

Semester	Course Code	Course Category	Hours/ Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
III	24UCOVAC1	Value Added Course	30	-	-	100	100
Course Title		COMMERCE PRACTICALS					

SYLLABUS		
Unit	Contents	Hours
I	<b>INDIAN ACCOUNTING STANDARDS PRACTICE:</b> List of various Indian Accounting Standards	6
II	<b>ADVERTISING PRACTICE:</b> Preparation of an Advertisement Copy-Collection of Advertisement in Dailies and Journals-Posters Ads using Canva.	6
III	<b>SECRETARIAL PRACTICE:</b> Notice to Stakeholders - Preparation of Agenda-Minutes of Meetings –Both General Body and Board of Directors. (Students are asked to write agenda and minutes of their own and should not use printed format).	6
IV	<b>BANKING PRACTICE:</b> Application for Opening Bank Account – Savings Account & Current Account- Drawing - Endorsing - Crossing of Cheques - Filling up of pay in slips- Demand Draft Application and Preparation of Demand Drafts.	6
V	<b>INVESTMENT ALTERNATIVES:</b> Investment Planning -Various Investment Schemes offered by Government of India (Any five schemes)- Application for PAN (Permanent Account Number)- Application for Opening DEMAT Account.	6

<b>Text Books:</b>
1.Financial Accounting- R.L.Gupta V.K.Gupta- Sultan Chand & Sons, New Delhi.17th Edition ,2022. 2.Banking Theory Law & Practice, - Sundharam & Varshney, Sultan Chand & Sons, New Delhi,2019 3.Company Law and Secretarial Practice - N.D. Kapoor- Sultan Chand & Sons, New Delhi. 2019 4.Income Tax Law & Practice 2023-24 By VP Gaur Db Narang, Kalyani Publishers, New Delhi 5.Principles of Marketing: Philip Kotler, A South Asian Perspective, Pearson Education. New Delhi
<b>Reference Books:</b>
1. Merchant Banking and Financial services – Dr.S.Gurusamy, Vijay Nicole Imprints Pvt Ltd, Chennai.4 <sup>th</sup> Edition,2013. 2. E. Gordon and K. Natarajan, Financial Market and Services, Himalaya Publishing House, Mumbai
<b>Web Resources:</b>
1.1 <a href="https://static.careers360.mobi/media/uploads/froala_editor/files/Introduction%20to%20Accounting%20Standards_7iWCuHN.pdf">https://static.careers360.mobi/media/uploads/froala_editor/files/Introduction%20to%20Accounting%20Standards_7iWCuHN.pdf</a> 2.2 <a href="https://blog.hubspot.com/marketing/how-to-make-an-ad">https://blog.hubspot.com/marketing/how-to-make-an-ad</a> 3.3 <a href="https://clickup.com/blog/meeting-agenda/">https://clickup.com/blog/meeting-agenda/</a>

<b>Course Outcomes</b>		
Upon successful completion of this course, the student will be able to:		
<b>CO No.</b>	<b>CO Statement</b>	<b>Cognitive Level (K-Level)</b>
CO1	Remember and recall the various concepts of Indian Accounting Standards and its compliances.	<b>K1</b>
CO2	Demonstrate a practical model of advertisement for new products	<b>K2</b>
CO3	Analyse the previous Agenda and minutes of meetings and explore in preparation of agendas for the new meetings the company.	<b>K3</b>
CO4	Applying the rules in filling the applications forms for banking transactions.	<b>K4</b>
CO5	Examine investment options, structure of a portfolio and opening the DEMAT Accounts.	<b>K5</b>

**Course Coordinator: Dr. G. PASUPATHI**

Semester	Course Code	Course Category	Hours/ Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
V	24UCOVAC2	Value Added Course	30	-	-	100	100
Course Title		ANALYTICAL SKILLS					

SYLLABUS		
Unit	Contents	Hours
I	<b>Arithmetic ability:</b> Algebraic operations BODMAS, Fractions, Divisibility rules, LCM & GCD (HCF).	6
II	<b>Verbal Reasoning:</b> Number Series, Coding & Decoding, Blood relationship, Clocks, Calendars.	6
III	<b>Quantitative aptitude:</b> Averages, Ratio and proportion, Problems on ages, Time-distance – speed.	6
IV	<b>Business computations:</b> Percentages, Profit & loss, Partnership, simple compound interest.	6
V	<b>Data Interpretation:</b> Tabulation, Bar Graphs, Pie Charts, line Graphs. Venn diagrams.	6

