

DHANRAJ BAID JAIN COLLEGE

(Autonomous)

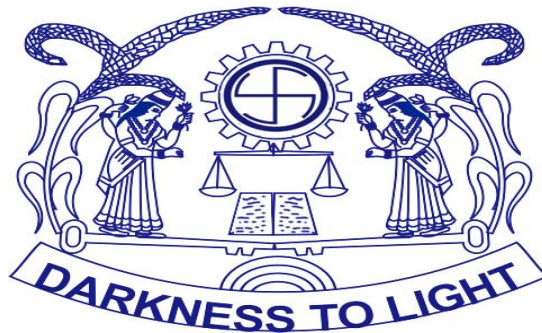
Thoraipakkam, Chennai – 600097.

Affiliated to the University of Madras

M.COM. CORPORATE SECRETARYSHIP

DEGREE COURSE

(SEMESTER WITH CHOICE BASED CREDIT SYSTEM)



SYLLABUS

DEPARTMENT OF CORPORATE SECRETARYSHIP

(EFFECTIVE FROM ACADEMIC YEAR 2019-20)

Total No. of Semesters: **4**

Total No. of Credits: **91**

PROGRAMME OUTCOME

- PO – 1:** After completing three years for PG Department of Corporate Secretaryship M.Com (CS) program, students would gain a thorough grounding in the fundamentals of Commerce and Finance.
- PO – 2:** The corporate Secretaryship focused curriculum offers a number of specializations.
- PO – 3:** The practical exposures which would equip the student to face the modern-day challenges in corporate sectors.
- PO – 4:** The all-inclusive outlook of the course offer a number of values - based and job oriented courses ensures that students are trained into up-to-date.
- PO - 5:** In advanced accounting courses beyond the introductory level, affective development will also progress to the valuing and organization levels.

PROGRAM SPECIFIC OUTCOME (PSO)

- PSO – 1:** Students will be able to demonstrate progressive learning of various tax issues and tax forms related to individuals. Students will be able to demonstrate knowledge in setting up a computerized set of accounting books.
- PSO – 2:** Students will demonstrate progressive affective domain development of values, the role of accounting in society and business.
- PSO – 3:** Students will learn relevant financial accounting career skills, applying both quantitative and qualitative knowledge to their future careers in business.
- PSO – 4:** Students will be able to demonstrate proficiency with the ability to engage in critical thinking by analyzing situations and constructing and selecting viable solutions to solve problems and apply appropriate problem solving and decision making skills in business decisions.
- PSO – 5:** Learners will gain thorough systematic and subject skills within various disciplines of commerce, business, accounting, economics, finance, auditing and marketing.
- PSO – 6:** Learners will be able to recognize features and roles of businessmen, entrepreneur, Managers, consultant, which will help learners to possess knowledge and other soft skills and to react aptly when confronted with critical decision making.

- PSO –7:** Learners will be able to prove proficiency with the ability to engage in competitive exams like ACS, CA, ICWA and other Professional courses.
- PSO – 8:** Learners will acquire the skills like effective communication, decision making and problem solving in day to day business affairs.
- PSO – 9:** Students will engage in at least one internship or service learning experience to demonstrate relevancy of foundational and theoretical knowledge of their academic curriculum and to gain career related experiences.
- PSO – 10:** Learners can also acquire practical skills to work as tax consultant, audit assistant and other financial supporting services.

SUBJECT TITLES**(SEMESTER SYSTEM WITH CBCS)****SEMESTER – I**

Sem	Sub. Code	Subjects	Hours Per week	Credits	CIA	Ext. Exam	Total Marks
I	14P821A	Business Law	6	4	25	75	100
I	14P821B	Corporate Accounting – I	6	4	25	75	100
I	14P821C	Labour & Industrial Laws	6	4	25	75	100
I	14P821D	Corporate Financial Management	6	4	25	75	100
I	14P821E	Research Methodology – I	6	4	25	75	100
I	14S21AA	Soft Skill	2	2	25	75	100
		Total	32	22			

SEMESTER II

Sem	Sub. Code	Subjects	Hours Per week	Credits	CIA	Ext. Exam	Total Marks
II	14P822G	Income Tax Law & Practice – I	6	4	25	75	100
II	14P822H	Corporate Accounting – II	6	4	25	75	100
II	14P822J	Securities Laws and Regulations of Financial Markets	6	4	25	75	100
II	14P822K	Business Environment	6	4	25	75	100
II	14P822L	Research Methodology – II	6	4	25	75	100
II	14S22AB	Soft skill	2	2	25	75	100
		Total	32	22			

SEMESTER III

Sem	Sub. Code	Subjects	Hours Per week	Credits	CIA	Ext. Exam	Total Marks
III	14P823M	Income Tax Law & Practice – II	6	4	25	75	100
III	14P823N	Company Law & Secretarial Practice – I	6	4	25	75	100
III	14P823P	Advanced Cost Accounting	6	4	25	75	100
III	14P8231	Computer Application in Business	6	4	25	75	100
III	14P823Q	Organisational Behaviour	6	4	25	75	100
III	14S23AC	Personality Enrichment	2	2	25	75	100
		Total	32	22			

SEMESTER IV

Sem	Sub. Code	Subjects	Hours Per week	Credits	CIA	Ext. Exam	Total Marks
IV	14P824R	Management Accounting	6	4	25	75	100
IV	14P824S	Company Law & Secretarial Practice – II	6	4	25	75	100
IV	14P824T	Human Resources Management	6	4	25	75	100
IV	14P824U	Marketing Management	6	4	25	75	100
IV	14P824V	Project Report and Viva - Voce Internal Viva-Voce – 50 marks External Viva-Voce – 50 marks	6	5	25	75	100
IV	14S24AD	Computing skill	2	2	25	75	100
IV	14PZ14A	Internship	2	2	25	75	100
			34	25			
		Total		91			

QUESTION PAPER PATTERN
M.Com (C.S) Degree
(For All Theory Papers Only)

Time: 3 Hours

Max. Marks: 75

PART – A

(10x2=20)

Answer any TEN questions.

1. Unit I
2. Unit I
3. Unit II
4. Unit II
5. Unit III
6. Unit III
7. Unit IV
8. Unit IV
9. Unit V
10. Unit V
11. } **two different Units**
- 12.

PART – B

(5x5=25)

Answer any FIVE questions.

