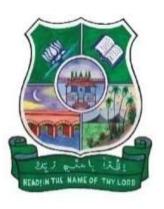
HAJEE KARUTHA ROWTHER HOWDIA COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai.)
Re-Accredited with A++ Grade by NAAC (3rd Cycle)
Uthamapalayam - 625 533.



DEPARTMENT OF COMMERCE WITH COMPUTER APPLICATION B.COM (CA).,

PART IV - B.COM (CA)., SYLLABUS

Choice Based Credit System - CBCS (As per TANSCHE)

With

Outcome Based Education (OBE)

(Academic Year 2023 -2026)

Semester - I

Course Category	Course Code	Course Title	Hrs	CIAE	TEE	Max Marks	Credits
	23UCASE11	Business Accounting (NME)	2	25	75	100	2
Part IV	23UCAFN11	Introduction to Computer and MS Office	2	25	75	100	2

Semester - II

Course Category	Course Code	Course Title	Hrs	CIAE	TEE	Max Marks	Credits
Part IV	23UCASE21	Advertising and Salesmanship (NME)	2	25	75	100	2
	23UCASE2P	Commerce Practical	2	40	60	100	2

Semester - III

Course Category	Course Code	Course Title	Hrs	CIAE	TEE	Max Marks	Credits
Part IV	23UCASE31	Personality Enrichment - I	1	25	75	100	1
Partiv	23UCASE32	Basics of Internet	2	25	75	100	2
	23UGEVS41	Environmental Studies	1	-	1	-	-

Semester - VI

Course Category	Course Code	Course Title	Hrs	CIAE	TEE	Max Marks	Credits
Dowt IV	23UCASE41	Personality Enrichment - II	2	25	75	100	2
Part IV	23UCASE42	Introduction to HTML	2	25	75	100	2
	23UGEVS41	Environmental Studies	1	25	75	100	2

Semester - V

Course Category	Course Code	Course Title	Hrs	CIAE	TEE	Max Marks	Credits
	23UGVED51	Value Education	2	25	75	100	2
Part IV	23UCAIS51	Internship / Industrial Training	-	-	-	-	2

Semester - VI

Course Category	Course Code	Course Title	Hrs	CIAE	TEE	Max Marks	Credits
Part - IV	23UCASE61	General Awareness for Competitive Examination	2	25	75	100	2

			ts			Mar	ks
Course Code	Course Title	Category	Credit	Hours	CIAE	TEE	Total
23UCASE11	BUSINESS ACCOUNTING (NME)	NME	2	2	25	75	100

	Learning Objectives			
L1	To impart the learners, the knowledge in fundamental concepts of	of account	ting	
L2	Learners to understand Journal and Ledgers			
L3	Illustrate the Learners to preparation of Final accounts			
UNIT	Contents		No. of Hours	
I	Introduction – Book keeping – Accountancy – Double Entry System – Classification of Accounts – Rules – Scope, Advantages and Limitations of Double Entry System.			
II	Books of original entry – Journal – Ruling of Journal book – Conentry- Advantages of Journal.	npound	6	
III	Sub-division of Journal – Subsidiary Books- Purpose – Purchas and their return books.	e, Sales	6	
IV	Books of final entry – Ledgers – Purpose – Ruling and balancing Ledger accounts – Preparation of Trial Balance from the given bal		6	
V	Final accounts of sole trading concerns with simple adjustments.			
	Total		30	
	Course Outcomes	Knowle	edge Level	
CO	On completion of this course, students will			
1	Familiarize with the fundamental aspects of book keeping, accounting	K1,K	2,K3,K4	
2	Double entry system	K1,K2,K	3,K4,K5,K6	
3	Recognize the importance of Journal entry and ruling of journal book	K1,K2,K	3,K4,K5,K6	
4	From accounting perspective	K1,K2,K	3,K4,K5,K6	
5	Knowledge on subdivision of journal and preparation of Subsidiary	K1,K2,	K3,K4,K5	
	Textbooks			
1	S.P. Jain and K.L. Narang - Advanced Accountancy, Kalyani Publish	ers,2020.		
2	T.S. Reddy and A. Murthy - Advanced Accountancy, Margham Publi	shers, 201	9.	
	Reference Books			
1.	R. L. Gupta & Sonspyt. Ltd 2005	Chand &a	mp;	
2.	Maheshwari & Maheshwar - Advanced Accountancy, Vikas P Pvt. Ltd 2005	ublishing	House	
	Web Resources			
1.	https://classroom.google.com/c/MjQ4MjI2NTE5OTY1?cjc=pxwe	sba		
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	PO 1	PO 2	PO 3	PO 4	PO 5
CO 1	3	2	2	3	2
CO 2	3	2	3	3	2
CO 3	3	2	2	3	2
CO 4	3	2	3	3	2
CO 5	3	2	3	3	2
Strong-3 Medium-2	Low-1				

