

E.M.G. YADAVA WOMEN'S COLLEGE, MADURAI – 625 014.

(An Autonomous Institution – Affiliated to Madurai Kamaraj University)

Re-accredited (**3rd Cycle**) with Grade **A+** & **CGPA 3.51** by NAAC

DEPARTMENT OF COMMERCE



CBCS SYLLABUS

BACHELOR OF COMMERCE (Computer Applications)

PROGRAMME CODE - D

COURSE STRUCTURE

(w.e.f. 2021 – 2022 Batch onwards)



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CRITERION - I

1.1.3 Details of courses offered by the institution that focus on employability / entrepreneurship / skill development during the year.

Syllabus copies with highlights of contents focusing on
Employability / Entrepreneurship / Skill Development



To be Noted:

HIGHLIGHTED COLORS	COURSES
	Employability
	Skill Development
	Entrepreneurship
	Skilled & Employability

E.M.G.YADAVA WOMEN'S COLLEGE, MADURAI-14**(An Autonomous Institution – Affiliated to Madurai Kamaraj University)****Re-accredited (3rd Cycle) with Grade A⁺ and CGPA 3.51 by NAAC****CBCS****DEPARTMENT OF COMMERCE - B.Com (CA)****(W.e.f. 2021 – 2022 Batch Onwards)****COURSE STRUCTURE – SEMESTER WISE**

V	III	21C51	Core -Corporate Accounting	6	3	25	75	100	5
	III	21D5P	Core - Oracle Lab	5	3	40	60	100	4
	III	21C53	Core - Income Tax - I	5	3	25	75	100	4
	III		Elective-I	5	3	25	75	100	4
VI	III		Elective – II	5	3	25	75	100	4
	IV	21SEC51	SBE : General Knowledge	2	2	25	75	100	2
	IV	214EV5	Environmental Studies	2	2	25	75	100	2
	III	21C61	Core - Special Accounts	6	3	25	75	100	5
	III	21PRC6	Core – Project	6	3	20	80	100	4
	III	21C63	Core - Income Tax –II	6	3	25	75	100	5
	III		Elective – III	6	3	25	75	100	4
	IV	21SEC61	SBE : Soft Skills for Job Seekers	2	2	25	75	100	2
	IV	21SEC62	SBE: Quantitative Aptitude & Reasoning Skill	2	2	25	75	100	2
	IV	214VE6	Value Education	2	2	25	75	100	2
	V	215NS4/ 215PE4	Extension Activities: NSS/Physical Education	-	2	25	75	100	1
			Total	60					50

Electives:**Semester – V****Electives – I (Choose any two)**

- | | |
|------------------------------|----------|
| 1. Management Accounting | - 21CE5A |
| 2. Human Resource Management | - 21CE5B |

Electives – II (Choose any two)

- | | |
|-------------------------------------|----------|
| 1. Database Management System | - 21DE5C |
| 2. Introduction to Computer Network | - 21DE5D |

Semester – VI**Electives – III (Choose any two)**

- | | |
|-------------------------|----------|
| 1. Programming in JAVA | - 21DE6A |
| 2. Software Engineering | - 21DE6B |

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Title of the Paper	:	Corporate Accounting	
Semester	:	V	Contact hours: 6
Sub Code	:	21C51	Credits: 5

Objectives:

1. To understand the accounting system used in joint stock companies.
2. To train the students in the preparation of Company Accounts.

Unit : I

Shares - Classes of shares - Issue of shares at par, Premium & Discount - Forfeiture and re-issue of Shares– (Right issue – Bonus issues and Buyback of shares -Theory only) -Underwriting of Shares and Debentures.

Unit : II

Debentures – Types - Issue and Redemption of Debentures – Redemption of Preference Shares.

Unit : III

Profit prior to incorporation – Calculation of Time Ratio and Sales Ratio – Computation of Pre incorporation and Post incorporation Profit - Final Accounts of Companies as per new schedule – Trading, Profit & Loss Account, Profit & Loss Appropriation Account – Balance Sheet.

Unit : IV

Amalgamation, Absorption, Internal and External Reconstruction.

Unit : V

Liquidation of companies – Statement of Affairs and Deficiency – Liquidator's Final statement of Account.