13. Unit I
14. Unit II
15. Unit III
16. Unit IV
17. Unit V
- 18.
19. } **three different Units**
- 20.

PART – C

(3x10=30)

Answer any THREE questions

21. Unit I
22. Unit II
23. Unit III
24. Unit IV
25. Unit V

QUESTION PAPER PATTERN

M.Com (C.S) Degree

(For All Accounting Papers, Income Tax, Research Methodology Papers Only)

Time: 3 Hours

Max. Marks: 75

PART – A

(10x2=20)

Answer any TEN questions.

1. Unit I
2. Unit II
3. Unit III
4. Unit IV
5. Unit V
6. Unit I
7. Unit II
8. Unit III
9. Unit IV
10. Unit V
11. } **two different Units**
- 12.

PART – B

(5x5=25)

Answer any FIVE questions.

13. Unit I
14. Unit II
15. Unit III
16. Unit IV
17. Unit V
- 18.
19. } **three different Units**
- 20.

PART – C

(2x15=30)

Answer any TWO questions.

21. Unit I
22. Unit II
23. Unit III
24. Unit IV
25. Unit V

QUESTION PAPER PATTERN

**M.Com (C.S) Degree
(For NME, V.E and EVS)**

Time: 3 Hours

Max. Marks: 80

PART – A

(5x6=30)

Answer any FIVE questions.

1. Unit I
2. Unit II
3. Unit III
4. Unit IV
5. Unit V
- 6.
7. } three different units
- 8.

PART – B

(3x15=45)

Answer any THREE questions.

9. Unit I
10. Unit II
11. Unit III
12. Unit IV
13. Unit V

PAPER I - BUSINESS LAW

Course Objective

To acquaint the students with principles and legal aspects of various legislations like contract, agency, sale of goods act and Consumer Protection Act.

COURSE	UNIT	COURSE OUTCOME
COURSE 1	The Indian Contract Act – Definition of Contract – Essentials of an Valid Contract – Types of Contracts – Offer, Acceptance, Consideration, Capacity and Free Consent. Performance of Contract – Contingent Contracts – Quasi Contracts – Discharge of Contracts – Remedies for Breach of Contract	Understand the basics of the legal aspects of business. Get an idea about how such acts as Indian Contract Act work.
COURSE 2	Broad frame work of the Constitution of India – Fundamental Rights, Directive principles of state policy – Legislative powers of the Union and the states – Freedom of Trade, Commerce and Intercourse – Constitutional provisions relating to state monopoly – Different types of Writs – Habeas Corpus, Mandamus, Prohibition, Quo warranto and certiorari.	To know the basic constitution of law and Fundamental Rights.
COURSE 3	Sale of Goods Act 1930 – Essentials of Contract of Sale – Sale and Agreement to Sell – Goods – Kinds of Goods – Price – Distinction between Conditions and Warranties – Expressed and Implied Conditions and Warranties – Caveat Emptor and its exceptions – Meaning of Unpaid Seller – Rights of an Unpaid Seller – Auction Sales.	To know the legal aspects for creating an agency. To enhance the fundamentals of act of sale of goods
COURSE 4	Indian Partnership Act 1932 – Definition of Partnership – Partnership Deed – Registration of Firms – Effects of Non-Registration – Rights and Duties of Partners – Types of Partners – Minor Partner and Legal Provisions – Dissolution of Firm – Limited Partnership meaning and its characteristics.	To know the partnership Act and Legal frames regarding registration and others.
COURSE 5	Negotiable Instruments Act – Meaning – Characteristics – Promissory Note, Bills and Cheques – Distinction between Negotiation and Assignment – Dishonour of Negotiable Instrument – Noting and Protest – Arbitration – Meaning – Kinds – Advantages and Disadvantages of Arbitration.	To learn about negotiable Instrument Act and basic things of Arbitration

Text Books:

1. N.D.Kapoor- “Business Law” Sulthanchand Publishers.
2. RSN Pillai & Bhagavathy Business Law, Sultan chand & Co Ltd,

Reference Books :

1. Srinivasan Business Law Margham Publishers Chennai.
2. Kuchcal, Mercantile Law, Vikas Publishing house New Delhi.
3. Commercial / Business Law – N.D. Kapoor.

PAPER II – CORPORATE ACCOUNTING –I

Course Objective:

To Impact Company Accounts to understand and appreciate the Provisions of the companies act 1956. To give them an exposure to calculate the value of Goodwill and shares.

COURSE	UNIT	COURSE OUTCOME
COURSE 1	Accounting Standards – Relevance and Significance – National and International Accounting Standards.	To learn about the Accounting Enabling the students to understand the features of Shares and Debentures.
COURSE 2	Accounting for Share Capital – Issue of Shares at par, at premium and discount – Forfeiture and Re-issue of Shares – Redemption of Preference Shares – Underwriting of Issue and Profits prior to Incorporation.	Develop an understanding about issues and redemption of Shares and its types. To know about the procedures of underwriting.
COURSE 3	Accounting for issue of debentures, redemption of debentures, conversion of debentures into shares.	To understanding about issues and redemption of debentures.
COURSE 4	Preparation and presentation of final accounts of Joint Stock Companies as per Company Law Requirements – Provisions and Reserves – Determination of Managerial Remuneration.	To give an exposure to the company final accounts and current version.
COURSE 5	Accounting treatment for amalgamation – Absorption – Reconstruction of Companies – Internal Reconstruction.	To know about treatment of accounting related to the amalgamation, absorption and reconstruction of the company.

SKILL DEVELOPMENT: Practical Preparation of Company Final Accounts

Text Books:

1. R.L.Gupta – Corporate Accounting, Sultan chand.
2. Jain and Narrang - Company Accounts, Kalyani.

Reference Books :

1. Shukla and Grewal – Advanced Accounts, S.Chand
 2. T.S. Reddy and A.Murthy – Corporate Accounting, Margam
 3. Chakraborti- Advanced Accountancy.
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1. Gupta R.L. & Radhaswamy – Corporate Accounting
 2. Muckerjee A & Hanif M – Modern Accountancy, Volume II.

PAPER III – LABOUR AND INDUSTRIAL LAWS

Course Objectives: To provide knowledge to the students on the basic issues like productivity, efficiency, capacity utilization and debates involved in industrial development.

