

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 620 002.

DEPARTMENT OF COMMERCE

CHOICE BASED CREDIT SYSTEM - UG COURSE PATTERN

(For Candidates admitted from 2013-14 onwards)

B.Com with Specialization in Computer applications

| Semester | Part | Course | Title of the Course | Code | Hrs/ Wk | Credit s | Marks |
|----------|------|----------------------------|--|---|------------|-------------|------------|
| I | I | Language | Tamil Paper I/ Hindi Paper I/ French Paper I | U12TL1TAM01 U14HN1HIN01 U13FR1FRE01 | 6 | 3 | 100 |
| | II | English | English Paper I | U10EL1GEN01 | 6 | 3 | 100 |
| | III | Major Core – 1 | Financial Accounting – I | U14CO1MCT01 | 7 | 5 | 100 |
| | III | Allied – 1 | Business Mathematics | U08MA1ACT03 | 4 | 4 | 100 |
| | III | Allied – 2 | Business Economics | U14EC1ACT02 | 4 | 3 | 100 |
| | IV | EVS | Environmental Studies | U14RE1EST01 | 2 | 2 | 100 |
| | IV | Value Education | Catechism I / Ethics I/ Bible Studies I | U12VE2LVC01 U12VE2LVE01 U12VE2LVBO1 | 1 | - | - |
| | | | Total | | 30 | 20 | 600 |
| II | I | Language | Tamil Paper II / Hindi Paper II/ French Paper II | U12TL2TAM02 U14HN2HIN02 U13FR2FRE02 | 5 | 3 | 100 |
| | II | English | English Paper II | U10EL2GEN02 | 6 | 3 | 100 |
| | III | Major Core – 2 | Financial Accounting – II | U14CO2MCT02 | 5 | 5 | 100 |
| | III | Major Core – 3 | Marketing | U08CO2MCT03 | 5 | 4 | 100 |
| | III | Allied – 3 (Compulsory) | Computer Applications In Business | U14CO2ACT01 | 4 | 3 | 100 |
| | IV | SBE -1 | Soft Skill Development | U14RE2SBT01 | 2 | 2 | 100 |
| | IV | SBE – 2 | Rural Enrichment And Sustainable Development | U08RE2SBT02 | 2 | 2 | 100 |
| | IV | Value Education | Catechism I / Ethics I/ Bible Studies I | U12VE2LVC01 U12VE2LVE01 U12VE2LVBO1 | 1 | 1 | 100 |
| | | | Total | | 30 | 23 | 800 |
| III | I | Language | Tamil Paper III / Hindi Paper III / French Paper III | U12TL3TAM03 U14HN3HIN03 U14FR3FRE03 | 6 | 3 | 100 |
| | II | English | English Paper III | U10EL3GEN03 | 6 | 3 | 100 |
| | III | Major Core – 4 | Corporate Accounting –I | U14CO3MCT04 | 5 | 5 | 100 |
| | III | Major Core – 5 | Business Law | U08CO3MCT05 | 5 | 5 | 100 |
| | III | Allied – 4 (Optional) | Service Marketing / Office packages | U08CO3AOT02/ U13CO3AOT03 | 4 | 3 | 100 |

| | | | | | | | |
|----|-----|--------------------------|--|---|-----------|-----------|------------|
| | IV | SBE – 3 | Basics of Financial Market / Communication skills | U08CO3SBT07 U13CO3SBP03 | 2 | 2 | 100 |
| | IV | Value Education | Catechism II / Ethics II/ Bible Studies II | U12VE4LVC02 U12VE4LVE02 U12VE4LVBO2 | 1 | 1 | - |
| | IV | Gender Studies | Gender Studies | U12WS3GST01 | 1 | 1 | 100 |
| | | | Total | | 30 | 22 | 700 |
| IV | I | Language | Tamil Paper IV / Hindi Paper IV/ French Paper IV | U13TL4TAM04 U14HN4HIN04 U14FR4FRE04 | 5 | 3 | 100 |
| | II | English | English Paper IV | U13EL4GEN04 | 6 | 3 | 100 |
| | III | Major Core – 6 | Banking Theory Law & Practice | U08CO4MCT06 | 5 | 5 | 100 |
| | III | Major Elective - 1 | Cost Accounting / Fundamentals of Programming | U08CO4MET01/ U08CO4MET02 | 5 | 5 | 100 |
| | III | Allied – 5 (Optional) | Business Environment/ Business Software | U10CO4AOT07/ U08CO4AOP05 | 4 | 4 | 100 |
| | III | Allied – 6 (Optional) | Fundaments of Insurance/ Computer Fundamentals | U08CO4AOT06 U08CO4AOT08 | 4 | 3 | 100 |
| | IV | Value Education | Catechism II / Ethics II/ Bible Studies II | U12VE4LVC02 U12VE4LVE02 U12VE4LVBO2 | 1 | 1 | 100 |
| | | | Total | | 30 | 24 | 700 |
| V | III | Major Core – 7 | Principles of Auditing | U13CO5MCT07 | 5 | 4 | 100 |
| | III | Major Core – 8 | Income Tax Law & Practice | U08CO5MCT08 | 5 | 4 | 100 |
| | III | Major Core – 9 | Corporate Accounting -II | U14CO5MCT10 | 5 | 4 | 100 |
| | III | Major Core – 10 | Programming in C | U08CO5MCT09 | 5 | 4 | 100 |
| | III | Major Elective – 2 | Company Law / Office Organization & management/ Oracle with Developer 2000 | U08CO5MET02 U08CO5MET03 U08CO5MET04 | 5 | 5 | 100 |
| | IV | NME – 1 | Basic Principles of Accountancy/ Costing & Cost Control Techniques | U08CO5NMT01 U12CO5NMT02 | 2 | 2 | 100 |
| | IV | SBE – 4 | Consumer Protection & Consumer Rights | U08CO5SBT04 | 2 | 2 | 100 |
| | IV | Value Education | Catechism III / Ethics III/ Bible Studies III | U12VE6LVC03 U13VE6LVE03 U12VE6LVBO3 | 1 | - | - |
| | | | Total | | 30 | 25 | 700 |
| VI | III | Major Core – 11 | Management Accounting | U13CO6MCT12 | 6 | 5 | 100 |

| | | | | | | |
|--------------------|--------------------|--|---|------------|------------|-------------|
| III | Major Core – 12 | Financial Management | U13CO6MCT13 | 6 | 5 | 100 |
| III | Major Core – 13 | Multimedia & Web designing | U08CO6MCT16 | 6 | 5 | 100 |
| III | Major Elective -3 | Financial Services/ Fundamentals of E- commerce | U08CO6MET05 U08CO6MET06 | 5 | 5 | 100 |
| IV | NME – 2 | Basic Principles of Accountancy/ Marketing Practices | U08CO6NMT01 U08CO6NMT03 | 2 | 2 | 100 |
| IV | SBE – 5 | Accounting Package / Micro Finance & Self-help Groups | U13CO6SBP05 / U08CO6SBT07 | 2 | 2 | 100 |
| IV | SBE – 6 | Research Methodology | U13DS6SBT06 | 2 | 2 | 100 |
| IV | Value Education | Catechism III / Ethics III/ Bible Studies III | U12VE6LVC03 U13VE6LVE03 U12VE6LVBO3 | 1 | - | - |
| IV | Extension Activity | RESCAPES – Impact Study of Project | U08RE6ETF01 | - | 1 | 100 |
| | | Total | | 30 | 27 | 800 |
| Grand Total | | | | 180 | 141 | 4300 |

புனித சிலுவை தன்னாட்சிக் கல்லூரி, திருச்சிராப்பள்ளி - 620 002.
தமிழாய்வுத்துறை
இளங்கலை / இளமறிவியல் / இளம்வணிகவியல் / பட்டவகுப்பு
முதலாமாண்டு - முதற்பருவம் - நவம்பர் - 2014
தாள் - I

Total Hours : 90

Hrs : 6Hrs /Wk

Credit : 3

Code : U12TL1TAM01

Marks : 100

நோக்கங்கள்:

1. தாய்மொழியை வலுவோடும், பொலிவோடும் கையாளும் வழி முறைகளைக் கண்டறியச் செய்தல்.
2. தமிழ் இலக்கியப் பரப்பையும், பாரம்பரியத்தையும் அறிமுகப்படுத்துதல்.
3. படைப்பாற்றலை வளர்த்துக் கொள்ள ஊக்கம் அளித்தல்.
4. உயர்ந்த பண்பாடுகளின் அடிப்படையில் வாழ்க்கையை அமைத்துக் கொள்ளும் உள்ளார்ந்த விருப்பத்தைத் தோற்றுவித்தல்.
5. மனித உரிமைகளை வலியுறுத்தி மனித நேயத்தை வளர்த்தல்.
6. நாம் வாழும் நாட்டையும், உலகையும் பற்றிய விழிப்புணர்வை ஊட்டி சமய நல்லிணக்கத்தையும், சமூக நல்லுறவையும் பேணிக்காக்கத் துணைப்புகிறதல்.
7. ஆரோக்கியமான சிந்தனைகள் வளர ஆக்கம் அளித்தல்.

பயன்கள்:

1. தற்காலத் தமிழ் இலக்கிய வரலாற்றை வளர்க்க வழிகாட்டல்.
2. மாணவர்களின் தன்னம்பிக்கையை வளர்த்தல்
3. வாழ்வியல் நெறிகளை உணர்த்தல்.
4. பிழையின்றி எழுத பேச பயிற்சி அளித்தல்.

பாடத்திட்டம்

அலகு:1 செய்யுள்

மொழி

கல்வி

வீரம்

அலகு:2 செய்யுள்

அறம்
வாழ்க்கை

அலகு:3

தமிழ் இலக்கிய வரலாறு
20-ஆம் நூற்றாண்டு (தற்காலம்)
தமிழாய்வுத்துறை வெளியீடு

அலகு:4

படைப்பிலக்கியம் - சிறுகதைத் தொகுப்பு

அலகு:5

பொதுப்பகுதி - கலைச்சொற்கள்
தமிழாய்வுத்துறை வெளியீடு

பாட நூல்கள்

| | |
|----------------------|----------------------------|
| செய்யுள் | - தமிழாய்வுத்துறை வெளியீடு |
| தமிழ் இலக்கிய வரலாறு | - தமிழாய்வுத்துறை வெளியீடு |
| சிறுகதைத் தொகுப்பு | - தமிழாய்வுத்துறை வெளியீடு |
| கலைச்சொற்கள் | - தமிழாய்வுத்துறை வெளியீடு |

for the candidates admitted from June 2014 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI-620002
DEPARTMENT OF HINDI
PART – I LANGUAGE HINDI FOR B.A, B.Sc & B.Com
HINDI PAPER-I SHORT STORY, PROSE, GRAMMAR SEMESTER – I

HRS/WEEK : 6

CODE: U14HN1HIN01

CREDITS : 3

MARKS : 100

UNIT – I : Purasakar, Sukamaya Jeevan, Ganga Singh, Machuye Ki
Beti, Maharaj Ka Ilaj

UNIT- II : Maatru vandana, Chandini, Thitalii, Divali, Seekho.

UNIT- III : Sadak Ke Niyam, Bhagavan mahaveer, Prithvi Ka swarga,
Mahan ganithagya Ramanujam, Birbal Ki Chathuraye.

UNIT- IV : General Grammar
(Sanghya, Visheshan, ling, Vachan, Kriyavisheshan)

UNIT- V : Anuvad Abhyas – II

Books Prescribed :

- Galpa Sanchayan - D.B.H.P. Sabha Publishers, Chennai-17
- Naveen Hindi Patamala – I - D.B.H.P. Sabha Publishers, Chennai-17
- Naveen Hindi Patamala – II - D.B.H.P. Sabha Publishers, Chennai-17
- Sugam Hindi Vyakaran - D.B.H.P. Sabha Publishers, Chennai-17
- Anuvad Abhyas – II - D.B.H.

HOLY CROSS COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI – 2
DEPARTMENT OF FRENCH
SYLLABUS
SEMESTER I

PART I – LANGUAGE - FRENCH PAPER I [GRAMMAR & CIVILISATION
(ÉCHO A1 2^e édition)]

(For candidates admitted 2013 onwards)

HRS/WEEK : 6

CREDIT : 3

CODE : U13FR1FRE01

MARKS : 100

Unit 1 Parcours d’initiation ; Vous comprenez

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.

Unit 2 Au travail!

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.

Unit 3 On se détend!

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

Unit 4 Racontez-moi ! ; Bon voyage !

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

Unit 5 Bon appétit!

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.

TEXT BOOKS :

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

Authors: J. Girardet and J. Pécheur

Publication: CLÉ INTERNATIONAL, 2012.

(for candidates admitted from 2014 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI – 2.
I B.A., B.Sc., B.Com., B.R.Sc., B.C.A., B.B.A., SEMESTER I
PART II - ENGLISH 1 - GENERAL ENGLISH PAPER I

NO.OF HRS/WK : 6

CODE: U10EL1GEN01

NO.OF CREDITS: 3

OBJECTIVES

To develop in the students LSRW Skills at the foundation basic level

To focus on Oral Communication Skills through several Spoken English tasks given individually and in groups.

To encourage students to read and appreciate biographies/passages/fables/folk tales

To develop sub skills including comprehension, vocabulary, grammar, spelling, punctuation and reference skills.

UNIT I: Speak Better I

Tasks 1 - 30

UNIT II: Speak Better II

Generation of Alternatives

Viewpoints

Challenging Assumptions

Redesigning

Dominant Ideas and Crucial Factors

UNIT III : Read and Communicate I : a) Fables and Folk Tales

The Crow and the Kavun

The Parakeet and the Clay Pot

UNIT IV: Read and Communicate I: b) Fables and Folk Tales

How the Ministers Laid Eggs

How Andare Ate Curd at the Palace

UNIT V: Read and Communicate II : Biographies

Mahatma Gandhi

Abraham Lincoln

PRESCRIBED TEXT

Oranee Jansz : *EXPLORATIONS A Course in reading, thinking and communication skills:*
Foundation Books. Print.

LIST OF GENERAL TOPICS:

1. Knowledge is power
2. The Impact of English Language
3. Science and Technology
4. Where there is a will there is way
5. Honesty is the best policy
6. Birds of the same feather, flock together
7. East or west home is the best
8. Make hay while the sun shines
9. Your favourite leader
10. Description of a significant experience in your life.

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI - 2.
B.COM WITH COMPUTER APPLICATIONS FROM 2014- 2015
SEMESTER I PART III - MAJOR CORE – 1
FINANCIAL ACCOUNTING-I

HOURS PER WEEK :7
NO.OF CREDITS: 5

CODE : U14CO1MCT01
MARKS:100

OBJECTIVES

- To provide an understanding of the application of Double Entry System of Book-keeping.
- To provide basic knowledge of Depreciation Accounting, Accounts of Non-Trading concerns and Single Entry system of Book keeping.

UNIT – I FINAL ACCOUNTS

Accounting Concepts and Conventions - Adjustment and Closing Entries- Final accounts of sole trader.

UNIT – II RECTIFICATION OF ERRORS AND BANK RECONCILIATION STATEMENT

- A. Rectification of errors- Rectification before and after preparation of Trial Balance.
- B. Bank Reconciliation Statement- Causes for difference between cash book and pass book – Preparation of BRS

UNIT – III DEPRECIATION ACCOUNTING

Depreciation Accounting - Methods of Providing Depreciation - Straight line method, written down value method - Sinking fund method - Insurance policy method

UNIT – IV UNIT – V ACCOUNTS OF NO PROFITS CONCERNS

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

UNIT V SINGLE ENTRY SYSTEM

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

Theory - 20% Problem: 80%

BOOKS FOR STUDY

- Reddy & Murthy, (2006). *Financial Accounting*, Chennai: Margham Publishers.