Text Book:

Reddy T.S.&Dr.Murthy. *A Corporate Accounting* ,Margham Publications, Chennai,2019.

Reference Books:

1. Iyengar. S.P ,*Advanced Accountancy*, Sultan Chand & Sons, New Delhi,2009.
2. Jain .S.P & Narang .K.L ,*Advanced Accounting II* , Kalyani Publishers, New Delhi,2012.
3. Gupta. R.L&Radhasamy .M ,*Corporate Accounting* , Sultan Chand & Sons, New Delhi,2015.
4. Shukla. M.C. &Grewal.T.S ,*Advanced Accounts* , S.Chand& Sons, New Delhi,2010.
5. Wilson.M, *Advanced Accountancy*, ScitechPublications , Chennai, 2009.

Note: The question paper should cover 80% problems and 20% theory.

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1. To learn the computation of income under various heads.
2. To acquaint the students about the Residential status of Assessee.

Unit : I

Introduction - Definition – Income – Person – Assessee - Previous year, Assessment year,

Tax system in India - Residential Status and Incidence of Tax, Incomes exempted from Tax.

Unit : II

Income from Salary – Allowances – Perquisites – Profit in lieu of Salary – Deductions U/S

16 (Simple problems only).

Unit : III

Income from House Property.

Unit: IV

Income under the Head Profits and Gains of Business or Profession – Depreciation

Unit : V

Income from Capital Gains - Income from other Sources.

Text Book:Reddy. T.S, Hariprasad Reddy .Y ,*Income Tax* , Margham Publishers, Chennai,2023

Reference Books:

1. Gaur and Narang ,*Income Tax Law & Practice* , Kalyani Publishers, New Delhi,2023.
2. Dr.T.Srinivasan, *Income Tax Law & Practice*, Vijay Nicole Publishers, Chennai ,2023.
3. A.Muruthy, *Income Tax Law and Practice*, Vijay Nicole Publishers, Chennai , 2023.
4. Dr.N.Hariharan , *Income Tax Law and Practice*, Vijay Nicole Publishers, Chennai , 2023.
5. Vinod K. Singhanian ,*Direct Taxes Law and Practice* , Taxmann Publishers, New Delhi,2023

Note: The question paper should cover 80% problems and 20% theory.

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Title of the Paper	:	Management Accounting	
Semester	:	V	Contact hours: 5
Sub Code	:	21CE5A	Credits: 4
Objectives:			

1. To help the students to know the evolution of management Accounting.
2. To understand the principles and practice of management Accounting.

Unit –I

Management Accounting : Meaning - Definition – Scope – Objectives - Function – Advantages – Limitations – Management Accounting Vs Financial Accounting – Management Accounting Vs. Cost Accounting – Comparative Statements – Common Size Statement – Trend Analysis .

Unit – II

Ratio Analysis : Meaning – Advantages – Limitations – Classifications and Computation of Ratios .

Unit – III

Fund Flow Statement & Cash Flow Statement – Meaning – Importance – Advantages – Limitations – Preparation of Fund Flow Statement & Cash Flow Statement.

Unit – IV

Marginal Costing: Meaning, Objectives, Advantages and Disadvantages. Break –Even Analysis – Application of Marginal Costing for Managerial Decisions.(Make or Buy Decisions – Accepting additional order - Selection of a Suitable Product Mix).

Unit – V

Budgetary Control : Meaning – Definition – Advantages and Limitations – Objectives – Functions - Classifications : Production Budget – Sales Budget – Purchase Budget – Cash Budget – Flexible Budget.

Text Book:

Dr.R.Ramachandran & Dr.R.Srinivasan, Management Accounting, Sriram Publications, Tiruchirappalli, 17th Revised and Enlarged Edition, 2020.

Reference Books :

1. Manmohan & Goyal, Management Accounting Himalaya Publishing House, Mumbai, 2021.
2. M.Y. Khan & P.K.Jain, Management Accounting, Himalaya Publishing House, Mumbai, 2021.
3. Gordon P .Jeyaram, N. Sundaram, R. Jeyachandran, Management Accounting ,Sultan Chand & Sons, New Delhi, 2015.
4. T.S Reddy and Y. Hari Prasad Reddy, Management Accounting, Himalaya Publishing House, Mumbai, 2018.

