;ghit - Mz;lhs;
5. ehyhapu jpt;ag;gpuge;jk; - FyNrfuho;thh; (ngUkhs; jpUnkhop)

key Words (Extra Reading)

1. mw;Gjj;jpUte;jhjp - fhiuf;fhy; mk;ikahh;
2. jpUtha;nkhop - ek;kho;thh;

myF:2nra;As;

15 Hrs

1. kPdhl;rpak;ik gps;isj;jkpo; - FkuFUguh;
2. ,ul;rzpa ahj;jpupfk; (rpYitg;ghL) - vr;.V.fpUl;bzg;gps;is
3. Ntjehaf rhj;jphpahh; ghly;fs; - Ntjeharh];jphpahh;
4. egpfs;ehaf khd;kpakQ;rhp - nra;Fjk;gpg;ghy;

key Words (Extra Reading)

1. ee;jpf;fyk;gfk;
2. Fw;whyf;FwtQ;rp –jphp\$luhrg;gf;ftpuhah;

myF:3

15 Hrs

jkpo; ,yf;fpa tuyhW –

gy;yth;fhyk;

ehaf;fh;fhyk;

myF:4

15 Hrs

gilg;gpyf;fpak; - Gjpdk;

fy;fp - ghh;j;jpgd; fdT

key Words (Extra Reading)

tpy;NyhL th epyNt – ituKj;J

myF:5

15 Hrs

fbjk; vOJjy;

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	gy;ytu;fs; fhyj;J rkag;gzpiaAk; rka ,yf;fpaq;fspd; tsh;r;rpiaAk; jpwdha;T nra;tu;.	PSO 1	U
CO-2	gy;NtW kjq;fSk; fw;gpf;fpd;w rkaf; nfhs;if xd;Wjhd; vd;gjid czu;j;jp> kjf;fho;g;Gzu;it mfw;wp xw;WikAzu;it tsu;j;Jf; nfhs;tu;.	PSO 2	AN
CO-3	murh;fs; Kjy; coth;fs;tiu gyjug;gl;l khe;jh;fspd; cahpar; nray;fis mwpe;J nfhz;L MSikkpf;fth;fshf cUthFtu;.	PSO 2	AP
CO-4	ehty; thrpg;gjhy;; gilg;ghw;wy; jpwdk; nrhw;fsQ;rpag; ngUf;fKk; ngWtu;.	PSO 3	U
CO-5	tpz;zg;gf; fbjk; vOj Neupl;lhy; jhdhf Kd;te;J jilapy;yhky; vOJtu;.	PSO 4	U

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

ghh;it E}y;fs;

nra;As;

- jkpoha;Tj;Jiw ntspaPL

jkpo; ,yf;fpa tuyhW

- jkpoha;Tj;Jiw Tj;;Jiw ntspaPL

ehty;

fy;fp

- ghh;j;jpgd; fdT

fbj ,yf;fpak;

- gapw;rp VL

(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	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:

CONo.	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

(15Hours)

- 1.Ashad ka ekdhin
- 2.Gaban
- 3.Kaal

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

UNIT-II

(15Hours)

- 1.Ashad ka ekdhin
- 2.Gaban
- 3.Karak

Extra Reading (Key Words): Premchand, Nirmala

UNIT-III

(15Hours)

- 1.Ashad ka ekdhin
- 2.Gaban
- 3.Kriya Visheshan

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

UNIT-IV**(15Hours)**

- 1.Ashad ka ekdhin
- 2.Gaban
- 3.Sambandha Bodhak

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

UNIT-V**(15Hours)**

- 1.Ashad ka ekdhin
- 2.Gaban
- 3.Yojak(Samuchaya Bhodak) Aur Dhyodak (VismyadhiBhodak)

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 andSons,Delhi.
- Nirmala: Premchand;Sri Jwalaji Books Educational Enterprises,NewDelhi.
- 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!

(15Hours)

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!

(12Hours)

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 ?

(12Hours)

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 ? (12Hours)

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 devous! (24Hours)

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 – 620002
PG AND RESEARCH DEPARTMENT OF ENGLISH
I YEAR UG – SEMESTER I
PART II – ENGLISH 2 - GENERAL ENGLISH II

HOURS : 6

CODE : U15EL2GEN02

CREDIT : 3

MARKS: 100

OBJECTIVES

- Students learn to use LSRW skills and advanced communication skills in the context required in their daily life.
- The students learn to analyze and express their self and their concern and responsibilities to the world around.
- The students learn how English is used in literary writing so as to imbibe the spirit of the standard language for communication.

UNIT I – SELF

Listening- Specific information from demonstration and instructions, transfer of information.

Speaking - Sharing expressions, dreams and expressing opinions.

Reading - Skimming and Scanning for specific information, reading for local comprehension.

Writing - Story Writing

Grammar - Articles and Sentence Pattern

Vocabulary - Meanings, Synonyms, Antonyms

Composition - Transfer of information: Paragraph to Bar graph/pie chart

General Essay - Courage is the key to success

TEXTS

1. *The Far and the Near* by Thomas Wolfe (Short Story)
2. *The Owl who was a God* by James Thurber (Short Story)
3. *Wings of Fire – Chapter I* by Dr. A.P.J. Abdul Kalam (Prose)

UNIT II – STRENGTHS

Listening - Listening to a process

Speaking - Telephone Etiquette

Reading - Loud reading with pause, intonation and expression in dialogue form

Writing - Writing about oneself (strengths & weaknesses, Have's & Have not's)

Grammar- Subject verb agreement, Prepositions

Vocabulary- One word substitute in the context

Composition- Letter Writing - informal letters

General essay – A bird in hand is worth two in bush.

TEXTS

1. *The Robe of Peace* by O' Henry (Short Story)
2. An extract from *Androcles and the Lion* by George Bernard Shaw (Play)

UNIT III - POSITIVE SHORTCOMINGS

Listening - Listening to facts and opinions and trying to differentiate it

Speaking - Pair Work – about have's & have not's, understanding the strengths and

overcoming the weaknesses

Reading - Reading newspapers, articles, magazines, anecdotes for global and specific in analytical thinking

Writing - Filing Complaints, Travelogues

Grammar - Tenses, Direct and Indirect Speech

Vocabulary - Compound words

Composition - Dialogue Writing

General essay – Adversity is the seed of success.

TEXTS

1. *Six Thinking Hats* by Edward de Bono (Prose)
2. *A Cup of Tea* by Katherine Mansfield (Short Story)
3. An Extract from Shakespeare's *As You Like It* (Act II Scene I lines 12 -17)

UNIT IV POTENTIALS

Listening - Listening to the description of personalities, historical places and monuments

Speaking - Group Discussion – Totally controlled, partially controlled, Free

Reading - Parallel Reading, reading for pleasure

Writing - Letter writing – formal letters

Grammar - Adjectives, Degrees of Comparisons

Vocabulary - Idioms and Phrases

Composition - Debates and Discussions

General essay – My potentials

TEXTS

1. *Easy Ways to Avoid an Argument* by Sam Horn (Prose)
2. *Pygmalion* by George Bernard Shaw (Play)
3. *My Heart Leaps up when I behold* by William Wordsworth (Poem)
4. *The Flower* by Alfred Lord Tennyson (Poem)

UNIT V ACHIEVEMENTS

Listening - Listening to comparisons and arguments

Speaking - Performance

Reading - In-depth reading

Writing - Script writing of story to play

Grammar - Question Tags

Vocabulary - Homophones

Composition - Essay Writing

General essay - The reward of hard work.

TEXTS

1. *On Saying Please* by A.G. Gardiner (Prose)
2. *A Time of Green* by Anna Stillaman (Play)

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

Course Title	MAJOR CORE 3– FINANCIAL ACCOUNTING II
Total Hours	90
Hours/Week	6Hrs/ Wk
Code	U18CO2MCT03
Course Type	Theory
Credits	5
Marks	100

General Objectives:

To provide basic knowledge of accounting procedure for Depreciation accounting, Insurance claim for loss of stock and loss of profit, Single entry system, Branch and Hire purchase system of accounting and to develop skills in the preparation of Partnership Accounts.

Course Objectives:

The learner will be able to

CO No.	Course Objectives
CO-1	Understand the various methods of providing Depreciation and remember accounting procedure related to claim for loss of stock and loss of profit.
CO-2	Understand the accounting procedure relating to Single entry system of book keeping.
CO-3	Apply accounting procedure related to Debtors and Stock & Debtor system of accounting of dependent branches. Apply the accounting procedure for sale on Hire Purchase System.
CO-4	Understand and apply the accounting procedures related to admission and retirement of a partner.
CO-5	Understand and apply the accounting procedure relating to death and insolvency of a partner.

UNIT- I DEPRECIATION ACCOUNTING AND INSURANCE CLAIMS 18 Hrs

(A) Depreciation Accounting - Methods of providing depreciation - Straight line method - Written down value method - Sinking fund method - Insurance policy method

(B) Insurance Claims - Claim for Loss of Stock and Loss of Profit.

Extra Reading / Keywords: *Depletion, Amortisation, Short sales, Standard turnover, Annual turnover*

UNIT – II SINGLE ENTRY SYSTEM OF BOOK KEEPING 18 Hrs

Single entry system of Book keeping - Statement of affairs method and Conversion method

Extra Reading / Keywords: *Statement of affairs*

UNIT – III BRANCH ACCOUNTS AND HIRE PURCHASE SYSTEM 18 Hrs

A) Branch Accounts – Dependent Branches - Debtors System and Stock & Debtors system of accounting .

B) Hire Purchase System - Calculation of Interest - Default and Repossession

Extra Reading / Keywords: *Invoice price, Types of repossession*

UNIT- IV PARTNERSHIP ACCOUNTS**18 Hrs**

Fundamentals and Adjustments of Partnership – Admission of a Partner (one partner only) - Retirement of a partner.

Extra Reading / Keywords: *Goodwill*

UNIT – V PARTNERSHIP ACCOUNTS (Continued)**18 Hrs**

Death of a partner- Dissolution of Partnership firms-Insolvency of one partner and insolvency of all partners.

Extra Reading / Keywords: *Dissolution, Deficiency account*

Theory - 20% Problems- 80%

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

Course Outcomes:**The learners**

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Recall the methods of providing depreciation and calculate the claim for loss of profit and stock	2	U
CO-2	Apply the double entry system of accounting in preparing the final accounts under single entry system	4	Ap
CO-3	Prepare accounts of branches under debtors, stock and debtors system of accounting of dependent branches. Recall the accounting procedure for hire purchase system and prepare relevant accounts.	4	Ap
CO-4	Apply the accounting procedures relating to admission and death of partners.	2	Ap
CO-5	Prepare the accounts relating to death and insolvency of a partner.	2	Ap
CO-6	Develop accounting skills to prepare accounts for hire purchase, branches and partnership firms.	2	Ap

Cognitive Level: R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

PRESCRIBED TEXTS

- Reddy T.S. & Murthy A., (2018). *Financial Accounting*, Chennai: Margham Publishers.
- Dalston L. Cecil & Jenitra L. Merwin, (2018). *Financial Accounting*, Trichy: Learntech Press.