Level of Correlation between PSO's and CO's

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	2	2	2	2
CO2	2	2	2	3	3
CO3	2	2	2	2	2
CO4	2	2	2	3	3
CO5	2	2	2	3	3

Strong-3 Medium-2 Low-1

			ts	S		Mark	S
Course Code	Course Title	Category	Credit	Hours	CIAE	TEE	Total
23UCAFN11	INTRODUCTION TO COMPUTER AND MS OFFICE	Foundation Course	2	2	25	75	100

	Learning Objectives		
L1	To understand basics of the computer and functions		
L2	To teach the student concepts as related to processing data into needed in business	o useful in	formation
L3	Describe the methods of using word, spreadsheet, Presentations students to create professional level in business	and to hel	р
UNIT	Contents		No. of Hours
I	Introduction to computers - History of computers- B computers-Basic components and functions –Input and Output d		6
II	MS-Word: Creating and Saving a Word document - Applying Formatting - Working with Styles - Working with Tables - Mail Mo	ng Basic	6
III	MS-Excel: Creating and Saving an Excel work book - Add Formatting data in cells - Working with Tables and Chart - Form Functions.	ling and	6
IV	MS-PowerPoint: Creating and Saving Presentation - Barresentation - Running and Setting up Presentation - Animations.		6
V	MS Access: Introduction to Access - Creating a Simple Datal Tables - Entering and Editing Data - Finding, Sorting and Displayi		6
	Total		30
	Course Outcomes	Knowled	lge Level
CO	On completion of this course, students will		
4	I amount has been a first a first and a first a		
1	Learn the basics of computer and its types.	K1,K2	,K3,K4
2	Understand the concepts of MS- Word and its features.		,K3,K4 ,K4,K5,K6
	Understand the concepts of MS- Word and its features. Learn the MS-Excel and how it's implemented with features	K1,K2,K3	· · · · · · · · · · · · · · · · · · ·
2	Understand the concepts of MS- Word and its features.	K1,K2,K3 K1,K2,K3	,K4,K5,K6
2	Understand the concepts of MS- Word and its features. Learn the MS-Excel and how it's implemented with features Define the basics of MS-PowerPoint and create the	K1,K2,K3 K1,K2,K3 K1,K2,K3	,K4,K5,K6 ,K4,K5,K6
2 3 4	Understand the concepts of MS- Word and its features. Learn the MS-Excel and how it's implemented with features Define the basics of MS-PowerPoint and create the Presentations. They can know the MS - Access and create the database Related	K1,K2,K3 K1,K2,K3 K1,K2,K3	,K4,K5,K6 ,K4,K5,K6 ,K4,K5,K6
2 3 4	Understand the concepts of MS- Word and its features. Learn the MS-Excel and how it's implemented with features Define the basics of MS-PowerPoint and create the Presentations. They can know the MS - Access and create the database Related knowledge.	K1,K2,K3 K1,K2,K3 K1,K2,K3 K1,K2,K	,K4,K5,K6 ,K4,K5,K6 ,K4,K5,K6
2 3 4 5	Understand the concepts of MS- Word and its features. Learn the MS-Excel and how it's implemented with features Define the basics of MS-PowerPoint and create the Presentations. They can know the MS - Access and create the database Related knowledge. Textbooks Sanjay Saxena, MS- Office 2007 in a Nutshell, Vikas Publishing Hove Ltd., 2019. R.K.Taxali, PC software for windows made simple	K1,K2,K3 K1,K2,K3 K1,K2,K3 K1,K2,K	,K4,K5,K6 ,K4,K5,K6 ,K4,K5,K6
2 3 4 5	Understand the concepts of MS- Word and its features. Learn the MS-Excel and how it's implemented with features Define the basics of MS-PowerPoint and create the Presentations. They can know the MS - Access and create the database Related knowledge. Textbooks Sanjay Saxena, MS- Office 2007 in a Nutshell, Vikas Publishing Ho Pvt Ltd., 2019.	K1,K2,K3 K1,K2,K3 K1,K2,K3 K1,K2,K	,K4,K5,K6 ,K4,K5,K6 ,K4,K5,K6