Note: The question paper should cover 80% problems and 20% theory.

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Title of the Paper	:	Human Resource Management	
Semester	:	V	Contact hours: 5
Sub Code	:	21CE5B	Credits: 4

Objectives:

1. To learn the principles and practices of Human Resource Management.
2. To enhance the knowledge of students in the applications of Human Resource functions.

UNIT : I

Human Resource Management – Definition- Concepts-Objectives-Evolution and Growth of HRM in India-Differences between Personnel Function and Human Resource Development-Outcomes of HRD-Attributes of an HRD Manager.

UNIT : II

Recruitment of Personnel-Job Analysis-Job Description-Job Specification-Manpower Planning Process-Recruitment and Selection- Performance Appraisal – Training and Development.

UNIT : III

Wages and Salary Administration-Wage Policy-Incentive and Compensation- Wages in India-Organized and unorganized Sector-Workers Participation in Management.

UNIT : IV

Leadership – Qualities- Types-Motivation-Job Satisfaction and Morale.

UNIT : V

Grievances-Employee Discipline – Trade Union – Collective Bargaining.

Text Book:

Gupta. C.B, *Human Resource Management*, Sultan Chand & sons, New Delhi, 2010.

Reference Books:

1. Badi.R.V , *Human Resource Management*, Vrinda Publications, New Delhi, 2010
2. Chaudri.K.K, *Human Resource Management Principles & Practice* , Himalaya Publication House pvt Ltd-Mumbai, 2010.
3. Jaya Sankar.J, *Human Resource Management*, Margham Publications, 2010.
4. Khanka.S.S, *Human Resource Management(Text & Cases)*, S.Chand, New Delhi, 2013.
5. Shashi K.Gupta & Rosy Joshi, *Human Resource Management*, Kalyani Publishers, Ludhiana, 2012.

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Title of the Paper	:	Database Management System	
Semester	:	V	Contact Hours : 5
Sub Code	:	21DE5C	Credits : 4

Objectives:

1. To understand the basis of databases and database structure
2. To develop data models and relational database management system.

Unit : I

DBMS: Introduction – Why a Database – Characteristics of data in a Database – Database Management System – Types – Software Development Life Cycle(SDLC) - Database Development Life Cycle(DDLC).

Unit : II

RDBMS: Introduction – Terminology – Relational Data Structure – Relational Data Integrity – Relational Data Manipulation – Codd's Rules.

Unit: III

Database Architecture and Data Modeling : Introduction – Database design – Design Constraints – Functional Dependencies. Entity-Relationship Modeling: Introduction – E-R Model- Components of an E-R Model: Entities-Attributes-E-R Diagram Conventions-Relationships- Entity List-E-R Diagrams.

Unit : IV

SQL : Introduction – History – Characteristics – Advantages – SQL in Action-Data types and Literals – Types of SQL Commands – SQL Operators-Operator Precedence.

Unit : V

Queries and Subqueries: Queries - Sub Queries – Aggregate Functions – Insert, Update and Delete Operations- Joins and Unions.

Text Book :

Alexis Leon & Mathews Leon, *Database Management System* , Vikas Publishing House Pvt Ltd, New Delhi, 2018.

Books for study :

1. Abraham Silberschtz, Henry F.Korth, Sudershan. S, *Data Base System Concepts*, Tata McGraw Hills Pvt Ltd, New Delhi ,2018.
2. David M.Kroenke, *Database Processing*, Galgotia Publications, New Delhi,2016.
3. Kevin Loney & George Koch, *Oracle 8i The Complete Reference*, Tata McGraw Hills Pvt Ltd, New Delhi , 2018.
4. Ramakrishnan & Gehrke, *Database Management System*, McGraw- Hill, New Delhi, 2020.

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Title of the Paper	:	Introduction to Computer Network	
Semester	:	V	Contact Hours : 5
Sub Code	:	21DE5D	Credits : 4

Objectives :

1. To learn the general principles of data communication.
2. Understand the architectural principles of computer networking and compare different approaches to organizing networks.