BOOKS FOR REFERENCE

- Shukla. M.C. & Grewal T.S., (2017) *Advanced Accounts, Volume 1*, New Delhi: S .Chand.
- Jain. S.P. & Narang K.L., (2016) *Principles of Accountancy*, New Delhi: Kalyani Publishers.
- Gupta. R.L.& Radhaswamy M., (2018) *Advanced Financial Accounting*, New Delhi: Sultan Chand & Sons

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

Course Title	MAJOR CORE 4–BUSINESS LAW
Total Hours	75
Hours/Week	5Hrs / Wk
Code	U18CO2MCT04
Course Type	Theory
Credits	5
Marks	100

General Objective:

To enable the students to understand the important provisions of Indian Contract Act, Limited Liability Partnership Act and Sale of Goods Act

Course Objectives:

The learner will be able to

CO No.	Course Objectives
CO-1	Understand the essentials of a contract and provisions regarding offer, acceptance, consideration and capacity to contract
CO-2	Understand the provisions regarding free consent, legality of object, performance and discharge of contract
CO-3	Understand the special kinds of contracts and understand the Limited Liability Partnership
CO-4	Understand the laws relating to Contract of Agency, Cyber Laws and Right to Information Act
CO-5	Understand the provisions relating to Sale of Goods Act, 1930

UNIT – I INTRODUCTION TO CONTRACT

18 Hrs

Law of contract - Nature and Types of contract –Essential of valid contract - Offer and Acceptance - Consideration - Capacity to contract.

Extra reading /Key words : *Aleatory contract*

UNIT – II NATURE OF CONTRACT

18 Hrs

Free consent - Mistake - Misrepresentation - Fraud - Coercion and Undue influence - Legality of object - Agreements not declared void - Contingent contract - Performance of contract - Discharge of contract - Remedies for breach of contract

Extra reading /Key words : *Any three recent case studies on Breach of Contract*

UNIT – III SPECIAL CONTRACTS AND LLP

18 Hrs

Quasi contract - Indemnity and Guarantee - Bailment and Pledge. The Limited Liability Partnership (LLP) Act, 2008: Definitions – Origin – LLP in India - Salient features of LLP - Difference between LLP and Partnership - LLP Vs Company - LLP agreement

Extra reading /Key words : *Pros and cons of LLP*

UNIT – IV CONTRACT OF AGENCY AND RTI ACT

18 Hrs

Contract of Agency - Kinds - Duties -Authority of agent - Relation with third parties - Liabilities of parties - Termination of agency - Irrevocable agency. Introduction to Cyber laws in India and Right to Information Act.

Extra reading /Key words : *Right to privacy, Data Protection Law in India*

UNIT – V SALE OF GOODS ACT

18 Hrs

Sale of Goods Act, 1930 – Sale and agreement to sell – Conditions and warranties – Passing of property – Performance – Remedies for breach – Rights of an unpaid seller.

Extra reading /Key words : *Auction sale*

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

Course Outcomes:

The learners

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Recall the rules regarding offer, acceptance, consideration and capacity to contract	1,4	U
CO-2	Recognise the rules regarding free consent, legality of object, performance and discharge of contract	1	R
CO-3	Describe the special contracts and Limited Liability Partnership form of business organisation	1	An
CO-4	Comprehend the provisions of the Contract of agency and Cyber laws and Right to Information Act	4,5	An
CO-5	Explain the rules pertaining to Sale of Goods Act	5	R
CO-6	Develop skills for solving legal issues pertaining to business entities	1	An

Cognitive Level: R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

PRESCRIBED TEXT

Kapoor N.D. (2017), *Business Law*, Sultan Chand Son, New Delhi

BOOKS FOR REFERENCE:

- Kuchhal M.C., Vivek Kuchhal , (2012), *Mercantile Law*, New Delhi: Vikas Publishing House
- Gulshan S.S., Kapoor G. K., (2018). *Business Law Including Company Law*, New Delhi: New Age International Publishers
- R.L.Meena (2008), *Text book on law of contract including specific relief*, New Delhi: Universal Law Publishing company
- T.R.Desai (2016), *Law relating to Tenders and Government contracts*, New Delhi, Universal Law Publishing Company

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

Course Title	ALLIED 3 - BUSINESS STATISTICS
Total Hours	60
Hours / Week	4
Code	U15MA2ACT10
Course type	Theory
Credits	3
Marks	100

General Objective:

To understand the various methods of collection of data and representing them through diagrams and graphs.

To calculate various statistical parameters

Course Objectives(CO) :

The learner will be able to

CO No.	Course Objectives
CO – 1	Understand various method of collection of data and its diagrammatic representation
CO – 2	Evaluate measures of averages and dispersion
CO – 3	Understand the concepts of Correlation and Regression and its properties, Evaluation of Correlation and Regression.
CO – 4	Analyse of Time series using measures of trend, measure of seasonal variation
CO – 5	Evaluate index number using Laspeyre’s, Fishers, Paasche’s methods and lot of living index numbers.

UNIT I: COLLECTION AND PRESENTATION OF DATA

12Hrs

Meaning – Scope – Importance and Limitations of Statistics - Collection of Data -

Classification and Tabulation - Diagrammatic representation.

Extra Reading/Key words: *Benefits of charts, Online tutoring, Heterogeneous data*

UNIT II: MEASURES OF AVERAGES AND DISPERSION

12Hrs

Arithmetic Mean, Weighted – Geometric Mean – Harmonic Mean – Merits and demerits – Median – Quartiles and Deciles – Mode - Measures of Dispersion - Range - Quartile Deviation - Mean Deviation - Standard Deviation - Relative measures

Extra Reading/Key words: *Estimates of scale, Measurement uncertainty, Interquartile range*

UNIT III : CORRELATION AND REGRESSION

12Hrs

Correlation - Scatter Diagram - Karl Pearson's Coefficient of Correlation - Rank Correlation - (Correlation of a bivariate frequency distribution and Coefficient of concurrent Deviation to be excluded)

Regres

sion - Properties, Regression lines and problems.

Extra reading words: *Index number, Time reversal test and factor reversal test, Least square method, Concurrent deviation method*

UNIT IV : ANALYSIS OF TIME SERIES

12Hrs

Time Series - components of Time Series - measurement of trend - measures of seasonal variation (Methods of simple averages and Link relatives only) - problems (Deseasonalization is excluded)

Extra Reading/ Keywords: *Forecasting, Analysis of economic and industrial time series, Measuring Seasonality*

UNIT V : INDEX NUMBERS

12Hrs

Index Numbers - Laspeyres's, Fisher's and Paasche's index numbers - tests for Index Numbers - cost of living Index Number - uses of Index Numbers.

Extra Reading/ Keywords: *Policonomics, Order reversal test, Time and factor test, Weighted index numbers, Zero-based budget, Cash-Only budgeting*

Note: Tests given in the Extra Reading /Key Word: must be tested only through assignment and seminars.

Course Outcomes(CO):

The learner will be able to

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO -1	Recall and relate various method of collection of data and its diagrammatic representation	PSO - 2	R,U
CO - 2	Explain and Compute measures of averages and dispersion.	PSO - 1	U,E
CO - 3	Recognize and calculate Correlation and Regression	PSO - 3	R, E
CO - 4	Discuss and evaluate Time series using measures of trend, measure of seasonal variation	PSO - 5	U,E
CO - 5	Evaluate index number by applying the Laspeyre's, Fishers, Paasche's methods	PSO - 4	E
CO - 6	Understand the various methods of collection of data and representing them through diagrams and graphs. To calculate various statistical parameters- Skill Development	PSO - 3,5	U,E

TEXT BOOK:

Treatment and content as in Vittal .P.R (2004) , BUSINESS STATISTICS Margham Publishers, Chennai. UNIT I - Chapters 1 to 4

UNITII - Chapters 5,6 UNIT III - Chapters
8,9

UNIT IV - Chapter 12 UNIT V - Chapter 13

REFERENCE BOOKS:

1. R.S.N.Pillai V.Bagavathi (2007), STATISTICS ,S.Chand and Company Ltd. New Delhi.
2. Arora .S,Sumeet Arora (2002),COMPREHENSIVE STATISTICAL METHODS,S.Chand and Company Ltd ,NewDelhi.

3. A.Lind ,William G.Marchall ,Samuel A. Wathen (2003) ,BASIC STATISTICSFOR BUSINESSAND ECONOMICS, Mc Graw Hill, Delhi. Douglas

4. Gupta .S.C, Indra Gupta (2004) , BUSINESS STATISTICS , Himalaya Publishing House , NewDelhi.

5. Gupta .S.P (2006) , STATISTICAL METHODS, Sultan Chand & Sons ,New Delhi. 6.Sharma J.K, (2006) BUSINESS STATISTICS, Dorling Kindersley, (India) PvtLtd,Licenseses of Pearson Education in SouthAsia.

(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

UNITI:

6hrs

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*

UNITII:

6hrs

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*

UNITIII:

6hrs

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*

UNITIV:**6hrs****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*

UNITV:**6 hrs****Self Development Plan**

Concept and Need for Self Development Plan – Preparing Self Development Plan (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 capacitybuilding
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 June 2015 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI-2
B.A/B.Sc./B.Com/B.R.Sc/B.C.A-DEGREE COURSES
LIFE ORIENTED EDUCATION
CATECHISM – I: GOD OF LIFE

HRS /Wk:1
CREDIT: 1
MARKS: 100

CODE: U15VE2LVC01

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 – specialty 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. VaalvinValizha – St. John's Gospel – Fr.Eronimus

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

HRS /WK:1

CODE: U15VE2LVE01

CREDITS :1

MARKS : 100

OBJECTIVES:

- To Understand My and Other Religions and Culture
- To Appreciate My and Other Religions and Culture
- To Learn from other Religions and Culture
- To Interact with My and Other Religions and Culture to enhance my faith in my religion.
- To help the students to become aware of the negative forces of religions.

UNIT – I: RELIGION

God – concept of faith, Faith, Meaning, Definition, Nature, Characteristics and Basic values of different religions. Impact of Globalization on religion – Importance of worship in holy places – celebration, come-union, socialization.

UNIT – II: DIFFERENT RELIGIONS

Basic characteristics and basic thoughts- Buddhism, Christianity, Hinduism, Islam, Jainism and Sikhism

UNIT – III: UNITY OF RELIGION

Unity of Vision and Purpose- Respect for Other's Faith, 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 concept 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.R.Sc/ B.C.A DEGREE COURSES LIFE
ORIENTED EDUCATION
BIBLE STUDIES – I: NEW TESTAMENT

HRS /Wk :1
CREDIT : 1
MARKS : 100

CODE: U15VE2LVB01

OBJECTIVE:

- Developing the passion for the Word of God – Jesus and inculcating 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-
- Messiah Prophecies(Isaiah 9:6,40:3,53:1-12,61:1-3,Micah5:2)
- The Birth and Ministry of John the Baptist (Luke 1:1-80,Mat3:1-17,14:1-12)
- The Birth, Passion 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,John2:1-12)
- Parables (Luke6:46-49,8:4-15,10:25-37,15:1-32)
- Preaching
 - Sermon on the mount (Mat5-7)
 - 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,Mark14:32-42)
- Rich and Poor (Luke 16: 19-31,21:1-4)
- Women Liberation (John4:1-30,8:1-4)
- Women in the New Testament
- Martha & Maria (Luke 10: 38- 42, John 11:1-46)

UNIT – III: CHURCH – BIRTH AND GROWTH

- EarlyChurch
- Birth (Acts2:1-41)
- Unity and sharing (Acts2:42-47,4:1-37,5:1-11)
- Witnessing life (Acts 3:1-26,5:12-42,8:26-40,16:20-34)
- Comparison between early Church and presentChurch.

