



SOURASHTRA COLLEGE, MADURAI – 625004

(An Autonomous Institution Re-accredited with 'B+' grade by NAAC)

B.Com. COMPUTER APPLICATIONS – SYLLABUS

(Under CBCS based on OBE)(For those admitted during 2024 – 2025 and after)

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ABOUT THE DEPARTMENT

The Department of B.Com (CA) was started in 2000. Our department envisages the life time value of the students by providing excellence in education in the fields of Commerce and Computer Applications. Apart from theoretical studies, students have to undergo outside the campus to gain practical exposure on various areas like marketing, finance and information technology. The Noble objective of the Department is to produce socially responsible graduates with individual talents, skills and to face the national as well as global challenges in the present scenario. They also undertake a project based on their interest to gain knowledge in the related areas. There is a department library which is useful for lending books to the students.

VISION

The Vision of the department is to impart quality higher education in Commerce and related fields to the socio-economically weak students.

MISSION

- Empowering students with all the knowledge and guidance for the need to become worthy management professionals.
- Learning through doing.
- Enhancing their employability.
- Developing social consciousness among students.
- Development of personality



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GRADUATE ATTRIBUTES

1. **(KB) A knowledge base for commerce:** Demonstrated competence in university level mathematics, natural sciences, commerce fundamentals, and specialized commerce knowledge appropriate to the program.
2. **(PA) Problem analysis:** An ability to use appropriate knowledge and skills to identify, formulate, analyze, and solve complex commerce problems in order to reach substantiated conclusions
3. **(Inv.) Investigation:** An ability to conduct investigations of complex problems by methods that include appropriate experiments, analysis and interpretation of data and synthesis of information in order to reach valid conclusions.
4. **(Des.) Design:** An ability to design solutions for complex, open-ended commerce problems and to design systems, components or processes that meet specified needs with appropriate attention to health and safety risks, applicable standards, and economic, environmental, cultural and societal considerations.
5. **(Tools) Use of commerce tools:** An ability to create, select, apply, adapt, and extend appropriate techniques, resources, and modern commerce tools to a range of commerce activities, from simple to complex, with an understanding of the associated limitations.
6. **(Team) Individual and teamwork:** An ability to work effectively as a member and leader in teams, preferably in a multi-disciplinary setting.
7. **(Comm.) Communication skills:** An ability to communicate complex commerce concepts within the profession and with society at large. Such ability includes reading, writing, speaking and listening, and the ability to comprehend and write effective reports and design documentation, and to give and effectively respond to clear instructions.
8. **(Prof.) Professionalism:** An understanding of the roles and responsibilities of the professional engineer in society, especially the primary role of protection of the public and the public interest.
9. **(Impacts) Impact of commerce on society and the environment:** An ability to analyze social and environmental aspects of commerce activities. Such ability includes an understanding of the interactions that commerce has with the economic, social, health, safety, legal, and cultural aspects of society, the uncertainties in the prediction of such interactions; and the concepts of sustainable design and development and environmental stewardship.
10. **(Ethics) Ethics and equity:** An ability to apply professional ethics, accountability, and equity.
11. **(Econ.) Economics and project management:** An ability to appropriately incorporate economics and business practices including project, risk, and change management into the practice of commerce and to understand their limitations.
12. **(LL) Life-long learning:** An ability to identify and to address their own educational needs in a changing world in ways sufficient to maintain their competence and to allow them to contribute to the advancement of knowledge



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PROGRAMME EDUCATIONAL OBJECTIVES (PEOs)

The B. Com. (CA) Graduates of the Sourashtra College will:

PEO 1	gain a thorough knowledge in the fundamentals of Commerce, Finance and Computers
PEO 2	exercise Professional skills, values, team spirit, and high leadership and to accept the challenges in the Industry and Academics.
PEO 3	excel in contemporary knowledge of business & Information Technology and developing inclination towards lifelong learning.
PEO 4	demonstrate knowledge in setting up a computerized programming and set of accounting books.
PEO 5	acquire knowledge and aptitude skills to face the competitive exams.
PEO 6	analyze and interpret financial transactions, software development skill and events

UNDERGRADUATE (UG) PROGRAMME OUTCOMES (POs)

Undergraduate (B.A., B.Sc., B.Com., B.C.A., B.B.A., etc.) is a 3 – year degree Programme with 6 semesters consisting the following Programme Outcomes (POs) under various criteria including critical thinking, problem solving, effective communication, societal/ citizenship/ ethical credibility, sustainable growth and employable abilities.

PO 1	Critical Thinking: Intellectual exploration of knowledge towards actions in clear and rational manner by understanding the logical connections between ideas and decisions.
PO 2	Problem Solving: Understanding the task/ problem followed by planning and narrow execution strategy that effectively provides the solution.
PO 3	Effective Communication: Knowledge dissemination by oral and verbal mechanisms to the various components of our society.
PO 4	Societal/ Citizenship/ Ethical Credibility: Realization of various value systems/ moral dimensions and demonstrate the empathetic social concern as well as equity in all the decisions, executions and actions.
PO 5	Environmental Concern and Sustainable Growth: Understanding the emerging environmental challenges and provide the possible contribution in sustainable development that integrates environment, economy and employment.
PO 6	Skill Development and Employable Abilities: Adequate training in relevant skill sector and creating employable abilities among the under graduates.



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PROGRAMME SPECIFIC OUTCOMES(PSOs)

On completion of B. Com with Computer Applications Programme, the students are expected /will be able to

PSO 1	be eligible for higher studies such as M. Com, MCA, MBA, ACS, CMA and CA
PSO 2	be employable in educational institutions and Banking and IT sectors.
PSO 3	apply the concepts and techniques in commerce and computers
PSO 4	be proficient in entrepreneurship.
PSO 5	embark on new venture and initiatives with critical thinking and desire for more continuous learning focusing of life skills.
PSO 6	make use of knowledge, skill and attitude in their career opportunities.