2 3 4 5	Understand the concepts of MS- Word and its features. Learn the MS-Excel and how it's implemented with features Define the basics of MS-PowerPoint and create the Presentations. They can know the MS - Access and create the database Related knowledge. Textbooks Sanjay Saxena, MS- Office 2007 in a Nutshell, Vikas Publishing How Pvt Ltd., 2019. R.K.Taxali,PC software for windows made simple Tata McGra Hill Publications Pvt. Ltd, 2020	K1,K2,K3 K1,K2,K3 K1,K2,K3 K1,K2,K	,K4,K5,K6 ,K4,K5,K6 ,K4,K5,K6 ,K4,K5
2 3 4 5 1. 2.	Understand the concepts of MS- Word and its features. Learn the MS-Excel and how it's implemented with features Define the basics of MS-PowerPoint and create the Presentations. They can know the MS - Access and create the database Related knowledge. Textbooks Sanjay Saxena, MS- Office 2007 in a Nutshell, Vikas Publishing How Pvt Ltd., 2019. R.K.Taxali,PC software for windows made simple Tata McGra Hill Publications Pvt. Ltd, 2020 Reference Books	K1,K2,K3 K1,K2,K3 K1,K2,K3 K1,K2,K	,K4,K5,K6 ,K4,K5,K6 ,K4,K5,K6 ,K4,K5
2 3 4 5 1. 2.	Understand the concepts of MS- Word and its features. Learn the MS-Excel and how it's implemented with features Define the basics of MS-PowerPoint and create the Presentations. They can know the MS - Access and create the database Related knowledge. Textbooks Sanjay Saxena, MS- Office 2007 in a Nutshell, Vikas Publishing How Pvt Ltd., 2019. R.K.Taxali, PC software for windows made simple Tata McGra Hill Publications Pvt. Ltd, 2020 Reference Books Kogent Solutions Inc., Office 2007 in simple steps, Dream tech put	K1,K2,K3 K1,K2,K3 K1,K2,K3 K1,K2,K	,K4,K5,K6 ,K4,K5,K6 ,K4,K5,K6 ,K4,K5
2 3 4 5 1. 2.	Understand the concepts of MS- Word and its features. Learn the MS-Excel and how it's implemented with features Define the basics of MS-PowerPoint and create the Presentations. They can know the MS - Access and create the database Related knowledge. Textbooks Sanjay Saxena, MS- Office 2007 in a Nutshell, Vikas Publishing How Pvt Ltd., 2019. R.K.Taxali,PC software for windows made simple Tata McGra Hill Publications Pvt. Ltd, 2020 Reference Books Kogent Solutions Inc., Office 2007 in simple steps, Dream tech put Galgotia, Microsoft Office, BPB publications 2020.	K1,K2,K3 K1,K2,K3 K1,K2,K3 K1,K2,K	,K4,K5,K6 ,K4,K5,K6 ,K4,K5,K6 ,K4,K5
2 3 4 5 1. 2.	Understand the concepts of MS- Word and its features. Learn the MS-Excel and how it's implemented with features Define the basics of MS-PowerPoint and create the Presentations. They can know the MS - Access and create the database Related knowledge. Textbooks Sanjay Saxena, MS- Office 2007 in a Nutshell, Vikas Publishing How Pvt Ltd., 2019. R.K.Taxali, PC software for windows made simple Tata McGra Hill Publications Pvt. Ltd, 2020 Reference Books Kogent Solutions Inc., Office 2007 in simple steps, Dream tech put Galgotia, Microsoft Office, BPB publications 2020. Web Resources	K1,K2,K3 K1,K2,K3 K1,K2,K3 K1,K2,K	,K4,K5,K6 ,K4,K5,K6 ,K4,K5,K6 ,K4,K5

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CO /PO	PO 1	PO 2	PO 3	PO 4	PO 5
CO 1	3	2	3	3	2
CO 2	3	2	3	3	3
CO 3	3	2	2	3	3
CO 4	3	2	3	3	2
CO 5	3	3	3	3	3

Strong-3 Medium-2 Low-1

Level of Correlation between PSO's and CO's

CO /PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	2	2	3	3
CO2	3	2	2	2	3
CO3	3	2	2	2	3
CO4	3	2	2	3	3
CO5	3	3	3	2	3

			ts	(6)	Marks		
Course Code	Course Title	Category	Credit	Hours	CIAE	TEE	Total
23UCASE21	ADVERTISING AND SALESMANSHIP (NME)	NME	2	2	25	75	100