- Dalston L. Cecil & Jenitra L. Merwin, (2008). *Principles of Accountancy*, Trichy: Learntech Press.

BOOKS FOR REFERENCE

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

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI – 620 002.
(For the candidates admitted from 2008 onwards)
SEMESTER – I (For Commerce Students)
Allied1: BUSINESS MATHEMATICS

Total Hours: 60

Hours/Week: 4

Credits: 4

Code: U08MA1ACT03

Marks:100

GENERAL OBJECTIVE:

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

UNIT I: MATHEMATICS OF FINANCE (12 HRS)

Mathematics of finance – Simple interest – Compound interest – Depreciation – discounting (Excluding Annuities , Sinking Fund and Amortisation Table).

UNIT II: MATRICES (12 HRS)

Matrices - inverse of a matrix rank of a matrix –Test for Consistency of equations.

(Excluding Algebra of Matrices , Determinants and also Input – Output Analysis)

UNIT III: APPLICATIONS OF DIFFERENTIATION AND INTEGRATION (12 HRS)

Differentiation (Excluding Derivatives of Standard functions from first principle) –Applications of the derivative – Integration with applications

UNIT IV: TRANSPORTATION PROBLEM (12 HRS)

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

UNIT V: ASSIGNMENT PROBLEM (12 HRS)

Assignment problem (Travelling salesman problem excluded)

TEXT BOOKS:

1. Navaneetham P.A.(2007) , BUSINESS MATHEMATICS AND STATISTICS ,Jai Publishers Trichy for UNITS I , II and III.

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

UNIT II Chapter 4 (Omit Sec 1 to 8 (upto4) and 13)

UNIT III Chapter 6 ,7 and 8

2. KantiSwarup, Gupta P.K, Man Mohan (2004), OPERATIONS RESEARCH

Sultan Chand & Sons, New Delhi for UNITS IV and V.

UNIT IV Chapter 6 (Omit Sec 6:4 ,6:5.2 , 6:5.3 , 6:6 to 6:9)

UNIT V Chapter 7 (Omit Sec 7:4)

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
CHOICE BASED CREDIT SYSTEM
DEPARTMENT OF ECONOMICS
FOR B. COM STUDENTS -SEMESTER –I
(ALLIED-2) BUSINESS ECONOMICS

CODE: U14EC1ACT02

HOURS: 4

CREDIT: 3

Objective:

- To enable students to learn the basic concepts and principles of Business Economics and sensitize them about the importance of the subject in managerial decision making.

Unit I: Introduction to Economics and Business Economic

- a) Meaning, Nature and Significance of Economics – subject matter of Economics
- b) Meaning, Nature and Significance of Business Economics
- c) Role of Business Economics in decision making – role and responsibilities of a business economist.

Unit II: Consumption and Demand analysis

- a) Business significance of Consumption and Demand – Demand determinants - Law of demand and perverse demand curves – Type of demand.
- b) Concept of elasticity (price, income, cross, advertising and expectation elasticity). - Methods of measuring price elasticity of demand – relationship between price elasticity and sales revenue – significance of the concept.
- c) Demand forecasting – steps in demand forecasting – short term and long term forecasting – methods of demand forecasting (brief treatment only)

Unit III: Production Analysis

- a) Factors of production and their characteristics – production possibility curves - Concepts of total product, Average product and Marginal product.
- b) Fixed and Variable factors- Classical and Modern approaches to the law of variable proportions.
- c) Law of returns to scale and Economies and diseconomies of scale

Unit IV: Supply and Cost analysis

- a) Supply – Factors affecting supply – Law of supply – Elasticity of supply and types of elasticity of supply.
- b) Cost of Production – concepts of cost – sunk cost and future cost, direct cost and indirect cost – money cost and real cost, explicit cost and implicit cost, private cost and social cost and actual cost and opportunity cost.
- c) Cost curves – Total, Average and Marginal cost curves - Relationship of MC to AC – Fixed and Variable cost curves – Short run and Long run cost curves – Difference between short run and long run cost.

Unit V: Price and output decisions in various market forms

- a) Role of Time in determining the value of products
- b) Equilibrium conditions of a firm and Industry under various market forms
- Price and output determination in a Perfect Market.
- c) Price and output determination in an Imperfect Market with specific reference to Monopoly, Monopolistic competition and Oligopoly.

Reference Books

- Chaturvedi, D.D., Gupta S.L. and Sumitra A.L ,(2001)., Business Economics – Test and cases, Galgotia publishing company, New Delhi.
- Manab Adhikary., (2002). Business Economics (2nd Edition). Excel Books, New Delhi.
- Samuelson, B.A., Economics ,(1976), Tale MCGraw – Hill.New Delhi.
- Sankaran . S.(2003), Business Economics, Margham Publications, Chennai.
- Sivayya K.V., M. Gangadhara Rao and V.S. P. Rao (2000), Business Economics Vol- 1, discovery Publishing House., New Delhi.

HOLY CROSS COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI-2
B.A /B.Sc./B.Com/B.R.SC/B.C.A/B.B.A DEGREE EXAMINATION
SEMESTER - I
ENVIRONMENTAL STUDIES

CODE: U14RE1EST01
CREDITS : 2

Hrs – 2/Week

Unit I–Awareness and Natural Resources

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

Unit II–Ecosystems and Biodiversity

Ecosystem–concepts, structure and types–concept of food chain and food web–causes and
effects of weakening food chains

Biodiversity–concept of genetic, species and ecological biodiversity–ecological and economic
values–India, a mega diversity country, hotspots–threats to biodiversity and conservation
measures.

Unit III–Environmental Pollution

Causes, effects and control of water, and air pollution–global warming–ozone
depletion– Nuclear hazards.

Unit IV–Human population and Environment

Population growth at national and global level.

World food production-Effects of modern agriculture on land and Eco systems-GMOs and
related issues.

Environmental pollutions and diseases-malaria- chikungunya

Unit V–Environment and Social Issues

Rich poor wide–at national and global levels. Urbanization –slums

Changing value systems –AIDS

Family welfare programs

புனித சிலுவை தன்னாட்சிக் கல்லூரி, திருச்சிராப்பள்ளி – 620 002.

தமிழாய்வுத்துறை

இளங்கலை / இளமறிவியல் / இளம் வணிகவியல் பட்ட வகுப்பு

முதலாமாண்டு – இரண்டாம் பருவம் - 2014

தாள் - II

Total Hours : 75

Hrs : 5Hrs /Wk

Credit : 3

Code : U12TL2TAM02

Marks : 100

நோக்கங்கள்:

1. இறைச் சிந்தனை வழி மாணவர்களை ஒருமுகப்படுத்துதல்.
2. தமிழ்ச் சான்றோர்களின் சிறப்புகளை அறிமுகப்படுத்துதல்.
3. மாணவர்களின் நல்லெண்ணங்களை மேம்படுத்துதல்.
4. நட்புணர்வை மாணவர்கள் மனதில் பதியவைத்தல்.

பயன்கள்:

1. இப்பாடம் மாணவர்களிடையே ஆன்மீக அறிவு அறிமுகமாகவும், வளரவும், ஆழப்படவும் துணைபுரிகின்றது. இது ஓர் இயற்கைப் பூங்கா.
2. தமிழை நேசித்து, தமிழ்ச் சான்றோர்களின் மீது மதிப்புக் கொள்ளவும், தானும் சான்றோர் ஆகவும் இது ஒரு பாலமாக பயன்படுகிறது.
3. ஊற்றுக்களாய் மாணவிகளிடையே மறைந்து கிடக்கும் நல்லெண்ணங்களை வெளிக்கொணரவும் நேர்மறைச் சிந்தனைகள் தோன்றவும் பயன்படுவதால் இது ஒரு நூலகமாகும்.
4. வாழ்க்கையில் நட்பின் தேவையை உணர வைக்கும் வழிகாட்டியாகத் திகழ்கிறது. இது வாழ்க்கைப் பெட்டகம்.

அலகு:1 செய்யுள்

இறைமை

அன்பு

நேர்மை

அலகு:2 செய்யுள்

தன்னம்பிக்கை

முயற்சி

அலகு:3

தமிழ் இலக்கிய வரலாறு - தமிழாய்வுத்துறை வெளியீடு

பல்லவர்காலம்

நாயக்கர்காலம்

அலகு:4

படைப்பிலக்கியம் - புதினம்

சு.தமிழ்ச்செல்வி - கீதாரி

அலகு:5

கடிதம் எழுதுதல்

பாட நூல்கள்

செய்யுள்

- தமிழாய்வுத்துறை வெளியீடு

தமிழ் இலக்கிய வரலாறு

- தமிழாய்வுத்துறை வெளியீடு

கீதாரி

- சு.தமிழ்ச்செல்வி

கடித இலக்கியம்

- பயிற்சி ஏடு.

(for the candidates admitted from June 2014 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI-620002
DEPARTMENT OF HINDI
PART – I LANGUAGE HINDI FOR B.A, B.Sc & B.Com
HINDI PAPER-II PROSE, DRAMA, GRAMMAR-II, COMPREHENSION
SEMESTER –II

HRS/WEEK : 5
CREDITS : 3

CODE: U14HN2HIN02
MARKS : 100

UNIT – I : Bharat matha, Premchand, Taj mahal ki Aathma Kahani, Mahakavi Prasadh, Meri theertha yatra

UNIT- II : Sathyameva jayathe - Drama (chapter 1& 2)

UNIT- III : Sathyameva jayathe – Drama (chapter 3)

UNIT- IV : General Grammar (Sarvanaam, Kriya, Kaal, Karak, Ne Ka niyam)

UNIT- V : Comprehension – Prose passages

Books Prescribed :

- Naveen Gadhya Chayanika – D.B.H.P. Sabha Publishers, Chennai-17
- Sathyameva Jayathe – D.B.H.P. Sabha Publishers, Chennai-17
- General Grammar – D.B.H.P. Sabha Publishers, Chennai-17

HOLY CROSS COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI – 2

DEPARTMENT OF FRENCH SEMESTER II

PART I - LANGUAGE - FRENCH PAPER II [GRAMMAR, CIVILISATION & TRANSLATION (ÉCHO A1 2^e édition)]

(For candidates admitted 2013 onwards)

HRS/WEEK : 5

CREDIT : 3

CODE : U13FR2FRE02

MARKS : 100

Unit 1 Quelle journée !

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.

Unit 2 Qu'on est bien ici !

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)

Unit 3 Souvenez-vous ?

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.

Unit 4 On s'appelle ?

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.

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

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.

TEXT BOOKS :

ECHO A1 – METHODE DE FRANÇAIS & CAHIER PERSONNEL D'APPRENTISSAGE Authors: J. Girardet and J. Pécheur

Publication: CLÉ INTERNATIONAL, 2012.

(for candidates admitted from 2014 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI – 2.
2014 - 2015

I B.A., B.Sc., B.Com., B.R.Sc., B.C.A., B.B.A., SEMESTER I I
PART II - ENGLISH 1I - GENERAL ENGLISH PAPER II

NO.OF HRS/WK : 6
NO.OF CREDITS: 3

CODE: U10EL2GEN02

OBJECTIVES

Integrated skills of English with focus on reading, writing, speaking and listening.
Integrated sub skills that include comprehension, vocabulary, grammar, spelling, punctuation and reference skills.
Literary appreciation (incidental)

UNIT I

The Suitor and Papa: *Anton Chekov*

UNIT II

The Sniper : *Liam O'Flaherty*

UNIT III

A Handful of Dates : *Tayeb Salih*

UNIT IV

Two Gentlemen of Verona: *A.J. Cronin*

UNIT V

GRAMMAR - 1. Transformation of sentences – a) Direct – Indirect speech b) Voices
2. Question Tag 3. Tenses

COMPREHENSION – Prescribed texts

COMPOSITION - 1. Personal letter
2. Creative Writing
3. Narrative Writing
4. Article Writing

GENERAL ESSAY: 5 TOPICS

1. My relationship with my mother
2. My favourite hobby
3. Look before you leap
4. All that glitters is not gold
5. Me, after ten years...

BOOKS FOR REFERENCE

Renu, Anand and Geetha, Rajeevan, *Images Of Life An Anthology of Prose*, New Delhi:
Cambridge University Press, 2006. Print.

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI - 2.
B.COM WITH COMPUTER APPLICATIONS FROM 2014- 2015
SEMESTER II PART III: MAJOR CORE – 2 FINANCIAL ACCOUNTING-II
HOURS PER WEEK: 5 **CODE: U14CO2MCT02**
NO.OF CREDITS:5

OBJECTIVES:

- To provide basic knowledge of Royalty Accounts, Depreciation Accounting, Departmental and Branch Accounts.
- To differentiate between hire purchase and installment purchase system and method of accounting.

UNIT – I ACCOUNTING FOR ROYALTIES AND INSURANCE CLAIMS

Royalty Accounts - Accounting treatment Sub-lease- Insurance Claims - Claim for Loss of Stock and Loss of Profit

UNIT – II SINGLE ENTRY

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

UNIT – III DEPARTMENTAL ACCOUNTS AND SELF BALANCING

Departmental Accounts - Allocation of Expenses - Calculation of Departmental Purchases

Self-balancing ledgers and sectional Balancing.

UNIT – IV BRANCH ACCOUNTING

Branch Accounts - Not keeping full systems of Accounting - Debtors - System and stock and Debtors system of accounting -Independent Branches excluding Foreign Branches

UNIT – V HIRE PURCHASE ACCOUNTING

Hire Purchase System and Installment Purchase system. Calculation of Interest. Default and Repossession

Theory - 20% Problems- 80%

BOOKS FOR STUDY

- Gupta. R.L.& Radhaswamy M., (2006). *Advanced Accounts* New Delhi: Sultan Chand.

BOOKS FOR REFERENCE

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

**HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI - 2.
B.COM WITH COMPUTER APPLICATIONS FROM 2014- 2015 -
SEMESTER II MAJOR CORE –3 MARKETING**

WEEK HOURS: 5

CODE: U08CO2MCT03

NO. OF CREDITS: 4

OBJECTIVES

- To give basic understanding of the concepts of Marketing.

UNIT – I INTRODUCTION TO MARKETING

Marketing - Definition - Scope - Traditional and Modern concept - Importance and functions of marketing - Basic approaches to marketing - Marketing of agricultural, industrial and consumer goods.

UNIT – II PRODUCT POLICY AND MARKET SEGMENTATION

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

UNIT – III PRICING AND PROMOTION MIX

Pricing - Pricing objectives - Factors influencing pricing - Methods of pricing - Pricing policies. Promotion: Promotion Mix - Sales Promotion.

UNIT – IV ADVERTISING AND PERSONAL SELLING

Advertising - Objectives - Importance - Advertisement Copy - Different media - Selection of media.

Personal Selling - Features - Functions - Selection of salesmen and training - Controlling.

UNIT – V MARKETING CHANNELS AND MARKETING RESEARCH

Channels of Distribution - Channel Functions - Middlemen - Wholesalers - Retailers - Selection of marketing channels- Direct Marketing- Tele-marketing - Online marketing - Social media marketing

BOOKS FOR STUDY

Rajan Nair, (2006). *Marketing*, New Delhi: Sultan Chand and Sons.

BOOKS FOR REFERENCE

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

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI - 2.
B.COM WITH COMPUTER APPLICATIONS FROM 2014- 2015 -
SEMESTER II
ALLIED – 3 COMPUTER APPLICATIONS IN BUSINESS

HOURS PER WEEK: 4

CODE: U14CO2ACT01

NO.OF CREDITS: 3

OBJECTIVES:

- To make the students familiar with the use of IT and the various facets of IT.
- To equip the students with practical skills to use computers.

