SACRED HEART COLLEGE (AUTONOMOUS)

Tirupattur – 635 601, Tamil Nadu, S.India

Ready for Every Good Work

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A Don Bosco Institution of Higher Education, Founded in 1951 * Affiliated to Thiruvalluvar University, Vellore * Autonomous since 1987

Accredited by NAAC (4th Cycle – under RAF) with CGPA of 3.31 / 4 at 'A+' Grade

Name of the Programme: B.COM (CA)

1	OFFICE AUTOMATION	CC108	• To know the history of computers. • To understand the basic formatting features in word processor. • To have knowledge on functions of spreadsheet. • To understand the fundamental concepts of presentation. • To explore knowledge on sending receiving mails.	• Identify the history of computers and process involved in it • Generalize the basic formatting features in word processor. • Prioritize knowledge on functions of spreadsheet. • Explore the fundamental concepts of presentation. • Organize the skills on sending and receiving mails. • Validate the efficiency of using the application tools.	Local Needs
2	CERTIFICATE COURSE II: TOURISM MARKETING	CC416X	• To provide a global and local perspective on tourism marketing • To build theoretical knowledge of the tourism marketing and related sectors • To understand about the behaviour of tourists. • To gain knowledge of tourism market	• Aware about the basics of tourism and effects of tourism • Apply the tourism marketing of developed countries in India. • Understand about the behaviour of tourist • Analyse the tourism planning	Local Needs

				segmentation. • To enable the students to be familiar with tourism planning process.	process and regional planning • Understand about the tourism market segmentation	
3	COMPUTER ORGANIZATION	CC515		• To know the fundamentals of a computer system. • To understand the different types of number system. • To understand the various types of memory and processor. • To understand the classification of computer languages. • To study the different kinds of input output device.	• Understand the concept of input and output devices of Computers and how it works and recognize the basic terminology used in computer. • Solve problems using number systems • Understand the various types of memory and processor. • Analyze the types of input output devices • connect the types of computer languages • Evaluate the various types of computer languages	Local needs
4	SELF STUDY PAPER: I 1.1 BUSINESS ORGANIZATIONS	CC518SP1		• To gain knowledge of Business Organization and its importance • To enable the students to be familiar with various types of business organisation. • To impart knowledge on establishment of industry • To understand the types and functions of stock exchanges in India. • To impart knowledge on trade associations a chamber of commerce	• Analyse the social responsibility of business in real business world • Understand the forms of business organisation. • Aware about concept of establishment of industry and district industrial centre • Evaluate the functions of stock exchange • Understand about the functions of chamber of commerce	Local Needs
5	SUMMER INTERNSHIP AND MINI OBSERVATION REPORT	CC518SI		• To expose students to industry practices and help them to face the challenges in this rapidly changing world, internship training is crucial. • The purpose of the Internship is to provide students with an authentic learning environment for integrated and holistic education. The work carried out by the	• Students acquire experiential learning. • Students gain working experience in an actual workplace environment. • Study integrate theory and practice, and to understand the limitations of their current knowledge. • Student aware to work in a team and	Local Needs

			student in the internship should be relevant to the areas of Accounting / Marketing / Finance / Investment/ Banking / Insurance/ Auditing & Taxation / Entrepreneurship	to collaborate with people with diverse background	
6	SUBJECT SKILL: COMPUTERIZED ACCOUNTING - II	CC615	• To know about payroll to employees with concern department. • To givean insight knowledge of Cost center and Cost Category. • To educate the students about multiple price level. • To equip the students about TCS and TDS. • To enable the students to acquire advance knowledge on computer application in the field of Accounting with Tally Prime Software or Higher Version.	• Create Payroll with basic pay, HRA, DA, TA. • Explain the steps to prepare cost center, Cost Category and Bank Reconciliation Statement. • Understand the multiple price level • Create the report based on the TDS and TCS concept. • Generate the accounting report and export the file.	Local Needs
7	SUBJECT SKILL: COMPUTERIZED ACCOUNTING – II (PRACTICAL – VII)	PCC603	• To enable the students to acquire knowledge about payroll. • To educate about cost center and cost category. • To the students aware about Interest calculation and multiple price level. • To enable to acquire the knowledge of Bank Reconciliation. • To know the TDS and TCS.	• Create the Payroll. • Pass the entries of Cost center and Cost category. • Calculate Interest Calculation. • Prepare the Bank Reconciliation Statement. • Create the report for the transactions ofTax collected at Source and Tax Deducted at Source.	Local Needs
8	SELF STUDY PAPER – II 2.2 SALES PROMOTIONS	CC518SP7	• To enable the students to acquire knowledge on sales promotion and its importance • To make students to aware about different tools of sales promotion • To impart knowledge on various techniques of sales promotion • Students enable to learn how to creating public relations • To know ethical and legal aspects of sales promotion	• Students understand the sales promotion techniques • Have knowledge about tools of sales promotion • Apply the skills in marketing a product by using different process. • Understanding the necessity of creating public relations • Gain knowledge on ethical and unethical sales promotion	Local Needs

| 9 | NON – MAJOR ELECTIVE – II: GENERAL COMMERCIAL KNOWLEDGE | NCC603 | • To enable the students to have general commercial knowledge
• To impart knowledge on joint stock companies and its management
• To gain basic knowledge on Trade, Commerce and Industry
• To understand about various business forms
• To acquire knowledge on preparing company agenda and minutes | • Have basic knowledge on Trade, Commerce and Industry
• Understand on various forms of business-like sole trade and partnership
• Aware about the company and types of co-operatives
• Understand the procedure of appointment of directors and their duties
• Familiar with proceedings of meetings of company. | Local Needs |