COURSE	UNIT	COURSE OUTCOME
COURSE 1	Object – Definition – Health, Safety and Welfare provisions – Certifying surgeons appointed, duties – Working hours – employment of child, young person, women – Annual leave with wages – Concept of appointment of occupier and manager for manufacturing units.	Understand such concepts as industrial relations, employment practice, Labour conditions and social welfare. Realise the importance of ensuring the health, safety and welfare of the workmen.
COURSE 2	(A) PAYMENT OF WAGES ACT, 1936 Object – Definition – Rules for payment of wages – Deduction from wages maintenance of register and records. (B) WORKMEN COMPENSATION ACT, 1923 Object – Definition – Rules regarding compensation – Distribution of compensation – Notice and claims.	To understand the concepts of minimum wages and compensation and claims.
COURSE 3	INDUSTRIAL DISPUTES ACT, 1947 Object – Definition – Procedures and settlement of Industrial Disputes – Voluntary reference of disputes to Arbitration – Award and settlement – Strikes and lockouts – layoff and retrenchment – Transfer and closing down of undertaking – Unfair labour practices.	Learn about the genesis of industrial conflicts and disputes Understand the functioning of various Industrial conflict settlement machineries
COURSE 4	EMPLOYEES STATEMENT INSURANCE ACT, 1948 Object – Definitions – ESI Corporation – Functions – Contribution and recovery – Benefits – Penalties for false claims.	To learn about the ESI
COURSE 5	(A) EMPLOYEES PROVIDENT FUNDS AND MISCELLANEOUS PROVISIONS ACT, 1952 Object – Definitions – Provident Fund Schemes – Contribution and Recovery – Penalties and Offences. (B) PAYMENT OF GRATUITY ACT, 1972 Object – Definition – Payment and Forfeiture of Gratuity – Offences and Penalties – Super annuity and Pension – Creation of in-house trust – VRS.	To learn about the legal aspects related to provident fund and Gratuity fund.

TEXT BOOKS:

1. Monnappa, A. Industrial Relations. New Delhi: Tata McGraw Hill.
2. Sen, R. Industrial Relation in India. New Delhi: Macmillan India

REFERENCE BOOKS:

1. N.D.Kapoor – Mercantile Law
2. Chawla and Grag – Mercantile Law
3. Avtar Singh – Mercantile Law
4. M.C.Shukla – Mercantile Law
5. P.C.Tripathi – Industrial Law
6. K.R.Balan – Lectures on Applied Public Relations.

PAPER IV - CORPORATE FINANCIAL MANAGEMENT

Course Objectives

Students would be able to develop a basic understanding about financial management and the role it plays in the overall performance of a Business.

COURSE	UNIT	COURSE OUTCOME
COURSE 1	Finance functions- Definition, Scope and Importance – Role of Financial Manager – Goals and Concepts in Financial Decision Making.	Students can learn the key themes in corporate finance. Students can understand the role of finance in an organization.
COURSE 2	Cost of Capital – Meaning and Significance – Specific and Overall Cost of Capital – Measurement of Capital.	To understand the combination of Capital and its cost.
COURSE 3	Capital Structure – Concept – Optimum Capital Structure – Factors influencing Capital Structure – Theories in Capital Structure – Net Income, Net Operating Income, Traditional and Modigliani Miller Theories.	To understand the mixture of capital structure and its theories.
COURSE 4	Management of Working Capital – Gross and Net Working Capital concepts – importance – adequacy of Working Capital – Determinants – Cost Consideration – Planning and financing working capital	To understand the concept and calculation of working capital.
COURSE 5	Merchant Banking, Venture Capital, Mutual funds, Leasing & Factoring.	To learn about the service rendered by various capital market.

REFERENCE BOOKS:

- 1) Pandey L.M. – Financial Management
- 2) Khan and Jain – Financial Management
- 3) Maheshwari S.N. – Financial Management
- 4) Vanhorne – Financial Management
- 5) Khan M.Y. – Financial Services.

PAPER V – RESEARCH METHODOLOGY – I

Course Objectives

To enable the students to gain insights into how research is carried out in business and how they can benefit from it.

COURSE	UNIT	COURSE OUTCOME
COURSE 1	Research – Meaning and Significance – Objectives – Types – Research Process – Common problems encountered in research – Ethics in Research.	Provide students with the knowledge of the different research methodologies and philosophical approaches that are available to carry out research in business and management science.
COURSE 2	Research Problems: Meaning – Selection and Formulation – Review of available literature – Techniques involved in defining a problem.	Enable students to make informed decisions on the most appropriate methodological choices to carry out their own research.
COURSE 3	Research Design: Meaning and need for research design – Feature of a good design – Different research design.	Provide students with the knowledge of the research process in business and management science
COURSE 4	Data Collection: Methods – Primary and Secondary Data – Observation – Interviews – Questionnaire – Constructing a Questionnaire.	Enable students to recognize the problems and limitations associated with certain research methods, instruments for data collection and techniques for data analysis.
COURSE 5	Sampling – Fundamentals – Types – Sampling errors and data collection errors – Sample size and its distribution – Testing the appropriateness of a sample.	To Enable students to review and update their initial research proposal accordingly.

REFERENCE BOOKS:

1. Kothari C.R. – Research Methodology.
2. Donal R. Cooper & Pamela S. Schindler – Business Research Methods.

Soft skill – I ESSENTIALS OF LANGUAGE AND COMMUNICATION-II

Objectives

- *enable* students to build a repertoire of functional vocabulary and to move from the lexical level to the syntactic level.
- *train* students to summon words, phrases relevant to the immediate communication tasks.
- *enable* students to comprehend the concept of communication.
- *teach* students the four basic communication skills- Listening, Speaking, Reading and Writing.

UNIT 1: Recap of language skills – vocabulary, phrase, clause, sentence.

UNIT 2: Fluency building.

UNIT 3: Principles of Communication.

UNIT 4: Types of Communication.

UNIT 5: LSRW in Communication.

Recommended Texts

- Monippally, Matthukutty. M. 2001. *Business Communication Strategies*. 11th Reprint. Tata McGraw-Hill. New Delhi.
- Sasikumar. V and P.V. Dhamija. 1993. *Spoken English: A Self-Learning Guide to Conversation Practice*. 34th Reprint. Tata McGraw-Hill. New Delhi.
- Swets, Paul. W. 1983. *The Art of Talking So That People Will Listen: Getting Through to Family, Friends and Business Associates*. Prentice Hall Press. New York.
- Hewings, Martin. 1999. *Advanced English Grammar: A Self-Study Reference and Practice Book for South Asian Students*. Reprint 2003. Cambridge University Press. New Delhi.
- Lewis, Norman. 1991. *Word Power Made Easy*. Pocket Books.
- Hall and Shepherd. *The Anti-Grammar Grammar Book: Discovery Activities for Grammar Teaching*. Longman

Websites

- www.tatamcgrawhill.com/digital_solutions/monippally
- www.dictionary.cambridge.org
- www.wordsmith.org

PAPER VI - INCOME TAX LAW AND PRACTICE – I

Course Objective:

To introduce students to the basic concepts in Income-Tax. To help them to apply the provisions and complete incomes under various heads.