UNIT – I

INTRODUCTION TO INFORMATION TECHNOLOGY:

Information Technology – Meaning – Need – Components Role of IT – IT in business, IT in manufacturing, IT in mobile computing, IT in public sector, IT in defense, IT in media, IT in publication, IT and internet. Emerging trends in IT and SIS, Electronic Data Interchange (EDI), Mobile Communication, Bluetooth, Global Positioning System (GPS), Infrared Communication, Smart Card, Blue Laser Disc, IT and Ethical Issues – Privacy, Accuracy, Property and Accessibility Issues.

UNIT – II

OPERATING SYSTEMS:

Operating Systems – Meaning and Definition – Functions – Microsoft Windows 7 -Task Bar, Desktop and customizing. My computer – setting, control panel components. - Windows explorer-using help and search features. - Word processing using Ms Word 2007: Basics – Working with word –Formatting – Using cut – copy – Paste. Bullet and numbering – Header and footer – working with tables – using spelling and grammar dialog box using auto correct – using synonyms and thesaurus – adding graphics – drawing objects – mail merge.

UNIT – III

MS-EXCEL:

Spread sheet using Microsoft Excel 2007. Excel environment – Basics – working with worksheet – entering data – navigating through cells – naming and renaming cells – editing a worksheet – cut – copy, paste functions – find and replace features – Formulas and functions – using auto sum ,autofill and command – creating and inserting a chart and transporting to word and power point documents.

UNIT – IV

MS-POWERPOINT:

Making presentation using Microsoft Power Point 2007. Power Point Environment – Basics – Designing and creating a Presentation – Using design templates. Working with different views. Working with slides – creating a new slide – inserting a slide – cut – copy-paste functions – navigating in power point – slide numbering – running the slides. Working with text and Graphics. Adding multimedia and animation – adding transition – inserting pictures and tables from other office products. Creating and using master slides.

UNIT – V

APPLICATIONS OF E-COMMERCE:

E-Commerce – meaning, Need, Advantages, Types - Security features- Electronic Commerce framework – The Anatomy of E-Commerce Applications: Electronic consumer

Applications –Electronic Payment Systems: account setup and costs – opening a first virtual transaction Process- An Introduction to Cyber Law- Basic Concepts of Technology and law: understanding the technology of internet – Scope of Cyber Laws – Information technology Act 2000.

TEXT BOOKS

1. Introduction to Information Technology, Alexis Leon, Mathews Leon, Leena Leon, Vijay Nicole Imprints Private Ltd, Chennai.
2. Computer Applications In Business, R.Parameswaran, S.Chand & Company Ltd, New Delhi.

BOOKS FOR REFERENCES

- Introduction to Information Technology, V.Rajaraman, PHI Learning Pvt. Ltd., New Delhi.
- Dr.Ch.Seetha Ram, Information Technology for Management, Deep & Deep Publications Pvt Ltd, New Delhi.
- Leon, (2006), Introduction to computers, Vikas Publishing House Pvt.Ltd., New Delhi.
- Srinivasa Vallaban SV, (2005), Computers in Business, Sultan Chand and Sons, New Delhi.
- Alexis Leon and Mathew Leon, (2005), Introduction to Computers with MsOffice 2000, TMH, New Delhi.

PRACTICALS

1. Typing and formatting a page in Ms Word
2. Typing all kinds of letters.
3. Typing a Resume
4. Creation of tables in Ms Word and entering text and numeric data
5. Use of mail Merge
6. Pay roll preparation in Excel
7. Mark Sheet preparation in Excel
8. Sales Report in Excel
9. Preparing a graph for a given data
10. Creating power point file using templates and master slides
11. Importing data from Word and Excel to power point slides
12. Inserting picture files and audio files
13. Using animation and slide transition schemes in slides
14. Opening net banking account
15. Case study on Cyber Laws.

HOLY CROSS COLLEGE(AUTONOMOUS),TIRUCHIRAPPALLI
B.A/B.Sc./B.Com/B.R.SC/B.C.A/B.B.A DEGREE EXAMINATION
SEMESTER-II
SBE-1 SOFT SKILL DEVELOPMENT

Hrs – 2/Week

CODE:U14RE2SBT01

CREDITS : 2

General Objective:

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

UNIT I: 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.

UNIT II : Interpersonal skills

Trust-trustworthiness-interpersonal communication-art of listening, reading and writing-art of writing-Emails etiquettes-building relationship-networking

UNIT III: Corporate skills

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

UNIT IV: Management skills

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

UNIT V: Employability skills

Writing Resume/CV- interview skills-Group Discussion-mock Interview-mock GD-Career planning

TEXT BOOKS:

Meena K.Ayothi V.(2013) A Book on development of soft skills(soft skills: A Road Map to Success) P.R . Publishers and distributors, Trichy.

Alex K.(2012) Soft Skills Know Yourself & Know the World, S.Chand&Company Ltd., NewDelhi

Book Recommended:

1.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

**HOLY CROSS COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI–
2B.A./B.Sc./B.Com./BCA&BBA, DEGREE EXAMINATION
SEMESTER II
SKILL BASED ELECTIVE II: RURAL ENRICHMENT AND SUSTAINABLE
DEVELOPMENT**

Hrs – 2/Week

**CODE: U08RE2SBT02
CREDIT: 2**

UNIT I:

Green Revolution and industrialization

Cost climate changes and mismanagement of natural resources: Effects of over exploitation of land and water, mono culture practices use of hybrid and genetically modified (GM) seeds dumping of chemical fertilizers and pesticides-reduced economic returns from agriculture-resultant social issues-poverty-farmers suicide.

UNIT II:

Sustainable Development: concept environmental, social and economic aspects of sustainable development-sustainable development as solution to address rural issues- successful case studies from India .

UNIT III:

Elements in sustainable development I: Water shed management-rain water Harvesting, de-silting, bunds construction ,check dams, managing rain water drainage canals Alternative agricultural models –agro-forestry.

UNIT IV:

Elements in sustainable development II: addressing agricultural issues-biofertilizers-azolla culture, vermicomposting, biopesticides-panchakavya, mulikai puchiviratti ,amirthakarasal ,addressing health and sanitation issues-health, nutrition, vaccination.

UNIT V:

Survey of natural resources and resource mapping in villages, village level participatory approach(VLPA)-role of SHGs and NGOs.

Introduction to disaster Management (fire and flood)

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
MARKS : 100

CODE :U12VE2LVC01
CREDIT : 1

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

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. Vaalvin Valizha – St. John's Gospel – Fr. Eronimus

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: U12VE2LVE01

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

Concept of God- Faith, Meaning, Definition, Nature, Characteristics. Basic values of different religions-Globalization.

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.

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

CODE: U12VE2LVBO1

CREDIT : 1

MARKS : 100

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-
- Messianic Prophecies (Isaiah 9:6,40:3,53:1-12,61:1-3,Micah 5:2)
- The Birth and Ministry of John the Baptist (Luke 1:1-80,Mat 3:1-17,14:1-12)
- The Birth, Passion and Resurrection of Jesus (Luke 1:26-80,2:1-52,John 1 :18-21)

UNIT – II: MINISTRY OF JESUS

- Miracles (Mark 2:1-12,Luke 4:38-41,6:6-11,7:1-17,8:26-56,John 2:1-12)
- Parables (Luke 6:46-49,8:4-15,10:25-37,15:1-32)
- Preaching
 - Sermon on the mount (Mat 5-7)
 - Lord's Prayer (Luke 11: 1-13)
 - Kingdom of God (Mat 13: 24-50)
- Prayer life of Jesus (Luke 5:12-16,John 11:41-45,17:1-26,Mark 14:32-42)
- Rich and Poor (Luke 16: 19-31,21:1-4)
- Women Liberation (John 4:1-30,8:1-4)
- Women in the New Testament
- Mary(Mother of Jesus)-(Luke 1:27-35, John 2:1-12, 19:35, Acts 1:13-14)
- Martha & Maria (Luke 10: 38- 42, John 11: 1-46)

UNIT – III: CHURCH – BIRTH AND GROWTH

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

UNIT – IV: DISCIPLES AND APOSTLES

- Betrayal and the change in the life of St. Peter (Luke 22:1-7,Acts 2:1-41,12:1-17)
- St.Andrew (Mat 4:18-20,John 1:35-42,6:1-14)
- St.Stephen (Acts 6,7)
- St.Paul (Acts 8,9,14,17,26 and 28)

UNIT – V: MISSIONARIES

- St. Thomas (John 20:24-31) & Missionary to India\ Pandithar Rama Bai
- William Carrie
- Dr.Ida Scudder & St. Britto (Oriyur)
- Amy Carcheal
- Mother Teresa (Calcutta)
- Devasagayam (Nagercoil)
- Staines & Family

REFERENCES:

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

புனித சிலுவை தன்னாட்சிக் கல்லூரி, திருச்சிராப்பள்ளி – 620 002.
தமிழாய்வுத்துறை
இளம் வணிகவியல் / இளங்கலை / இளம் அறிவியல் பட்ட வகுப்பு
இரண்டாம் ஆண்டு - மூன்றாம் பருவம் - 2014
தாள் - III

Total Hours : 90

Hrs : 6Hrs /Wk

Credit : 3

Code : U12TL3TAM03

Marks : 100

நோக்கங்கள்:

1. வாழ்வின் கூறுகளாகியஅறம், பொருள், இன்பம், வீடுபேறு ஆகியவற்றின் வழிமுறைகளை எடுத்துரைத்தல்.
2. ஊடகங்களின் ஆழமான நுண்ணறிவை வெளிப்படுத்துதல்.

பயன்கள்:

1. காப்பியங்களை பயில்வதன் மூலமாக மாணவர்கள் அறக்கருத்துக்களை உணர்ந்து கொள்ளுதல்.
2. தமிழ் மொழியை செம்மொழியாக அறிவித்துள்ள இக்காலக்கட்டத்தில் தமிழ் இலக்கியத்தின் பயனை மாணவர்கள் முழுமையாக அறிந்துக் கொள்ளுதல்.
3. ஊடகங்கள் வெளிப்படுத்தும் நன்மை, தீமை ஆகியவற்றைப் பகுத்தறியக் கூடிய பக்குவத்தை அடைதல்.

அலகு:1 செய்யுள்

இயற்கை

நாட்டுப்பற்று

உழைப்பு

அலகு:2 செய்யுள்

மானம்

பெண்ணுரிமை

அலகு:3

தமிழ் இலக்கிய வரலாறு

சோழர் காலம்

அலகு:4

நாடகம்

தண்ணீர் தண்ணீர் - கோமல் சுவாமிநாதன்

அலகு:5

கோயிற்கலை - திட்டக்கட்டுரை, வினாடி வினா

பாட நூல்கள்

1. செய்யுள் நூல் - தமிழ்த்துறை வெளியீடு
2. தமிழ் இலக்கிய வரலாறு - தமிழ்த்துறை வெளியீடு
3. நாடகம் - தண்ணீர் தண்ணீர் - கோமல் சுவாமிநாதன்
4. கோயிற்கலை - தமிழ்த்துறை வெளியீடு

(for the candidates admitted from June 2014 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI-620002
DEPARTMENT OF HINDI
PART – I LANGUAGE HINDI FOR B.A, B.Sc & B.Com
HINDI PAPER-III POETRY, PREDICS, HISTORY OF HINDI LITERATURE
SEMESTER – III

HRS/WEEK : 6
CREDITS : 3

CODE: U14HN3HIN03
MARKS : 100

UNIT – I : Shubhagaman, Man, Tere ghar ked war bahuth
hym Memory poem : - Kabir das Ke Dohe - 6
Thulasidas Ke Dohe - 6 Rahim Ke Dohe - 6

UNIT- II : History of Hindi Literature :
Essay Type Questions : Veeragatha Kaal

UNIT- III : Bakthi Kaal

UNIT- IV : Poetics

- a. Ras : Shringar, karun, Hasya, Veer
- b. Alankar : Anupras, Yamak, Upama, Roopak
- c. Chand : Choupayee, Baravai

UNIT- V : Kavi Parichaya : Ayodiya singh upadyaya Harioudh, Maithili Sharan Gupth,
Siyaram Sharan Gupth, Kabir, Thulasi das

Books Prescribed :

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

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

PART I - LANGUAGE - FRENCH PAPER III [LANGUAGE & CIVILISATION
(ÉCHO A2 2^e édition)]

(For candidates admitted 2013 onwards)

HRS/WEEK : 6

CREDIT : 3

CODE : U14FR3FRE03

MARKS : 100

Unit 1 Vivement demain !

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

Unit 2 Tu as du boulot ?

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 – le travail en France.

Unit 3 Qu'en pensez-vous?

L'emploi du subjonctif , l'expression de la quantité – revue de presse – entrée en politique – la naissance des départements - la vie politique – l'organisation administrative et politique de la France.

Unit 4 C'est tout un programme !

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)

Unit 5 On se retrouve

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.

TEXT BOOKS :

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

Authors: J. Girardet and J. Pécheur

Publication: CLÉ INTERNATIONAL, 2010.

(for candidates admitted from 2013 onwards)

**HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI – 2.
2014 - 2015**

**II B.A., B.Sc., B.Com., B.R.Sc., B.C.A., B.B.A., SEMESTER III
PART II - ENGLISH III - GENERAL ENGLISH PAPER III**

NO.OF HRS/WK : 6

CODE: U10EL3GEN03

NO.OF CREDITS: 3

OBJECTIVES

To reinforce the LSRW skills of students.

To enhance their study skills and literary skills through a selection of prose extracts.

To develop soft skills such as presentation and group discussion skills.

To strengthen sub skills including vocabulary, grammar, comprehension, argumentative and imaginative writing

UNIT I

A Little Bit of What You Fancy : *Desmond Morris*

UNIT II

The Avenger : *Anton Chekov*

UNIT III

Know When to Say 'It's None of Your Business': *Mark McCormack*

UNIT IV

The Second Crucifixion: *Larry Collins and Dominique Lapierre*

UNIT V

General Essay – 5 topics given

Idioms and Phrases - 20 Idioms and phrases given

BOOKS FOR REFERENCE

Anand, Renu .,& Rajeevan, Geetha. *Images of Life: An Anthology of Prose*. New Delhi: Foundation Books, 2007. Print.

List of Idioms and Phrases:

1. To tuck in
2. In tune with
3. To frown upon
4. In favour of
5. In vogue
6. To gloat at
7. On the contrary
8. Prompted by
9. To pale to nothing
10. To wax enthusiastic
11. To figure one out
12. Crystal clear
13. Grey area
14. To have second thoughts
15. On red alert
16. On a fool's errand

17. To be taken aback
18. To storm
19. Trouble spots
20. Flood of humanity

GENERAL ESSAY TOPICS

1. Women are not as intelligent as men.
2. The use of the internet and the computer.
3. Life in the next decade.
4. The ways of using the cell phone to minimize health hazards.
5. How will you save the planet?

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI - 2.
B.COM WITH COMPUTER APPLICATIONS - FROM 2014- 2015
SEMESTER III, MAJOR CORE -4 CORPORATE ACCOUNTING-I

NO.OF HOURS :5
NO.OF CREDITS : 5

CODE : U14CO3MCT04
MARKS : 100

OBJECTIVES:

- To develop skills in the preparation of Partnership Accounts and Company Accounts.
- To provide basic knowledge of accounting for Redemption of Shares and Debentures.

UNIT – I ISSUE OF SHARES & DEBENTURES

Issue - Forfeiture and reissue of forfeited shares.