DISTRIBUTION OF CREDITS (UG PROGRAMME)

PART	SEM	COURSES	NO. OF COURSES	HOURS	CREDITS	TOTAL CREDITS
I	I-II	LANGUAGE	2	6	3	6
II	I-II	ENGLISH	2	6	3	6
III	I-VI	CORE	17	5-6	4-5	79
III	I-IV	ALLIED	4	6	4	16
III	V-VI	ELECTIVE	3	5	4	12
IV	III-IV	SKILL BASED SUBJECT	6	2	2	12
IV	I	VALUE EDUCATION	1	2	2	2
IV	II	ENVIRONMENTAL STUDIES	1	2	2	2
IV	III, IV	NON-MAJOR ELECTIVE	2	2-3	2	4
V	IV	EXTENSION ACTIVITY	1	0	1	1
	V	SELF – STUDY (SOFT SKILLS)	1	0	0	0
	VI	SELF –STUDY (G.K. (ONLINE))	1	0	0	0
TOTAL						140
Any online courses in SWAYAM PORTAL						



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BACHELOR OF COMMERCE WITH COMPUTER APPLICATIONS – COURSE STRUCTURE

SEMESTER – I

S. No.	Course Code	Subject Title	Hrs. / Week	Exam (Hrs.)	CA	SE	Total Marks	Credits
1	24UACT11	Part – I: Tamil – பொதுத் தமிழ் – I	6	3	25	75	100	3
	24UACH11	Hindi – General Hindi – I						
	24UACS11	Sanskrit – Poetry, Grammar and History of Sanskrit Literature						
	24UACA11	வணிகக் கடிதங்கள்						
2	24UACE11	Part – II: English – General English – I	6	3	25	75	100	3
3	24UCCC11	Part – III: Core – 1: Financial Accounting – I*	5	3	25	75	100	4
4	24UCCC12	Part – III: Core – 2: Office Automation	5	3	25	75	100	4
5	24UCCAP1	Part – III: Allied – 1: Lab: Office Automation	6	3	40	60	100	4
6	24UACVE1	Part – IV: Value Education	2	3	25	75	100	2
		TOTAL	30				600	20

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SEMESTER – II

S. No.	Course Code	Subject Title	Hrs. / Week	Exam (Hrs.)	CA	SE	Total Marks	Credits
1	24UACT21	Part – I: Tamil – பொதுத் தமிழ் – II	6	3	25	75	100	3
	24UACH21	Hindi – General Hindi – II						
	24UACS21	Sanskrit – Prose, Grammar and History of Sanskrit Literature						
	24UACA21	அலுவலக மேலாண்மை						
2	24UACE21	Part – II: English – General English – II	6	3	25	75	100	3
3	24UCCC21	Part – III: Core – 3: Financial Accounting –II*	5	3	25	75	100	4
4	24UCCC22	Part – III: Core – 4: Programming in C	5	3	25	75	100	4
5	24UCCAP2	Part – III: Allied – 2: Lab : Programming in C	6	3	40	60	100	4
6	24UACES1	Part – IV: Environmental Studies	2	3	25	75	100	2
		TOTAL	30				600	20

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SEMESTER – III

S. No.	Course Code	Subject Title	Hrs. / Week	Exam (Hrs.)	CA	SE	Total Marks	Credits
1.		Part – III: Core – 5: Financial Accounting – III*	6	3	25	75	100	5
2.		Part – III: Core – 6: Business Statistics*	6	3	25	75	100	5
3.		Part – III: Core – 6: Lab: RDBMS	6	3	40	60	100	4
4.		Part – III: Allied – 3: Promotional Marketing*	6	3	25	75	100	4
5.		Part – IV: SBS – 1: Auditing*	2	3	25	75	100	2
6.		Part – IV: SBS – 2: Lab: RDBMS	2	2	40	60	100	2
7.		Part – IV: NME – 1: Digital Marketing – I	2	3	25	75	100	2
		TOTAL	30				700	24

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SEMESTER – IV

S. No.	Course Code	Subject Title	Hrs. / Week	Exam (Hrs.)	CA	SE	Total Marks	Credits
1		Part – III: Core – 8: Financial Accounting – IV*	6	3	25	75	100	5
2		Part – III: Core – 9: Business Mathematics*	6	3	25	75	100	5
3		Part – III: Core – 10: Lab: Python	6	3	40	60	100	4
		Part – III: Allied – 4: Entrepreneurship*	6	3	25	75	100	4
4		Part – IV: SBS – 3: Python	2	3	25	75	100	2
5		Part – IV: SBS – 4: Practical: Commerce Practical *	2	2	40	60	100	2
7		Part – IV: NME – 2: Digital Marketing – II	2	3	25	75	100	2
8		Part – V: Extension Activities	–	–	–	–	100	1
		TOTAL	30				800	25

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SEMESTER – V

S. No.	Course Code	Subject Title	Hrs. / Week	Exam (Hrs.)	CA	SE	Total Marks	Credits
1		Part – III: Core – 11 : Corporate Accounting – I*	6	3	25	75	100	5
2		Part – III: Core – 12: Income Tax Law & Practices – I *	6	3	25	75	100	5
3		Part – III: Core – 13: Visual Basic	6	3	25	75	100	5
4		Part – III: Core – 14 : LAB: Visual Basic	5	3	25	75	100	5
		Part – III: Elective – I:**						
5		Business Legislation – I *	5	3	25	75	100	4
		Industrial Organisation*						
		E – Banking*						
6		Part – IV: SBS – 5 : Lab: Tally	2	3	25	75	100	2
7		Soft Skills (Self–Study)	–	–	–	–	100	–
		TOTAL	30				700	26

**One elective course to be chosen from THREE courses

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SEMESTER – VI

S. No.	Course Code	Subject Title	Hrs. / Week	Exam (Hrs.)	CA	SE	Total Marks	Credits
1		Part – III: Core – 15 : Corporate Accounting – II*	6	3	25	75	100	5
2		Part –III: Core – 16: Income Tax Law & Practices – II*	6	3	25	75	100	5
3		Part – III: Core – 17: Web Design	6	3	25	75	100	5
		Part –III: Elective – 2: **						
4		Business Legislation – II*	5	3	25	75	100	4
		Company Law*						
		Principles of Insurance *						
5		Part – III: Elective – 3: Project & Viva – Voce	5	3	40	60	100	4
6		Part – IV: SBS – 6 : Lab: MySQL	2	3	25	75	100	2
7		General Knowledge (Self–Study)	–	–	–	–	100	–
		TOTAL	30				700	25

