

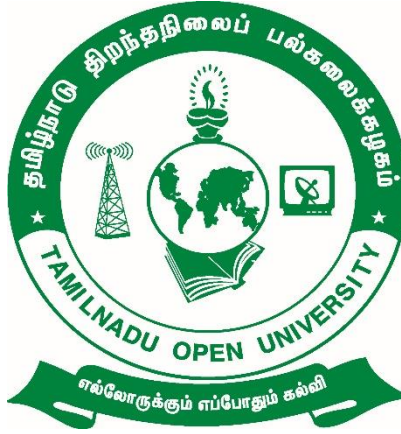
B.Sc., Apparel and Fashion Design

(Semester Pattern – Distance Mode)

Under Choice Based Credit System (CBCS)

(W.e.f. Academic Year 2022 Onwards)

Regulation and Syllabus



TAMIL NADU OPEN UNIVERSITY

SCHOOL OF SCIENCE

DEPARTMENT OF APPAREL AND FASHION DESIGN

Saidapet, Chennai – 600 015

Name of the Programme

B.Sc Apparel and Fashion Design

Regulations

1. Programme's Objectives

B.Sc. Apparel and Fashion Design is designed to satisfy the increasing need for the professionals in apparel industries. Fashion designing is an interesting and creative career option a person has good taste and sense of trend and fashion. The impact of Fashion Designing is not only confined to the boundaries of a country but has a wider range which means that if you become famous in this area then there are chances that you will be recognized internationally.

Objectives:

- To impart knowledge in fundamental aspects of all branches of apparel and Fashion design
- To provide students the skills and design knowledge essential for success.
- To train the students in various field of apparel and Fashion design
- To enable the students to study of Fashion designing concept, Manufacturing Marketing, Processing of apparel.
- To train students in proper laboratory use and techniques in Designing
- To equip students with effective fashion communication skills.
- To foster a commitment to ethical and social responsibilities.

2. Programme Outcomes

After successful completion of Under Graduate Degree in Apparel and Fashion Design, a student shall be able to:

- Demonstrate and provide an understanding of major concepts in all disciplines of Apparel and Fashion Design.
- Think critically, systematically, independently to analyze the Fashion Designing concept.
- Familiarize with the emerging areas of Fashion and Apparel sectors and their applications in various spheres of Fabric sciences and to apprise the students of its relevance in future studies.
- Create an awareness of the impact of Fashion Design on the environment, society, and development.
- Design, carry out, record and analyze the results of Design experiments and are familiar with standard practices, equipment, procedures, and techniques common to most working laboratories.

3. Programme Specific Outcomes – B.Sc., Apparel and Fashion Design

- Understanding the Apparel and Fashion Design and its importance, concept and process.
- Accepting the foundational of elements and Principles of Design and Design Concept.
- Considerate the Properties of Fibers Fabric Manufacturing and Processing of Apparel.
- Obtain an accurate knowledge in Pattern making and Apparel Constructions.
- Application of knowledge to Marketing and Merchandising skill in the sector.

4. Eligibility for admission:

B.Sc- AFD - Candidates should have passed the Higher Secondary Examination 10+2 or its equivalent (State/Central Government /two year Certificate after 10th Standard / One Year Certificate after 11th Standard).

B.Sc- AFD (LE) - University recognized three diploma after 10th Standard, Two year Diploma after 12th standard/ one year Diploma after 12th standard relevant to fashion and textile field.

5. Medium: English

6. Duration of the Course:

The course for the degree of Bachelor of Science in Apparel and Fashion Design shall consist of three years and Bachelor of Science in Apparel and Fashion Design (Lateral Entry) consist of two years.

7. Admission:

The candidate's admission for the degree of Bachelor of Science in Apparel and Fashion Design will be taken in Academic year only.

8. Course of Study

The course of study shall comprise instruction in the following subjects according to the syllabus.

I YEAR	Semester I	1. Language – I (Tamil etc) (AECC) 2. English – I (AECC) 3. Core Theory I (CC) 4. Core Theory II (CC) 5. Core Practical – I (SEC)
---------------	-------------------	---

	Semester II	6. Language – II (Tamil etc) (AECC) 7. English – II (AECC) 8. Core Theory III (CC) 9. Core Theory IV (CC) 10. Core Practical - II (SEC)
II YEAR	Semester III	11. Language – III (Tamil etc) (AECC) 12. English – III (AECC) 13. Core Theory V (CC) 14. Core Theory VI (CC) 15. Core Theory VII (CC) 16. Core Practical - III (SEC)
	Semester IV	17. Language – IV (Tamil etc) (AECC) 18. English – IV (AECC) 19. Core Theory VIII (CC) 20. Core Theory IX (CC) 21. Core Practical IV (SEC) 22. Environmental studies
III YEAR	Semester V	23. Core Theory X (CC) 24. Core Theory XI (DSE) 25. Core Theory XII (CC) 26. Core Practical – V (SEC) 27. Core Practical – VI (SEC) 28. Theory - XIII (GE)
	Semester VI	29. Core Theory XIII (CC) 30. Core Theory XII (DSE) 31. Core Theory XIV (CC) 32. Core Practical – VII (SEC)

		33. Core Practical – VII (SEC) 34. Theory - XIII (GE)
--	--	--

AEC- Ability Enhancement Course

CC - Core Course

DSE – Discipline Specific Elective

SEC – Skill Enhancement Course

GE – Generic Elective

9. Examinations:

The examination for the B.Sc. Degree programme shall consist of theory and practical papers.

(i) Theory Examinations: The theory examinations shall be of three hours duration to each paper and conducted at the end of each year. The candidates who failing in any subject(s) will be permitted to appear for each failed subject(s) in the subsequent examinations.

(ii) Practical Examinations: The practical examinations shall be of three hours duration to each practical and conducted at the end of each semester. The candidates who failing in any practical(s) will be permitted to appear for each failed practical(s) in the subsequent examinations.

10. Scheme of Examinations:

The scheme of examinations of different year shall be as follows:

S.NO	Course Code	Course Title	Category	Evaluation		Credit
				CIA+TEE	Total Mark	
Semester – 1						
1.	BFTM - 11	Tamil/ Other Language		30 + 70	100	3
2.	BFEG - 11	Foundation in English	AECC	30 + 70	100	3
3.	BSADS-11	Pattern Development and Garment construction	CC	30 + 70	100	4
4.	BSADS-12	Allied: Textile Science	CC	30 + 70	100	4

5.	BSADS- P1	Practical : Pattern Development and Construction	SEC	30 + 70	100	3
					500	17
Semester – 2						
6	BFTM - 21	Tamil/ Other Language		30 + 70	100	3
7	BFEG - 21	Foundation in English	AECC	30 + 70	100	3
8	BSADS - 21	Fashion Designing	CC	30 + 70	100	4
9	BSADS - 22	Allied: Sewing Technology	CC	30 + 70	100	4
10	BSADS-P2	Practical : Fashion Illustration and Designing	SEC	30 + 70	100	3
					500	17
Semester – 3						
11	BFTM - 31	Tamil/ Other Language		30 + 70	100	3
12	BFEG - 31	Foundation in English	AECC	30 + 70	100	3
13	BSADS - 31	Fashion Studies	CC	30 + 70	100	4
14	BSADS - 32	Indian Costume and Textiles	CC	30 + 70	100	4
15	BSADS - 33	Fabric Manufacturing Technique	CC	30 + 70	100	4
16	BSADS- P3	Practical : Fabric Analysis	SEC	30 + 70	100	2
					600	20
Semester – 4						
17	BFTM - 41	Tamil/ Other Language		30 + 70	100	3
18	BFEG - 41	Foundation in English	AECC	30 + 70	100	3
19	BSADS - 41	Clothing care and Maintenance	CC	30 + 70	100	4
20	BSADS - 42	Fabric Studies and Home Textiles	CC	30 + 70	100	4
21	BSADS– P4	Practical : Fashion Draping and Garment Construction	SEC	30 + 70	100	3
22	CCE	Environmental Studies	AEC	30 + 70	100	3
					600	20

Semester – 5						
23	BSADS - 51	Apparel Standards and Quality Management	CC	30 + 70	100	4
24	BSADS - 52	Fashion Merchandising	DSE	30 + 70	100	4
25	BSADS- 53	Textile Processing and Printing	CC	30 + 70	100	4
26	BSADS– P5	Practical : Textile Processing and Printing	SEC	30 + 70	100	2
27	BSADS– P6	Practical : Surface Embellishments	SEC	30 + 70	100	2
28		*Generic Elective–CBCS (Student Choice)	GE	30 + 70	100	2
					600	18
Semester – 6						
29	BSADS - 61	Computer in Garment Industry	CC	30 + 70	100	4
30	BSADS - 62	Fashion Marketing and Retailing	DSE	30 + 70	100	4
31	BSADS - 63	Apparel Production Management	CC	30 + 70	100	4
32	BSADS – P7	Practical : Computer aided Design	SEC	30 + 70	100	2
33	BSADS – P8	Project work	SEC	30 + 70	100	2
34		*Generic Elective–CBCS (Student Choice)	GE	30 + 70	100	2
					600	18
Total Mark and Credit					3400	110

* Generic Elective papers list given by the university

* Generic Elective papers list given by the university

- AECC - Ability Enhancement Course
- CC - Core Course
- DSE - Discipline Specific Elective
- SEC - Skill Enhancement Course

- GE - Generic Elective

11. Question Pattern for Theory Examinations:

Max. Marks: 70

Time: 3 hours

PART - A (3× 3 = 9 marks)

Answer all FIVE questions in 50 words

[All questions carry equal marks]

- From Block - I
- From Block – II
- From Block - III
- From Block - IV
- From Block- V

PART - B (3×7 = 21 marks)

Answer any THREE questions out of Five in 150 words

All questions carry equal marks

- From Block - I
- From Block - II
- From Block – III
- From Block - IV
- From Block- V

PART - C (4 × 10 = 40 marks)

Answer any FOUR questions out of Seven questions in 400 words

[All questions carry equal marks]

- From Block - I
- From Block - II
- From Block - III
- From Block - IV
- From Block- V
- From any Block
- From any Block

12. Passing Minimum

For theory examination: The candidate shall be declared to have passed the examination if the candidate secures not less than 25 marks in the Term End Examinations (TEE) in each theory paper and secures not less than 13 marks in the Continuous Internal Assessment (CIA) and overall aggregated marks is 40 marks in both external and internal taken together.

Continuous Internal Assessment(CIA)		Term End Examination(TEE)		Overall Aggregated Marks	Maximum Marks
Minimum Pass Mark	Maximum Pass Mark	Minimum Pass Mark	Maximum Pass Mark	CIA + TEE	
13	30	25	70	40	100

For practical examination: The candidate shall be declared to have passed the examination if the candidate secures not less than 40 marks in 40 marks out of 100 marks in the University examination and the record notebook taken together is required to Pass the examination. There is no passing minimum for record notebook. However submission of record notebook is a must.

13. Pattern of Question Paper for Practical Examinations;

Each set of question paper should contain questions from the syllabus and the candidate has to choose one by lot.

14.Awarding of marks for Practical examinations.

Total Marks: 100 (Practical 70 Marks + Record 30 Marks)

15. Project - Choose a Specialized Field Required to be attached to a Fashion &Textile industry. Each Student should submit a individual “Project report” for Evaluation.

16. Classification of Successful Candidates:

Candidates who pass all the courses prescribed and who secure 60% and above in the aggregate of marks in Core courses will be placed in the First Class. Those securing 50% and above but below 60% in the aggregated will be placed in the Second Class. All other successful candidates will be placed in the Third Class.

17. Delivery of Programme: B.Sc., Apparel and Fashion Design Programme will be offered through Learners Supporting Centres of Students Support Services Division, TNOU and the Assistant Professors/Associate Professors/Professors of Apparel and Fashion Design relevant faculty employed in Colleges/Universities/Higher Educational Institutions and Industrial Expert are eligible to handle Academic Counselling in TNOU for B.Sc., Apparel and Fashion Design.

Detailed Syllabus



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – I year semester 1 (Distance Mode)

பாடப்பெயர் : தமிழ் (Tamil)

(Course Title)

பாடக்குறியீடு : BFTMS-11

(Course Code)

பாடகற்றல்அளவெண் : 3

(Course Credits)

பாடநோக்கங்கள்

1. தமிழ்இலக்கியங்களைஅறிமுகநோக்கில்எடுத்துரைத்தல்
2. மொழித்திறன், இலக்கியப்பொதுஅறிவுபெறும்வகையில்விவரித்தல்

பாடத்தினைப்படிப்பதால்விளையும்பயன்கள்

1. தமிழிலுள்ளசமயஇலக்கியங்கள், சிற்றிலக்கியங்கள், மரபுக்கவிதை, புதுக்கவிதை, உரைநடைஇலக்கியங்கள், மு.வ.வின்உரைநடைச்சிறப்புகள், பாரதிதாசனின்அமைதிநாடகச்சிறப்புகள்பற்றிமாணவர்கள்விரிவாகஎடுத்துரைப்பார்கள்.

பிரிவு – 1 பன்னிருதிருமுறைகள்

தமிழில்சமயஇலக்கியங்கள் – சமயஇலக்கியத்தோற்றம், சமணமும்பௌத்தமும், சைவசமயவளர்ச்சி, பன்னிருதிருமுறைபட்டியல் - திருஞானசம்பந்தர்தேவாரம்பாடல்சிறப்புகள். - (திருநாவுக்கரசரின்மாசில்வீணையும், நம்கடம்பனைப்பெற்றவள், சுந்தரர் - பித்தாபிறைசூடி, பொன்னார்மேனியனே, மாணிக்கவாசகர் - வானாகிமண்ணாகி, பால்நினைந்துண்டும், திருமூலரின்ஒன்றேகுலமும்ஒருவனேதேவனும், அன்பும்சிவமும்இரண்டென்பர், காரைக்காலம்மையார் - இன்றுநமக்கெளிதேமாலுக்கும், அறிவானும்தானேஅறிவிப்பான் .

பிரிவு - 2

நாலாயிரத்திவ்யப்பிரபந்தம்

முதல்முன்று ஆழ்வார்கள் - பொய்கையாழ்வார்பாடல் -
வையம்தகளியாவார்கடலே, பூத்ததாழ்வார்பாடல் -
அன்பேதகளியாஆர்வமே - பேயாழ்வார் -
திருக்கண்டேன்பொன்மேனிகெண்டேன், திருமழிசைஆழ்வார்பாடல் -
அன்பாய் ஆரமுதம் ஆவாய், நம்மாழ்வார் - இவையும் அவையும் உவையும்,
மதுரகவியாழ்வார் - நன்மையால் மிக்கநான்மறை, குலசேகராழ்வார் -
செல்வத்து அரம்பையர்கள், பெரியாழ்வார் -
மாணிக்கம்கட்டிவயிரம் இடைகட்டி - ஆண்டாள் -
மத்தளம்கொட்டவரிசங்கம், தொண்டரடிப்பொடியாழ்வார் -
பச்சைமாமலைபோல்மேனி, திருப்பாணாழ்வார் -
கொண்டல்வண்ணனைக்கோவலனாய், திருமங்கையாழ்வார் -
குலம்தரும், செல்வம்தந்திடும், அடியார்.

பிரிவு - 3

சீறாப்புராணம் (கதீசாகனவுகண்டபடலம்)

சீறாப்புராணம் - காப்பிய அமைப்பு, கதீசாகனவுகண்டபடலம்,
காப்பிய முன்கதைச்சுருக்கம், படலக்கதைச்சுருக்கம் -
கதீசாகனவுகண்டு எழுதல் - கதீசாகண்டகனவு, கதீசாவின் ஏமாற்றம் -
கதீசாவின் இயல்புநிலையில் மாற்றம் - ஒப்பனைதுறந்தவிரக்தி,
பஞ்சணைபொருந்தாநிலை - கதீசாவின் புலம்பல் -
விதவசம்பொருந்துமோஎனல், மாதுலன்வசனம் சிதையுமோஎனல்,
கதீசாதேம்புதல். - மெசறாவின் மடல்வருதல் - மைசறா எழுதியபத்திரம்,
சித்திரவரிதொறும் முத்தமிடுதல்,
கடலில்தவிப்பார்க்குக்கிடைத்தமரக்கலம்.

பிரிவு - 4

தேம்பாவணி (காட்சிப்படலம்) தேம்பாவணி-காப்பிய அமைப்பு,
காட்சிப்படலம், காப்பிய முன்கதைச்சுருக்கம், படலக்கதைச்சுருக்கம், -
கோவர்கூட்டம்வந்துகாணுதல்-குழந்தைஇயேசுவைத்தொழுதல்,
முல்லையார்தந்தமுல்லைமாலை, பேரின்பத்தால் உயிர் ஊஞ்சலாடல் -
கோவலர்போற்றிவாழ்த்துதல்-
நீவிப்போன ஆட்டைமீட்கவோ உதித்தனைஎனல்,
பிணிக் குலத்தக்கது உதித்தபெற்றிபோற்றல்,
அன்னையையும் ஆண்டவரையும் வாழ்த்துதல்-
கோவலர்செலுத்தியகாணிக்கை-இடைச்சியர்மாலைசாத்தல்,
இடையர்தந்தபால்காணிக்கை, குழந்தைஇயேசுவின் அருள்நோக்கு-
ஓகனோடு ஓங்குதாயும் வாழ்த்தினாள்-
அன்பால் பீறிட்ட ஆனந்தக்கண்ணீர்மழை,
வேந்தரை நீக்கி ஆயரைத்தெரிந்ததென்னெனல்.

பிரிவு - 5

முத்தொள்ளாயிரம் (யானைமறம் - மருப்புண்சியாக,
கொடிமதில்பாய்ந்துஇற்ற, அயிற்கதவம்பாய்ந்துழக்கி,
கைக்கிளைப்பாடல்கள்-உழுத உழுத்தஞ்சேய்,
நாண் ஒருபால்வாங்கநலன் ஒருபால்,

ஆய்மணிப்பைம்பூண்எனத்தொடங்கும்பாடல்கள்) நந்திக்கலம்பகம்
(ஊசல், மறம்உறுப்பில்அமைந்தபாடல்கள்)
தமிழில்சிறுநிலக்கியங்கள்-சிறுநிலக்கியத்தோற்றம்,
சிறுநிலக்கியவகைகள், கலம்பகம், பிள்ளைத்தமிழ்-
முத்தொள்ளாயிரம் - நூல்பெயர்விளக்கம், அமைப்பு,
யானைமறம்விளக்கம், கைக்கிளைவிளக்கம், - முத்தொள்ளாயிரம்-
யானைமறம்பாடல்கள்-பாண்டியன்யானைமறம்-ஒருபாடல்,
சோழன்யானைமறம்-ஒருபாடல், சேரன்யானைமறம்-ஒருபாடல்-
முத்தொள்ளாயிரம்-கைக்கிளைப்பாடல்கள்-பாண்டியன்கைக்கிளை-
ஒருபாடல், சோழன்கைக்கிளைஒருபாடல், சேரன்கைக்கிளைஒருபாடல், -
நந்திக்கலம்பகம்-ஊசல், மறம்-கலம்பகஊறுப்புகள் 18 விளக்கம்,
ஊசல்உறுப்பில்அமைந்தபாடல், மறம்உறுப்பில்அமைந்தபாடல்-
நந்திக்கலம்பகம், தலைவன்தலைவிகூற்று-தலைவன்கூற்றுப்பாடல்,
தலைவிகூற்றுப்பாடல்.

பிரிவு- 6 மீனாட்சியம்மைபிள்ளைத்தமிழ் (அம்புலிபருவம்)
பிள்ளைத்தமிழ்விளக்கம்-பிள்ளைத்தமிழின்பத்துப்பருவங்கள்,
பிள்ளைத்தமிழுக்குஅம்புலி-விளக்கம், - சாமம்என்னும்வழிமுறை-
சாமம்விளக்கம், சாமம்வழிமுறைப்பாடல்-தானம்என்னும்வழிமுறை-
தானம்விளக்கம், தானம்வழிமுறைப்பாடல்-பேதம்என்னும்வழிமுறை-
பேதம்விளக்கம், பேதம்வழிமுறைப்பாடல்-தண்டம்என்னும்வழிமுறை-
தண்டம்விளக்கம், தண்டம்வழிமுறைப்பாடல்.

பிரிவு- 7 இக்காலமரபுக்கவிதைகளும்பாட்டுஇலக்கியமும்,
மரபுக்கவிதைகளும்பாட்டுஇலக்கியமும்-மரபுக்கவிதைகள்விளக்கம்,
பாட்டுக்கள்-வள்ளலார், பாரதியார், பாரதிதாசன்-
வள்ளலார்இராமலிங்கஅடிகள்பாடல்-
ஒருமையுடன்நினதுதிருமலரடி... - பாரதியார்-
யாமறிந்தமொழிகளிலே-பாரதிதாசன்-
காலைஇளம்பரிதியிலே...நாமக்கல்கவிஞர், கவிமணி-
நாமக்கல்கவிஞர்இராமலிங்கம்பிள்ளைபாடல்-
தமிழென்றுசொல்லடா... - கவிமணிதேசிகவிநாயகம்பிள்ளை -
புலர்ந்துவிடியும்பொழுதினிலே...சுரதா, முடியரசன்-சுரதா-
சுவரின்மேல்ஒட்டிக்கொண்டிருக்கும்-முடியரசன்-
சாதியைத்தான்முன்வைத்துச்சான்றுகின்றார். கண்ணதாசன்-
கேள்விபிறந்ததுஅன்று, மருதகாசி-சமரசம்உலாவும்இடமே,
பட்டுக்கோட்டையார்-சின்னப்பயலேசின்னப்பயலே...

பிரிவு- 8
புதுக்கவிதைகளும்ஐக்கக்கவிதைகளும்புதுக்கவிதைகளும்ஐக்
கூக்கவிதைகளும்-புதுக்கவிதைகள்விளக்கம், - நா.காமராசன்-
பாற்கடல்அமுதத்தை..., அப்துல்ரகுமான்-நாற்காலியாய்இருந்தவன்...,
மீரா-முட்டைமுட்டையாய்..., சிற்பி-அகன்றஉலகுநான்..., இன்குலாப்-

பதவியூர்போகும்..., மு. மேத்தா-என்னுடையசம்பளநாளில்..., அபி-
 பகல்வெளியில்எங்கோ..., ஈரோடுதமிழன்பன்-நீலச்சேற்றில்...,
 சேசாலம்-மண்ணின்வெடிப்பை..., வைரமுத்து-
 அவிழ்ந்தகூந்தலைஅள்ளிமுடிக்க..., ஐக்கூக்கவிதைகள்-
 அப்துல்காசி-இரவெல்லாம்..., அமுதபாரதி-எரியும்பிணங்கள்,
 மித்ரா-பசித்தகுழந்தைகள், அறிவுமதி-மரம்வெட்டிய..., கழனியூரன்-
 அன்புடைமை...

பிரிவு-

9

மு.வரதராசனாரின்"தமிழுக்குமுதல்இடம்"தமிழில்உரைநடைவ
 ளர்ச்சி-உரைநடையின்தோற்றம், தமிழில்கட்டுரைகள்,
 தமிழில்மணிப்பிரவாளநடை, தமிழில்தனித்தமிழ்நடை, -
 மு.வரதராசனார்உரைநடை,-மொழிப்பற்றுநூல்அறிமுகம்,
 தமிழுக்குமுதல்இடம்-கட்டுரைஉட்பொருள்-தமிழுக்குமுதல்இடம்-
 தமிழ்நாட்டுக்கோயில்களில்வடமொழி,
 தமிழ்இசைகருநாடகஇசையாகமாறிப்போனது,
 தமிழ்இசைக்குமுதல்இடம், ஆட்சித்துறையில்தமிழுக்குமுதல்இடம்,
 ஆட்சிமொழிஎவ்வழிபிறகுறைகள்அவ்வழி,
 இதழியல்துறையில்தமிழுக்குமுதல்இடம்,
 ஆங்கிலப்பத்திரிகைகளும்அமாவாசைச்சாமியார்களும்.

பிரிவு- 10

பாரதிதாசனின்"அமைதி"நாடகம்தமிழில்உரைநடைநாடகவளர்ச்சி, -
 தமிழில்நாடகங்களின்தோற்றம், 20
 ஆம்நூற்றாண்டில்தமிழ்நாடகங்களின்நிலை,
 முத்தமிழில்நாடகத்தமிழ்விளக்கம்,
 மௌனமொழிஉலகப்பொதுமொழி. -
 பாரதிதாசன்என்னும்நாடகஆசிரியர்-
 புரட்சிக்கவிஞரின்நாடகப்புரட்சி, பிரெஞ்சுநாடகத்தாக்கம்,
 அமைதியின்சிறப்பு-அமைதிநாடகக்கதைச்சுருக்கம்-அமைதி-
 களம்ஒன்று, களம்-இரண்டு ,களம்மூன்று, களம்நான்கு, களம்ஐந்து,
 களம்ஆறு, களம்ஏழு, அமைதிநாடகத்திறனாய்வு.

பார்வைநூல்கள்:

- மு. வரதராசன், தமிழ்இலக்கியவரலாறு, சாகித்யஅக்காடெமி, புதுடெல்லி.
- மது. ச. விமலானந்தன், தமிழ்இலக்கியவரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
- தமிழண்ணல், புதியநோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சிபுத்தகநிலையம், மதுரை.



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – I year semester 1 (Distance Mode)

**COURSE TITLE : FOUNDATION IN ENGLISH-I
(LITERATURE AND GRAMMAR)**

COURSE CODE : BFEGS-11

COURSE CREDIT : 3

COURSE OBJECTIVES

While studying the **Foundation in English –I** course, the student can able to:

- Make the learners aware of the history of England
- Cultivate the creativity among the learners
- Improve the reading skills of the learners
- Enhance the vocabulary of the learners
- Make the learners read and write in English

SYLLABUS

Block-1 Brief History of England

Tudor England- Stuart England -Restoration England -Revolutions -Eighteenth Century-
19th Century Education- 20th Century

Block 2 Literary Texts

R.K. Narayan- *An Astrologer's Day* and Sarojini Naidu - *Bangle Sellers*

Block-3 Reading Comprehension

Definition of Comprehension- Types of Comprehension- Reading Materials-Vocabulary-
Critical Reading- Effective Reading- Exercises

Block -4 Functional Grammars and Vocabulary

Parts of Speech- Tenses-Articles -Prepositions and Linkers –Punctuation-Common Mistakes -Polite Expression-Affixes

Block-5 Language Skills

Reading Skills: SQ3R Technique -Writing Skills -Dictionary Use.

References:

1. Narayan R.K. *Short Story Collections*.
2. Sarojini Naidu. *Bangle Sellers*
3. Sinha C.A. Reading Comprehension. Prabhat Prakashan.
4. Xavier A.G. *An Introduction to the Social History of England*. Viswanathan S. Printers, Chennai. 2009.

Web Resources:

1. <https://www.digimat.in/nptel/courses/video/109106124/L01.html>
2. <https://www.digimat.in/nptel/courses/video/109106138/L46.html>
3. <https://www.coursera.org/lecture/multimodal-literacies/9-2-learning-to-read-reading-for-meaning-HdG3O>
4. <https://nptel.ac.in/courses/109/107/109107172/>

COURSE LEARNING OUTCOMES

After completion of the Foundation in English –I Course, the learners will be able to:

- Describe the history of England
- Critically analyse the literary texts
- Use the words correctly
- Write in flawless English



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – I year semester 1 (Distance Mode)

COURSE TITLE : CORE - PATTERN DEVELOPMENT AND GARMENT CONSTRUCTION (CC)

COURSE CODE : BSADS-11

COURSE CREDIT : 4

COURSE OBJECTIVES

While studying the **Pattern Development and Garment Construction** course, the student shall be able to:

- Make the learners aware of Clothing and Garment Construction
- Cultivate the creativity about the applications of Garment Details in Apparel Construction
- Improve the knowledge of body measurements and size chart in Apparel
- Enhance the knowledge about Pattern Making and Grading
- Acquaint the Importance of Layout Planning and Garment Fit

SYLLABUS

BLOCK – 1: GARMENT CONSTRUCTION AND CLOTHING

UNIT-1: History of Garment Construction - Selection of fabrics for garment construction
Steps to be involved garment construction, Types of garment construction

UNIT- 2: Introductions to Clothing - Purpose of Clothing - Fabric Terminology

UNIT- 3: Introductions to Sewing - Parts and functions of a Sewing Machine, Tools & Equipment used for garment construction

UNIT- 4: Sewing operation- Operating the machine, Care & maintenance of sewing Machine. Common Machine problems and rectification, Needle and Thread for Sewing

BLOCK – 2: GARMENT DETAILS - I

UNIT-5: Basic Hand Stitches and Hemming - Basic Hand Stitches, Hemming

UNIT-6: Seam and Seam Finishes - Basic rules of sewing, Seams, Seam finishes

UNIT-7: Fullness -Fullness- Definition, Types. Darts, Tucks, Pleats, Flares and Godets, Gathers and Shirrs, Frills or Ruffles and Flounces

UNIT-8: Facings and Bindings - Facings - Types of Facing - Bias, Shaped and Decorative facing Binding – Types of Binding - Single bias binding and Double bias binding.

BLOCK – 3: GARMENT DETAILS – II

UNIT-9: Plackets - Definition, characteristics of a good placket, Types, Inconspicuous placket, Conspicuous plackets

UNIT-10: Fasteners - Fasteners and Its Type, Conspicuous Fasteners - Button and Button-holes, Button loops, Button with holes, Shank buttons, Eyelets and cords, Inconspicuous Fasteners -Press buttons, Hooks and eyes, Zips

UNIT-11: Sleeves -Definition and Types of Sleeve, Set-in-sleeves – plain, puff, bishop, bell, circular and its variation, Modified armhole – Squared armhole, Cap and Magyar sleeve. Sleeve and bodice combined – Raglan, Kimono and Dolman.

UNIT-12: Yokes - Types of Yoke -Simple yoke - Yoke with fullness within the yoke - Yoke supporting/ releasing fullness.

UNIT-13: Collars - Collar-Definitions, Types, Peter pan, Scalloped, Puritan, Sailor, Square, Rippled, Full shirt collar, open collar, Chinese, turtle neck, shawl collar.

UNIT-14: Pockets -Pockets – Definitions – Types, Patch pocket, Bound pocket, Pocket in a seam, Front hip pocket.

BLOCK – 4: PATTERN DEVELOPMENTS

UNIT-15: Body Measurements - Importance – Preparing for Measuring - ladies measurements, boys and men's measurements. Standardizing Body Measurements - importance, techniques used. Relative length and girth measures in ladies /gentlemen, Preparation of fabric for cutting –importance of grain in cutting and construction, steps in preparing the fabric for cutting.

UNIT-16: Pattern Making - Introduction of pattern terminology- Pattern making – method of pattern making – (Drafting and Draping), merits and demerits. Types of paper patterns (Patterns for personal measurements and commercial patterns)

UNIT-17: Pattern Drafting - Principles of pattern drafting, Pattern Details, Steps in drafting basic bodice front and back and sleeve.

BLOCK – 5: PATTERN GRADING, LAYOUT AND GARMENT FIT

UNIT-18: Pattern grading - Definition and Types, Manual –Master grades, Basic front, basic back basic sleeve, basic collar.

UNIT-19: Pattern layout - Definition, Purpose of Layout, Rules in layout, Types of layout.

UNIT-20: Garment Fit - Importance of Garment Fit, Elements of Fitting, Evaluating Garment fit and Method, Garment Fitting Problems, Pattern alteration.

REFERENCE BOOKS:

1. Singer Sewing Essentials - Cy De Cosse Incorporated, Minnesota (1997)
2. Practical Clothing Construction - I and II Mary Mathews, Cosmic Press, Chennai (1986)
3. Zarapker system of cutting –Zarapker. K. R., Navneet publications Ltd ,1994.
4. The Complete book of Sewing Dorling Kindersley, Dorling Kindersley limited, London (1996)
5. Pattern grading (or women's clothes, the technology of sizing; gerry cooklin; Back well science Ltd;(1980)
6. Creative clothing constructions; Bane, A: MC Grew Hill Book company, New York

COURSE OUTCOMES

After completion of the **Pattern Development and Garment Construction** course, the student will be able to:

- Familiarize the students with the terminologies
- Create the awareness about the tools and Equipment used in Apparel Designing
- Acquainted the concept and application garment details in dress
- Provide the comprehensive knowledge about the Pattern making and Grading
- Perception related to Garment layout and Garment fit analysis



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – I year Semester 1 (Distance Mode)

COURSE TITLE : CORE - TEXTILE SCIENCE (CC)

COURSE CODE : BSADS – 12

COURSE CREDIT : 4

COURSE OBJECTIVES

While studying the **Textile Science** course, the student shall be able to:

- Memorize the basics of textile fibers
- Demonstrate the classification of Natural fibers
- Enumerate the various types of Manmade fibers
- Observe the concepts of Spinning Process
- Recognize the understanding the identification of textile fiber

SYLLABUS

BLOCK - I:TEXTILE FIBER

UNIT-1: Introduction to the Textile – Major goals – Textile Fibre - Definition- Classification of Textile Fibres

UNIT-2: General Properties of Natural Fibres and Manmade Fibres -Related to Durability, Comfort & Appearance.

BLOCK - II:NATURAL FIBER

UNIT- 3: Cellulosic Fibre – cotton, linen fibre, manufacturing process, properties and uses of natural fibres

UNIT- 4: Minor Natural Fibre Manufacturing process, properties and uses of natural fibres

UNIT-5: Protein Fibre-silk, wool, manufacturing process, properties and uses of Protein fibres

UNIT-6: Minor hair Fibres Manufacturing process, properties and uses of Protein fibres

BLOCK - III: MAN MADE FIBER

UNIT-7: Regenerated Fibre - Viscose rayon, acetate rayon, Manufacturing process, properties and uses.

UNIT- 8: Synthetic Fibre –nylon, polyester, acrylic.

UNIT- 9: New Generation Fibres: Definition - List of new fibres - Spandex, Lyocel, Modal and Micro Denier Polyester fibres

BLOCK - IV:SPINNING

UNIT- 10: Definition, hand spinning, ring spinning and modern methods Classification – Chemical and mechanical,

UNIT- 11: Spinning Process – blending, opening, cleaning, doubling, carding, combing, drawing, roving, spinning.

UNIT- 12: Yarn count and Yarn twist. Yarn classification – definition,

UNIT- 13: Classification – simple and fancy yarns,

UNIT- 14: Sewing threads and its properties.

BLOCK - V: IDENTIFICATION OF TEXTILE FIBERS

UNIT- 15: Testing Method - Feeling test, Burning test, Microscopic test, Chemical test.

UNIT- 16: Demonstration of Burning, Microscopic and Chemical test Properties related to performance and care of the following fibers: cotton, linen, wool, silk, rayon, nylon, acrylic, polyester

REFERENCE BOOKS:

1. Fibre Science and Technology - S.P.Mishra.
2. New Millennium fibres - Tatsuya Hongu, Gly O.Phillips
3. Hand Book of Textile Fibres - Vol I &II - J.Gordon Cook
4. Textiles –fibre to fabric, Corbmann B.P, International student's edition, Mc Graw Hill Book company, Singapore 1985.

COURSE OUTCOMES

After completion of the **Textile Science** course, the student will be able to:

- Identify the Textile fibers and Knowing their Importance in clothing
- Understand the knowledge of fibers and its classification
- Apply knowledge to differentiate the types of fiber
- Learn the Method of Fiber and Yarn Making technique

- Acquainted the Knowledge of Various fiber testing



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – I year Semester 1 (Distance Mode)

COURSE TITLE : PRACTICAL – PATTERN DEVELOPMENT AND CONSTRUCTION

COURSE CODE : BSADS – P1

COURSE CREDIT : 3

COURSE OBJECTIVES

While studying the **Pattern Development and Garment Construction** Course, the student shall be able to:

- Acquire the basic of knowledge of Measurement and Drafting skill
- Familiarize the students with the Pattern development
- Gain the practical knowledge in garment detailing
- Create the awareness about the tools and Equipment used in Apparel Designing
- Perception related to children's apparel and its construction

SYLLABUS

1. Design and Draft the Basic Bodice Pattern and Sleeve Pattern for Children
2. Construct the various Garment Details of the following (any Three in each)
 - Seam and Seam finish (any Three)
 - Fullness
 - Facing and Binding
 - Plackets and Fasteners
 - Sleeve (any one)
 - Yoke

- Collar
- Pocket

3. Designing, drafting and constructing the Children's garments -List the measurements required and materials suitable -Calculate the cost of the garment Calculate the material required- Layout method and direct measurement Method.

- Bib/ Panty/ Jabla
- Petticoat
- Baby frock
- Shorts and shirt

REFERENCE BOOKS:

1. Practical Clothing Construction - I and II Mary Mathews, Cosmic Press, Chennai (1986)
2. The Complete book of Sewing Dorling Kindersley, Dorling Kindersley limited, London (1996)

COURSE OUTCOMES

After completion of the **Pattern Development and Garment Construction** course, the student will be able to:

- Identify the method of pattern development and garment making
- Impart the Hands on Experience in Garment details Constructions
- Experience to handle the tools, equipment and machinery used in Apparel Designing
- Create the ability to express their ability in garment construction
- Perception related to Children's apparel and its construction.