<b>Text Book:</b>
1. Quantitative Aptitude for Competitive Examination by R.S. Agrawal, S.Chand Publications, New Delhi, 2023.
<b>Reference Books:</b>
1. Analytical skills by Showick Thorpe, published by S Chand and Company Limited, Ramnagar, New Delhi-110055, 2023.
2. Quantitative Aptitude and Reasoning by R V Praveen, PHI publishers, 2022.
3. Quantitative Aptitude for Competitive Examination by Abhijit Guha, Tata Mc Graw Hill Publications, 2022.
<b>Web Resources:</b>
4. <a href="https://www.javatpoint.com/aptitude/quantitative">https://www.javatpoint.com/aptitude/quantitative</a>
5. <a href="https://www.tutorialspoint.com/quantitative Aptitude/index.htm">https://www.tutorialspoint.com/quantitative Aptitude/index.htm</a>
6. <a href="https://leverageedu.com/blog/analytical-reasoning/">https://leverageedu.com/blog/analytical-reasoning/</a>
7. <a href="https://www.himpub.com/BookDetail.aspx?BookId=8263&amp;NB=eYZEwallmkS3A6IE{PLUS}">https://www.himpub.com/BookDetail.aspx?BookId=8263&amp;NB=eYZEwallmkS3A6IE{PLUS}</a>
8. <a href="https://www.schandpublishing.com/books/competitive-books/competitive-exams/analytical-skills-2-edition-apsche/9789358708837/">https://www.schandpublishing.com/books/competitive-books/competitive-exams/analytical-skills-2-edition-apsche/9789358708837/</a>

<b>Course Outcomes</b>		
Upon successful completion of this course, the student will be able to:		
<b>CO No.</b>	<b>CO Statement</b>	<b>Cognitive Level (K-Level)</b>
CO1	Understand the basic concepts of arithmetic ability, quantitative ability, logical reasoning, business computations and data interpretation and obtain the associated skills.	<b>K1</b>
CO2	Equip competency in the use of verbal reasoning.	<b>K2</b>
CO3	Identify the appropriate tool for analytical scenario and to learn data analysis techniques and find the best course of action	<b>K3</b>
CO4	Define the techniques of business computations.	<b>K4</b>
CO5	Solve problems pertaining to quantitative ability, logical reasoning and verbal ability.	<b>K5</b>

**Course Coordinator: Dr. S.GOPI**

Semester	Course Code	Course Category	Hours/ Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
III	24PCOVAC1	Value Added Course	30	-	-	100	100
<b>Course Title</b>		<b>BUSINESS ANALYTICS WITH MS-EXCEL - PRACTICAL</b>					

<b>SYLLABUS</b>	
<b>Contents</b>	
1.	Creating and Editing of Workbook and worksheet: Renaming the worksheet - Worksheet order - Inserting and deleting columns or rows – Merging Cells - Resizing the Rows and Columns
2.	Working with Excel Page Layout – Adding Header and Footer – Print Page setup
3.	Creation of Table and Preparation of Charts
4.	Preparation of Questionnaire and Conversion of Questionnaire into a Google Form and Creating a link for Google Form
5.	Creating a Worksheet of the responses from Google Form
6.	Basic Calculations: Sum, Average, Percentage
7.	Descriptive Statistics Functions: Measures of Central Tendency: Mean, Median, Mode Correlation, Chi – Square Test
8.	Descriptive Statistics: Measure of Dispersion: Range, Standard Deviation and Variance
9.	Inferential Statistics: Hypothesis Testing - Z – Test, F-Test, T – Test
10.	Preparation of Report

<b>Text Book:</b>
1. Paul McFedries, Excel 2016 Formulas and Functions, Pearson India Education Services, Uttar Pradesh, 2019
<b>Reference Books:</b>
1. Curtis D. Frye, Step-By-Step Microsoft Excel, Microsoft Press, 2007
2. Computer Applications in Business, Margham Publications, Chennai, 1st Edition, 2019
<b>Web Resources:</b>
1. <a href="https://www.tutorialspoint.com/excel_data_analysis/index.htm">https://www.tutorialspoint.com/excel_data_analysis/index.htm</a>
2. <a href="https://www.excel-easy.com/data-analysis.html">https://www.excel-easy.com/data-analysis.html</a> 3. <a href="https://www.w3schools.com/EXCEL/index.php">https://www.w3schools.com/EXCEL/index.php</a> 4. <a href="https://youtu.be/wJxn9Kum3Mo">https://youtu.be/wJxn9Kum3Mo</a>

### Course Outcomes

Upon successful completion of this course, the student will be able to:

<b>CO No.</b>	<b>CO Statement</b>	<b>Cognitive Level (K-Level)</b>
CO1	Understand the basic applications of MS Excel and work with the options and menus available in MS Excel	<b>K1, K2</b>
CO2	Apply the operational functions in MS Excel to create charts and diagrams to represent data	<b>K3</b>
CO3	Create a worksheet containing the data derived from Google form and to apply basic statistical functions	<b>K4</b>
CO4	Analyse the data in terms of descriptive and inferential statistics which will be useful for deriving conclusions from the analysis	<b>K5</b>
CO5	Prepare a report of statistical analysis of data using MS Excel	<b>K6</b>

**Course Coordinator: Dr. Y. RAZEETH KHAN**