COURSE	UNIT	COURSE OUTCOME
COURSE 1	Income Tax Act 1961, Basic Concepts – Capital and Revenue – Residential Status and Incidence of Tax – Exempted from Tax.	To introduce the basic concept of Income and Residential status.
COURSE 2	Salaries – Meaning – Definition – Characteristics of Salary – Computation of Salary Income Allowances, Perquisites, Profits In-lieu of Salary, Gratuity – Pension.	In order to familiarize the different know-how and heads of income from salary with its components.
COURSE 3	House Property – Meaning – Definition – Computation of Annual Rental Value – Let Out House Property – Self-Occupied House Property – Deduction of Income from House Property.	In order to familiarize the different know-how and heads of house property with its components.
COURSE 4	Computation of Income from Profits and Gains of Business or Profession.	To understand and evaluate about the income from business or profession.
COURSE 5	Computation of Income from Other Sources – Set Off and Carry Forward Losses – Clubbing of Income.	To learn about the various sources of income under head other sources set off and carry forward losses and also know about the clubbing of income.

TEXT BOOKS:

1. V.B. Gaur & Narang, “Income Tax Law And Practice”, Kalayani Publishers..
2. T.S. Reddy & Y. Hari Prasad Reddy, “Income Tax Law and Practice” Margham Publications

REFERENCE BOOKS:

1. Income Tax Law & Practice – Bhagavathi Prasad.
2. Outline of Income Tax - Rupram Gupta.
3. Income Tax Law & Accounts – Vinod Singhania.

PAPER VII – CORPORATE ACCOUNTING –II

Course Objective:

To introduce students to the changes in the preparation of Banking and Insurance Company Accounts and the relevance of Accounting Standards in Company Accounts.

COURSE	UNIT	COURSE OUTCOME
COURSE 1	Valuation of Goodwill and Shares.	To understand the valuation of goodwill and shares.
COURSE 2	Accounts for Holding and Subsidiary Companies – Preparation of Consolidated Balance Sheet.	To know the Accounting treatment of holding companies accounts
COURSE 3	Liquidation of Companies – Accounting treatment (Including Statement of Affairs and Deficiency Accounts)	To understand the procedure and treatment accounting in liquidation of companies
COURSE 4	Banking Companies, Preparation of profit & loss account and balance sheet.(as per new regulation)	To learn about the procedure and accounting treatment of banking sector.
COURSE 5	Insurance Company Accounts, Life, Fire and Marine. Preparation of Revenue account, profit & loss account and balance sheet.(as per new regulation)	To know about the procedure and accounting treatment of insurance company.

SKILL DEVELOPMENT: Practical Preparation of Banking and Insurance Final Accounts

TEXT BOOK:

1. T.S. Reddy & Murthy, “Corporate Finance”, Margham Publications.
2. R.L. Gupta – Corporate Accounting, Sultan Chand

REFERENCE BOOKS :

1. Shukla and Grewal – Advance Accounts, S.Chand
2. T.S. Reddy and A. Murthy – Corporate Accounting, Margam.
3. Jainand Narang – Company Accounts, Kalyani
4. R.L. Gupta – Corporate Accounting, Sultan chand

PAPER VIII – SECURITIES LAWS AND REGULATION OF FINANCIAL MARKETS

Course Objectives

To enable the students to gain insights into how to become professional investors or researchers in the field of finance and investment

COURSE	UNIT	COURSE OUTCOME
COURSE 1	Financial System Significance – Overview – Constituents development and growth of financial and capital markets in India.	Develop an understanding of the investment alternatives that exists in the financial markets
COURSE 2	Financial Instruments Capital market instruments – equity shares, preference shares, sweat equity shares, non-voting shares & debentures: New instruments of the Capital Market – Global Depository Receipts – American Depository receipts. Money Market Instruments Treasury bills, Commercial bills, Certificate of Deposits.	Understand such concepts as new issue market
COURSE 3	Primary Market Meaning – Significance and Scope of Primary Market – Latest developments in Primary Market. Secondary Market Meaning, Significance, Functions and Scope of Secondary Market – Stock Exchanges and their regulatory framework and control.	Develop ways of analysis of secondary markets
COURSE 4	Capital Market Introduction, meaning, significance of Capital Market – Capital Market vs. Money Market, Market players, investors and companies – Securities Laws / regulatory framework governing Indian Capital Market – E-trading in securities market - DEMAT	To learn E- trading, capital market and DEMAT Account.
COURSE 5	Credit Rating Concept – Scope and Significance – Benefits to investors – Credit Rating Agencies in India. Investors Protection Meaning and significance – Regulatory measures to promote investor confidence – Role of recognized investors association.	Understand fundamental and technical analysis with regard to investment

REFERENCE BOOKS:

1. Prasanna Chandra – Financial Management
2. Balakrishnan & Warta S.S – Securities Market in India.
3. Gordon & Natrajan – Financial Services
4. ICSI Study Materials – Securities Laws & Regulation of Financial Markets.

PAPER IX - BUSINESS ENVIRONMENT

Course Objective:

The basic objective of the course is to develop understanding and provide knowledge about business environment to the management students. To promote basic understanding on the concepts of Business Environment and to enable them to realize the impact of environment on Business.

COURSE	UNIT	COURSE OUTCOME
COURSE 1	The Concept of Business Environment – Nature of Business Environment and Significance of Business Environment – Impact of Business and Strategic Decision.	Understand the fundamentals of business environment.
COURSE 2	Political Environment – Government and Business Relationship in India – Effect of Political Ideologies – Dangers of Frequently Changing Political Leadership.	To understand business ideas towards and Political Ideological.
COURSE 3	Social and Cultural Environment – Social Attitudes – Impact of Foreign Culture – Castes and Communities – Joint Family System – Types of Social Organization – Social Responsibilities of Business.	Understand the Cultural issues as well as international business and Social environment
COURSE 4	Economic Environment – Types of Economic System – Five Year Planning – Economic System and their impact on Business.	To get exposure to various economic policy & their impact on business and emerging trends.
COURSE 5	Financial Environment – Role of Banks in the Economy – Development Banks – Securities and Exchange Board of India (SEBI) – Natural Environment – Pollution and benefit of Pollution Prevention.	Acquaint themselves with the evolving financial environment issues.