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – I year Semester 1 (Distance Mode)

பாடப் பெயர் : தமிழ் (Tamil)

(Course Title)

பாடக் குறியீடு : BFTMS-21

(Course Code)

பாட கற்றல் அளவெண் : 3

(Course Credits)

பாட நோக்கங்கள்

1. தமிழ் இலக்கியங்களை அறிமுக நோக்கில் எடுத்துரைத்தல்
2. மொழித்திறன், மொழியறிவு, இலக்கியப் பொது அறிவு பெறும் வகையில் விவரித்தல்

பாடத்தினைப் படிப்பதால் விளையும் பயன்கள்

1. தமிழ் உரைநடை பற்றியும், ஜெயகாந்தனின் சிறுகதைகள் பற்றியும் எடுத்துரைப்பர்.
2. தமிழ் பற்றியும் அலுவலகத் தொடர்பு மடல்கள் எழுதுவது எப்படி என்பது பற்றியும், மொழியை திறம்பட எவ்வாறு பயன்படுத்துவது என்பது பற்றியும் எடுத்துரைப்பர்

பிரிவு - 1 ஜெயகாந்தனின் "நான் இருக்கிறேன்" – சிறுகதை

தமிழ் உரைநடையில் சிறுகதை வளர்ச்சி - தமிழில் கதை இலக்கியத் தோற்றம், தமிழ்ச் சிறுகதைகளின் தோற்றமும் வளர்ச்சியும், சிறுகதை இலக்கணம் - தமிழ்ச் சிறுகதைகளில் ஜெயகாந்தன் - ஜெயகாந்தன் சிறுகுறிப்பு - கதை அரங்கம் அறிமும், நான் இருக்கிறேன் கதைச் சுருக்கம் - நான் இருக்கிறேன் சிறுகதை - வியாதிக்காரன் அனுபவங்கள், சாகக் கற்றுக்கொடுத்த நொண்டி, வாழக் கற்றுக்கொடுத்த வியாதிக்காரன், நான் இருக்கிறேன் அம்மா, - நான் இருக்கிறேன் - சிறுகதைத் திறனாய்வு.

பிரிவு - 2

வா.செ.குழந்தைசாமியின் அறிவியல் தமிழ் ஆக்கம் இற்றை நிலை
அறிவியல் தமிழ் - இயற்றுதல் அறிந்தோம் புனைதல் இல்லை - தமிழில் அறிவியல் இலக்கியம் படைப்போம் - வா.செ. குழந்தைசாமி - அறிமுகம் - அறிவியல் தமிழ் - எந்தத் துறைகளைக் குறிக்கும் - அறிவியல் தமிழை உள்ளடக்கியது - தோற்றம் - கலைச்சொல்லாக்கப் பணி - விடுதலைக்குமுன் - விடுதலைக்குப்பின் - பாடநூல் நிறுவனத்தின் பங்கு -

பதிப்பகங்களின் பங்கு - பல்கலைக்கழகங்களின் பங்கு - இதழ்களின் பங்கு - இலங்கைத் தமிழரின் பங்கு - கருத வேண்டியவை.

பிரிவு - 3 சமய இலக்கியக் காலம் (கி.பி.700 - கி.பி 1100)

தமிழில் சமய இலக்கியங்கள் - சமண இலக்கியத் தோற்றம் - பௌத்த இலக்கியத் தோற்றம் - தமிழில் பௌத்த இலக்கியங்கள் - வைணவ இலக்கியங்கள் - சைவ இலக்கியத் தோற்றம் - தமிழில் சைவ இலக்கியங்கள் - வைணவ இலக்கியத் தோற்றம் - தமிழில் வைணவ இலக்கியங்கள் - தமிழில் இசுலாமிய இலக்கியங்கள் - தமிழில் கிறிஸ்தவ இலக்கியங்கள்.

பிரிவு - 4 சிற்றிலக்கியக் காலம் (கி.பி. 700 - கி.பி. 1400)

சிற்றிலக்கியத் தோற்றம் - சிற்றிலக்கிய வகைகள் - இலக்கண நூல்கள் - உலா - கலம்பகம் - பரணி - பிள்ளைத்தமிழ் - கோவை - தூது.

பிரிவு - 5 உரையாசிரியர்கள் காலம் (கி.பி. 1200 கி.பி. 1800)

உரைநூல்களின் தோற்றம் - பயன்கள் - உரை வகைகள் - நக்கீரர் - இளம்பூரணர் - பேராசிரியர் - சேனாவரையர் - நச்சினார்க்கினியர் - கல்லாடர் - தெய்வச்சிலையார் போன்றோர் - அடியார்க்கு நல்லார் - பரிமேலழகர் - பிரபந்த உரையாசிரியர்கள் - நன்னூல் உரையாசிரியர்கள் .

பிரிவு - 6 புதிதிலக்கியக் காலம் (கி.பி. 1800 - கி.பி 2000)

தமிழில் புதினம் - தமிழில் சிறுகதை - தமிழில் புதுக்கவிதைகள் - தமிழில் உரைநடை நாடகங்கள் - புதினங்கள் - சிறுகதைகள் - இலக்கியங்கள் - மரபுக் கவிதை இலக்கியங்கள் - புதுக்கவிதை இலக்கியங்கள் - தமிழில் ஐக்கூக் கவிதைகள்.

பிரிவு - 7 கருத்துப் பரிமாற்ற மொழித்திறன்

கருத்து விளக்கக் கட்டுரைகள் - செய்திக் கட்டுரைகள் - சொற்பொழிவு - குழு விவாதங்கள் - நண்பர்களுடன் உரையாடும் திறன் - கணினித் தமிழ் - கட்டுரை - பெண்ணியம் - தலைப்பு - தேர்ந்தெடுக்கும் முறை - தகவல்கள் சேகரிக்கும் முறை - தகவல் திரட்டல் - நகைச்சுவைத் திறன் - அவை அறிதல் - உச்சரிப்புக் கவனம் - குழு விவாத அமைப்பும் குறிக்கோளும் - உரையாடலில் - சுயபுராணம் தவிர்த்தல் - உடன்பட வைக்கும் நாகரிக உத்தி .

பிரிவு - 8 அலுவலகத் தொடர்பு மடல்கள்

நட்புறவு மடல்கள் - வேண்டுதல் மடல்கள் - குறை தெரிவிக்கும் / புகார் மடல்கள் - கருத்து மடல்கள் - விண்ணப்ப மடல்கள் - அலுவலகத் தொடர்பு மடல்கள் - விண்ணப்ப மடலின் படிநிலைகள் - தன்குறிப்பு விவரங்கள் - விண்ணப்ப மடலின் வடிவமைப்பு - விண்ணப்ப மடல் எழுதும் முறை - குறிப்பு - வரைவு - கடிதம் - குறிப்பு மடல் - அலுவலக ஆணை - நேர்முகக் கடிதம்.

பிரிவு - 9 எழுத்து - சொல் பிழைகளும் திருத்தமும்

ஒலி மயக்கம் தரும் எழுத்துக்கள் - ர,ற ஒலி மயக்கம் - ந, ன, ண ஒலி மயக்கம் - ல,ள,ழ,ஒலி மயக்கம் - சொல் முதலில் வரும் எழுத்து மரபுகள் - சொல்

இடையில் வரும் எழுத்து மரபுகள் - சொற்களின் சந்திப்பு மரபுகள் - வேற்றுமைப் புணர்ச்சியும் அவ்வழிப் புணர்ச்சியும் - உயிர்முன் உயிர் புணர்தல் - குற்றியலுகரப் புணர்ச்சி - வல்லின ஒற்று மிகும் இடங்களும் மிகா இடங்களும்.

பிரிவு - 10 இலக்கிய அறிவு வினா விடை

பாடப்பகுதி தொடர்பானவை - பொதுவான தமிழ் இலக்கியம் தொடர்பானவை.

பார்வை நூல்கள்:

1. மு. வரதராசன், தமிழ் இலக்கிய வரலாறு, சாகித்ய அக்காதெமி, புதுடெல்லி.
2. மது. ச. விமலானந்தன், தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
3. தமிழண்ணல், புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
4. தமிழண்ணல், இனிய தமிழ்மொழியின் இயல்புகள் -1,2,3 பகுதிகள், மீனாட்சி புத்தக நிலையம், மதுரை.
5. முத்து - கண்ணப்பன், தி.. தமிழில் தவறுகளைத் தவிப்போம், பாரிநிலையம், 184, பிராட்வே, சென்னை.
6. கீ. இராமலிங்கனார், தமிழில் எழுதுவோம், கழக வெளியீடு, சென்னை.
7. செ. முத்துவீராசாமி நாயுடு, ஆவணங்களும் பதிவுமுறைகளும், கழக வெளியீடு, சென்னை.
8. டாக்டர் ச. பாலசுப்பிரமணியன், தகவல் தொடர்புக் கல்வி, மாநிலப் பள்ளிசாராக் கல்விக் குருவூலம், சென்னை.
9. எஸ். கலைவாணி, இதழியல் உத்திகள், பராசக்தி வெளியீடு, குற்றாலம்.
10. டாக்டர் அ. சாந்தா, டாக்டர் வீ. மோகன், மக்கள் ஊடகத் தொடர்பியல் புதிய பரிமாணங்கள், மீடியா பப்ளிகேஷன்ஸ், மதுரை.
11. பி.எஸ். ஆச்சார்யா, உயர்வுதரும் உரையாடல்கலை, நர்மதா பதிப்பகம், சென்னை.
12. மு. முத்துக்காளத்தி, பேசுவது எப்படி, கண்ணம்மாள் பதிப்பகம், பாரி நிலையம், சென்னை.



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – I year Semester 1 (Distance Mode)

COURSE TITLE : FOUNDATION IN ENGLISH-II
(LITERATURE AND USE OF ENGLISH)

COURSE CODE : BFEGS-21

COURSE CREDIT : 3

Course Objectives

While studying the **Foundation in English-II** course, the student shall be able to:

- Cultivate the creativity among the learners
- Improve the reading skills of the learners
- Enhance the vocabulary of the learners
- Develop pronunciation skills
- Imbibe the use of internet for developing language skills

SYLLABUS

Block-1: Literary Texts

Rabindranath Tagore's *Sacrifice* and John Donne's *The Sun Rising*

Block- 2: Reading Comprehension

Reading passages-Preparing a glossary from passage- reading the meaning- respond to questions

Block- 3: Vocabulary and Grammar

Synonyms and Antonyms- Homophones-Making of Nouns-Making of Adjectives-Compound Words-Phrases and Idioms-Words often confused-Spelling- Tenses

Block-4: Pronunciation and Spoken English

Importance of English-Pronunciation: An Exposition-Speech Sounds-Sounds and Spelling: The Relationship-Attributes of Good Speech-Dialogue Situations/ Situational Dialogues

Block-5: The Internet English

Email-Chat Groups-Virtual Words-The Web-Commentary

REFERENCES:

1. *Balasubramanian T. English Phonetics for Indian Students - A Workbook.* 2016.
2. Daniel Jones. *Cambridge English Pronouncing Dictionary.* Cambridge University Press, 2011.
3. Tagore, Rabindranath. *Sacrifice and Other Plays.*Niyogi Books, 2012.

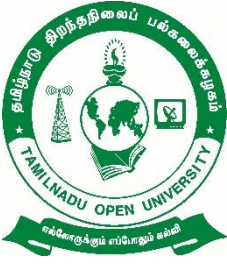
Web Resources:

1. <https://www.poetryfoundation.org/podcasts/75363/the-sun-rising>
2. <https://nptel.ac.in/courses/109/103/109103135/>
3. <https://nptel.ac.in/content/storage2/courses/109106085/downloads/03-%20Phonetics%20and%20Phonology-%20week%203.pdf>
4. <https://nptel.ac.in/courses/109/106/109106085/>
5. <https://nptel.ac.in/courses/109/107/109107172/>

Course Outcomes

After successful completion of the Foundation in English-II Course, the learners will be able to:

- Critically evaluate the literary texts
- Read the passages effectively
- Speak with good accent
- Communicate through online



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – I year semester 2 (Distance Mode)

COURSE TITLE : CORE- FASHION DESIGNING (CC)

COURSE CODE : BSADS – 21

COURSE CREDIT : 4

COURSE OBJECTIVES

While studying the **Fashion Designing** Course, the student shall be able to:

- Provide basic fashion terminology
- Characterize the fundamental aspect of Design concept, element and Principles
- Develop the Colour concept and its application in dress designing
- Analyze various Trimmings and Decorations and Fashion Accessories
- Impart the knowledge of Evaluating human Body and Wardrobe planning

SYLLABUS

BLOCK –I:FASHION TERMINOLOGY

UNIT-1: Terms related to the fashion industry – fashion, style, fad, classic, and collection, chic Custom made , mannequin ,

UNIT- 2: fashion show, trend, forecasting, high fashion, fashion cycle, haute couture, couture, couturier, fashion director, fashion editor,

UNIT- 3: line, knock-off avant garde, bridge, buying house, apparel, fashion merchandising, pre – a – porter, sample.

BLOCK -II :DESIGN CONCEPT

UNIT- 4: Design- definition and types – structural and decorative design, requirements of a good structural and decorative design.

UNIT – 5: Elements of design – line, shape or form, colour , size and texture. Application of structural and decorative design in a dress.

UNIT – 6: Principles of design- balance – formal and informal, rhythm- through repetition, radiation and gradation, emphasis, harmony and proportion. Application of principles of design in a dress.

BLOCK -III : COLOR

UNIT- 7: Colour- definition, colour theories- prang colour chart and munsell colour system,

UNIT - 8: Dimensions of colour- hue, value, and intensity.

UNIT - 9: Standard colour harmonies- application in dress design.

UNIT -10: Colour in principles of design- application of the same in dress design.

BLOCK – IV:TRIMMINGS AND DECORATIONS

UNIT - 11: Trimmings - Definitions, types - ricrac, lace, Bias trimmings, embroidery, appliqué, smocking, bells and bows, hinges and tassels.

UNIT - 12: Decorations – Types, Classification Selection and application of trimmings and decorations.

UNIT - 13: Fashion accessories - Shoes, handbags, jewellery, hats, ties and others.

BLOCK –V:FIGURE ANALYSIS AND WARDROBE PLANING

UNIT – 14: Evaluating the body-Figure analysis- Different body type- designing for various figure types-

UNIT – 15: Figure irregularities

UNIT – 16: Wardrobe planning and factors to be considered while selecting clothes for different age groups (men and women).

REFERENCE BOOKS:

1. "Fashion sketch book" written and illustrated by Bina Abinag, Fair child publications, New York.
2. "Ward robe strategies for women" by Judith Rasband. Delmar publications, London.
3. Mary Mathews, "Practical clothing construction", Part III, cosmic press, Madras.
4. Strategies for Women – Judith Rasband, Delmar publishers London Fundamentals of
5. Textiles and their Care- Susheela Dantiyagi, 5th edition,. Orient Longman Ltd New Delhi
6. Inside the Fashion Business- Heannette A Jarnow et-al, macimilan Publishing Company, New York.

7. Art and Fashion in Clothing Selection – Mc Jimsey and Harriet, Iowa State University Press, Iowa.

COURSE OUTCOMES

After completion of the Fashion Designing course, the student will be able to:

- Develop the ability of learners to express their inspirations through creative Design
- Acquire the knowledge about Element and Principles of Design Embroidery stitches and applications
- Appreciate the Knowledge of colour in Designing and Wardrobe Planning.
- Spread over knowledge of application of trimmings and Decoration concept in
clothing
- Apply information of figure analysis of different age groups



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – I year semester 2 (Distance Mode)

COURSE TITLE : CORE - SEWING TECHNOLOGY (CC)

COURSE CODE : BSADS – 22

COURSE CREDIT : 4

COURSE OBJECTIVES

While studying the **Sewing Technology** course, the student shall be able to

- Understand the mechanism and applications involved in Apparel Production
- Acquaint the students with the basics and advanced technology of sewing machine
- Impart basic knowledge about methods of spreading, marking, cutting, pressing and the tools and equipments involved
- Spread over knowledge of process sequence of machines and its maintenance
- Apply knowledge of standards in sewing process

SYLLABUS

BLOCK I: SEWING MACHINES

UNIT-1: Sewing Machineries- Classification of sewing machines, parts functions of single Needle machine,

UNIT-2: Other machineries - over lock machine, bar tacking machine, button Hole making machine, button fixing machine, blind stitching Machine, fabric examining machine.

UNIT-3: Special attachments, care and maintenance, Common problems and remedies

BLOCK II: STITCHING MECHANISM

UNIT-4: Stitching ancillaries - Needles, bobbin and bobbin case, bobbin winding, loops and loop Spreader, upper and lower threading, auxiliary hooks, throat plates, take-ups,

tension discs- upper and lower thread tension, stitching auxiliaries, pressure foot and its types,

UNIT-5: Feed mechanisms - drop feed, differential fed, needle feed, compound feed, unison feed, puller feed,

UNIT-6: Pressure foot and its types - Pressure regulators - Stitch length, Times sequence in stitch formations.

BLOCK III: CUTTING AND SPREADING PROCESS

UNIT-7: Types of spread and its quality, spreading equipment and tools used for spreading, spreading methods.

UNIT-8: Marking methods, positioning marking types of markers, efficiency of a marker plan, requirements of marker planning.

BLOCK IV: CUTTING AND PRESSING

UNIT-9: Types of Cutting machine - vertical reciprocity cutting machine, rotary cutting machine band knife cutting machine, die cutters.

UNIT-10: Cutting technology – definition, function, scope. Cutting equipment and tools

UNIT- 11: Pressing Equipments – purpose, pressing equipments and methods – iron, steam press, steam air finisher, steam tunnel, special types – pleating, permanent press.

BLOCK V: SEWING FEDERAL STANDARDS

UNIT- 12: Sewing Federal Standards for stitch and Seam classification, seam quality, fabric sew ability, identification and classification of sewing machines, sewing supplies, sewing threads,

UNIT- 13: Sewing federal standards for stitch and stitch classification,

UNIT- 14: Federal standards for seam and seam classification

UNIT- 15: Sewing threads- types, essential qualities of a sewing thread, manufacturing process of cotton and synthetic threads, twisting process.

UNIT- 16: Embroidery thread, metallic thread and elastic thread.

REFERENCE BOOKS:

1. Readers Digest Sewing Guide, Complete guide to sewing, 131h Edition. The Reader's Digest Association Inc. Pleasant Ville, New York:
2. Coles.M.Sew - A complete Guide for sewing today. Heinemann professional publishing, Singapore.
3. Marry Mathews, Practical clothing constructor, part I, cosmic press, Madras.

COURSE OUTCOMES

After completion of the **Sewing Technology** course, the student will be able to:

- Understand the mechanism and applications involved in Apparel Production
- Interpret the basics and advanced technology of sewing machine.
- Spread over knowledge of process sequence of machines and its maintenance
- Apply knowledge of standards in sewing process
- Make learn the detail of Sewing federal Standard



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – I year Semester 2 (Distance Mode)

COURSE TITLE : CORE PRACTICAL - FASHION ILLUSTRATION AND DESIGNING

COURSE CODE : BSADS – P2

COURSE CREDIT : 2

COURSE OBJECTIVES

While studying the **Fashion Illustration and Designing** Course, the student shall be able to:

- Impart the knowledge of figure drawing
- Analyze various proportion and features of Figure Drawing
- Characterize the fundamental aspect of Design and Color application in dress
- Apply knowledge of Elements and Principles Design in Dress
- Develop the ability of learners to express their inspirations through creative Design

SYLLABUS

Drawing Diagrams or samples for the following:

- Drawing a stick figure for both normal and fashion figure.
- Forming a fleshy figure over a stick figure.
- Drawing the stylized figures of Men, Women and Children (using 10 heads or 12 heads).
- Draw the Facial Features- Eyes ,Nose, Lips, Ears
- Draw the facial for Normal Figure, Fashion Croquies
- Draw the Hair Styles, Hand &Leg Structures
- Fashion accessories.

- Colour theories- prang colour chart and munsell colour system
- Dimensions of colour- hue, value, and intensity.
- Colour in principles of design- application of the same in dress design
- Elements of design – line, shape or form, colour , size and texture.
- Application of structural and decorative design in a dress
- Principles of design- balance – formal and informal, rhythm- through repetition, radiation and gradation, emphasis, harmony and proportion

REFERENCE BOOKS:

1. "Fashion sketch book" written and illustrated by Bina Abinag, Fair child publications, New York.
2. Inside the Fashion Business- Heannette A Jarnow et-al, macimilan Publishing Company, New York.

COURSE OUTCOMES

After completion of the **Fashion Illustration and Designing** course, the student will be able to:

- Gain the hands-on experience in Figure Drawing
- Give the practical experience in Fashion Figure Drawing
- Understand the knowledge of Facial features and its components in drawing
- Create the ability and express their ideas through Sketching
- Make a learn about Elements and Principles of Design



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus –II year Semester 3 (Distance Mode)

பாடப் பெயர் : தமிழ் (Tamil)

(Course Title)

பாடக் குறியீடு : BFTMS-31

(Course Code)

பாட கற்றல் அளவெண் : 3

(Course Credits)

பாட நோக்கங்கள்

தமிழிலுள்ள சங்க இலக்கியம், காப்பிய இலக்கியம், நீதி இலக்கியம் குறித்து அறிமுக நிலையில் மாணவர்களுக்கு அறிமுகம் செய்வதோடு, தமிழ் இலக்கிய வரலாறு குறித்தும் அறிமுகம் செய்தல்

பாடத்தினைப் படிப்பதால் விளையும் பயன்கள்

தமிழிலுள்ள சங்க இலக்கியம், காப்பிய இலக்கியம், நீதி இலக்கியம் குறித்து அறிமுக நிலையில் மாணவர்களுக்கு அறிமுகம் செய்வதோடு, தமிழ் இலக்கிய வரலாறு குறித்தும் எடுத்துரைப்பார்கள். அறிமுகம் செய்தல்.

பிரிவு - 1 எட்டுத்தொகை - புறநானூறு

எட்டுத்தொகை அறிமுகம் - புறநானூறு - அதியமான் நெடுமானஞ்சியை ஒளவையார் பாடியது(புறம். 91) - வேள் பாரியைக் கபிலர் பாடியது (புறம். 107) - வையாவிக் கோப்பெரும்பேகனைப் பரணர் பாடியது (புறம். 142) - பாண்டியன் ஆரியப்படை கடந்த நெடுஞ்செழியன் பாடல் (புறம். 183) - சேரமான் கணைக்கால் இரும்பொறை பாடல் (புறம். 74) - பொன்முடியார் பாடல் (புறம். 312) - ஒளவையார் பாடல் (புறம். 91) - பெருங்கோப்பெண்டு பாடல் (புறம். 248)- கணியன் பூங்குன்றனார் பாடல் (புறம். 192) -

நரிவெருஉத்தலையார் பாடல் (புறம். 195) - தொடித்தலை விழுத்தண்டினார் பாடல் (புறம். 243) - பூதப்பாண்டியன் மனைவி பெருங்கோப்பெண்டு பாடல் (புறம். 248)

பிரிவு - 2 நற்றிணைஇ குறுந்தொகை

அகத்திணை பாடல்கள் - அன்பின் ஐந்திணை - நற்றிணை - குறுந்தொகை - பாடப்பகுதி - நற்றிணையில் குறிஞ்சி (1) - முல்லை (142) - மருதம் (210) - நெய்தல் (172) - பாலை (284) - குறுந்தொகையில் குறிஞ்சி (40) - முல்லை (167) - மருதம் (8) - நெய்தல் (290) - பாலை(135).

பிரிவு - 3 கலித்தொகை

கலித்தொகை - ஐந்திணை பாடிய புலவர்கள் - பாலைக்கலி (9)- பாலைபாடிய பெருங்கடுங்கோ - குறிஞ்சிக்கலி கபிலர் பாடல்(51) - நெய்தல்கலி நல்லந்துவனார் பாடல் (133).

பிரிவு - 4 பத்துப்பாட்டு - நெடுநல்வாடை

பத்துப்பாட்டு அறிமுகம் - நெடுநல்வாடை - இரண்டு களம் கொண்ட நாடகம் போன்றது - நெடுநல்வாடை - அகமா புறமா? - வாடைக்கால வருணனை - அரண்மனைத் தோற்றம் - அந்தப்புர அமைப்பு - அரசியின் இல்லமும் படுக்கையும் - புனையா ஓவியம் கடுப்ப அரசி - தோழியர்இ செவிலியர் அரசியை ஆற்றுதல் - உரோகிணியை நினைத்து அரசியின் பெருமுச்சு - பாசறையில் அரசன் - முன்னோன் முறைமுறை காட்டல் - நள்ளென் யாமத்தும் பள்ளிக்கொள்ளான் - நெடியவாடை - பிரிவுத்துயர்ப்படும் அரசிக்கு - பாசறையில் பணிகொட்டும் இரவிலும் தூங்காமல் புண்பட்ட வீரரைப் பார்க்கவந்த அரசனுக்கு நெடுநல்வாடை பெயர்ப்பொருத்தம்.

பிரிவு - 5 திருக்குறள்

பதினென்கீழ்க்கணக்கு - அறிமுகம் - திருக்குறள் - முப்பால் - பாடப்பகுதி - தீமையிலாத சொல்லுதல் வாய்மை - நெஞ்சமும் வாய்மையும் - வாய்மை எல்லா அறமும் தரும் - அகம் தூய்மை - முயற்சிப்பது சிறப்பு - முயற்சியில்லாதவனது நன்மை - வறுமைக்குக் காரணம் - முயற்சி விடற்பாலது அன்று - தலைவியின் குறிப்பினைத் தலைவன் அறிதல் - நாணமும் மகிழ்ச்சியும் அறிதல் - அயலவர்போல் சொல்லினும் குறிப்பறிதல் - அவள் நகைப்பின் நன்மைக் குறிப்பு - தோழி தனக்குள்ளே சொன்னது.

பிரிவு - 6 நாலடியார், பழமொழி நானூறு

செல்வம் சகடக்கால் போல வரும் - பெண் கல்வி - கல்வி அழகே அழகு - கல்வி கரையில் கற்பவர் நாள்சில - நாய் அனையார் கேண்மை - கால்கால்நோய் காட்டுவர் பொதுமகளிர் - குலவிச்சை கல்லாமல் பாகம்படும் - நாய் பெற்ற தெங்கம் பழம் - நுணலும் தன் வாயால் கெடும் - நிறைகுடம் நீர்த்ளும்பல் இல் - இறைத்தோறும் ஊறும் கிணறு

பிரிவு - 7 ஏலாதி, திரிகடுகம், ஆசாரக்கோவை

அன்புடையார்க்கு உள்ள ஆறு குணம் - எழுத்தின் வனப்பே வனப்பு - யாருக்கெல்லாம் ஈதல் வேண்டும்? திரிகடுகம் போலும் மருந்து - இம்மூன்றும் நன்மை பயத்தல் இல - இவர் மூவர் பெய் எனப் பெய்யும் மழை - முந்தையோர் கண்ட முறை - என்றும் அசையாத உள்ளத்தவர் - திறத்துளி வாழ்தும் என்பார் - பேதைகள் அல்லார் புகாஅர்.

பிரிவு - 8 இன்னா நாற்பது, இனியவை நாற்பது

கடனுடையார் காணப் புகல் - உணர்வார் உணராக்கடை - யாம் என்பவரொடு நட்பு - இளமையுள் மூப்புப் புகல் - தொன்மை உடையார் கெடல் - எனைமாண்பும் தான் இனிது - ஈதல் எத்துணையும் ஆற்ற இனிது - திறம்தெரிந்து வாழ்தல் இனிது - அறிந்துஉரைத்தல் ஆற்ற இனிது - கற்றலின் காழ் இனியது இல்.

பிரிவு - 9 சிலப்பதிகாரம் - கனாத்திறம் உரைத்த காதை

சிலப்பதிகாரம் - அமைப்பியல் விளக்கம் - காப்பியக் கதைச் சூழல் - காதையின் கதைச்சுருக்கம் - அகனகர் வருணனை - மாலதி பாலளிக்கப் பாலகன் சோர்தல் - பாசண்டச் சாத்தற்குப் பாடு கிடந்த மாலதி - இடுபிணம் தின்னும் இடாகினிப் பேய் - பாசண்டச் சாத்தனின் அருளுதவி - தேவந்தி கதை - கண்ணகி தான்கண்ட கனவுரைத்தல் - பீடு அன்று - கோவலன் வருகை - சிலம்புள கொண்ம்.

பிரிவு - 10 மணிமேகலை - ஆபுத்திரன் திறம் அறிவித்த காதை

மணிமேகலை கர்ப்பிய அமைப்பு - முன்கதைச் சுருக்கம் - கதை நிகழும் சூழல் - காதையின் கதைச்சுருக்கம் - அபஞ்சிகன் மனைவி சாலி ஈன்ற குழவி - ஆ பாலுட்டி வளர்த்தல் - ஆ மகன் அல்லன் என் மகன் - ஆபுத்திரன் கல்வி கற்றல் - புலைசூழ வேள்வி - நள்ளிருளில் கொண்டு நடக்குவன் - நீ மகன் அல்லாய் நிகழ்ந்ததை உரையாய் - இதனொடு வந்த செற்றம் என்னை - சிறியை நீஇ அவ ஆமகன் அதற்கு ஒத்தனை - ஆவொடு வந்த அழிகுலம் உண்டோ?.

பார்வை நூல்கள்:

1. புறநானூறு மூலமும் உரையும், (இரண்டு தொகுதிகள்) ஒளவை சு. துரைசாமிப்பிள்ளை உரை, கழக வெளியீடு, சென்னை.
2. நற்றிணை மூலமும் உரையும், (இரண்டு தொகுதிகள்) ஒளவை சு. துரைசாமிப்பிள்ளை உரை, அருணா பப்ளிகேஷன்ஸ், 13-1 உஸ்மான் சாலை, சென்னை.
3. குறுந்தொகை மூலமும் உரையும், டாக்டர் உ.வே. சாமிநாதையர் உரை, கவீர் அறக்கட்டளை, சென்னை.
4. கலித்தொகை மூலமும் உரையும், பெருமழைப்புலவர் பொ.வே. சோமசுந்தரனார் உரை, கழக வெளியீடு, சென்னை.
5. நெடுநல்வாடை மூலமும் உரையும், பெருமழைப்புலவர் பொ.வே. சோமசுந்தரனார் உரை, கழக வெளியீடு, சென்னை.
6. திருக்குறள் - பரிமேலழகர் உரையுடன், ஸ்ரீ காசி மடம், திருப்பனந்தாள்.
7. பதினென்கீழ்க்கணக்கு, நியூசெஞ்சுரி புக் ஹவுஸ் பிரைவேட் லிமிடெட், சென்னை.
8. மு. வரதராசன், தமிழ் இலக்கிய வரலாறு, சாகித்ய அக்காதெமி, புதுடெல்லி.
9. மது. ச. விமலானந்தன், தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
10. தமிழண்ணல், புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Apparel and Fashion Design)
Syllabus – II year Semester 3 (Distance Mode)

COURSE TITLE : FOUNDATION IN ENGLISH-II
(SOFT SKILLS)

COURSE CODE : BFEGS-31

COURSE CREDIT : 3

Course Objectives

- To cultivate the positive mind
 - To improve body language
 - To develop interview skills
 - To prepare a comprehensive CV
 - To enhance interpersonal skills
-

Course Learning Outcomes

On successful completion of the Course, the learners will be able to:

- approach the life positively
 - communicate in good manner
 - join in a team in working place
 - develop an impressive CV
 - express managerial skills
-

Block-1 Introduction to Soft Skills

Soft Skills: An Introduction – Definition and Significance of Soft Skills; Process, Importance and Measurement of Soft Skill Development- Self-Discovery: Discovering the

Self; Setting Goals; Beliefs, Values, Attitude, Virtue. 3. Positivity and Motivation: Developing Positive Thinking and Attitude; Driving out Negativity; Meaning and Theories of Motivation; Enhancing Motivation Levels.

Block-2 Body Language & Etiquettes

Non-Verbal Communication: Importance and Elements; Body Language- Social and Business.

Block-3 Group Discussion & Interview Skills

Interviewer and Interviewee - in-depth perspectives- Before, During and After the Interview- Tips for Success- Meaning, Types and Models, Group and Ethical Decision-Making, Problems and Dilemmas in application of these skills

Block-4 Preparation of Curriculum Vitae' (CV)

Definition of CV and its purposes- CV versus Resume- Rules- Covering Letter

Block-5 Emotional Intelligence Skills

Meaning, History, Features, Components, Intrapersonal and Management Excellence; Strategies to enhance Emotional Intelligence

References:

1. Dhanavel S.P. *English and Soft Skills*. Orient Blackswan India, 2010.
2. Ghosh B.N. (Ed.) *Managing Soft Skills for Personality Development*. McGraw Hill India, 2012.

Web Resources:

1. https://onlinecourses.nptel.ac.in/noc19_hs33/preview
2. <https://nptel.ac.in/courses/109/107/109107121/>



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – II year Semester 3 (Distance Mode)

COURSE TITLE : CORE - FASHION STUDIES (CC)

COURSE CODE : BSADS - 31

COURSE CREDIT : 4

COURSE OBJECTIVES

While studying the **Fashion Studies** Course, the student shall be able to:

- Introduce the students to the various clothing and Fashion Changes
- Give awareness about nature and movement of Fashion
- Acquire Knowledge about Fashion Theories and Fashion research
- Describe the need of Product development
- Instruct the knowledge about role of fashion Designer and fashion centers of the world

SYLLABUS

BLOCK-I: CLOTHING AND FASHION CHANGES

UNIT - 1: Social aspects of clothing Design- Clothing Function and Theories of origin

UNIT - 2: Factors influencing fashion changes. Role of costume as a status symbol, Personality and dress, cloths as sex appeal, cultural value, repetition of fashion.

UNIT -3: Inspiration and sources of fashion- printed sources, historic/traditional costumes, media, travel, fabrics, and awareness

BLOCK-II: NATURE AND MOVEMENT OF FASHION

UNIT -4: Nature and Environment of Fashion- meaning and its terms, Buying selling Cycle, Test Marketing, Consumer behaviour,

UNIT -5: Fashion Movement and Consumer acceptance - Fashion cycle and Length of cycles

UNIT-6: Consumer identification with fashion life cycle – fashion leaders/ followers/innovators/ motivators/ victims.

BLOCK-III: FASHION THEORIES AND RESEARCH

UNIT-7: Adoption of Fashion Theories of Fashion adoption – trickle down, trickle up, trickle across. Factors favouring and retarding fashion,

UNIT-8: Fashion categories – women's : style, size, price.

UNIT-9: Fashion Research Analysis - Fashion forecasting – Need for forecasting - Forecasting agencies – Role of forecasting agencies

UNIT-10: Fashion direction and recent trends, Trend Prediction, Agencies, sources of fashion forecasting information

BLOCK-IV: PRODUCT DEVELOPMENT

UNIT-11: Design Development- Design development and sourcing of fabrics

UNIT-12: Development of a sample garment

UNIT-13: line Specification sheet and cost sheet

BLOCK-V: FASHION CENTRES AND DESIGNERS

UNIT-14: Understanding Fashion designer – types – classicist, idealist, influenced, realist, thinking poet.

UNIT-15: Indian Fashion designers – Haute couture, Minimalists, Village India, Studio line.

UNIT-16: Major fashion centres of the world and their leading designers- Paris, Milan, Tokyo, New York, London, India

REFERENCE BOOKS

1. Fashion –From concept to consumer – Gini Stephens Frings , 6th edition, prentice Hall (1999).
2. Strategies for Women – Judith Rasband, Delmar publishers London Fundamentals of
3. Textiles and their Care- Susheela Dantiyagi, 5th edition,. Orient Longman Ltd New Delhi
4. Inside the Fashion Business- Heannette A Jarnow et-al, macimilan Publishing Company, New York.
5. Art and Fashion in Clothing Selection – Mc Jimsey and Harriet, Iowa State University Press, Jowa.

COURSE OUTCOMES

After completion of the **Fashion studies** course, the student will be able to:

- Impart the knowledge of Fashion Business
 - Analyze various movement and evolution of fashion
 - Characterize the fundamental aspect of Design and product development
 - Apply knowledge of fashion forecasting
 - Develop the ability of learners to know the details of fashion design and centre.
-



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – II year Semester 3 (Distance Mode)

COURSE TITLE : CORE - INDIAN COSTUME AND TEXTILES

COURSE CODE : BSADS - 32

COURSE CREDIT : 4

COURSE OBJECTIVES

While studying the **Indian Costume and Textile** course, the student shall be able to:

- Identify the details of Costume History and Vedic Era Costume
- Impart the knowledge of Traditional costumes of India
- Learn the details of Dyed Printed and Painted Textiles of India
- Provide the Knowledge about woven textiles of India
- Acquaint the Importance of Traditional Embroidered Textiles.

SYLLABUS

BLOCK I ANCIENT INDIAN COSTUMES

UNIT-1: Vedic Costume - Pre Vedic Era, Vedic & Post Vedic Era:

UNIT- 2: Mauryan And Satvahana Period

UNIT- 3: Kushan Dynasty, Gupta Dynasty

UNIT- 4: Mughal Period - Costumes of the British Raj.

BLOCK -II TRADITIONAL COSTUMES OF INDIA

UNIT-5: Southern States Costume - Tamil Nadu , Kerala , Andhra Pradesh ,Karnataka

UNIT-6: Eastern States Costume - Assam, Orrisa, Bihar, Mizoram, Nagaland, W.Bengal.