**One elective course to be chosen from THREE courses

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COURSE STRUCTURE – I SEMESTER

S. No.	Course Code	Subject Title	Hrs. / Week	Exam (Hrs.)	CA	SE	Total Marks	Credits
1	24UACT11	Part – I: Tamil – பொதுத் தமிழ் – I	6	3	25	75	100	3
	24UACH11	Hindi – General Hindi – I						
	24UACS11	Sanskrit – Poetry, Grammar and History of Sanskrit Literature						
	24UACA11	வணிகக் கடிதங்கள்						
2	24UACE11	Part – II: English – General English – I	6	3	25	75	100	3
3	24UCCC11	Part – III: Core – 1: Financial Accounting – I*	5	3	25	75	100	4
4	24UCCC12	Part – III: Core – 2: Office Automation	5	3	25	75	100	4
5	24UCCAP1	Part – III: Allied – 1: Lab: Office Automation	6	3	40	60	100	4
6	24UACVE1	Part – IV: Value Education	2	3	25	75	100	2
		TOTAL	30				600	20

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CA – Class Assessment (Internal)

SE – Summative Examination

SBS – Skill Based Subject

NME – Non –Major Elective

T – Theory

P – Practical

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COURSE CODE	COURSE TITLE	CATEGORY	T	P	CREDITS
24UACA11	வணிகக் கடிதங்கள்	PART – I	6	–	3

YEAR	SEMESTER	INTERNAL	EXTERNAL	TOTAL
I	I	25	75	100

NATURE OF COURSE	Employability <input checked="" type="checkbox"/>	Skill Oriented <input checked="" type="checkbox"/>	Entrepreneurship <input checked="" type="checkbox"/>

நோக்கங்கள் :

வணிகக் கடிதங்கள் எழுதுவதற்காக மற்றும் அவற்றின் முக்கியத்துவத்தையும், வியாபார மற்றும் வங்கி கடிதங்களையும் அறிமுகம் செய்யும் நோக்கில் இப்பாடம் வடிவமைக்கப்பட்டுள்ளது.

மொத்த நோக்கங்கள்:

வணிகக் கடிதங்கள் அறிமுகம் செய்தல் அவற்றின் சிறப்புக்கூறுகள், அமைப்பை தெளிவாக கூறதல். வியாபாரக் கடிதங்களில் தொடங்கி வணிகக் கடிதங்கள், வங்கிக்கடிதங்கள் மற்றும் சுற்றுக்கடிதங்கள் வரை தயார் செய்தல் மற்றும் வேலை வேண்டி விண்ணப்பங்களும், பத்திரிக்கை ஆசிரியருக்கு கடிதங்கள் எழுதி பழகுதல்.

COURSE OUTCOMES (COs):

After the completion of the course, the students will be able to

No.	Course Outcomes	Knowledge Level (According to Bloom's Taxonomy)
CO 1	வணிகக் கடிதத்தின் நோக்கத்தையும் அவற்றின் கூறுகள், பொதுவான அம்சங்கள் மற்றும் படிவத்தை அறிந்து கொள்ளுதல்.	Upto K3
CO 2	வியாபாரத்திற்கு தேவையான முனைவுக் கடிதங்கள், விலைப்புள்ளிகள், ஆணையுறுக்கள் மற்றும் சரக்கு பெற்றுக் கொண்டதை போன்ற அனைத்து வகையான கடிதங்கள் மூலம் தெரிந்து கொள்ளுதல்	Upto K3
CO 3	விசாரணைக் கடிதங்களில் தொடங்கி புகார்கள் சரிகட்டுதல்கள், நிலுவைத்தொகை, வசூல் மற்றும் கணக்கை நேர் செய்தல் வரை கடிதங்களை எழுதிப் பழகுதல்.	Upto K3
CO 4	சுற்றுக் கடிதங்கள் தயார் செய்தல் மற்றும் அரசு, பொதுசேவை அமைப்பு சார்ந்தவை வரைதல்	Upto K3
CO 5	வேலை வாய்ப்பிற்கான கடிதங்கள் மற்றும் பத்திரிக்கை ஆசிரியருக்கு மடல்கள் பயன்படும் வகையில் இப்பாடம் அமைந்துள்ளது.	Upto K3

K1– KNOWLEDGE (REMEMBERING), K2–UNDERSTANDING, K3–APPLY

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வணிகக் கடிதங்கள்

அலகு – I: வணிகக் கடிதங்கள் அறிமுகம் செய்தல்

வணிகக் கடிதங்கள் – தேவை மற்றும் முக்கியத்துவம் – நோக்கங்கள் வணிகக் கடிதங்களின் அடிப்படைக் கூறுகள் – வணிகக் கடிதங்கள் பொது அமைப்பு மற்றும் படிவங்கள் – சிறப்புக் கூறுகள் கடித வகைகள்.

அலகு – II: வியாபாரக் கடிதங்கள் தயார் செய்தல்

வியாபாரக் கடிதங்கள் – முனைவுக் கடிதங்கள் மற்றும் விசாரணைகள் – விலைப்புள்ளிகள். ஆணையறுக்கள் – ஆணைகளை நிறைவேற்றுதல் – சரக்கு பெற்றுக் கொண்டதை உறுதி செய்தல்.

அலகு – III: விசாரணைக் கடிதங்கள் மற்றும் புகார்களும் சரிகட்டுதல் கடிதங்கள் வரைதல்

வணிக விசாரணைக் கடிதங்கள் – வியாபார விசாரணை மற்றும் வங்கி விசாரணை – புகார்களும் சரிகட்டுதல்களும் – நிலுவைத் தொகை நினைவுட்டுதல் – வசூல் செய்தல் – கணக்கை நேர் செய்தல்.