UNIT – IV: DISCIPLES AND APOSTLES

- Mother Mary (Mother of Jesus) (Luke 1: 27-35, John 2: 1-12, 19:35, Acts 1:13-14)
- Betrayal and the change in the life of St.Peter (Luke 22:1-7,Acts2:1-41,12:1-17)
- St.Andrew (Mat 4:18-20,John1:35-42,6:1-14)
- St.Stephen (Acts6,7)
- St.Paul (Acts 8,9,14,17,26 and28)

UNIT – V: MISSIONARIES AND EVANGELISTS

- St.Thomas (John 20:24-31) & Missionary to India\Pandithar RamaBai
- WilliamCarrie
- Dr.Ida Scuddar& St. Britto (Oriyur)
- AmyCarcheal
- Mother Teresa(Calcutta)
- Devasagayam(Nagercoil)
- Staines &Family

REFERENCES:

1. 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 நடப்பதன் 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 – அயக்கண்

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 வுத்துறை வெளியீடு

2. தமிழ் இலக்கிய வரலாறு

- தமிழாய்வுத்துறை வத்துறை வெளியீடு

3. நாடகம்

- சத்திய வேள்வி

அய்க்கண்

4. கோயிற்கலை

- தமிழ்நாட்டிலுள்ள ஆலயங்களைக்
கலை நுணுக்கத்துடன் காணுதல்

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

Course Title	PART – I LANGUAGE HINDI- III-MEDIEVAL–MODERN POETRY AND HISTORY OF HINDI LITERATURE-1 (Veergadha Kal Aur Bakthi Kal)
Total Hours	90
Hours/Week	6Hrs/Wk
Code	CODE: U18HN3HIN03
Course Type	Theory
Credits	3
Marks	100

General Objective : To enable the students to appreciate and critically evaluate Spirituality in Hindi Literature.

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 analyse the history of Hindi literature in the literary works.
CO- 3	understand and analyse the cause and consequence on revolution in literature.
CO- 4	Evaluate various streams of Bhakthi kaal.
CO- 5	appreciate and analyse the works of Bihari.

UNIT – I

(18 Hours)

1. Kabir Das
2. Todathi pathar
3. Veergatha Kal

(Pravarithiyan, Kavi, Rachanayean)

Extra Reading (Key Words): *PrithviRaj Rasoo, Jago phir ek bhar*

UNIT- II

(18 Hours)

1. Thulasi Das
2. Anal Kireet
3. BhaktiKal – Gnanashrayi Sakha

Extra Reading (Key Words): *Kabir, Ramdhari Singh Dinakr*

UNIT- III**(18 Hours)**

1. Rahim Ke Dohe
2. Jhoote Patte
3. BhaktiKal – Prem Margi Sakha

Extra Reading (Key Words): *Rahim***UNIT- IV****(18 Hours)**

1. Raskhan
2. Aavo phir se gaaon basayen
3. BhaktiKal –Ram Bhakti Sakha

Extra Reading (Key Words):**UNIT- V****(18 Hours)**

1. Bihari Ke Dohe
2. Sipahi
3. BhaktiKal – Krishna Bhakthi Sakha

Extra Reading (Key Words): *Bihari satsai*

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	Recite the poems of Kabir Das	R, U, E
CO- 2	Distinguish necessity and luxury Place Bhakthi kaal in Hindi Literature	U, An
CO- 3	Debate on pros and cons of a revolution	U, An
CO- 4	Summarize the four streams of Bhakthi kaal	E
CO- 5	Examine the powerful words of Bihari	An

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

Prescribed Books

- History Of Hindi Literature ; Acharya Ramachandra Shukla, Delhi.
- Kavya Surabh: Pub.Dakshina Bharat Hindi Prachar Sabha , Cheenai.

Reference Books :

- Nai Sadhi Mein Kabir- Edi. Dr. M. Firoz Khan- Krishang Publication, Delhi.
- Dharmaveer Bharathi Ki Kavitha – Dr.Vibha shukla.;Aastha associates, 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 trenteans – 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.

(for candidates admitted from June 2017 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS), Tiruchirapalli – 620002
PG AND RESEARCH DEPARTMENT OF ENGLISH
I YEAR UG – SEMESTER I
PART II – ENGLISH 3 - GENERAL ENGLISH III

HOURS : 6
CREDIT : 3

CODE : U15EL3GEN03
MARKS: 100

GROWING WITH VALUES

Objectives:

1. To acquaint students with fine pieces of literature thereby enhancing their communicative skills.
2. To develop both receptive (reading, listening) and productive (speaking, writing) skills through communicative classes
3. To create interest among students for self-learning
4. To create a general awareness among students regarding the importance of humanistic values in the modern world.
5. To acquire proficiency in oral and written language.

UNIT I – Love, Faith and Hope

Listening for comprehension and general significance

Speaking about one's fear and hope

Reading for specific and global comprehension.

Writing – creative writing

Grammar – reporting speeches

Vocabulary – shades of meaning, Idioms and phrases (10)

Composition – Writing Paragraphs

TEXTS

“Hope” by Emily Dickinson (**Internal Testing**)

1. An extract from the Nobel Lecture by Mother Teresa
2. Angels Never Say “Hello!” by Dottie Walters
3. The Treasure by Alice Grey (Taken from Plant the seed by Timothy Kendrick)

UNIT II – Perseverance

Listening- for distinguishing / convert / summarize/(interview)

Speaking- a role play on the theme of perseverance (enactment of fables/ folk tales based on the theme)

Reading – read the passage (from encyclopedia) and draw a flowchart / tree diagram [main idea]

Writing- parallel writing

Grammar – descriptive discourse – degrees of comparison (describing person, city, places, things, weather climate)

Vocabulary – antonyms, idioms and phrases (10)

Composition – Creative writing

TEXTS

Mother to Son by Langston Hughes (**Internal Testing**)

1. The Perseverance of a Spider.
2. Two Gentlemen of Verona by A.J Cronin
3. Faith of determination and perseverance (about Walt Disney)

UNIT III – Tolerance/Benevolence/Compassion

Listening- for developing / relating (speech)

Speaking- simulate any personality related to humanity

Reading – scan the passage (life of ...) and write down key phrases to sum up [figurative languages]

Writing- case study / letter writing (personal)

Grammar –writing reports of events and processes (voices)

Vocabulary – Suffixes, idioms and phrases

Composition – imaginative writing

TEXTS:

Portrait of Gandhiji by Will Durant (1st Para) (**Internal Testing**)

1. Gitanjali (Poem No. 11) Leave this chanting – Rabindranath Tagore
2. The Selfish Giant – Oscar Wilde
3. The Price of a Miracle in *Rainbows follow rain* by Dan Clark

UNIT IV – Essential Life Skills/ Resilience

Listening- for deducing/ illustrating / subdivide to make notes (newspaper article)

Speaking- interviewing (gap activity) / picture description

Reading – in-depth reading to classify/ categorize [point of view]

Writing- Situational writing

Grammar – analysis of sentences – simple, compound, complex

Vocabulary – compound words, idioms and phrases

Composition – essay writing (proverb as title)

TEXTS:

The story of Rosa Parks (**Internal Testing**)

1. Life of Nelson Mandela
2. It's cool to be kechi by Juliet Hindell
3. 'Home they brought Her warrior dead' by Alfred Lord Tennyson

UNIT V – The Art of Living

Listening- for comparing and contrasting (personality/lives of two people)

Speaking- reporting from the magazine / newspaper

Reading - read the passage to draw inference / parallel reading [making connections]

Writing- creative writing

Grammar –'If' clause

Vocabulary – coinage, idioms and phrases

Composition – creative writing/imaginative writing

TEXTS:

“A Psalm of Life” by H.W. Longfellow (**Internal Testing**)

1. The Power of Limitless living - by Robin Sharma.
2. The Art of Understanding Other People by Clarence Hall
3. “Leisure” by William Henry Davies

(For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies
B.Com Second Year - Semester – III

Course Title	MAJOR CORE 5 – CORPORATE ACCOUNTING I
Total Hours	75
Hours/Week	5Hrs / Wk
Code	U18CO3MCT05
Course Type	Theory
Credits	5
Marks	100

GENERAL OBJECTIVE

To enable the students to understand and apply the procedure for the preparation of Company Accounts with reference to issue and forfeiture of shares; issue and redemption of debentures; final accounts; valuation of goodwill and shares; acquisition of business and profits prior to incorporation

COURSE OBJECTIVES

The learner will be able to

CO No.	Course Objectives
CO-1	Understand the concepts relating to and the steps involved in issue, forfeiture and reissue of forfeited shares and issue of debentures, rights issue, bonus issue, buy back of shares and sweat equity shares.
CO-2	Apply the provisions relating to redemption of preference shares and debentures.
CO-3	Apply the procedure involved in preparation of Profit and Loss Account and Balance Sheet.
CO-4	Understand the basic methods of valuation of goodwill and methods of valuation of shares
CO-5	Understand the accounting treatment in the books of Vendor and Purchaser for acquisition of business and apply the procedure involved in determination of profit and loss prior to incorporation.

UNIT – I ISSUE OF SHARES AND DEBENTURES

15 hrs

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

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

UNIT – II REDEMPTION OF PREFERENCE SHARES AND DEBENTURES

15 hrs

Redemption of preference shares and debentures, Sinking fund method, cum-interest and ex-interest transactions.

Extra Reading/ Key words: *Redemption, Cum-interest, Ex-interest*

UNIT – III FINAL ACCOUNTS OF COMPANIES

15 hrs

Profit and Loss Account 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 of public sector companies and private sector companies*

UNIT-V ACQUISITION OF BUSINESS AND PROFIT PRIOR TO INCORPORATION**15hrs**

(A) Accounting treatment for acquisition of business in the books of vendor and purchaser (when new set of books are opened)

(B) Accounting for profit and loss prior to incorporation

Extra Reading/ Key words: *Acquisition, Profit prior to incorporation*

Note: Extra reading /Key words must be tested only through Assignment and Seminars

Course Outcomes**The learners**

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Recall the types of shares and give the journal entries and ledger accounts for issue, forfeiture and reissue of shares.	1	Ap
CO-2	Classify the types of debentures and give the journal entries and prepare necessary ledger accounts for issue of debentures.	1	Ap
CO-3	Recall the procedure for redemption of preference shares and debentures.	1	Ap
CO-4	Prepare Profit and Loss statement and Balance Sheet of companies in vertical format.	1	Ap
CO-5	Recognise the methods of valuation of goodwill and ascertain the value of goodwill under different methods.	1	Ap
CO-6	Recall the methods of valuation of shares and calculate the value of shares using different 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	Recall the procedure for computing profit prior to incorporation and calculate profit prior to and after incorporation	1	Ap
CO-9	Enhance accounting skills relevant to companies	1	Ap

Cognitive Level: R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

Theory - 20% Problems - 80%

PRESCRIBED TEXT

- Reddy T.S. & Murthy A., (2019). *Corporate Accounting*, Chennai: Margham Publications

BOOKS FOR REFERENCE

- Shukla. M.C.& Grewal T.S., (2018). *Advanced Accounts, Volume II*, New Delhi:S .Chand & Co.
- Gupta. R.L.& Radhaswamy M., (2018). *Advanced Accounts, Volume II*, New Delhi: Sultan Chand.
- Jain. S.P. & Narang K.L., (2016). *Advanced Accounts, Volume II*, New Delhi: Kalyani Publishers.