UNIT-7: Northern States Costume - Jammu and Kashmir, Himachal Pradesh, Uttarpradesh,

UNIT-8: Western States Costume-
Maharashtra,Rajasthan,Haryana,Gujarat,Madhyapradesh.

BLOCK – II DYED AND PRINTED TEXTILES OF INDIA

UNIT-9: Dyed Textiles of India – Bhandhani, ikkat, in all the above types and techniques used

UNIT-10: Printed Textiles of India- Ajrak,Bagru - in all the above types and techniques used. UNIT-11: Hand Painted textiles of india - Pichavai, kalamkari,Pattachitra of Orissa, Tamil nadu temple textile, Pad of Rajasthan

BLOCK - IV WOVEN TEXTILES OF INDIA

UNIT-12: Dacca Muslin, Banarasi/ Chanderi brocades,

UNIT-13: patola , baluchar, himrus and amrus,

UNIT-14: Kashmir shawls, pochampalli , silk sarees of Kancheepuram.

BLOCK - V EMBROIDED TEXTILES OF INDIA

UNIT-15: Traditional Indian Embroideries – Origin, embroidery stitches used – Embroidery of Kashmir, Phulkari of Punjab, Gujarat- Kutch and Kathaiawar embroideries.

UNIT-16:Embroidery of Rajasthan, Kasuti of Karnataka, Chicken work of Lucknow, Kantha of Bengal - in all the above the types and colors used. Motifs and fabrics used and their historical importance.

REFERENCE BOOKS:

1. Indian Costume –G.H Ghosrye, Popular books Pvt Ltd
2. The costumes and textiles and India – Jamila Brij Bhushan, D B Taraporevala Sons & Co, Bombay (1958)
3. Costumes of India –Dorris Flyn, Oxford &IBH Publishing Co, Delhi (1971).
4. Costumes of India and Pakistan – Das S.N, DB Taraporevala Sons and co, Bombay (1956).

COURSE OUTCOMES

After completion of the **Indian Costume and Textile** course, the student will be able to:

- Reveal the Costume History and Vedic Era Costume for dress Designing
- Describe the knowledge about Traditional costumes of India and applications
- Spread over knowledge of Dyed Printed and Painted Textiles techniques and its application
- Identify the information of woven textiles of India Production technique



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

- Appreciate the Indian Traditional Embroideries and their working

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – II year Semester 3 (Distance Mode)

COURSE TITLE : FABRIC MANUFACTURING TECHNIQUE
COURSE CODE : BSADS - 33
COURSE CREDIT : 4

COURSE OBJECTIVES

While studying the **Fabric Manufacturing Technique** course, the student shall be able to:

- Instruct the knowledge about Fabric Manufacturing Technique.
- Understanding of concept of Basic Weaving
- Enumerate the various types of Fancy Weaves
- Characterize Fabric making process of Knitting
- Perceptive about the Non Woven

SYLLABUS

BLOCK –I: APPAREL MANUFACTURING TECHNIQUE

UNIT -1: Apparel Manufacturing Technique – types, Method

UNIT-2: Weaving Mechanism, Parts of Loom, Basic Process, Elements of woven design,

UNIT-3: Methods of fabric representation, draft and lifting plan, construction of elementary weaves

BLOCK –II: BASIC WEAVES

UNIT-4: Plain, Warp Rib, Weft Rib,

UNIT-5: Twill, Modification of Twills,

UNIT-6: Satin And Sateen Weaves – Their Derivatives.

BLOCK –III: FANCY WEAVES

UNIT-7: Ordinary and brighten honey comb, its modification, huck a back and its modifications, crepe weaves, mock leno.

UNIT-8: Extra warp and extra weft figuring – single and two colours, planting,

UNIT-9: Pile fabric – Formation of pile – weft pile – plain back, twill back – length, density and fastness of pile – corduroy weft plush.

UNIT-10: Warp pile – Terry pile, with the aid of wires, face to face warp pile.

UNIT-11: Double cloth –classification, self stitched – face to back, back to face, both.

BLOCK –IV: KINTTING

UNIT-12: Knitting – Definition, classification and history, types of knitting- hand and machine, characteristics of knitted goods.

UNIT-13: General terms and principles of knitting technology, machine knitting, parts of machine, knitted loop structure, stitch density.

UNIT-14: Weft knitting – classification-circular rib knitting machine, purl, interlock, jacquard-single jersey machine

UNIT-15: Basic knitting elements-types and functions –knitting cycle,CAM-system-3 way technique to develop design-knit, tuck, miss-effect of stitches on fabric properties.

UNIT-16: Warp knitting-lapping variations-tricot, raschel, simplex and Milanese -kitten raschel-single

BLOCK –V: NONWOVEN

UNIT-17: Non-Woven- Felting, Fusing, Bonding, Lamination, Application of non-wovens

UNIT-18: Netting, Braiding, Calico, Tatting, Crocheting..

REFERENCE BOOKS:

1. Fibre Science and Technology - S.P.Mishra.
2. New Millennium fibres - Tatsuya Hongu, Gly O.Phillips
3. Knitting technology, David spencer, pergamen press, Oxford (1982)
4. Textiles –fibre to fabric, Corbmann B.P, International student’s editions, Mc Graw Hill 2. Book company, Singapore 1985.
5. Textiles – Ninth edition ,Sara J Radolph and Anna L Langford, Prentice hall, New Jersey (2002).

COURSE OUTCOMES

After completion of the **Fabric Manufacturing Technique** course, the student will be able to:

- Acquire the basic of knowledge of Fabric Manufacturing Technique
- Identify the classification of Basic Weaves
- Demonstrate the various types of Fancy weaves
- Illustrate the concepts of Knitting
- Observe the concepts of Non woven fabric making.



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – II year Semester 3 (Distance Mode)

COURSE TITLE : CORE PRACTICAL - FABRIC ANALYSIS

COURSE CODE : BSADS - P3

COURSE CREDIT : 2

COURSE OBJECTIVES

While studying the **Fabric Analysis** Course, the student shall be able to:

- Memorize the basics of fabric Analysis
- Demonstrate the classification of weave
- Enumerate the various types of Fabric structure
- Observe the concepts of Knitting
- Recognize the concepts of fabric calculation

SYLLABUS

I. To analyze the following particulars of woven fabrics

- Warp Particulars - Ends per inch, Crimp percentage.
- Weft Particulars - Picks per inch, Crimp percentage.
- Fabric Particulars - Total cover factor, Thickness.

II. Design, Draft and Peg plan.

1. Plain weave and its derivatives (Warp rib, Weft rib)
2. Twill Weave – Right hand twill and Left hand twill.
3. Satin
4. Sateen
5. Honey comb Weave
6. Huck a back weave
7. Extra Warp and Weft Figuring

III. Identify the given fabric Sample. Methodology used – unravel and graphic representation

- Plain Knit
- Rib Knit – 1x1,2x2
- Interlock
- Pique – any 2 structures
- Tricot and Raschel

COURSE OUTCOMES

After completion of the **Fabric Analysis** course, the student will be able to:

- Impart the Hands on Experience in Fabric Constructions
- Experience to handle the tools and machinery used in Fabric Analysis
- Create the ability to express their ability create the draft and peg plan in weave construction
- Perception related to Knitting and its construction structure
- Acquire the Knowledge of Fabric Calculation



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus –II year Semester 3 (Distance Mode)

பாடப் பெயர் : தமிழ் (Tamil)

(Course Title)

பாடக் குறியீடு : BFTMS-41

(Course Code)

பாட கற்றல் அளவெண் : 3

(Course Credits)

பாட நோக்கங்கள்

தமிழிலுள்ள சங்க இலக்கியம், காப்பிய இலக்கியம், நீதி இலக்கியம் குறித்து அறிமுக நிலையில் மாணவர்களுக்கு அறிமுகம் செய்வதோடு, தமிழ் இலக்கிய வரலாறு குறித்தும் அறிமுகம் செய்தல்.

பாடத்தினைப் படிப்பதால் விளையும் பயன்கள்

தமிழிலுள்ள சங்க இலக்கியம், காப்பிய இலக்கியம், நீதி இலக்கியம் குறித்து அறிமுக நிலையில் மாணவர்களுக்கு அறிமுகம் செய்வதோடு, தமிழ் இலக்கிய வரலாறு குறித்தும் எடுத்துரைப்பார்கள்.

மரபுத் தொடர்கள், இணை மொழிகள் பற்றியும் எடுத்துரைப்பதோடு, ஓரங்க நாடகம், ஐக்கூ கவிதை படைக்கும் முனைப்பினையும் பெறுவார்கள்.

பிரிவு - 1 சீவகசிந்தாமணி – குணமாலையார் இலம்பகம்

சீவகசிந்தாமணி - காப்பிய அமைப்பு - முன்கதைச்சுருக்கம் - இலம்பகத்தின் கதைச்சுருக்கம் - கண்ணப் பூசல் - குணமாலையும் சுரமஞ்சரியும் பொழிலாடல் - சுரமஞ்சரி சூளுரை - கண்ணப்பொடியுடன் தோழியர் - மீன்தூழ் மாமதிபோல் சீவகன் - தோழியார் வேண்டல் - சீவகன் தீர்ப்புரை - வாரம் பட்டுழித் தீயவும்

நல்லவாம் - வண்டுகளின் தீர்ப்பு - இடியுண்ட நாகம்போல் சுரமஞ்சரி -
குணமாலையின் இனிய பண்பு.

பிரிவு - 2 கம்பராமாயணம் - நகர்நீங்கு படலம்

கம்பராமாயணம் - முன்கதைச்சுருக்கம் - படலத்தின் கதைச் சுருக்கம் - மகளிர்
அவலம் - விலங்குகளின் அவலம் - பிற மக்களின் அவலம் - மரவுரியில் இராமன் -
மனத்துயரில் சீதை - வருவென் ஈண்டு வருந்தலை நீ - தீய வெஞ்சொல் செவிசுடத்
தேபுவாள் - என்னை என்னை இருத்தி என்றாய் - நின் பிரிவினுஞ் சுடுமோ
பெருங்காடு - சீதையும் மரவுரி தரித்தல் - எல்லையற்ற இடர் தருவாய் என்றான்.

பிரிவு - 3 சங்க காலம் (கி.மு. 300 - கி.பி. 100)

முச்சங்க வரலாறு - சங்கம் இருந்ததா? இல்லையா? ஒரு சங்கம் இருந்ததற்கான
சான்றுகள் - எட்டுத்தொகை நூல்கள் - பத்துப்பாட்டு நூல்கள் - சங்க காலம் ஒரு
பொற்காலம்

பிரிவு - 4 பதினெண் கீழ்க்கணக்குக் காலம் (கி.பி. 100 - கி.பி. 600)

களப்பிரர் காலம் - தமிழக வரலாற்றின் இருண்ட காலம் - அகத்திணை நூல்கள் -
புறத்திணை நூல்களில் போர் பற்றியது - அறநூல்கள்

பிரிவு - 5 காப்பிய காலம் (கி.பி. 200 - கி.பி. 1100)

தமிழின் முதல் காப்பியம் - இரட்டைக் காப்பியங்கள் - ஐம்பெருங்காப்பியங்கள் -
ஐஞ்சிறுங்காப்பியங்கள் - தமிழின் பிற காப்பியங்கள்.

பிரிவு - 6 தமிழ் இலக்கியத்தில் சமணர், பௌத்தர் செல்வாக்கு

தமிழகத்தில் சமணர் செல்வாக்கு - தமிழகத்தில் பௌத்தர் செல்வாக்கு

பிரிவு - 7 மரபுத் தொடர்கள், இணைமொழிகள்

எதிர்மறைக் குறிப்புத் தொடர் - இடக்கரடக்கல் - மங்கலவழக்குத் தொடர் -
வசைமொழித் தொடர் - சுவைதரும் வெளிப்பாட்டுத் தொடர் - பிற மரபுத்தொடர்கள்
- ஒருபொருள் இணைமொழிகள் - எதிர்நிலை இணைமொழிகள் - பிற
இணைமொழிகள் - வட்டார இணைமொழிகள் - கிகர கீகார மொழிகள்.

பிரிவு - 8 சொற்பொழிவுத்திறன் பயிற்சி

இலக்கியச் சொற்பொழிவு - சமயச் சொற்பொழிவு - அரசியல் சொற்பொழிவு - பிற சொற்பொழிவுகள் - குறிப்புகள் சேகரித்தல் - கேளாரும் வேட்ப மொழியும் திறன் - நகைச்சுவைத் திறன் - ஈர்ப்புத் திறன் - அவிநயமும் உச்சரிப்பும்

பிரிவு - 9 ஓரங்க நாடகம் படைக்கும் முயற்சி

ஓரங்க நாடகம் எழுதும் படிநிலைகள் - நாடகக் கதையை முடிவுசெய்தல் - களம் பிரித்தலும் நிகழ்வுக் குறிப்பும் - உரையாடல் எழுதுதல் - நாடகப் பிரதியைச் செப்பனிடுதல் - நடிகர்கள் தேர்வு - ஒத்திகை முறைகள் - நாடக இயக்கம் - திட்டமிடுதலும் நிகழ்த்தலும் .

பிரிவு - 10 ஐக்கக் கவிதை புனையும் பயிற்சி

ஈற்றடி இலக்கணம் - உள்ளடக்கப் பாடுபொருள் இலக்கணம் - வெளிப்பாட்டு உத்தி - இயற்கையைப் பாடும் ஐக்க - வாழ்வியல் ஐக்க - காதல் ஐக்க - சென்றியூ - எள்ளல் அல்லது நகைச்சுவை ஐக்க.

பார்வை நூல்கள்:

1. மு. வரதராசன், தமிழ் இலக்கிய வரலாறு, சாகித்ய அக்காதெமி, புதுடெல்லி,
2. மது. ச. விமலானந்தன், தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
3. தமிழண்ணல், புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
4. பி.எஸ். ஆச்சார்யா, உயர்வுதரும் உரையாடல்கலை, நர்மதா பதிப்பகம், சென்னை.
5. மு. முத்துக்காளத்தி, பேசுவது எப்படி, கண்ணம்மாள் பதிப்பகம், பாரி நிலையம், சென்னை.
6. பரட்டை, நடிக்க நாடகம் எழுதுவது எப்படி? வைகறைப் பதிப்பகம், திண்டுக்கல். 1998
7. சே. இராமாணுஜம், நாடகப் படைப்பாக்கம் அடித்தளங்கள், எட்டாம் உலகத்

தமிழ் மாநாடுபதிப்புச் சூழல் நிதி வெளியீடு, தமிழ்ப்பல்கலைக்கழகம்,
தஞ்சாவூர், 1994.

8. சுஜாதா, ஹைக்கூ ஒரு அறிமுகம், பாரதி பதிப்பகம், 108 உஸ்மான் சாலை,
தி. நகர், சென்னை, 1991.
9. மேஜர் கதிர் மகாதேவன், ஐக்கூ நூறு, ஒப்பிலக்கியத்துறை, மதுரை
காமராசர் பல்கலைக்கழகம், மதுரை, 1994.
10. நெல்லை சு. முத்து, தமிழில் ஹைக்கூ, அன்னம் வெளியீடு, சிவன்கோயில்
தெரு, சிவகங்கை, 1994.
11. திரு. பட்டாபி சீத்தாரமான், ஹைக்கூ வடிவக் கவிதைகள், காவ்யா,
சென்னை.



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – II year Semester 4 (Distance Mode)

**COURSE TITLE : FOUNDATION IN ENGLISH-IV
(WRITING SKILLS)**

COURSE CODE : BFECS-41

COURSE CREDIT : 3

Course Objectives

- Train the learners to write the academic essays
- To make them learn different steps of writing
- To develop the learners' creativity
- To distinguish between fact and opinion, cause and effect, problem and solution, similarities and differences, general and specific ideas, and relevant and irrelevant information.
- To convey information through written language
- To involve in note- taking, gathering information, drafting, free-writing, revising, proofreading, and editing when engaged in writing.

Course Learning Outcomes

On successful completion of the Course, the learners will be able to:

- write without mistakes
- draft formal and informal letters
- take notes for writing purpose
- explain the tables/ pictures in words
- edit the written matters

BLOCK-01 Basic Writing Skills

Learn the basic paragraph structure: main idea, supporting sentences, use of examples, conclusion- Use basic sentence structures to write a paragraph; use cohesive devices to connect sentences in a paragraph; use transitional devices for cohesion and for contrast paragraph internally and between paragraphs (The above structures and devices to be consciously used in all writing tasks)- Understand and use text structures in paragraphs: sequencing, comparing and contrasting, relating cause and effect, problems and problem solving

BLOCK-02 Informal and Formal Communication

Write informal letters, applications, and official letters of request and denial- Write official e-mails, memos and notices

BLOCK-03 Note-Making and Summarising

Prepare notes from reading texts- Take notes from spoken texts-Summarize key ideas and information in organized points developed from the notes prepared

BLOCK-04 Study Skills (Information Transfer, Reference Skills)

Use charts, tables, other graphics and multimedia, as appropriate for the written texts; present summary to a group

Block- 05 Technical Editing

Technical Editing – The Big Picture- Working Collaboratively- Organization: The Architecture of Information- Visual Design and Font Selection- Editing Methods – Then and Now- The Power of Grammar, Punctuation and Spelling- Basic Copyediting-proofreading -Ethical and Legal Issues

References:

1. Graham King. *Collins Improve your writing skills*
2. Norman Coe and Robin Rycroft. *Writing Skills A Problem Solving Approach*. CUP.
3. Robyn Najar and Lesley Riley. *Developing Academic Writing Skills*. Macmillan Publications.

4. Scheraga, Mona. *Practical English Writing Skills: A Complete Guide to Writing in English*

Web Resources:

1. <https://nptel.ac.in/courses/109/107/109107172/>
2. <https://nptel.ac.in/courses/109/104/109104031/>

https://onlinecourses.swayam2.ac.in/cec20_ma04/preview



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – II year Semester 4 (Distance Mode)

COURSE TITLE : CLOTHING CARE AND MAINTANANCE

COURSE CODE : BSADS - 41

COURSE CREDIT : 2

COURSE OBJECTIVES

While studying the **Clothing care and Maintenance** course, the student shall be able to:

- Identify the Importance of Clothing care and Maintenance
- Impart the knowledge of Laundry process and Reagents
- Learn the details of Laundry equipment involved in Clothing Care Process
- Provide the Knowledge about Principles of washing and Laundering of different fabrics
- Acquaint the Importance of Special types of laundry, Care label and Stain removing

SYLLABUS

BLOCK-I: LAUNDRY SOAP AND DETERGENTS

UNIT-1: FabricCare – Introduction, Need and Importance

UNIT-2: Water- hard and soft water, methods of softening water.

UNIT-3: Laundry soaps – Manufacture of soap (Hot process, cold process), composition of soap types of soap,

UNIT-4: Soap less detergents, chemical action, detergent manufacture, advantages of detergents

BLOCK-II: LAUNDRY FINISHING

UNIT-5: Stiffening Agents – Starch (cold water and hot water) , Other stiffening agents, preparation of starch

UNIT-6: Laundry blues, their application.

BLOCK-III: LAUNDRY AND DRYING EQUIPMENT

UNIT-7: Laundry equipment – for storage, for steeping and Washing

UNIT-8: Hand Washing Equipment - Wash board, suction washer, wash boiler

UNIT-9: Machine Washing Equipment-washing machine –Method- Types of Washing machine - Function of Washing machine

UNIT-10: Drying equipments – out door and indoor types.

UNIT-11: Irons and ironing board – types of iron (box, flat, automatic, steam iron). Ironing board – different types.

BLOCK-IV: PRINCIPLES OF WASHING AND LAUNDERING OF DIFFERENT FABRICS

UNIT-12: Principles of washing – suction washing, washing by kneading and squeezing, washing by machine - Process details and machine details.

UNIT-13: Laundering of different fabrics – cotton and linen, woollens, coloured fabrics, silks, rayon and nylon.

UNIT-14: Dry cleaning – using absorbents, using grease solvents. Storing – points to be noted.

BLOCK-V: SPECIAL TYPES OF LAUNDRY

UNIT-15: Special types of Laundry – water proof coats, silk ties, leather goods, furs, plastics, lace.

UNIT-16: Stain removal – food stains, lead pencil, lipstick, mildew, nose drops, paint, perfume, perspiration / mildew, tar, turmeric and kum- kum.

UNIT-17: Care labels – washing, bleaching, Drying, ironing and different placements of label in garments.

REFERENCE BOOK

1. Textiles fabrics and their Selection – Wingate I B, Allied publishers Ltd, Chennai.
2. Fundamentals of Textiles and their Care- Susheela Dantyagi , Orient Longmann Ltd (1980).
3. Family Clothing – Tate of Glession , John Wiley & Sons I n c, Illinois.
4. Household Textiles and Laundry Work – Durga Duelkar , Amla Ram & Sons, Delhi

COURSE OUTCOMES

After completion of the **Clothing care and Maintenance** course, the student will be able to:

- Understand the different types of Laundry reagent and Soaps
- Create the fundamental concept of Clothing care and Maintenance
- Analyze various Laundry Equipment involved in Apparel Sector
- Impart the knowledge of Washing principles and Special fabric Care
- Develop the ability to fabric stain and its removing process



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – II year Semester 4 (Distance Mode)

COURSE TITLE : FABRIC STUDIES AND HOME TEXTILE
COURSE CODE : BSADS - 42
COURSE CREDIT : 4

COURSE OBJECTIVES

While studying the **Fabric studies and Home Textiles** course, the student shall be able to:

- Understand the Appearance and performance characteristics of various fabrics.
- Compare specific characteristics of fabrics with relation to their application and enduse in home textiles
- Familiar with the terminology of Textiles in commercialuse of floor and wall covering.
- Know the details of Textile application in door and window treatment
- Identify the application of various categories of soft furnishing.

SYLLABUS

BLOCK- I:TEXTILE FABRIC

UNIT 1: Textile fabric –Definition, Need, Use, Composition of Fabric, Application of fabric

UNIT 2: Process of Fabric Development – Woven, Knitted, Nonwoven and Other Fabric Development

UNIT 3: Types of Textile Fabric – Woven fabric, Knitted Fabric, Laced Fabric and Blended Fabric

UNIT 4: Woven fabric and it type – Cotton, silk, woollen and Blended

UNIT 5: Knitted fabric and it type – Jersey, Rib, Double Knit and Knitted fur Fabric

UNIT 6: Laced Fabrics and their Types - Blended

BLOCK- II: HOME TEXTILES

UNIT 7: Introduction to Textile fabric – Types – classification - application in home textiles,

UNIT 8: Definition, types of home textiles, factors influencing selection of home textiles, recent trends in home textiles

BLOCK – III: FLOOR AND WALL COVERING

UNIT 9: Floor and wall coverings – definition, types of floor covering –hard, soft and resilient floor coverings and uses and care and maintenance of floor coverings

UNIT 10: Wall covering- definition, uses, care and maintenance of wall coverings.

BLOCK – IV: DOOR AND WINDOW TREATMENT

UNIT 11: Door and window treatments –definition and parts of door and windows, curtains and draperies – definition and materials used for curtains and draperies

UNIT 12: Types of Curtains –draw, tailored, pleated, café, three tier curtains.

UNIT 13: Types of Draperies – swags. Accessories- rods hook, rails, racks, curtain tape pins.

BLOCK –V: SOFT FURNISHINGS

UNIT 14: Soft furnishings for living and bed linen. Introduction to living and bedroom linens, types-sofa, sofa covers, wall hangings,

UNIT 15: cushion, cushion covers, upholsteries, bolster and bolster covers, bed sheets, covers, blankets, blanket covers, comfort and comfort covers, bed spreads, mattress and mattress covers, pillow and pillow covers, pads, uses and care.

UNIT 16: Soft furnishings for kitchen and dining ,types of kitchen linens – kitchen towel, aprons, dish cloth, fridge, grinder and maxi covers, mittens, fridge holders –their uses and care.

UNIT 17: Types of dining- table mat, dish/pot holders, cutlery holder, fruit baskets, hand towels-uses and care. Bathroom linens

REFERENCE:

1. Cheryl Mendelson, Home Comforts-the arts and science of keeping home, published by Scriber, New York, 2005.
2. Hamlyn octopus, Cushions and Pillows- professional skills –made easy, Octopus publishing group, New York, 2001.

3. Magi Mc McCormick Gordon, The ultimate sewing Book 200 sewing ideas for you and your home, Collins and Brown,London,2002.
4. Anne van Wagner Childs Leisure Arts- Inc., Sew no more Home Décor, Arkansas, U.S.A, 1993.
5. Mary Mulasi, Garments with style, Chiton Book Company, Pennsylvania, 1995.
6. Rhoda J.Murphy, House Beautiful-A seasonal guide to decorating with fabric, Quadrille publishing Ltd, New York, 1997.
7. Art and craft of fabric decoration-Juliet Bawden, published in London, 1994.
8. Dorothy Gates, The essential guide to upholstery ,published in 2000 by Merehurst Ltd, London.
9. Wendy Baker,Curtain and fabric selector, 2000, published by Collins and Brown Ltd, London.
- 10.Susie Johns, Cornucopia of cushions, published by Apple Press,London, 1997.
- 11.Diana Lodge, Traditional Needle Arts –Quilting, published by Mitchell Beazley, 1995, London.
- 12.Design and make curtains by Heather Luke, published by New Holland publishers,London,1999.

COURSE OUTCOMES

After completion of the **Fabric studies and Home Textiles** course, the student will be able to:

- Understand the different types of Textile fabric and its Commercial end use
- Create the fundamental understanding of fabric characteristic
- Analyze various application of fabric in Home Textile
- Impart the knowledge of kind of furnishings that can be used for wall and floor covering
- Know about furnishing and decorations used for Home Textile.



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – III year Semester 5 (Distance Mode)

COURSE TITLE : CORE PRACTICAL- FASHION DRAPING AND GARMENT CONSTRUCTION

COURSE CODE : BSADS – P7

COURSE CREDIT : 2

COURSE OBJECTIVES

While studying the **Fashion Draping and Garment construction** course, the student shall be able to:

- Provide basics of draping and dress forms.
- Enumerate the Draping basic front and back bodice
- Evaluate the Dress designing of mens and Womens Pattern
- Identify the different type of Pattern Making Techniques
- Construct the of various garments

SYLLABUS

I. List of Experiment for Draping

1. Introduction to draping and dress forms
2. Draping basic front and back bodice.
3. Draping basic skirts
4. Draping yokes, Shirt yoke and midriff yoke
5. Draping collars- Peter pan, Mandarin and Shirt Collar.

II. Design and Construct the following garments

Choose the material for your design – prepare the Pattern-laying, marking, cutting & Construct the **Any Five** Of the following Women's garment - Calculate the cost of the garment.

1. Saree Petticoat
2. Middi,
3. Middi top
4. Saree blouse
5. Salwar
6. Kameez
7. Nightie
8. Ladies pant

Choose the material for your design – prepare the Pattern-laying, marking, cutting & Construct the **Any Five** Of the following Men's garment - Calculate the cost of the garment.

1. Slack shirt
2. Nehru kurtha
3. churidhar
4. Pyjama
5. Pleated trousers
6. T-Shirt
7. Bermudas

COURSE OUTCOMES

After completion of the **Fashion Draping** course, the student will be able to:

- Recognize the basic of draping and dress forms.
- Identify the Draping basic front and back bodice.
- Develop the Dress designing of mens and Womens Pattern
- Create the different type of Pattern Making Techniques
- Develop the construction of various garments.



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – II year Semester 3 (Distance Mode)

COURSE TITLE : ENVIRONMENTAL STUDIES

COURSE CODE : CCE

COURSE CREDIT : 2

SYLLABUS

Unit 1: The Multi-disciplinary nature of environmental studies - Definition, scope and importance - Need for public awareness.

Unit 2: Natural Resources - Renewable and non- renewable resources - Natural resources and associated problems.

- a. Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
- b. Water resources: Use and over – utilization of surface and ground water, floods, drought, conflicts over water, dams – benefits and problems.
- c. Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
- d. Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity case studies.
- e. Energy resources: Growing energy needs, renewable and non renewable energy sources, use of alternate energy sources. Case studies.
- f. Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.

- g. Role of an individual in conservation of natural resources - Equitable use of resources for sustainable lifestyles.

Unit 3 : Ecosystems:

Ecosystems - Concept of an ecosystem - Structure and function of an ecosystem - Producers, consumers and decomposers - Energy flow in the ecosystem - Ecological Succession - Food chains, food webs and ecological pyramids - Introduction, types, characteristic features, structure and function of the following ecosystem:-

- a. Forest ecosystem
- b. Grassland ecosystem
- c. Desert ecosystem
- d. Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

Unit 4: Biodiversity and its conservation:

Biodiversity and its conservation - Introduction – Definition : genetic, species and ecosystem diversity - Biogeographical classification of India - Value of biodiversity : consumptive use, productive use, social, ethical, aesthetic and option values - Biodiversity at global, National and local levels - India as a mega – diversity nation - Hot-spots of biodiversity - Threats to biodiversity : habitat loss, poaching of wildlife, man wildlife conflicts - Endangered and endemic species of India - Conservation of biodiversity : *In-situ* and *Ex-situ* conservation of biodiversity.

Unit 5: Environmental Pollution:

Environmental Pollution - Definition - Causes, effects and control measures of : Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution, Nuclear hazards - Solid waste Management - Causes, effects and control measures of urban and industrial wastes. - Role of an individual in prevention of pollution - Pollution case studies - Disaster management: floods, earthquake, cyclone and landslides.

Unit 6: Social Issues and the Environment:

Social issues and the Environment - From Unsustainable to Sustainable development - Urban problems related to energy - Water conservation, rain water harvesting, watershed management - Resettlement and rehabilitation of people; it's problems and concerns. Case studies - Environmental ethics: Issues and possible solutions - Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies - Wasteland reclamation - Consumerism and waste products - Environment Protection Act - Air (Prevention and Control of Pollution) Act - Water (Prevention and control of Pollution) Act - Wildlife Protection Act - Forest Conservation Act - Issues involved in enforcement of environmental legislation - Public awareness.

Unit 7: Human Population and the Environment:

Human Population and the Environment - Population growth, variation among nations - Population explosion - Family Welfare Programme - Environment and human health - Human Rights - Value Education - HIV / AIDS - Women and Child Welfare - Role of Information Technology in Environment and human health - Case Studies.

Unit: 8 Field Work Visit:

Visit to a local area to document environmental assets-river / forest/ grassland/ hill / mountain

Suggested Readings:

1. Carson, R.2002.Silent Spring, Houghton Mifflin Harcourt.
2. Gadgil, M.,&Guha,R. 1993. This Fissured Land: An Ecological History of India, Univ. Of California Press.
3. Glesson, B. And Law, N.(eds.)1999, Global Ethics and Environment, London, Routledge.
4. Glietck,P.H.1993.Water Crisis, Pacific Institute for Studies in Dev. Environment & Security, Stockholm Env. Institute, Oxford Univ. Press.
5. Groom, Martha J., Gary K.Meffe, and Carl Ronald Carroll, Principles of Conservation Biology. Sunderland: Sinauer Associate, 2006.

6. Grumbine.R.Edward, and Pandit,M.k.2013.Threats from India's Himalayas dams.Science,.339:36-37
7. McCully,P.1996.Rivers no more :the environmental effects of dams(pp.29.64).Zed books.
8. McNicill John R.2000.Something New Under the Sun: An Environmental History of the Twentieth Century.
9. Odum,E.P..Odum, H.T.& Andrees.J.1971.Fundamenetal of Ecology, Philadelphia Saunders.
10. Pepper.J.J...Gerba.C.P. & Brusseau.M.L.2011.Environmental and Pollution Science. Academic Press.
11. Rao.M.N.& Datta,A.K 1987.Waste Water Treatment, Oxford and IBH Publishing Co.Pvt.Ltd.
12. Raven,P.H..Hassenzahl,D.M& Berg.L.R..2012 Environment.8th edition.John Willey & sons.
13. Rosencranz., A.. Divan,S.& Noble, M.L.2001.Environmental law and policy in India, Tirupathi 1992.
14. Sengupta,R.2003.Ecology and Economics: An approach to sustainable development.OUP
15. Singh.J.S..Singh..S.P and Gupta,.S.R.2014.Ecology E nvironmental Science and Conservation, S.Chand Publishing .New Delhi .
16. Sodhi,N.S..Gibson.I..&Raven,P.H(EDS).2013.Conservation Biology :Voices from the Tropics.John Willey & Sons.
17. Thapar,V.1998.Land of the Tiger: A Natural History of the Indian Subcontinent.
18. Waren,C.E.1971.Biology and water Pollution Control. WB Saunders.
19. Wilson.E.O.2006. The Creation: An appeal to save life on earth.New York: Norton.
20. World Commission on Environment and Development.198.Our Common Future.Oxford University Press.



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – III year Semester 5 (Distance Mode)

COURSE TITLE : CORE - APPAREL STANDARDS AND QUALITY MANAGEMENT

COURSE CODE : BSADS – 51

COURSE CREDIT : 4

COURSE OBJECTIVES

While studying the **Apparel standards and Quality Management** course, the student shall be able to:

- Give the student an awareness regarding the quality control in the garment industry
- Provide an insight into the aspects of quality control in the Industry
- Learn the details of cost control in Apparel Industry
- Provide the Knowledge about Evolution of Quality management
- Acquaint the Importance of Environmental Management System

SYLLABUS

BLOCK-I: QUALITY CONTROL

UNIT-1: Definition and Scope of Quality control – establishing merchandising standards- establishing raw material quality control specifications –

UNIT-2: Quality control of raw material. Establishing Processing quality specification – Training quality control personnel –

UNIT-3: Quality control inspection procedures for processing- Quality control of finished garments –

UNIT-4: Quality control for packaging , warehousing and shipping –

UNIT-5: Statistical quality control - Sampling plans – Industry-wide quality standards .

BLOCK-II: PRODUCTION CONTROL

UNIT-6: Function of production control – Production analysis – Quality specifications – quantitative specifications –

UNIT-7: Basic production systems – whole garment, departmental whole garment, subassembly systems and progressive bundle systems,

UNIT-8: Principles for choosing a production system – Evaluating production systems

BLOCK-III: COST CONTROL

UNIT-9: Functions of cost control, types of costs and expenses

UNIT-10: Apparel manufacturing cost categories – sales cost control, purchasing cost control, production cost control, administration cost control

UNIT-11: cost ration policies – the manufacturing budget –cash flow controls –

UNIT-12: standard cost sheet, break-even – charts.

BLOCK-IV: QUALITY MANAGEMENT

UNIT-13: Quality – Evolution of Quality management – Quality function and quality planning

UNIT-14: Basic concepts of Total Quality Management (TQM) – Principles of TQM –

UNIT-15: Quality Trilogy – Four pillars of TQM –

UNIT-16: PDCA cycle & PDSA cycle –

UNIT-17: Kaizan concept – 5“S Philosophy – Quality circles.

BLOCK-V: ENVIRONMENTAL MANAGEMENT SYSTEM

UNIT-18: Environmental Management System (EMS) – Meaning & Definition-Elements of EMS – Benefits of EMS

UNIT-19: Environmental Policies – Implementation of ISO 14000 –

UNIT-20: study on other management system: SA8000, OHSAS 18000 and WRAP

REFERENCE BOOKS:

1. Solinger, Jacob, Apparel manufacturing analysis, New York, textiles books, 1961.
2. Solinger, Jacob, Apparel manufacturing hand book, analysis principles and Practice, Columbia media corp, 1988.
3. J.M.Juran, “Quality Control Hand book”.

4. Basker S, "Total Quality Management", Anuradha Publications, Kumbakonam.
5. Shridhara Bhat K, "Total Quality Management", Himalaya Publishing Corporation, Delhi.
6. Amstrong, "Hand book of Toatal Quality Management", Jaico Publications, Delhi

COURSE OUTCOMES

After completion of the **Apparel standards and Quality Management** course, the student will be able to:

- Understand the different types of Quality standard and its implementations
- Learn the importance of Quality standard in Apparel industry
- Apply knowledge of Quality control and Cost control process in Apparel Production
- Acquainted the procedure and process involved in quality checking
- Develop the ability to understand about Environmental Management Systems



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – III year Semester 5 (Distance Mode)

COURSE TITLE : CORE - FASHION MERCHANDISING(DSE)
COURSE CODE : BSADS – 52
COURSE CREDIT : 4

COURSE OBJECTIVES

While studying the **Fashion Merchandising** course, the student shall be able to:

- Impart the knowledge of Merchandising and its type
- To provide an insight into the aspects of Process in the garment Industry
- Learn the details of order sheet and its content in Apparel Industry
- Provide the Knowledge about Elements of Visual Merchandising
- Acquaint the Importance of Store Management in Merchandising

SYLLABUS

BLOCK – 1 : MERCHANDISING

UNIT-1: Merchandising: Introduction, Meaning- Apparel Merchandising – Concepts of „Six Rights – Organisation structure of an apparel industry –

UNIT-2: Classification of Exporters - Rating or Grading of export houses – Classification of buyers

UNIT-3: Export merchandising and retail merchandising – Company profile and its contents.

UNIT-4: Types of merchandiser - Functions of a merchandiser – Essential requisites of a good merchandiser –

UNIT-5: Vendor sourcing, evaluation and development – Global sourcing – Vendor nomination by buyers – Reasons for vendor nomination.