அலகு – IV: சுற்றுக் கடிதங்கள் நகலை அமைத்து காட்டல்

சுற்றுக் கடிதங்கள் – விற்பனைக் கடிதங்கள் – அரசுத்துறை மற்றும் பொது சேவை அமைப்பு சார்ந்த கடிதங்கள்

அலகு – V: செய்தி எழுதிப் பழகுதல்

வங்கிக் கடிதங்கள் – வேலை வேண்டி விண்ணப்பம் – பத்திரிக்கை ஆசிரியருக்கு கடிதங்கள்

TEXT BOOK: *வணிகத் தகவல் தொடர்பு – ஐச. ராதா – பிரசன்னா பப்ளிர்*

REFERENCE BOOKS:

1. *வணிகக் கடிதங்கள்* – Dr. K. அன்பழகன் & S. ராமர் – மெட்ரிக் இந்தியா பப்ளிகேஷன்
2. *வணிகக் கடிதங்கள்* – Dr. E. முருகேசன் & V. ராமர் – எம். எம். பப்ளிகேஷன்

DIGITAL TOOLS:

1. <https://www.gacwrm.in/learning/Commerce/vaniga%20kadithangal1.pdf>
2. <https://www.toppr.com/guides/business-communication-and-ethics/business-correspondence/sales-correspondence/>
3. <https://byjus.com/english/enquiry-letter/>
4. <https://entri.app/blog/enquiry-letter-format/>

Mapping of CO with PSO

	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	3	2	1
CO2	2	3	1	2	3	2
CO3	3	2	3	3	2	3
CO4	2	3	2	2	3	2
CO5	3	2	3	2	3	3

3. Advanced Application 2. Intermediate Development 1. Introductory Level

COURSE DESIGNER: Dr. K. R. KAVITHA

Passed in the BoS Meeting held on 09/03/2024

Signature of the Chairman



SOURASHTRA COLLEGE, MADURAI – 625004

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(Under CBCS based on OBE)(For those admitted during 2024 – 2025 and after)

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COURSE CODE	COURSE TITLE	CATEGORY	T	P	CREDITS
24UCCC11	FINANCIAL ACCOUNTING – I	CORE – 1	5	–	4

YEAR	SEMESTER	INTERNAL	EXTERNAL	TOTAL
I	I	25	75	100

NATURE OF COURSE	Employability <input checked="" type="checkbox"/>	Skill Oriented <input checked="" type="checkbox"/>	Entrepreneurship <input checked="" type="checkbox"/>
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COURSE DESCRIPTION:

This course gives in–depth knowledge in basic accounting process as well as preparation of final accounts, rectification and various depreciation methods.

COURSE OBJECTIVES:

To impart working knowledge of the principles and procedure of accounting and

- to provide knowledge of preparation of journal and ledger.
- to make them understand the concept of double entry system of book keeping and preparation of subsidiary books.
- to give an exposure on preparation of Final accounts with simple adjustments.
- to provide working knowledge of locating the errors and rectifying the errors.
- to make them recognize the concept of depreciation and working knowledge of various methods of depreciation.

COURSE OUTCOMES (COs):

After the completion of the course, the students will be able to

No.	Course Outcomes	Knowledge Level (According to Bloom's Taxonomy)
CO 1	understand the preparation of Journal and Ledger.	Upto K3
CO 2	prepare the Single, Double, Triple column cash book and Petty cash book as well as Trial balance.	Upto K3
CO 3	acquire the knowledge of preparation of final accounts.	Upto K3
CO 4	locate the errors in the transactions by applying the types of errors.	Upto K3
CO 5	acquire knowledge about application of methods of depreciation.	Upto K3

K1– KNOWLEDGE (REMEMBERING), K2–UNDERSTANDING, K3–APPLY



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FINANCIAL ACCOUNTING – I

UNIT – I:

Fundamentals of book keeping – Accounting: Definition, Need, Objectives, Concepts and conventions, Book keeping vs. Accounting – Types of Accounts – Accounting Golden Rules – Journal – Ledger.

UNIT – II:

Double entry system – meaning of debit and credit – Advantages of double entry system – Difference between single entry and double entry system.

Subsidiary books: Single column cash book, Double column cashbook, Triple column cash book and Petty cash book, Journal Proper

Trial balance: Purpose of Trial Balance – Suspense Account – Preparation of Trial Balance

UNIT – III:

Final accounts of sole trading concerns – Adjustments – trading account – profit and loss account and balance sheet.

UNIT – IV:

Errors and rectification of errors: Errors – meaning, classification of errors – Errors of omission, Errors of commission, errors of principle, Compensating errors – errors disclosed and not disclosed by trial balance – suspense account and rectification of errors.

UNIT – V:

Accounting for depreciation: meaning – definition – objectives – causes – need for depreciation – Methods of providing depreciation – Straight line method, Reducing balance method and Annuity method.

Question Paper pattern: 75% Problems and 25% Theory.

TEXT BOOK:

T.S.Reddy and A.Murthy, *Financial Accounting*, Margham Publications, Chennai – 600 017, 7th Revised Edition 2015.

REFERENCE BOOKS:

1. M.C. Shukla, T.S. Grewal & S.C. Gupta, *Advanced Accounts*, Sultan Chand & Sons, New Delhi 2013.
2. S.P. Jain & K.L. Narang, *Advanced Accounting*, Kalyani Publishers, New Delhi, Volume – I, 18th Revised Edition, 2014.
3. Dr. M. A. Arulanandam & Dr. K.S. Raman, *Advanced Accountancy* Himalaya Publications, New Delhi, 1st Edition 2015.

DIGITAL TOOLS:

1. <https://bookkeepers.com/bookkeeping-basics/>
2. <https://www.investopedia.com/terms/d/double-entry.asp>
3. <https://www.toppr.com/guides/accounting-and-auditing/preparation-of-final-accounts-of-sole-proprietor/>
4. <https://www.investopedia.com/terms/d/depreciation.asp>

Mapping of CO with PSO

	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	2	3	2	1
CO2	2	1	1	2	3	2
CO3	3	2	1	3	2	2
CO4	2	3	2	2	3	2
CO5	3	2	3	3	3	3

3. Advanced Application 2. Intermediate Development 1. Introductory Level

COURSE DESIGNER: Dr. G. G. BHUVANESHWARI

Passed in the BoS Meeting held on 09/03/2024

Signature of the Chairman



SOURASHTRA COLLEGE, MADURAI – 625004

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COURSE CODE	COURSE TITLE	CATEGORY	T	P	CREDITS
21UCCC12	OFFICE AUTOMATION	CORE – 2	5	-	4

YEAR	SEMESTER	INTERNAL	EXTERNAL	TOTAL
I	I	25	75	100

NATURE OF COURSE	Employability <input checked="" type="checkbox"/>	Skill Oriented <input checked="" type="checkbox"/>	Entrepreneurship <input type="checkbox"/>
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COURSE DESCRIPTION:

This Course discusses in detail Computer Basics, MS Word, Excel, PowerPoint.