Unit : I

INTRODUCTION: Network applications, network hardware, network software, reference models: OSI, TCP/IP, Internet, and Connection oriented network. THE PHYSICAL LAYER: Theoretical basis for communication, guided transmission media, wireless transmission, the public switched telephone networks, mobile telephone system.

Unit : II

THE DATA LINK LAYER: Design issues, error detection and correction, elementary data link protocols, sliding window protocols - HDLC, the data link layer in the internet. THE MEDIUM ACCESS SUBLAYER: Channel allocations problem, multiple access protocols, Ethernet, Data Link Layer switching, Wireless LAN, Broadband Wireless, Bluetooth

Unit: III

THE NETWORK LAYER: Network layer design issues, routing algorithms, Congestion control algorithms, Internetworking, the network layer in the internet (IPv4 and IPv6), Quality of Service.

Unit : IV

THE TRANSPORT LAYER: Transport service, elements of transport protocol, Simple Transport Protocol, Internet transport layer protocols: UDP and TCP.

Unit : V

THE APPLICATION LAYER: Domain name system, electronic mail, World Wide Web: architectural overview, dynamic web document and http. APPLICATION LAYER PROTOCOLS: Simple Network Management Protocol, File Transfer Protocol, Simple Mail Transfer Protocol, Telnet.

Text Book :

Andrew. S. Tanenbaum, *Computer Networks*, 4th Edition, Pearson Education/ PHI, New Delhi, India.2018.

Books for study :

1. Behrouz A. Forouzan, *Data communication and Networking*, 4th Edition, McGraw-Hill, India. 2016.
2. Kurose, Ross, *Computer Networking: A top down approach*, Pearson Education, India.2018.
- 3.Brijendra Singh, *Data communications and Computer Networks*, PHI Learning Private Limited, New Delhi, 2 nd Edition, 2012.
4. Barry Dumas.M, Morris Schwartz, *Principles of Computer Networks and Communications*, Pearson Education, New Delhi, 2016.
5. Fred Halsall, *Data Communications, Computer Networks and Open Systems*, Pearson Education, New Delhi, IV edition, 2013.

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Title of the Paper	:	General Knowledge	
Semester	:	V	Contact hours: 2
Sub Code	:	21SEC51	Credits : 2

Objectives :

1. To enhance the skills of students in General Knowledge.
2. To help the students to know about the current affairs.

UNIT : I

General English – Vocabulary - Choosing Correct Synonyms, Antonyms, Prefix, Suffix, Suitable Articles, Prepositions, Correct Tense, Correct Voice, Correct Question Tag, Substituting with a Single word - Correct the Errors.

UNIT : II

General Science-Topics in Physics, Chemistry and Biology viz. Scientific Laws, Scientific Inventions and Discoveries, Scientists and their Contributions, -Balanced Diet, Diseases, their causes, Elements and Compounds, Motions, Newtons Law.

UNIT : III

History of India & Indian National Movement-Dates and events relating to Indus Valley Civilization, Maurya Dynasty, Buddhism and Jainism, Guptas, Pallavas, Cholas and Pandyas, Economics ,Commerce and Business -Agriculture, Major Crops and Crop Pattern in India, Industrial Development, Country and Currencies, Export and Import.

UNIT : IV

Indian Constitution- Salient features of the Constitution-Citizenship-Fundamental Rights-Fundamental duties to Citizens-Powers of the President-The Union Parliament-Rajya Sabha-The Supreme Court of India-High Court-Important Amendments to the Indian Constitution-Indian Defense-Indian Army-Indian Air Force-Indian Navy.

UNIT : V

Current Affairs-Latest development in Science and Technology, Political development in India, New developments in Trade. Transport , Fine Arts, Major Literary Works, Games and Sports - National, International Awards - National & International organizations, present day India and other related topics.

Reference Books:

1. The General Knowledge Manual
Publication, 2018 - Edgar Thorpe & Showick Thorpe
2. Ever Latest General Knowledge - Khanna & Verma,
Upkar's Publication, 2015
3. Manorama Year book - Malayala Manorama Press, 2018
4. Top 500 Year book - Disha Publication, 2015
5. Journals & Magazines
6. Websites

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Title of the Paper	:	Special Accounts	
Semester	:	VI	Contact hours: 6
Sub Code	:	21C61	Credits: 5

Objectives:

1. To Train the student in the presentation of Banking, insurance Company Accounts.
2. To understand the legal provision of Holding companies and subsidiary companies.