BLOCK – II : PROCESS FLOW IN APPAREL INDUSTRY

UNIT-6: Process flow in apparel industry – Buyer sourcing & communication – Enquiry – Order confirmation – order review and its importance –

UNIT-7: Planning & programming: Master planning, Scheduling or route card – Factors for route card - programming for yarn, knitting, dyeing, stitching, sampling, accessories

UNIT-8: Samples: Meaning & importance – Types of samples – expedition of samples, Cost estimating

BLOCK – III : ORDER SHEET AND ITS CONTENTS

UNIT-9: Order sheet and its contents – Packing list and its contents

UNIT-1: Document formats: order sheet, packing list, invoice, inspection and testing reports etc., - Assortment and its types.

UNIT-10: Documents recording and maintenance – Claims and reasons for claims

UNIT-11: Factory audits – Buyers code of conducts.

BLOCK – IV : VISUAL MERCHANDISING

UNIT-12: Introduction – Elements of Visual Merchandising – Needs – Psychology –

UNIT-13: Display- Types of Display, Elements of display – the merchandise , mannequins and forms , props , signage , lighting

UNIT-14: Merchandising presentation – tools and techniques- back drop, forms, fixtures . Physical materials used to support the display, Components of display,

UNIT-15: Some Useful Display Fixtures, Shelves, Gondolas, Round racks, Four ways, Saccades and fixation, Replenishes, Planogram.

BLOCK – V : STORE MANAGEMENT IN MERCHANDISING

UNIT-16: Store Management in Merchandising Store Management in Merchandising - Introduction, Objectives,

UNIT-17: Types of Stores, Location of a Store, Store Layout, Types of Store Layouts, Store Space Allocation.

UNIT-18: Store Design - Introduction, Concept of Store Design, Exterior of a store, Interior of a store, Merchandise Presentation Strategies.

UNIT-19: Applications of Visual Merchandising – Exterior, Interior, Trade show & Fair,

UNIT-20: Fashion show-Definition, planning, budgeting, location, timings, selection of models, collection, set design, music, preparing the commentary , choreography, rehearsal

REFERENCE BOOKS:

1. Retail Fashion promotion and Advertising – Drake et-al, Macmillan Publications Company, new york.
2. Fashion –From concept to consumer – Gini Stephens Frings , 6th edition, prentice Hall (1999).
3. Inside the fashion business –Bennett, Coleman & o ,Mumbai(1998). Art and Fashion in clothing selection – Harriet T ,Mc Jimsey, The Iowa state university
4. Fashion Merchandising & Merchandising, 4th Edition, Mary G.Wolfe, The Goodheart-Willcox Co.,Inc, Illions, 2014.
5. Fashion- from Concept to Consumer, 9th Edition, Gini Stephens Frings, Pearson Education Ltd, Harlow, 2014.
7. Visual Merchandising and Display, 6th Edition, Martin M. Pegler, Fairchild Books, UK.
8. New Trends in Visual Merchandising – Retail Display Ideas that Encourage Buying, Judy Shepard, Harper Design Publishers, 2013.

COURSE OUTCOMES

After completion of the **Fashion Merchandising** course, the student will be able to:

- To give understand about Merchandising in the garment industry
- Create the fundamental concept of Merchandising and its functions
- Analyze various Process flow in apparel industry involved in Apparel Sector
- Apply knowledge of Visual Merchandising in apparel industry
- Develop the ability to maintain document recording and Maintenance in Store Management in Merchandising.



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – II Year Semester 4 (Distance Mode)

COURSE TITLE : CORE - TEXTILE PROCESSING AND PRINTING (CC)

COURSE CODE : BSADS – 41

COURSE CREDIT : 4

COURSE OBJECTIVES

While studying the **Textile Processing and Printing** course, the student shall be able to:

- Impart knowledge about textile processing in terms of their origin and properties.
- Understanding of concept of Mercerization and Bleaching
- Characterize different method of Dyeing
- Insightful about the Printing technique
- Observe the concepts of types of printing and fixing treatment

SYLLABUS

BLOCK – I : WET PROCESSING

UNIT -1: Typical sequence of processes. Object and methods Singeing, Desizing, Scouring

UNIT - 2: Synthetic Fiber Heat setting, Wool carbonizing, Weighting of silk.

UNIT -3: Wet processing equipment – kier – J box – pad roll – U box – Roller bed – Conveyor steamer – stenter.

BLOCK – II : MERCERIZATION AND BLEACHING

UNIT - 4: Mercerization – Theory process - Methods – Chemicals – effects.

UNIT -5: Bleaching – Hypo chlorites – Hydrogen peroxide – sodium chlorite.

UNIT -6: Equipments and chemicals for bleaching of cotton, viscose, cotton/ viscose Polyester/ cotton.

UNIT -7: Evaluation of bleached fabric–whiteness–absorbency–chemical damage - residues.

BLOCK – III: DYEING

UNIT -8: Dyeing – Classification of colorants – Natural and synthetic dyes

UNIT -9: Fastness properties of dyes Dyeing – classification of colorants – fastness properties of dyes.

UNIT -10: Dyeing machines – fibre, yarn and fabric dyeing machines – loose stock fibre bale – hank package

UNIT -11: jigger – winch – HT Beam jet – padding mangles. Garment dyeing machines.

BLOCK IV: PRINTING

UNIT -12: Printing styles of printing – Direct, Resist and Discharge Printing

UNIT -13: Direct printing: Block printing – Stencil printing – Brief history, preparation of fabric, stencils (For one or more colour) Materials used for preparing stencils, process involved and techniques used .

UNIT -14: Resist printing: Batik printing- Tie and dye – Brief history, Equipments required, process sequence and techniques used.

UNIT -15: Other printing methods: Ink jet printing, Heat transfer printing, photo printing.

BLOCK – V: PRINTING METHOD AND FIXING TREATMENT

UNIT -16: Methods of printing – screen printing – automatic screen printing – roller printing – rotary printing – transfer printing.

UNIT -17: Fixation and after treatment. Wet processing of Knitted fabric – scouring – Bleaching dyeing – printing calendaring.

UNIT -18: Shrink controlling - steaming. Wet processing of polyester, Nylon, silk, wool and their blends.

REFERENCE BOOKS:

1. Paters R.H. Textile Chemistry” Vol. I,II Textile institute, Manchester 1970.
2. Shenai V.A.” Technology of textile processing” Vol. III, V,Vii,VII Sevale publications, Bombay 1981.
3. Textiles – Ninth edition ,Sara J Radolph and Anna L Langford, Prentice hall, New Jersey (2002).
4. Textile processing – J L Smith, Abhishek publications, Chandigarh (2003).

5. Textile Chemistry – Peters R H , Vol I, & II, Textile Institute Manchester (1970)

COURSE OUTCOMES

After completion of the **Textile Processing and Printing** course, the student will be able to:

- Identify the Textile Processing methods and Knowing their Importance in clothing
- Learn the Method of fabric processing techniques of mercerization
- Understand the knowledge of Dyeing and its Classification
- Apply knowledge of printing and its Techniques
- Acquainted the machine Knowledge and Various printing and its fixing technique



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – II year Semester 4 (Distance Mode)

COURSE TITLE : PRACTICAL – TEXTILE PROCESSING AND PRINTING

COURSE CODE : BSADS – P5

COURSE CREDIT : 2

COURSE OBJECTIVES

While studying the **Textile Processing and Printing** course, the student shall be able to:

- Gain the Hands on Experience in Fabric processing, Dyeing and Printing
- Experience to develop the different types Dyed Sample
- Perception related to use of Chemicals and preparation of Ingredients
- Insightful about the Printing technique
- Know the application of printing style in fabric

SYLLABUS

Prepare the Sample for the following

1. Preparation of samples for Processing –Desizing, Scouring ,Bleaching ,Mercerising
2. Dye the given fabric using suitable dye -Direct Dye, Sulphur Dyes, Vat Dyes, Disperse Dyes, Reactive Dyes, Acid Dyes, Basic Dyes, Vegetable Dyes (any one)
3. Create Design with Block printing – Vegetable/ wooden blocks
4. Create Design for Chest print/ Neck /Yoke designs with Stencil printing.
5. Tie and Dye Designs with any three methods with single/ double/ Multi colours.
6. Batik printing with any three methods with single/ double/ Multi colours.
7. Print a Design using Screen printing methods.

REFERENCE BOOKS:

- Paters R.H. Textile Chemistry” Vol. I,II Textile institute, Manchester 1970.
- Shenai V.A.” Technology of textile processing” Vol. III, V,Vii,VII Sevale publications, Bombay 1981.
- Textiles – Ninth edition ,Sara J Radolph and Anna L Langford, Prentice hall, New Jersey (2002).
- Textile processing – J L Smith, Abhishek publications, Chandigarh (2003).
- Textile Chemistry – Peters R H , Vol I, & II, Textile Institute Manchester (1970)

COURSE OUTCOMES

After completion of the **Textile Processing and Printing** course, the student will be able to:

- Create different designs by using dyes and Prints in fabric.
 - Learn to identify the different types of dyes and their dyeing recipes.
 - Learn to develop dye samples using different types of dyes
 - Develop the printed sample by using relevant tool
 - Able to after treatment for Dyed and Printed sample.
-



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – II year Semester 4 (Distance Mode)

**COURSE TITLE : PRACTICAL – FABRIC EMBELLISHMENTS
(SEC)**

COURSE CODE : BSADS – P6

COURSE CREDIT : 2

COURSE OBJECTIVES

While studying the **Fabric Embellishments** course, the student shall be able to:

- Learn the Experience in Fabric Decoration
- Experience to develop the different types of Decoration Medium
- Understand the different types of hand Embroidery.
- Insightful about the alternative decorative ideas of fabric
- Know the cost calculation of the garment

SYLLABUS

Prepare samples for the following

1. Hand embroidery – 20 stitches -10 samples
2. Traditional embroidery (Any 3) -Embroidery of Kashmir ,Phulkari of Punjab ,Gujarat – Kutch embroidery, embroidery of Rajasthan , Kasuti of Karnataka ,Chickenwork of lucknow, Kantha of Bengal.
3. Mirror work
4. Sequence /Bead / Zardoshi work
5. Appliqué work / Patch Work
6. Decorate the Fabric by using Glitter tube / Fabric Paint

COURSE OUTCOMES

After completion of the **Fabric Embellishments** course, the student will be able to:

- Create new designs for apparel.
- Learn to handle the needle and Thread required for the garment design.
- Learn to suitability of fabric and its decorative material
- Gathered new ideas with Traditional Embroidery
- Able to calculate material for Smocking and Patch work cost for the constructed garment



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – III year Semester 6 (Distance Mode)

COURSE TITLE : CORE: COMPUTER IN GARMENT INDUSTRY
COURSE CODE : BSADS – 61
COURSE CREDIT : 2

COURSE OBJECTIVES

While studying the **Computer in Garment Industry** course, the student shall be able to:

- Impart the basic knowledge required for handling the computer in Apparel Industry
- Introduce the role of Computer in Apparel Sector
- Create the awareness about the integration of computer in Machinery and tools
- Describe the process sequence involved in computer aided Manufacturing
- Develop the ability to maintain computer integrated Manufacturing

SYLLABUS

BLOCK –I:COMPUTER

UNIT- 1: Introduction to computer, Input and Output Devices, System Software and Application

UNIT- 2: Software Computer Language, Compiler and Assembler

UNIT -3: Classification of computers, computer generations, computer specification, organization of computer sections.

UNIT- 4: Types of storage devices (primary and secondary), input devices, output devices.

BLOCK—II:ROLE OF COMPUTERS

UNIT- 5: Role of computers in fashion industry – Information flow

UNIT- 6: CAD, CAM, CIM, CAA, PDC – Definition and functions.

UNIT- 7: Computers in production planning and production scheduling,

UNIT- 8: computerized colour matching system.

BLOCK – III :CAD INDESIGNING

UNIT- 9: CAD in designing Textile designing – Weaving, Knitting and printing.

UNIT- 10: Creating embroidery designs.

UNIT- 11: Garment designing – 2D and 3D forms.

BLOCK –IV: CAD INPATTERN MAKING

UNIT- 12: CAD in pattern making– system description – information flow – process involved in pattern making,

UNIT- 13: CAD in pattern grading - process involved in pattern grading.

BLOCK –V: COMPUTER IN OTHER APPLICATION

UNIT- 14: Computer application in fabric defect checking, laying / spreading,

UNIT- 15: Cutting marker planning, labelling – parts and functions.

UNIT- 16: Computerized sewing machines

REFERENCE:

1. Clothing Technology – Hannelore Eberle et –al, Verlaag Europa – Lehrmittel, Vollmer Gmbh & Co 4287, Haan – Gruilen.

2. Computer Fundamentals – P K Sinha , BPB Publications, Delhi (1992)

3. The technology of clothing manufacture – Harold Carr and Barbara Latham, Blackwell Ltd (1994)

4. Pattern Grading for Women"s Cloths The Technology of sizing – Gerry Cooklin, Blackwell Science Ltd.

COURSE OUTCOMES

After completion of the **Computer in Garment Industry** course, the student will be able to:

- Understand about computers its parts and functions and its role in garment industry.
- Understand computer application in production planning scheduling and administration

- Learn computer aided designing (CAD) for garment designing,
- Enumerate the textile designing, pattern making and grading and marker planning.
- Learn computer aided manufacturing (CAM) for all production process right from spreading to sewing.



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc.,(Apparel and Fashion Design)

Syllabus – III year Semester 6 (Distance Mode)

COURSE TITLE : FASHION MARKETING AND REATAILING

COURSE CODE : BSADSS – 62

COURSE CREDIT : 4

COURSE OBJECTIVES

While studying the **Fashion Marketing and Retailing** course, the student shall be able to:

- Impart the knowledge of fashion Marketing and Retailing
- To provide an insight into the aspects of Fashion Promotion
- Learn the details of Retailing in Apparel Industry
- Provide the Knowledge about Retail Marketing
- Acquaint the Importance of Store location

SYLLABUS

BLOCK-I :MARKETING

UNIT-1: Meaning and classification of Marketing, fashion Marketing, Marketing environment.

UNIT-2: Marketing Function – Assembling, standardization and Grading and packaging, product planning and development.

UNIT-3: The fashion industry and new product development, product mix and range planning. Pricing policies and strategies for apparel products,

UNIT-4: Functions and factors influencing pricing, pricing strategies for new products, methods of setting prices.

BLOCK-II: FASHION PROMOTION

UNIT-5: Fashion sales promotional programme for apparel marketing, communication in prop motion, Personal selling, point of purchase.

UNIT-6: Fashion Advertising and preparation of advertising for apparel market, Advertising media used in apparel market,

UNIT-7: Apparel & Textile Trade shows and fairs .Advertising department and advertising agencies – structure and functions. Advertising Budget.

BLOCK-III : RETAILING

UNIT-8: Introduction to Retailing: Concept of retailing, Functions of retailing, Terms & Definition, Retail formats and types,

UNIT-9: Retailing Channels, Retail Industry in India, Importance of retailing, Changing trends in retailing.

UNIT-10: Understanding the Retail Consumer: Retail consumer behaviour, Factors influencing the Retail consumer,

UNIT-11: Customer decision making process, Types of decision making, Market research for understanding retail consume

BLOCK-IV : RETAIL MARKET

UNIT-12: Retail Market Segmentation and Strategies: Market Segmentation and its benefits, Kinds of markets,

UNIT-13: Definition of retail strategy, Strategies for effective market segmentation,

UNIT-14: Strategies for penetration of new markets, Growth strategies and retail value chain.

BLOCK-V: STORE LOCATION

UNIT-15: Retail Location Selection: Importance of retail locations, Types of retail locations, UNIT-16: Factors determining the location decision, Steps involved in choosing a retail locations, Measurement of success of location

Reference Books:

1. Barry Berman, Retail Management
2. Gibson G. Vedamani, Retail Management
3. U. C. Mathur, Retail Management: Text and Cases.

COURSE OUTCOMES

After completion of the **Fashion Marketing and Retailing** course, the student will be able to:

- Give understand about Fashion Marketing
- Create the concept of Fashion Sales Promotion

- Analyze various Process flow in Retailing
 - Apply knowledge of Retailing in apparel industry
 - Evaluate the concept of store location in fashion marketing
-



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – III year Semester 6 (Distance Mode)

COURSE TITLE : APPAREL PRODUCTION MANAGEMENT

COURSE CODE : BSADS – 63

COURSE CREDIT : 2

COURSE OBJECTIVES

While studying the **Apparel Production Management** course, the student shall be able to:

- Expose the learners to Plant Location and Lay out of coral draw
- Describe work study in textile and fashion industry.
- Develop skills on production and productivity
- Recognize the learning all techniques for graphic designs.
- Enumerate the design details in garment

BLOCK – 1:PLANT LOCATION AND LAYOUT

UNIT 1: Production - Definitions - Terminology - Organizing for Production -Function of Production Department –

UNIT 2: Introduction to Garment Industry Plant Location - Location Economics -Plant Layout – Process Layout -- Product Layout - Combination Layout –

UNIT 3: Introduction to Balancing Theory – Balance Control - Balancing Exercises For Garment - Industry.

BLOCK – II: WORK STUDY

UNIT 4: Concept And Need - Method Study and Work Measurement -Techniques

UNIT 5:Process Chart Symbol - Process Flow Chart - Flow Diagrams - String Diagrams

UNIT 6: Multiple Activity Chart - Principles of Motion Economy - Simo Chart - Time Study Methods - Standard Time Data - Ergonomics With Special Reference To Garment Industry.

BLOCK – III: PRODUCTION AND PRODUCTIVITY

UNIT 7: Methods of Production Systems - Job, Mass & Batch - Section Systems, Progressive Bundle System & 'Synchro' System - Conveyor Systems - Unit Production System - Advantages of UPS - Quick Response-

UNIT 8: Measurement of Productivity - "Men, Machine, Material" - Total Factor Productivity-Criteria for Increasing Productivity in Garment Industry -conducting productivity analysis survey in the garment industry.

BLOCK IV –LINE BALANCING

UNIT 9: Duties and Responsibilities of Production manager / Supervisor - Effective Line Supervision - Factors of Production - Production Function - Process Flow and Charts for Garment –

UNIT 10: Scheduling Calculations -Assigning Operators Optimally - Setting Up Complete Balanced Production Lines to Produce Given Amount of Garments

BLOCK V PRODUCTION PLANNING AND CONTROL

UNIT 11: Capacity Requirement Planning[CRP] - Material Requirement Planning - Steps in Production Planning - Factors to be consider in Production Planning - Function,

UNIT 12: Qualitative and Quantitative Analysis of Production - Coordinating Departmental Activities - Practical Difficulties in implantation.

REFERENCES:

1. Carr & Latham, Technology of Clothing Manufacture
2. Jacob Solinger, Apparel Manufacturers Handbook
3. Gerry Cooklin, Introduction to Clothing Manufacture
4. A. J. Chuter, Introduction to Production Management
5. Tripathi, Personal Management and Industrial Relations
6. O.P. Khanna, Industrial Engineering and Management
7. Rama Moorthi, Production and Operations Management



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – III year Semester 6 (Distance Mode)

COURSE TITLE	:	PRACTICAL - COMPUTER AIDED GARMENT DESIGN
COURSE CODE	:	BSADS – P7
COURSE CREDIT	:	2

COURSE OBJECTIVES

While studying the **Computer Aided Design** course, the student shall be able to:

- Expose the learners to abroad array of coral draw
- Describe Photoshop in textile and fashion.
- Develop skills on computerized designing and
- Recognize the learning all techniques for graphic designs.
- Enumerate the design details in garment

SYLLABUS

Learn computer aided manufacturing (CAM) for all production process right from spreading to sewing. Create the following designs

1. Motifs / small designs.

Embroidery designs for Kerchiefs, Neck lines Chest prints for T-shirts and its colour separation

2. Children's Garments

Jabla- different styles Frocks- different styles Middi and Tops - different styles

3. Women's Garments

Churidhar- different styles Full gowns - different styles Middi & Tops - different styles Princess line Dress- different styles. House coats, Aprons, Nighties

4. Men's Garments

S B vest T- Shirt - different styles Shirts - different styles Kurta pyjama - different styles
5. Create logos & label for branded companies.

COURSE OUTCOMES

After completion of the **Computer Aided Design** course, the student will be able to:

- Examine the diversified usage of Corel draw and Photoshop
- Design motif ,children's ,women's and men's garment
- Develop logo and label for industries
- Develop trendy women's garment using illustration and coral draw
- Discover the new idea of creative garments



Tamil Nadu Open University
School of Science
Department of Apparel and Fashion Design
Chennai – 15

Name of the Programme – B.Sc., (Apparel and Fashion Design)

Syllabus – III year Semester 5 (Distance Mode)

COURSE TITLE	:	DESIGN DEVELOPMENT AND PRESENTATION (SEC)
COURSE CODE	:	BSADS – P8
COURSE CREDIT	:	2

COURSE OBJECTIVES

While studying the **Design Development and Presentations** course, the student shall be able to:

- Make a design collection by utilizing all designing and technical skills
 - Create a portfolio for exhibiting the design collection in a creative manner.
 - Enumerate the detail of colour board
 - Evaluate the design development process
 - Construct the final presentation
-

SYLLABUS

Portfolio development and presentation technique:

To be planned for a season or occasion.

- Customer profile.
- Mood board.
- Design development chart
- Fabric board.
- Colour board.
- Accessories board.
- Story board.

- Final presentation. (Number of garments in a collection 4-6 garments).

COURSE OUTCOMES

After completion of the **Design Development and Presentations** course, the student will be able to:

- Understand about fashion season and fashion trends
- Select themes to get inspiration design ideas and colours.
- Create mood board, story board and colour boards.
- Develop designs for selected season and theme with appropriate colors by flat sketches.
- Construct the designed garments with suitable fabric, proper fit and good aesthetic appeal.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

TAMIL NADU OPEN UNIVERSITY
Regulations and Overview for
Bachelor of COMMERCE (B.COM)
(Semester) in Distance Mode

[w.e.f Academic Year 2020-2021]



Department of Commerce
School of Management Studies
Tamil Nadu Open University
Chennai- 600 015



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

SCHOOL OF MANAGEMENT STUDIES
Department of Commerce
Bachelor of Commerce (B.Com)

MEMBERS OF BOARD OF STUDIES

Chairperson

Dr.R.Panchalan

Professor

Department of Commerce

Institute of Distance Education

University of Madras

Chennai - 600005

E-mail:panchalan.r@gmail.com

Internal Faculty Members

Dr.S.Subramanian

Professor and Director

School of Management Studies

Tamil Nadu Open University

Chennai 600015

E-mail :chisant@rediffmail.com

Dr.R.Tamilmaran

Associate Professor,

School of Management Studies

Tamil Nadu Open University

Chennai 600015

E-mail:drtamilmaran@gmail.com

Dr.N.Saranya Devi

Assistant Professor

School of Management Studies

Tamil Nadu Open University

Chennai 600015

E-mail:saranyan19@gmail.com



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Subject Experts

Dr. R.Rengarajan

Professor
Department of Commerce
University of Madras
Chennai 600005
E-mail:rr_rajana97@yahoo.co.in

Dr.S.Suriyakanthi

Associate Professor
Department of Commerce
Quaid-e-Millath Government College for Women
Chennai 600002
E-mail:krishnarangan@yahoo.co.in

Dr.D.Ayubkhan Dawood,

Professor and Dean
School of Social Sciences and Humanities
B.S.A Crescent Institute of Science and Technology
Vandalur, Chennai 600 048
E-mail:drayubkhan@gmail.com

Dr.R.Sundari,

Assistant Professor,
Department of Commerce,
D G Vaishnav College (Autonomous)
Chennai 600106
E-mail:sundari_rangarajan@yahoo.com

Industrialist

Mr.V.Gopalakrishnan

Chief Financial Officer
TVS Credit Services Limited, III Floor
Jayalakshmi Estate, 29 Haddows Road
Nungambakkam, Chennai 600006
E-mail:gopalakrishnan.v@tvscredit.com

Mr.D.Prathap

Manager, Global Source to pay Compliance Team, Cognizant
DLF IT Park, Manappakkam
Chennai 600125
E-mail:prathapd@cognizant.com



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Alumni

Dr.K.S.Usman Mohideen

Assistant Professor

Sai Ram Institute of Management

Sai Ram Engineering College, West Tambaram

Chennai 600044

E-mail:eximpaddy@gmail.com

Student on Roll

M.Meena

No.1/1909,West Gandhi Nagar

Nanaganallur

Chennai 600061

E-mail:mythilymeena@gmail.com



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Programme's Mission and Objectives

The foremost objective of this programme is including everyone for the state wealth and equips the students with accounting skills and industry knowledge in digital world for the promotion of transparency. This basic knowledge provides basic understanding about the commerce and its importance, i) Explores the need and need of commerce in industry sector and society, iii) Helps to understand the challenges in commerce from digital perspectives and Provides knowledge about the e accounts and digital transaction.

Relevance of the Programme with HEI's Mission and Goals

The Programme B.Com is offered to reach the rural communities through ODL mode for livelihood improvement. This Programme aims at creating equity in education by providing opportunity to all the aspirants for whom Higher Education is unreachable.

Nature of prospective target group of Learners

The bachelor of commerce Programme has been designed for those who are interested in business through caring for the state, individuals, marginalized and vulnerable communities of the society. Particularly in commerce Stakeholders – small firms, entrepreneurship aspirants – Tax payers, Employees from private and government industry/Organizations.

Appropriateness of Programme to be conducted in ODL mode to acquire specific skills and competence:

After complete the course, the students' will get the detail understanding about the commerce, contemporary developments on accountancy and finance on various perspectives. This will help them to view the commerce and providing financial development strategy and knowledge in a scientific way.

Instructional Design

The Curriculum and the Syllabus for Bachelor of Commerce (B.COM) Programme has designed covering all the aspects of Commerce, Economics, Accounting,



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Banking and Finance. The duration of the Programme is three Years and the medium of instruction is Tamil and English.

The Bachelor of Commerce (B.COM) Programme is offered through the Learner Support Centres established by TNOU in the affiliated Arts and Science College, where the same Programme is offered through Conventional Mode.

The Faculty Members available at School of Management Studies of Tamil Nadu Open University and the faculties approved as Academic Counselors of TNOU at Learner Support Centres will be used for delivering the Bachelor of Commerce (B.COM) Programme.

The credits systems suggested as per UGC-ODL Regulations-2020 have been assigned to Bachelor of Commerce (B.COM) Programme. The total number of credits assigned for the Programme is 132. The Self Learning Materials in the form of print, e-content and audio/video materials wherever required has also been developed for the Programme.

Procedure for Admissions, Curriculum Transaction and Evaluation

The eligibility for Admission to the Bachelor of Commerce (B.COM) Programme is +2 pass or its equivalent. The Programme Fee is Rs.11,7000for three years, plus Registration and other Charges. The admission is carried out by Tamil Nadu Open University and through its Regional Centres located within the State of Tamil Nadu. The Theory Counselling and the Practical Counselling (if any) will be conducted through the Learners Support Centres of Tamil Nadu Open University. The evaluation will be carried by Tamil Nadu Open University consists of Continuous Internal Assessment through Assignment and External Assessment through Term End Examination.

Financial Assistance

Scholarship for SC/ST category is available as per the norms of the State Government of Tamil Nadu. Complete Admission fee waiver for the Physically Challenged/ Differently abled persons.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Policy of Programme Delivery

The Academic Calendar for the Programme will be available for the learners to track down the chronological events/ happenings. The Counselling schedule will be uploaded in the TNOU website and the same will be intimated to the students through SMS.

Evaluation System

Examination to Bachelor of Commerce (B.COM) Programme is designed to maintain quality and standard. Theory Examination will be conducted by the University in the identified Examination Centres. For the Assignment students may be permitted to write with the help of books/materials for each Course, which will be evaluated by the Evaluators appointed by the University.

Scheme of Examinations:

Assignment: 1 assignment for 2 credits are to be prepared by the learners. E.g. If a Course is of Credit 4, then 2 number of Assignments are to be written by the learner to complete the continuous assessment of the course. Assignment carries 30 Marks (Average of Total no of Assignment), consists of Long Answer Questions (1000 words) for each Course.

Assignment 1	Answer any one of the question not exceeding 1000 words out of three questions.	1 x 30 = 30 Marks
--------------	---	-------------------

Term - End Examination: Students shall normally be allowed to appear for theory examination after completing the Assignments. The Term -End Examination shall Carry 70 Marks and the Question Paper has three Sections: A, B & C for the duration of 3 hours.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

QUESTION PAPER PATTERN

Time: 3 Hours

Maximum Marks: 70

PART – A (3x3=9 Marks)

Answer any three questions out of five questions in 100 words

All questions carry equal marks

Question Distribution Method:

1. From Block-I
2. From Block -II
3. From Block -III
4. From Block – IV
5. From Block – V

PART – B (3X7=21 Marks)

Answer any three questions out of five questions in 200 words

All questions carry equal marks

6. From Block -1
7. From Block -II
8. From Block – III
9. From Block –IV
10. From Block –V

PART – C (4X10=40 Marks)

Answer any four questions out of seven questions in 500 words

All questions carry equal marks

11. From Block -1
12. From Block -II
13. From Block – III
14. From Block –IV
15. From Block -V
16. From any Block.
17. From any Block.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Passing Minimum: The candidate shall be declared to have passed the examination if the candidate secures not less than 25 marks in the Term End Examinations (TEE) in each theory paper and secures not less than 13 marks in the Continuous Internal Assessment (CIA) and overall aggregated marks is 50 marks in both external and internal taken together.

Continuous Internal Assessment (CIA)		Term End Examination (TEE)		Overall Aggregate Marks	Maximum Marks
Minimum Pass Mark	Maximum Mark	Minimum Pass Mark	Maximum Mark	CIA + TEE	
13	30	25	70	40	100

Classification of Successful Candidate

Candidates who pass all the Courses and who secure 60 per cent and above in the aggregate of marks will be placed in the First Class. Those securing 50 per cent and above but below 60 per cent in the aggregate will be placed in the Second Class.

Requirement of laboratory and Library Resources

The Programme will be offered through the Learner Support Centre (LSC) maintained by Tamil Nadu Open University. The LSC has the required infrastructural facilities to conduct the Counselling for the students who wish to clear their doubts. There is no lab component in Bachelor of Commerce (B.COM) Programme.

A well-equipped Library is available in the University Headquarters and the Regional Centres with required books and research journals. The Learners Support Centre through which the Degree Programme is to be offered is also equipped with a full-fledged library having books and journals related Commerce, Banking, Accounting and Finance.

Quality Assurance Mechanism and expected Programme Outcome

The Quality of the Bachelor of Commerce (B.COM) Programme is maintained by adopting the curriculum suggested by the UGC and Tamil Nadu State Council for Higher Education. As per UGC guidelines the Core courses, Elective courses,



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Subject specific elective courses, Skill enhancement courses are included in the Programme. The Curriculum of Bachelor of Commerce (B.COM) Programme was approved by the Board of Studies held on 18.06.2020.

The curriculum is developed with Thirty Two courses along with Elective and Languages. The curriculum of B.Com has been designed with a help of academia and industry and approved by the Board of Studies which includes subject experts from various Universities, Colleges and Industries. To ensure the quality of the programme curriculum will be updated once in a three year for incorporating new requirements that the programme demands. The well equipped system is evolved to obtain feedback from the learners and the academic counsellors who are the main stake holders of the B.Com programme for appraising the effective delivery of course content of the programme.

As a part of Quality assurance, the curriculum for the Programme will be updated once in three years. Necessary steps will be taken to obtain feedback from the students and the Academic Counsellors who are part of the Programme for effective delivery of the Programme.

After completion of the Bachelor of Commerce (B.COM) Programme, the Learners will acquire knowledge in commerce, Accounting, Finance, Banking and Taxation and this will in-turn help them to get employment or enabling entrepreneurial skill in the field Industry, Business Organization and Government.

Programme Learning Objectives (PLOs)

- PLO 1. Possess strong fundamentals of updated commerce expertise for developing core competencies with special focus in the areas of Accounting, Marketing, Finance and Taxation
- PLO 2. Educate and to deal with the complicated issues of the business society in particular and society at large
- PLO 3. Develop applications-oriented skills in terms of gaining knowledge in statistics, research, economics and all other business-related laws.
- PLO 4. Enhance the employability and entrepreneurial skills of the Commerce learners



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

PLO 5. Develop communication skills for putting forth ideas, views, and messages effectively in the modern business world

PLO 6. Encourage the learners to pursue higher studies and research in commerce and allied disciplines.

Programme Specific Objectives

While studying B.COM Programme, the learners will be able to;

PSO 1. Possess strong foundation on various elements of accounting, finance, legal, marketing, HR and taxation with social impact.

PSO 2. Acquire the skills and knowledge like decision making, critical thinking, effective communication, and problem solving in day-to-day business organization.

PSO 3. Enable learners to pursue different Professional examinations conducted by the Indian Government.

PSO 4. Promote to go further towards higher education and research in the field of Commerce and allied disciplines.

PSO 5. Instill entrepreneurship and managerial skills in learners so as to enable them to establish and manage their business effectively.

PSO 6. Study the relevant financial, managerial accounting / taxation and auditing career skills, applying both quantitative and qualitative knowledge to their future careers in business.

Programme Outcomes

After completion of the B.COM Programme, the learners will be able to;

POC 1. Gain comprehensive knowledge of finance, accounting, taxation and legal systems.

POC 2. Equip in Industrial practices like Banking Sectors, Insurance Companies, Financing companies, Transport Agencies, Retail sector, warehousing etc., well trained professionals to meet the requirements.