(For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies
B.Com Second Year - Semester – III

Course Title	MAJOR CORE 6– BANKING THEORY LAW AND PRACTICE
Total Hours	75
Hours/Week	5Hrs / Wk
Code	U18CO3MCT06
Course Type	Theory
Credits	5
Marks	100

GENERAL OBJECTIVE:

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

COURSE OBJECTIVES:

The learner will be able to

CO No.	Course Objectives
CO-1	Remember the concepts of commercial banks, RBI its organization, functions, credit creation and control.
CO-2	Recall the relationship between banker and customer and various types of bank accounts.
CO-3	Understand the provisions of Negotiable Instrument Act, Endorsements, paying banker and collecting banker.
CO-4	Recall the procedure and policies adopted by banks to provide loans and advances for customers
CO-5	Understand the recent trends in e banking and Indian Financial network

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 - Cheque - 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, banc assurance*

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.	2	U
CO-2	Examine the various kinds of banker and customer relationship	2	U
CO-3	Explain the features of Negotiable instruments and the role of paying banker and collecting banker as per bank rules	3	U
CO-4	Classify the different Modes of securing advances	4	U
CO-5	State the recent trends in e-banking	3	U
CO-6	Develop banking skills which supports business and entrepreneurship	3	U

PRESCRIBED TEXT:

Sundaram & Varshney P.N. : Banking Theory Law and Practice; Sultan Chand Sons; New Delhi. (2014)

BOOKS FOR REFERENCE:

- Tanna M.L : Banking-Law and Practice in India; Indian Law House, New Delhi. (2010)
- Gordon & Natarajan : Banking Theory Law and Practice; Himalayas Publishing House, New Delhi. (2016)

(For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies
B.Com Second Year - Semester – III

Course Title	ALLIED OPTIONAL 1 - SERVICES MARKETING
Total Hours	60
Hours/Week	4 Hrs / Wk
Code	U18CO3AOT01
Course Type	Theory
Credits	3
Marks	100

GENERAL OBJECTIVE:

To enable the students to apply the principles of Marketing in the area of services and understand the dimensions of service quality and identify the gap.

COURSE OBJECTIVES:

The learner will be able to

CO No.	Course Objectives
CO-1	Remember and understand the services marketing concepts, classify the services and distinguish between goods and services.
CO-2	Recall the 4 P's of Product and understand the components of services marketing mix.
CO-3	Understand and apply the Dimensions and measurement of service quality and analyses the Challenges and Barriers to international marketing of service.
CO-4	Analyses and evaluate the marketing practices of banking, insurance, tourism and hotel industries.
CO-5	Analyses and evaluate the marketing practices in hospitals and education institutions.

UNIT – I INTRODUCTION

12 Hrs

Introduction: Reasons for growth in service sector - Role of services in an economy - Distinction between goods and services - Classification of services - Marketing management process for service marketing.

Extra reading /Key words : *Tangible services, Intangible services, Heterogeneity*

UNIT – II SERVICES MARKETING MIX

12 Hrs

Development of service marketing mix - Components in the mix - People - Process - Physical evidence. Managing demand and supply.

Extra reading /Key words : *Customer contact, Service factory, Forecasting demand*

UNIT – III MANAGING SERVICES QUALITY AND GLOBALISATION OF SERVICES

12 Hrs

A. Managing service quality: Consumer Behaviour - Factors Influencing Consumer Behaviour - Dimensions and measurement of service quality - Gap analysis - Guidelines for managing service competition
 B. Globalization of services - Challenges to global service marketers - Typical international services - Barriers to international marketing of service

Extra reading /Key words : *Consumer Behaviour, Quality circle, protectionism*

UNIT-IV MARKETING PRACTICES OF BANKING, INSURANCE, TOURISM AND HOTEL INDUSTRIES

12 Hrs

Marketing of services: Banking & Insurance services - Users - Benefits – Formation of marketing mix for banking and insurance products. Tourism - Marketing mix for tourism. Hotel - Market segmentation for hotels - Marketing mix for hotels.

Extra reading /Key words : *Banking & Insurance, Tourism and Hotel services.*

UNIT–V MARKETING PRACTICES OF HOSPITALS AND EDUCATION INSTITUTIONS

12 Hrs

Hospital: Marketing of health care - Types of hospitals - Marketing mix for health care. Literacy - The concept - Marketing mix elementary, secondary and higher education.

Extra reading /Key words : *Health care, Literacy, Marketing mix for adult*

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

Course Outcomes:

The learners

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Define the services marketing and list out the reasons for its growth and explain its role in an economy.	2	U
CO-2	Explain the role of People, process and physical evidence in services marketing.	2	U
CO-3	Discuss the guidelines for managing service competition.	3	U
CO-4	Interpret the challenges to global service marketers.	3	U
CO-5	Discuss the marketing mix if various services like banking, tourism and hotels.	3	U
CO-6	Recalls the marketing practices of Hospitals and the education sector.	3	U
CO-7	Create marketing skills required in service sectors and public relations	3	U

Cognitive Level: R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create
PRESCRIBED TEXTS

- Vasanthi Venugopal, (2008). *Services Marketing*, New Delhi: Himalaya Publishing House.
- Jha S.M., (2008). *Service marketing*, New Delhi: Himalaya publishing House

BOOKS FOR REFERENCE:

- Christopher, H. Lovelock, (2007). *Service Marketing*, New Delhi: Prentice Hall.
- Payne, Adrian, (2008). *The Essence of Services Marketing*, New Delhi: Prentice Hall.
- Shankar, Ravi, (2008). *Service Marketing- The Indian Experience*, New Delhi: South Asia Publication.
- Kennen E Clow, David L Kurtz, *Service Marketing Operation, Management Strategy*, Biztantra, 2008
- Zeithaml, V.A and M.J. Bitner, (2008). *Services Marketing*, New Delhi: McGraw Hill Inc.

(For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies
B.Com Second Year - Semester – III

Course Title	ALLIED OPTIONAL 1 - HUMAN RESOURCES MANAGEMENT
Total Hours	60
Hours/Week	4Hrs / Wk
Code	U18CO3AOT02
Course Type	Theory
Credits	3
Marks	100

General Objective:

To enable the students to understand the importance of HRM in an organization and to familiarize the students with the processes and mechanism of managing human resources.

Course Objectives:

The learner will be able to

CO No.	Course Objectives
CO-1	Understand the importance and characteristics of Human Resource Management.
CO-2	Understand and evaluate the concept and the process of Human Resource Planning.
CO-3	Analyses the methods of Recruitment and the factors affecting Recruitment.
CO-4	Understand the different methods of Training and Development.
CO-5	Understand and evaluate various Performance Appraisal techniques and compensation plans.

UNIT – I INTRODUCTION

12 Hrs

HRM –objectives- importance – Characteristics –Qualities of a good HR Manager – Changing roles of HR Managers – Difficulties and challenges faced by HR managers

Extra reading /Key words: *PODSCORB, Twin goals, employee manual*

UNIT – II HUMAN RESOURCE PLANNING

12 Hrs

Concept of HR planning – Characteristics – Steps in HR planning – HR Capital - Job Analysis – Succession Planning – Auditing of HR resources - Preparation of HR plans –Dealing with surplus and deficit human resource – Attrition management & retention management

Extra reading /Key words: *Sapping, anamnesis, HR analytics*

UNIT – III TALENT ACQUISITION

12 Hrs

Definition – Objectives – Factors affecting recruitment – internal and external source of recruitment – Green recruitment – Selection Process –Types of Testing – Kinds of employment interview – Medical Screening – Appointment Order

Extra reading /Key words: *360 degree performance appraisal, indoctrination*

UNIT – IV TRAINING AND DEVELOPMENT

12 Hrs

Definition and purpose of training – Distinction between training and development – Assessing training needs

– Steps in training – On the job and Off the job training – Evaluation of training effectiveness – Career development – Process of career development – measures for effective Career Development

Extra reading /Key words: *Onboarding, career advancement*

UNIT – V COMPENSATION AND PERFORMANCE

12 Hrs

Wage & Salary Administration: Compensation Plan – Job Evaluation – Individual – Group – Incentives – Bonus – Fringe Benefits – Performance Appraisal – Meaning - Need and Importance – Objectives – Methods and Modern Techniques of Performance Appraisal – Requisite of Good Appraisal Plan – Problems in Performance Appraisal.

Extra reading /Key words : *Employee negotiations, perks, 720 Degree Appraisal*

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

Course Outcomes:

The learners

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Understand the fundamentals of HR.	2	U
CO-2	Learn the tactics for employee relations and avoid attrition	2	U
CO-3	Analyze the real time implications of an interview	2	U
CO-4	Acquire skill based mechanism	2	U
CO-5	Identify the role of employee with measure of incentives	2	U
CO-6	Develop skills in efficient management of human resources in any organisation	2	U

Cognitive Level: R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

PRESCRIBED TEXTS:

- Khanka, Human Resources Management, S. Chand ,New Delhi 2003
- ParvinDurai, Human resources Management, Pearson, New Delhi 2008

BOOKS FOR REFERENCE:

- Gupta C.B, Human Resource Management, Sultan Chand and Sons, 14th Edition, New Delhi, 2012 .
- Aswathappa K, Human Resource Management, 6th Edition, Tata McGraw-Hill Education Pvt. Ltd, 2010
- Jyothi P &Venkatesh D.N, Human Resource Management , Oxford University Press, New Delhi, 2006
- Mamoria C.B, & Rao V. S. P, Personnel Management (Text and Cases), Himalayan Publications, New Delhi, 2012 3. Wayne Mondy Robert, Human Resource Management, Pearson Education, 12th Edition, New Delhi, 2013
- Gary Dessler, (2000), *Human Resource Management*. Pearson, New Delhi 2013 .

(For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies
B.Com Second Year - Semester – III

Course Title	ALLIED OPTIONAL 1 - INDIAN FINANCIAL SYSTEM
Total Hours	60
Hours/Week	4 Hrs / Wk
Code	U18CO3AOT03
Course Type	Theory
Credits	3
Marks	100

GENERAL OBJECTIVE:

To expose the students to various concepts in Indian Financial System

COURSE OBJECTIVES:

The learner will be able to

CO No.	Course Objectives
CO-1	Understand the functions and structure of the Indian Financial System
CO-2	Recall the functions of the various kinds of financial institutions
CO-3	Remember the functions of the finance markets.
CO-4	Recall the different types of financial instruments.
CO-5	Recognize the functions and importance of the regulatory authorities

UNIT-I FINANCIAL SYSTEM

12 Hrs

Introduction – Functions of a financial system – Structure of the Indian Financial System - Relationship between financial system and the economy.

Extra reading /Key words : *Financial intermediaries in India.*

UNIT –II FINANCIAL INSTITUTIONS

12 Hrs

Development Financial Institutions: Evolution –IFCI, SIDBI, EXIM BANK, NABARD - Functions. Banking - Scheduled Commercial banks – Functions. On-banking Finance Companies: Functions Investment banks – Cooperative banks: Functions

Extra reading /Key words: *Life Insurance companies in India.*

UNIT – III FINANCIAL MARKETS

12 Hrs

The Money market: Functions, Significance. Indian Money market. Role of RBI in the development of Money market in India. DFHI & STCI.