UNIT – II REDEMPTION OF PREFERENCE SHARES AND DEBENTURES

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

UNIT – III FINAL ACCOUNTS OF COMPANIES

Preparation of Profit and Loss Accounts, Appropriation accounts and Balancesheet.
(Vertical format) (excluding managerial remuneration)

UNIT - IV VALUATION OF GOODWILL AND SHARES

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.

UNIT-V ACQUISITION OF BUSINESS AND PROFITS PRIOR TO INCORPORATION

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

(B) Accounting for Profit and Loss prior to Incorporation

Theory - 20% problems - 80%

BOOKS FOR STUDY

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

BOOKS FOR REFERENCE:

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

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI - 2.
B.COM WITH COMPUTER APPLICATIONS - FROM 2008- 2009 - SEMESTER III,
MAJOR CORE -5 BUSINESS LAWS

HOURS PER WEEK :5

CODE : U08CO3MCT05

NO. OF CREDITS:5

OBJECTIVES

To enable the students to understand the important provisions of:

- (i) Indian Contract Act
- (ii) Sale of Goods Act
- (iii) Partnership Act

UNIT – I LAW OF CONTRACT I

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

UNIT – II LAW OF CONTRACT I

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

UNIT – III SPECIAL CONTRACTS

Quasi contract - Indemnity and Guarantee - Bailment and Pledge.

UNIT – IV CONTRACT OF AGENCY

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.

UNIT – V SALE OF GOODS ACT 1930

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.

BOOK FOR STUDY

Kapoor N.D., (2008). *Business Law*, New Delhi: Sultan Chand Sons.

BOOKS FOR REFERENCE

- Kuchhal M.C., (2006). *Mercantile Law*, New Delhi: Vikas Publishing House.
- Desai T.R., (2006), *Indian Contract Act, Sale of Goods Act and Partnership Act*, Kolkata: S.C. Sarkar & Sons Pvt. Ltd.
- Gulshan S.S., Kapoor G. K., (2008). *Business law including company law*, New Delhi: Universal law publishing company.
- R.L.Meena, (2008). *Text book on law of contract including specific relief*, New Delhi: Universal Law Publishing company.
- T.R.Desai, (2009). *Law relating to Tenders and contracts*, New Delhi: Govt.Universal Law Publishing company.

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI - 2.
B.COM WITH COMPUTER APPLICATIONS FROM 2008-2009
SEMESTER III, ALLIED OPTIONAL – 4
SERVICES MARKETING

HOURS PER WEEK :4

CODE : U08CO3AOT02

NO.OF CREDITS:3

OBJECTIVES

To enable the students to apply the principles of Marketing in the area of services.

UNIT – I INTRODUCTION

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.

UNIT – II SERVICES MARKETING MIX

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

UNIT – III MANAGING SERVICES QUALITY AND GLOBALISATION OF SERVICES

A. Managing service quality: 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

UNIT – IV MARKETING PRACTICES OF INSURANCE, TOURISM AND HOTEL INDUSTRIES

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

UNIT – V MARKETING PRACTICES OF HOSPITALS AND EDUCATION INSTITUTIONS

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

BOOKS FOR STUDY

- Vasanthi Venugopal, (2008). *Services Marketing*, New Delhi:Himalaya Publishing House.

BOOKS FOR REFERENCE

- Christopher, H. Lovelock, (2007). *Service Marketing*, New Delhi: Prentice Hall.
- Jha S.M., (2008). *Service marketing*, New Delhi: Himalaya publishing House.
- 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.
- Zeithaml, V.A and M.J. Bitner, (2008). *Services Marketing*, New Delhi: McGraw Hill Inc.

**HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI - 2.
B.COM WITH COMPUTER APPLICATIONS - SEMESTER III,
ALLIED OPTIONL -4 OFFICE PACKAGES**

HOURS PER WEEK :4

CODE : U13CO3AOT03

NO.OF CREDITS:3

OBJECTIVES

- To understand the basic concepts and organization of a Database
- To enable the students to design web pages through the markup language -HTML.
- To enrich the knowledge about the fundamentals of the latest trends in Web technologies

UNIT – I INTRODUCTION TO DATABASE MANAGEMENT SYTSTEM

Introduction to Data base – characteristics – Data Base Management System - Types of DBMS – advantages and disadvantages - RDBMS Terminology- Relational Data Integrity – Relation Data Manipulation- Database Security Risk - Types .

UNIT – II HTML

Introduction to HTML - Benefits of HTML - Limitations of HTML, structure of a HTML Document - HTML Tools.

HTML TAGS: Basic tags - Horizontal Line - Body Attribute - Text Formatting.

UNIT – III FORMATTING

Marquees - Creating Links - Frames, Frameset and its attributes - Forms and its attributes. Creating web page: Formatting the text to the page – Paragraphs, indents and break, Importing images and adding background image to the Home page - Marquees Tag

UNIT- IV JAVA

Introduction to Oops and Java – Overview – Class, Objects, Descriptions and Benefits of Oops and limitations - Inheritance – Meaning, Types - Polymorphism, Data Abstraction, Encapsulation - AWT Applets.

UNIT V FLASH

Basic Concepts – Drawing – Lines and Shapes – Strokes and Fill – Different Shapes and Brushes – Selection – Transformation and Reshaping – Importing Artwork -Animating One Frame at a Time – Motion and Shape Tweening – Sounds.

BOOKS FOR STUDY

- C Xavier :World Wide Web design with HTML(New Delhi: Tata McGraw-Hill Publishing Co.2000).
- Alexis Leon ,Mathews Leon: Database Management Systems(Leon Press, Chennai)

- E.Balagurusamy, Programming with JAVA- premier (Tata McGraw –Hill Publishing Company,New Delhi)
- L.P.Editorial Board, FLASH B (Law Point, New Delhi)
- Nick Vandome, FLASH MX (Dreamtech, New Delhi)

BOOKS FOR REFERENCE

- Cay S.Horstmann and Gary Corehell: Core Java 2.0 – Advanced Features’ (New Delhi: Tata McGraw-Hill Publishing Co.2000.
- Peter Dyson : HTML Complete Reference’ (BPB Publications 2000.
- Ivan Boy Ross : HTML & JAVA Scripts(BPB Publications 2000.
- S.K. Bansal, (2006). *Internet technologies*, New Delhi: A.P.H Publishing Corporation.
- Kris Jamsa, Konrad King,Andy Anderson, (2002). *HTML & Web design*, New Delhi: TATA Mc-Graw Hill .
- Thiagarajan and Anbumani, “Flash MX 2004”, Tata McGraw Hill, New Delhi.
- Laurie Ulrich Fuller and Robert C. Fuller, “Photoshop CS3 Bible” Willey India Pvt. Ltd

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI - 2.
B COM WITH COMPUTER APPLICATIONS
SEMESTER III, SKILL BASED ELECTIVE- 3
BASICS OF FINANCIAL MARKETS

HOURS PER WEEK : 2

CODE: U08CO3SBT07

NO OF CREDIT: 2

OBJECTIVES

To provide an understanding of the basics of Indian financial markets

To enable the students to have an understanding on the functioning of stock exchange

UNIT – I FINANCIAL SYSTEM

Financial System - Meaning – Participants – Financial Markets- Meaning Types. Need for Investments- Investment options- Securities Meaning – Types

UNIT – II PRIMARY MARKET

Shares- issues of shares – Different methods of issue - Initial Public Offer- role of SEBI – prospectus – foreign capital issuance

UNIT – III SECONDARY MARKET

Introduction – meaning – role - difference between primary and secondary market - Demutualization of stock exchanges - Stock Trading- screen based trading- NEAT - products in the secondary markets- Equity Investment- Debt Investment

UNIT – IV DERIVATIVES AND MUTUAL FUNDS

Derivatives - Types of Derivatives. Mutual funds-Meaning Types Advantages – Net Assets Value Meaning- Mutual Funds in India.

UNIT – V FOREX MARKETS

Characteristics – constituents – Participants – Transaction – Rates and quotations- Foreign exchange risk - SWAPS – mechanics of currency trading –exchange rates – Indian foreign exchange market

BOOKS FOR STUDY

- Gordon and Natarajan, (2010). *Financial services and markets*, Himalaya Publishing House, New Delhi
- Gurusamy, (2009). *Indian Financial System*, Tata Mc Graw Hill, New Delhi

HOLY CROSS COLLEGE (AUTONOMOUS)TIRUCHIRAPPALLI-2.

B.C OM WITH COMPUTER APPLICATIONS SEMESTER –III

SKILL BASED ELECTIVE -3

COMMUNICATION SKILLS

HOURS PER WEEK :2

CODE : U13CO3SBP03

NO.OF CREDITS:2

OBJECTIVES

To enable the students to write effective business letters and to develop communication skills.

UNIT – I INTRODUCTION

Communication: Meaning – Definition – Characteristics of Communication: Accuracy, Brevity, Clarity and Appropriateness - Barriers to Communication.

UNIT – II METHODS OF COMMUNICATION

Methods and types of communication – Formal and informal communication - Oral communication – Grapevine Communication – Principles of effective communication.

UNIT – III LISTENING

Needs & Advantages of Listening - Active & Passive Listening - Elements of Active Listening
Coherence of Listening with Reading - Coherence of Listening with Speaking

UNIT – IV SPEAKING

Features of effective Speech - Role Play - Conversation building - Presentation Skills – Group Discussions – Interview facing skills.

UNIT – V REPORT WRITING

Proposal for report, short report, formal report, report presentation – Drafting of business reports: market reports; press reports – Letter to editor – Reporting of speeches of directors, important events etc.

BOOKS FOR STUDY

Urmila Rai, (2009). *Business Communication*, New Delhi: Himalaya Publications.

BOOKS FOR REFERENCES

- P.Kiranmai Dutt & Geetha Rajeevan, (2006). *Basic Communication Skills*.
- Heidi Schultz,Ph.D., (2005). *Business Scenarios*.

HOLY CROSS COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI-2
B.A. /B.Sc. / B.Com. / B.R.Sc. / B.C.A./B.B.A DEGREE COURSE
II YEAR: SEMESTER - III
(From 2012 onwards)
GENDER STUDIES

Hours: 1Hr/wk

CODE: U12WS3GST01

CREDITS: 1

Objectives

To make boys and girls aware of each other's strength and weakness

To develop sensitivity towards both genders in order to lead an ethically enriched life

To promote attitudinal change towards a gender balanced ambience and women empowerment

Unit I Concepts of Gender :

Sex-Gender-Biological Determination-Patriarchy-Feminism-Gender Discrimination-Gender Division of Labour - Gender stereotyping – Gender Sensitivity-Gender Equity – Equality – Gender Main streaming – Empowerment.

Unit II Women's Studies Vs Gender Studies:

UGC's Guidelines – VII to XI Plans –

Gender Studies : Beijing Conference and CEDAW-Exclusiveness and Inclusiveness.

Unit –III Areas of Gender Discrimination :

Family – Sex Ratio – Literacy – Health – Governance – Religion Work Vs Employment –

Market – Media – Politics – Law – Domestic Violence – Sexual Harassment – State Politics and Planning.

Unit – IV Women Development and Gender Empowerment :

Initiatives – International Women's Decade – International Women's Year – National Policy for Empowerment of Women – Women Empowerment Year 2001 – Mainstreaming Global Policies.

Unit – V Women's Movements and Safeguarding Mechanism:

In India National / State Commission for Women (NCW) – All Women Police Station – Family Court – Domestic Violence Act – Prevention of Sexual Harassment at Work Place Supreme Court Guidelines – Maternity Benefit Act – PNDT Act – Hindu Succession Act 2005 – Eve Teasing Prevention Act – Self Help Groups – 73rd Amendment for PRIs.

BOOK FOR STUDY

Manimekalai. N & Suba. S (2011), Gender Studies, Publication Division, Bharathidasan University, Tiruchirappalli

புனித சிலுவை தன்னாட்சிக் கல்லூரி, திருச்சிராப்பள்ளி – 620 002.
தமிழாய்வுத்துறை
இளம் வணிகவியல் / இளங்கலை / இளம் அறிவியல் பட்ட வகுப்பு
இரண்டாம் ஆண்டு – நான்காம் பருவம் - 2014
தாள் - IV

Total Hours : 75
Hrs : 5Hrs /Wk
Credit : 3

Code : U12TL4TAM04
Marks : 100

நோக்கங்கள்:

1. மாணவர்களுக்குத் தமிழர்தம் வாழ்வியல் விழுமியங்களை உணர்த்துதல்.
2. அறநெறிகள் வாழ்க்கைக்கு வழிகாட்டும் விதத்தினை எடுத்துரைத்தல்
3. சிகரம் தொட்ட படைப்பாளிகளின் சிந்தனைகளை வெளிப்படுத்துதல்
4. மொழித்திறன் வளர்த்தல்.

பயன்கள்:

1. வாழ்க்கையின் பல்வகை நிலைகளையும் உணர்ந்து செயல்படச் செய்தல்
2. தன்னைத் தானே நெறிப்படுத்திக்கொள்ள, பயன்பாடடைய இலக்கியம் வழிகாட்டுவதை புரிந்துகொள்ளச் செய்தல்.
3. இடைவிடாத முயற்சியின் வெற்றிப்படிகளைக் கண்டுணர்ந்து மேன்மை அடையச் செய்தல்.
4. இருமொழிப் புலமையை வளர்த்தல்.

அலகு:1 செய்யுள்

கடமை
காலந்தவறாமை
ஒற்றுமை உணர்வு

அலகு:2 செய்யுள்

நட்பு
குடும்பமும் விருந்தோம்பலும்

அலகு:3

தமிழ் இலக்கிய வரலாறு
சங்ககாலம் - சங்கம் மருவியகாலம்
எட்டுத்தொகை, பத்துப்பாட்டு, பதினெண்கீழ்க்கணக்கு நூல்கள்

அலகு:4

உரைநடை

சங்க இலக்கியம் (பெண்பாற் புலவர்கள்)

கட்டுரைத் தொகுப்பு

அலகு:5

பொது – மொழிபெயர்ப்பு

பாட நூல்கள்

- | | |
|--------------------------------------|----------------------------|
| 1. செய்யுள் நூல் | - தமிழாய்வுத்துறை வெளியீடு |
| 2. தமிழ் இலக்கிய வரலாறு | - தமிழாய்வுத்துறை வெளியீடு |
| 3. சங்க இலக்கியம் கட்டுரைத் தொகுப்பு | - தமிழாய்வுத்துறை வெளியீடு |
| 4. மொழிபெயர்ப்பு | - தமிழாய்வுத்துறை வெளியீடு |

(for the candidates admitted from June 2014 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI-620002
DEPARTMENT OF HINDI
PART – I LANGUAGE HINDI FOR B.A, B.Sc & B.Com
HINDI PAPER-IV FUNCTIONAL HINDI &
TRANSLATION SEMESTER – IV

HRS/WEEK : 5
CREDITS : 3

CODE: U14HN4HIN04
MARKS : 100

UNIT – I Functional

Hindi **UNIT- II**

Adhunic Kaal

UNIT- III General Essays

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

UNIT- IV Letter Writing

UNIT- V Anuvad Abhyas -

III Books Prescribed :

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

Anuvad Abhyas – III - D.B.H.P. Sabha Publishers,

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

PART I - LANGUAGE - FRENCH PAPER IV [LANGUAGE & CULTURE
(ÉCHO A2 2^e édition)]

(For candidates admitted 2013 onwards)

HRS/WEEK : 5

CREDIT : 3

CODE : U14FR4FRE04

MARKS : 100

Unit 1 C'est la fête !

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 – le calendrier – les fêtes traditionnelles, importées, francophones.

Unit 2 Vous plaisantez !

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.

Unit 3 On s'entend bien !

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.

Unit 4 À vos risqué et périls !