POC 3. Attain a number of specializations and practical exposures which would equip the learners to face the recent challenges in commerce and business



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

- POC 4. Aspire educational needs in a changing world to pursue professional courses in the relevant domain
- POC 5. Acquire capabilities towards innovation and creativity in decision making and problem-solving skills in modern business modeling
- POC 6. Gear up with updated knowledge in implementing business practices and imbibe the various skills like accounting skills, managerial skills, communication skills etc.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Mapping the Curriculum

Course Code / Programme Learning Outcomes	BFTMS-11	BFEGS -11	BCOS -11	BCOS -12	BCOSE -11	BFTMS -21	BFEGS -21	BCOS -21	BCOS-22	BCOSE-21	BFTMS - 31	BFEGS - 31	BCOS -31	BCOS -32	BCOSE - 31	BFTMS - 41	BFEGS -41	BCOS -41	BCOS -42	BCOSE - 41	CCES	BCOS-51	BCOS-52	BCOS-53	BCOS-54	BCOSE-51	Learner's Choice-CBCS	BCOS-61	BCOS-62	BCOS-63	BCOS-64	BCOSE-61			
Knowledge			✓	✓	✓			✓	✓	✓			✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		
Research			✓	✓	✓			✓	✓	✓			✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		
Communication			✓	✓	✓			✓	✓	✓			✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		
Problem Solving			✓	✓	✓			✓	✓	✓			✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		
Science and Society					✓																✓												✓		
Life-Long Learning					✓																	✓													
Modern Tool Usage					✓										✓							✓													
Project Management					✓									✓					✓			✓				✓			✓	✓			✓	✓	
Environment and Sustainability					✓													✓			✓													✓	



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

B.COM
(Distance Mode – Semester)
(From Academic Year 2020-2021 onwards)

S No.	Course Code	Course title	Category	No. of Credits	Exam Hrs	Marks Distribution		Max. Marks	Pass Marks
						CIA	TEE		
First Year									
First Semester									
1	BFTMS-11	தமிழ் - 1 (மொழிப்பாடம்)	Language I	4	3	30	70	100	40
2	BFEGS-11	Foundation in English-I (Literature and Grammar)	Language II	4	3	30	70	100	40
3	BCOS-11	Business Management	CC	4	3	30	70	100	40
4	BCOS-12	Financial Accounting	CC	5	3	30	70	100	40
5	BCOSE-11A	Business Economics	DSE	4	3	30	70	100	40
Total				21		150	350	500	
Second Semester									
S No.	Course Code	Course title	Category	No. of Credits	Exam Hrs	Marks Distribution		Max. Marks	Pass Marks
						CIA	TEE		
6	BFTMS-21	தமிழ் - II (மொழிப்பாடம்)	Language I	4	3	30	70	100	40
7	BFEGS-21	Foundation in English-II (Literature and Use of English)	Language II	4	3	30	70	100	40
8	BCOS-21	Advanced Financial Accounting	CC	5	3	30	70	100	40
9	BCOS-22	Business Communication	CC	4	3	30	70	100	40
10	BCOSE-21	Organizational Behaviour	DSE	4	3	30	70	100	40
				21		150	350	500	



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Second Year									
Third Semester									
S No.	Course Code	Course title	Category	No. of Credits	Exam Hrs	Marks Distribution		Max. Marks	Pass Marks
						CIA	TEE		
11	BFTMS - 31	தமிழ் - III	Language I	4	3	30	70	100	40
12	BFEGS - 31	Foundation in English - III (Soft Skills)	SEC	4	3	30	70	100	40
13	BCOS -31	Business Law	CC	4	3	30	70	100	40
14	BCOS -32	Cost Accounting	CC	5	3	30	70	100	40
15	BCOSE – 31	Business Statistics	DSE	5	3	30	70	100	40
				22		150	350	500	
Fourth Semester									
S No.	Course Code	Course title	Category	No. of Credits	Exam Hrs	Marks Distribution		Max. Marks	Pass Marks
						CIA	TEE		
16	BFTMS - 41	தமிழ் – IV	Language I	4	3	30	70	100	40
17	BFEGS - 41	Foundation in English-IV (Writing Skills)	SEC	4	3	30	70	100	40
18	BCOS -41	Principles of Marketing	CC	4	3	30	70	100	40
19	BCOS -42	Corporate Accounting	CC	5	3	30	70	100	40
20	BCOSE – 41	Computer Applications in Business	DSE	4	3	30	70	100	40
	CCES	Environmental Studies	AECC	2	3	30	70	100	40
				23		180	420	600	



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Third Year									
Fifth Semester									
S No.	Course Code	Course title	Category	No. of Credits	Exam Hrs	Marks Distribution		Max. Marks	Pass Marks
						CIA	TEE		
22	BCOS-51	Advanced Corporate Accounting	CC	5	3	30	70	100	40
23	BCOS-52	Income Tax Theory, Law and Practices	CC	5	3	30	70	100	40
24	BCOS-53	Company Law And Secretarial Practice	CC	4	3	30	70	100	40
25	BCOS-54	Banking Theory, Law and Practice	CC	4	3	30	70	100	40
26	BCOSE-51	E-Commerce	SEC	4	3	30	70	100	40
27		Learner 's Choice- CBCS	GE	2	3	30	70	100	40
				24		180	480	600	
Six Semester									
S No.	Course Code	Course title	Category	No. of Credits	Exam Hrs	Marks Distribution		Max. Marks	Pass Marks
						CIA	TEE		
28	BCOS-61	Principles of Insurance	CC	4	3	30	70	100	40
29	BCOS-62	Financial Management	CC	4	3	30	70	100	40
30	BCOS-63	Management Accounting	CC	5	3	30	70	100	40
31	BCOS-64	Auditing	SEC	4	3	30	70	100	40
32	BCOS-65	Entrepreneurship Development	SEC	4	3	30	70	100	40
				21		150	350	500	
				132		960	2300	3200	

Continuous Internal Assessment- (CIA) Term End Examination - (TEE)



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

CATEGORY			
Abbreviation	Expansion	Explanation	Minimum No of courses
CC	Core Courses	From the Discipline of study	15+ 6 = 21 (CC+ Language)
DSE	Discipline Specific Elective	From the Discipline of study/Allied	4 (Discipline+ Interdisciplinary)
AECC	Ability Enhancement Compulsory Course	English Environmental Studies	1
GE	Generic Elective	From other Disciplines/CBCS	1
SEC	Skill Enhancement courses	From the discipline of the Study	5



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

B.Com - I Year Syllabus

Semester – I

பாடப் பெயர் (Course Title) : தமிழ் - I (Tamil – 1)

பாடக் குறியீடு (Course Code) : BFTMS - 11

பாட கற்றல் அளவெண் (Course Credits) : 4

பாட நோக்கங்கள்

CO1. தமிழ் இலக்கியங்களை அறிமுக நோக்கில் எடுத்துரைத்தல்

CO2. மொழித்திறன், மொழியறிவு, இலக்கியப் பொது அறிவு பெறும் வகையில் விவரித்தல்

பிரிவு – 1 பன்னிரு திருமுறைகள்

தமிழில் சமய இலக்கியங்கள் – சமய இலக்கியத் தோற்றம், சமணமும் பௌத்தமும், சைவ சமய வளர்ச்சி, பன்னிரு திருமுறை பட்டியல் - திருஞானசம்பந்தர் தேவாரம் பாடல் சிறப்புகள். - (திருநாவுக்கரசரின் மாசில் வீணையும், நம்கடம்பனைப் பெற்றவள், சுந்தரர் - பித்தா பிறைசூடி, பொன்னார் மேனியனே, மாணிக்கவாசகர் - வானாகி மண்ணாகி, பால்நினைந்து ஊட்டும், திருமூலரின் ஒன்றே குலமும் ஒருவனேதேவனும், அன்பும் சிவமும் இரண்டென்பர், காரைக்காலம்மையார் - இன்று நமக்கெளிதே மாலுக்கும், அறிவானும் தானே அறிவிப்பான் .

பிரிவு – 2 நாலாயிரத் திவ்யப் பிரபந்தம்

முதல் மூன்று ஆழ்வார்கள் – பொய்கையாழ்வார் பாடல் - வையம் தகளியா வார்கடலே, பூத்ததாழ்வார் பாடல் - அன்பே தகளியா ஆர்வமே - பேயாழ்வார் - திருக்கண்டேன் பொன்மேனி கெண்டேன், திருமழிசை ஆழ்வார் பாடல் – அன்பாய் ஆரமுதம் ஆவாய், நம்மாழ்வார் - இவையும் அவையும் உவையும், மதுரகவியாழ்வார் –



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

நன்மையால் மிக்க நான்மறை, குலசேகராழ்வார் – செல்வத்து அரம்பையர்கள், பெரியாழ்வார் – மாணிக்கம் கட்டி வயிரம் இடைகட்டி - ஆண்டாள் – மத்தளம் கொட்ட வரிசங்கம், தொண்டரடிப் பொடியாழ்வார் – பச்சைமா மலைபோல் மேனி, திருப்பாணாழ்வார் – கொண்டல் வண்ணனைக் கோவலனாய், திருமங்கையாழ்வார் – குலம்தரும், செல்வம் தந்திடும், அடியார்.

பிரிவு – 3 சீறாப்புராணம் (கதீசா கனவு கண்ட படலம்)

சீறாப்புராணம் – காப்பிய அமைப்பு, கதீசா கனவு கண்ட படலம், காப்பிய முன்கதைச் சுருக்கம், படலக் கதைச் சுருக்கம் – கதீசா கனவு கண்டு எழுதல் – கதீசா கண்ட கனவு, கதீசாவின் ஏமாற்றம் – கதீசாவின் இயல்பு நிலையில் மாற்றம் – ஒப்பனை துறந்த விரக்தி, பஞ்சணை பொருந்தா நிலை – கதீசாவின் புலம்பல் – விதவசம் பொருந்துமோ எனல், மாதுலன் வசனம் சிதையுமோ எனல், கதீசா தேம்புதல். – மெசறாவின் மடல் வருதல் – மெசறா எழுதிய பத்திரம், சித்திர வரிதொறும் முத்தமிடுதல், கடலில் தவிப்பார்க்குக் கிடைத்த மரக்கலம்.

பிரிவு – 4 தேம்பாவணி (காட்சிப் படலம்)

தேம்பாவணி – காப்பிய அமைப்பு, காட்சி படலம், காப்பிய முன்கதைச் சுருக்கம், படலக் கதைச் சுருக்கம், - கோவர் கூட்டம் வந்து காணுதல் – குழந்தை இயேசுவைத் தொழுதல், முல்லையார் தந்த முல்லை மாலை, பேரின்பத்தால் உயிர் ஊஞ்சலாடல் - கோவலர் போற்றி வாழ்த்துதல் – நீவிப் போன ஆட்டை மீட்கவோ உதித்தனை எனல், பிணிக் குலத்தக்கது உதித்த பெற்றி போற்றல், அன்னையையும் ஆண்டவரையும் வாழ்த்துதல் – கோவலர் செலுத்திய காணிக்கை – இடைச்சியர் மாலை சாத்தல், இடையர் தந்த பால் காணிக்கை, குழந்தை இயேசுவின் அருள்நோக்கு – ஓகனோடு



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

ஒங்குதாயும் வாழ்த்தினாள் - அன்பால் பீறிட்ட ஆனந்தக் கண்ணீர் மழை, வேந்தரை நீக்கி ஆயரைத் தெரிந்ததென் எனல்.

பிரிவு – 5 முத்தொள்ளாயிரம்

(யானை மறம் - மருப்பு ஊசி யாக, கொடிமதில் பாய்ந்துஇற்ற, அயிற்கதவம் பாய்ந்துழக்கி, கைக்கிளைப் பாடல்கள் - உழுத உழுத்தஞ்சேய், நாண் ஒருபால் வாங்க நலன் ஒருபால், ஆய்மணிப் பைம்பூண் எனத் தொடங்கும் பாடல்கள்) நந்திக்கலம்பகம் (ஊசல், மறம் உறுப்பில் அமைந்த பாடல்கள்)

தமிழில் சிற்றிலக்கியங்கள் சிற்றிலக்கியத் தோற்றம், சிற்றிலக்கிய வகைகள், கலம்பகம், பிள்ளைத்தமிழ் - முத்தொள்ளாயிரம் - நூல்பெயர் விளக்கம், அமைப்பு, யானை மறம் விளக்கம், கைக்கிளை விளக்கம், - முத்தொள்ளாயிரம் - யானை மறம் பாடல்கள் - பாண்டியன் யானை மறம் - ஒரு பாடல், சோழன் யானை மறம் - ஒருபாடல், சேரன் யானை மறம் - ஒரு பாடல் - முத்தொள்ளாயிரம் - கைக்கிளைப் பாடல்கள் - பாண்டியன் கைக்கிளை - ஒருபாடல், சோழன் கைக்கிளை ஒருபாடல், சேரன் கைக்கிளை ஒரு பாடல், - நந்திக்கலம்பகம் - ஊசல், மறம் - கலம்பக ஊறுப்புகள் 18 விளக்கம், ஊசல் உறுப்பில் அமைந்த பாடல், மறம் உறுப்பில் அமைந்த பாடல் - நந்திக்கலம்பகம், தலைவன் தலைவி கூற்று - தலைவன் கூற்றுப் பாடல், தலைவி கூற்றுப் பாடல்.

பிரிவு – 6 மீனாட்சியம்மை பிள்ளைத்தமிழ் (அம்புலி பருவம்)

பிள்ளைத் தமிழ் விளக்கம் - பிள்ளைத் தமிழின் பத்துப் பருவங்கள், பிள்ளைத் தமிழுக்கு அம்புலி - விளக்கம், - சாமம் என்னும் வழிமுறை - சாமம் விளக்கம், சாமம் வழிமுறைப்பாடல் - தானம் என்னும் வழிமுறை - தானம் விளக்கம், தானம் வழிமுறைப்



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

பாடல் – பேதம் என்னும் வழிமுறை – பேதம் விளக்கம், பேதம் வழிமுறைப் பாடல் – தண்டம் என்னும் வழிமுறை – தண்டம் விளக்கம், தண்டம் வழிமுறைப் பாடல்.

பிரிவு – 7 இக்கால மரபுக்கவிதைகளும் பாட்டு இலக்கியமும்

மரபுக் கவிதைகளும் பாட்டு இலக்கியமும் – மரபுக் கவிதைகள் விளக்கம், பாட்டுக்கள் – வள்ளலார், பாரதியார், பாரதிதாசன் – வள்ளலார் இராமலிங்க அடிகள் பாடல் – ஒருமையுடன் நினது திருமலரடி... - பாரதியார் – யாமறிந்த மொழிகளிலே – பாரதிதாசன் – காலைஇளம் பரிதியிலே... நாமக்கல் கவிஞர், கவிமணி – நாமக்கல் கவிஞர் இராமலிங்கம்பிள்ளை பாடல் – தமிழென்று சொல்லடா... - கவிமணி தேசிகவிநாயகம் பிள்ளை - புலர்ந்து விடியும் பொழுதினிலே...சுரதா, முடியரசன் – சுரதா – சுவரின்மேல் ஒட்டிக் கொண்டிருக்கும் – முடியரசன் – சாதியைத்தான் முன்வைத்துச் சான்றுகின்றார். கண்ணதாசன் – கேள்வி பிறந்தது அன்று, மருதகாசி – சமரசம் உலாவும் இடமே, பட்டுக்கோட்டையார் – சின்னப்பயலே சின்னப்பயலே...

பிரிவு – 8 புதுக் கவிதைகளும் ஐக்கூக் கவிதைகளும்

புதுக்கவிதைகளும் ஐக்கூக் கவிதைகளும் – புதுக் கவிதைகள் விளக்கம், - நா. காமராசன் – பாற்கடல் அமுதத்தை..., அப்துல் ரகுமான்- நாற்காலியாய் இருந்தவன் ..., மீரா – மூட்டை மூட்டையாய்..., சிற்பி – அகன்ற உலகு நான்..., இன்குலாப் – பதவியூர் போகும்..., மு. மேத்தா – என்னுடைய சம்பளநாளில்..., அபி – பகல்வெளியில் எங்கோ..., ஈரோடு தமிழன்பன் – நீலச் சேற்றில்..., சேசாலம் – மண்ணின் வெடிப்பை..., வைரமுத்து – அவிழ்ந்த கூந்தலைஅள்ளிமுடிக்க..., ஐக்கூக் கவிதைகள் – அப்துல் ரகுமான் – இரவெல்லாம் ..., அமுதபாரதி – எரியும் பிணங்கள்,



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

மித்ரா – பசித்த குழந்தைகள், அறிவுமதி – மரம் வெட்டிய..., கழனியூரன் – அன்புடைமை...

பிரிவு – 9 மு. வரதராசனாரின் “தமிழுக்கு முதல் இடம்”

தமிழில் உரைநடை வளர்ச்சி – உரைநடையின் தோற்றம், தமிழில் கட்டுரைகள், தமிழில் மணிப்பிரவாள நடை, தமிழில் தனித்தமிழ்நடை, - மு. வரதராசனார் உரைநடை,- மொழிப்பற்று நூல் அறிமுகம், தமிழுக்கு முதல் இடம் – கட்டுரை உட்பொருள் – தமிழுக்குமுதல் இடம் – தமிழ்நாட்டுக் கோயில்களில் வடமொழி, தமிழ் இசை கருநாடக இசையாக மாறிப்போனது, தமிழ் இசைக்கு முதல் இடம், ஆட்சித் துறையில் தமிழுக்கு முதல் இடம், ஆட்சிமொழி எவ்வழி பிறகுறைகள் அவ்வழி, இதழியல் துறையில் தமிழுக்கு முதல் இடம், ஆங்கிலப் பத்திரிகைகளும் அமாவாசைச் சாமியார்களும்.

பிரிவு – 10 பாரதிதாசனின் “அமைதி” நாடகம்

தமிழில் உரைநடை நாடக வளர்ச்சி, - தமிழில் நாடகங்களின் தோற்றம், 20 ஆம் நூற்றாண்டில் தமிழ் நாடகங்களின் நிலை, முத்தமிழில் நாடகத்தமிழ் விளக்கம், மௌன மொழி உலகப் பொது மொழி. – பாரதிதாசன் என்னும் நாடக ஆசிரியர் – புரட்சிக்கவிஞரின் நாடகப் புரட்சி, பிரெஞ்சு நாடகத் தாக்கம், அமைதியின் சிறப்பு – அமைதி நாடகக் கதைச் சுருக்கம் – அமைதி களம் ஒன்று, களம் – இரண்டு , களம் மூன்று, களம் நான்கு, களம் ஐந்து, களம் ஆறு, களம் ஏழு, அமைதி நாடகத் திறனாய்வு.

பார்வை நூல்கள்:

1. மு. வரதராசன், தமிழ் இலக்கிய வரலாறு, சாகித்ய அக்காதெமி, புதுடெல்லி.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

2. மது. ச. விமலானந்தன், தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம்,

மதுரை.

3. தமிழண்ணல், புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம்,

மதுரை.

பாடத்தினைப் படிப்பதால் விளையும் பயன்கள்

CLO1.தமிழிலுள்ள சமய இலக்கியங்கள், சிற்றிலக்கியங்கள், மரபுக் கவிதை, புதுக்

கவிதை, உரைநடை இலக்கியங்கள், மு.வ.வின் உரைநடைச் சிறப்புகள்,

பாரதிதாசனின் அமைதி நாடகச் சிறப்புகள் பற்றிமாணவர்கள் விரிவாக

எடுத்துரைப்பார்கள்.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Foundation in English-I (Literature and Grammar)

Course Code : BFEGS - 11

Course Credit : 4

COURSE OBJECTIVE

CO1. To make the learners aware of the history of England

CO2. To cultivate the creativity among the learners

CO3. To improve the reading skills of the learners

CO4. To enhance the vocabulary of the learners

CO5. To make the learners read and write in English

COURSE SYLLABUS

BLOCK I: Brief History of England

Tudor England- Stuart England -Restoration England -Revolutions -Eighteenth Century-19th Century Education- 20th Century

BLOCK II: Literary Texts

R.K. Narayan- *An Astrologer's Day* and Sarojini Naidu - *Bangle Sellers*

BLOCK III: Reading Comprehension

Definition of Comprehension- Types of Comprehension- Reading Materials- Vocabulary- Critical Reading- Effective Reading- Exercises

BLOCK IV: Functional Grammars and Vocabulary

Parts of Speech- Tenses-Articles -Prepositions and Linkers –Punctuation-Common Mistakes -Polite E/xpression-Affixes

BLOCK V: Language Skills

Reading Skills: SQ3R Technique -Writing Skills -Dictionary Use

REFERENCES:

1. Narayan R.K. *Short Story Collections*.
2. Sarojini Naidu. *Bangle Sellers*
3. Sinha C.A. Reading Comprehension. Prabhat Prakashan.
4. Xavier A.G. *An Introduction to the Social History of England*. Viswanathan S. Printers, Chennai. 2009.

WEB RESOURCES:



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

1. <https://www.digimat.in/nptel/courses/video/109106124/L01.html>
2. <https://www.digimat.in/nptel/courses/video/109106138/L46.html>
3. <https://www.coursera.org/lecture/multimodal-literacies/9-2-learning-to-read-reading-for-meaning-HdG3O>
4. <https://nptel.ac.in/courses/109/107/109107172/>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Describe the history of England
- CLO2. Critically analyse the literary texts
- CLO3. Use the words correctly
- CLO4. Write in flawless English



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : BUSINESS MANAGEMENT

Course Code : BCOS - 11

Course Credit : 4

COURSE OBJECTIVE

- CO1. Examine management functions of planning, organizing, issues and controlling of an organization.
- CO2. Discuss importance, types, tools and techniques of planning and decision making of the managerial job of a business concern.
- CO3. Describe organization, departmentation decentralization of management which are chosen based on the company size and its functions.
- CO4. Enumerate the staffing, techniques and communication in coordinating of a business unit.
- CO5. Define controlling and its preventive techniques in business management in practice.

COURSE SYLLABUS

BLOCK I: Introduction to Management

Management: Meaning- Definitions - Nature and Scope - Levels of Management - Managerial Roles, Responsibilities and Skills - Evolutions of Management Thoughts and Approaches - Functions of Management - Trends and Challenges of Management in Global Scenario -Emerging Issues in Management.

BLOCK II: Planning and Decision Making

Planning: Nature, purpose and functions – importance and elements - Types of plan - Management by Objective (MBO) - Steps in planning - Planning Tools and Techniques - Planning premises- Decision Making: Meaning -Steps in Decision Making - Techniques of Decision Making

BLOCK III: Organizing

Organising: Process - Features - Elements - Structure - Different forms - Principles of Organization - Departmentation, Delegation and Decentralization - Span of Management - Organisation Charts and Manuals



BLOCK IV: Directing and Coordinating

Staffing - Concept of staffing- staffing process - Directing and Co-ordination: Meaning - Principles - Elements - Motivation – Theories of motivation – Motivational Techniques - Leadership Theories and Styles - Communication process – Communication Network – Barrier to communication

BLOCK V: Controlling

Controlling: Definition - Characteristics and Importance - Stages in the control process - requisites of effective control - Controlling Techniques: direct and preventive control – Reporting - Use of Computers and IT in Management control

REFERENCES:

1. Harold Koontz and Heinz Weihrich, (2020). Essentials of Management: An International and Leadership Perspective. McGraw Hill Education.
2. Robbins, Stephen P. and Agarwal, Madhushree Nanda, (2019). Fundamentals of Management Essential Concepts and Application. pearson Education.
3. Gupta Shashi K. Sharma R.K., Sharma Manoj (2016, January 1). Principles of Management. Kalyani Publishers.
4. George Terry, (2012, March 25). Principles of Management. Literary Licensing, LLC
5. Newman, Summer, and Gilbert, Management, PHI.
6. James H. Donnelly, (2000). Fundamentals of Management, (10th ed.). Pearson Education.
7. B.P. Singh and A.K.Singh, (2002, July 10). Essentials of Management. Excel Books.
8. Griffin, (2009, January 01). Management Principles and Application. Cengage Learning.
9. Robert Kreitner, (2010, January 01). Management Theory and Application. Cengage Learning.
10. TN Chhabra, (2016, January 01). Management Concepts and Practice Dhanpat Rai & Co. (Pvt. Ltd.), New Delhi.
11. Peter F Drucker, (2006). Practice of Management. London, Mercury Books.
12. Singla, R.K., (2020, October 5). Theory of Management. V.K. Publications.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

WEB RESOURCES:

1. <http://www.freebookcentre.net/business-books-download/Business-Environment.html>
2. https://ebooks.lpude.in/commerce/mcom/term_1/DCOM105_DCOM402_DMGT105_DMGT401_BUSINESS_ENVIRONMENT.pdf
3. https://www.nios.ac.in/media/documents/SrSec319NEW/319_Bus_Studies_Eng/319_Bus_Studies_Eng_Lesson3.pdf

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Demonstrate the knowledge of management which provides efficacy level of managers.
- CLO2. Analyse the deciding goals of organization and assess the performance to set goals in which making appropriate decision making towards the raising the problems
- CLO3. Attribute the improvement in designing and structure of organizational components and goals.
- CLO4. Integrate stability, motivate and utilize the resources of management.
- CLO5. Accomplish the organizational goals and gain efficacy of resources in management.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : FINANCIAL ACCOUNTING

Course Code : BCOS - 12

Course Credit : 5

COURSE OBJECTIVE

- CO1. Discuss accounting, its principles, international accounting standard in India.
- CO2. Discover double entry system, journal, ledgers and contrast the transaction of debits and credits in accounting system while preparing the accounting statements
- CO3. Examine the non-trading accounts to the non-profitable organisations and to keep in mind the accounting system for rectification of errors.
- CO4. Differentiate hire purchase and installments accounting to find out reducing the risk and to get knowledge in bill of exchange for the effective business transactions
- CO5. Enumerate depreciation methods in which to categories and to find suitable method for various business organizations

COURSE SYLLABUS

BLOCK I: Introduction to Accounting

Meaning and Scope of Accounting: Need, development, and Definition of Accounting - Book keeping and accounting - Persons interested in accounting – Disclosures - Branches of Accounting - Objectives of accounting - Accounting Principles International Accounting Standards (only outlines) - Accounting principles - Accounting Standards in India

BLOCK II: Double Entry System and Final Accounts of Sole Trading Concern

Double Entry system and Bookkeeping - Rules of debit and credit - Accounting Cycle transactions - Journal - Compound journal entry - Opening entry – Relationships - Ledger – Journal Vs Ledger - Rules regarding posting - Preparation of Trial Balance - Preparation of Final Accounts of Sole Traders – Preparation of Cash Book

BLOCK III: Non-Trading Accounts

Non-Trading Concerns' Accounts – Capital Vs Revenue Accounts - Preparation of Receipt and Payment Account - Income & Expenditure Account and Balance sheet (simple problems) - Classification of Errors - Rectification of errors- Preparation of Suspense Account - Bank Reconciliation Statement (Only simple problems)



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BLOCK IV: Hire Purchase Accounting and Bill of Exchange

Meaning and Definition of Hire Purchase and Installment Purchase System- difference between Hire Purchase and Installment Purchase – Importance – Hire Purchase Agreement – Hire Purchase Price – Cash Price – Hire Purchase Charges – Net Hire Purchase Price – Net Cash Price – Calculation of Interest – Calculation of Cash Price (Asset Accrual Method only) - Bills of exchange – Accommodation bills - Average due date – Account current

BLOCK V: Accounting for Depreciation

Accounting for Depreciation – Need for and significance of depreciation - Methods of providing Depreciation – Reserves and Provisions - Depreciation accounting as per accounting standard - Depreciation accounting - Provisions and Reserves

REFERENCES:

1. S.P. Jain & K.L. Narang, (2014) “Advanced Accounting”, Volume – I, 18th Revised Edition Kalyani publishers New Delhi, Delhi.
2. T.S.Reddy and A.Murthy, (2015), “Financial Accounting”, 7th revised edition, Margam publications, Chennai – 600 017, 2015.
3. R.L. Gupta and Radhasamy, (2013), “Advanced accounting” S.Chand & company ltd., New Delhi.
4. Dr. M.A. Arulanandam & Dr. K.S. Raman, (2015), “Advanced Accountancy” , 1st edition, Himalaya publications, New Delhi.
5. M.C. Shukla, T.S. Grewal & S.C. Gupta, (2013), “Advanced accounts”, Sultan& chand publications, New Delhi.
6. P.L. Nagarajan N.Vinayagam, Mani.P.L, (2013), “Principles of A ccountancy”, S.Chand & company ltd, New Delhi.
7. T.S. Grewal, (2014), ” Introduction to Accountancy”, S.Chand & company ltd, New Delhi.
8. P.L. Tulsian,(2011), Advanced Accountancy, Tata MC Grow Hill companies.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

WEB RESOURCES:

1. <http://www.freebookcentre.net/business-books-download/Financial-Accounting-I.html>
2. <https://www.sarkarirush.com/financial-accounting-book-for-b-com-1st-year-pdf/>
3. <https://archive.nptel.ac.in/courses/110/101/110101131/>
4. <https://digimat.in/nptel/courses/video/110101131/L25.html>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Enterprise financial aspects and its standards and expands financial health of business.
- CLO2. Identify transaction of credits and debit that need to be recorded in the accounting of business management for which rule of double entry system is essential
- CLO3. Prepare accounts of non-trading business which is providing authenticate date to the members of non-profitable organisations accordingly.
- CLO4. Analyse the essential of bill of exchange and it's accounting the bills of current account. Illustrate and select the best systems between hire purchase and instalments while acquire the assets for the business
- CLO5. Assess suitable depreciation methods and its accounting standards



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : BUSINESS ECONOMICS

Course Code : BCOSE – 11

Course Credit : 4

COURSE OBJECTIVE

- CO1. Explain Micro Economic concepts and inculcate an analytical approach to the subject matter.
- CO2. Discuss production laws and gain knowledge in input and output relationship.
- CO3. Make out demand analysis and its type and to find the various application in economic analysis and demand forecasting
- CO4. Orient different types of markets in the current scenario. and its price output. Analyse the causes and consequences of different market conditions.
- CO5. Clarify the various types of national incomes such as Gross National Product (GNP), Net National Product (NNP), Income at Factor cost or National Income at Factor Prices, Per Capita Income, Personal Income (PI), Disposable Income etc.

COURSE SYLLABUS

BLOCK I: Introduction to Business Economics

Business Economics: Definitions, Scope, Role in Business Decisions- Economics Systems -Interdependence of Micro and Macro Economics – Theory of Firm – Opportunity Cost - Utility Analysis and Types of Utility -Consumer behaviour - law of diminishing Marginal Utility - Indifference Curve Analysis - Roles of Business Economist

BLOCK II: Production and Cost – Output Relationship

Production Concept - Importance and Factors of Production - Theories Production - Production Laws: law of variable proportion- Law of returns to scale- Isoquants - Economies of scale - Cost Analysis: Cost concepts and classification, Cost-Output Relationship -Determinants of cost - Cost curves – Fixed and variable costs – Average and marginal costs – Short run cost curves and long run cost curves - Break-Even Analysis



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BLOCK III: Demand and Determination and Elasticity of Demand

Demand -Demand Function – Demand Law- Determinants of Demand - Demand Elasticity, Degrees and Methods – Price, Income and Cross Elasticity - Use of Elasticity for Analyzing Demand - Demand Forecasting - Supply Law – Elasticity of Supply

BLOCK IV: Market Structure and Price Determination under the Perfect and Imperfect Competition

Market structure - Price and Output Determination - Perfect Competition - Short-Run and Long-Run Equilibrium under Perfect Competition -Imperfect Competitions: Monopoly, Monopolistic Competition-Oligopoly- Duopoly - Difference between Perfect and Imperfect Competitions – Price Determination under Imperfect Competition - Pricing Objectives and Methods

BLOCK V: National Income

National Income: concept – Measurement – inequalities of income - Fiscal policy and Monetary Policy - Public Finance: Definition – Scope - importance

REFERENCES:

1. S.Shankaran, (2012), Business Economics, Margham Publications - Ch -17
2. P.L. Mehta, (2016), Managerial Economics, Analysis, Problems & Cases, Sultan Chand & Sons - New Delhi – 02.
3. C.M.Chaudhary, (2019), Business Economics, RBSA Publishers, Jaipur - 03.
4. Francis Cherunilam, (2021), Business Environment, Himalaya Publishing House Mumbai – 04.
5. Peter Mitchelson and Andrew Mann, (1995), Economics for Business, Thomas Nelson Australia
6. H.L. Ahuja, (2011), Business Economics , Micro & Macro - Sultan Chand & Sons – New Delhi – 55.
7. Yogesh Maheswari, Gupta G.S., (2005), Managerial Economics, Phi Learning, Newdelhi.
8. Moyer & Harris, (2020), Managerial Economics, Tata Mcgraw-Hill, New Delhi
9. Geetika, (2005), Anagerial Economics, Cengage Learning, Newdelhi.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

10. Ghosh & Choudhury, (2011), Managerial Economics, Tata Mcgrawhill, Newdelhi,.

WEB RESOURCES:

1. <http://www.freebookcentre.net/business-books-download/Business-Economics.html>
2. <http://www.unishivaji.ac.in/uploads/distedu/Home/SIM%202015/B.%20Com.%20I%20Business%20Economics%20English%20version.pdf>
3. <https://www.geektonight.com/business-economics-notes-pdf/>
4. <https://www.digimat.in/nptel/courses/video/110101005/L01.html>
5. <https://archive.nptel.ac.in/courses/110/101/110101149/>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Integrate principles of business economics and consumer behaviour for making decisions.
- CLO2. Demonstrate cost and output relationship by considering production function.
- CLO3. Apply economic principles to price quantities in competitive supply and demands.
- CLO4. Influence how business sets prices depend on its market structures in process.
- CLO5. Articulate the concept of National Income and Identify the challenges in National Income computation.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

B.Com - I Year Syllabus

Semester – II

பாடப் பெயர் (Course Title) : தமிழ் (Tamil)

பாடக் குறியீடு (Course Code) : BFTMS - 21

பாட கற்றல் அளவெண் (Course Credits) : 4

பாட நோக்கங்கள்

CO1. தமிழ் இலக்கியங்களை அறிமுக நோக்கில் எடுத்துரைத்தல்

CO2. மொழித்திறன், மொழியறிவு, இலக்கியப் பொது அறிவு பெறும் வகையில் விவரித்தல்

பிரிவு – 1 ஜெயகாந்தனின் “நான் இருக்கிறேன்” – சிறுகதை

தமிழ் உரைநடையில் சிறுகதை வளர்ச்சி – தமிழில் கதை இலக்கியத் தோற்றம், தமிழ்ச் சிறுகதைகளின் தோற்றமும் வளர்ச்சியும், சிறுகதை இலக்கணம் – தமிழ்ச் சிறுகதைகளில் ஜெயகாந்தன் – ஜெயகாந்தன் சிறுகுறிப்பு – கதை அரங்கம் அறிமுகம், நான் இருக்கிறேன் கதைச் சுருக்கம் – நான் இருக்கிறேன் சிறுகதை – வியாதிக்காரன் அனுபவங்கள், சாகக் கற்றுக்கொடுத்த நொண்டி, வாழக் கற்றுக்கொடுத்த வியாதிக்காரன், நான் இருக்கிறேன் அம்மா, - நான் இருக்கிறேன் – சிறுகதைத் திறனாய்வு.

பிரிவு - 2 வா.செ.குழந்தைசாமியின் அறிவியல் தமிழ் ஆக்கம் இற்றை நிலை

அறிவியல் தமிழ் - இயற்றுதல் அறிந்தோம் புனைதல் இல்லை - தமிழில் அறிவியல் இலக்கியம் படைப்போம் - வா.செ. குழந்தைசாமி - அறிமுகம் - அறிவியல் தமிழ் - எந்தத் துறைகளைக் குறிக்கும் - அறிவியல் தமிழை உள்ளடக்கியது - தோற்றம் - கலைச்சொல்லாக்கப் பணி - விடுதலைக்குமுன் - விடுதலைக்குப்பின் - பாடநூல்



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

நிறுவனத்தின் பங்கு - பதிப்பகங்களின் பங்கு - பல்கலைக்கழகங்களின் பங்கு -
இதழ்களின் பங்கு - இலங்கைத் தமிழரின் பங்கு - கருத வேண்டியவை.

பிரிவு - 3 சமய இலக்கியக் காலம் (கி.பி.700 - கி.பி 1100)

தமிழில் சமய இலக்கியங்கள் - சமண இலக்கியத் தோற்றம் - பௌத்த இலக்கியத்
தோற்றம் - தமிழில் பௌத்த இலக்கியங்கள் - வைணவ இலக்கியங்கள் - சைவ
இலக்கியத் தோற்றம் -தமிழில் சைவ இலக்கியங்கள் - வைணவ இலக்கியத் தோற்றம் -
தமிழில் வைணவ இலக்கியங்கள் - தமிழில் இசுலாமிய இலக்கியங்கள் - தமிழில்
கிறிஸ்தவ இலக்கியங்கள்.

பிரிவு - 4 சிற்றிலக்கியக் காலம் (கி.பி. 700 - கி.பி. 1400)

சிற்றிலக்கியத் தோற்றம் - சிற்றிலக்கிய வகைகள் - இலக்கண நூல்கள் - உலா -
கலம்பகம் - பரணி - பிள்ளைத்தமிழ் - கோவை - தூது.

பிரிவு - 5 உரையாசிரியர்கள் காலம் (கி.பி. 1200 கிபி. 1800)

உரைநூல்களின் தோற்றம் - பயன்கள் - உரை வகைகள் - நக்கீரர் - இளம்பூரணர் -
பேராசிரியர் - சேனாவரையர் - நச்சினார்க்கினியர் - கல்லாடர் - தெய்வச்சிலையார்
போன்றோர் - அடியார்க்கு நல்லார் - பரிமேலழகர் - பிரபந்த உரையாசிரியர்கள் -
நன்னூல் உரையாசிரியர்கள் .

பிரிவு - 6 புத்திலக்கியக் காலம் (கி.பி. 1800 - கிபி 2000)

தமிழில் புதினம் - தமிழில் சிறுகதை - தமிழில் புதுக்கவிதைகள் - தமிழில் உரைநடை
நாடகங்கள் - புதினங்கள் - சிறுகதைகள் - இலக்கியங்கள் - மரபுக் கவிதை
இலக்கியங்கள் - புதுக்கவிதை இலக்கியங்கள் - தமிழில் ஐக்கூக் கவிதைகள்.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

பிரிவு - 7 கருத்துப் பரிமாற்ற மொழித்திறன்

கருத்து விளக்கக் கட்டுரைகள் - செய்திக் கட்டுரைகள் - சொற்பொழிவு - குழு விவாதங்கள் - நண்பர்களுடன் உரையாடும் திறன் - கணினித் தமிழ் - கட்டுரை - பெண்ணியம் - தலைப்பு - தேர்ந்தெடுக்கும் முறை - தகவல்கள் சேகரிக்கும் முறை - தகவல் திரட்டல் - நகைச்சுவைத் திறன் - அவை அறிதல் - உச்சரிப்புக் கவனம் - குழு விவாத அமைப்பும் குறிக்கோளும் - உரையாடலில் - சுயபுராணம் தவிர்த்தல் - உடன்பட வைக்கும் நாகரிக உத்தி .

பிரிவு - 8 அலுவலகத் தொடர்பு மடல்கள்

நட்புறவு மடல்கள் - வேண்டுகூல் மடல்கள் - குறை தெரிவிக்கும் / புகார் மடல்கள் - கருத்து மடல்கள் - விண்ணப்ப மடல்கள் - அலுவலகத் தொடர்பு மடல்கள் - விண்ணப்ப மடலின் படிநிலைகள் - தன்குறிப்பு விவரங்கள் - விண்ணப்ப மடலின் வடிவமைப்பு - விண்ணப்பமடல் எழுதும் முறை - குறிப்பு - வரைவு - கடிதம் - குறிப்பு மடல் - அலுவலக ஆணை - நேர்முகக் கடிதம்.

பிரிவு - 9 எழுத்து - சொல் பிழைகளும் திருத்தமும்

ஒலி மயக்கம் தரும் எழுத்துக்கள் - ர,ற ஒலி மயக்கம் - ந, ன, ண ஒலி மயக்கம் - ல,ள,ழ,ஒலி மயக்கம் - சொல் முதலில் வரும் எழுத்து மரபுகள் - சொல் இடையில் வரும் எழுத்து மரபுகள் - சொற்களின் சந்திப்பு மரபுகள் - வேற்றுமைப் புணர்ச்சியும் அல்வழிப் புணர்ச்சியும் - உயிர்முன் உயிர் புணர்தல் - குற்றியலுகரப் புணர்ச்சி - வல்லின ஒற்று மிகும் இடங்களும் மிகா இடங்களும்.