The Capital market: Functions – Primary Capital market and Secondary Capital market.

The Primary Capital market – IPO, FPO, Book building, Public issue, Rights issue, IDR, Private placement.

The Secondary Capital market: De- mutualisation of Stock Exchanges. Functions, Development of Stock Market in India. Listing of securities – Stock Exchanges in India - BSE, NSE,OTCEI -Stock Market Index –..

Commodities Market in India. Foreign Exchange. Internet trading.

Extra reading /Key words:*Capital market's impact on Indian economy.*

UNIT – IV FINANCIAL INSTRUMENTS

12 Hrs

Money market instruments: Call money, Treasury Bills, Commercial Bills, Commercial Papers, Certificate of

Deposit, Repo instruments etc.

Capital Market instruments: Shares, Debentures, Bonds, Derivatives.GDR, ADR, etc.,

New Instruments.

Extra reading /Key words : *Current developments in Money market and Capital market*

UNIT – V FINANCIAL REGULATION

12 Hrs

The Securities and Exchange Board of India: Management, Powers and Functions of SEBI, Regulation and Supervision of Securities market – Investor Protection measures.

The Reserve Bank of India: Objectives, Organisation, Functions & Role of RBI in the development of the Indian Financial System.

Extra reading /Key words : *Problems of Non-Performing Assets and other challenges for regulators.*

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 and structure of the Indian Financial System	2	U
CO-2	Examine the functions of the various kinds of financial institutions	2	U
CO-3	Explain the functions of the finance markets.	2	U
CO-4	Classify the different types of financial instruments.	2	U
CO-5	Explain the functions and importance of the regulatory authorities	2	U
CO-6	Develop investing skills and understanding of Capital Market operations.	2	U

PRESCRIBED TEXT:

- Gordon E & Natarajan K. Financial Markets & Services, Himalaya Publishing House, New Delhi, 2014.

BOOKS FOR REFERENCE:

- Bharati V Pathak, Indian Financial System, Pearson Publications, 2013.
- Machiraju H R , Indian Financial System, Vikas Publishing House, New Delhi 2010
- Khan M Y, Indian Financial System, 2nd Edition, Tata McGraw Hill Education Private Limited, New Delhi, 2010.
- Santhanam B., Financial Services, Margham Publications, Chennai, 2011
- Gurusamy S., Financial Markets & Institutions, 2nd Edition, Tata McGraw Hill Education Private Limited, New Delhi, 2010.

(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 (VLPA) – 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 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies
B.Com Second Year - Semester – III

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

Cognitive Level: R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

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	1	U
CO-2	Outline Mutual funds and New fund offers	1	U
CO-3	Relate midcap and large cap funds	1	U
CO-4	Plan portfolio with gold ETFs and other investment avenues	1	Ap
CO-5	Infer investments in liquid funds	1	U
CO-6	Develop skills in portfolio management and practise share trading	1	Ap

Cognitive Level: R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

(For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies
B.Com Second Year - Semester – III

Course Title	SBE – 3 Computer Literacy (for candidates admitted from 2017 onwards)
Total Hours	30
Hours/Week	2
Code	U19CO3SBT03
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	3	Ap
CO-5	Develop computer operating skills and employable in all types of business organisations.	3	Ap

Cognitive Level: R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

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>

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 - மாமுலனார்

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 எந்தலைக் 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

பொது – மொழிப்பெயர்ப்பு

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 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI-620002
DEPARTMENT OF HINDI
SEMESTER – IV

Course Title	PART – I LANGUAGE HINDI -IV FUNCTIONAL HINDI & TRANSLATION
Total Hours	75
Hours/Week	5Hrs/Wk
Code	CODE: U18HN4HIN04
Course Type	Theory
Credits	3
Marks	100

General Objective : To enable the students to Learn the Language Skills.

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 evaluate global marketing
CO- 3	create general essays
CO- 4	apply the formats and create office orders
CO- 5	apply translation techniques in a text.

UNIT – I

(15 Hours)

1. Personal Letters
2. Technical Terms
3. Translation Ex-1
4. General Essay - Pollution

Extra Reading (Key Words): *Jal Pradhooshan, Vayu Pradhooshan*

UNIT- II

(15 Hours)

1. Commercial Letters
2. Technical Terms
3. Translation Ex-4
4. General Essay - Globalisation

Extra Reading (Key Words): *Vyavasayikata*

UNIT- III

(15 Hours)

1. Office Memorandum
2. Technical Phrases
3. Translation Ex-6
4. General Essay – Self Employment

Extra Reading (Key Words): *Kisan*

UNIT- IV: (15 Hours)

1. Office Order
2. Technical Phrases
3. Translation Ex-13
4. General Essay – India – Unity in Diversity

Extra Reading (Key Words): *Hamara Bharat*

UNIT- V (15 Hours)

1. Circular
2. Reminder
3. TranslationEx-15
4. General Essay – My Favourite Author

Extra Reading (Key Words): *Jayashankar Prasad, Premchand*

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	Utilize technical terms in translating a text.	Ap
CO- 2	Mark the global brands and their countries.	U, E
CO- 3	Develop an essay on any social issue.	E, C
CO- 4	Formulate an office order for the university	Ap, C
CO- 5	Make use of translation techniques in a text.	Ap

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

Prescribed Books

- Vyavaharik Hindi, by Dr. Mahendra Mittal, Shabari Sansthan, Delhi.
- Aalekhan Aur Tippan: Prof. Viraj, M.A; Raj Pal And Sons; Kashmiri Gate, Delhi.
- Anuvad Abhyas : Bholanath Tiwari; Lokbharathi Prakashan; New Delhi.

Reference Books :

- Raj Bhasha Hindi Aur Vuska Swaroop- Shanthi kumar Syal; Parampara Prakasha, Delhi.
- Vyaharopayogi evam kam kaji Hindi – Ananth Kedharea .; Sahityayan Prakashan; Kanpur.

(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	U16FR2FRE02
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 plaisez!

(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.

(for candidates admitted from June 2017 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS), Tiruchirapalli – 620002
PG AND RESEARCH DEPARTMENT OF ENGLISH
I YEAR UG – SEMESTER I
PART II – ENGLISH 4 - GENERAL ENGLISH IV

HOURS : 6
CREDIT : 3

CODE : U15EL4GEN04
MARKS: 100

EMPLOYABILITY SKILLS

OBJECTIVES:

1. To develop both receptive (reading, listening) and productive (speaking, writing) skills through communicative classes.
2. To acquire proficiency in oral and written language.
3. To train the students for employability skills such as team skills, communication skills and presentation skills.
4. To acquire values related to personal integrity and excellence in work propagated in the literary works.
5. To create interest among students for self-learning.

UNIT I – Personal integrity –Honesty, dependability, adaptability and loyalty.

Listening to identify a person's attitude, values, situation and the decision made.

Speaking about one's action, expressing opinions, character analysis.

Reading for comprehension (inferring a character's method of managing a situation, adaptability and the like).

Writing recommendations.

Grammar – use of appropriate adjectives and adverbs in contexts and reporting speeches

Vocabulary – differentiating shades of meaning, use of idioms and phrases in sentences

Composition – Your thoughts are the architects of your destiny – David O' Mckay

Honesty is the first chapter in the book of wisdom – Thomas Jefferson

TEXTS

1. "*How far is the river*" by Ruskin Bond
2. *The Pie and the Tart* by Hugh Chesterman.
3. An excerpt from Shakespeare's "*Julius Caesar*" Act III Scene II Lines 13 - 33– Antony's speech

UNIT II – Key to success – Self-esteem, perfection and excellence

Listening to differentiate duty from obligation.

Speaking – Discussing one's knowledge about different subjects, learning skills, thirst for knowledge, learning from experiences.

Reading for comprehension exhibiting higher perception of life's experiences.

Writing paragraphs with cause and reason, analyzing motives behind people's actions and behavior.

Grammar – use of cohesive devices

Vocabulary – figures of speech– simile, metaphor.

Composition –

1. Excellence is not a destination, it is a continuous journey that never ends – Brian Tracy
2. To be perfect is to change often – Winston Churchill

TEXTS

1. Our urgent need for self-esteem by Nathaniel Brandon.
2. Five senses by Judith Wright
3. Three questions by Leo Tolstoy

UNIT III – Team skills

Listening to speaker's ideas, opinions, and suggestions and analyzing their character. **Speaking** –Discussing, questioning, interacting, respecting, sharing and participating. **Reading** for comprehension – absorbing the attitude of the people.

Writing – personal essays and report writing **Grammar** – use of inverted structures **Vocabulary** – New words in current usage.

Composition –1. “Talent wins games, but teamwork and intelligence wins championships.”
2. “It takes two flints to make a fire.”

TEXTS

1. “The Little Black Boy” by William Blake
2. How to get cooperation by Dale Carnegie.

UNIT IV – Communication skills for interpersonal

relationship Listening to specific information and guessing.

Speaking –Facing interview and situational speeches (Master of ceremony, felicitation and the like).

Reading for comprehension to identify the methods of persuasion.

Writing formal letters and invitations.

Grammar – Transformation of sentences.

Vocabulary – Words related to technical registers.

Composition –1. “Communication is an art form that is crafted throughout our lives.”
2. Birds of same feather flock together.

TEXTS

1. The Refund by Fritz Karinthy

UNIT V –Presentation skills

Listening to commands, information, announcements, and discussions in a meeting.

Speaking –role play in panel discussion, mock parliament and public speaking.

Reading for comprehension.

Writing agenda, minutes, memo, notice, circular, project proposal.

Grammar – use of simple, compound, complex, imperative sentences and punctuations.

Vocabulary – Business terms.

Composition – writing a project.

TEXTS

1. An excerpt from Abraham Lincoln's speech in Gettysburg.

(For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies
B.Com Second Year - Semester – IV

Course Title	MAJOR CORE - 7 FUNDAMENTALS OF COST ACCOUNTING
Total Hours	90
Hours/Week	6 Hrs / Wk
Code	U18CO4MCT07
Course Type	Theory
Credits	5
Marks	100

General Objective:

To provide a basic understanding of cost computation and maintenance of cost accounting records.

Course Objectives:

The learner will be able to:

CO No.	Course Objectives
CO-1	Understand the costing concepts and preparation of cost sheet, tenders and quotations.
CO-2	Understand material cost computation
CO-3	Understand the payroll procedure and labour cost computation.
CO-4	Apply the procedure for apportionment and absorption of overhead.
CO-5	Apply the procedure for preparation of reconciliation statement and integrated accounts.

UNIT I - COST CONCEPTS AND COST SHEET

(18 hours)

Introduction to Cost Accounting - Evolution of Cost Accounting - Cost concepts - Cost classification - Cost organisation and its relationship with other departments - Preparation of Cost Sheet - Tenders and Quotations.

Extra Reading/ Key words: Prime Cost, Works Cost, Cost of Production and Cost of sales.

UNIT II - MATERIAL COST COMPUTATION AND CONTROL

(18 hours)

Material cost - Purchase procedure - Store keeping and Stock control – Pricing of material issues and accounting thereof. ABC analysis - Levels of Inventories and Economic Ordering Quantity - JIT analysis, VED analysis.