	Learning Objectives				
L1	To familiarize the students with fundamentals and models of adv	ertising			
L2	To focus the students with basic concepts of salesmanship				
UNIT	Contents		No. of Hours		
I	Meaning of advertising – Characteristic Features of Advertising – Nature and Scope of Advertising – Benefits or Advantages of Advertising – Criticisms of Advertising – Is Advertising Economic Waste – Difference between Advertising and Salesmanship.				
II	Advertising Media – Indoor and Outdoor Advertising – Advagency – Role – Importance.	ertising	6		
III	Personal Selling – Definition – Salesmanship – Definition Fea Objectives – Benefits – Criticisms against Salesmanship.		6		
IV	Qualities of a successful salesman; Physical, Mental, Social and, Moral Qualities – Other Requisites of a Salesman.				
V	Recruitment of Salesman – Sources – Remuneration of Salesman; Methods.				
	Total		30		
	Course Outcomes	Knowle	dge Level		
CO	On completion of this course, students will				
1	Develop the knowledge on importance of Advertising		2,K3,K4		
2	Construct the knowledge on Advertising Media	K1,K2,K3	3,K4,K5,K6		
3	Build the knowledge on Personal Selling.		3,K4,K5,K6		
4	Develop the importance of Qualities of a successful salesman. K1,K2,K				
5	Demonstrate the significance Recruitment of Salesman	K1,K2,	K3,K4,K5		
Textbooks					
1.	P. Saravanavel & S. Sumathi - <i>Advertising and Salesmanship,</i> Marg 2012,	ham Publ	ication		
2.	Advertising and Sales Promotion – Dr.R.L.Varshny & Dr.S.L.Gupta	1			
	Reference Books				
1.	Advertising and Personal Selling – Dr. C.B.Gupta				
2.	Advertising and sales promotion – Mishra & Harikuma				

CO /PO	PO 1	PO 2	PO 3	PO 4	PO 5
CO 1	3	2	2	3	2
CO 2	3	2	3	3	2
CO 3	3	2	2	3	2
CO 4	3	2	3	3	2
CO 5	3	2	3	3	2

Strong-3 Medium-2 Low-1

Level of Correlation between PSO's and CO's

CO /PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	2	2	3	3
CO2	2	2	2	3	3
CO3	2	2	2	3	3
CO4	2	2	2	3	3
CO5	2	2	2	3	3

			Š	S		Mark	S
Course Code	Course Title	Category	Credit	Hours	CIAE	TEE	Total
23UCASE2P	COMMERCE PRACTICAL	SEC	2	2	40	60	100

	Learning Objectives					
L1	To provide practical knowledge to fill forms like insurance, bank, loan app	plication,				
ЬI	membership form, income tax return forms etc. To identify the short, medium and long term goals.					
L2	To identify the short, medium and long term goals					
L3	To create awareness about commerce subject in practical					
L4	Students will gained knowledge in transacting with banks and institutions					
L5	Students will acquire knowledge about filing various documents					
UNIT	Contents	No. of Hours				
I	Preparation of Invoice Preparation of invoice, receipts, vouchers, delivery challan, entry pass, gate pass-debit and credit notes. Preparation of Application for shares and allotment - letter of shares Allotment - transfer forms.	6				
II	Preparation of Cheque Drawing, endorsing and crossing of cheques- filling up of pay in slips demand draft application and preparation of demand drafts. Making entries in the passbook and filling up of account opening forms for SB account, current account and FDR's. Drawing and endorsing of bills of exchange and promissory notes.	6				
III	Co operative Society Filling up of application forms for admission in cooperative societiesFilling up of loan application forms and deposit challanFilling up of Jewel loan application form, Procedure for releasing of jewelry in jewel loans and repayment	6				
IV	Preparation of Agenda and Minutes of Meeting Preparation of agenda and minutes of meetings-both general body and board of directors. (students are asked to write agenda and minutes of their own and should not use printed format) .Using Bin card and inventoriesUsing Cost Sheets.	6				
v	Application to LIC Policy Filling up of an application form for L1C policy, filling up of the premium form- filling up the challan for remittance of premium. Preparation of an advertisement copy, collection of advertisement in dailies and journals, critically evaluating the advertisement copy. Filling up income -tax returns and application for permanent account number.	6				
	Total	30				

	Knowledge Level	
CO	On completion of this course, students will	
1	Students can independently start up their own Business	K1,K2,K3,K4
2	Students can get thorough knowledge of finance and commerce.	K1,K2,K3,K4,K5,K6