பிரிவு - 10 இலாக்கிய அறிவு வினா விடை

பாடப்பகுதி தொடர்பானவை - பொதுவான தமிழ் இலக்கியம் தொடர்பானவை.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

பார்வை நூல்கள்:

1. மு. வரதராசன், தமிழ் இலக்கிய வரலாறு, சாகித்ய அக்காதெமி, புதுடெல்லி.
2. மது. ச. விமலானந்தன், தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
3. தமிழண்ணல், புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
4. தமிழண்ணல், இனிய தமிழ்மொழியின் இயல்புகள் 1,2,3- பகுதிகள், மீனாட்சி புத்தக நிலையம், மதுரை.
5. முத்து – கண்ணப்பன்,தி.. தமிழில் தவறுகளைத் தவிப்போம், பாரிநிலையம், 184, பிராட்வே, சென்னை.
6. கீ. இராமலிங்கனார், தமிழில் எழுதுவோம், கழக வெளியீடு, சென்னை.
7. செ. முத்துவீராசாமி நாயுடு, ஆவணங்களும் பதிவுமுறைகளும், கழக வெளியீடு, சென்னை.
8. டாக்டர் ச. பாலசுப்பிரமணியன், தகவல் தொடர்புக் கல்வி, மாநிலப் பள்ளிசாராக் கல்விக் குருவூலம், சென்னை.
9. எஸ். கலைவாணி, இதழியல் உத்திகள், பராசக்தி வெளியீடு, குற்றாலம்.
10. டாக்டர் அ. சாந்தா, டாக்டர் வீ. மோகன், மக்கள் ஊடகத் தொடர்பியல் புதிய பரிமாணங்கள், மீடியா பப்ளிகேஷன்ஸ், மதுரை.
11. பி.எஸ். ஆச்சார்யா, உயர்வுதரும் உரையாடல்கலை, நர்மதா பதிப்பகம், சென்னை.
12. மு. முத்துக்காளத்தி, பேசுவது எப்படி, கண்ணம்மாள் பதிப்பகம், பாரி நிலையம், சென்னை.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

பாடத்தினைப் படிப்பதால் விளையும் பயன்கள்

CLO1. தமிழ் உரைநடை பற்றியும், ஜெயகாந்தனின் சிறுகதைகள் பற்றியும்

எடுத்துரைப்பர்.

CLO2. தமிழ் பற்றியும் அலுவலகத் தொடர்பு மடல்கள் எழுதுவது எப்படி என்பது

பற்றியும், மொழியை திறம்பட எவ்வாறு பயன்டுத்துவது என்பது பற்றியும்

எடுத்துரைப்பர்.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Foundation in English-II (Literature and Use of English)

Course Code : BFEGS - 21

Course Credit : 4

COURSE OBJECTIVE

CO1. To cultivate the creativity among the learners

CO2. To improve the reading skills of the learners

CO3. To enhance the vocabulary of the learners

CO4. To develop pronunciation skills

CO5. To imbibe the use of internet for developing language skills

COURSE SYLLABUS

BLOCK I: Literary Texts

Rabindranath Tagore's *Sacrifice* and John Donne's *The Sun Rising*

BLOCK II: Reading Comprehension

Reading passages-Preparing a glossary from passage- reading the meaning-respond to questions

BLOCK III: Vocabulary and Grammar

Synonyms and Antonyms- Homophones-Making of Nouns-Making of Adjectives-Compound Words-Phrases and Idioms-Words often confused-Spelling- Tenses

BLOCK IV: Pronunciation and Spoken English

Importance of English-Pronunciation: An Exposition-Speech Sounds-Sounds and Spelling: The Relationship-Attributes of Good Speech-Dialogue Situations/Situational Dialogues

BLOCK V: The Internet English

Email-Chat Groups-Virtual Words-The Web-Commentary

REFERENCES:

1. Balasubramanian T. *English Phonetics for Indian Students - A Workbook*. 2016.
2. Daniel Jones. *Cambridge English Pronouncing Dictionary*. Cambridge University Press, 2011.
3. Tagore, Rabindranath. *Sacrifice and Other Plays*. Niyogi Books, 2012.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

WEB RESOURCES:

1. <https://www.poetryfoundation.org/podcasts/75363/the-sun-rising>
2. <https://nptel.ac.in/courses/109/103/109103135/>
3. <https://nptel.ac.in/content/storage2/courses/109106085/downloads/03-%20Phonetics%20and%20Phonology-%20week%203.pdf>
4. <https://nptel.ac.in/courses/109/106/109106085/>
5. <https://nptel.ac.in/courses/109/107/109107172/>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Critically evaluate the literary texts
- CLO2. Read the passages effectively
- CLO3. Speak with good accent
- CLO4. Communicate through online



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : ADVANCED FINANCIAL ACCOUNTING

Course Code : BCOS - 21

Course Credit : 5

COURSE OBJECTIVE

- CO1. Explain the fundamental coinsurance operation, distributing insurance claims and loss.
- CO2. Contrast joint venture and consignment account of business ventures for profit and loss of finance.
- CO3. Describe branch accounts and its application.
- CO4. Calculate the departmental account performance, planning and control.
- CO5. Gain knowledge on Partnership Accounts, Division of Profits, Fixed and Fluctuating Capital, Admission and Retirement of partners.

COURSE SYLLABUS

BLOCK I: Insurance Accounting

Insurance Claims - Introduction – Need – Loss of Stock Policy -Steps for ascertaining Fire insurance claim – Treatment of Salvage – Average Clause – Treatment of Abnormal Items - Computation of Fire insurance claims – Consequential Loss - Insurance Normal Loss

BLOCK II: Accounting for Joint Venture and Consignment Accounts

Accounting for Joint Ventures and Consignment Accounts - Meaning – Objectives – Distinction between Joint Venture, Partnership and Consignment - Features of Joint Ventures - Methods of Recording Joint Venture Transactions - Consignment – Meaning – Consignor – Consignee - Distinction between Consignment and Sale - Accounting Treatment of Consignment Transactions -Goods Invoiced at Cost Price – Goods Invoiced at Selling Price – Normal Loss – Abnormal Loss – Valuation of Stock

BLOCK III: Branch Accounts

Branch Accounts - Introduction – Meaning – Objectives -Types of Branches - Dependent Branches – Features - Supply of Goods at Cost Price - Invoice Price - Branch Account in the books of Head Office (Debtors System Only)



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BLOCK IV: Departmental Accounts

Departmental Accounts - Meaning, Objectives, basis of allocation of expenses - Trading and Profit and Loss Account in Columnar form – (Excluding Inter Departmental Transfers at invoice price)

BLOCK V: Partnership Accounting

Partnership Accounting – Admission of a Partner – Calculation of new ratio and sacrificing ratio – Revaluation of Assets and Liabilities - Treatment of goodwill – Retirement of partner – Calculation of New ratio and gaining ratio - Dissolution – Insolvency of partners – Garner Vs Murray – Insolvency of all partners – Deficiency Accounts – Piecemeal Distribution – proportionate capital method only.

REFERENCES:

1. S.P. Jain & K.L. Narang (2014). “ Advanced Accounting”. Volume – I, 18th Revised ed.). Kalyani publishers New Delhi, Delhi.
2. T.S.Reddy and A.Murthy, (2015). “Financial Accounting”.(7th revised ed.). Margam publications, Chennai – 600 017.
3. R.L. Gupta and Radhasamy,(2013). “Advanced accounting” S.Chand & company ltd., New Delhi.
4. Dr. M.A. Arulanandam & Dr. K.S. Raman,(2015). “Advanced Accountancy”. (1st ed.) Himalaya publications, New Delhi.
5. M.C. Shukla, T.S. Grewal & S.C. Gupta,(2013). “Advanced accounts”. Sultan& chand publications, New Delhi.
6. P.L. Nagarajan N.Vinayagam, Mani.P. L (2013).“Principles of A ccountancy” S.Chand & company ltd, New Delhi .
7. T.S. Grewal, (2014).” Introduction to Accountancy”. S.Chand & company ltd, New Delhi.
8. P.L. Tulsian (1997). “Advanced Accountancy”. Tata MC Grow Hill companies.

WEB RESOURCES:

1. <https://www.studynama.com/community/threads/advanced-financial-accounting-ebook-handout-pdf-download-bcom-second-sem-students.1307/>



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

2. <https://commerceiets.com/departmental-accounting/#gsc.tab=0>
3. <https://www.dynamictutorialsandservices.org/2020/12/joint-venture-accounts-financial-accounting.html>
4. <http://waytoea.weebly.com/chapter-3-departmental-and-branch-accounts.html>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Apply the provision of the law in the preparation of the final accounts of insurance companies, life insurance as well as general insurance including fire insurance and marine insurance
- CLO2. Examine the concepts of consignment and joint venture.
- CLO3. Find appropriate solution to the problems in preparing branch accounts while the business units having branches
- CLO4. Cite the concept of departmentalization and articulate its accounting process by allocating and apportioning various expenses on a suitable basis.
- CLO5. Illustrate the procedures for preparing Partnership Accounts, Division of Profits, Fixed and Fluctuating Capital, Admission and Retirement of partners.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : BUSINESS COMMUNICATION

Course Code : BCOS - 22

Course Credit : 4

COURSE OBJECTIVE

- CO1. Acquire the basic knowledge on business communication.
- CO2. Show the procedure to draft different forms of business letters
- CO3. Describe the concept on banking and insurance correspondence of a business concern
- CO4. Gain knowledge in company law and secretarial practice in business communication.
- CO5. Describe interview methods, report presentation and e- communication

COURSE SYLLABUS

BLOCK I: Introduction to Business Communication

Business Communication: Meaning – Objectives – Media – Barriers - Importance of Effective Business Communication- Modern Communication Methods - Business Letters: Need - Functions - Essentials of Effective Business Letters - Layout

BLOCK II: Kinds of Business Letters

Kinds of Business Letters - Interview- Appointments- Acknowledgement- Promotion- Enquires – Replies- Offers and Quotations - Collection Letters - How to write effective Collection letters - Sales Letters - Circular Letters- Complaints - Use of Mobile Phones in communication and modern application software in Mobile

BLOCK III : Correspondence Letter

Bank Correspondence – Letter – Circular - Insurance Correspondence: Life insurance- Fire insurance - Marine insurance - Agency Correspondence -Letter – Circular - Correspondence with shareholders and Directors

BLOCK IV: Company Secretarial Correspondence

Company Secretarial Correspondence - Agenda, Minutes and Report Writing - Memorandum- Office order- Circular-Notes – Types - Characteristics of good Report

BLOCK V: Preparation for Interview and E-Communication

Application for Jobs - Preparation of resume- Interviews- Meaning- types of Interview- Candidates preparing for interview- guidelines to be observed during an interview - Business Report Presentations - Strategic Importance of E-



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Communication: Email, Text Messaging, Slide or Visual Presentation - Internet - Video Conferencing - Group Discussion - Social Networking.

REFERENCES:

1. Lesikar, R.V. & Flatley, M.E., (2008), Basic Business Communication Skills for Empowering Internet Generation. Tata Mc Graw Hill Publishing Company Ltd, New Delhi.
2. Pillai R.S.N. and Bhagavathi.S, (2007), Modern Commercial Correspondence, S. Chand Publications, New Delhi.
3. Raghunathan N.S.& Santhanam B., (2013), Business Communication, (3rd ed.), Margham Publications, Chennai.
4. Rajendra Pal, Korahilli J.S., (2012), Essentials of Business Communication, Sultan Chand & Sons, New Delhi.
5. Ramesh M. S., Pattanshetti C. C. & Madumati M., (2019), Effective Business English and Correspondence, R. Chand & Co, Publishers, New Delhi.
6. Palanivelu V.R., Subburaj N., Kumaravel V. & Shendagaveni G., (2015), Business Communication, Himalaya Publishing Pvt. Ltd, Mumbai.
7. Pushpalatha & Sanjay Kumar, (2010), Communication conquer: A Handbook of group discussion and Job Interview, PHI Learning Publisher, New Delhi.
8. Sathya Swaroop Debasish, Bhagaban Das, (2010), Business Communication, PHI Learning Pvt. Ltd., New Delhi.

WEB RESOURCES:

1. <http://www.rapodar.ac.in/pdf/elearn/Business%20Communication%20Semester%20I%20notes.pdf>
2. <https://dreamtopper.in/bba-business-communication-notes/>
3. <https://www.geektonight.com/business-communication-pdf-notes/>
4. <https://freebookcentre.net/business-books-download/Business-Communication.html>
5. <https://nptel.ac.in/courses/109104031>



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Demonstrate the effective business communication skills.
- CLO2. Enumerate the parts of letters in formal and personalized at a professional level
- CLO3. Point out the various secretarial correspondence letters especially related to the banking and insurance
- CLO4. Analyze company secretarial correspondence letters such as agendas, circulars, preparing minutes etc.,
- CLO5. Develop the verbal skill, professional presentation and gain managerial skills in various contexts



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : ORGANIZATIONAL BEHAVIOUR

Course Code : BCOSE – 21

Course Credit : 4

COURSE OBJECTIVE

CO1. Contrast perception, emotions, attitudes and its barrier in organisational behaviour

CO2. Explain personality and motivation on job performance, promoting motivation.

CO3. Evaluate leadership, stress management and its approaches in working place and to identify the efficient leadership

CO4. Outline the organisational structure, organizational change and its types of a business unit

CO5. Enumerate group dynamics and team communication in organizational development

COURSE SYLLABUS

BLOCK I: Introduction to Organisational Behaviour

Organisational behaviour - concept and significance - Perception - importance and factors influencing perception, interpersonal perception - Learning – Classical, Operant & Social Cognitive Approaches, Managerial Implications - Emotions – Emotional Intelligence - Attitudes – Values and Attitudes, behaviour relationship – sources, importance, components of attitude, relationship between behaviour and attitude, job attitude, barriers to change attitude

BLOCK II: Personality and Motivation

Personality – types-factors influencing personality theories – Trait Theories – the big five personality model - Personality Test - Motivation -Process of motivation - Theories of Motivation - Need of hierarchy theory - X and theory Y - Alderfer's ERG theory - Victor Vroom's expectancy theory

BLOCK III: Leadership

Leadership – concept of Leadership, Styles and Trait Approach, Contingency Approach -Contemporary Leadership - Meaning and Significance - Stress Management – stressors in work place, individual differences an experiencing stress – managing workplace stress

BLOCK IV: Organizational Structure



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Organizational Structure formation – Groups in organizations - influence Group Dynamics - Organizational Change – Meaning, Definition, Nature and Types - Resistance to Change -overcome the Resistance to Change

BLOCK V: Group Dynamics and Team Development

Group Dynamics -Definition and Importance - Types of Groups - Group formation - Group Development - group composition and group performance factors - Interpersonal and Organisational Communication - Transaction Analysis - Organisational Conflict and Organisational Development

REFERENCES:

1. Anjali Ghanekar, (2018), Organizational Behaviour, Everest Publication, Pune.
2. Ashwathappa K., (2017), Organizational Behaviour, 12th revised edition, Himalaya Publishing House, Chennai.
3. Mishra M.N.,(2001), Organizational Behaviour, Vikas Publishing House Pvt Ltd., New Delhi.
4. Fred Luthans, (2010), Organizational Behaviour, 12th edition, McGraw-Hill/Irwin, New York
5. Prasad L. M., (2019), Organisational Behaviour, 10th edition, S. Chand & Co., New Delhi
6. Saiyadain, (2003), Organizational Behaviour, Tata McGraw-Hill, New York
7. Stephen P. Robbins, (2016), Essential of organizational behaviour, 1st edition, Pearson, UK
8. Uma Sekaran, (2004), Organizational Behaviour, 2nd Edition, Tata McGraw Hill, New Delhi.

WEB RESOURCES:

1. <https://www.geektonight.com/organisational-behaviour-notes-pdf/>
2. <http://kamarajcollege.ac.in/Department/BBA/II%20Year/004%20Core%208%20-%20Organizational%20Behaviour%20-%20III%20Sem%20BBA.pdf>
3. https://backup.pondiuni.edu.in/storage/dde/dde_ug_pg_books/Organisational%20Behaviour.pdf
4. <https://freebookcentre.net/business-books-download/Organizational-Behavior.html>
5. <https://archive.nptel.ac.in/courses/110/106/110106145/>



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Analyse individual behaviour like perception, learning and attitude to motivate and demonstrate skills for working in group
- CLO2. Demonstrate emotional stability, level of aggression in motivation theories and the application.
- CLO3. Predict the role of individuality and achieving the organizational goals effectively evaluate a business leaders based upon their leadership style.
- CLO4. Evaluate the organizational Structure and to overcome the resistance to change of the business concern
- CLO5. Develop individual performance, goals effectively in group and interaction with the team management.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

B.Com - II Year Syllabus

Semester III

பாடப் பெயர் (Course Title) : தமிழ் - Tamil

பாடக் குறியீடு (Course Code) : BFTMS - 31

பாட கற்றல் அளவெண் (Course Credits) : 4

பாட நோக்கங்கள்

CO1. தமிழிலுள்ள சங்க இலக்கியம், காப்பிய இலக்கியம், நீதி இலக்கியம் குறித்து அறிமுக நிலையில் மாணவர்களுக்கு அறிமுகம் செய்வதோடு, தமிழ் இலக்கிய வரலாறு குறித்தும் அறிமுகம் செய்தல்

பிரிவு - 1 எட்டுத்தொகை - புறநானூறு எட்டுத்தொகை அறிமுகம் - புறநானூறு - அதியமான் நெடுமானஞ்சியை ஓளவையார் பாடியது (புறம். 91) - வேள் பாரியைக் கபிலர் பாடியது (புறம். 107) - வையாவிக்க கோப்பெரும்பேகனைப் பரணர் பாடியது (புறம். 142) - பாண்டியன் ஆரியப்படை கடந்த நெடுஞ்செழியன் பாடல் (புறம். 183) - சேரமான் கணைக்கால் இரும்பொறை பாடல் (புறம். 74) - பொன்முடியார் பாடல் (புறம். 312) - ஓளவையார் பாடல் (புறம். 91) - பெருங்கோப்பெண்டு பாடல் (புறம். 248) - கணியன் பூங்குன்றனார் பாடல் (புறம். 192) - நரிவெருஉத்தலையார் பாடல் (புறம். 195) - தொடித்தலை விழுத்தண்டினார் பாடல் (புறம். 243) - பூதப்பாண்டியன் மனைவி பெருங்கோப்பெண்டு பாடல் (புறம். 248)

பிரிவு - 2 நற்றிணை, குறுந்தொகை அகத்திணை பாடல்கள் - அன்பின் ஐந்திணை - நற்றிணை - குறுந்தொகை - பாடப்பகுதி - நற்றிணையில் குறிஞ்சி (1) - முல்லை (142) - மருதம் (210) - நெய்தல் (172) - பாலை (284) - குறுந்தொகையில் குறிஞ்சி (40) - முல்லை (167) - மருதம் (8) - நெய்தல் (290) - பாலை(135).



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

பிரிவு - 3 கலித்தொகை கலித்தொகை - ஐந்திணை பாடிய புலவர்கள் - பாலைக்கலி (9)- பாலைபாடிய பெருங்கடுங்கோ - குறிஞ்சிக்கலி கபிலர் பாடல்(51) - நெய்தல்கலி நல்லந்துவனார் பாடல் (133).

பிரிவு - 4 பத்துப்பாட்டு - நெடுநல்வாடை பத்துப்பாட்டு அறிமுகம் - நெடுநல்வாடை - இரண்டு களம் கொண்ட நாடகம் போன்றது - நெடுநல்வாடை - அகமா புறமா? - வாடைக்கால வருணனை - அரண்மனைத் தோற்றம் - அந்தப்புர அமைப்பு - அரசியின் இல்லமும் படுக்கையும் - புனையா ஓவியம் கடுப்ப அரசி - தோழியர், செவிலியர் அரசியை ஆற்றுதல் - உரோகினியை நினைத்து அரசியின் பெருமுச்சு - பாசறையில் அரசன் - முன்னோன் முறைமுறை காட்டல் - நள்ளென் யாமத்தும் பள்ளிக்கொள்ளான் - நெடியவாடை - பிரிவுத்துயர்ப்படும் அரசிக்கு - பாசறையில் பணிகொட்டும் இரவிலும் தூங்காமல் புண்பட்ட வீரரைப் பார்க்கவந்த அரசனுக்கு நெடுநல்வாடை பெயர்ப்பொருத்தம்.

பிரிவு - 5 திருக்குறள் பதினென்கீழ்க்கணக்கு - அறிமுகம் - திருக்குறள் - முப்பால் - பாடப்பகுதி - தீமையிலாத சொல்லுதல் வாய்மை - நெஞ்சமும் வாய்மையும் - வாய்மை எல்லா அறமும் தரும் - அகம் தூய்மை - முயற்சிப்பது சிறப்பு - முயற்சியில்லாதவனது நன்மை - வறுமைக்குக் காரணம் - முயற்சி விடற்பாலது அன்று - தலைவியின் குறிப்பினைத் தலைவன் அறிதல் - நாணமும் மகிழ்ச்சியும் அறிதல் - அயலவர்போல் சொல்லினும் குறிப்பறிதல் - அவள் நகைப்பின் நன்மைக் குறிப்பு - தோழி தனக்குள்ளே சொன்னது.

பிரிவு - 6 நாலடியார், பழமொழி நானூறு செல்வம் சகடக்கால் போல வரும் - பெண் கல்வி - கல்வி அழகே அழகு - கல்வி கரையில் கற்பவர் நாள்சில - நாய் அனையார்



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

கேண்மை - கால்கால்நோய் காட்டுவர் பொதுமகளிர் - குலவிச்சை கல்லாமல்
பாகம்படும் - நாய் பெற்ற தெங்கம் பழம் - நுணலும் தன் வாயால் கெடும் - நிறைகுடம்
நீர்த்நும்பல் இல் - இறைத்தோறும் ஊறும் கிணறு

பிரிவு - 7 ஏலாதி, திரிகடுகம், ஆசாரக்கோவை அன்புடையார்க்கு உள்ள ஆறு குணம் -
எழுத்தின் வனப்பே வனப்பு - யாருக்கெல்லாம் ஈதல் வேண்டும்? திரிகடுகம் போலும்
மருந்து - இம்மூன்றும் நன்மை பயத்தல் இல் - இவர் மூவர் பெய் எனப் பெய்யும் மழை -
முந்தையோர் கண்ட முறை - என்றும் அசையாத உள்ளத்தவர் - திறத்துளி வாழ்தும்
என்பார் - பேதைகள் அல்லார் புகாஅர்.

பிரிவு - 8 இன்னா நாற்பது, இனியவை நாற்பது கடனுடையார் காணப் புகல் -
உணர்வார் உணராக்கடை - யாம் என்பவரொடு நட்பு - இளமையுள் மூப்புப் புகல் -
தொன்மை உடையார் கெடல் - எனைமாண்பும் தான் இனிது - ஈதல் எத்துணையும்
ஆற்ற இனிது - திறம்தெரிந்து வாழ்தல் இனிது - அறிந்துஉரைத்தல் ஆற்ற இனிது -
கற்றலின் காழ் இனியது இல்.

பிரிவு - 9 சிலப்பதிகாரம் - கனாத்திறம் உரைத்த காதை சிலப்பதிகாரம் - அமைப்பியல்
விளக்கம் - காப்பியக் கதைச் சூழல் - காதையின் கதைச்சுருக்கம் - அகனகர் வருணனை
- மாலதி பாலளிக்கப் பாலகன் சோர்தல் - பாசண்டச் சாத்தற்குப் பாடு கிடந்த மாலதி -
இடுபிணம் தின்னும் இடாகினிப் பேய் - பாசண்டச் சாத்தனின் அருளுதவி - தேவந்தி
கதை - கண்ணகி தான்கண்ட கனவுரைத்தல் - பீடு அன்று - கோவலன் வருகை -
சிலம்புள கொண்ம்.

பிரிவு - 10 மணிமேகலை - ஆபுத்திரன் திறம் அறிவித்த காதை மணிமேகலை கர்ப்பிய
அமைப்பு - முன்கதைச் சுருக்கம் - கதை நிகழும் சூழல் - காதையின் கதைச்சுருக்கம் -



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

அபஞ்சிகள் மனைவி சாலி ஈன்ற குழவி - ஆ பாலுட்டி வளர்த்தல் - ஆ மகன் அல்லன்
என் மகன் - ஆபுத்திரன் கல்வி கற்றல் - புலைசூழ வேள்வி - நள்ளிருளில் கொண்டு
நடக்குவன் - நீ மகன் அல்லாய் நிகழ்ந்ததை உரையாய் - இதனொடு வந்த செற்றம்
என்னை - சிறியை நீ, அவ ஆமகன் அதற்கு ஒத்தனை - ஆவொடு வந்த அழிகுலம்
உண்டோ?

பார்வை நூல்கள்:

1. புறநானூறு மூலமும் உரையும், (இரண்டு தொகுதிகள்) ஒளவை சு.
துரைசாமிப்பிள்ளை உரை, கழக வெளியீடு, சென்னை.
2. நற்றிணை மூலமும் உரையும், (இரண்டு தொகுதிகள்) ஒளவை சு.
துரைசாமிப்பிள்ளை உரை, அருணா பப்ளிகேஷன்ஸ், 1-13 உஸ்மான் சாலை,
சென்னை.
3. குறுந்தொகை மூலமும் உரையும், டாக்டர் உ.வே. சாமிநாதையர் உரை, கவீர்
அறக்கட்டளை, சென்னை.
4. கலித்தொகை மூலமும் உரையும், பெருமழைப்புலவர் பொ.வே.
சோமசுந்தரனார் உரை, கழக வெளியீடு, சென்னை.
5. நெடுநல்வாடை மூலமும் உரையும், பெருமழைப்புலவர் பொ.வே.
சோமசுந்தரனார் உரை, கழக வெளியீடு, சென்னை.
6. திருக்குறள் - பரிமேலழகர் உரையுடன், ஸ்ரீ காசி மடம், திருப்பனந்தாள்.
7. பதினென்கீழ்க்கணக்கு, நியூசெஞ்சுரி புக் ஹவுஸ் பிரைவேட் லிமிடெட்,
சென்னை.
8. மு. வரதராசன், தமிழ் இலக்கிய வரலாறு, சாகித்ய அக்காதெமி, புதுடெல்லி,



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

9. மது. ச. விமலானந்தன், தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம்,

மதுரை.

10. தமிழண்ணல், புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக

நிலையம், மதுரை.

பாடத்தினைப் படிப்பதால் விளையும் பயன்கள்

CLO1. தமிழிலுள்ள சங்க இலக்கியம், காப்பிய இலக்கியம், நீதி இலக்கியம் குறித்து

அறிமுக நிலையில் மாணவர்களுக்கு அறிமுகம் செய்வதோடு, தமிழ் இலக்கிய

வரலாறு குறித்தும் எடுத்துரைப்பார்கள். அறிமுகம் செய்தல்.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Foundation in English-III (Soft Skills)

Course Code : BFEGS - 31

Course Credit : 4

COURSE OBJECTIVES

- CO1. To cultivate the positive mind
- CO2. To improve body language
- CO3. To develop interview skills
- CO4. To prepare a comprehensive CV
- CO5. To enhance interpersonal skills

COURSE SYLLABUS

Block 1 Introduction to Soft Skills Soft Skills: An Introduction – Definition and Significance of Soft Skills; Process, Importance and Measurement of Soft Skill Development- Self-Discovery: Discovering the Self; Setting Goals; Beliefs, Values, Attitude, Virtue. 3. Positivity and Motivation: Developing Positive Thinking and Attitude; Driving out Negativity; Meaning and Theories of Motivation; Enhancing Motivation Levels.

Block 2 Body Language & Etiquettes Non-Verbal Communication: Importance and Elements; Body Language- Social and Business.

Block 3 Group Discussion & Interview Skills Interviewer and Interviewee - in-depth perspectives- Before, During and After the Interview- Tips for Success Meaning, Types and Models, Group and Ethical Decision-Making, Problems and Dilemmas in application of these skills

Block 4 Preparation of Curriculum Vitae' (CV) Definition of CV and its purposes- CV versus Resume- Rules- Covering Letter

Block 5 Emotional Intelligence Skills Meaning, History, Features, Components, Intrapersonal and Management Excellence; Strategies to enhance Emotional Intelligence.

REFERENCES:

1. Dhanavel S.P. English and Soft Skills. Orient Blackswan India, 2010.
2. Ghosh B.N. (Ed.) Managing Soft Skills for Personality Development. McGraw Hill India, 2012.

WEB RESOURCES:



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

1. https://onlinecourses.nptel.ac.in/noc19_hs33/preview
2. <https://nptel.ac.in/courses/109/107/109107121/>

COURSE OUTCOMES

On completion of this course, the students will be able to:

- CLO1. Approach the life positively
- CLO2. Communicate in good manner
- CLO3. Join in a team in working place
- CLO4. Develop an impressive CV
- CLO5. Express managerial skills



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : BUSINESS LAW

Course Code : BCOS - 31

Course Credit : 4

COURSE OBJECTIVE

- CO1. Provide knowledge about basics of business contract under the Indian Contract Act
 - CO2. Interpret different type of contract, valid contract and its features
 - CO3. Explain performance of contracts including quasi contract and discharge of contract
 - CO4. Describe indemnity, guaranty and agency towards contract agreement in business law
 - CO5. Offer knowledge about the sale and transfer of goods and the applicable laws and regulations negotiate instrumental Act
-

COURSE SYLLABUS

BLOCK I: Introduction to Contract Act

Indian Contract Act-Formation-Nature of Contract – Classification of Contracts-Contract Vs Agreement-Forms of Contract –Elements of Valid Contract –Void Agreements-Unlawful Agreements

BLOCK II: Elements of Valid Contract

Offer and Acceptance -Considerations - Definition-Types–Essential –Capacity of Parties-Definition-Persons Competent to contract – Free Consent–Coercion –Undue Influence-Fraud-Misrepresentation–Mistake –Legality of object

BLOCK III: Performance of Contracts

Performance of Contracts-Actual Performance-Attempted Performance–Tender - Quasi Contract – Definition and Essentials - Discharge of Contract- Modes of Discharge- Breach of Contract –Remedies available for Breach of Contract

BLOCK IV: Contract of Indemnity & Guarantee and Agency

Contract of indemnity –Contract of guarantee - Bailment and Pledges - Meaning – features - Rights and Duties - Contract of Agency-Types-Creation-Duties and Rights of principal and agent Termination of agency



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BLOCK V: Negotiable Instrument Act and Sale of Goods Act

Negotiable Instrument Act – features – Sale of Goods Act – Sale-Contract of Sale-
Sale Vs Agreement to Sell -Meaning of Goods- Conditions and Warranty-Caveat
Emptor-Exceptions of Caveat Emptor-Buyer and Seller of Goods – Unpaid Seller-
Definition-Rights of an Unpaid Seller

REFERENCES:/

1. Balachandran.V&Thothadri.S.(2013),BusinessLaw,Vijay Nicolelm prints Pvt. Ltd.Chennai
2. Kapoor,N.D. (2022).Business Laws, Sultan Chandand Sons.
3. Sreenivasan,M.R. (2022). Business Laws, Margam Publications.
4. Dhandapani,M.V. (2020). BusinessLaws, Sultan Chandand Sons.
5. Tulsian P C and Bharat Tulsian, (2014), Business Law, 3rd Edition, McGraw Hill Education, Noida.
6. Sharma, J.P. and Sunaina Kanojia, (2018), Business Laws, Ane Books Pvt. Ltd., New Delhi.
7. Maheshwari SN and Maheshwari SK, (2014), Business Law, National Publishing House, New Delhi.
8. Sushma Arora, (2021), Business Laws, 9th Edition, Taxmann Publications, New Delhi.

WEB RESOURCES:

1. <https://www.iare.ac.in/sites/default/files/Business%20Law%20%26Ethics%20Noes.pdf>
2. <https://freebookcentre.net/law-books-download/Foundations-of-Business-Law-and-the-Legal-Environment.html>
3. <https://archive.nptel.ac.in/courses/110/105/110105159/>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Imbibe the basic requirements of the Indian contract Act, 1872.
CLO2. Summarize the valid agreement to avoid an escalated legal dispute.
CLO3. Analyze the mode of performance and discharge of c)ontract.
CLO4. Compare and check between rights and duties of indemnity, guarantee, bailor and bailee.
CLO5. Analyze the Law of sale of goods and its intricacies, and interpreted transaction mode in Negotiable Instruments Act.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : COST ACCOUNTING

Course Code : BCOS - 32

Course Credit : 5

COURSE OBJECTIVE

CO1. Have strong foundation on the cost accounting procedures.

CO2. Gain the knowledge on material cost and the different types of material controls.

CO3. Analyse the system of labour costing including labour wage payment, labour turnover and classification of overhead and to assess the overhead costing.

CO4. Get an insight knowledge on preparation of job, contract, process and operating costing

CO5. Discuss the standard cost and variance analysis.

COURSE SYLLABUS

BLOCK I: Introduction to Cost Accounting

Cost Accounting: Definition, Scope and Nature – Cost Concepts – Classification – objectives and advantages – Demerits of Cost Accounting - Cost Methods and Techniques – Cost Unit – Cost Centres - Cost sheet- Preparation of Cost Sheet - Purchase Routine -Stores Control

BLOCK II : Material Costing

Materials Cost – Purchase Procedure – Stores Procedure – receipt and issue of materials – Storage Organization and Layout - Inventory control – levels of stock, perpetual inventory - ABC Analysis, EOQ - Stores ledger – pricing of material issues, FIFO, LIFO, Simple Average & Weighted Average

BLOCK III: Labour Cost and Overheads

Labour cost – time keeping and Time booking – Overtime, Idle time and labour turnover - Overheads – Classification Allocation, Apportionment and Absorption of Overheads - Methods of Absorption – Reconciliation Statement

BLOCK IV: Methods of Costing

Methods of Costing -Job Costing -Process Costing- Operating costing and Contract Costing



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BLOCK V: Standard Costing

Standard Costing – Fixation of Standard Costs - Variance Analysis (Simple problems only)

REFERENCES:

1. Manosh Dutta, (2010). “Cost Accounting”, Dorling Kindersley (India) Pvt. Ltd.
2. T.S. Reddy & Y. Hari Prasad Reddy, (2014).“Cost Accounting”, Margham Publications.
3. Manash Dutta, (2005). “Cost Accounting”, Pearson Education (Singapore) Pvt. Ltd, Second Edition Print.
4. M.C. Shukla, T.S. Grewal, Dr.M.P.Gupta, (2010). “Cost Accounting”, S.Chand& Company Ltd.

WEB RESOURCES:

1. <http://www.freebookcentre.net/business-books-download/Cost-Accounting-Course-Material.html>
2. <https://www.studocu.com/in/document/university-of-calicut/bcom/cost-accounting-notes/13470460>
3. https://www.academia.edu/28383953/BASIC_COST_ACCOUNTING_NOTES_TERMS
4. <https://www.teachmint.com/tfile/studymaterial/b-com/costaccounting/costaccounting/2073dab6-72e3-4de8-bdc9-2fd624528ad4>
5. <https://archive.nptel.ac.in/courses/110/101/110101132/>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Make out the different concepts and classification of costs and create cost sheet for the firms.
- CLO2. Summarize the importance of material cost and inventory control such as maintaining optimum stock level, compute EOQ in accounting treatment.
- CLO3. Discuss the different wage payment systems and their computation, the concept of labour cost and labour turnover and their computation and develop knowledge regarding overheads.
- CLO4. Demonstrate job, contract, process and operating costing of the business concern.
- CLO5. Prepare the standard costing for achieve a desired cost objective.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : BUSINESS STATISTICS

Course Code : BCOSE – 31

Course Credit : 5

COURSE OBJECTIVE

- CO1. Provide basic conceptual knowledge on applications of statistics in business.
- CO2. Derive a detailed instruction of measurement of dispersion.
- CO3. Gain the knowledge on application of correlation and regression for business operations.
- CO4. Imbibe the techniques and concept of different types of index numbers.
- CO5. Observe and forecast sequence of time series, seasonal variation methods

COURSE SYLLABUS

BLOCK I: Introduction to Statistics

Definition of Statistics –Importance, uses and limitations of statistical methods - Collection of Data i) Primary and ii) secondary data – Classification and tabulation – Diagrammatic and graphic representation -Definition and Objectives of Averaging – Characteristics of a good average – Types of average i) Mean ii) Median iii) Mode iv) geometric mean and v) Harmonic mean - Merits and demerits of Averages – Choice of suitable averages

BLOCK II: Measurement of Dispersion

Measures of Dispersion - Definition – Concept of variation – Absolute and relative measure of dispersion - Methods of measuring dispersion - Quartile deviation - Mean deviation - Standard deviation and Co-efficient of variation - Choice of suitable measure of dispersion

BLOCK III: Correlation

Meaning and definition of correlation – Types of correlation -Methods of studying correlation i) Graphic method ii) Scatter diagram iii) Karl Pearson's method iv) Rank correlation and v) concurrent deviation method -Correlation and Regression – Methods of studying regression: i) Graphic method ii) Regression equations and iii) Regression coefficients

BLOCK IV: Index Numbers

Index Numbers - Meaning – Definition – Characteristics – Types - Methods of constructing Index number i) Simple aggregative method ii) Weighted aggregative



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

method - Price index number – Quantity index numbers – Tests of adequacy of index numbers

BLOCK V: Time Series

Time Series - Meaning – Utility -Components of time series - Trend - Seasonal - Cyclical - Irregular - Methods of finding trend - Graphic - Semi-average - Moving average - Least square - Methods of finding seasonal variations -Simple average - Ratio to trend - Moving average - Link relatives.