Extra Reading/ Key words: EOQ, FIFO method, LIFO method, Weighted Average Price.

UNIT III - LABOUR COST COMPUTATION AND CONTROL

(18 hours)

Labour cost: Computation of Labour Cost - Systems of wage payment - Premium and bonus plans - Pay roll procedure - Labour turnover - Treatment of Idle time and Over time.

Extra Reading/ Key words: Labour turnover, Idle Time

UNIT IV - ACCOUNTING FOR OVERHEADS AND CONTROL

(18 hours)

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.

Extra Reading/ Key words: Apportionment of overheads, Absorption of overheads, Machine Hour

-
rate

UNIT V - RECONCILIATION OF COST AND FINANCIAL ACCOUNTS AND INTEGRATED ACCOUNTS (18 hours)

Cost Ledger Accounting - Control Accounts - Reconciliation of cost and financial accounts: Need for reconciliation – Causes for disagreement in profits – Preparation of reconciliation statement. Integrated Accounting.

Extra Reading/ Key words: Cost Ledger, Reconciliation Statement, Integrated Accounting.

Course Outcomes:

The learners

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Recall cost concepts and prepare cost sheet, tenders and quotations.	2	U
CO-2	Compute material cost and price of material issues.	2	U
CO-3	Recall payroll procedure and calculate labour cost and labour turnover.	2	U
CO-4	Recall the methods of allocation, apportionment and absorption of overheads and calculate overhead rates.	2	Ap
CO-5	Prepare control accounts, reconciliation statement and integrated accounts	2	Ap
CO-6	Enhance accounting skills relevant to cost data of business entities.	2	Ap

Cognitive Level: R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

Theory 25%

Problems 75%

TEXTBOOK

T.S Reddy and Hari Prasad Reddy (2019), *Cost Accounting*, Margham Publications, Chennai.

BOOKS FOR REFERENCE

- Jain S.P. and Narang, K.L. (2017), *Cost Accounting Principles and Practices*, Kalyani Publishers, New Delhi.
- Maheshwari.S.N & Mittal. S.N (2015), *Cost Accounting*, Mahavir Publication, Delhi.
- Saxena.V.K and Vashist. C.D (2012), *Cost Accounting-Problems and Solutions*, S Chand, Delhi.

(For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies
B.Com Second Year - Semester – IV

Course Title	ALLIED OPTIONAL– 2 CREATIVE ADVERTISING
Total Hours	60
Hours/Week	4 Hrs / Wk
Code	U18CO4AOT04
Course Type	Theory
Credits	4
Marks	100

GENERAL OBJECTIVE:

To enable the students to understand the creative development of advertisements.

COURSE OBJECTIVES:

The learner will be able to

CO No.	Course Objectives
CO-1	Explain the elements and principles of advertising layout and design and apply creative strategies in developing layouts
CO-2	Summarize the Response Hierarchy models in advertisement communication and identify advertising budget factors and allocation methods.
CO-3	Explain the production process of television, radio and web advertising
CO-4	Classify the various Medias of advertising and identify the methods for measuring advertising effectiveness
CO-5	Utilize the Photoshop tools in editing images and creating animation

UNIT- I INTRODUCTION

12 Hrs

Creativity in Advertising– Creative Process- Creative Thinking – Lateral thinking techniques- Big idea- Advertising Appeals- Selling style-Creative Strategies- Copy Platform- Copy Writing -Print Copy Elements- Types of headlines-Types of copy – Elements and Principles of Design- Layout Types.

Extra reading /Key words : *Divergence and creativity*

UNIT- II ADVERTISING PLANNING

12 Hrs

Communication Process – Exposure and Familiarity Model – Response Hierarchy Model — Attractive Elements in Advertising- Advertising Target Audience -Understanding Audience - Controlling Zapping and Zipping -Brand Positioning-Advertising Planning –Unique Selling Proposition and Key Selling Points – Advertising Objectives –Budget Allocation – Factors Affecting Budget Allocation.

Extra reading /Key words : *Case studies of five USP*

UNIT- III ADVERTISING PRODUCTION

12 Hrs

Designing Print Advertisement – Choosing a Format – Designing a Page – Working with Visuals– Typography and Copy Testing – Print Advertisement Production Process- Thumbnails to Machine Ready Copy- Television Commercials –Types-Story Board-Radio Commercials-Types Production Process- Web Advertising-Designing Web Advertisements-Production Process.

Extra reading /Key words : *story board designing*

UNIT- IV ELECTRONIC MEDIA

12 Hrs

Types of media –Print- Television –Radio- Electronic and Internet- Outdoor Publicity - Direct Mail and Other Social Media -Q R Code - Pros and Cons of Each Medium--Time frame-Media Vehicle – Media

Planning-Media Principles and Strategies- Ratings and Reach- Software Assistance- Space and Time Buying- Media Evaluation – Emerging Media - Salesmanship in Advertising- Public Relations in Advertising – Advertising Research and Measuring Advertising Effectiveness.

Extra reading /Key words : *Advertising in social networks*

UNIT- VPHOTOSHOP

12 Hrs

Photoshop -Working with Images - Resizing & Cropping Images- Layers- Painting.

Extra reading /Key words : *Palettes*

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	Apply creativity in developing layouts	2	Ap
CO-2	Relate and rephrase the advertising budget factors and allocation methods.	2	U
CO-3	Understand the production process of advertising	2	U
CO-4	Outline methods for measuring advertising effectiveness	2	U
CO-5	Apply photoshop tools in editing images	2	Ap
CO-6	Develop photoshop skills and create self-employment	2	Ap

BOOKS FOR REFERENCE:

- Bovee Courtland L., Thill John V., Dovel George P. and Wood Marian Burk, Advertising Excellence, Latest Edition, McGraw – Hill, New York.
- Jefkins Frank, Yadin Daniel, Advertising, Latest Edition, Pearson Education, New Delhi.
- Gupta S.L., Ratna V.V., Advertising and Sales Promotion Management, Latest Edition, Sultan Chand and Sons, New Delhi.
- Belch E.George, Belch A. Michael, Advertising and Promotion (An Integrated Marketing Communications Perspective), Latest Edition , Tata McGraw Hill ,New Delhi.

(For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies
B.Com Second Year - Semester – IV

Course Title	ALLIED OPTIONAL– 2 – LABOUR LAWS
Total Hours	60
Hours/Week	4 Hrs / Wk
Code	U18CO4AOT05
Course Type	Theory
Credits	4
Marks	100

GENERAL OBJECTIVE:

To familiarize the students with respect to various labour legislation like Factories Act, Industrial Disputes Act and legislation's relating to welfare of workers such as Payment of wages Act, Workman's Compensation Act make the students understand and appreciate the importance of Industrial legislations to Labour, Business and Society

COURSE OBJECTIVES:

The learner will be able to

CO No.	Course Objectives
CO-1	Remember and understand the scope and objects of-Factories Act,1948(with amendments)
CO-2	Understand and appreciate the importance of Industrial legislations to Employees' Compensation Act, etc
CO-3	Appreciate and analyses the students to legislation's relating to welfare of workers such as Payment of wages Act & Equal Remuneration Act
CO-4	Comprehend and critically evaluate the laws relating Employees' State Insurance Act & Employees' Provident Fund and Miscellaneous Provisions Act.
CO-5	Understand the provisions relating to Maternity Benefit Act and Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act

UNIT - I: Health, Safety and Welfare of employees

12 Hrs

Labour law – Its scope and object -Factories Act, 1948 (with amendments): Definitions – Health – Safety – Welfare –Working hours of Adult – Employment of young person and women - Annual leave with wages – Penalties.

Extra reading /Key words: *Special provisions, employment of women, certificate of fitness*

UNIT- II Employees' Compensation

12 Hrs

Employees' Compensation Act, 1923: Defenses available to employers before passing of the Act – Definitions – Employer's liability for compensation – Amount of compensation –Distribution of compensation.

Extra reading /Key words: *Hazardous process, dangerous operations, precautions, quantum of compensation*

UNIT-III: Wages & Remuneration

12 Hrs

(A) The Payment of Wages Act, 1936(with amendments): Definitions - Rules for payment of wages - Deductions from wages - Maintenance of registers & records –Penalties

(B) The Equal Remuneration Act, 1976 - Definitions - Duties of the employer – power to make rules – Penalties.

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Extra reading /Key words: *Remuneration*

UNIT-IV: Social Security

12 Hrs

(A) The Employees' State Insurance Act, 1948 –Employees' state corporation – Rate of Contribution – Rules regarding of Contribution - Benefits

(B) The Employees' Provident Fund and Miscellaneous Provisions Act,1952 - Employees' Provident Fund Scheme (1952) – clarification pertaining to contribution -

Unit-V: Women at Workplace

(A) The Maternity Benefit Act, 1961 – Prohibition of employment – Maternity benefit – Leave and nursing breaks – Penalties.

(B) The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 – Prevention of sexual harassment - Constitution of Internal Complaints Committee - Complaint of sexual harassment - Duties of employer

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

Course Outcomes:

The learners

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Understand the scope and objects of-Factories Act, 1948 (with amendments)	2	U
CO-2	Explain the importance of Industrial legislations to Workmen Compensation Act, etc	2	U
CO-3	Discuss the legislations relating to welfare of workers such as Payment of wages Act & Equal Remuneration Act	2	U
CO-4	Critically evaluate the laws relating to Employees' State Insurance Act & Employees' Provident Fund and Miscellaneous Provisions Act.	2	U
CO-5	Enumerate the provisions relating to Maternity Benefit Act and Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act	5	U
CO-6	Develop teaching skills	5	U

PRESCRIBED TEXT:

- N.D. Kapoor, A handbook on Industrial Laws, Sultan Chand & Sons, New Delhi.
- <http://legislative.gov.in/actsofparliamentfromtheyear/sexual-harassment-women-workplace-prevention-prohibition-and-redressal>

BOOKS FOR REFERENCE:

- Malhotra, the Law of Industrial Disputes, Vikhas Publications New Delhi.2004.
- J.R. Carby Hall, Principles of Industrial Law, Pearson Publication. 2003.
- H.Samuel, Industrial Law, Vikhas Publications New Delhi, 2002.

(For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies
B.Com Second Year - Semester – IV

Course Title	ALLIED OPTIONAL– 2 - FINANCIAL SERVICES
Total Hours	60
Hours/Week	4 Hrs / Wk
Code	U18CO4AOT06
Course Type	Theory
Credits	4
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	Understand the functions and importance of Factoring and Forfaiting
CO-4	Recall the meaning and process of securitization
CO-5	Identify the different kinds of mutual funds and the functions of Credit rating agencies

UNIT- I INTRODUCTION TO FINANCIAL SERVICES & MERCHANT BANKING
12 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
12 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
12 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

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

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

UNIT –V MUTUAL FUNDS AND CREDIT RATING**12 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	2	U
CO-2	Identify the features and importance of Venture capital and Lease financing	2	U
CO-3	Explain the functions and importance of Factoring and Forfaiting	2	U
CO-4	Examine the meaning and process of securitization	2	U
CO-5	Examine the different kinds of mutual funds and the functions of Credit rating agencies	2	U
CO-6	Develop basic knowledge in various financial services.	2	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

(For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies
B.Com Second Year - Semester – IV

Course Title	ALLIED 5 - BASICS OF ACCOUNTING
Total Hours	60
Hours/Week	4 Hrs / Wk
Code	U18CO4AOT10
Course Type	Theory
Credits	4
Marks	100

General Objective:

To enable the students to understand the basic principles of Double entry system of Accounting and to provide basic knowledge of accounting procedure for Subsidiary Books Final A/CS, depreciation accounting, Rectification of Errors and Computerized Accounting.