	<u></u>				
	and finance with the practical exposure helps the students to				
	stand in organization in the field of finance and commerce				
3	Acquire practical knowledge on writing cheques	K1,K2,K3,K4,K5,K6			
4	Acquire the skills required for preparation of agenda and minutes of meeting	K1,K2,K3,K4,K5,K6			
5	Demonstration on taking LIC Policy	K1,K2,K3,K4,K5			
	Textbooks				
1.	1. Poonam Gandhi " Business Studies" V k Global Publication Pvt Limited				
Reference Books					
1.	R N Chaoudhary " Banking Law "Central Law Publication				

CO/PO	PO 1	PO 2	PO 3	PO 4	PO 5
CO 1	3	2	2	3	2
CO 2	3	2	3	3	2
CO 3	3	2	2	3	2
CO 4	3	2	3	3	2
CO 5	3	2	3	3	2

Strong-3 Medium-2 Low-1

Level of Correlation between PSO's and CO's

CO /PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	2	2	2	2
CO2	2	2	2	3	3
CO3	2	2	2	2	2
CO4	2	2	2	2	3
CO5	2	2	2	3	3

			ts	S		Mark	S
Course Code	Course Title	Category	Credit	Hours	CIAE	TEE	Total
23UCASE31	PERSONALITY ENRICHMENT- I	SEC	1	1	25	75	100

	Learning Objectives					
L1	To impart knowledge on the basics of personality developme	ent				
L2	To learn about the improvement personality skills					
UNIT	Contents		No. of Hours			
I	Self - Disclosure: Characteristics of self-disclosure - Self disclosure benefits and appropriateness - Self disclosure and self-awareness - Self disclosure and feedback.					
II	Stress: The nature of stress- managing stress through social systems	l support	3			
III	Interpersonal Effectiveness: Building self-esteem - avoid blame - taking risks, tolerating failure, persisting and ce success - self talk.		3			
IV	Study Skills: Importance of study environment using VCR3 to increase memory power: visualizing, concentrating, relating, repeating, reviewing					
V	Goal Setting and Managing Time: The basis of effective goals - steps to be followed to obtain optimum results from goal setting.					
	Total		45			
	Course Outcomes	Knowl	edge Level			
CO	On completion of this course, students will					
1	Learn the basics of Characteristics and benefits of self-disclosure.	K1,K	2,K3,K4			
2	Familiarise to manage the stress through support system	K1,K2,K	3,K4,K5,K6			
3	Understanding the Effectiveness of interpersonal self esteem	K1,K2,K	(3,K4,K5,K6			
4	Understand the about study skills by using VCR3 method	K1,K2,K	3,K4,K5,K6			
5	Familiarise to students to goal setting and managing time	K1,K2	,K3,K4,K5			
	Textbooks					
1.	Johnson, D.W. (1997). Reaching out - Interpersonal I Actualization. 6 th ed. Boston: Allyn and Bacon	Effectivene	ess and Self			
2.	N.S. Raghunathan," PERSONALITY ENRICHMENT " Margham	Publicatio	ns			
	Reference Books					
1.	Sherfield, R. M.; Montgomery, R.J. and Moody, P, G. (2010). Do 4thed. New Delhi: Pearson	eveloping S	Soft Skills.			
2.	Robbins, S. P. and Hunsaker, Phillip, L. (2009). Training in Informanaging people at work. 5th ed. New Delhi: PHI Learning	-	al skills. Tips			
	Web Resources					
1.	https://www.scribd.com/document/430205158/Personalit	y-Enrichm	ent			
2.	https://www.researchgate.net/publication/323733434Pers Enrichment_and_Efficiency_in_Conduct	onality _				

CO /PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
CO 1	3	2	3	3	2	3	2	3
CO 2	3	2	3	3	2	3	2	3
CO 3	3	2	3	3	2	3	2	3
CO 4	3	2	2	3	2	3	2	2
CO 5	3	2	3	3	2	3	2	3

Strong-3 Medium-2

Low-1

Level of Correlation between PSO's and CO's

CO /PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	2	3	2	3
CO2	3	2	3	2	3
CO3	3	2	3	2	3
CO4	3	2	3	2	2
CO5	3	2	3	2	3

Strong-3 Medium-2

Low-1

			ts	S		Mark	S
Course Code	Course Title	Category	Credit	Hours	CIAE	TEE	Total
23UCASE32	BASICS OF INTERNET	SEC	2	2	25	75	100