COURSE OBJECTIVES:

- To train students how to use MS Office applications to carry out office works.
- To give basic information about the computer system.
- To give knowledge about computer hardware and computer software.
- To familiarize students with the use of MS Windows, Internet and E-mail.
- To familiarize students with the use of MS Office-MS Word, MS Excel & MS PowerPoint.

COURSE OUTCOMES (COs):

After the completion of the course, the students will be able to

No.	Course Outcomes	Knowledge Level (According to Bloom's Taxonomy)
CO 1	discuss basic computer concepts and definitions	Upto K3
CO 2	gain ability to create a document and text formatting.	Upto K3
CO 3	understand using Multiple communication using Mail merge.	Upto K3
CO 4	understand and gain ability to work with excel	Upto K3
CO 5	understand to build up a database.	Upto K3

K1– KNOWLEDGE (REMEMBERING), K2–UNDERSTANDING, K3–APPLY



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OFFICE AUTOMATION

UNIT – I:

Introduction to computers – History of computers – Basic Anatomy of computers-Basic components and functions – Input/ Output Devices – External Storage devices– Types of computers

UNIT – II:

Introduction To Word – Word Processing – Starting Word – Editing A Document – Move and Copy Text – Formatting Text and Paragraph – Finding and Replacing Text – Spelling and Grammar and Auto Correct-Using Tabs.

UNIT – III:

Enhancing A Document – Toolbars – column, Tables and other Formatting features – Using Graphics – Templates and wizards – Using Mail Merge – Miscellaneous Features of Word.

UNIT – IV:

Introduction To Work Sheet and Excel – Getting Started with Excel – Editing Cells – Using Commands and Functions – Moving, Copying, Inserting and Deleting Rows and Columns – Printing A Workbook – Creating Charts – Using Date and Time – Naming Ranges and Using Built-In Functions.

UNIT – V:

Database in a worksheet – Formatting commands and drawing toolbar – Miscellaneous commands and functions – Multiple workbooks, pivot table, macros and hyperlinks
Overview Of PowerPoint – Creating Presentation – Power point Views – Running Slide Show.

TEXT BOOKS:

1. *A First Course in Computers* –Sanjay Saxena Vikas publishing House PVT Ltd, Chapter 1, 2, 3.
2. *PC Software For Windows 98 Made Simple* – R. K. Taxali – Tata Mcgraw Hill Publishing Company Ltd –Chapters: 9 to 32. Annexure - B.

REFERENCE BOOK:

Microsoft Office 2000 – Training Guide, Maria Reid-Karl Schwartz, Diana Rain. BPB Publication

DIGITAL TOOLS:

1. <https://whatbinder.com/2018/05/28/digital-literacy-tools-introduction/>
2. <http://gpnanakpur.ac.in/wp-content/uploads/2019/04/computerfundamentals-e-notes.pdf>
3. <https://www.informit.com/articles/article.aspx?p=170391>
4. <https://study.com/academy/lesson/what-are-online-learning-tools-definition-types-examples.html>

Mapping of CO with PSO

	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	1	3	2	3	2	1
CO2	2	2	3	2	3	2
CO3	3	2	2	1	2	3
CO4	2	3	3	3	3	1
CO5	3	2	1	2	2	2

3. Advanced Application 2. Intermediate Development 1. Introductory Level

COURSE DESIGNER: Dr. B. SUGUMAR

Passed in the BoS Meeting held on 09/03/2024

Signature of the Chairman



SOURASHTRA COLLEGE, MADURAI – 625004

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COURSE CODE	COURSE TITLE	CATEGORY	T	P	CREDITS
24UCCAP1	LAB: OFFICE AUTOMATION	ALLIED – 1 LAB	-	6	4

YEAR	SEMESTER	INTERNAL	EXTERNAL	TOTAL
I	I	40	60	100

NATURE OF COURSE	Employability <input checked="" type="checkbox"/>	Skill Oriented <input checked="" type="checkbox"/>	Entrepreneurship <input type="checkbox"/>
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COURSE DESCRIPTION:

This Course will give knowledge of various software in the fields of office automation and administration.

COURSE OBJECTIVES:

- To broaden the employment opportunities by proving skills in Microsoft Office.
- To give potential and career advancement.
- To provide ability to use Microsoft Office applications for on-the-job needs

COURSE OUTCOMES (COs):

After the completion of the course, the students will be able to

	Course Outcomes	Knowledge Level (According to Bloom's Taxonomy)
CO 1	gain knowledge for preparing a Business letter, Office document, mail merge, etc.	Upto K3
CO 2	gain ability to apply knowledge of Financial, Statistical function	Upto K3
CO 3	create Sales Analysis report	Upto K3
CO 4	generate graph / charts based on data available	Upto K3
CO 5	build up a business or any presentation	Upto K3

K1– KNOWLEDGE (REMEMBERING), K2–UNDERSTANDING, K3–APPLY



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LAB : OFFICE AUTOMATION

UNIT – I: (MS-Word)

Preparing a Business Letter

Preparing a Document With Different Font Styles, Sizes, Paragraph Formatting, Using Header and Footer.

Compound Interest Table Creation 185

Using Mail merger

Inserting Pictures And Clipart In A Word Document Created Using Template.

Design a Simple Webpage Using Word

UNIT – II: (MS-EXCEL)

Using a Financial Function (Any Five)

Using of Statistical Function (Any Five)

Preparation of Depreciation Table

Inventory Worksheet

UNIT – III: (MS-EXCEL)

Manipulating Ranges

Create Sales Analysis report using MS Excel

Usage of Multiple Worksheets

UNIT – IV: (MS-EXCEL)

Create the Student mark list using MS Excel.

Create the Employee payroll using MS Excel.

UNIT – V: (MS-POWERPOINT)

Create College Details using MS Power point.

Create Seminar Presentation using MS Power point.