REFERENCES:

1. P.A. Navaneethan, Business Statistics, Jai Publishers, Trichy-21.
2. Wilson. M, Business Statistics, Himalaya Publishing House Pvt Ltd., Mumbai.
3. Pillai, RSN and V. Bagavathi, Statistics,(2010). S. Chand & Company Ltd., New Delhi.
4. S.P.Gupta, (1995). Statistical Methods, Sultan Chand & Sons, New Delhi.
5. S.P. Rajagopalan & Sattanathan, Business Statistics, Vijay Nicole Imprints Pvt. Ltd, Chennai-91.
6. D.C.Sanchati and V.K.Kapoor, (2010). Statistics, Sultan Chand & Sons, New Delhi.
7. S.C. Gupta & V.K.Kapoor, (2009). Fundamentals of Mathematical Statistics, S.Chand & Sons, New Delhi.
8. S.P.Gupta & M.P.Gupta, (2010). Business Statistics, Sultan Chand & Sons, New Delhi.

WEB RESOURCES:

1. <https://bbamantra.com/business-statistics-formulas-guide/>
2. https://www.gurukpo.com/Content/BBA/BBA_III_sem_Statistical_Methods.pdf
3. <https://ddegjust.ac.in/studymaterial/mcom/mc-106.pdf>
4. <http://www.freebookcentre.net/business-books-download/Business-Statistics.html>
5. <https://www.digimat.in/nptel/courses/video/110107114/L01.html>



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Analyse the basic concepts of arithmetic and geometric mean and different types of data collection.
- CLO2. Demonstrate the measures of dispersion.
- CLO3. Calculate and interpret correlation between two variables. Apply regression equations to estimate the values of unknown variable using the given data.
- CLO4. Apply concept of index numbers and its importance for business decision making
- CLO5. Evaluate datapoint at constant interval over a set period of time and record the data point under time series.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

B.Com - II Year Syllabus

Semester IV

பாடப் பெயர் (Course Title) : தமிழ் IV (TAMIL)

பாடக் குறியீடு (Course Code) : BFTMS - 41

பாட கற்றல் அளவெண் (Course Credits) : 4

பாட நோக்கங்கள்

CO1. தமிழிலுள்ள சங்க இலக்கியம், காப்பிய இலக்கியம், நீதி இலக்கியம் குறித்து அறிமுக நிலையில் மாணவர்களுக்கு அறிமுகம் செய்வதோடு, தமிழ் இலக்கிய வரலாறு குறித்தும் அறிமுகம் செய்தல்.

பிரிவு - 1 சீவகசிந்தாமணி – குணமாலையார் இலம்பகம் சீவகசிந்தாமணி - காப்பிய அமைப்பு - முன்கதைச்சுருக்கம் - இலம்பகத்தின் கதைச்சுருக்கம் - கண்ணப் பூசல் - குணமாலையும் சுரமஞ்சரியும் பொழிலாடல் - சுரமஞ்சரி சூளுரை - கண்ணப்பொடியுடன் தோழியர் - மீன்கூழ் மாமதிபோல் சீவகன் - தோழியார் வேண்டல் - சீவகன் தீர்ப்புரை - வாரம் பட்டுழித் தீயவும் நல்லவாம் - வண்டுகளின் தீர்ப்பு - இடியுண்ட நாகம்போல் சுரமஞ்சரி - குணமாலையின் இனிய பண்பு.

பிரிவு 2 கம்பராமாயணம் – நகர்நீங்கு படலம் கம்பராமாயணம் - முன்கதைச்சுருக்கம் - படலத்தின் கதைச் சுருக்கம் - மகளிர் அவலம் - விலங்குகளின் அவலம் - பிற மக்களின் அவலம் - மரவுரியில் இராமன் - மனத்துயரில் சீதை - வருவென் ஈண்டு வருந்தலை நீ - தீய வெஞ்சொல் செவிசுடத் தேபுவாள் - என்னை என்னை இருத்தி என்றாய் - நின் பிரிவினுஞ் சுடுமோ பெருங்காடு - சீதையும் மரவுரி தரித்தல் - எல்லையற்ற இடர் தருவாய் என்றான்.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

பிரிவு - 3 சங்க காலம் (கி.மு. 300 – கி.பி. 100) முச்சங்க வரலாறு - சங்கம் இருந்ததா?

இல்லையா? ஒரு சங்கம் இருந்ததற்கான சான்றுகள் - எட்டுத்தொகை நூல்கள் - பத்துப்பாட்டு நூல்கள் - சங்க காலம் ஒரு பொற்காலம்

பிரிவு - 4 பதினெண் கீழ்க்கணக்குக் காலம் (கி.பி. 100 – கி.பி. 600) களப்பிரர் காலம் -

தமிழக வரலாற்றின் இருண்ட காலம் - அகத்திணை நூல்கள் - புறத்திணை நூல்களில் போர் பற்றியது - அறநூல்கள்

பிரிவு - 5 காப்பிய காலம் (கி.பி. 200 – கி.பி. 1100) தமிழின் முதல் காப்பியம் -

இரட்டைக் காப்பியங்கள் - ஐம்பெருங்காப்பியங்கள் - ஐஞ்சிறுங்காப்பியங்கள் - தமிழின் பிற காப்பியங்கள்.

பிரிவு - 6 தமிழ் இலக்கியத்தில் சமணர், பௌத்தர் செல்வாக்கு தமிழகத்தில் சமணர்

செல்வாக்கு - தமிழகத்தில் பௌத்தர் செல்வாக்கு.

பிரிவு - 7 மரபுத் தொடர்கள், இணைமொழிகள் எதிர்மறைக் குறிப்புத் தொடர் -

இடக்கரடக்கல் - மங்கலவழக்குத் தொடர் -வசைமொழித் தொடர் - சுவைதரும் வெளிப்பாட்டுத் தொடர் - பிற மரபுத்தொடர்கள் - ஒருபொருள் இணைமொழிகள் - எதிர்நிலை இணைமொழிகள் - பிற இணைமொழிகள் - வட்டார இணைமொழிகள் - கிகர கீகார மொழிகள்.

பிரிவு - 8 சொற்பொழிவுத்திறன் பயிற்சி இலக்கியச் சொற்பொழிவு - சமயச்

சொற்பொழிவு - அரசியல் சொற்பொழிவு - பிற சொற்பொழிவுகள் - குறிப்புகள் சேகரித்தல் - கேளாரும் வேட்ப மொழியும் திறன் - நகைச்சுவைத் திறன் - ஈர்ப்புத் திறன் - அவிநயமும் உச்சரிப்பும்



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

பிரிவு – 9 ஓரங்க நாடகம் படைக்கும் முயற்சி ஓரங்க நாடகம் எழுதும் படிநிலைகள் - நாடகக் கதையை முடிவுசெய்தல் - களம் பிரித்தலும் நிகழ்வுக் குறிப்பும் - உரையாடல் எழுதுதல் - நாடகப் பிரதியைச் செப்பனிடுதல் - நடிகர்கள் தேர்வு - ஒத்திகை முறைகள் - நாடக இயக்கம் - திட்டமிடுதலும் நிகழ்த்தலும் .

பிரிவு – 10 ஐக்கூக் கவிதை புனையும் பயிற்சி ஈற்றடி இலக்கணம் - உள்ளடக்கப் பாடுபொருள் இலக்கணம் - வெளிப்பாட்டு உத்தி - இயற்கையைப் பாடும் ஐக்கூ - வாழ்வியல் ஐக்கூ - காதல் ஐக்கூ - சென்றியூ -எள்ளல் அல்லது நகைச்சுவை ஐக்கூ.

பார்வை நூல்கள்:

1. மு. வரதராசன், தமிழ் இலக்கிய வரலாறு, சாகித்ய அக்காதெமி, புதுடெல்லி,
2. மது. ச. விமலானந்தன், தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
3. தமிழண்ணல், புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
4. பி.எஸ். ஆச்சார்யா, உயர்வுதரும் உரையாடல்கலை, நர்மதா பதிப்பகம், சென்னை.
5. மு. முத்துக்காளத்தி, பேசுவது எப்படி, கண்ணம்மாள் பதிப்பகம், பாரி நிலையம், சென்னை.
6. பரட்டை, நடிக்க நாடகம் எழுதுவது எப்படி? வைகறைப் பதிப்பகம், திண்டுக்கல். 1998



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

7. சே. இராமானுஜம், நாடகப் படைப்பாக்கம் அடித்தளங்கள், எட்டாம் உலகத் தமிழ் மாநாடுபதிப்புச் சூழல் நிதி வெளியீடு, தமிழ்ப்பல்கலைக்கழகம், தஞ்சாவூர், 1994.
8. சுஜாதா, ஹைக்கூ ஒரு அறிமுகம், பாரதி பதிப்பகம், 108 உஸ்மான் சாலை, தி. நகர், சென்னை, 1991.
9. மேஜர் கதிர் மகாதேவன், ஐக்கூ நூறு, ஒப்பிலக்கியத்துறை, மதுரை காமராசர் பல்கலைக்கழகம், மதுரை, 1994.
10. நெல்லை சு. முத்து, தமிழில் ஹைக்கூ, அன்னம் வெளியீடு, சிவன்கோயில் தெரு, சிவகங்கை, 1994.
11. திரு. பட்டாபி சீத்தாரமான், ஹைக்கூ வடிவக் கவிதைகள், காவ்யா, சென்னை.

பாடத்தினைப் படிப்பதால் விளையும் பயன்கள்

CLO1. தமிழிலுள்ள சங்க இலக்கியம், காப்பிய இலக்கியம், நீதி இலக்கியம் குறித்து அறிமுக நிலையில் மாணவர்களுக்கு அறிமுகம் செய்வதோடு, தமிழ் இலக்கிய வரலாறு குறித்தும் எடுத்துரைப்பார்கள்.

CLO2. மரபுத் தொடர்கள், இணை மொழிகள் பற்றியும் எடுத்துரைப்பதோடு, ஓரங்க நாடகம், ஐக்கூ கவிதை படைக்கும் முனைப்பினையும் பெறுவார்கள்.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

COURSE TITLE : Foundation in English IV (Writing Skills)

COURSE CODE : BFEGS - 41

COURSE CREDIT : 4

COURSE OBJECTIVES

- CO1. Train the learners to write the academic essays
- CO2. To make them learn different steps of writing
- CO3. To develop the learners' creativity
- CO4. To distinguish between fact and opinion, cause and effect, problem and solution, similarities and differences, general and specific ideas, and relevant and irrelevant information.
- CO5. To convey information through written language
- CO6. To involve in note-taking, gathering information, drafting, free-writing, revising, proofreading, and editing when engaged in writing.

COURSE SYLLABUS

BLOCK 1 Basic Writing Skills Learn the basic paragraph structure: main idea, supporting sentences, use of examples, conclusion- Use basic sentence structures to write a paragraph; use cohesive devices to connect sentences in a paragraph; use transitional devices for cohesion and for contrast paragraph internally and between paragraphs (The above structures and devices to be consciously used in all writing tasks)- Understand and use text structures in paragraphs: sequencing, comparing and contrasting, relating cause and effect, problems and problem solving

BLOCK 2 Informal and Formal Communication Write informal letters, applications, and official letters of request and denial- Write official e-mails, memos and notices

BLOCK 3 Note-Making and Summarising Prepare notes from reading texts- Take notes from spoken texts-Summarize key ideas and information in organized points developed from the notes prepared.

BLOCK 4 Study Skills (Information Transfer, Reference Skills) Use charts, tables, other graphics and multimedia, as appropriate for the written texts; present summary to a group

BLOCK 5 Technical Editing Technical Editing – The Big Picture- Working Collaboratively- Organization: The Architecture of Information- Visual Design and



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Font Selection- Editing Methods – Then and Now- The Power of Grammar, Punctuation and Spelling Basic Copyediting- proofreading -Ethical and Legal Issues.

REFERENCES:

1. Graham King. Collins Improve your writing skills
2. Norman Coe and Robin Rycroft. Writing Skills A Problem Solving Approach. CUP.
3. Robyn Najar and Lesley Riley. Developing Academic Writing Skills. Macmillan Publications.
4. Scheraga, Mona. Practical English Writing Skills: A Complete Guide to Writing in English

WEB RESOURCES:

1. <https://nptel.ac.in/courses/109/107/109107172/>
2. <https://nptel.ac.in/courses/109/104/109104031/>
3. https://onlinecourses.swayam2.ac.in/cec20_ma04/preview

COURSE OUTCOMES

On completion of this course, the students will be able to:

- CLO1. Write without mistakes » draft formal and informal letters
- CLO2. Take notes for writing purpose
- CLO3. Explain the tables/ pictures in words
- CLO4. Edit the written matters



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : PRINCIPLES OF MARKETING

Course Code : BCOS - 41

Course Credit : 4

COURSE OBJECTIVE

- CO1. Provide basic conceptual knowledge about the modern marketing and global marketing.
- CO2. Describe marketing mix in product, price promotion and physical distribution that initiate operating system with its tools.
- CO3. Discuss buyer behaviour, its theories, merits and demerits and gain knowledge in marketing segmentation.
- CO4. Analyse the marketing and product mix.
- CO5. Explain the principles, tools and concept of place mix and promotion mix.

COURSE SYLLABUS

BLOCK I: Introduction to Marketing

Fundamentals of marketing - Evolution – Definition- classification- objectives- Selling Vs. Marketing - Modern Concept of marketing – role of marketing in economic development - E-marketing and Tele marketing – Marketing ethics – Career opportunities in marketing - Green marketing- Online marketing- Neuro marketing

BLOCK II: Marketing Mix, MIS and MR

Marketing functions-Buying -Selling -Transportation -Storage - Financing -Risk Bearing - Standardisation - Concept of Marketing Mix - Marketing approaches - Marketing Information System (MIS) – difference between MIS Vs MR -Marketing Research (MR)- procedures

BLOCK III: Buyer Behaviour

Buyer behaviour – Buying motives – Factors influencing buyer behaviour -Theories of buyer behaviour - Market Segmentation – Merits and Demerits -Types - Customer Relations Marketing

BLOCK IV: Product and Price Mix

Product policies – Product mix – Classification of consumer goods in marketing - Product Life Cycle – Branding and packaging- New Product Development -Price Mix - Pricing - Objectives - Factors - Methods of Pricing – Pricing Strategies



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

.BLOCK V: Place and Promotion Mix

Place Mix - Channels of Distribution - Factors influencing Channel Decisions - Importance of Channels of Distribution- types and techniques of channels – Functions of middleman - Promotion mix - Advertising – Requisition of a good copy – Media decisions - Sales Promotion –types- Need -Publicity- Personal selling - Advantages - Limitations.

REFERENCES:

1. R.S.N.Pillai and Bhagavathi, (2012). Marketing, S.Chand & Co Ltd, 2009 edition & 2012 reprint, New Delhi.
2. Rajan Nair,(2018). Marketing, Sultan Chand & Sons, New Delhi.
3. Dr.L.Natarajan, (2012). Margham, Marketing, Publications, Chennai.
4. K. Sundar, (2016). Essentials of Marketing, Vijay Nicole Imprints Pvt Ltd, Chennai-91.
5. J.Jayasankar,(2013). Marketing, Margham Publications, Chennai.
6. Praksh S. Sonatakki. C. N. (2013). Principles of Marketing, Kalyani Publishers, New Delhi.
7. William J Stanton, (1986). Fundamentals of Marketing, Mc Graw Hill Publishing Company Ltd, New Delhi.
8. Philip Kotler & Gary Armstrong,(2019). Principles of Marketing, 8th Edition, Prentice Hall of India Pvt. Ltd, New Delhi.

WEB RESOURCES:

1. <https://www.geektonight.com/marketing-management-pdf>
2. https://www.academia.edu/32346771/MARKETING_MANAGEMENT_NOTES_pdf
3. <http://kamarajcollege.ac.in/Department/BBA/III%20Year/002%20Core%2014%20-%20Marketing%20Management%20-%20V%20Sem.pdf>
4. <http://www.freebookcentre.net/business-books-download/Marketing-Management.html>
5. <https://archive.nptel.ac.in/courses/110/104/110104068/>



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Point out the concepts and approaches in marketing and analyse the role of marketing in economic development.
- CLO2. Analyse proficiency solving problems with productivity tools and assess customer relationship management in the appropriate marketing mix.
- CLO3. Identify the various factors influence consumer behaviour and to assess the marketing segmentation.
- CLO4. Determine the elements of marketing mix and develop a new product plan and fixation of right prices based on the market conditions.
- CLO5. Apply the strategy of the promotion and physical distribution mix and its elements.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : CORPORATE ACCOUNTING

Course Code : BCOS - 42

Course Credit : 5

COURSE OBJECTIVE

- CO1. Discuss accounts of companies and the issue of shares of the companies.
- CO2. Gain the knowledge to find the incorporation of profit through preparing the revenue in expenditure account
- CO3. Explore various methods for the valuation of goodwill
- CO4. Examine the concept of valuation of shares and its issues
- CO5. Get insight knowledge on preparation of final accounts and calculation of Managerial Remuneration

COURSE SYLLABUS

BLOCK I: Introduction to Corporate Accounting

Meaning and Importance of Corporate Accounting, Issue and Forfeiture of shares, Redemption of shares, Underwriting and lien on shares, Buyback of shares - Underwriting of Shares: Meaning – Underwriting Commission – Underwriter – functions - Advantages of Underwriting - Types of Underwriting - Marked and Unmarked Applications

BLOCK II: Profit Prior to Incorporation

Profit Prior to Incorporation - Meaning – calculation of Sales Ratio – Time Ratio – Weighted Ratio - Treatment of Capital and Revenue -Expenditure Accounts - Ascertainment of pre-incorporation and post-incorporation profits by preparing Profit and Loss Account and Balance Sheet

BLOCK III: Valuation of Goodwill

Valuation of Goodwill -Meaning – Circumstances of Valuation of Goodwill - Factors influencing the value of Goodwill - Methods of Valuation of Goodwill: Average Profit Method, Super Profit Method and Capitalization of average Profit Method (Simple Problems) -Capitalization of Super Profit Method and Annuity Method - (Simple Problems)

BLOCK IV: Valuation of Shares

Valuation of Shares -Meaning – Need for Valuation – Factors Affecting Valuation - Methods of Valuation: Intrinsic Value Method, Yield Method and Earning Capacity



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Method - Fair Value of shares. Rights Issue and Valuation of Rights Issue - (Simple Problems)

BLOCK V: Company Final Accounts

Company Final Accounts - Statutory Provisions regarding preparation of Company Final Accounts –Treatment of Special Items –Tax deducted at source - Advance payment of Tax – Provision for Tax – Depreciation – Interest on debentures – Dividends – Rules regarding payment of dividends – Transfer to Reserves - Preparation of Profit and Loss Account and Balance Sheet in vertical form

REFERENCES:

1. Arulanandam M. A. & Raman K.S.(2019) ; Corporate Accounting –II. Himalaya Publishing House. Mumbai.
2. Anil Kumar. S (2018). Financial Accounting, HPH
3. Dr. S.N. Maheswari, Financial Accounting. (6th ed.). Vikas Publishing House.
4. Soundarajan. A & K. Venkataramana, Corporate Accounting, VBH.
5. S. P. Jain and K. L. Narang. (2013). Corporate Accounting, Kalyani Publishers.
6. R L Gupta, (2013, January 01). Advanced Accountancy. Sultan Chand & bros.

WEB RESOURCES:

1. <http://www.freebookcentre.net/business-books-download/Corporate-Accounting.html>
2. <https://www.geektonight.com/corporate-accounting-notes/>
3. <https://www.studynama.com/community/threads/b-com-corporate-accounting-notes-ebook-book-free-pdf-download-updated-syllabus.3216/>
4. <https://archive.nptel.ac.in/courses/110/105/110105156/>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Compute company accounts and gain knowledge in basic provisions towards issue of shares in market.
- CLO2. Recite capital profit, losses and good will in the incorporation profit prior of corporate account.
- CLO3. Apply the conceptual knowledge on valuation of goodwill and shares.
- CLO4. Explore the concept of valuation of shares and its issues of shares.
- CLO5. Acquire a detailed knowledge on preparation of company final accounts.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : COMPUTER APPLICATIONS IN BUSINESS

Course Code : BCOSE – 41

Course Credit : 4

COURSE OBJECTIVE

- CO1. Impart knowledge about the structure, elements and functions of a computer system.
- CO2. Get insight knowledge in the basic concepts computer applications using MS-Office applications for the business transactions.
- CO3. Get the knowledge application on effective power point presentation.
- CO4. Gain knowledge in programs in ms-excel for business purpose.
- CO5. Discuss the internet, web design and database maintenance in every type of applications.

COURSE SYLLABUS

BLOCK I: Introduction to Computer Applications

Introduction of Computers – Computer Applications – Classification - Programming concepts – Assembly language – High level language - Operating system – Compilers – Assemblers - Software -Packages

BLOCK II: MS Word

MS Word – Introduction to Word – Creating Word Document - Formatting – Spell Check – Grammar Check – Working with Tables - Saving, Opening and Closing Document - Mail Merge

BLOCK III: MS Power Point

MS Power Point – Creation – Insert Picture - Animation – Creating Multimedia Presentations - Insert Tables and Graphs

BLOCK IV: MS Excel

MS Excel – Introduction – Spread Sheet - Entering data in working sheets – Editing and Formatting Work sheets - Charts – Functions like Saving, Opening and Closing Work book

BLOCK V: Introduction to Internet

Introduction to Internet – Browsers – Search Engine - WWW – Internet Protocols – FTP – TELNET – HTTP - E-mail – How to create E-mail – Internet Vs Intranet - Webpage – URL.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

REFERENCES:

1. Gini Courter & Annette Marquis, (1999), Mastering Microsoft Office 2000 Professional Edition, Sybex, US.
2. Joan Lambert and Joyce Cox, (2013), Microsoft Word 2013 Step by Step, Microsoft Press, Washington.
3. Dr. R. Parameswaran, (2010), Computer Application in Business, S Chand & Company Ltd, New Delhi.
4. Ravi Taxali, (2017), Pc Software for Windows 98 Made Simple, 2nd Edition, McGraw Hill Education, New Delhi.
5. Stephen L. Nelson, (1999), Office 2000: The Complete Reference, McGraw Hill Professional, US.

WEB RESOURCES:

1. <http://www.freebookcentre.net/business-books-download/Computer-Applications-in-Business.html>
2. <https://drive.google.com/file/d/1NyIN-iGNtcHEdR0nfHIN0GsWX7kVvCPP/view>
3. <http://eazynotes.com/pages/ms-office/ms-word-notes.html>
4. <https://gacbe.ac.in/pdf/ematerial/18BCS5EL-U5.pdf>

COURSE OBJECTIVE

On completion of this course, the students will be able to:

- CLO1. Acquire and apply the computer applications in different aspects of business
- CLO2. Evaluate the database using MS-Word and its components
- CLO3. Illustrate the effective presentation for the business meeting using power point presentation.
- CLO4. Develop the programs in ms-excel for business transaction
- CLO5. Explore the internet protocol, security and the web.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Environmental Studies

Course Code : CCES

Course Credit : 2

COURSE OBJECTIVE

- CO1. Develop a comprehensive understanding of the concept, scope of environment studies and public awareness about environment collective response for its protection.
- CO2. Provide a dynamic window onto the changing natural and social environments that comprises our world.
- CO3. Describe and identify the organisms with similar needs that compete for resources.
- CO4. Engage directly with key contemporary issues - such as globalisation, climate change, environmental management and cultural transformation - whilst also developing valuable analytical and communication skills.
- CO5. Determine the flexibility to tailor your module choices to your academic interests.

COURSE SYLLABUS

Unit 1:Multidisciplinary nature of environmental studies: Definition, scope and importance - Need for public awareness

Unit 2:Natural Resources:

- Renewable and non-renewable resources: Natural resources and associated problems.
 - a) Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forest and tribal people.
 - b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.
 - c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
 - d) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.
 - e) Energy resources: Growing energy needs, renewable and non renewable energy sources, use of alternate energy sources. Case studies.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.

- Role of an individual in conservation of natural resources.
- Equitable use of resources for sustainable lifestyles.

Unit 3: Ecosystems

- Concept of an ecosystem.
- Structure and function of an ecosystem.
- Producers, consumers and decomposers.
- Energy flow in the ecosystem.
- Ecological succession.
- Food chains, food webs and ecological pyramids.
- Introduction, types, characteristic features, structure and function of the following ecosystem: - a. Forest ecosystem b. Grassland ecosystem c. Desert ecosystem d. Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

Unit 4: Biodiversity and its conservation:

- Introduction – Definition: genetic, species and ecosystem diversity.
- Bio- geographical classification of India
- Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values • Biodiversity at global, National and local levels.
- India as a mega-diversity nation
- Hot-spots of biodiversity.
- Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts.
- Endangered and endemic species of India
- Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity.

Unit 5 : Environmental Pollution:

- Definition
- Cause, effects and control measures of: - a. Air pollution b. Water pollution c. Soil pollution
- Marine pollution e. Noise pollution f. Thermal pollution g. Nuclear hazards
- Solid waste Management: Causes, effects and control measures of urban and industrial wastes.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

- Role of an individual in prevention of pollution.
- Pollution case studies.
- Disaster management: floods, earthquake, cyclone and landslides.

Unit 6: Social Issues and the Environment:

- From Unsustainable to Sustainable development
- Urban problems related to energy
- Water conservation, rain water harvesting, watershed management
- Resettlement and rehabilitation of people; its problems and concerns. Case Studies
- Environmental ethics: Issues and possible solutions.
- Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust- Case Studies.
- Wasteland reclamation.
- Consumerism and waste products.
- Environment Protection Act.
- Air (Prevention and Control of Pollution) Act.
- Water (Prevention and control of Pollution) Act
- Wildlife Protection Act
- Forest Conservation Act
- Issues involved in enforcement of environmental legislation.
- Public awareness.

Unit 7: Human Population and the Environment:

- Population growth, variation among nations.
- Population explosion – Family Welfare Programme.
- Environment and human health.
- Human Rights.
- Value Education.
- HIV/AIDS.
- Women and Child Welfare.
- Role of Information Technology in Environment and human health.
- Case Studies.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Unit: 8 Field Work Visit:

- Visit to a local area to document environmental assets-river / forest/ grassland/ hill / mountain

REFERENCES:

1. Brusseau, M.L., Pepper, I.L., and Gerba, C.P. (2019). Environmental and Pollution Science, 3rd Edition. (pp. 1-520). Academic Press, USA.
2. Divan, S. and Rosencranz, A. (2002). Environmental Law and Policy in India: Cases, Material & Statutes, 2nd Edition. (pp. 1-837). Oxford University Press, India.
3. Gadgil, M., and Guha, R. (1993). This Fissured Land: An Ecological History of India. University of California Press, (pp. 1-245).Berkeley, USA.
4. Raven, P.H, Hassenzahl, D.M., Hager, M.C, Gift, N.Y., and Berg, L.R. (2015). Environment, 8th Edition. (pp. 1-472). Wiley Publishing, USA.
5. Singh, J.S., Singh, S.P., and Gupta, S.R. (2017). Ecology, Environmental Science and Conservation. S. Chand Publishing, (pp.1-842). New Delhi.

WEB RESOURCES:

1. https://www.iare.ac.in/sites/default/files/lecture_notes/IARE_ENS_LECTURE_NOTES.pdf
2. <https://archive.nptel.ac.in/courses/127/105/127105018/>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Acquiring wide knowledge on natural processes and resources that sustain life and govern economy.
- CLO2. Appreciate the consequences of human actions on the web of life, global economy, and quality of human life.
- CLO3. Develop critical thinking for shaping strategies (scientific, social, economic, administrative, and legal) for environmental protection, conservation of biodiversity, environmental equity, and sustainable development.
- CLO4. Inculcate values and attitudes towards understanding complex environmental economic- social challenges, and active participation in solving current environmental problems and preventing the future ones.
- CLO5. Adopt sustainability as a practice in life, society, and industry.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

B.Com - III Year Syllabus

Semester V

Course Title : ADVANCED CORPORATE ACCOUNTING

Course Code : BCOS - 51

Course Credit : 5

COURSE OBJECTIVE

CO1. Discuss the concept of mergers and acquisitions

CO2. Familiarize with insurance company accounts

CO3. Gain knowledge on the accounting procedures of banking companies and its application

CO4. Distinguish holding and subsidiary company and gain knowledge on the accounting procedures to be followed in the preparation of the consolidated Balance Sheet of a holding company and liquidation of the companies.

CO5. Assist the preparation of electricity companies accounts under double accounts system

COURSE SYLLABUS

BLOCK I: Accounting for Amalgamation and Absorption

Amalgamation – purchase consideration- accounting treatment – pooling of interest method and purchase method - Absorption Accounting -External and Internal Reconstruction of companies

BLOCK II: Insurance Accounting

Types of Insurance - Annual Accounts- Life Insurance-Consideration for Annuities Granted-Balance Sheet - General Insurance: Meaning and Types - Determination of Profit-Accounts of General Insurance-Reserve for Unexpired Risk - Preparation of Final Accounts (insurance companies)

BLOCK III : Accounts of Banking Companies

Accounts of Banking Companies: Introduction-Legal provisions-Disposal of Non-Banking Assets - Restrictions on Loans – Restrictions on Commission-Restriction on Payment of Dividend -Management of Minimum Capital-Statutory Reserve-CRR and SLR-Accounts and Audit -Profit and Loss Account-Balance Sheet of Banking Companies



BLOCK IV: Accounts of Holding Company and Liquidation

Accounts of Holding company - legal requirements relating to presentation of accounts - Consolidation of balance sheet (excluding chain holding) - Liquidation – Statement of affairs and deficiency accounts – Liquidators - final statement of receipts and payments

BLOCK V: Double Account System

Double Account System-Features - Advantages and Disadvantages - Accounts of Electricity Companies-Depreciation-Contingencies Reserves - Development Reserve-General Reserve - Reasonable Return - Capital Base - Clear Profit-Disposal of Surplus-Replacement of Assets - Receipts and Expenditure on Capital Accounts – General Balance Sheet – Revenue Account – Net Revenue Account - Accounts of Electricity Companies and Railways - Replacement and Renewals

REFERENCES:

1. T.S. Reddy & Murthy, (2013), “Corporate Finance”, Reprint, Margham Publications.
2. Dr. S. Kr.Paul&Chandri Paul, (2009), “Corporate Finance”, New Central Book Agency (p) Ltd.
3. K. K. Varma, (2008), “Corporate Accounting”, First Edition, Published by Anurag Jain for Excel Books.
4. Dr. Naseem Ahmed, (2007), “Corporate Accounting”, First Edition, Atlantic Publication.

WEB RESOURCES:

1. https://edurev.in/courses/10649_Advanced-Corporate-Accounting-Notes-for-Bcom
2. <https://freebookcentre.net/business-books-download/Advanced-Corporate-Accounting.html>
3. <https://www.studynama.com/community/threads/advanced-corporate-accounting-lecture-notes-handout-pdf-download-for-bcom-fourth-semester.1318/>
4. <https://www.studocu.com/in/document/university-of-madras/mcom/advanced-corporate-accounting-pdfdrive/23981455>



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

5. <https://www.bing.com/videos/search?q=ADVANCED+CORPORATE+ACCOUNTING+nptel&&view=detail&mid=0F32057D615B472ADCFB0F32057D615B472ADCFB&&FORM=VRDGAR&ru=%2Fvideos%2Fsearch%3Fq%3DADVANCED%2BCORPORATE%2BACCOUNTING%2Bnptel%26FORM%3DHDRSC3>
-

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Get insight knowledge on meaning, process and accounting of internal reconstruction. Distinguish Amalgamation, Absorption and External Reconstruction, estimate the value of purchase consideration and determine the accounting procedures to be followed.
- CLO2. Illustrate the various methods of preparing insurance company accounts.
- CLO3. Prepare the final accounts of banking companies and liquidation of the companies.
- CLO4. Explore the various methods of preparing holding company accounts and liquidation of company.
- CLO5. Analyze the accounting statements of electricity companies and the concepts of double accounts.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : INCOME TAX THEORY, LAW AND PRACTICES

Course Code : BCOS - 52

Course Credit : 5

COURSE OBJECTIVE

- CO1. Acquire the basic accounting knowledge on principles and concept of taxation.
- CO2. Familiarize the learners with recent amendments under the heads of salary.
- CO3. Explain with calculation if income under different heads especially house property.
- CO4. Gain information on taxation of Profits and Gains of Business and Profession and other sources.
- CO5. Make out the learners aware on the concepts of aggregation of Income.

COURSE SYLLABUS

BLOCK I: Introduction to Direct Tax

Basic concepts of Direct Tax – Definition – Previous year – Assessment year - Person – Assessee – Income – Total Income – Casual income - Capital and Revenue – Residential status and incidence of tax incomes exempt under Section – 10

BLOCK II: Income from Salary

Salary – Basis of charge – Different forms of salary - Allowances – gratuity – pension – perquisites and their valuation -Deduction from salary - Computation of Taxable Salary

BLOCK III: Income from House property

House Property – basis of charge – determination of Gross Annual Value and Net Annual Value - Income from let-out property – Deductions - Computation of House Property Income

BLOCK IV: Income from Profits and Gains of Business and Profession and Other Sources

Profits and gains of business and profession – basis of charge – methods of accounting – deductions – allowable expenses and disallowable expenses – computation of taxable income – Income from Capital Gains - computation of taxable income - Income from Other Sources- computation of taxable income



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BLOCK V: Aggregation of Income

Income of other persons included in assesses total income - Aggregation of income; Set – off or carry forward and set off of losses – Deductions from gross total income - Computation of total income and tax payable - Rebates and relief's - Provisions concerning advance tax and tax deducted at source - Provisions for filing of return of income

REFERENCES:

1. Dr.Vinod K.Singhania, (2022, April). “Taxmen’s Direct Taxed Law & Practice”, Taxman Publications, New Delhi.
2. Dr. A. Murthy, (2022). “Income Tax Law and Practice”, Vijay Nichole Publications, Chennai.
3. Dr. T.S. Reddy & Dr. Hariprasad, (2022, June). “Income tax law and practice, Margam publications, Chennai.
4. Gaur and Narang, (2018). “Income Tax Law and Practice” 45th Edition, Kalyani Publishers, New Delhi.
5. Dr. H. C.Mehrotra,(2022, January 01). “Income Tax Law and Accounts” 63rd Edition, Sahithya Bhavan publishers, Agra.
6. R. G. Shaha, (2019). “Income Tax Law and Practice (Direct Tax)” Himalaya Publications, Mumbai.
7. Dinkar Pagare, Direct Tax – Sultan Chand publishers, New Delhi.

WEB RESOURCES:

1. <http://www.freebookcentre.net/business-books-download/Income-Tax-Law-And-Practice.html>
2. <https://www.hhrc.ac.in/ePortal/Commerce/III%20B.Com.%20-%2018UCOE2%20-%20Dr.%20R%20Sathru%20Sankara%20Velsamy.pdf>
3. <https://kamarajcollege.ac.in/Department/Commerce/III%20Year/005%20Major%200Elective%20I%20-%20Income%20Tax%20Law%20&%20Practice%20I%20-%20V%20Sem.pdf>

/



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Examine the basic concepts of schedules rate of tax liability, the basic concepts of income tax, total income and different heads.
- CLO2. Apply and practice the computation of salary income.
- CLO3. Produce annual value of house property and computation under different circumstances.
- CLO4. Apply with calculation on taxation of Profits and Gains of Business and Profession and other Sources.
- CLO5. Define income tax authorities and their role including Aggregation of Income.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : COMPANY LAW AND SECRETARIAL PRACTICE

Course Code : BCOS - 53

Course Credit : 4

COURSE OBJECTIVE

- CO1. Educate the students about the kinds and formation of a Company.
- CO2. Impart the learner to gain knowledge in various kinds of shares, debentures and its techniques.
- CO3. Get an insight knowledge on, membership of company, appointment and salaries of company director and secretary.
- CO4. Point out the various types of meeting and resolution in special standards of procedure in company.
- CO5. Explain the winding process and its various application by company law.

COURSE SYLLABUS

BLOCK I: Introduction to Company

Company – Definition – Characteristics – Kinds of Companies – Doctrine of Lifting the veil - Promotion of a company- Memorandum of Association-Contents- Restriction on “Other Objects”- DoctrineofUltraVires–ArticlesofAssociation-Contents- Prospectus-Contents - Company Secretary – Appointment, Legal Position – Qualification – Duties and Liabilities of a Secretary

BLOCK II: Kinds of Shares

Meaning of Shares-Kinds of Shares- Voting Rights- Issue of shares at a Premium and Discount-PartlyPaidShares-BonusShares-Rightsshares-SweatEquityShares - Underwriting - Book Building Process - Green Shoe Option - E-Filing – Dematerialisation –Debentures and its types

BLOCK III: Membership in a Company

Membership in a company – Directors – Legal position – Appointment, removal, rights, duties and powers - Rights of Shareholders – difference between member and shareholders- Qualification and disqualification of Director-Women Directors- Independent Directors - KMP (Key Managerial Person) – Secretarial duties.