	Learning Objectives		
L1	Knowledge of Internet medium		
L2	Internet as a mass medium		
L3	Features of Internet Technology		
L4	Internet as source of infotainment		
L5	Study of internet audiences and about cyber crime		
UNIT	Contents		No. of Hours
I	The emergence of internet as a mass medium – the world o wideweb'.	of _world	6
II	Features of internet as a technology.		6
III	Internet as a source of infotainment – classification based on andstyle.	content	6
IV	Demographic and psychographic descriptions of internet _audie effect of internet on the values and life-styles.	ences '–	6
V	Present issues such as cyber crime and future possibilities.		6
	Total		30
	Course Outcomes	Knowle	dge Level
CO	On completion of this course, students will		
1	Knows the basic concept in internet Concept of mass medium and world wide web	K1,K2	2,K3,K4
2	Knows the concept of internet as a technology.	K1,K2,K3	3,K4,K5,K6
3	Understand the concept of infotainment and classification based on content and style	K1,K2,K3	3,K4,K5,K6
4	Can be able to know about Demographic and psychographic description of internet	K1,K2,K3	3,K4,K5,K6
5	Understand the concept of cyber crime and future possibilities	K1,K2,	K3,K4,K5
	Textbooks	1	
1.	Barnouw, E and Krishnaswamy S [1990] Indian Film. New York	, OUP	
2.	Kumar, Keval [1999] Mass Communication in India. Mumbai, Ja		
3.	Srivastava, K M [1992] Media Issues. Sterling Publishers Pvt Ltd	d.	
	Reference Books		
1.	Acharya, R N [1987] Television in India. Manas Publications, Ne	w Delhi.	
2.	Barnouw, E [1974] Documentary – A History of Nonfiction. Oxfo	ord, OUP	
3.	Luthra, H R [1986] Indian Broadcasting. Ministry of I& B, New D	elhi.	
4.	Vasudev, Aruna [1986] the New Indian Cinema. Macmillan India	a, New Del	hi.
	Web Resources		
1.	https://www.teachucomp.com/samples/html/5/manuals/Mas CSS3.pdf	stering-HT	ML5-

2. https://www.w3schools.com/html/default

CO /PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
CO 1	3	2	3	2	3	3	2	3
CO 2	3	2	3	2	3	3	2	3
CO 3	3	2	3	2	3	3	2	3
CO 4	3	2	3	2	3	3	2	2
CO 5	3	2	3	2	3	3	2	3

Strong-3 Medium-2 Low-1

Level of Correlation between PSO's and CO's

CO /PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	3	3
CO2	3	3	2	3	3
CO3	2	3	3	3	3
CO4	3	3	3	3	3
CO5	3	3	3	2	3

			Ŋ	S		Mark	s
Course Code	Course Title	Category	Credit	Hours	CIAE	TEE	Total
23UCASE41	PERSONALITY ENRICHMENT - II	SEC	2	2	25	75	100

τ 4	Learning Objectives					
L1	To impart knowledge on the basics of personality development					
L2	To learn about the improvement personality skills		No. of			
UNIT						
I	Anger: The nature of anger guidelines for managing anger constructively dealing with an angry person					
II	Maintaining Trust: Developing and maintaining trust - being and trustworthy - building interpersonal trust - trust and friend	_	6			
III	Resolving Interpersonal Conflicts: Understanding conflicterests- conflict strategies - steps for effective problem negotiating.		6			
IV	Emotional Intelligence: Applying Emotional Intelligence En Intelligence and emotional competence components of en intelligence.		6			
V	V Enhancing self-esteem: Characteristics of fully functioning individual's manifestations of low and high self-esteem techniques for enhancing self-esteem – nurturance techniques					
	Total		30			
	Course Outcomes	Knowle	edge Levo			
CO	On completion of this course, students will					
1	Learn the basics managing anger constructively	K1,K	2,K3,K4			
2	Familiarise Developing and maintaining trust	K1,K2,K	2,K3,K4,K5,K			
3	Determine the student to Understand the Resolving Interpersonal Conflicts	K1,K2,K	3,K4,K5,F			
4	Describe the students in Applying Emotional Intelligence	K1,K2,K	1,K2,K3,K4,K5,F			
5	Familiarise to develop self-esteem	K1,K2	,K3,K4,K5			
	Textbooks					
1.	N.S. Raghunathan," PERSONALITY ENRICHMENT " Margham Pu	ıblication	S			
2.	Robbins, S. P. and Hunsaker, Phillip, L. (2009). Training in Interfor managing people at work. 5th ed. New Delhi: PHI Learning	personal	skills. Tip			
	Reference Books					
1.	Schafer, W. (1998). Stress Management for Wellness. 4th Thomson & Wadsworth	edition	. Austral			
2.	Johnson, D.W. (1997). Reaching out Interpersonal Effective Actualization. 6th ed. Boston: Allyn and Bacon.	ctiveness	and So			
3.	Robbins, S. P. and Hunsaker, Phillip, L. (2009). Training in Interfor managing people at work. 5th ed. New Delhi: PHI Learning. Carlock C. (1989). Enhancing Self Esteem. 2nd edition. Indiana: Development INC.	4. Frey, D	and			
	Web Resources					
1.	https://www.forbes.com/councils/forbescoachescouncil/2024 practical-strategies-for-building-and-maintaining-trust/	/04/15/	10-			