Mapping of CO with PSO

	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	1	3	2	3	2	1
CO2	2	2	3	2	3	2
CO3	3	2	2	1	2	3
CO4	2	3	3	3	3	1
CO5	3	2	1	2	2	2

3. Advanced Application 2. Intermediate Development 1. Introductory Level
COURSE DESIGNER: Dr. B. SUGUMAR



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COURSE STRUCTURE – II SEMESTER

S. No.	Course Code	Subject Title	Hrs. / Week	Exam (Hrs.)	CA	SE	Total Marks	Credits
1	24UACT21	Part – I: Tamil – பொதுத் தமிழ் – II	6	3	25	75	100	3
	24UACH21	Hindi – General Hindi – II						
	24UACS21	Sanskrit – Prose, Grammar and History of Sanskrit Literature						
	24UACA21	அலுவலக மேலாண்மை						
2	24UACE21	Part – II: English – General English – II	6	3	25	75	100	3
3	24UCCC21	Part – III: Core – 3: Financial Accounting –II*	5	3	25	75	100	4
4	24UCCC22	Part – III: Core – 4: Programming in C	5	3	25	75	100	4
5	24UCCAP2	Part – III: Allied – 2: Lab : Programming in C	6	3	40	60	100	4
6	24UACES1	Part – IV: Environmental Studies	2	3	25	75	100	2
		TOTAL	30				600	20

CA – Class Assessment (Internal)

SE – Summative Examination

SBS – Skill Based Subject

NME – Non –Major Elective

T – Theory

P – Practical

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COURSE CODE	COURSE TITLE	CATEGORY	T	P	CREDITS
24UACA21	அலுவலக மேலாண்மை	PART – I	6	–	3

YEAR	SEMESTER	INTERNAL	EXTERNAL	TOTAL
I	II	25	75	100

NATURE OF COURSE	Employability	Skill Oriented	Entrepreneurship
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

நோக்கங்கள் :

அலுவலகம் மற்றும் நவீன அலுவலக மேலாண்மை அறிதல் கோப்பில் இடுதல் அலுவலக அறிக்கைகள் தயார் செய்தல்

மொத்த நோக்கங்கள்:

அலுவலகத்தின் இலக்கணம், நவீன அலுவலகத்தின் அமைப்பு முறைகள், இடவசதி அறிய செய்தல். பணியின் சூழ்நிலைகளையும், கோப்பு மற்றும் இயந்திர பராமரிப்புகளையும் செய்தல். அலுவலக அறிக்கை அதன் செயலாக்கம் அறிதல்

COURSE OUTCOMES (COs):

After the completion of the course, the students will be able to

No.	Course Outcomes	Knowledge Level (According to Bloom's Taxonomy)
CO 1	அலுவலக மற்றும் நவீன அலுவலகத்தின் மேலாண்மையின் செயல்பாடுகள் அதன் முக்கியத்துவத்தை அறிய செய்தல்	Upto K3
CO 2	பணியின் சூழ்நிலைகளையும் மற்றும் தபால்களை கையாளுதல் பழக்கப்படுத்தல்	Upto K3
CO 3	அலுவலக கோப்பை இடுதல் அவற்றின் அம்சங்கள் மற்றும் பராமரித்தல்	Upto K3
CO 4	இயந்திரங்களை கையாளுதல், பராமரித்தல் மற்றும் அதன் அடிப்படைப் கோட்பாடுகளை அறிய செய்தல்	Upto K3
CO 5	அலுவலக அறிக்கைகள் அவற்றின் முக்கியத்துவம், வகைகள், செயலாக்கம் கற்க செய்தல்	Upto K3

K1– KNOWLEDGE (REMEMBERING), K2–UNDERSTANDING, K3–APPLY



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அலுவலக மேலாண்மை

அலகு – I: அலுவலக மற்றும் அதன் அமைப்பு முறைகள், முக்கியத்துவத்தை அறிய செய்தல்

அலுவலக மேலாண்மை – இலக்கணம் – நவீன அலுவலகத்தின் அமைப்பு முறைகள் – நவீன அலுவலகத்தின் இலக்கணம் – செயல்பாடுகள் மற்றும் முக்கியத்துவம் – அலுவலக இடவசதி- அலுவலக வரைபடம்

அலகு – II: அலுவலகத்தின் பணியையும் மற்றும் அதற்கான சூழ்நிலைகளை உருவாக்குதல்

பணிக்கேற்ற சூழ்நிலை – பணியை எளிதாக்குதல் – அஞ்சலக முறை – கடிதப்போக்குவரத்து மற்றும் பதிவேடுகளைப் பராமரித்தல் – தபால்களைக் கையாளுதல் – தபால் துறையை அமைத்தல் – மையப்படுத்தப்பட்ட அஞ்சல் பணி – உள் வரும் மற்றும் வெளிச் செல்லும் கடிதங்கள் – வாய்மொழி மற்றும் எழுத்துவழி தகவல் தொடர்புகள்.

அலகு – III: கோப்பை அறிமுகம் செய்தல்

கோப்பில் இடுதல் – நல்ல கோப்பு முறையின் முக்கிய அம்சங்கள் – வகைப்படுத்துதல் – வரிசைப்படுத்துதல் – கோப்பு முறைகள் – மையப் கோப்பு முறை – பரவலாக்கப்பட்ட கோப்பு முறைகள் – சுட்டகராதி கோப்பு வகை.