Course Objectives:

The learner will be able to

CO No.	Course Objectives
CO-1	Remember and understand the accounting concepts and conventions and the basic principles of Double Entry system of Book-keeping and Accounting.
CO-2	Understand and apply the provisions relating to the preparation of Subsidiary Books and Final Accounts of Companies. Acquire knowledge on single entry system of book keeping
CO-3	Understand the basic methods of providing depreciation
CO-4	Recall the accounting procedures related to Rectification of Errors.
CO-5	Understand the concept of computerized accounting.

UNIT -I INTRODUCTION

12 Hrs

Accounting Concepts – Conventions – Rules of Double Entry – Journal – Ledger – Trial Balance.

Extra reading /Key words : *Chronology, Financial Statement*

UNIT- II ACCOUNTING CYCLE

12 Hrs

Trading Account, Profit and Loss Account, Balance Sheet, Subsidiary Books – Purchases Book, Sales Book, Three column Cash Book,

Extra reading /Key words : *Final Accounts, Journal Proper*

UNIT- III DEPRECIATION ACCOUNTING

12 Hrs

Depreciation Accounting Straight Line Method, Written Down Value Method and Annuity Method.

Extra Reading / Key words : *Devaluation, Emolument, Superannuation.*

UNIT- IV RECTIFICATION OF ERRORS

12 Hrs

Rectification of Errors, Basic Principles for Rectification of Errors, Suspense Account, Errors Disclosed by Trial Balance, Guidelines to Locate Errors in the Trial Balance.

Extra Reading / Key words: *Erroneous, Suspense Account*

UNIT- V COMPUTER ACCOUNTING

12 Hrs

Computer Accounting and Algorithm – Areas of Application of Computer in Accounting, Features and

-
Advantages of Computers and Computer Accounting – Algorithm, Requisites of an Effective Algorithm
– Features of Algorithm.

Extra Reading / Key words: *Data Processing, Dactylogy*

Theory 40% & Problems 60%

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	Examine the fundamentals of accounting concepts and its implications.	1	U
CO-2	Develop nomenclatures of accounting cycle	1	U
CO-3	Perceive knowledge on depreciation and its various methods.	1	Ap
CO-4	Identify and disclose the errors involved in accounting process	1	Ap
CO-5	Adapt with the global changing competitive era.	1	U
CO-6	Develop accounting skills and employable in business organizations	1	Ap

Cognitive Level: R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

PRESCRIBED TEXT:

- T.S. Reddy and A. Murthy, “*Financial Accounting*”, 2014, Margham Publications.

BOOKS FOR REFERENCE:

- M.c. Shukla T.S. Grewal & SC Gupta, “*Advanced Accountancy*”, 2007, S. Chand and Co.
- Volume I Pillai and Bagavathy, “*Fundamentals of Advanced Accounting*”, 2004, S.Chand & Co.
- T.S. Reddy and Y. Hari Prasad Reddy, “*Financial and Management Accounting*”, 2012 Margam Publications.
- *Financial Accounting*, “ B. Charumathy and L. Vinayagam”, 2012, S.Chand & Company

(For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies
B.Com Second Year - Semester – IV

Course Title	ALLIED OPTIONAL– 3 - CONSUMER BEHAVIOUR
Total Hours	60
Hours/Week	4 Hrs / Wk
Code	U18CO4AOT07
Course Type	Theory
Credits	3
Marks	100

General Objectives:

To understand the basics of consumers' behavior, consumer influences and marketing decisions.

Course Objectives:

The learner will be able to

CO No.	Course Objectives
CO-1	Explains the fundamental concepts of consumer behavior;
CO-2	Understand the concepts of consumer decision making process;
CO-3	Describe the psychological influences on consumer decision making process;
CO-4	Enumerate the sociological influences in consumer behaviour
CO-5	Discuss the new diffusion of innovation in consumer behavior

UNIT – I INTRODUCTION

12Hrs

Definition, scope, and application of Consumer Behavior- Evolution of Consumer Behavior Behavioral Dimension - Interdisciplinary nature of Consumer Behavior studies – laws relating to consumer behavior

Extra reading /Key words : *Consumer Behavior, Behavioral Dimension, Interdisciplinary*

UNIT – II THE CONSUMER DECISION MAKING PROCESS

Buying Motives - Buying Roles, Consumer Decision Making Process, Levels of Consumer Decision Making, Perspectives - Models

Extra reading /Key words : *Buying Motives, Decision Making*

UNIT – III PSYCHOLOGICAL INFLUENCES ON CONSUMER DECISION MAKING

12Hrs

Consumer's needs, Motivation, Emotions and Mood, Consumer Involvement; Consumer Learning, Personality, Self-concept and Self-image; Consumer Perception, Risk and Imagery; Consumer Attitude: Belief, Attitude and Intention, Formation - Change - Consumer Communication.

Extra reading /Key words : *Motivation, Belief, Self-concept and Self-image, Attitude and Intention.*

UNIT – IV SOCIOLOGICAL INFLUENCES

12Hrs

Consumer groups - Consumer reference groups, Family and Life cycle, Social class and mobility, lifestyle analysis - Culture; Sub-Culture, Cross Culture - Interpersonal Communication and influence, Opinion Leadership.

Extra reading /Key words : *Consumer groups, Culture, Interpersonal Communication*

UNIT – V: DIFFUSION OF INNOVATION

12Hrs

Consumer Orientation - Diffusion Process, Adoption Process, Consumer Innovators, Multiplicative Innovation Adoption (MIA) Model – Consumer Protection act

Extra reading /Key words :*Consumer Orientation, Innovation*

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	Explain the fundamental concepts of consumer behavior;	2	U
CO-2	Discuss the concepts of consumer decision making process;	2	U
CO-3	Analyse the psychological influences on consumer decision making process;	2	An
CO-4	Evaluate the sociological influences in consumer behaviour	2	An
CO-5	Describe the new diffusion of innovation in consumer behavior	3	U
CO-6	Develop marketing skills understanding consumer wants and needs	3	Ap

PRESCRIBED TEXT:

- Gupta S.L & Pal Sumitra, Consumer Behaviour: An Indian Perspective Text and cases; Sultan Chand, 2nd Edition, 2011

BOOKS FOR REFERENCE:

- Peter Paul J., and Olson Jerry C., Consumer Behavior and Marketing Strategy, Irwin/McGraw Hill Higher Education, 2009.
- Solomon, M.R., Consumer Behavior: Buying, Having, and Being, PHI Learning, 9th Edition, 2011.
- Schiffman, Leon.G, Kanuk Leslie Lazar, and Kumar Ramesh. S., Consumer Behavior; Pearson Education, 10th Edition, 2012.

(For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies
B.Com Second Year - Semester – IV

Course Title	ALLIED OPTIONAL– 3- ORGANIZATIONAL BEHAVIOUR
Total Hours	60
Hours/Week	4 Hrs / Wk
Code	U18CO4AOT08
Course Type	Theory
Credits	3
Marks	100

General Objective:

To understand individual and group behaviour in an organization and to enhance skills, for managing organizational behavior successfully.

Course Objectives:

The learner will be able to

CO No.	Course Objectives
CO-1	Recall the importance and applications of Organizational behavior
CO-2	Remember the concepts of Individual behavior
CO-3	Understand Behaviour modification and methods of Motivation
CO-4	Recall Group behavior and Group Decision Making
CO-5	Understand the intra,inter personal and Organisational Conflicts.

UNIT- I BASICS OF ORGANISATIONAL BEHAVIOUR

12Hrs

Definition - Importance and Applications of Organizational Behaviour – Organizational Behaviour in the global context.

Extra reading /Key words : *Cross-cultural psychology.*

UNIT -II INDIVIDUAL BEHAVIOUR

12Hrs

Biographical characteristics – Ability – Personality – Learning – Perception – Factors influencing perception – Values – Types of values – Sources of Attitudes – Cognitive dissonance theory. (*Methods of modifying personal behaviour*).

Extra reading /Key words: *Modus operandi of behaviour modification.*

UNIT -III MOTIVATION CONCEPTS

12Hrs

Behaviour modification – Participative management – Performance based compensative – Flexible benefits – Two tier pay systems, Alternative work schedules – Job redesigning – Stress management Strategies (*Theories of Motivation*)

Extra reading /Key words: *noetic, prosody*

UNIT -IV GROUP BEHAVIOUR

12Hrs

Group behavior and group decision making – Classification of groups – Stages of group development – Group decision making.

Extra reading /Key words: *Bohemianism, eclecticism*

UNIT -V CONFLICT MANAGEMENT

12Hrs

Leadership and Power – Sources of power - Tactics – Coalitions – Organizational politics – Conflict process – Managing inter-group conflict. Organizational culture: creating and sustaining culture – Forces of organizational change – Resistance – Implementation of change – Organizational Development interventions. (*Grievance Redressal System adopted in various organizations*)

Extra reading /Key words : *hegemony, fracas*

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	Examine The fundamental concepts of organizational behavior	2	U
CO-2	Enumerate the biographical characteristics that leads to differences in Individual behaviour	2	U
CO-3	Explain the various techniques of Motivation	3	U
CO-4	Enumerate group mechanism and Group Decision making ability	3	U
CO-5	Discuss the sources of Conflict and the methods of managing them successfully.	3	U

PRESCRIBED TEXTS:

- L M Prasad ., Principles of Organizational Behavior, Sultan Chand & Sons, 2014.

BOOK FOR REFERENCE:

- Robbins Stephen P., Essentials of Organizational Behavior, Pearson Education, 2014.
- Sekaran Uma, Organizational Behavior: Text and Cases, Tata McGraw Hill Education Private Limited, 2015.

(For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies
B.Com Second Year - Semester – IV

Course Title	ALLIED OPTIONAL– 3 - SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT
Total Hours	60
Hours/Week	4 Hrs / Wk
Code	U18CO4AOT09
Course Type	Theory
Credits	3
Marks	100

Course Objectives:

The learner will be able to

CO No.	Course Objectives
CO-1	Understand the concepts of Investments, objectives of an investor and Investment alternatives for selecting the best Investment proposals.
CO-2	Understand the Indian Financial System.
CO-3	Understand and Compare the Intrinsic Value of Shares with that of its Stock Market Value on the basis of Fundamental Analysis.
CO-4	Understand and Evaluate the Stock Market Value of Shares by applying various technical tools like DOW theory, Chart Patterns, Moving Averages, Oscillators, Short selling, Odd Lot Theory, Head and Shoulder Analysis, Eliot Wave Theory.
CO-5	Understand the Concepts relating to Portfolio Construction, Portfolio Management and Principles of Portfolio Management.

UNIT- I INVESTMENT

12 Hrs

Investment –Differences of Investment, Speculation, Gambling -Objectives of Investment-Essentials of an Investment programme- Investment process-Investment alternatives-Real, Contingent and Titular Investments- Mutual Funds.