ŀ	https://www.mind.org.uk/information-support/types-of-mental-health-
ŗ	problems/self-esteem/tips-to-improve-your-self-esteem/

CO /PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
CO 1	3	2	3	2	2	3	3	2
CO 2	3	2	3	2	2	3	3	2
CO 3	3	2	3	2	2	3	3	2
CO 4	3	2	3	2	2	2	3	2
CO 5	3	2	3	2	2	3	3	2

Strong-3 Medium-2 Low-1

2.

Level of Correlation between PSO's and CO's

CO /PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	2	2	3	3
CO2	3	2	2	3	3
CO3	3	2	2	3	3
CO4	3	2	2	2	3
CO5	3	2	2	3	3

			ts	S	Marks			
Course Code	Course Title	Category	Credit	Hours	CIAE	TEE	Total	
23UCASE42	INTRODUCTION TO HTML	SEC	2	2	25	75	100	

	Learning Objectives						
L1	Insert a graphic within a web page.						
L2	Create a link within a web page.						
L3	Create a table within a web page.						
L4	Insert heading levels within a web page.						
L5	Insert ordered and unordered lists within a web page. Create a	web page.					
UNIT	Contents		No. of Hours				
I	Introduction: Web Basics: What is Internet – Web browsers – Web page – HTML Basics: Understanding tags.	What is	6				
II	Tags for Document structure (HTML, Head, Body Tag). Bl text elements: Headings paragraph(tag) – Font style (bold, italic, font, small, strong, strike, big tags)		6				
III	Lists: Types of lists: Ordered, Unordered – Nesting Lists – Othe Marquee, HR, BR- Using Images – Creating Hyperlinks.	er tags:	6				
IV	Tables: Creating basic Table, Table elements, Caption – Table alignment – Row span, Colspan –Cell padding.	and cell	6				
v	Frames: Frameset -Link – Forms: Input, Text area, Select Submit, Reset button.	ct, Option,	6				
	Total		30				
	Course Outcomes	Knowled	ge Level				
CO	On completion of this course, students will						
1	Knows the basic concept in HTML Concept of resources in HTML	K1,K2,I	K3,K4				
2	Knows Design concept.Concept of Meta Data Understand the concept of save the files.	K1,K2,K3,I	K4,K5,K6				
3	Understand the page formatting. Concept of list	K1,K2,K3,I	K4,K5,K6				
4	Creating Links. Know the concept of creating link to email address	K1,K2,K3,I	K4,K5,K6				
5	Concept of adding images Understand the table creation.	K1,K2,K3	3,K4,K5				
	Textbooks						
1.	Mastering HTML5 and CSS3 Made Easy , TeachUComp Inc., 20	014.					
2.	Thomas Michaud, "Foundations of Web Design: Introduction to	O HTML & C	SS"				
	Reference Books						
1.	Thomas A. PowellThomas A. Powell "HTML & CSS: The Comple Edition" 2017	te Reference	e, Fifth				
2.	David Schultz, Craig Cook,"Beginning HTML with CSS and XHTM Modern Guide and Reference" • 2007	ML					
	Web Resources						
1.	https://www.teachucomp.com/samples/html/5/manuals/MaCSS3.pdf	stering-HTI	ML5-				

https:/	/www.w3schools.com	/html/default.asp

CO /PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
CO 1	2	2	3	2	2	2	3	3
CO 2	2	2	3	2	2	2	3	3
CO 3	2	2	3	2	2	2	3	3
CO 4	2	2	2	2	2	2	2	3
CO 5	2	2	3	2	2	2	3	3

Strong-3 Medium-2

2.