அலகு – IV: அலுவலக இயந்திரங்களை கையாளுதல், பராமரித்தல் மற்றும் வகைகள்

அலுவலக இயந்திரங்களும் சாதனங்களும் – பல்வேறு சாதனங்களின் தேவைகள் – அலுவலக இயந்திரங்களை தேர்ந்தெடுப்பதற்கான அடிப்படைக் கோட்பாடுகள் – கணிப்பொறி மற்றும் புள்ளி விவரங்களை தொகுத்தளிக்கும் இயந்திரம் – அலுவலக இயந்திரங்களின் வகைகள்

அலகு – V: அலுவலக அறிக்கை தயார் செய்தல்

அலுவலக அறிக்கைகள் – முக்கியத்துவம் – வகைகள் – வடிவங்கள் – அறிக்கையின் செயலாக்கம் – பொது வணிகச் சொற்கள்

TEXT BOOK:

அலுவலக மேலாண்மை – Dr. ராதா – பிரசன்னா பப்ளிகேஷன்

REFERENCE BOOKS:

1. **அலுவலக முறைகள்** எ. எம். சுந்தரம் – மீனாட்சி பப்ளிகேஷன்
2. **Office Management** – S. Kathiresan & Dr. V. Radha – Prasanna Publishers & Distributors, 2019 Office Management – R.K. Chopra – Himalaya Publishing House

DIGITAL TOOLS:

1. <https://www.twi-global.com/technical-knowledge/faqs/what-is-material-management>
2. <https://www.himpub.com/documents/chapter871.pdf>

Mapping of CO with PSO

	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
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CO4	2	3	2	2	3	2
CO5	3	2	3	2	3	3

3. Advanced Application 2. Intermediate Development 1. Introductory Level

COURSE DESIGNER: Dr. K. R. KAVITHA

Passed in the BoS Meeting held on 09/03/2024

Signature of the Chairman



SOURASHTRA COLLEGE, MADURAI – 625004

(An Autonomous Institution Re-accredited with 'B+' grade by NAAC)

B.Com. COMPUTER APPLICATIONS – SYLLABUS

(Under CBCS based on OBE)(For those admitted during 2024 – 2025 and after)

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COURSE CODE	COURSE TITLE	CATEGORY	T	P	CREDITS
24UCCC21	FINANCIAL ACCOUNTING – II	CORE – 3	5	–	4

YEAR	SEMESTER	INTERNAL	EXTERNAL	TOTAL
I	II	25	75	100

NATURE OF COURSE	Employability <input checked="" type="checkbox"/>	Skill Oriented <input checked="" type="checkbox"/>	Entrepreneurship <input checked="" type="checkbox"/>
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COURSE DESCRIPTION:

This course gives in-depth knowledge in single entry system, non-trading organization as well as account current and average due date.

COURSE OBJECTIVES:

To impart the knowledge of the accounting and their applications and

- to provide basic concepts and methods of single entry system
- to give the knowledge about self-balancing ledgers.
- to provide knowledge to the students about bill of exchange and its types.
- to provide methods of calculation of interest in account current and calculation of average due date.
- to give an exposure on non-profit organizations.

COURSE OUTCOMES (COs):

After the completion of the course, the students will be able to

No.	Course Outcomes	Knowledge Level (According to Bloom's Taxonomy)
CO 1	understand the concepts and application of methods in single entry system.	Upto K3
CO 2	acquire the knowledge of preparation of self-balancing system.	Upto K3
CO 3	gain the preparation of bills of exchange.	Upto K3
CO 4	use the calculation of interest in account current and average due date.	Upto K3
CO 5	apply the preparation of receipts and payment accounts and income and expenditure account.	Upto K3

K1– KNOWLEDGE (REMEMBERING), K2–UNDERSTANDING, K3–APPLY



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FINANCIAL ACCOUNTING – II

UNIT – I:

Accounts from incomplete records (single entry system) : Meaning – methods of ascertainment of profit – Net worth method – Conversion method.

UNIT – II:

Self-balancing system – Meaning – Procedure – Self balancing journal entries – Self balancing ledgers – Transfer from one ledger to another – Accounting for goods sent on “sale or return basis”.

UNIT – III:

Bills of Exchange – Trading and Accommodation bills – Renewals – Dishonour due to insolvency.

UNIT – IV:

Account Current – Methods of calculation of interest – product method – red ink interest method – époque method – periodical balance method.

Average due date – calculation of due date based on holidays intervention – interest calculation.

UNIT – V:

Accounts of Non-Profit Organization (Clubs and Associations only) – Preparation of Receipts & Payments account, Income & Expenditure account – differences between Receipts and Payments account & Income and Expenditure account– Balance Sheet

NOTE: Question Paper pattern: 75% Problems and 25% Theory.

TEXT BOOK:

T.S.Reddy and A.Murthy, *Financial Accounting*, Margham Publications, Chennai – 600 017, 7th Revised Edition 2015.

REFERENCE BOOKS:

1. M.C. Shukla, T.S. Grewal & S.C. Gupta, *Advanced Accounts*, Sultan Chand & Sons, New Delhi 2013.
2. S.P. Jain & K.L. Narang, *Advanced Accounting*, Kalyani Publishers, New Delhi, Volume – I, 18th Revised Edition, 2014.
3. Dr. M.A. Arulanandam & Dr. K.S. Raman, *Advanced Accountancy*, Himalaya Publications, New Delhi, 1st Edition 2015.

DIGITAL TOOLS:

1. <https://cleartax.in/s/single-entry-system-bookkeeping>
2. <https://www.selfstudys.com/sitepdfs/YsoejPfUMEoqvvdGUFfzj>
3. <https://www.toppr.com/guides/principles-and-practice-of-accounting/bills-of-exchange-and-promissory-notes/journal-entry-for-bills-of-exchange/>
4. <https://www.deskera.com/blog/accounting-for-non-profit/#:~:text=The%20income%20statement%20of%20a,cash%20items%20such%20as%20depreciation.>
5. <https://unacademy.com/content/ca-foundation/study-material/accountancy/average-due-date/#:~:text=or%20more%20partners.-.Ans%3AThe%20average%20due%20date%20and%20account%20current%20notes%20are,date%20of%20account%20current%20closing.>



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Mapping of CO with PSO

	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	3	2	1
CO2	2	3	1	2	3	2
CO3	3	2	3	3	2	3
CO4	2	3	2	2	3	2
CO5	3	2	3	2	3	3

3. Advanced Application 2. Intermediate Development 1. Introductory Level
COURSE DESIGNER: Dr. G. G. BHUVANESHWARI



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COURSE CODE	COURSE TITLE	CATEGORY	T	P	CREDITS
21UCCC22	PROGRAMMING IN C	CORE – 4	5	-	4

YEAR	SEMESTER	INTERNAL	EXTERNAL	TOTAL
I	II	25	75	100

NATURE OF COURSE	Employability <input checked="" type="checkbox"/>	Skill Oriented <input checked="" type="checkbox"/>	Entrepreneurship <input type="checkbox"/>
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COURSE DESCRIPTION:

This course covers concepts underlying design, implementation and use of modern programming languages with an emphasis on business applications. Students will develop an understanding of fundamental programming logic and learn to use basic programming structures to solve business problems. The first half of the course focuses on the essential building blocks of computer programs that are common to all programming languages.