Extra reading /Key words : *Mutual fund, securities*

UNIT- II NEW ISSUE MARKET

12 Hrs

New issue Market-Methods of floating new issues –Parties and players involved in a new issue market - The secondary market –Differences between Primary market and Secondary market- Functions of Stock exchange– NSE.

Extra reading /Key words : *Primary market, secondary market*

UNIT- III FUNDAMENTAL ANALYSIS

12 Hrs

Fundamental Analysis - Economic Analysis - Industry Analysis-Factors influencing the growth of an Industry-Classification of an Industry – Life cycle of an Industry- Company Analysis-Factors to be considered while evaluating a Company.

Extra reading /Key words : *Industry analysis, company analysis*

UNIT- IV TECHNICAL ANALYSIS

12 Hrs

Basic Assumptions of Technical analysis –Differences between technical and fundamental analysis - Dow Theory - Primary trend - Secondary trend - Minor trends- Important chart patterns adopted in technical analysis.

Extra reading /Key words : *Trend, Oscillators, Moving Averages*

UNIT – V PORTFOLIO MANAGEMENT**12 Hrs**

Portfolio construction and choice –objectives – Risks in Investments-Systematic Risk-Unsystematic Risk.-principles of portfolio construction -portfolio Management – Principle and Process of Portfolio management.

Extra reading /Key words :*Risk, Returns*

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

Course Outcomes:**The learners**

CO No.	Course Outcomes	PSOs Addressed	Cognitive Level
CO-1	Understand the objectives of Investment and Analyse the various investment alternatives that are available for an investor	4	U
CO-2	Understand the Indian Financial System	2	U
CO-3	Understand and analyse the intrinsic value of shares and the basis of Fundamental analysis.	4	An
CO-4	Understand and evaluate the market value of shares by applying technical tools	4	An
CO-5	Apply the principles of portfolio management and construct an efficient portfolio	4	An
CO-6	Create investment skills and entrepreneurial ability	4	An

Cognitive Level: R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

PRESCRIBED TEXTS:

- Punithavathi Pandian, (2013), Security Analysis and Portfolio Management, Vikas Publishing House Pvt ltd, New Delhi.
- Preethi Singh ,(2013), Investment Management ,Himalaya Publishing House, New Delhi.

BOOKS FOR REFERENCE:

- Natarajan L, (2013), Investment Management, Security Analysis and Portfolio management, Margham Publications, Chennai.
- Avadhani VA, (2008), Investment and Securities Market in India, Himalaya Publishing House, Mumbai.
- Bhalla VK, (2009), Investment Management, Security Analysis and Portfolio Management, S.Chand and Company Ltd, New Delhi.
- Prasanna Chandra, (2009), Investment Analysis and Portfolio Management, Tata McGraw-Hill Publishing Company Limited, New Delhi.
- Graham and Dodd, (2010), Investment, Tata McGraw - Hill Publishing Company Limited, New Delhi.

(For Candidates admitted from June 2018 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002
School of Management Studies
B.Com Second Year - Semester – IV

Course Title	SBE 5 – BUSINESS SOFTWARE - TALLY
Total Hours	30
Hours/Week	2 Hrs / Wk
Code	U18CO6SBP02
Course Type	Theory
Credits	2
Marks	100

General Objective:

- To equip the students with the practical skills of Tally.

Course objectives:

The learner will be able to

CO No.	Course Objectives
CO-1	Understand the concepts of Computerized Accounting
CO-2	Prepare all types of Vouchers
CO-3	Construct Final Accounts with Adjustments
CO-4	Develop stock ledger
CO-5	Prepare Cost Center & Cost category.

UNIT – I

6 Hrs

Meaning of Computerized Accounting – Meaning of Computers – Importance of computerized accounting – Computerized Accounting Vs Manual Accounting. Introduction to architecture of Tally – Creation of company – Creation of groups – Various kinds of groups – multiple and single – Creation of ledgers – Various kinds of ledgers.

Extra reading /Key words: *Computerized Accounting*

UNIT – II

6 Hrs

Entering vouchers – Journal voucher, purchase voucher, sales voucher, receipt vouchers, payment vouchers – Role and importance of function keys.

Extra reading /Key words: *Function Keys & Vouchers*

UNIT – III

6 Hrs

Extraction of Trial Balance, Trading Account, Profit and Loss Account and Balance Sheet, Simple sums with and without adjustments – Alter – Select – Edit – Delete – Selection of company.

Extra reading /Key words: *Final Accounts with Adjustments*

UNIT – IV

6 Hrs

Introduction to inventories – Creation of stock category – Stock groups – Stock items – Editing and deletion of stock items – Usage of stock in voucher entry – Stock voucher or purchase orders – Sales orders – Customer and supply analysis – Extracting simple reports and graphs with tally accounting package.

Extra reading /Key words: *Inventories, stock vouchers*

UNIT – V

6 Hrs

Introduction to cost – Creation of cost category – Cost centre category – Editing and deleting cost centre – Usage of cost category and cost centre in voucher entry – Budget control – Creation of budgets – Editing and deleting budgets – Reports.

Extra reading /Key words: *Cost Center & Cost category.*

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	Differentiate the concepts of Computerized Accounting and manual accounting	3	Ap
CO-2	Categories all types of Vouchers	3	Ap
CO-3	Prepare Final Accounts with Adjustments	3	Ap
CO-4	Develop stock ledger with stock item & stock group	3	Ap
CO-5	Prepare Cost Center & Cost category.	3	Ap
CO-6	Develop accounting skills and employable in all types of business organizations	3	Ap

Cognitive Level: R- Remember; U- Understand; Ap – Apply; An – Analyse; E- Evaluate; C – Create

PRESCRIBED TEXT:

ICAR & D Team, (2006). Tally 9, New Delhi: Vikas Publishing House Pvt. Ltd.

BOOKS FOR REFERENCE

- Nadhani A.K. &Nadhani K.K, (2005). *Implementing Tally*, New Delhi : BPB Publication.
- Vishnu Priya Singh, (2004). *Quick Learn Tally*, New Delhi :Computech Publication Pvt. Ltd.
- SrinivasaValaban, (2006). *Computer applications in Business*, New Delhi: Sultan & Sons.

COMPUTER PRACTICAL FOR BUSINESS SOFTWARE-FOR EXTERNAL EVALUATION

1. Petty Cash Entries, Subsidiary Books
2. Accounts Only – Accounts With Inventory
3. Accounts With Inventory Tax Initialize
4. Stock Categories
5. Cost Centre
6. Cost Categories
7. Stock Journal
8. Balance Sheet
9. Final Accounts Without Adjustments
10. Final Accounts With Adjustments
11. Order Processing
12. Price List
13. Bill-wise Details
14. Bank Reconciliation Statement
15. Interest Calculation.

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI – 2
B.A./B.Sc./ B.Com/ B.R.SC/ B.C.A - DEGREE COURSES
LIFE ORIENTED EDUCATION
CATECHISM – II: CHURCH AND SACRAMENTS

HRS / WK:1

CODE : U12VE4LVC02

CREDIT : 1

MARKS : 100

OBJECTIVES:

- To instruct the students to live in relationship with God.
- To offer God's gift of the Holy Spirit.
- To build relationship with Jesus.
- To learn Sacraments and Prayer life through which a Christian is able to live in relationship with Christ.
- To enrich our devotion to Mother Mary and Saints.

UNIT – I: MISSION OF THE CHURCH

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

UNIT – II: PARTICIPATORY CHURCH (AS LAY FAITHFUL) AS A COMMUNITY

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 characteristic 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.

Sacraments – Initiation- Social – Healing (all the seven) - stress on Confession, Confirmation and Holy Communion - Sacramental: holy “things” used –their sanctity

UNIT – IV: SACRAMENTS AND SACRAMENTAL

Sacraments-Initiation-Social-Healing (all the seven)-stress on Confession, Confirmation and Holy Communion. Sacramental: holy “things” used-their sanctity.

UNIT – V: MARY AND WOMEN IN THE BIBLE- RUTH, ESTHER, JUDITH

Mary as a young virgin- Disciple- Her role in the Catholic Church-Annual feasts- Pilgrimages- Devotion to Mary, Theologies. Saints in the Church- 10 women saints. Ex. Mother Teresa, St.Alphonse.

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.

HOLY CROSS COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI-2
B.A. /B.Sc. / B.Com. / B.R.Sc./ B.C.A. DEGREE COURSE
LIFE ORIENTED EDUCATION
ETHICS – II: EMPOWERMENT OF WOMEN

HRS /WK:1

CODE: U12VE4LVE02

CREDIT :1

MARKS : 100

OBJECTIVES:

- To make the learners aware of various Social, Gender issues and CyberCrimes.
- To make them aware of the propertyrights.
- To make them understand and appreciate the role of media, in facing the challenges on various lifeissues.

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: WOMEN AND MEDIA

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

UNIT – III: 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 – 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-Mother Teresa, Indira Gandhi, and 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, andtwitter

REFERENCES:

1. Dr.M.Arumairaj et al., 1999, “Marching towards the Milleniumahead”.
2. Thomas Anjugandam, 1999, “Grow Free Live Free” SalesianPublicaiton.
3. H.C PrettiNandhiniUpretti, jaipur 2000 “Women and problems of GenderDiscrimination”.
4. Thomas B.Jayaseelan, 2002, “Women: Rights and law” Indian Social Institute, NewDelhi.
Reni Jacob vol I & II, April- June 2004, ”Vikasimi – The journal ofWomen’s Empowerment, Ed,”

HOLY CROSS COLLEGE(AUTONOMOUS) TRICHIRAPALLI-2.
B.A/B.Sc./B.Com/B.R.Sc/B.C.A – DEGREE COURSES
LIFE ORIENTED EDUCATION
BIBLE STUDIES – II: OLD TESTAMENT

HRS /Wk :1

CODE:U12VE4LVB02

CREDIT :1

MARKS : 100

OBJECTIVE:

- Understanding the desires of God through Prophetic revelation and becoming sensitiveto the heart beat ofGod.

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 (Gen12-18);
- Joseph (Gen 37-40); Moses (Exo4-5);
- Joshua (Joshua1-8)

UNIT – II: JUDGES AND KINGS

- **JUDGES:** Deborah (Judges 4); Samson (Judges 6-8); Gideon (Judges13-16)
- **KINGS:** David (I Sam 17-31, II Sam 1-12); Solomon (I Kings 1-11, Proverbs1-5,31)

UNIT – III: WOMEN IN THE BIBLE

- Women in the OldTestament
- Eve (Gen3)
- Ruth (Ruth1-4)
- Hannah (I Sam1:1-28)
- Esther (Esther1-6)

UNIT – IV: MINOR PROPHETS

- Brief Life History and teachingsof
- Amos
- Jonah
- Micah
- Nahum
- Habakkuk

UNIT – V: MAJOR PROPHETS:

- Brief Life History and teachingsof
- Isaiah (Is1,6,11,36-38,40-42,44,50,53,61)
- Jeremiah (Jer1-3,7-12,18-19,23)
- Ezechial (chapters 1,2,3,5,8,12visions)
- Daniel (Daniell1-6)

REFERENCES:

1. Missionaries Biographies. 1995,Amazon.com
2. Russell Fueller (1999) The Text book of the Twelve Minor Prophets. Wipf&Stock Publishers,UK.
3. Willis Judson Beecher (2002) The Prophets and The Promise. Wipf& Stock Publishers,UK