Unit –I

Indian Accounting Standard – Meaning – Valuation of Goodwill and shares – Goodwill – Definition - factors determining the value of Goodwill – Methods of valuation of Goodwill – Simple Profit Method – Super Profit Method – Weighted Average Method - Annuity Method of Super profit – Capitalization of Super profit – Valuation of Shares – Net Assets Methods – Yield Method .

Unit –II

Accounts of Banking Companies - Format – Legal Recruitments - Preparation of profit and Loss and Balance Sheet as per new Schedule.

Unit – III

Accounts of Insurance Companies – Life insurance – General insurance – Preparation of Final accounts of Insurance Companies- Revenue Account- Profit and Loss Account and Balance Sheet as per new Schedule.

Unit –IV

Double Account System – Meaning – Advantage – Double Account System Vs Single Account System –Final Account under Double Account System- Replacement of Asset-Revenue Account – Net Revenue Account – Capital Account Receipt and Expenditure on Capital Account-Disposal of profit.

Unit – V**Accounts of Holding Companies and subsidiary Companies – Legal provision – Preparation of****Consolidated Profit and Loss and Balance Sheet as per new Schedule (Simple Problem only).****Text Book:**

T.S. Reddy and Murthy, A Corporate Accounting, MarghamBublication, Cheenai 2019.

Reference Book :

1. Gupta R.L&Ramasamy , M Corporate Accounting , Sultan Chan & Sons, New Delhi 2012.
2. Iyenger S.P Advanced Accountancy, Sultan Chand & Sons, New Delhi, 2009.
3. Jain S.P &Narang .K.L Advanced Accounting II , Kalyani Publishers, New Delhi 2012.
4. Shukla M.C & Grewal T.S Advanced Accounting , S Chand & sons , New Delhi , 2010.
5. Wilson .M Advanced Accountancy ,Scitech Publications Chennai , 2009.

Note : The Question paper should cover 80 % Problems and 20% theory.

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1. To facilitate the students to undertake project work.
2. To help the students to acquire expertise in programming languages.

Each student should undertake a project under the guidance of staff member and should submit the report in not less than 50 pages in A4 size paper. The report must be submitted at the end of the sixth semester. The project report shall be valued jointly by the internal and external examiners. Marks are awarded for the project report and viva voce.

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(w.e.f.2021 – 2022 Batch Onwards)

Title of the Paper	:	Income Tax - II	
Semester	:	VI	Contact hours: 6
Sub Code	:	21C63	Credits : 5

ives:

1. To acquire knowledge on assessment of tax.
2. To help the students to know about the Income tax authorities and procedures for assessment.

Unit :I

Clubbing of Income - Set off and Carry forward of Losses – Agricultural Income

Unit : II

Deductions from Gross Total Income.

Unit :III

Assessment of Individual and HUF.

Unit :IV

Assessment of Partnership Firms and Companies.

Unit : V

Income Tax Authorities- Return of Income – E-Filing – Procedure for Assessment –Tax

Deducted at Source & Advance Payment of Tax.

Text Book:Reddy. T.S, Hariprasad Reddy .Y ,*Income Tax* , Margham Publishers, Chennai,2023.

Reference Books:

1. Gaur and Narang ,*Income Tax Law & Practice* , Kalyani Publishers, New Delhi,2023.
2. Dr.T.Srinivasan, *Income Tax Law & Practice*, Vijay Nicole Publishers, Chennai ,2023.
3. A.Muruthy, *Income Tax Law and Practice*, Vijay Nicole Publishers, Chennai , 2023.
4. Dr.N.Hariharan , *Income Tax Law and Practice*, Vijay Nicole Publishers, Chennai , 2023.
5. Vinod K. Singhanian ,*Direct Taxes Law and Practice* , Taxmann Publishers, New Delhi,2023

Note: The question paper should cover 80% problems and 20% theory.

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(w.e.f.2021 – 2022 Batch Onwards)

Title of the Paper	:	Programming in Java	
Semester	:	VI	Contact hours : 6
Sub Code	:	21DE6A	Credits : 4

Objectives:

1. To have wide knowledge on concepts packages applets for designing a web page.
2. To enable the students to understand core technologies.