TEXT BOOKS:

1. Francis Cherunilam, Business Environment-Himalaya Publishing House, New Delhi,2009
2. Aswathappa, Essentials Of Business Environment, Himalaya Publishing House, New Delhi.2013

REFERENCE BOOKS:

1. Sankaran S – Business Environment
2. Francis Cherunilam - Business Environment
3. Aswathappa - Business Environment
4. Dasgupta & Sengupta – Government and Business in India
5. Srinivisan K. – Productivity and social Environment.

PAPER X – RESEARCH METHODOLOGY -II

Course Objectives

This course in business research has been designed keeping in mind the significance of it in management studies and how it can be used in business scenarios.

COURSE	UNIT	COURSE OUTCOME
COURSE 1	Scaling: Meaning – Important Scaling Techniques – Multidimensional Scaling.	To Understand the scaling techniques involved in Creativity & Innovation
COURSE 2	Hypothesis: Meaning – Types – Sources of Hypothesis – Testing of Hypothesis – Errors in Testing – Limitations in the testing of hypothesis.	To learn formulating and setting the hypothesis.
COURSE 3	Statistical Tests: Parametric Tests – Tests of small and large sample – t-test, z-test.	To understand the small sample test.
COURSE 4	Chi-square test, Analysis of Variance – One way ANOVA and Two way ANOVA.	To understand the large samples of test
COURSE 5	Types of Reports – Contents – Features of good report – Steps in writing a report – Uses of Computers in Social research such as SPSS packages, etc.,	To learn able to prepare various reports relating to research.

REFERENCE BOOKS:

- 1 Kothari C.R. – Research Methodology
3. Donal R. Cooper & Pamela S. Schindler – Business Research Methods.

Soft skill – II ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS-II

Objectives

- *train* students to become aware of their thinking style and to enable them to convert thinking into performance.
- *prepare* students to evolve mental models for intra-personal and inter-personal transactions.
- *make* students reflect and improve their use of body language – posture, gesture, facial expression, tone.

UNIT I: Thinking and Articulation – cognitive, affect, critical, creative aspects of articulation.

UNIT II: Acquisition of Oral and Aural Skills.

UNIT III: Communication Boosters – body language.

UNIT IV: Function of Cultural Codes in Presentation – etiquette.

UNIT V: Models of Presentation.

Recommended Texts

- Powell. *In Company*. MacMillan.
- Cotton, et al. *Market Leader*. Longman.
- Pease, Allan. 1998. *Body Language: How to Read Others Thoughts by their Gestures*. Sudha Publications. New Delhi.
- Gardner, Howard. 1993. *Multiple Intelligences: The Theory in Practice: A Reader*. Basic Books. New York.
- De Bono, Edward. 2000. *Six Thinking Hats*. 2nd Edition. Penguin Books.
- De Bono, Edward. 1993. *Serious Creativity*. Reprint. Harper Business.

PAPER XI – INCOME TAX LAW AND PRACTICE – II

Course Objective: To make the students competent to compute the total income and tax liability of individual assesses and firms. To give them the necessary expertise to file return of income tax and to take up job in filing of tax.

COURSE	UNIT	COURSE OUTCOME
COURSE 1	Capital Gain – Basic Concept – Procedure – Computation of Capital Gain – Exemption of Capital Gain under Section 54, 54B, 54D, 54EC, 54ED, 54F, 54G and 54H.	To understand the treatment relating to income under capital gain and its exemption.
COURSE 2	Total Income – Variance deduction to be made in Total Income, Rebates and Reliefs in respect of Income Tax – Taxation of Individuals, Firms and Companies.	To find out the total incomes and various deductions.
COURSE 3	Income Tax Authority – Jurisdiction and Power – Assessment and Refund – Clearance of Excisable Goods – Set Off Duties – Input Duty – Relief Schemes – VAT, MODVAT, and SENVAT – Tax Planning in Central Excise	To know about the central excise duties and tax planning
COURSE 4	Wealth Tax 1957 – Charges of Wealth Tax – Assets – Demand Assets and Exempt Asset – Computation of Net Wealth and Return of Wealth – Appeal and Refunds.	To understand the assets and exemption
COURSE 5	Service Tax – Levy, Taxable Service – Law and Procedures including IT Applicability to Company Secretaries in Practice and Management Service – Computation Law – Anti-dumping Law – IPR Act.	To learn about service tax and IPR Act.

TEXT BOOKS:

1. V.B. Gaur & Narang, “Income Tax Law And Practice”, Kalayani Publishers.
2. T.S. Reddy & Y. Hari Prasad Reddy, “Income Tax Law And Practice” Margham Publications.

REFERENCE BOOKS:

1. Income Tax Law & accounts - H.C. Mehrotra
2. Income Tax Law & Practice - Bhagavathi Prasad
3. Outline of Income Tax - Rupram Gupta
4. Income Tax Law & accounts - Vinod K.Singhania
5. Income Tax Law & Practice - Gaurand Narang.

PAPER XII - COMPANY LAW AND SECRETARIAL PRACTICE – I

Course Objective:

To familiarize the concept of company law concept, fundamentals, tools, techniques and its significance in the liberalized business environment. Students can learn the law and legal principles in various subject areas.

COURSE	UNIT	COURSE OUTCOME
COURSE 1	History of Company Legislation in India – Companies Act 1956 – Amendments – Definition of Company – Characteristics and advantages of Joint Stock Company – Corporate Veil – Corporate Personality – Lifting of Corporate Veil – Kinds of Companies – Distinction between Public and Private Limited Company – Special Privileges available to Private Company.	To learn preliminary work and formation of company.
COURSE 2	Secretary – Definition – Types of Secretaries – Company Secretary – Legal position of Company Secretary – Statutory Qualification and Qualities required – Appointment, rights, duties and liabilities of a Company Secretary – Dismissal of a Company Secretary.	To learn about the company secretary duties and responsibility.
COURSE 3	Promotion and Incorporation of a Company – Promoter – Legal Position, duties of Promoter – Pre-Incorporation and Provisional Contracts – Memorandum of Association and Articles of Association – Alteration of Memorandum and Articles – Doctrine of Indoor Management and its exceptions – Doctrine of Constructive Notice – Doctrine of Ultra-Vires – Duties of Company Secretary during Incorporation of a Joint Stock Company.	To know about the internal and external rules and regulations of the company.
COURSE 4	Prospectus – Meaning – Contents of Prospectus – Offer for Sale – Deemed Prospectus – Statement in lieu of Prospectus – Registration of Prospectus – Shelf Prospectus – Red herring Prospectus – Information Memorandum – Liability for Mis-Statement in Prospectus.	Will acquire knowledge about alteration of articles and association of memorandum. Will know about the doctrines, prospectus and remedies.
COURSE 5	Share Capital – Kinds of Share Capital – Alteration of Capital and Reduction of Capital – Buy-back of Shares – Meaning of Share – Kinds of Share – Right Issue – Bonus Issue – SEBI guidelines for Bonus Issue – Allotment of Shares – Green Shoe Option – Secretarial duties during allotment of shares – Irregular Allotment.	Will know about the different types of shares and its related to allotment.