Le subjonctif présent, la voix passive – l'aventure 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 – les jeunes issus de l'immigration.

Unit 5 La vie est dure

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 – la chanteuse Diam's – le film 'Le Couperet de Costa-Gavras'.

TEXT BOOKS :

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

Authors: J. Girardet and J. Pécheur

Publication: CLÉ INTERNATIONAL, 2010.

(for candidates admitted from 2013 onwards)
HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI – 2.
II B.A., B.Sc., B.Com., B.R.Sc., B.C.A., B.B.A., SEMESTER IV
PART II - ENGLISH IV - GENERAL ENGLISH PAPER IV

NO.OF HRS/WK : 6
NO.OF CREDITS: 3

CODE: U13EL4GEN04

OBJECTIVES

To strengthen the LSRW skills of students through inter-active approaches, participatory methods and activity oriented exercises.

To develop skills required for referential and independent learning.

To focus on writing skills like creative and comparative writing and book reviews.

To reinforce sub skills including vocabulary, grammar, dialogue, report writing and note making.

UNIT I: READ AND COMMUNICATE: HISTORICAL SKETCHES

The Renaissance

India under the British Raj

UNIT II: READ AND COMMUNICATE : MODERN FABLES

Nonchi Nona and Kotiya the Cat

The Competition

UNIT III: READ AND COMMUNICATE : MODERN FABLES

The Nightingale and the Rose

The Butterfly that Stamped

UNIT IV -READ AND COMMUNICATE : BIOGRAPHIES AND MODERN FABLES

Napoleon Bonaparte

The Hiding Place

UNIT V

GRAMMAR - Tenses

COMPREHENSION - General

COMPOSITION - 1. Note making
2. Dialogue
3. Creative Writing
4. Narrative Writing
5. Imaginative Writing

GENERAL ESSAY – 5 TOPICS

1. Should capital punishment be abolished?
2. Is a corruption- free India a dream?
3. The nuclear family and its consequent changes in society.
4. The threat of terrorism.
5. If man becomes immortal...

THINK BETTER - READ AND COMMUNICATE : MODERN FABLES

1 – 10 for Internal Testing

BOOKS FOR REFERENCE

Oranee Jansz : *EXPLORATIONS A Course in reading, thinking and communication skills.*
New delhi: Cambridge university press. 2004. Print.

List of words \ compound words\phrases for making sentences:

1. Store house of knowledge
2. Genre
3. To be divided over

4. Taboo
5. To take over
6. Hump
7. Bushy
8. Tiered
9. To roll from side to side
10. Flickered
11. To sail through
12. To tremble all over
13. Ecstasy
14. Thunder-clap
15. Mousy-quiet
16. Collision
17. Exiled
18. Revolution
19. To come round
20. To fight for a cause

**HOLY CROSS COLLEGE(AUTONOMOUS)TIRUCHIRAPALLI-2.
B.COM WITH COMPUTER APPLICATIONS**

**SEMESTER IV- MAJOR CORE PAPER - 6
BANKING THEORY LAW AND PRACTICE**

**NO. OF HOURS :5
NO. OF CREDITS :5**

**CODE U08CO4MCT06
MARKS : 100**

OBJECTIVES

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

UNIT I : INTRODUCTION TO BANKING

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

UNIT II : BANKER AND CUSTOMER RELATIONSHIP

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.

UNIT III : NEGOTIABLE INSTRUMENTS

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

UNIT IV : LOANS AND ADVANCES

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.

UNIT V : RECENT TRENDS IN BANKING

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.

TEXT BOOK

Sundaram & Varshney P.N.

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

BOOKS FOR REFERENCE

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

HOLY CROSS COLLEGE (AUTONOMOUS)TIRUCHIRAPALLI-2.
B.COM WITH COMPUTER APPLICATIONS
SEMESTER IV MAJOR ELECTIVE -1 COST ACCOUNTING

HOURS PER WEEK : 5
NO.OF CREDITS : 5

CODE : U08CO4METO1

OBJECTIVES

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

UNIT – I INTRODUCTION

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

UNIT – II MATERIAL COST

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

UNIT – III LABOUR AND OVERHEADS COST

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

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

UNIT – IV CONTRACT COSTING AND PROCESS COSTING

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

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

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

A. Service Costing –Transport Costing.

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

Theory - 20% Problems - 80%

BOOKS FOR STUDY

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

BOOKS FOR REFERENCE

- Jain S.P.& Narang K.L., (2006). *Cost Accounting*, Kalyani Publishing House.
- Horngren, Charles, Foster and Datar, (2006). *Cost Accounting-A Managerial Emphasis*, New Delhi: Prentice- Hall of India.
- Khan M.Y and Jain P.K, (2006). *Management Accounting*, New Delhi: Tata McGraw Hill.
- Maheshwari S.N., (2005). *Advanced Problems and Solutions in Cost Accounting*, New Delhi: Sultan Chand.
- Arora M.N., (2005). *Cost Accounting-Principles and Practice*, New Delhi: Vikas Publishing House.
- Pillai & Bhagawati, (2005). *Cost Accounting*, New Delhi: Sultan Chand.

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI - 2.
FOR B.COM GENERAL & COMPUTER APPLICATIONS
SEMESTER IV MAJOR ELECTIVE -1
FUNDAMENTALS OF PROGRAMMING

HOURS PER WEEK : 5

CODE : U08CO4METO2

NO.OF CREDITS : 5

OBJECTIVES

- To enable the students to learn the history of programming languages, features of C and to develop programming skills.

UNIT I

15 Hrs

COMPUTER LANGUAGES: Analogy with Natural Languages - Machine Language -Assembly Language - High Level Language - Object Oriented Programming Languages - Some High Languages - Some More High Languages - Characteristics of a Good Programming Language - Selecting a Language for Coding an Application - Subprogram.

UNIT II

15 Hrs

PLANNING THE COMPUTER PROGRAM: Purpose of Program Planning – Algorithm – Flowchart – Pseudocodes. **SYSTEM IMPLEMENTATION AND OPERATION:** Testing and Debugging – Documentation - Changeover to the New System - System Evaluation - System maintenance.

UNIT III

15 Hrs

Introduction – Importance of C - Basic Structure of C programs - Programming Style - Executing a C program - Constants, Variables and Data Types - Operators and Expression.

UNIT IV

15 Hrs

Managing Input and Output Operators - Decision making and branching - Decision making and looping.

UNIT V

15 Hrs

C FUNCTION: Character Arrays and String – User defined functions. **ARRAY:** Introduction - One-dimensional arrays - Two-dimensional arrays - Multidimensional arrays. **STRUCTURE:** Structure definition - giving values to members - structure initialization - using structures - arrays of structures.

TEXT BOOKS

1.Pradeep K.Sinha , Priti Sinha, “**Computer Fundamentals**”, BPB publications,2003

UNIT I : Chapter 12.

UNIT II : Chapter 11, 13.

2. E.Balagurusamy, "**Programming In ANSI C**", 7th Edition.

UNIT III : Chapter 1,2,3.

UNIT IV : Chapter 4,5,6.

UNIT V : Chapter 7(7.1,7.2,7.5,7.7),8,9,10(10.2,10.2,10.3,10.4,10.9)

BOOKS FOR REFERENCE

1. Herbert Schildt,"**C Made Easy**", Computer Science Series, Tata McGraw Hill International

Editions, 1987.

2. Herbert Schildt, "**The Complete Reference C**", Tata McGraw Hill, Fourth Edition 1995.
3. E. BalaGurusamy, " **Programming in ANSI C**", Third Edition, Tata McGraw Hill, New Delhi.
4. C. Xavier, "**C Language and Numerical Methods** ", New Age International (P) Ltd.
5. Yahswant Kanethkar, "**Let Us C**", Tata McGraw Hill Publications, New Delhi.

PRACTICAL

1. Simple program.
2. Program to check whether a number is positive or negative or zero using if statement.
3. Program to check vowel or consonant using switch case statement.
4. Program to check whether a number is prime or not using while statement.
5. Program to generate multiplication table using do...while statement.
6. Program to check the given string is palindrome or not using for statement.
7. Program to display Fibonacci series.
8. Program to find the smallest and largest number among 'n' numbers.
9. Program to add two matrices.
10. Program to find the sum of 'n' numbers by making function.
11. Program to calculate factorial of a number using recursion.
12. Program to generate the mark sheet of the student using structure.

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI - 2.
B.COM. WITH SPECIALISATION COMPUTER APPLICATIONS
SEMESTER IV PART III ALLIED OPTIONAL - 5 BUSINESS ENVIRONMENT

HOURS PER WEEK : 4

CODE: U10CO4AOT07

NO.OF CREDITS: 4

MARKS: 100

OBJECTIVE

1. To provide an overview of business environment
2. To help, analyze and appreciate the importance of key environmental factors
3. To understand the elements of global business environment and its implications

Unit 1: Business Environment- An overview

Nature & Scope of business – Business Environment – Types – Micro & Macro Environment
Environmental Analysis & Strategic Management Process – Importance & Limitations
Approaches to Environmental Analysis.

Unit 2: Economic Environment

Brief history of planning in India – Five Year Plans in India Budgets – Finances of the Union and the State Governments – Finance Commission Economic Parameters – Description of Indices: corruption perception index, micro economic competitiveness index, technology index.

Unit 3: Political Environment

Constitutional Environment – Features – Fundamental Rights & Duties – Functions & Economical Roles of the State- Environment Protection Act – Competition Act.

Unit 4: Social & Cultural Environment

Demographic Environment – Culture Business – Impact of foreign culture on business
Business & Society – Business Ethics – Social Responsibilities of business towards different groups.

Unit 5: Global Environment

Globalization – Meaning & Strategies for Globalisation – Role of Foreign Capital – Functions of WTO & GATT – Trading blocks in Globalisation – Impact of Globalisation on India.

BOOKS FOR STUDY

- C.B.Gupta, (2006). *Business Environment*, New Delhi: Sultan Chand & Sons.
- BOOKS FOR REFERENCE**
- Aswathappa K. (2005). *Essentials of Business Environment*, New Delhi: Himalaya publishing House.
 - Adhikary. M., (2006). *Economic Environment of Business*, New Delhi: Himalaya Publishing House.
 - Francis Cherunilam, (2006). *Business Environment*; New Delhi : Himalaya Publishing House.
 - Sundaram & Black, (2004). *The International Business Environment*, New Delhi : Prentice Hall.

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI - 2.
B.COM. WITH COMPUTER APPLICATIONS
SEMESTER IV PART III
ALLIED OPTIONAL -5 BUSINESS SOFTWARE

HOURS PER WEEK :4

NO.OF CREDITS:4

CODE : U08CO4AOP05

OBJECTIVES

To enable the students to understand the basic principles and concepts of computerized accounting.

To enable the students to use Tally 9 ERP for accounting.

UNIT – I

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.

UNIT – II

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

UNIT – III

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.

UNIT – IV

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.

UNIT – V

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.

BOOKS FOR STUDY

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.
- Srinivasa Valaban, (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) TIRUCHIRAPALLI – 2

B.COM WITH COMPUTER APPLICATIONS - SEMESTER IV

PART III ALLIED OPTIONAL - 6

FUNDAMENTS OF INSURANCE

HOURS PER WEEK : 4

CODE: U08CO4AOT06

NO OF CREDIT: 3

OBJECTIVES

To enable the students to understand the importance, nature and types of insurance.

UNIT – I INTRODUCTION

Insurance – Nature – Functions – Importance – Fundamental principles of insurance – Types of insurance – Re-insurance – Double insurance – Insurable interest in connection with Life, Fire and Marine insurance- IRDA- Group Insurance – Key man Insurance

UNIT – II LIFE INSURANCE

Life Insurance – Advantages – Difference between life insurance and general insurance – Kinds of life insurance policies – Nomination and Assignment – Loans and Surrender Value – Role of actuaries.

UNIT – III MARINE INSURANCE

Marine Insurance – Essentials of marine insurance – Kinds of marine insurance policies – Clauses of marine insurance policy – Warranties in marine insurance – Marine losses.

UNIT – IV FIRE INSURANCE

Fire Insurance – Features – Principles of fire insurance – Rights of insurer – Kinds of fire insurance policies – Settlement of claims.

UNIT – V PERSONAL INSURANCE AND BURGLARY INSURANCE

Health Insurance: Mediclaim- Critical illness insurance - Personal Accident Insurance: Kinds of policies – Procedure of taking policy – Business Premises Insurance Policy – Burglary Insurance – Fidelity Guarantee Insurance.

BOOKS FOR STUDY

Misra .M.N, (2004). *Insurance Principles and Practice*, New Delhi: S.Chand & Company.

BOOKS FOR REFERENCE

- Anand Ganguly, (2003). *Insurance Management*, Chennai : Tamil Nadu Books House.
- Inderjit Singh, (2002). *Text Book of Insurance*, New Delhi : Kalyani publishers.
- M. Ingrisano & John R., (2003). *Insurance Disclaimer*, New Delhi : S. Chand.

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI – 2
B.COM WITH COMPUTER APPLICATIONS SEMESTER IV,
ALLIED 6 COMPUTER FUNDAMENTALS

NO. OF HOURS : 4
NO. OF CREDITS: 3

MARKS :100
CODE: U08CO4AOT08

OBJECTIVES

To enable the students to understand the computer networking concepts and the office automation tool MS WORD.

UNIT – I INTRODUCTION TO COMPUTERS AND APPLICATIONS OF COMPUTERS

Introduction - Organization of computers - Characteristics of computers - History of computers - Generations of Computer - Classification of computers - Applications of computers.

UNIT – II ELEMENTS OF COMPUTERS AND NETWORKING CONCEPTS

Hardware components : Input devices - Output devices - Memory devices - Software - Categories of software - Machine language - Assembly language – High level languages.

Introduction to Networks - Overview of networks - Types, Topologies (Star, Ring, Bus, Hybrid) - Applications - Uses - Wireless networks.

UNIT – III WINDOWS BASICS

Introduction - History of windows - Components of windows - usage - Control Panel - Managing multiple windows - Working with windows - Windows accessories (My computer, Recycle bin , Finding files and folders , Notepad, Calculator, Paint and Word pad).

UNIT – IV MS WORD - BASICS I

Introduction to Word - Creating , Saving a document - Editing the document - Using Find and Replace - Moving and Copying text - Formatting the text - Bullets and numbering - Checking spelling and grammar - Using tabs - Using headers and footers - Enhancing the document by using borders and styles.

UNIT – V MS WORD - BASICS II

Creating tables - Formatting - Using multiple columns - Importing pictures to a word document - Inserting symbols - Importing pictures to the document - Mail merge : Components of a form letter - Attaching the data file to the main document - Generating form letters.

BOOKS FOR STUDY

Dr. C.XAVIER, *Introduction to computers and BASIC programming* (for UNIT I & II)

R.K.TAXALI, *PC Software for windows made simple* (for UNIT III, IV & V)

BOOKS FOR REFERENCE

O'Braian,J.A., *Management Information Systems*, New Delhi;Tata McGraw Hill.

Ullman,J.O., *Principles of Database Systems*, New Delhi:Galgotia Publications.

Date,C.J., *An Introduction to Database Systems*, Massachusetts:Addison Wesley.

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 SAINTS

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.

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 Cyber Crimes.
- To make them aware of the property rights.
- To make them understand and appreciate the role of media, in facing the challenges on various life issues.

