

B.COM. COMPUTER APPLICATIONS

Semester	Course Code	Course Category	Hours/ Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
III	25UCCVAC1	Value Added Course - I	30	-	-	100	100
Course Title PERSONALITY DEVELOPMENT							

SYLLABUS		
Unit	Contents	Hours
I	PERSONALITY - Definition – Determinants – Personality Traits –Theories of Personality –Importance of Personality Development. SELF AWARENESS – Meaning – Benefits of Self Awareness – Developing Self Awareness.	6
II	ATTITUDE – Meaning- Formation of attitude – Types of attitudes – Positive mental attitude - Measurement of Attitudes – Barriers to attitude change – Methods to attitude change.	6
III	TEAM BUILDING – Meaning – Types of teams – Importance of Team building- Creating Effective Team. LEADERSHIP – Definition – Leadership style- Theories of leadership – Qualities of an Effect leader.	6
IV	SELF-DEVELOPMENT: Self-Awareness – Self-Confidence – Goalsetting – The SMART Goals - Strategies for Setting and Achieving Goals – Benefits of effective Goal setting.	6
V	STRESS MANAGEMENT – Meaning – Sources of Stress, Causes, stress management techniques. TIME MANAGEMENT – Meaning - Time Management and Effective Planning. Human Growth and Behaviour- Principles of Good Human Relations	6

* For Theory Core Course, wherever possible

Text Book(s):
<ol style="list-style-type: none"> 1. Jit S. Chandan, Oragnisational Behaviour, Third Edition, Vikas Publishing House Private Limited, 2010 2. Dr.K.K. Ramachandran and Dr.K.K. Karthick, From Campus to Corporate, Macmillan Publishers India Limited, New Delhi,2010. 3. Dr Y. Razeeth Khan, & Dr.S.Rizvan Ahamed Organisational Behaviour,Scitech Publications (India) Pvt.Ltd 2024
Reference Book(s):
<ol style="list-style-type: none"> 1. Stephan P.Robbins, Organisational Behaviour, Tenth Edition, Prentice Hall of India 2. Private Limited, New Delhi,2010 3. Pravesh Kumar. All about Self- Motivation. New Delhi. Goodwill Publishing House. 2005. 4. You Can Win – Shiv Khera 5. Seven Habits Of Highly Effective People – Stephen Covey
Web Resource(s):
<ol style="list-style-type: none"> 1) https://www.pdfdrive.com 2) www.slideshare.net 3) https://onlinecourses.swayam2.ac.in/nou23_mg04/preview 4) https://onlinecourses.nptel.ac.in/noc23_mg33/preview 5) http://www.springerlink.com 6) https://www.oxfordreference.com/view/10.1093/oi/authority.20110803100135203

Course Outcomes	
Upon successful completion of this course, the student will be able to:	
CO No.	CO Statement
CO1	Acquire basic knowledge of personality, self-awareness, and attitude, and understand their impact on personal and professional development.
CO2	Get equipped with the ability to analyze and apply theories of personality, self-awareness, attitude formation, and team-building strategies.
CO3	Demonstrate an understanding of leadership styles, emotional intelligence, and stress management, and how they influence behavior in organizational settings.
CO4	Develop skills in enhancing self-development, goal setting, time management, and planning in a structured and practical manner.
CO5	Construct actionable strategies for improving emotional intelligence, managing stress, and fostering effective teamwork and leadership in real-life scenarios.

Course Coordinator: Dr. Y. MOYDHEEN SHA

Semester	Course Code	Course Category	Hours/ Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
V	25UCCVAC2	Value Added Course - II	30	-	-	100	100
Course Title SPECIALISED ACCOUNTING							

SYLLABUS		
UNIT	CONTENTS	HOURS
I	Special Areas of Accounting: Introduction - Definition and scope - Importance of specialized knowledge – General Accounts Vs Special Accounts - Role in business decision-making - Current trends and challenges.	6
II	Farm Accounting: Principles and procedures - Financial reporting and analysis - Crop and livestock production - Farm management and taxation.	6
III	Hotel Accounting: Accounting principles and procedures - Financial reporting - Hotel operations and food/beverage management - Cost control and budgeting.	6
IV	Environmental Accounting: Sustainability reporting and management - Environmental costs and benefits - Auditing - Environmental taxation and regulations.	6
V	Forensic Accounting: Investigative techniques and expert testimony - Accounting for fraud and financial crimes - Applications in civil and criminal cases - Reporting and documentation.	6

Text Book
1. "Advanced Accountancy Volume-I" by S.N. Maheshwari, Published by Vikas Publishing House, 8 th Edition (2019)
Reference Books:
1. "Accounting Principles" by Jerry J. Weygandt, Paul D. Kimmel, and Donald E. Kieso, Published by John Wiley & Sons, 13 th Edition (2020)
2. "Forensic Accounting and Fraud Examination" by William H. Parrish and William H. Parrish Jr., Published by Routledge, 2nd Edition (2019)
Web Resources:
https://www.accountingcoach.com/specialized-accounting https://www.investopedia.com/terms/s/specialized-accounting.asp https://www.usda.gov/topics/farming/farm-accounting https://www.hospitalitynet.org/accounting https://www.hotelaccounting.com/ https://www.epa.gov/sustainability/environmental-accounting https://www.aicpa.org/interestareas/forensicaccounting https://www.journalofaccountancy.com/topics/specialized-accounting https://www.accountingtoday.com/topics/specialized-accounting

COURSE OUTCOMES	
Upon finishing this course, learners will be equipped to:	
CO No.	CO STATEMENT
CO1	Recall and explain the fundamental concepts and principles of special areas of accounting
CO2	Apply accounting principles and procedures to specific scenarios in farm, hotel, environmental, and forensic accounting
CO3	Analyze and design accounting systems for specialized industries
CO4	Develop innovative solutions to complex accounting problems in specialized industries
CO5	Evaluate and critically assess the role of accounting in business decision-making and organizational performance

Course Coordinator: Dr. M. Habeebur Rahman