TEXT BOOKS:

1. N.D.Kapoor-Sultan CVhand & Sons- Company law

REFERENCE BOOKS:

1. N.D. Kapoor – Company Law And Secretarial Practice
2. P.P.S. Gogna – A Text Book Of Company Law
3. P.K. Ghosh & Dr. V. Balachandran – Outline of Company Secretary Practice
4. B.N. Tondon – Manual of Secretarial Practice.

PAPER XIII - ADVANCED COST ACCOUNTING

Course Objective:

To familiarize students with the basic concepts of cost and various methods and techniques of costing.

COURSE	UNIT	COURSE OUTCOME
COURSE 1	Elements of Cost – Preparation of Cost Sheets and Tenders.	Aimed to familiarize the concept of cost accounting.
COURSE 2	Material – Inventory Control – Pricing of Material Issues – Fixation of Levels and Miscellaneous Items in Materials.	Helps to gather knowledge on preparation of cost sheet in its practical point of view. To know about material control with pricing methods.
COURSE 3	Labour Cost – Control – Labour Turnover – Idle Time – Overtime and Incentive Schemes.	To understand the labour turnover and evaluating the incentive scheme.
COURSE 4	Overheads – Allocation – Absorption – Control Overheads.	To know about the allocation of overheads and control
COURSE 5	Methods of Costing – Operating Costing – Job, Batch and Contract Costing – Process Costing – Joint and by products – Inter-process equivalent. Reconciliation of Cost and Financial Accounts.	To learn the methods of process costing

SKILL DEVELOPMENT: Practical Preparation of Cost Sheets of a Product

TEXT BOOKS:

1. M.C. Shukla, T.S. Grewal, Dr.M.P.Gupta, “ Cost Accounting”, S.Chand& Company Ltd,
2. Advanced Problems and Solutions in cost accounting- Dr. S. N. Maheswari.

REFERENCE BOOKS :

1. Cost Accounting : T.S. Reddy Y.Hari Prasad Reddy
2. Cost Accounting : Jain And Narang
3. Cost Accounting : S.P. Iyengar

PAPER XIV - COMPUTER APPLICATION IN BUSINESS

(Practical based)

Course Objectives: To enlighten the students to study the technical languages of computers this is related with business in the modernized world.

COURSE	UNIT	COURSE OUTCOME
COURSE 1	MS – Office – Components of MS Office – Word, Formatting, Alignment, Indentation, Fonts, Picture and image insertion, Mail merge, template – creation of document using template.	To introduce the students about basics of MS-Office and to provide practical knowledge exposure to MS- Word
COURSE 2	MS Excel, Cell Formatting, Cell Alignment, Functions, Chart creation and insertion.	To provide practical knowledge exposure MS-Excel.
COURSE 3	MS PowerPoint, slide creation and presentation, custom animation, layout.	To provide practical knowledge exposure MS- Power Point.
COURSE 4	Tally – About Tally software, uses, group creation, ledger creation, stock group and stock item creation, voucher creation.	To provide practical knowledge exposure Tally.
COURSE 5	SPSS – about SPSS, Statistical analysis, Statistical reports.	To provide practical knowledge exposure SPSS.

Practical Exam Pattern

Answer any four out of five questions [4 * 20 = 80 Marks]

PAPER XV – ORGANIZATIONAL BEHAVIOUR

Course Objective

To enable the students to gain insights into the concepts that go into the making of a successful organization.

COURSE	UNIT	COURSE OUTCOME
COURSE 1	Introduction to Organizational Behaviour – Meaning – Elements – Need – Approaches – Models – Global Scenario.	Students will gain knowledge to analyze and compare different models used. <i>Understand the fundamentals of organizational behavior</i>
COURSE 2	Individual Behaviour – Personality - Learning – Attributes – Perception – Motivation – relevance to organizational behaviour. Group behaviour – Group Dynamics – Group norms – Group Cohesiveness – their relevance to organizational behaviour.	to explain individual behaviour related to motivation and rewards <i>Understand group dynamics and motivation</i>
COURSE 3	Organizational Dynamics – Organizational Effectiveness – Meaning, Approaches – Organizational Culture – Meaning, Significance – Organizational Climate – implications on Organizational behaviour.	Student understands the concepts of group dynamics, organizational change.
COURSE 4	Leadership – Styles – Qualities – Organizational Communication – Meaning, Importance, Process, Barriers – Methods to reduce Barriers – Principles effective Communication Motivation – Early and Contemporary theories.	It identifies the processes used in developing communication and resolving conflicts. To understand the various styles of leadership
COURSE 5	Organizational Change – Meaning – Resistance to Change – Management of Change and Development – Stress – Meaning – Types – Stress Management – types of Management of Stress.	To understand the

REFERENCE BOOKS:

- 1) Fred Luthans – Organisational Behaviour, McGraw Hill 1995
- 2) Stephen T Robbins – Organizational Behaviour, Prentice Hall, 1997
- 3) Keith Davis – Human Behaviour at Work, McGraw Hill 1991.

PERSONALITY ENRICHMENT

Course Objective:

To make aware about the importance of personality and development in the business world. To make the students follow the good personality and create a good relationship with others.

COURSE	UNIT	COURSE OUTCOME
COURSE 1	Definition of Personality, Components of Personality – Structural and Functional aspects, Determinants of Personality – Biological, Psychological and Socio-Cultural factors. Assessment of Personality – Observation, Interview and Psychological Tests Misconceptions and Classification, Need for Personality Development.	To provide orientation about personality development
COURSE 2	Self Awareness and Self Motivation Self Analysis through SWOT and Johari window, Elements of Motivation, Seven rules of Motivation, Techniques and Strategies for Self Motivation. Motivation Checklist and Goal Setting based on the principles of SMART. Self Motivation and Life.	To understand the importance of Values and Attitudes for their self-development
COURSE 3	General Knowledge and Current Affairs Regional, National and International events, Geographical, Political and Historical facts, Information on sports and other recreational activities. Basic knowledge with regard to health and health promotion.	To give them Motivation and to create knowledge about motivation theories
COURSE 4	Memory, Decision Making and Study Skills Definition and Importance of Memory, Causes of Forgetting. How to forget (thought stopping), how to remember (techniques for improving memory), The technique of passing exams. The rational decision making process. Improving creativity in decision making and components of creativity.	To enable them to become SMART and Self esteemed
COURSE 5	Power of Positive Thinking Thinking power – seven steps for dealing with doubt Traits of positive thinkers and high achievers Goals and techniques for positive thinking Enhancement of concentration through positive thinking Practicing a positive life style.	To create awareness about body language and stress management