UNIT – I: GENDER ISSUES

Feminism attitude of men and women towards women, 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, and twitter

REFERENCES:

1. Dr.M.Arumairaj et al., 1999, “Marching towards the Millenium ahead”.
2. Thomas Anjugandam, 1999, “Grow Free Live Free” Salesian Publicaiton.
3. H.C Prett Nandhini Upreti, jaipur 2000 “Women and problems of Gender Discrimination”.
4. Thomas B.Jayaseelan, 2002, “Women: Rights and law” Indian Social Institute, New Delhi.
5. Reni Jacob vol I & II, April- June 2004, ”Vikasimi – The journal of Women’s Empowerment, Ed,”

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
CREDIT : 1

CODE: U12VE4LVBO2
MARKS : 100

OBJECTIVE:

- Understanding the desires of God through Prophetic revelation and becoming sensitive to the heart beat of God.

UNIT – I: PURPOSE OF LIFE

Creation of man – fall of man (Gen 1-4)

Plan of redemption through the life of :

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

UNIT – II: JUDGES AND KINGS

- **JUDGES:** Deborah (Judges 4); Samson (Judges 6-8); Gideon (Judges 13-16)
- **KINGS:** David (I Sam 17-31, II Sam 1-12); Solomon (I Kings 1-11, Proverbs 1-5,31)

UNIT – III: WOMEN IN THE BIBLE

- Women in the Old Testament
- Eve (Gen 3)
- Ruth (Ruth 1-4)
- Hannah (I Sam 1:1-28)
- Esther (Esther 1-6)

UNIT – IV: MINOR PROPHETS

- Brief Life History and teachings of
- Amos
- Jonah
- Micah
- Nahum
- Habakkuk

UNIT – V: MAJOR PROPHETS

- Brief Life History and teachings of
- Elijah(I Kings 17-19)
- Elisha(II Kings 4-6)
- Isaiah (Is 1,6,11,36-38,40-42,44,50,53,61)
- Jeremiah (Jer 1-3,7-12,18-19,23)
- Daniel (Daniel 1-6)

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

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI - 2.
B.COM WITH COMPUTER APPLICATIONS
SEMESTER V, PART III MAJOR CORE -7
PRINCIPLES OF AUDITING

HOURS PER WEEK :5
NO.OF CREDITS :4

CODE : U13CO5MCT07

OBJECTIVES

- To provide an understanding of the principles and practice of Auditing.
- To enable the students to understand the audit of companies and the procedure for systems audit and investigation

UNIT - I INTRODUCTION

Audit : - Objectives - Types - Advantages and Limitations - Qualities of an auditor. Internal Control : Internal Check and Internal Audit – Standards on auditing - Audit Programme - Audit note book - Working papers.

UNIT - II VOUCHING

Vouching: Voucher - Vouching of cash transactions - Vouching of trade transactions: Purchases, Purchases returns, Sales and Sales returns

UNIT -III VERIFICATION OF ASSETS AND LIABILITIES

Verification of Assets and Liabilities : Fixed assets - Current assets - Wasting assets - Intangible assets - Problems in valuations of assets - Auditor's position as regards the verification and valuation of assets - Valuation of liabilities- Reserves and Provisions - Classification.

UNIT - IV : STATUTORY AUDITOR

Audit of Limited Companies - Qualifications of an auditor - Appointment, Removal, Status, Powers and Duties of an auditor - Auditor's Report - Clean and Qualified Report - Liabilities of an auditor: Liabilities in case of non-statutory audit and company audit

UNIT - V : AUDITING THROUGH COMPUTERS

Auditing through computers: Procedure – Significance.
Investigation: Investigation under different situations - Powers and duties of investigator.

BOOKS FOR STUDY

- Tandon B.N., (2005). *Principles of Auditing*, New Delhi : S. Chand & Co.

BOOKS FOR REFERENCE

- Pagare Dinker,(2004). *Principles and Practice of Auditing*, New Delhi : Sultan Chand.
- Gupta Kamal, (2005). *Contemporary Auditing*, New Delhi: Tata McGraw Hill.
- Sharma T.R., (2005). *Auditing Principles and Problems*, Agra: Sahitya Bhawan.

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI - 2.
B.COM WITH COMPUTER APPLICATIONS - SEMESTER V,
PART III MAJOR CORE -8 INCOME TAX LAW AND PRACTICE

HOURS PER WEEK :5

CODE : U08CO5MCT08

NO.OF CREDITS:4

OBJECTIVES

- To provide an understanding of the basic principles of Income Tax Law so as to enable the students to compute tax of an individual assessee.

UNIT – I INTRODUCTION AND RESIDENTIAL STATUS

Income Tax Act - Introduction and important definitions -Assessment year, Previous year, Person, Assessee.

Determination of residential status - Scope of total income

UNIT – II INCOME FROM SALARIES

Income from Salaries - Chargeability - Allowances - Pension - Perquisites, Gratuity; Encashment of earned leave - Deductions from salary under sec.16 - Computation of salary income.

UNIT – III INCOME FROM HOUSE PROPERTY AND CAPITAL GAINS

A. Income from House Property - Annual Value : Let out and self occupied property - Deemed to be let out property- Deductions under sec. 24.

B. Capital gains - Chargeability - Capital asset - Cost of acquisition - Transfer - Simple computation of capital gains – Exemptions under Sec 54, 54EC, 54F.

UNIT – IV PROFITS AND GAINS OF BUSINESS OR PROFESSION

Profits and gains of business or profession: Meaning and scope - Depreciation under Section 32 - Deductions under Sections 36 and 37 - Expenses and payments not deductible - Computation of income under this head.

UNIT – V INCOME FROM OTHER SOURCES AND TAX LIABILITY

A. Income from other sources - Casual income- Interest income - Rate of TDS and grossing up. Dividends - Winnings from lotteries, Crossword puzzles, and Cardgames.

B. Deductions in computing total income (Sec 80C,80D,80G,,80E,,80U) Computation of tax.

Theory - 30% Problem - 70%

BOOKS FOR STUDY

- Singhanian V.K., *Student's Guide to Income Tax*, Delhi: Taxman.

BOOKS FOR REFERENCE

- Lal B.B, *Income Tax Law & Practice*, New Delhi: Pearson Education.
- Manoharan, *Principles of Income Tax*, New Delhi: S. Chand & Sons.

- Dinker Pagare, *Income Tax Law and Practice*; New Delhi : Sultan Chand & Sons.
- Gauar & Narang, *Income Tax Law and Practice*

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI - 2.
B.COM WITH COMPUTER APPLICATIONS SEMESTER V
PART III MAJOR CORE -9
CORPORATE ACCOUNTING - II

HOURS PER WEEK :5
NO.OF CREDITS:4

CODE : U14CO5MCT10

OBJECTIVES

- To provide an understanding and working knowledge of company accounts and special accounts.

UNIT – I VALUATION OF GOODWILL AND SHARES

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 - Earning capacity method.

UNIT – II AMALGAMATION AND EXTERNAL RECONSTRUCTION

Amalgamation in the nature of merger and in the nature of purchase - External Reconstruction (Excluding Inter-Company holdings) and Internal Reconstruction of Companies (Excluding scheme of capital reduction)

UNIT – III HOLDING COMPANY ACCOUNTS

Preparation of Consolidated Balance Sheet – Cost of Control, Minority Interest – Revenue and Capital Profits – Revaluation of assets, Issue of bonus shares – Dividends.

UNIT – IV LIQUIDATION ACCOUNTS AND ELECTRICITY COMPANY ACCOUNTS

Liquidation of Companies - Preparation of Statement of Affairs - Deficiency Account- Liquidator's Final Statement of Account.

Double Account System- Final Accounts of Electricity Companies and replacement of assets.

UNIT – V FINAL ACCOUNTS OF BANKING COMPANIES

Accounts of Banking Companies (New form) – Preparation of Profit and Loss Account and Balance Sheet with Schedules- NPA(Non Performing Assets) Meaning Classification and Provisioning.

Theory - 20% Problems - 80%

BOOKS FOR STUDY

- Reddy & Murthy, (2006). *Financial Accounting*, Chennai: Margham Publishers.
- Gupta. R.L.& Radhaswamy M., (2006). *Advanced Accounts* New Delhi: Sultan Chand.

BOOKS FOR REFERENCE

- Shukla. M.C.& Grewal T.S., (2006). *Advanced Accounts*, New Delhi: S .Chand & Co.,

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

HOLY CROSS COLLEGE (AUTONOMOUS) TRICHIRAPPALLI - 2
B.COM. WITH COMPUTER APPLICATIONS SEMESTER-V
MAJOR CORE- 10 PROGRAMMING IN C

HOURS PER WEEK :5
NO.OF CREDITS :4

CODE : U08CO5MCT09

OBJECTIVE:

- To enable the students to learn the features of C, develop Programming skill.

UNIT I: INTRODUCTION

Introduction - features of C - basic structure of C programs - programming style - executing a C program - constants, variables and data types - operators and expression.

UNIT II: DECISION MAKING

Managing input and output operators - decision making and branching -Decision making and looping

UNIT III: MATHEMATICAL FUNCTIONS

C functions, Mathematical functions - Sin - Cos - Tan , Sqrt - Pow - Log - Handling of Character Strings - User-defined functions.

UNIT IV: ARRAYS, STRUCTURES AND UNIONS

Introduction - One-dimensional arrays - Two-dimensional arrays - Initializing two-dimensional arrays - Multidimensional arrays. Structure definition - giving values to members - structure initialization - using a structures - arrays of structures - structures and functions.

UNIT V: POINTERS AND FILE OPERATIONS

Understanding pointers - pointers and functions - file operations, understanding files - declaring a file - opening a file - closing a file - input and output functions - formatted input and output - working with structures adding data to file - reading and printing a disk file.

BOOKS FOR STUDY

1. E.Balagurusamy, "**Programming In ANSI C**", 2nd Edition.

REFERENCE BOOKS

1. Herbert Schildt, "**C Made easy**", Computer Science Series, McGraw-Hill International Editions, 1987.
2. Herbert Schildt., "**The Complete Reference C**", Tata MC Graw Hill, Fourth Edition 1995.
3. E. BalaGurusamy, "**Programming in ANSI C**", 3rd Edition.
4. C.Xavier, "**C Language and Numerical Methods** ", New Age International (P) Ltd.
5. Kenneth a. Barclay, "**C Problem Solving and Programming**".
6. S.K.Srivatsava, "**C in depth**", BPB Publications, NewDelhi.
7. Yeshwant Kanetkar, "**Let us C**".

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI - 2.
B.COM.WITH COMPUTER APPLICATIONS
SEMESTER V PART III MAJOR ELECTIVE -2
COMPANY LAW

HOURS PER WEEK :5

NO.OF CREDITS :5

CODE : U08CO5MET02

OBJECTIVES

To understand the basic principles and practices of Company Law.

UNIT – I INTRODUCTION

Company- - Definition - Kinds – Characteristics – Incorporation

UNIT – II STATUTORY DOCUMENTS

Memorandum, Articles of Association- Doctrine of Ultra vires- Doctrine of Indoor management - Doctrine of Constructive notice.

UNIT – III SHARES AND DEBENTURES

Shares: Kinds - Redemption of preference shares - Premium and discount – Prospectus - Allotment - Forfeiture - Reissue and rights issue of shares - Transfer and transmission of shares.

Debentures: Kinds - Redemption of debentures - Borrowing powers of the company.

UNIT – IV COMPANY MANAGEMENT AND MEETINGS

Administration - Directors, Managing Directors, Company Secretary - Qualifications and disqualification - Appointment - Powers - Duties - Rights and liabilities- Company meeting - Kinds - Notice - Proxies – Quorum - Agenda - Minutes - Resolutions.

UNIT – V WINDING UP

Winding up of companies - Different modes of winding up- Consequences of winding up.

BOOKS FOR STUDY

Kapoor N.D, (2008). *Company Law- Incorporating the Provisions of the Companies Amendment Act, 2000*, New Delhi : Sultan Chand & Sons.

BOOKS FOR REFERENCE

- Gower L.C.B, (2005). *Principles of Modern Company Law*, London: Stevens & Sons.
- Singh Avtar, (2007). *Company Law*, Lucknow: Eastern Book Co.

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI - 2.
B.COM.WITH COMPUTER APPLICATIONS - SEMESTER V
PART III MAJOR ELECTIVE –2
OFFICE ORGANISATION & MANAGEMENT

HOURS PER WEEK : 5
NO.OF CREDITS : 5

CODE: U08CO5MET03

OBJECTIVES

- To enable the students to understand the functions of an office.
- To enable the students to understand the maintenance of office records and office communication systems.

UNIT – I INTRODUCTION TO OFFICE MANAGEMENT

Importance of Office Management - Office manager and his job; Office Environment - Location: Planning and layout of office accommodation - Virtual office.

UNIT – II OFFICE SYSTEMS AND COST CONTROL

Office systems and routines - Standardization, Standards and Work measurement - O & M- Office manuals: Importance, Types and Principles. Office Cost: Elements and Cost Control.

UNIT – III RECORDS MANAGEMENT

Records management – Filing and Indexing- Office Forms: Design and control. Supporting services – Purchase and Issue of office stationery and supplies;

UNIT – IV COMMUNICATION SERVICE

Communication systems: Communication aids for Verbal, Non – Verbal and Written communication. Mailing service: Inward and Outward mail- e communication services: Methods, Trends and Importance.

UNIT – V BUSINESS PROCESS OUTSOURCING:

Introduction to Business Process Outsourcing – Benefits of BPO – Growth Drivers – BPO Models – BPO Companies in India.

BOOKS FOR STUDY

- Arora S.P., *Office Organization & Management*, New Delhi: Vikas Publishing.
- Gupta C.B, *Office Organisation and Management*, New Delhi: Sultan Chand and Sons.

BOOKS FOR REFERENCE

- Gosh P.K., *Office Management*, New Delhi: Sultan Chand and Sons.
- Pillai R.S.N., *Office Management*, New Delhi: Sultan Chand and Company.
- Sarika Kulkarni, (2006). *Business Process outsourcing*, New Delhi: Jaico Publishing House.
- Kumar.N,Mittal.R, (2001). *Office Organisation And Management*, New Delhi: Anmol Publications Pvt. Limited.
- Dr P N Reddy & Prof H R Appannaiah , (2005). *Office Organisation And Management*, New Delhi: Himalaya Publications.

HOLY CROSS COLLEGE (AUTONOMOUS) TRICHY-2.
B.COM WITH COMPUTER APPLICATIONS SEMESTER-V
MAJOR ELECTIVE 2
ORACLE WITH DEVELOPER 2000

HOURS PER WEEK : 5
NO.OF CREDITS : 5

CODE: U08CO5MET04

OBJECTIVE:

- To understand the basic concepts of Database Management System. To get through Knowledge on Normalization techniques. To Know the Effectivedesign and Business Application Development.

UNIT I :INTRODUCTION

Introduction-Advantages of database systems approach-Components of a Database Management Systems-History of Database Management System-Feasibility Study-Design systems –Class Diagrams-Data Types –Events.

UNIT II DATA NORMALIZATION

Data Normalization –Tables, Classes and Keys-Normal Forms: First normal form-Second normal form-Third normal form- Boyce- Codd normal form-Data rules and integrity-Converting class diagrams to normalized tables-Data Dictionary.

UNIT III DATA QUERIES

Data queries –Query Basics-Computations-Subtotals and GROUP BY command – Queries with Multiple tables-Sub queries –Joins – SQL Data Definition Language & SQL Data Manipulation Language Commands –Quality: Testing Queries.

UNIT IV: FORMS

Working with Forms: Basic Concepts –Application development in FORM 5.0 – FORM Module – Using FORMS Builder-FORMS Wizards –Creating a FORM –Generating and Running a FORM.

UNIT V: REPORTS

Working with Reports: Features – Basic Concepts – Creating a Report using Oracle Report Builder-defining a data module for a Report –Specify the layout for the report – Specify a runtime parameter form for a report- Using Oracle Reports interface –Creating a default tabular report –Creating Computed Columns – Customizing Report Layout.