Unit:I**Fundamentals of OOP: Basic Concepts of OOP – Benefits & Applications of OOP.**

Overview of Java language: Simple Java Program – More on Java - Java Program structure – Java Tokens – Java Statements – Implementing a Java Program – Java Virtual Machine – Command Line Arguments.

Unit:II

Constants, Variables and Data types: Constants – Variables – Data Types – Declaration of Variables – Giving Values to Variables – Scope of Variables –Symbolic Constants- Type Casting – Getting Values to Variables-Arithmetic, Related, Logical, Assignment, Increment & Decrement Operator.

Decision Making and Branching: Simple If statement - If...Else statement - Nesting of If... Else statement – Else If Ladder – Switch Statement.

Unit:III

Decision Making and Looping: While Statement – Do Statement – For Statement - Jumps in Loop - Labeled Loops.

Classes, Objects and Methods: Defining a Class- Fields Declaration – Methods Declaration – Creating Objects – Accessing Class Members – Constructors – Method Overloading – Static

Members – Nesting of Methods – Inheritance Extending a Class – Overriding Methods – Final

Variables and Methods – Final Classes – Finalizer Methods.

Unit:IV

Array, Strings and Vectors: One Dimensional – Creating an Array - Two Dimensional

Arrays – Strings – Vectors- Enumerated Types.

Interfaces: Defining Interfaces – Extending Interfaces – Implementing Interfaces –

Accessing Interface Variables.

Unit:V

Packages : Java API Packages – Using System Packages – Naming Conventions - Creating

Packages – Accessing a Package – Using a Package – Adding a Class to a Package.

Applet Programming: How Applets differ from Applications – Preparing to write Applets

- Building Applet Code – Applet Life Cycle – Creating an Executable Applet - Designing a Web

Page – Applet Tag - Adding Applet to Html File - Running the Applet – Passing Parameters to

Applet - Aligning the Display.

Text Book:

Balagurusamy. E , *Programming with Java* - A Primer, McGraw Hill Education Pvt Ltd, Chennai, 2019.

Reference Books:

1. Deitel H.M, Deitel P.J ,*Java How to Program* , Addison Wesley Longman Pvt. Ltd., New Delhi , 2018.
2. Jana ,*Java & Object Oriented Programming* , Prentise Hall ,India,2016.
3. Patrick Naughton and Herbert Schildt, *The Complete Reference – Java 2*, Tata McGraw Hill,New Delhi ,2020
4. Patrick Naughton, *The Java hand book* , Tata McGraw Hill,New Delhi, 2018.
5. K.Somasundaram, *Introduction to Java Programming*, Jaico Publishing House, Mumbai, 2018.

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CBCS

DEPARTMENT OF COMMERCE (C.A)

(w.e.f.2021 – 2022 Onwards)

Title of the Paper	:	Software Engineering		
Semester	:	VI	Contact hours	: 6
Sub Code	:	21DE6B	Credits	: 4

Objectives:

1. To establish and evolving methodologies for the analysis, design and development of a Software.
2. To Estimate the cost factors for the development of a software product.
3. To Comprehend the Managerial Aspects of Software Maintenance.

Unit-I: Introduction to Software Engineering: Some Definitions - Some Size factors - Quality and productivity factors - Managerial Issues. Planning a software project: Defining the problem - Developing a Solution Strategy - Planning the Development Process - Planning an Organizational structure - Other planning Activities.

Unit-II: Software Cost Estimation: Software Cost Factors - Software Cost Estimation Techniques - Staffing Level Estimation – Estimating software Maintenance costs.

Unit-III: Software Requirements Definition: The software Requirements Specification - Formal Specification Techniques - Languages and Processors for Requirements Specifications.

Unit-IV: Software Design: Fundamental Design Concepts - Modules and Modularization Criteria - Design Notations - Design techniques - Detailed Design Considerations - Real time and distributed system Design - Test plans - Milestones, Walkthroughs and Inspection - Design Guidelines.