PRACTICAL TRAINING – The course would include the following practical exercises

- Ice Breaking
- Brainstorming
- Stimulation Exercises
- Thought Stopping
- Memory
- Study Skills Training

REFERENCES

1. Mile, D J (2004), Power of Positive Thinking, Delhi, Rohan Book Company.
2. Pravesh Kumar (2005), All about Self-Motivation, New Delhi, Goodwill Publishing House
3. Dudley, G A (2004), Double your Learning Power, Delhi, Konark Press, Thomas Publishing Group Ltd.,
4. Lorayne, H (2004), How to develop a super power memory, Delhi, Konark Press, Thomas Publishing Group Ltd.,
5. Hurlock, E B (2006), Personality Development, 28th Reprint, New Delhi, Tata MCGraw Hill.

PAPER – XVI - MANAGEMENT ACCOUNTING

Course Objective:

To introduce students to the various tools and techniques of management Accounting. To enlighten students on Financial Statement Analysis with the emphasis on the preparation of fund flow and cash flow statement.

COURSE	UNIT	COURSE OUTCOME
COURSE 1	Management Accounting – Nature and Scope – Analysis and interpretation of Financial Statements – Ratio Analysis.	To enlighten the students thought and knowledge on management Accounting
COURSE 2	Cash Flow and Funds Flow Statement.	Helps to give proper idea on financial statement analysis in practical point of view
COURSE 3	Budget and Budgetary Control – Procedure and Utility – Various types of Budgets including Flexible Budgets – Standard Costing and Variance Analysis – Material – Labour – Overhead – Sales Variances.	To introduce the concept of fund flow and cash flow statement
COURSE 4	Capital Budgeting – Methods of Project Appraisal.	To provide knowledge about budget control keeping in mind the scope of the concept
COURSE 5	Marginal Costing – Cost Volume Profit relationship – Break-Even Analysis – Profit planning and Pricing.	To develop the know-how and concept of marginal costing with practical problems

SKILL DEVELOPMENT: Practical Preparation of Ratio Analysis, Funds Flow and Cash Flow Statements

TEXT BOOKS:

1. I.M. Pandey, “Management Accounting”, Vikas Publishing.
2. M Y Khan, PK Jain, “Management Accounting”, Tata McGraw hill.

REFERENCE BOOKS:

1. Management Accounting - T.S.Reddy, Y.Hari Prasad Reddy –Margam Publication.
2. Dr.S.N.Maheswari, Management Accounting, Sultan Chand & Sons.
3. Jain & Narang, Management Accounting. Kalyani Publishers.

PAPER – XVII - COMPANY LAW AND SECRETARIAL PRACTICE – II

Course Objective:

To familiarize the concept of company law concept, fundamentals, tools, techniques and its significance in the liberalized business environment. Students can learn the law and legal principles in various subject areas.

COURSE	UNIT	COURSE OUTCOME
COURSE 1	Members and Shareholders – Modes of acquiring membership – Cessation of membership – Rights and liability of members – Transfer of shares – Statutory provisions – Transmission of shares – Distinction between transfer and transmission of shares – Duties of Secretary during transfer of shares.	To understand the relation between the members and their rights and duties. To understand the duties of company secretary relating to transfer and transmission of shares
COURSE 2	Dividends – Statutory provisions relating to dividends – Interim dividend – Dividend Warrant – Duties of Secretary during payment of dividend – Mortgages and Charges – Fixed Charge and Floating Charge – Registration of Charges – Debentures – Kinds of Debentures.	To understand rules relating to dividends and debentures.
COURSE 3	Meetings of Company – Meetings of members – Statutory Meeting and Statutory Report – Annual General Meeting – Secretarial work related to Annual General Meeting – Extraordinary Meeting – legal provisions – Board Meetings – Class Meetings – Notice of Meetings – Quorum, Proxy and Minutes – Resolutions – Kinds of Resolutions.	Will know the about the meeting and resolutions.
COURSE 4	Directors – Appointment – Position of Directors – Restriction of Appointment of Directors – Qualification and Disqualification of Directors – Duties and liabilities of Directors – Managing Director – Appointment – Power and Duties – Statutory Books – Annual Accounts – Auditors – Appointment and Removal of Auditors – Power and duties of Auditors. Corporate Governance and Corporate Social Responsibility (CSR) – Meaning – Corporate Governance, Concept and Significance – Measures – CSR Mechanism	To understand various positions of director's qualifications and appointment.
COURSE 5	Winding Up – Meaning – Kinds of Winding Up – Winding Up by Court – Grounds for compulsory Winding Up – Consequences of Winding Up Order – Liquidator – Duties and Powers – Contributory – Duties of Secretary in respect of Compulsory Winding Up – Voluntary Winding Up – Provisions applicable to members voluntary winding up and creditors winding up – Duties of Secretary in respect of voluntary winding up.	To know about the winding up and its types. Will know about the procedure, duties of liquidators.

TEXT BOOKS:

1. N.D.Kapoor-Sultan CVhand & Sons- Company law

REFERENCE BOOKS:

1. N.D. Kapoor – Company Law And Secretarial Practice
2. P.P.S. Gogna – A Text Book Of Company Law
3. P.K. Ghosh & Dr. V. Balachandran – Outline of Company Secretary Practice
4. B.N. Tondon – Manual of Secretarial Practice.

PAPER – XVIII - HUMAN RESOURCE MANAGEMENT

Course Objective: Success in today's competitive business environment is increasingly the function of effective management of its resources, particularly, employee. Hence the students must aware of basic aspects of human resource management to understand the functioning of human resource management in an organizational setting.

COURSE	UNIT	COURSE OUTCOME
COURSE 1	Introduction: Concept, function, Scope of HRM, Personnel administration, Power and Responsibilities of personnel Manager.	Demonstrate knowledge of employee benefit concepts, plan design, administrative
COURSE 2	Procurement: Job description, Sources of Recruitment, Steps in Selection Process Selection of Managerial, Technical and blue collared, personnel, Placement and Induction, Orientation and Socialization.	Synthesize information regarding the effectiveness of recruiting methods and the validity of selection procedures, and make appropriate staffing decisions.
COURSE 3	Training and Development: Concept and Importance, Training Programmes, Management Development Programmes, Performance Appraisal: Purpose of Appraisal, appraisal Criteria, Formal and informal Appraisal.	Design a training program using a useful framework for evaluating training needs, designing a training program, and evaluating training results.
COURSE 4	Compensation: Job Evaluation, Base and Supplementary compensation, Linkages of Compensation with Procurement and low turnover of employees, promotion, Transfer, Demotions and Separations: Concepts and Strategies.	Properly interpret salary survey data and design a pay structure with appropriate pay grades and pay ranges.
COURSE 5	Organizational Culture: Promoting an appropriate organization culture, making staff work.	To understand the effectiveness of working conditions of employees.