Low-1

Level of Correlation between PSO's and CO's

CO /PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	3	3
CO2	3	3	2	3	3
CO3	2	3	3	3	3
CO4	3	3	3	3	3
CO5	3	3	3	2	3

Strong-3 Medium-2

Low-1

			ts	S	Marks			
Course Code	Course Title	Category	Credit	Hour	CIAE	TEE	Total	
23UCASE61	GENERAL AWARENESS FOR COMPETITIVE EXAMINATION	SEC	2	2	25	75	100	

	Learning Objectives									
L1	To create the opportunity for learning across different disciplines and buil	ds								
ЬI	experience for students as they grow into lifelong learners.									
L2	1 70 0									
L3	To know the basic concepts of various discipline									
	Prerequisite: Should have studied Commerce in XII Std									
UNIT	Contents	No. of Hours								
I	Indian Polity Basics concepts- Three organs of Indian government (Executives, Legislature, Judiciary), Introduction to Indian Constitution – Salient features of constitution, Preamble, Fundamental rights, Fundamental duties, Directive Principles of State policy, Types of Majority, Amendments to the Constitution, Basic structure Doctrine, Division of subjects between the union and the states local Governance, Elections in India and Election Commission, CAG.	6								
II	Geography Major oceans of the world –Important Canals – Gulfs – Straits and passes – Indian Rivers and its Tributaries – Climatology – Atmosphere, Wind systems, Clouds systems, World climatic classification – Indian climate – Indian Monsoon – Indian's physical features, Indian Soil types and Distribution – Importance Trade routes and projects, Indian naturals vegetation – Indian agriculture- Major crops and its distribution, Indian Industries and its Distribution.	6								
III	Economy National Income – Inflation – Money and Banking - Agriculture in India – Union Budget – Planning in India – Poverty – Unemployment – Inclusive Development and Development issues – Industrial polices – Financial Markets.	6								
IV	History Modern India – formation of Indian National Congress – Morley Minto Reforms, Revolutionary activities – World War I and India's Response – Home Rule league – Montague Chelmsford reforms – Rowlett Act – Non – Cooperation Movement – Simon commission and Nehru Report – Civil Disobedience Movement and Round Table conferences – Quit India Movement and Demand for Pakistan – Cabinet Mission – Formation of Constituents Assembly and partition of India.	6								
v	Environment and Ecology Basic concepts – Ecology, Biodiversity- Food chain and food web – Bio Geo Chemical Cycles – International Bio Diversity organisations- International Conventions – Conferences and Protocol – Indian	6								

	Environmental laws and Environment Related organisation		
	Total		30
	Course Outcomes	Knowl	edge Level
CO	On completion of this course, students will		
1	Develop board knowledge of the different components in polity	K1,ŀ	K2,K3,K4
2	Understand the Geographical features across countries and in India	K1,K2,F	Κ3,Κ4,Κ5,Κ6
3	Acquire knowledge on the aspects of Indian Economy	K1,K2,F	(3,K4,K5,K
4	Understand the significance of India's Freedom Struggle	K1,K2,F	K3,K4,K5,K
5	Gain knowledge on Ecology and Environment	K1,K2	2,K3,K4,K5
	Textbooks		
1.	Class XI and XII NCERT Geography		
2.	History – Old NCERT'S Class XI and XII		
	Reference Books		
1.	M. Laxmi Kant (2019), Indian polity, McGraw- Hill		
2.	Ramesh Singh (2022), Indian Economy, McGraw – Hill		
3.	G.C Leong, Physical and Human Geography, Oxford University Pro	ess	
4.	Majid Hussain- India Map Entries in Geography, GK Publications	Pvt, Ltd	
	NOTE: Latest Edition of Textbooks May be Used		
	Web Resources		
1.	https://www.freebookkeepingaccounting.com/using-excel-in-ac	counts	
2.	https://courses.corporatefinanceinstitute.com/courses/free-exc finance	el-crash-	course-for
3.	https://www.youtube.com/watch?v=Nv_Nnw01FaU		

CO /PO	P0 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
CO 1	3	3	3	3	3	3	3	3
CO 2	3	3	3	3	3	2	3	3
CO 3	3	2	2	2	3	3	3	3
CO 4	3	3	3	3	3	3	3	3
CO 5	3	3	3	3	3	3	3	3

Strong-3 Medium-2 Low-1

Level of Correlation between PSO's and CO's

CO /PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	2	2	3	2
CO2	3	2	3	3	2
CO3	3	2	2	3	2
CO4	3	2	2	3	2
CO5	3	2	3	3	2