BOOKS FOR STUDY

- Gerald V.Post, "**Database Management Systems**", Second Edition, TATA McGraw-Hill Edition 2002
 - UNITS- I, II, III
- Ivan Bayross,"**Commercial Application Development Using Oracle Developer 2000**", BPB Publications, New Delhi.
 - UNITS- IV, V

REFERENCE BOOKS

- Raghu Ramakrishnan And Johannes Gehrke,"**Database Management Systems**",Third Edition, McGraw-Hill, International Edition 2003.
- James Martin,"**Principles Of Database Management System**".
- Jeffrey D.Ullman, "**Principles Of Database System**", Galgotia publications, 1988.
- C.J.Date, "**An Introduction To Database Systems**", Narosa Publishing house, 1988.
- Bipin C.Desai,"**An Intoduction To Database Systems**", Golgotia publications,

HOLY CROSS COLLEGE(AUTONOMOUS) TIRUCHIRAPALLI - 2.
DEPARTMENT OF COMMERCE- SEMESTER V
NON MAJOR ELECTIVE PAPER – 1 (FOR U.G. COURSES)
BASIC PRINCIPLES OF ACCOUNTANCY

HOURS PER WEEK :2
NO.OF CREDITS :2

CODE : U08CO5NMT01

OBJECTIVES

- To enable the students to understand the basic principles of double entry system of book- keeping and accounting.

UNIT – I INTRODUCTION

Accounting concepts and conventions – Capital expenditure and revenue expenditure.

UNIT – II ACCOUNTING CYCLE

Journalizing – Ledger posting - Preparation of trial balance.

UNIT – III SUBSIDIARY BOOKS

Recording in subsidiary books –Purchases book –Sales book-Purchases Returns book-Sales Return book.

UNIT – IV CASH BOOK

Recording in Three column cash book

UNIT – V FINAL ACCOUNTS OF A SOLE TRADER

Preparation of Trading and Profit and Loss account - Balance sheet (With only closing stock as adjustment)

BOOKS FOR STUDY

- **Reddy & Murthy, (2006). *Financial Accounting*, Chennai: Margham Publishers.**
- **Dalston L. Cecil & Jenitra L. Merwin, (2008). *Principles of Accountancy*, Trichy: Learntech Press.**

BOOKS FOR REFERENCE

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

HOLY CROSS COLLEGE(AUTONOMOUS) TIRUCHIRAPALLI - 2.
DEPARTMENT OF COMMERCE
NME-1. SEMESTER-V
COSTING AND COST CONTROL TECHNIQUES

HOURS PER WEEK:2
NO.OF CREDITS :2

CODE: U12CO5NMT02

OBJECTIVES

- To provide a basic understanding of cost concepts and applications of cost control techniques.

UNIT – I INTRODUCTION

Costing – Definition-Cost concepts- Classification of cost –Methods of Costing –Techniques of Costing

UNIT – II ELEMENTS OF COST AND COST SHEET

Elements of cost – Preparation of cost sheet

UNIT – III MARGINAL COSTING

Marginal Costing: Fundamentals - Advantage & Limitations –Contribution-Profit – Volume ratio- Break Even Analysis Break-Even Point

UNIT – IV STANDARD COSTING

Standard costing: Standard cost-Variance Analysis – Material Variances – Cost, Price & Usage Variances.

UNIT – V BUDGETARY CONTROL

Budgetary Control -Advantages &Limitations –Preparation of Sales Budget, Production Budget Flexible Budget

BOOKS FOR STUDY

- Ramachandran R.& R.Srinivasan, *Cost Accounting*, Trichy: Sriram Publication.

BOOKS FOR REFERENCE

- Jain S.P.& Narang K.L., (2006). *Cost Accounting*, Kalyani Publishing House.
- Reddy & Hari Prasad Reddy, (2008), *Cost Accounting*, Chennai: Margha Publications.
- Khan M.Y and Jain P.K, (2006). *Management Accounting*, New Delhi: Tata McGraw Hill

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI - 2.
B.COM WITH COMPUTER APPLICATIONS - SEMESTER V
SKILL BASED ELECTIVE – 4
CONSUMER PROTECTION & CONSUMER RIGHTS

HOURS PER WEEK :2

CODE : U08CO5SBT04

NO.OF CREDITS :2

OBJECTIVES:

- To enable the students to understand the rights of consumers
- To enable the students to know the procedure to get their grievances redressed with the help of Consumer Protection Councils and Consumer Redressal Agencies.

UNIT - I INTRODUCTION OF CONSUMER PROTECTION ACT, 1986

Introduction of Consumer Protection Act, 1986 – Salient features. Important definitions – Complainant, Complaint, Consumer, Consumer Dispute, Defect, Deficiency, Goods, Manufacturer, Restrictive Trade Practices and Unfair Trade Practices- Ombudsmen services- Citizen charter

UNIT - II CONSUMER RIGHTS

Right to safety – measures for safety – Safety standards. Right to Information – Sources of information. Right to choose- Restricted Choice. Right to be heard – Consumer voice Platforms for Consumer Representation.

UNIT - III CONSUMER RIGHTS (CONTD.)

Right to Redressal – Redressal Agencies – Types of grievances – Remedies available to consumers. Right to Consumer Education – Aim- Nations' Guidelines. Right to Basic needs – Measures to enforce the needs.

UNIT - IV CONSUMER RESPONSIBILITIES

Consumer Responsibilities – Consumer International and Responsibilities – Consumer Rights and Consumer Responsibilities. Procedure to file complaint – Contents of a complaint – Remedies available to consumers.

UNIT -V CONSUMER PROTECTION COUNCIL

Consumer Disputes Redressal Agencies Consumer Disputes Redressal Agencies - District Forum – State Commission – National Commission. Consumer Protection Councils – The Central Consumer Protection Councils – The State Consumer Protection Councils- The District Consumer Protection Councils.

BOOKS FOR STUDY:

- Dr.Regia Surya Rao., *Lectures on Torts and Consumer Protection Laws*, Hyderabad: Asia Law House.
- Rakesh Khanna, *Consumer Protection*, Central Law Agency.

**HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI - 2. B.COM WITH
COMPUTER APPLICATIONS - SEMESTER VI
PART III MAJOR CORE -11
MANAGEMENT ACCOUNTING**

HOURS PER WEEK :6
NO.OF CREDITS :5

CODE : U13CO6MCT12

OBJECTIVES

- To provide an understanding of various tools of financial analysis.
- To enable the students to interpret financial data.

UNIT – I INTRODUCTION AND RATIO ANALYSIS

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

B: Ratio Analysis - Ratios for Liquidity, Solvency and Profitability.

UNIT – II FUND FLOW ANALYSIS AND CASH FLOW ANALYSIS

Fund Flow Analysis - Concept of Fund - Schedule of Changes in Working Capital- Fund Flow Statement.

Cash Flow Analysis - Cash from operation – Preparation of Cash Flow Statement as per Accounting Standard 3(Revised).

UNIT – III MARGINAL COSTING AND BREAK-EVEN ANALYSIS

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

UNIT – IV BUDGETARY CONTROL

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

UNIT – V STANDARD COSTING AND VARIANCE ANALYSIS

Standard Costing - Variance Analysis – Material, Labour and Overhead Variances.

THEORY - 30% PROBLEMS - 70%

BOOKS FOR STUDY

- Shashi K. Gupta & Sharma R.K, *Management Accounting*, New Delhi: Kalyani Publishers.

BOOKS FOR REFERENCE

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

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI - 2.
B.COM WITH COMPUTER APPLICATIONS - SEMESTER VI
PART III MAJOR CORE -122
FINANCIAL MANAGEMENT

HOURS PER WEEK : 6
NO.OF CREDITS: 5

CODE : U13CO6MCT13

OBJECTIVES

To provide an insight into financial decision making procedures and their applications in complex financial management.

UNIT – I INTRODUCTION

Financial Management - Nature and Scope - Objectives of Financial Management - Profit Maximization Vs Wealth Maximization - Functions of Financial Manager - Time Value of Money- Discounting Technique, Compounding Technique, Sinking Fund Factor and Capital Recovery Factor and Effective Rate of Interest. Cost of capital – Computation of weighted average cost of capital.

UNIT – II CAPITAL STRUCTURE THEORIES AND LEVERAGES

Capital Structure Theories - NI approach -NOI approach - MM approach - Traditional approach – Factors determining capital structure –Analysis of leverages: operating leverage, Financial leverage and Combined leverage - EBIT, EPS analysis - Indifference point

UNIT – III CAPITAL EXPENDITURE DECISIONS

Capital Expenditure Decisions - Methods of ranking investment proposal: Pay back period , Net present value method, Internal rate of return method and Average rate of return

UNIT – IV WORKING CAPITAL MANAGEMENT

Working Capital Planning – Risk profitability trade off - Determination of working capital - Financing of working capital – Management of Cash –Baumol Model Miller Orr Model Receivables Management – Credit standards – Credit terms – Collection policies.

UNIT – V DIVIDEND POLICIES

Dividend Policies: Issues in dividend decisions - Walter's model - Gordon's model - MM hypothesis - Dividend and uncertainty - Dividend policy in practice.

BOOKS FOR STUDY

- Shashi K. Gupta and Sharma R.K. (2008). Financial Management, New Delhi: Kalyani Pulishers.

BOOKS FOR REFERENCE

- Maheswari S.N., *Elements of Financial Management*, New Delhi: Sultan Chand and Sons.
- Khan M.Y and Jain P.K, *Financial Management, Text and Problems*; New Delhi : Tata McGraw Hill.
- Panday I.M., *Financial Management*; New Delhi : Vikas Publishing House.
- Van Horne J.C., *Financial Management and Policy*; New Delhi : Prentice Hall of India.
- Prasanna Chandra, *Financial Management, Theory and Practice*, New Delhi: Tata McGraw Hill.

HOLY CROSS COLLEGE (AUTONOMOUS),TIRUCHIRAPALLI – 620 002.
B.COM. WITH COMPUTER APPLICATIONS SEMESTER: VI
MAJOR CORE – 13 MULTIMEDIA AND WEB DESIGNING

HOURS PER WEEK :5
NO.OF CREDITS :5

CODE : U08CO6MCT16

OBJECTIVE:

To learn the concepts and techniques in multimedia. To know the fundamental concepts in internet. To learn and implement the flash concepts.

UNIT I: MULTIMEDIA

Multimedia An Introduction: Definition –Multiple facts of multimedia- various classifications. Multimedia Software: Varieties of Multimedia software- Drivers, Players, Tools and applications.

Texts in Multimedia: Text as a part of multimedia project- Designing texts for multimedia- Multimedia Text(Display Design considerations and content design consideration)- Hypermedia – Hypertexts. Multimedia Animation: Animation in Multimedia Projects-Object and Cel animation-2D&3D animations.

UNIT II: INTERNET

Introduction to the Internet: Computers in Business –Networking –Internet –Email –Resource sharing –Gopher –WWW –Usenet –Telnet –Bulletin Board Service –Wide Area Information Service. Introduction to HTML – Designing a Home Page -History of HTML –HTML Generations –HTML Documents –Anchor Tag –Hyperlinks –Sample HTML Documents.

UNIT III: HTML

Head and Body Section –Designing Body Section –DHTML and style sheets :Defining styles –Elements of styles –Linking a style sheet to an HTML document – In-Line styles –External style sheets –Internal style sheets –Multiple styles.

UNIT IV: FLASH

Getting To Know Flash 5: Flash Concepts –Creating a Flash Document –Configuring the Flash Movie –Modifying the Grid –Introducing the Toolbars(Windows Only)- Introducing the Toolbox –Introduction Layers –Using Flash Panels –Using the Flash Document Library – Using the Library Options Menu –Using Library Folders – Editing Library Items –Using the Common Libraries –Using Context Menus. Creating Graphic Objects: Creating A Custom Line Style –Adjusting Pen Tool Preferences –Deleting Points from a Path –Modifying Points Along a Path. Modifying Objects –Smoothing and Straightening Objects –Rotating Objects – Scaling Objects.

UNIT V: FLASH

Publishing Your Flash Production: Using the Bandwidth Profiler –Using the Frame by Frame Graph view –Using the Streaming Graph view –Changing Download Settings – Using the Show Streaming Command- Using the Movie Explorer – Optimizing Your Flash Movies – Publishing Your Flash Movie –Adjusting Publishing Settings –Adjusting Format Settings – Adjusting HTML Settings –Adjusting Flash Settings –Publishing Movies in Projector Formats –Previewing the Publication –Publishing the Movie.

BOOKS FOR STUDY:

1. S.Gokul, "Multimedia Magic", BPB Publication, First Edition, 1998.
2. C.Xavier, "World Wide Web Design with HTML", TMH, third Edition, 2000
3. Doug Sahlin, "Flash 5 Virtual Class room", McGraw-Hill Companies, FirstEdition, 2001

BOOKS FOR REFERENCE:

1. Jofin F.Koegel Bufard, "Multimedia Systems", ACM pree, First Edition, 1994.
2. Judith JeffCoatte, "Multimedia in practice Technology and Applications", Prentice Hall of India, First Edition, 1995.
3. S.K.Bansal, "Internet Technologies", A.P.H Publishing Corporation, FirstEdition, 2001.
4. Sharm Bhangal, Amanda farr, Partrick Rey, "Foundation Flash 5" friends of ED, First Edition, 2000.
5. Mathew David, "Flash MX -3D Graphics" Wiley-dreamtech IndiaPvt.Ltd.,First Edition, 2003.

HOLY CROSS COLLEGE (AUTONOMOUS),TIRUCHIRAPALLI – 620 002.
B.COM. WITH COMPUTER APPLICATIONS, SEMESTER VI
PART III MAJOR ELECTIVE -3
FINANCIAL SERVICES

HOURS PER WEEK :5

CODE: U08CO6MET05

NO.OF CREDITS:5

OBJECTIVES

- To provide an understanding of the Indian financial system and various financial services available in the financial markets.

UNIT – I STRUCTURE OF INDIAN FINANCIAL SYSTEM

Financial System - Definition - Significance - Money Market and Capital Market - Characteristics of Indian Money Market - Bill Market - Certificate of Deposits - Commercial Papers - Treasury Bills.

UNIT – II MERCHANT BANKING

Merchant Banking - Definition - Objectives - Functions- Authorization of Merchant Bankers - Regulation of merchant banking by SEBI-New issue management and SEBI Guidelines - Depository System: Definition - Process - Benefits - Depository System in India.

UNIT – III FACTORING, FORFAITING AND SECURITISATION

Factoring: Concept - Definition - Types - Advantages - Role of banks in factoring - Limitations. Forfaiting: Definition - Factoring Vs Forfaiting. Securitization: Process - Securitization Vs. Factoring

UNIT – IV LEASING AND VENTURE CAPITAL

Leasing : Definition- Advantages - Types. Venture Capital: Meaning - Advantages - Venture Capital Funds in India. Mutual Funds: Concept - Types - Benefits - Mutual funds in India - Reasons for slow growth.

UNIT – V SPECIALIZED AGENCIES IN CAPITAL MARKET

Stock Exchanges - Functions - Listing of securities. Credit Rating: Benefits - Rating symbols of CRISIL, ICRA - Rating Agencies in India.

BOOKS FOR STUDY

- Gordon and Natarajan, *Financial Services and Markets*.

BOOKS FOR REFERENCE

- Machiraju H.R, *Indian Financial System*, Delhi : Vikas Publishing House.
- Khan M.Y., *Indian Financial System*, New Delhi : Tata McGraw Hill.
- Khan M.Y., *Financial Services*, New Delhi : Tata McGraw Hill.
- 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.