TEXT BOOKS:

1. L.M.Prasad , Human Resource Management., sultan chand.
2. C. B. Mamoria ,Personnel Management,Himalaya Publishing.

REFERENCE BOOKS:

1. V.S.P. Rao – Human Resource Management
2. Ashwathappa – Human Resource Management
3. Garry Deseler – Human Resource Management
4. L.M. Prasad – Human Resource Management
5. Tripathi – Human Resource Management.

PAPER – XIX – MARKETING MANAGEMENT

Course Objectives

To enable the students get insights into the fundamentals of marketing as well as the significance of 4 Ps in the success of any organization

COURSE	UNIT	COURSE OUTCOME
COURSE 1	INTRODUCTION - Meaning-Definition and Importance of Marketing-Difference between Selling and Marketing- Approaches to the study of Marketing-Marketing concept-Market Segmentation-Basis for segmenting the consumer market-Buyer Behaviour.	Students will be able to state the role and functions of marketing within a range of organisations.
COURSE 2	Product-Meaning and Definition-Product Policy-Classification of Products-New Product Development-Product life cycle-Product mix-product line strategies-Branding.	To know about the product policy and product mix
COURSE 3	Pricing-Importance of Price-Objectives of Pricing-Factors affecting Price determination-Pricing Policies-kinds of Pricing-Pricing of New products-Discounts and Allowance-Resale-Price maintenance. Channels of Distribution-Factors influencing the choice of a channel-channel of Distribution for consumer and Industrial goods-Middlemen-Kinds of Wholesalers and retailers and their functions.	Students will be able to state the role and functions of marketing business. Distribution for consumer and Industrial goods borrowing.
COURSE 4	Promotion-Promotional mix-Factors determining promotional mix-Sales promotion-Objectives-Types-Advertising Budget-Personal Selling-Kinds of Advertising-Benefits-Advertisement copy, Advertising Budget-Personal selling-kinds of salesmen-Function-Qualities of a good salesmen-process of selling.	To understand the various aspects of sales promotion.
COURSE 5	Market Research-Objectives, Importance-Marketing Research activities-Types of Research Design-types of elements of Research Design-Steps involved in Research process.	To learn about the marketing research activities and research design.

BOOKS:

1. Marketing: Philip Kotler
2. Marketing Rajan Nair
3. Marketing: William.J.Stanton.

INSTITUTIONAL TRAINING & PROJECT REPORT

Max. Marks: 100 (SE – 80, IA – 20)

Hours per week: 5 Hrs;

Credits: 5

Supervised Institutional Training shall be an integral part of the Course. It is to be a sort of job testing programme – bridge the gap between theory and practice. It is designed to create a natural interest in the practical aspects of the Company Secretaryship so as to stimulate trainee's desire to face its challenges and problems.

The training should be given under the joint supervision and guidance of the Training Officer of the Institution and Faculty member of Corporate Secretaryship of the college. The details of the training given and the assessment of each student in that regard should be fully documented.

The duration of the training shall be for a period of 30 days during the Second year. The training shall broadly relate to Secretarial Practice, Finance, Human Resource, Marketing and Systems.

The following types of organizations may be selected for the training:

1. Public Limited Companies (Both Industrial and Commercial).
2. Statutory bodies, Public Enterprises and Public Utilities like L.I.C., Electricity Board, Housing Board and Chambers of Commerce, Cooperative Societies and banks.
3. Multi National Corporations

NOTE:

The paper on Institutional Training shall carry hundred marks and Internal and External Viva – Voce based on a report submitted by the candidate, under the guidance of the faculty member of the respective colleges assisted by the training officers of the Institutions providing training.

The report shall be around 100 typed pages, excluding tables, figures, bibliographies and appendices. The department of the respective college shall value the report. A candidate failing to secure the minimum for a pass (40%) shall be required to resubmit this report to the Department.

The External Examiner in consultation with Internal Examiner should conduct Viva-Voce and evaluate the report.

COMPUTING SKILL

Objective: The major objective in introducing the Computer Skills course is to impart training for students in Microsoft Office which has different components like MS Word, MS Excel, MS Access, Power point etc., at two levels based on their knowledge and exposure. It provides essential skills for the user to get adapted to any work environment, as most of the systems in any work place have MS Office installed for their day to day activities. The course is highly practice oriented rather than regular class room teaching.

Pre-requisite: NIL.

Unit I: *Introduction to Computers* – Classification of Computers; Role of Computers in society; Inside the Computers – Hardware (processing, memory, i/o, storage), Software (systems, application), CPU, OS, (DOS, Windows, Unix, Linux), Storage Devices; Programming – Overview, need for languages, skills; Networking Basics; Virus; Hacking.

Unit II: *Word Processing* – Open, Save and close word document; Editing text – tools, formatting, bullets; Spell Checker; Navigating in word – keyword, Mouse; document formatting – paragraph alignment, indentation, headers and footers, numbering; printing – preview, options.

Unit III: *File Management* – Understanding the importance of file management; backing of files, navigating thru My Computer and Windows Explorer; Files and Folders – editing, retrieving, deleting, renaming, subfolders – manipulate windows – maximize, minimize; Power point basics – terminology, templates, viewing.

Unit IV: *Spreadsheets* – MS Excel – opening, entering text and data, formatting, navigating; Formulas – entering, handling and copying; Charts – creating, formatting and printing, header and footer, centering data, printing.

Unit V: *Networks* – Internet Explorer – components; www – working, browsing, searching, saving – Bookmark – favorite, create, delete – Printing a web page; email – creating, receiving, reading and sending messages.

Note: *Unit II to Unit V needs exposure thru practicals.*

References:

1. Introduction to Computers – Peter Norton, Tata McGraw-Hill.
2. Microsoft 2003 – Jennifer Ackerman Kettel, Guy Hat-Davis, Curt Simmons, Tata McGraw-Hill.

Examination:

1. Internal assessment could be based on Theory and/or practicals.
2. End semester is based on practical.