Unit-V: Verification and Validation Techniques: Quality Assurance - Static analysis - Symbolic Execution - Unit testing and Debugging - System Testing - Formal Verification. Software Maintenance: Enhancing Maintainability during Development - Managerial Aspects of Software Maintenance - Configuration Management - Source Code Metrics.

Text Book: Richard E. Fairly, Software Engineering Concepts, McGraw Hill Book company, New Delhi, 38th Reprint, 2018.

Reference Books:

1. Jones & Bartlett, Essentials of Software Engineering, Jones & Bartlett Publishers, New Delhi, First Edition, 2010
2. Pankaj Jalote, Integrated approach to Software Engineering, Tata McGraw-Hill, New Delhi, Third Edition, 2018.
3. Roger S. Pressman, Software Engineering, Tata McGraw Hill Edition, New Delhi, Fifth reprint, 2018.
4. Robert-Facts & Fallacies, Software Engineering, Beverly Publications, USA, Second Edition, 2020.
5. Sommerville, Software Engineering, Pearson Education, New York, 7th Edition, 2015.

E.M.G.YADAVA WOMEN'S COLLEGE, MADURAI-14**(An Autonomous Institution – Affiliated to Madurai Kamaraj University)****(Re-accredited (3rd Cycle) A⁺ & CGPA 3.51 Grade by NAAC)****CBCS****DEPARTMENT OF COMMERCE(CA)****(w.e.f.2021 – 2022 Batch Onwards)**

Title of the Paper	:	Soft Skills for Job Seekers	
Semester	:	VI	Contact hours : 2
Sub Code	:	21SEC61	Credits :2

Objectives:

1. To develop the skills and personality of the students.
2. To encourage the students in preparing resumes.

UNIT : I

Personality Development – Communication skills, Self Confidence, Time Management, Problem Solving, Work Ethics. Five necessary soft skills for job seeker.

UNIT : II

Resumes – resume writing – Summary of Qualification, Work Experience and reference – Applying for the job.

UNIT : III

Group Discussion and Interview – Types of interviews – Patterned Interviews and Non Patterned Interviews – Group/ Panel Interviews - Stress Interviews – Telephone Interviews.

UNIT : IV

Preparation for Job Interviews – Tips for facing a Job interview- Guidelines for career planning – Career decision making advice & tips.

UNIT : V

Orientation in the work place – goal tasks – steps to achieve a goal – eleven steps to achieve your goals

Text Book :

Annee Lawrence, *The job seekers handbook* , Emerald publication , Chennai, 2010.

Reference Books:

1. Jayanth neogy, *Winning Resume*, Pushtak Mahal Publishers, New Delhi, 2010.
2. Menon.A.K, *How to succeed in group discussion*, Varun Publishing house, 2010
3. Raghu Palat, *Interview Tips*, Jaico Publishing House, 2010.
4. Sajitha Jayaprakash, *Interview Skills*, Himalaya Publishing House, Mumbai, 2010.
5. Jain.T.S & Gupta, *Interviews and Group Discussion*, Upkar Publication, Agra, 2008.

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Title of the Paper	:	Quantitative Aptitude & Reasoning Skill	
Semester	:	VI	Contact hours: 2
Sub Code	:	21SEC62	Credits :2

Objectives:

1. To develop aptitude skills and reasoning ability of students
2. To enhance the problem solving capacity of students in competitive examinations.

UNIT : I

Quantitative Aptitude – problems on Numbers & Ages - Odd man out and series -Chain Rule

UNIT : II

Stock & Shares - Time and Distance – Partnership.

UNIT:III:

Verbal Reasoning Test.

UNIT : IV

Non verbal Reasoning Test.

UNIT:V:

Analytical Reasoning Test.

Text Books:Agarwal. R.S., *Quantitative Aptitude*, S. Chand, New Delhi, 2010.**Reference Books:**

1. Abhijit Guha, *Quantitative Aptitude*, Tata McGraw Hill, New Delhi, 2010.
2. Agarwal. R.S., *Verbal and Non verbal reasoning*, S. Chand, New Delhi, 2010.
3. Dinesh Khattar, *Quantitative Aptitude*, Pearson Publication, New Delhi, 2008
4. Rita Mishra, *Quantitative Aptitude*, Khurmi Publications, New Delhi, 2008.