HOLY CROSS COLLEGE (AUTONOMOUS),TIRUCHIRAPALLI – 620 002.
B.COM. WITH COMPUTER APPLICATIONS, SEMESTER VI
MAJOR ELECTIVE - 4
FUNDAMENTALS OF E – COMMERCE

HOURS PER WEEK : 5
NO.OF CREDITS: 5

CODE:U08CO6MET06

OBJECTIVES

- To provide an understanding of E-Commerce practices and Applications in business and marketing areas.

UNIT – I INTRODUCTION TO E-COMMERCE

Electronic Commerce: Meaning – Definition – Scope – Goals, functions – Significance – Benefits – Electronic Commerce evolution – advantages and disadvantages; Pre – Requisites Traditional commerce and electronic commerce – Role of e-commerce.

UNIT – II DRIVING THE E-COMMERCE REVOLUTION

E-Commerce activities – Major modes, models – B2 B, B2C, B2G, C2G, C2C – Development of e-commerce activities – Elements – Stages – Solutions – Targeting Strategy - e-commerce and internet – Brick & Mortar to click and mortar – Electronic markets in India – Pull & Push Marketing – Web Personalization.

UNIT – III E-COMMERCE SOFTWARE

E-Commerce requirements – Web hosting – Basic packages – Security threats – CERT – four ‘C’s – EDI – E-Commerce implementation – Evaluation – Issues of e-commerce – Call centre: Types of e-payment systems – Steps for e-payment: Traditional payment models – Problems – Electronic cash – Electronic wallets – Small cards and charge cards.

UNIT – IV STRATEGIES FOR MARKETING SALES & PROMOTION

Identifying and reaching customers – Creating and maintaining brands on the web – Banners ads – Business models for selling on the web – CRM Definition – Components – Need – Goal – Architecting – E-Commerce and the future.

UNIT – V PROSPECTS OF E-COMMERCE

E-business – Internet bookshops, grocery supplies – software supplies & support – Electronic newspapers – Online share dealing - Online shopping – Virtual auctions – E-diversity – E-security.

BOOKS FOR STUDY

- 1. Murthy C.S.V., (2003). *E-commerce concepts, models, strategies*, New Delhi : Himalaya Publishing House.

BOOKS FOR REFERENCE

- David Whiteley,(2001). *E-commerce strategy, technologies and applications*, NewDelhi :Tata McGraw Hill Publishing Company.
- Gary P. Schneides, James.T Perry, (2001). *Electronic Commerce*, Cambridge : Course technology.
- Kalakota Whinston, (2006). *Fronties of Electronic Commerce*, Singapore : Pearson education.

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI - 2.
DEPARTMENT OF COMMERCE
SEMESTER VI
NON MAJOR ELECTIVE PAPER – 2
BASIC PRINCIPLES OF ACCOUNTANCY

HOURS PER WEEK :2
NO.OF CREDITS :2

CODE : U08CO6NMT01

OBJECTIVES

- To enable the students to understand the basic principles of double entry system of book- keeping and accounting.

UNIT – I ACCOUNTING

Accounting concepts and conventions – Capital expenditure and revenue expenditure.

UNIT – II ACCOUNTING CYCLE CONTD.

Journalizing – Ledger posting - Preparation of trial balance.

UNIT – III SUBSIDIARY BOOKS

Recording in subsidiary books –Purchases book –Sales book-Purchases Returns book-Sales Return book.

UNIT – IV SUBSIDIARY BOOKS CONTD.

Recording in Three column cash book

UNIT – V FINAL ACCOUNTS OF A SOLE TRADER

Preparation of Trading and Profit and Loss account - Balance sheet (With only closing stock as adjustment)

BOOKS FOR STUDY

- Reddy & Murthy, (2006). *Financial Accounting*, Chennai: Margham Publishers.
- Dalston L. Cecil & Jenitra L. Merwin, (2008). *Principles of Accountancy*, Trichy: Learntech Press.

BOOKS FOR REFERENCE

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

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI - 2.
DEPARTMENT OF COMMERCE
SEMESTER VI
NON MAJOR ELECTIVE PAPER – 2
MARKETING PRACTICES

HOURS PER WEEK :2

CODE :U08CO6NMT03

NO.OF CREDITS:2

OBJECTIVES

- To give basic understanding of the concepts of marketing.

UNIT – I INTRODUCTION

Meaning and Definition of Marketing – Classification of Market – Modern Market Concepts – Functions of Marketing.

UNIT – II PRODUCT

Product – Product Planning and Development – Product Life Cycle - Branding.

UNIT – III PRICING

Pricing – Objectives – Types of Prices – Factors affecting Prices – Pricing Policies.

UNIT – IV PHYSICAL DISTRIBUTION

Physical Distribution – Types of Channels – Factors determining Selection of a Channel – Middlemen Services.

UNIT – V PROMOTION

Promotion – Advertising – Sales promotion – Personal Selling – Publicity.

BOOKS FOR STUDY

- R.S.N. Pillai and Baghavathi, (2007). *Marketing*, New Delhi: Sultan Chand and Sons.

BOOKS FOR REFERENCE

- Rajan Nair, (2006). *Marketing*, New Delhi: Sultan Chand and Sons.

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPALLI - 2.
B.C OM. WITH COMPUTER APPLICATIONS - SEMESTER IV
PART III SKILL BASED ELECTIVE -5
ACCOUNTING PACKAGE

HOURS PER WEEK :4

NO.OF CREDITS:4

CODE : U13CO6SBP05

OBJECTIVES

To enable the students to understand the basic principles and concepts of computerized accounting.

To enable the students to use Tally 9 ERP for accounting.

UNIT – I

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.

UNIT – II

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

UNIT – III

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.

UNIT – IV

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.

UNIT – V

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

BOOKS FOR STUDY

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.
- Srinivasa Valaban, (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) TIRUCHIRAPALLI - 2.
B.COM WITH COMPUTER APPLICATIONS - SEMESTER VI
SKILL BASED ELECTIVE-5
MICRO FINANCE AND SELF HELP GROUPS

HOURS PER WEEK :2

NO.OF CREDITS:2

CODE : U08CO6SBT07

OBJECTIVES

- To develop an understanding of the basic concepts of micro finance.
- To enable the students Understand the concept of SHG operative mechanisms of SHGS
- To Help the students to know about the various activities undertaken by SHGS
- To help the students to understand the concept of women empowerment through SHGS

UNIT - I Micro finance – Concept – Evolution – Functions – Micro finance products and services – Core principles of Micro Finance

UNIT - II Micro finance credit delivery models – Grameen model – SHG model – SHG and Bank linkage Programme

UNIT - III SHGs – Concept – Objectives – Functions – Operative mechanisms of SHGs – Problems and issues

UNIT - IV Women empowerment through SHGs – Physical – Social – Legal and Political empowerment

UNIT - V Role of Govt. and NGO's in fostering SHGs.

BOOKS FOR REFERENCE

Understanding Microfinance : Debadutta K.Panda.

Microfinance Perspectives & Operations-Published by Indian Institute of Banking & Finance.

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI -2

UG – SEMESTER: VI

**SKILL BASED ELECTIVE: 6
RESEARCH METHODOLOGY**

CODE: U13DS6SBT06

HRS /WEEK: 2

CREDITS: 2

COURSE OBJECTIVE:

To help the students develop research skills

To expose the students to the concept of research and to implement a research project.

UNIT: 1- INTRODUCTION TO RESEARCH

Definition, type, nature and scope of research - Research design

UNIT: 2 –DATA COLLECTION

Types – Primary and secondary data – Data Processing – Hypothesis testing

UNIT: 3- PLAN AND EXECUTION

Methodology – plan and execution – Analysis - Documentation

UNIT: 4- FORMAT AND PRESENTATION OF PROJECT REPORT

Art of writing and Structure of a project report – Viva - voce

UNIT: 5- PROJECT

Project Work

BOOKS FOR REFERENCE

1. Kothari C.R. Research Methodology, New Delhi: New Age International (P) Ltd Publishers, 2009. Reprint
2. Rahim F.A. Thesis Writing: A Manual for researchers, New Delhi: New Age International Publishers, 1988. Print.
3. Gopalana. Thesis Writing. Chennai: Vijay Nicole, 2005.Print.
4. Oliver, Paul, Writing Your Thesis. New Delhi: Sage Publication, 2008.Print.

HOLY CROSS COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI – 2
B.A./B.Sc/B.Com/B,R.SC/B.C.A - DEGREE COURSES
LIFE ORIENTED EDUCATION
CATECHISM – III: LITURGY AND CHRISTIAN LIFE

HRS / WK: 1

CODE:U12VE6LVC03

CREDIT: 1

MARKS: 100

OBJECTIVES:

- To prepare the students to participate meaningfully in the liturgical celebration and experience GOD in their day today life.
- To become a living witness to Jesus Christ in their personal, family and social life.

UNIT - I: LITURGY

Personal prayer (Know oneself) – Vocal prayer – Community prayer – Meditation – Contemplation – Knowing the prayers : Our Father – Hail Mary – Holy Rosary – Mysteries of the Rosary- Litany of Mary – family prayer-Popular devotion

UNIT – II: HOLY SACRIFICE OF THE MASS

Significance – meaning and need for spiritual growth – mass prayers – part of the mass – liturgical year, its division and its significance. –Creed – Act of contrition – Discernment of spirits – Counseling – Spiritual direction.

UNIT – III: CHRISTIAN VOCATION AS DISCIPLE FOR THE KINGDOM OF GOD

Who am I as a Christian? – Christian dignity and others – The values of the Kingdom opposing to the values of the World – Christian social conscience – Christian in the reformation of the world – a call to be salt and light in today’s context-Come follow me-I have chosen you-Servant hood- Baptism- Common priesthood-Discipleship-Lay vocation-Lay participation-Lay associates.

UNIT – IV: CHRISTIAN FAMILY

Holy family- characteristic of good family – role of families in the church and society- Responsibilities of parents, and children in the family – church – laws towards marriage-Pro-life (Abortion, Euthanasia).

UNIT – V: CONSECRATED LIFE

“Come and follow me” – special disciples - “I have called you to be mine”- - called to be prophets and agents for God’s Kingdom – nucleus of the church – Eschatological signs of the God’s Kingdom.

REFERENCES:

2. Compendium – Catechism for the Catholic Church Published by Vaigarai Publishing House for the Catholic Church of India.
3. You are the light of the World, A course on Christian living for II year Religion published by Department of Foundation Courses, St.Joseph’s College (Autonomous), Tiruchirappalli– 620 002.

HOLY CROSS COLLEGE(AUTONOMOUS), TIRUCHIRAPPALLI-2

B.A. /B.Sc. / B.Com. / B.R.Sc./ B.C.A. DEGREE COURSE

LIFE ORIENTED EDUCATION

ETHICS – III: FAMILY AND CAREER DEVELOPMENT

HRS / Wk : 1

CODE: U13VE6LVE03

CREDIT : 1

MARKS : 100

OBJECTIVES:

- To help the students learn skills, knowledge, talent to lead a meaningful life.
- To help the students understand marriage life.
- To make the students learn skills of nurturing family and children.
- To make them aware of emotional intelligence and choose their carrier.

UNIT – I: PERSONAL COMPETENCE

Emotional Intelligence for Professional growth, Management Vs Leadership-Management and Leadership Skills - Conflict Management - Tips for Professional growth

UNIT - II: MARRIAGE AND FAMILY

Family Vision - Family Values, Family relationship, Family Management, Sex in Marriage, Emotional Balance and Imbalance, Compatibility between Husband and Wife

UNIT – III: MOTHERHOOD

Bringing up Children - Development stages (Eric Ericson model), Spirituality: Spirituality in Family - Prayer, God's Will, and Role of Mother

UNIT – IV: PERSONALITY DEVELOPMENT

Self Analysis; interpersonal relation, introspection – character formation towards positive personality (values, self and college motto, punctuality, good moral, poverty, honesty, politeness, humanity, gentleness, friendship, fellowship and patriotism

UNIT – V: CAREER CHOICE

Career Choice according to Personality, Preparation for Competitive Exams, Sources of Knowledge, Memory Techniques, Mind Mapping

REFERENCES:

1. Tony B and Barry Buzan(2003), The mind map book, BBC world wide limited, London.
2. Susan Nash(2005), Turning team performance inside out, Jai CO. publishing House, New Delhi.
3. Fr. Ignacimuthu (1999) “Values for Life”, Vaigarai Pathipagam.
4. Grose. D.N. (2000), “A text book on Value Education”, Dominant Publishers.

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 – III: ESSENCE OF CHRISTIAN FAITH

HRS / WK : 1

CODE: U12VE6LVBO3

CREDIT : 1

MARKS : 100

OBJECTIVE:

- Prepare to practice Christian principles in family, church and society as a youngwomen.

UNIT - I: ESSENTIALS OF CHRISTIAN FAITH

- Salvation – Deliverance from sin (Is 53), Assurance of salvation and New life (II Cor 5:17)
- Sacraments – Baptism (Luke 3: 6-14), Lord’s Supper (I Cor 10: 16,17; 11: 23-29)
- Trinity – One in three and three in one. Illustrations from the Bible. (John 14: 16,17)
- Heaven and Eternal life (John 14: 13, 3: 13-21)

UNIT – II: MARIAGE AND FAMILY LIFE

- Finding the God’s Will - Issac (Gen 24)
- Man and woman as Partners – Abraham and Sarah (Gen 16-18,22)
Aquila and Priscilla (Acts 18: 1-3,26)
- Evils to be avoided – Premarital Sex, Extramarital Sex,
Homosexuality, Abortion(Heb 13: 4, Psalm 127 : 4)
- Ideal Wife – Sarah (I Peter 3: 1-6), Ruth, Eph 5

UNIT – III: CHRISTIAN HOME

- Parental Responsibilities and bringing up children – Abraham (Gen 22),
Eli (I Sam 2: 24-36,3: 11- 18), Mary Mother of Jesus (Luke 2: 51,52)
- Caring for the Aged (I Sam 2: 31,32)
- Entertainments (I Cor 10: 23)

UNIT – IV: CHRISTIAN ETHICS

- Holiness – Joseph (Gen 39:9)Levi 11: 45, Ecc 12
- Obedience to God - Abraham (Gen 12) ; St.Paul (Acts 9)
- Freedom and Accountability
- Justice and Love
- Choices in Life – Making Decisions(Studies, job, life Partner)
- Model to follow – Who is your model? (John 15: 1-17)
- Social Evils – Dowry, Caste discrimination, Accumulation of wealth
- Freedom of Options, Time Management, Work Ethics (I Peter 2: 11-25)

UNIT – V: ROLE IN CHURCH AND SOCIETY

- Man is the temple of God (I Cor 3: 11-17, 6: 19-20) Individual responsibility in Gospel work
- Church –Body of Christ (I Cor 12: 14-27)
- Unity (John 17: 20-23, Mat 10: 37-39, 16:24-26, Mark 13: 11-13)
- Discipleship (I & II Timothy, Titus)
- Social Responsibilities (Phil 2; 1-11, James 1: 27, 2: 14-17, 4: 17, 5: 14-15)

REFERENCES:

1. Alban Douglass (1982) One Hundred Bible Lessons. Gospel Literature Service, Mumbai.
2. Derek Prince (1993) Foundations for Righteous Living. Derek Prince Ministries-South Pacific, New Zealand.
3. Derek Prince and Ruth Prince (1986) God is a Match maker. Derek Ministries, India.
4. Ron Rhodes(2005) Hand book on Cults. Amazon.com
5. Stanley.R. (1997) With God Again. Blessing Youth Mission, India.
6. Taylor.H. (1993) Tend My Sheep. SPCK, London.