COURSE OBJECTIVES:

- To impart the knowledge of the programming and their applications
- To enable the students learn basic concepts of programming and methods
- To stress the importance of clarity, simplicity and the efficiency in writing programs
- To develop programming skills using the fundamentals and basics of C language
- To develop programs using the basic elements like control statements, Arrays and Strings

COURSE OUTCOMES (COs):

After the completion of the course, the students will be able to

	Course Outcomes	Knowledge Level (According to Bloom's Taxonomy)
CO 1	identify the basic concepts needed for program development	Upto K3
CO 2	apply the basic concepts and develop program to find solutions for simple problems	Upto K3
CO 3	design programs to solve complex problems by using suitable control statements	Upto K3
CO 4	analyze the problem and design efficient program using functions	Upto K3
CO 5	use array and structure to handle volume of data	Upto K3

K1– KNOWLEDGE (REMEMBERING), K2–UNDERSTANDING, K3–APPLY



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PROGRAMMING IN C

UNIT – I:

C fundamentals significance of C-Character set-Token-Identifiers-Keywords datatypes Variables-operators-Expressions and Type conversion Input and Output operation.

UNIT – II:

Control Statements: Conditional Statements-Loops statements-Multi branching statement Break-Continue, go to statement.

UNIT – III:

Function and Arrays: Defining a Function-category of Function-nesting of Function Recursive Function-Library Function-Array declaration-Singlem2D and Multi-dimensional arrays-Sorting-Storage Classes-modifiers.

UNIT – IV:

Character Handling in C: Declaration of String variables-Reading and writing string-string handling function-Arrays of string-string library functions.

UNIT – V:

Preprocessor directives-Macros # operators structure declaration Arrays of structure Arrays within structure enumerated data type.

TEXT BOOK:

Programming in ANSI C by E. Balagurusamy McGraw Hill

REFERENCE BOOKS:

1. *Let Us C Solutions* by Yashavant Kanetkar.
2. *Data Structure through C* by Yashavant Kanetkar.

DIGITAL TOOLS:

1. <https://www.invensis.net/blog/applications-of-c-and-c-plus-plus-in-the-real-world>
2. <https://www.simplilearn.com/c-plus-plus-programming-for-beginners-article>
3. <https://www.geeksforgeeks.org/c-projects/>
4. <https://ecampusontario.pressbooks.pub/informationssystemscdn/chapter/7-8-programming/>

Mapping of CO with PSO

	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	1	3	2	3	2	1
CO2	2	2	3	2	3	2
CO3	3	2	2	1	2	3
CO4	2	3	3	3	3	1
CO5	3	2	1	2	2	2

3. Advanced Application 2. Intermediate Development 1. Introductory Level

COURSE DESIGNER: Prof. J. R. NATHAN



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COURSE CODE	COURSE TITLE	CATEGORY	T	P	CREDITS
24UCCAP2	LAB: PROGRAMMING IN C	ALLIED – 2 LAB	-	6	4

YEAR	SEMESTER	INTERNAL	EXTERNAL	TOTAL
I	II	40	60	100

NATURE OF COURSE	Employability <input checked="" type="checkbox"/>	Skill Oriented <input checked="" type="checkbox"/>	Entrepreneurship <input type="checkbox"/>
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COURSE DESCRIPTION:

The C Programming course introduces the learners to C programming language, which is a starting level for getting into programming. It starts from programming basics and gives a holistic view of the C Programming language, detailing all the aspects of the C language from data types, to operators and expressions, to if statements, further to loops, arrays, strings and pointers. The course also provides hands-on training to help the students write and test their coding skill, and prepare them for real-life application.

COURSE OBJECTIVES:

- To gain a thorough understanding of the fundamentals of C programming
- To develop code, compile and test C programs.
- To understand the concept of Array, pointers, declarations, initialization, operations on pointers and their usage
- To implement generic functions using function pointers and utilize generic functions in modular program development
- To demonstrate some understanding of object-oriented programming.

COURSE OUTCOMES (COs):

After the completion of the course, the students will be able to

No.	Course Outcomes	Knowledge Level (According to Bloom's Taxonomy)
CO 1	demonstrate an understanding of computer programming language concepts.	Upto K3
CO 2	design and develop Computer programs, analyze, and interpret the concept of declarations, initialization, operations and their usage.	Upto K3
CO 3	define data types and use them in simple data processing applications also he/she must be able to use the concept of array of structures.	Upto K3
CO 4	apply code reusability with functions and pointers.	Upto K3
CO 5	write object-oriented programs of moderate complexity in C and develop real world application using C	Upto K3

K1– KNOWLEDGE (REMEMBERING), K2–UNDERSTANDING, K3–APPLY



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LAB : PROGRAMMING IN C

UNIT- I:

1. Finding Simple Interest and Compound Interest
2. Centigrade to Fahrenheit and Fahrenheit to Centigrade
3. Finding roots of a quadratic equation

UNIT- II:

4. EB Bill Generation
5. Print Grade of a student
6. Checking Prime Number

UNIT- III:

7. Sum of the digits of a number
8. Evaluate Sine Series
9. Finding Standard Deviation and Variance

UNIT- IV:

10. Array Sorting
11. Matrix Addition
12. Matrix Multiplication
13. Finding sum of the diagonal elements of a matrix **STRING ARRAY**
14. Reverse a String and Palindrome Checking
15. Using string built-in functions
16. Finding number of words in a sentence

UNIT- V:

17. Finding Factorial
18. Finding NCP value using recursion
19. Finding biggest element
20. Mark Sheet Preparation using structure
21. Pay bill Preparation using structure
22. Inventory Control using files
23. Maintaining Book Information using file.

Mapping of CO with PSO

	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	3	3	2	1
CO2	2	3	1	2	3	2
CO3	3	2	3	3	2	3
CO4	2	3	2	2	3	2
CO5	2	3	1	2	3	2

3. Advanced Application 2. Intermediate Development 1. Introductory Level
COURSE DESIGNER: Prof. J. R. NATHAN