BLOCK IV: Procedure for Company Meeting

Company Meeting – kinds of meetings – requisites of a valid meeting - Agenda – Minutes – Quorum – Proxy – Voting – Poll - Motion and Resolutions-Ordinary



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Resolution-Special Resolution –Resolution requiring special notice - Secretarial Standards (SS -1 & SS -2) – Secretarial duties in connection with meetings

BLOCK V: Winding up of Company

Winding up of Company - Modes of Winding up-Winding up by the Court-Voluntary Winding up-Types–Members. –Voluntary Winding up- Creditors Voluntary Winding up –National Company Law Appellate Tribunal

REFERENCES:

1. Kapoor,N.D., (2022), Business Laws,Sulthan Chand and Sons,New Delhi.
2. Sreenivasan,M.R.(2012, January 01), Business Laws, Margam Publications, Chennai.
3. Dhandapani,M.V.(2015), Business Laws, Sultan Chand and Sons,New Delhi.
4. Avatar Singh, (2018, January 01), Company Law, (17th ed), Eastern Book Company.
5. Shukla,M.C.&Gulshan,S.S., Principles of Company Law
6. BadriAlam,S&Saravanavel, Company Law, Himalaya Publications
7. Gogna,P.P.S.,(2016, January 01),Text Book of Company Law, S.Chand &Co.
8. Gaffor&Thothadri, Company Law, Vijay Nicole Imprints Pvt. Ltd. Chennai

WEB RESOURCES:

1. <https://www.geektonight.com/company-law-notes/>
2. <https://www.icsi.edu/media/webmodules/publications/ACLP.pdf>
3. <https://archive.nptel.ac.in/courses/110/105/110105159/>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Describe fundamentals of Company Law and provisions of the Companies Act of 2013 and characteristics of Company and its Formation.
- CLO2. Evaluate the kinds of shares, debentures and its techniques.
- CLO3. Acquire the knowledge on powers and duties of Director and Secretary of the company.
- CLO4. Demonstrate the importance of meetings and the quorum required for a meeting and the resolutions that have to be taken depending upon the business decisions.
- CLO5. Apply the knowledge in ways to assess the winding up of company in the different environment.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : BANKING THEORY, LAW AND PRACTICE

Course Code : BCOS - 54

Course Credit : 4

COURSE OBJECTIVE

- CO1. Describe regulation act of banking sector and concepts, functions and Classification of Banking System.
- CO2. List out the various types of deposits in the banking sectors and its procedures.
- CO3. Explain all banking regulations under the Negotiable Instruments Act.
- CO4. Explore the various functions of commercial banks and its loan system.
- CO5. Enumerate the banking sector reforms of organisation in India.

COURSE SYLLABUS

BLOCK I: Introduction to Banking Legislation

Banking Legislation – Provisions of Banking Regulations – Structure and characteristics of the banking system in India - Banking sector reforms - Definition of Banker and customer – Stature and functions of a Central Bank - special feature of RBI - Banking regulation Act 1949 - Commercial Bank functions -Industrial Banking versus Development Banking

BLOCK II: Bank Deposits, Accounts and Customers

Account Opening Formalities – special types of customer – types of deposit – Bank Pass book – Collecting Banker – Paying Banker – Banker Lien - Types of Bank Accounts – KYC Norms – Non Residence Deposit Account – Currency (Domestic) Account – Senior Citizen Deposit Account – Flexi Deposit Account - Bank Customer – Partnership Firm, Club – Joint Stock Company – Joint Hindu Family – Trust – Societies

BLOCK III: Negotiable Instruments

Negotiable Instruments: Meaning & Definition – Characteristics – Cheque and its kinds -Crossing, Endorsement and Material Alteration - Collection and payment of Cheque – Refusal or bouncing of cheque -Bills of Exchange: Definition, characteristics and Parties involved - Difference between Bill and Cheque



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BLOCK IV: Loan and Advances

Loan and advances by commercial bank lending policies of Commercial Bank - Concepts - Duties & Responsibilities of Collecting Banker - Holder for Value – Holder in Due Course – Statutory Protection to Collecting Banker - Management of Non Performing (NPA) – Definition and Meaning – Types of NPAs - Causes –Remedies - Basel Banking Norms

BLOCK V : Banking Sector Reforms in India

Banking Sector Reforms in India: Recommendations of Narasimham Committee (Phase-I) - Banking Services: ATM, Credit Card, Debit Card, Rupay Card - E- Services – On-line/Internet Banking – Mobile Banking – EFT (Electronic Fund Transfer) –Real Time Gross Settlement (RTGS) System, Negotiated Dealing System (NDS) - Centralized Funds Management System (CFMS), National Financial Switch (NFS), and Inter Bank Funds Transfer Processor (IFTP) – Immediate Payment Service (IMPS)

REFERENCES:

1. Gorden Nataraj, (2016) Banking Himalaya Publication, New Delhi
2. Tannan, ML (2015) Banking Law & Practice in India, Indian Law House, New Delhi
3. Panikar, KK (2015) Banking –Theory System, S.Chand & Co., New Delhi.
4. Sundharam and Varshney, (2014), Banking theory Law & Practice, (20th ed)Sultan Chand & Sons., New Delhi.
5. M.S. Ramesh and R.Pattenshetty, (2019), Effective Business English and Correspondence, S.Chand & Co, Publishers, New Delhi-2.
6. V.R. Palanivelu & N. Subburaj, (2015), Business Communication, Himalaya Publishing Pvt. Ltd, Mumbai.
7. Sathya Swaroop Debasish, Bhagaban Das,(2010), Business Communication, PHI Learning Pvt. Ltd., New Delhi.
8. Pushpalatha & Kumar, (2010, January 30), Communication conquer: A Handbook of group discussion and Job Interview, PHI Learning Publisher.
9. Lesikar, R.V. & Flatley, M.E. ,(2004, April 16), Basic Business Communication Skills for Empowering Internet Generation, Tata Mc Graw Hill Publishing Company Ltd, New Delhi.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

WEB RESOURCES:

1. [https://kanchiuniv.ac.in/coursematerials/BANKING%20THEORY%20LAW%20AND%20PRACTICES%20\(2\).pdf](https://kanchiuniv.ac.in/coursematerials/BANKING%20THEORY%20LAW%20AND%20PRACTICES%20(2).pdf)
 2. <https://vdocument.in/banking-theory-law-and-practice-561d7b68e211b.html>
 3. <http://www.freebookcentre.net/business-books-download/Banking-and-Finance.html>
 4. <https://archive.nptel.ac.in/courses/110/106/110106040/>
-

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Explain the conceptual framework of banking and the role of RBI
- CLO2. Evaluate the various the deposits in the banking sectors and its procedures and apply it in practices.
- CLO3. Discuss the laws governing the banks under the Negotiable Instruments Act
- CLO4. Explore the various functions of commercial banks and its loan and advance system and to eradicate the NPA
- CLO5. Evaluate the existing banking system reforms in India.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : E-COMMERCE

Course Code : BCOSE - 51

Course Credit : 4

COURSE OBJECTIVES

- CO1. Acquire the knowledge of recent trends in e-commerce / business.
- CO2. Discuss how the business strategy works on e-commerce to maintain cordial relation with customers
- CO3. Explain the concepts of Business to Business and latest development of M-Commerce
- CO4. Discuss electronic mode of payment system for business augmentation
- CO5. Study the e-commerce environment and the legal & ethical aspects of e-commerce.

COURSE SYLLABUS

BLOCK 1 Doing Business Online

Definition of E-Commerce - objectives of E-Commerce - Evolution of E-Commerce - History of the Internet- internet revolution and its implications in the business - E-Commerce Opportunities - E-Commerce Vs the Traditional Business Mechanism - merits and demerits of E-Commerce

BLOCK 2 Business Strategy in New Economy

Key features of Internet economy – Redefining the borders of the firm – Building a successful e-business – Adopting the Internet in an established business – E-retailing – The elements of business to consumer (B2C) strategy – Marketing on the internet – Emerging trends in e-commerce.

BLOCK 3 Business – to – Business

An introduction to Business – to – Business (B2B) e-commerce – Organization of B2B marketplace – B2B marketing and the internet – Opportunities and challenges in B2B – Economics of online advertising: portals and search engine – Concept of M-Commerce

BLOCK 4 Money on the Net

Overview of the electronic payment systems – Using credit cards on line – Smart cards, electronic cash and other payment systems – Implications of innovative online payment systems – Rights and obligations in the world of e-commerce – Third-Party



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Payment Processing - Electronic Payment Gateway–Security Standard for Electronic Payment System

BLOCK 5 Environment of E-Commerce

The environment of e-Commerce - international - legal ethical - tax issues – business plan for implementing e-Commerce.

REFERENCES:

1. Alexi Leon and Mathews Leon, (2004), Introduction to Information Systems, McGraw-Hill Education (India) Pvt Limited, New Delhi.
2. Anup K. Ghosh, (2012), E-Commerce Security and Privacy, Kindle Edition
3. Peter G W Keen, (1994), Every Manager's Guide to Information Technology, 2nd Edition, Harvard Business School Press, Boston.
4. Rajesh Chakrabarti and VikasKardile, (2002),The Asian Manager's Handbook of E-Commerce (paperback edition), Tata McGraw – Hill Publishing Company Limited, New Delhi.

WEB RESOURCES:

1. <http://www.freebookcentre.net/business-books-download/Introduction-to-E-Commerce.html>
2. <https://www.geektonight.com/e-commerce-notes/>
3. <https://www.ncertbooks.guru/e-commerce-full-notes/>
4. <https://archive.nptel.ac.in/courses/110/105/110105083/>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Develop an understanding of the global E-Business Concepts and the collaborations that are taking place.
- CLO2. Analyze the impact of E-commerce on business and applying new strategies
- CLO3. Develop the concepts of Business to Business and discover the economics of online advertising works.
- CLO4. Assess the E-payment system in the existing business scenario
- CLO5. Develop entrepreneurial approach and environment in current market scenario of e-commerce.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

B.Com - III Year Syllabus

Semester VI

Course Title : PRINCIPLES OF INSURANCE

Course Code : BCOS - 61

Course Credit : 4

COURSE OBJECTIVE

- CO1. Provide fundamental understanding of insurance and its types.
 - CO2. Familiarise about the concept of life insurance and life insurance corporations.
 - CO3. Define insurance of fire, double insurance and contract, policy condition in Indian business.
 - CO4. Describe the importance of the marine insurance which is occupied main role in the major goods carrier.
 - CO5. Outline personal accident insurance and its accomplishment.
-

COURSE SYLLABUS

BLOCK I: Introduction to Insurance

Insurance - Meaning, Definition, Functions and Nature - Principles of Insurance – Insurance Contract -Importance of Insurance to Society, Individuals, Business and Government

BLOCK II: Life Insurance

Life Insurance - Meaning and Features of Life Insurance Contract - Classification of policies – Annuities – Selection of risk – Measurement of risk – Calculation of premium - Investment of funds – Surrender Value – Policy conditions -Life Insurance for the Under Privileged

BLOCK III: Fire Insurance

Fire Insurance – Meaning, Nature and Use of Fire Insurance- Fire Insurance Contract -Kinds of policies – Policy conditions – Payment of claim - Reinsurance – Double Insurance - Progress of Fire Insurance Business in India

BLOCK IV: Marine Insurance

Marine Insurance - Meaning and Nature - Classification of policies – Policy conditions – Premium calculation -Marine Losses – Payment of Claims -Progress of Marine Insurance Business in India



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BLOCK V: Personal Accident Insurance

Personal Accident Insurance – Motor Insurance – Burglary Insurance -
Miscellaneous Forms of Insurance including Social Insurance – Rural Insurance -
Prospects of Agriculture Insurance in India - Health Insurance – Liability Insurance -
Bancassurance

REFERENCES:

1. Mishra. M. N & Mishra. S.B (2016), Insurance - Principles and Practice, 22nd Edition, S. Chand & Company Ltd. , New Delhi.
2. Krishnaswamy. G, (2012), A Textbook on Principles and Practice of Life Insurance, First Edition ,Excel Books, New Delhi.
3. Periasamy. P (2017), Principles and Practice of Life Insurance, Himalaya Publishing House.
4. Bodla B.S., Garg M.C. & Singh K.P., (2004), Insurance Fundamentals, Environment and Procedure, Deep & Deep Publications Pvt. Ltd., New Delhi.
5. Ganguly Anand, (2002, January 01), Insurance Management, New Age International Publishers, New Delhi.
6. Hargovind Dayal., (2017),The Fundamentals of Insurance – Theories, Principles and Practices., Notion Press., Chennai.
7. Taxmann (2020, December 25), Insurance Manual, Taxmann Publication Private Limited.
8. M. N. Srinivasan (2020, January 01), Principles of Insurance Law, Wadhwa & Co.
9. K.C. Mishra and G.E. Thomas,(2009), General Insurance - Principles and Practice, Cengage Learning: New Delhi.

WEB RESOURCES:

1. https://www.academia.edu/4625099/MODULE_2_Principles_of_Insurance_Notes_1_Risk_and_Insurance_DIPLOMA_IN_INSURANCE_SERVICES
2. https://www.niilmuniversity.in/coursepack/Insurance/PRINCIPLES_OF_INSURANCE.pdf
3. <http://www.freebookcentre.net/business-books-download/Principles-of-Insurance-and-Banking.html>



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

COURSE OUTCOME

On completion of this course, the students will be able to:

CLO1. Illustrate the various aspects insurance under the Insurance Act

CLO2. Discuss the principle and practice of life insurance for the settlement of claim

CLO3. Explore the fire insurance and its service provider regarding offer various kinds of policies and procedure to claim

CLO4. Analyse marine insurance industry and regulations to compensate for losses and damages in the marine insurance

CLO5. Demonstrate the importance and procedure about the various personal and social insurances



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : FINANCIAL MANAGEMENT

Course Code : BCOS - 62

Course Credit : 4

COURSE OBJECTIVE

- CO1. Introduce the learners with the meaning and the need of Financial Management in current competitive business environment.
- CO2. Measure risk and returns and will be able to analyse various financial assets based on risk and return through studying Time Value of Money.
- CO3. Build an awareness about leverages and capital structure and its theories of capital structure.
- CO4. Tell about dividend policies and various dividend models.
- CO5. Provide an insight into various modes and techniques of managing the working capital, cash and receivable management.

COURSE SYLLABUS

BLOCK I: Introduction to Financial Management

Financial Management – Concept- Definition Finance Goals and Profit Maximization vs. Wealth maximization - Financial functions – Investment, Financing and Dividend Decision - Financial Planning - Risk and Return - Sources and Forms of Finance: Equity Shares, Preference Shares, Bonds, Debentures and Fixed Deposits – Features – Advantages and Disadvantages

BLOCK II: Time Value of Money

Time value of money: Present value and Compound value - Capitalisation - Bases of Capitalisation – Cost Theory – Earning Theory – Over Capitalisation – Under Capitalisation: Symptoms – Causes – Remedies - Cost of capital – Cost of debt – Cost of preference share capital – Cost of equity – Cost of retained earnings - Weighted average cost of capital- Calculation of Individual and Composite Cost of Capital

BLOCK III: Leverage and Capital Structure

Leverage: Introduction, Operating Leverage - Application of Operating Leverage, Financial Leverage, Combined Leverage - Capital structure –Theories of Capital Structure (Net Income, Net Operating Income, MM Hypothesis, Traditional Approach) - Determinants of Capital Structure



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BLOCK IV: Dividend Decisions

Dividend Decisions: Introduction - Traditional Approach - Dividend Relevance Model - Miller and Modigliani Model - Stability of Dividends - Forms of Dividends- Stock Split

BLOCK V: Working Capital, Cash and Receivable Management

Working Capital Management: Introduction - Components of Current Assets and Current Liabilities – Concepts, Need and Objective of Working Capital Management - kinds of working capital - Operating Cycle -Determinants of Working Capital - Estimation of Working Capital - Inventory Management Techniques - Cash Management - Meaning and Importance - theories -Receivable Management - Maintaining Receivables -Credit Policy Variables

REFERENCES:

1. S.N.Maheswari, (2019), Elements of financial management, Sultan Chand & Sons., New Delhi.
2. R.K.Sharma (2022, January 01), Financial Management, Kalyani publishers, New Delhi.
3. R.Ramachandran & R.Srinivasan, (2019), Financial Management, Sriram publication, Trichy.
4. P.Periyasamy, (2017, May 31), Financial Management, Vijay Nicole Publications , Chennai.
5. Khan & Jain, (2018, August 11), Theory and Problems of Financial management, McGraw Hill Publication, New Delhi.
6. S.P.Guptha, (2022, January 01), Financial Management , SahityaBhavan Publication, New Delhi.
7. Prasanna Chandra, (2011), Financial Management , Tata McGraw-Hill Education, New Delhi.
8. Dr. A. Murthy, (2013, January 01), Financial Management, Margham Publications, Chennai.
9. S. K. Sharma, (2018, July 24), Fundamentals of Financial Management , Sultan Chand & sons, New Delhi.

WEB RESOURCES:

1. <https://www.geektonight.com/financial-management-pdf/>



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

2. <http://www.freebookcentre.net/business-books-download/Financial-Management.html>
3. <http://sim.edu.in/wp-content/uploads/2018/11/FM-BBA-IV-SEM.pdf>
4. <https://archive.nptel.ac.in/courses/110/107/110107144/>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Develop the skills related to the finance that are required by the finance manager of a company.
- CLO2. Calculate the value of money invested today in different combination of the rate of interest and time period for taking right decisions to the capitalisation
- CLO3. Calculate the sources of finance for making optimum capital structure and to find out leverages.
- CLO4. Measuring the dividend policies and various dividend models of the business concern for effective financial decision making to strengthen wealth of the business.
- CLO5. Apply various methods and techniques to calculate working capital, cash and receivable management for finding the financial position of the business.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : MANAGEMENT ACCOUNTING

Course Code : BCOS - 63

Course Credit : 5

COURSE OBJECTIVE

- CO1. Familiarize the learners with the specialized branch of accounting i.e. Management Accounting which is used for making managerial decisions by using ratio analysis.
- CO2. Introduce the concept of fund flow and cash flow statement.
- CO3. Give an insight knowledge on Break Even Point analysis and working capital.
- CO4. Compare various alternatives using marginal costing and decision making.
- CO5. Get an insight on knowledge about budget, budgetary control to prepare various forms of budget for the business and to achieve a desired cost objective.

COURSE SYLLABUS

BLOCK I: Introduction to Management Accounting

Management Accounting – Definition – Objectives – Nature – Scope – Merits and limitations - Differences between Management Accounting, Financial Accounting and Cost Accounting - Financial Statement Analysis – Comparative statement – Common size statement – Trend Analysis - Ratio analysis: Classification of ratios – liquidity, profitability, turnover, capital structure and coverage

BLOCK II: Fund and Cash Flow Statements

Funds Flow Statement – Meaning – Advantages - Schedule of changes in Working Capital – Funds from operation – Sources and applications – Preparation Fund Flow Statement - Cash Flow Statement – Meaning –Difference between fund flow statement and cash flow statement - Preparation of Cash Flow Statement

BLOCK III: Capital Budgeting

Capital Budgeting – Meaning – Importance - Advantages - Appraisal methods – Payback Period – Accounting Rate of Return (ARR) - Discounted Cash Flow – Net Present Value – Profitability Index - Internal rate of return (IRR)



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BLOCK IV: Marginal Costing and Working Capital

Marginal costing – CVP analysis – Break Even Analysis (BEP)– Managerial applications – Margin of safety – Profit planning - Make or Buy Decision - Working Capital Management- Inventory Management

BLOCK V: Budgetary Control

Budget and Budgetary control – Meaning – Advantages - Preparation of Sales, Production, Master and overhead Budgets - Cash and Flexible Budgets

REFERENCES:

1. S.N.Maheswari, (2021, January 01). “Management accounting”, Sultan Chand & sons publications, New Delhi
2. Sharma and Gupta, (2014, January 01). “Management accounting”, Kalyani Publishers, Chennai.
3. R.Ramachandran and R.Srinivasan, (2019). “Management accounting”, Sriram publication, Trichy.
4. R.S.N.Pillai&V.Baghavathi (1996). “Management Accounting”, S.Chand& Co, Mumbai.
5. E.Gordon, P.Jeyaram, N.Sundaram & R. Jayachandran, (2017). “Management accounting”, Himalaya Publishing House, Mumbai.
6. Reddy.T.S & Hari Prasath.Y,(2018, July 25). “Management Accounting”, Margham Publications, Chennai.
7. Murthi and S. Gurusamy, (2012). “Management accounting”, Vijay Nicole Publications, Chennai.
8. Hingorani & Ramanathan, (1992), “Management accounting”, 5th edition, S.Chand & Co, New Delhi.

WEB RESOURCES:

1. <https://www.dynamictutorialsandservices.org/2018/10/management-accounting-notes.html>
2. https://www.tutorialspoint.com/accounting_basics/management_accounting_ratio_analysis.htm
3. <https://www.dynamictutorialsandservices.org/2018/10/management-accounting-notes-marginal.html>



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

4. <http://kamarajcollege.ac.in/Department/Commerce/III%20Year/e002%20Core%2018%20-%20Management%20Accounting%20-%20VI%20Sem.pdf>
5. <http://www.freebookcentre.net/business-books-download/Management-Accounting.html>
6. <https://archive.nptel.ac.in/courses/110/101/110101003/>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Enlighten the thought and knowledge on management Accounting for making managerial decisions and to analyse financial statements using ratio analysis.
- CLO2. Develop and apply the techniques of management accounting in the financial decision making in various business organizations especially preparing the financial statement analysis.
- CLO3. Demonstrate and familiarize with budget preparation and budgetary control tools.
- CLO4. Analyze Cost-volume-Profit techniques to determine Optimal managerial decisions like make or buy decisions, shut down or continue and to ascertain the working capital position of business concern.
- CLO5. Analyse new budget and budgetary control for organizations



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : AUDITING

Course Code : BCOS - 64

Course Credit : 4

COURSE OBJECTIVE

- CO1. Describe auditing with its relevant technicalities and to comprehend the various concepts of auditing and the procedure for the conduct of internal audit.
- CO2. Familiarize with the process of valuing assets and liabilities and verification of vouchers and relevant documents.
- CO3. Introduce the learners with Code of Conduct for Auditors issued by ICAI pertaining to the appoint and removal and infer the contents of an audit report.
- CO4. Get an insight knowledge on the various role played by the auditor of an organisation including auditing of computerized accounts.
- CO5. Gain knowledge about the importance of Auditing in the government sectors.

COURSE SYLLABUS

BLOCK I: Introduction to Auditing

Auditing – Meaning – Features – Objectives – Advantages of Auditing – Materiality in Auditing - Classifications of Audit - Internal Audit – Periodical Audit – Continuous Audit – Interim Audit – Balance Sheet Audit - Internal Check – characteristics of an effective internal check system - advantages and disadvantages - Internal Control - Procedure of Audit = Audit Planning - Audit Programme – Test Check – Auditing vs. Investigation

BLOCK II: Verification and Valuation of Assets

Voucher - Meaning – Definition – Objective – Requisites of a Valid Voucher - Types of Vouching – Vouching of Cash Transaction – Vouching of Trade Transactions =Verification – Objects of Verification – Principles of Verification - Verification and Valuation of Assets – Verification of Liabilities

BLOCK III: Appointment of Auditor and Audit Report

Auditors of a Company – Appointment – Removal - Remuneration – Qualification and Disqualification of Auditor – Rights, Duties and Powers of Auditor, Liabilities of



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Auditor - Audit Report – Types of Audit Report – Statutory Report - Matters to be included in the Audit Report

BLOCK IV: Role of Auditor

Concepts of Cost Audit - Management Audit – Process of Management Audit – Human Resource Audit -Concepts of Environment Audit – Social Audit - Forensic Audit- Computerised Audit - Role of Auditor in Computerised Environment - Benefits – Deficiencies

BLOCK V: Divisible Profits and Dividends

Divisible Profits and Dividends – Features of Government Audit - Functions of Comptroller and Audit General of India - Duties of Accountant General – Consolidated Fund of India – Contingency Funds of India

REFERENCES:

1. Tandon B. N, (2015) Practical Auditing, S.Chand & Co, New Delhi
2. Sundar K. and Paari, (2016) Auditing, Vijay Nicole, Imprints Private Ltd, Chennai, 2015
3. Saxena, R.G. (2016) , Principles of Auditing, Himalaya Publishing House, New Delhi.
4. Natarajan, L. (2013), Auditing Chennai: Margham Publications.Chennai
5. Pagar, D. (2016), Principles and Practice of Auditing (14 ed.): Sultan Chand & Sons.
6. Tandon, B.N & Sudharsanam, S. (2016), A Handbook of Practical Auditing : S Chand & Company Pvt. Ltd. New Delhi
7. Kamal Gupta, (2015), Contemporary Auditing Tata McGraw Hill, New Delhi.

WEB RESOURCES:

1. <https://www.geektonight.com/auditing-notes/>
2. https://archive.mu.ac.in/myweb_test/study%20TYBCom%20Accountancy%20Auditing-II.pdf
3. <https://kamarajcollege.ac.in/Department/Commerce/II%20Year/e004%20Core%20-%20-%20Auditing%20-%20VI%20Sem.pdf>
4. <https://www.gkpad.com/sachin/06-22/bcom-Auditing.html>
5. <https://www.bing.com/videos/search?q=AUDITING+video+lecture&qpvt=AUDITING+video+lecture&FORM=VDRE>



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Explain about the fundamental concepts Auditing and Outline the techniques and applicability of internal audit
- CLO2. Acquire a detailed knowledge on vouching verification and valuation of assets and liabilities
- CLO3. Proclaim the qualification for a company auditor and procedure for his appointment and removal and apply different techniques of Auditing and to study the Audit report.
- CLO4. Apply the concept of various kind of audit in the recent scenario and auditing in a computerized environment and its utility in practical business
- CLO5. Analyze the accounts and auditing procedure for the government undertakings



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : ENTREPRENEURSHIP DEVELOPMENT

Course Code : BCOS - 65

Course Credit : 4

COURSE OBJECTIVE

- CO1. Gain the knowledge on the basic concepts of entrepreneurship and related initiatives.
- CO2. Bring out various parameters to assess opportunities and constraints for new business ideas so as to prepare the business plan.
- CO3. Familiarize in formation of business venture and to make out the project formulation.
- CO4. Provide knowledge about various financial support from the institutions available to the entrepreneurs.
- CO5. Discuss the various function of BIFR and offering the incentives and subsidies to the sick units.

COURSE SYLLABUS

BLOCK I: Introduction to Entrepreneurship

Entrepreneur - Entrepreneurship – Women Entrepreneurship – Rural Entrepreneurship – Factors affecting Entrepreneurial Growth -Entrepreneurial Motivation - Entrepreneurial Competencies - Entrepreneurial Mobility – Challenges to Entrepreneurship- Ethics and Entrepreneurship -Social Responsibility in Entrepreneurship - Entrepreneurial Development Programmes (EDP)

BLOCK II: Business Model

Opportunity Analysis – Ideation Techniques – Ideation Catalysts and Inhibitors - Idea to Opportunity Maps – Evaluation of Idea to Opportunity Maps - Business Model (Plan) – Contents -Functions of a Business Model - Benefits of Business Modelling

BLOCK III: Small Enterprises and Project Planning

Small Enterprises: An Introductory Framework – Project Identification, Planning and Selection - Project Formulation – Project Appraisal – Legal, Regulatory and Statutory Body – Clearance Approvals and NoC – Compliance -Financing of Enterprise - Boot Strapping - Ownership Structures



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BLOCK IV: Institutional Finance to Entrepreneurs

Institutional Finance to Entrepreneurs – Lease Financing and Hire Purchase -
Institutional Support to Entrepreneurs (State and Central Government) – Taxation
Benefits to Small-Scale Industries - Government Policy for Small-Scale Enterprises

BLOCK V: Sickness and Rehabilitation

Accounting for Enterprises - Elements of Financial Statements- Growth Strategies -
Intellectual Property – Innovation – Knowledge Management – Leadership and
Governance - Sickness and Rehabilitation -Board for Industrial and Financial
Reconstruction (BIFR) - application of Electronic Commerce

REFERENCES:

1. Khanka . S.S.(2017), Entrepreneurial Development, S.Chand & Co. Ltd., New Delhi.
2. Raj Shankar.(2013), Essentials of Entrepreneurship, Vijay Nicole Imprints Private Ltd., Chennai.
3. Gupta. C.B. &KhankaS.S.(2017), Entrepreneurship and Small Business Management, 7th Revised Edition , Sultan Chand & Sons.
4. Weirich Heinz ,Canice Mark Vand Koontz Harold, (2011), Management–A Global and Entrepreneurial Perspective , 3rd Edition,Tata McGraw Hill Education Pvt. Ltd.,
5. Desai Vasant, (2007), Entrepreneurial Development and Management.Himalaya Publishing House,
6. Bruce R. Barringer, R. Duane Ireland, (2008), Entrepreneurship – Successfully Launching New Ventures, Pearson Education,.
7. Gupta C. B., Srinivasan NP (2020), Entrepreneurial Development, Sultan Chand and Sons.
8. Barringer Bruce R., Ireland R.Duane,(2019, July 29), Entrepreneurship- Successfully Launching New Ventures, Pearson Education.

WEB RESOURCES:

1. <https://www.geektonight.com/entrepreneurship-and-small-business-notes/>
2. <https://desklib.com/document/entrepreneurship-small-management-business/>
3. <https://theintactone.com/2019/08/31/ccsubba-501-entrepreneurship-small-business-management/>



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

4. <http://www.freebookcentre.net/business-books-download/Entrepreneurship-Development-and-Small-Business-Management.html>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Recall the significance and role of entrepreneurship as an economic activity in the modern business world.
- CLO2. Develop a Business Plan (model) by the evaluation of business ideas and conduct of feasibility study.
- CLO3. Explain the various process of setting up a startup venture and to prepare the project formulation.
- CLO4. Analyze the various financial institution available to support entrepreneurs.
- CLO5. Explore the concepts of BIFR which is support to the sick units.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

TAMIL NADU OPEN UNIVERSITY
Regulations and Overview for
Bachelor of Business Administration (BBA)
(Semester) in Distance Mode

[w.e.f Academic Year 2020-2021]



School of Management Studies
Tamil Nadu Open University
Chennai- 600 015



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

SCHOOL OF MANAGEMENT STUDIES Bachelor of Business Administration (General)

MEMBERS OF BOARD OF STUDIES

Chairperson

Dr.S.Subramanian

Professor and Director
School of Management Studies
Tamil Nadu Open University
Chennai 600015.
E-mail :chisant@rediffmail.com

Faculty Members

Dr.R.Tamilmaran

Associate Professor
School of Management Studies
Tamil Nadu Open University
Chennai 600015.
E-mail:drtamilmaran@gmail.com

Dr.N.Saranya Devi

Assistant Professor
School of Management Studies
Tamil Nadu Open University
Chennai 600015.
E-mail:saranyan19@gmail.com

Subject Experts

Dr.S.N.Geetha

Professor and Director
Centre for Distance Education
Anna University, Chennai 600 025.
E-mail:geethautc@gmail.com

Dr.R.Kasilingam

Professor
Department of Management Studies
Pondicherry University, Kalapet
Pondicherry 605014.
E-mail:kasimeena@gmail.com Chennai 600002.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Dr. J. Khaja Sheriff

Professor and Head
Department of Management Studies
University of Madras
Chennai 600 005.
E-mail:jmkhaja@yahoo.com

Dr.K.Maran

Director
Sai Ram Institute of Management
Sai Ram Engineering College
West Tambaram, Chennai 600 044.
E-mail:maranm3a65@gmail.com

Industrial Experts

Dr.M.Ramakrishnan

Senior Vice-President
Loyal Textiles Mills Ltd.,
Raja Annamalaipuram, Chennai 600 028.
E-mail:ramakrishnan@loyaltextiles.com

Dr.H.Narayanamoorthi

Vice-President
Jhonson Lifts Ltd.,
Anna Nagar West
Chennai 600040.
E-mail:hnmurti@yahoo.co.in

Alumni

Dr.P.M.Saravanan

Addl. Commissioner of Labour (Administration)
DMS Complex
Tynampet
Chennai 600 018.
E-mail:pmsaravanan1962@gmail.com

Dr.S.Vimala

Assistant Professor
Guide - Milleth College for Women
Anna Salai, Chennai 600002.
E-mail:vimalagopi2003@gmail.com



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Students on Roll

Lenin R S

Janani Homes, New no.168, old no.49

Vanniarstreet, Choolaimedu

Chennai – 600094.

E-mail:lenninsubramaniam@gmail.com

Raman M

Tamilnadu Mercantile Bank Ltd.

33, Siva Shanmugamst.,Ground floor

West Tambaram

Chennai – 600045

E-mail: ramansiva6789@gmail.com



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Programme's Mission and Objectives

Under Graduate Programme in Bachelor of Business Administration (BBA) is a great platform for familiarising basic functions of management and various operational functional areas of business organisation. This program can help students to develop an understanding of business operations and practices while focusing on management principles and theories.

Relevance of the Programme with HEI's Mission and Goals

BBA programme of the university is familiarising the candidates about the various managerial and operative functions of business organisation. Thus, this programme makes the candidates to recognise the dynamics and complexities in business organisation.

Nature of Prospective Target Group of Learners

In this Programme the candidates will learn about various managerial and operative functions of various functional areas of business management discipline. Acquiring BBA degree will ensure that the student successfully find a proper job or advance and improve in their current job.

Appropriateness of Programme to be conducted in ODL Mode to Acquire Specific Skills and Competence

Acquiring BBA degree will ensure that the student successfully find a proper job or that the advance and improve in their current job. It also aims at imparting core competencies by using appropriate techniques in business organisation of various types.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Instructional Design

The Curriculum and the Syllabus for Bachelor of Business Administration (B.B.A) Programme has designed covering all the aspects of Management Concepts, Marketing, Human Resource and Financial. The duration of the Programme is Three Years and the medium of instruction is Tamil and English.

The Bachelor of Business Administration (B.B.A) Programme is offered through the Learner Support Centres established by TNOU in the affiliated Arts and Science College, where the same Programme is offered through Conventional Mode.

The Faculty Members available at School of Management Studies of Tamil Nadu Open University and the faculties approved as Academic Counselors of TNOU at Learner Support Centres will be used for delivering the Bachelor of Business Administration (B.B.A) Programme.

The credits systems suggested as per UGC-ODL Regulations-2020 have been assigned to BBA. The total number of credit assigned for the Programme is 98. The Self Learning Materials in the form of print, e-content and audio/video materials wherever required has also been developed for the Programme.

Procedure for Admissions, Curriculum Transaction and Evaluation

The eligibility for Admission to the BBA is +2 pass or its equivalent. The Programme Fee is Rs.13,200/- for three years, plus Registration and other Charges. The admission are carried out by Tamil Nadu Open University and through its Regional Centres located within the State of Tamil Nadu. The Theory Counselling and the Practical Counselling (if any) will be conducted through the Learners Support Centres of Tamil Nadu Open University. The evaluation will be carried by Tamil Nadu Open University consists of Continuous Internal Assessment through Assignment and External Assessment through Term End Examination.

Financial Assistance

Scholarship for SC/ST category available as per the norms of the State Government of Tamil Nadu. Complete Admission fee waiver for the Physically Challenged/ Differently abled persons.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Policy of Programme Delivery

The Academic Calendar for the Programme will be available for the learners to track down the chronological events/ happenings. The Counselling schedule will be uploaded in the TNOU website and the same will be intimated to the students through SMS.

Evaluation System

Examination to Bachelor of Business Administration (B.B.A) Programme is designed to maintain quality and standard. Theory Examination will be conducted by the University in the identified Examination Centres. For the Assignment students may be permitted to write with the help of books/materials for each Course, which will be evaluated by the Evaluators appointed by the University.

Assignment: 1 assignment for 2 credits are to be prepared by the learners. E.g. If a Course is of Credit 4, then 2 number of Assignments are to be written by the learner to complete the continuous assessment of the course. Assignment carries 30 Marks (Average of Total no of Assignment), consists of Long Answer Questions (1000 words) for each Course.

Assignment 1	Answer any one of the question not exceeding 1000 words out of three questions.	1 x 30 = 30 Marks
--------------	---	-------------------

Term -End Examination: Students shall normally be allowed to appear for theory examination after completing the Assignments. The Term -End Examination shall Carry 70 Marks and the Question Paper has three Sections: A, B & C for the duration of 3 hours.

QUESTION PAPER PATTERN

Time: 3 Hours

Maximum Marks: 70

PART – A (3x3=9 Marks)

Answer any three questions out of five questions in 100 words

All questions carry equal marks

Question Distribution Method:

1. From Block-I
2. From Block -II



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

3. From Block –III
4. From Block – IV
5. From Block – V

PART – B (3X7=21 Marks)

Answer any three questions out of five questions in 200 words

All questions carry equal marks

6. From Block -1
7. From Block -II
8. From Block – III
9. From Block –IV
10. From Block –V

PART – C (4X10=40 Marks)

Answer any four questions out of seven questions in 500 words

All questions carry equal marks

11. From Block -1
12. From Block -II
13. From Block – III
14. From Block –IV
15. From Block -V
16. From any Block.
17. From any Block.

Passing Minimum: The candidate shall be declared to have passed the examination if the candidate secures not less than 25 marks in the Term End Examinations (TEE) in each theory paper and secures not less than 13 marks in the Continuous Internal Assessment (CIA) and overall aggregated marks is 50 marks in both external and internal taken together.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Continuous Internal Assessment (CIA)		Term End Examination (TEE)		Overall Aggregate Marks	Maximum Marks
Minimum Pass Mark	Maximum Mark	Minimum Pass Mark	Maximum Mark	CIA + TEE	
13	30	25	70	40	100

Classification of Successful Candidate

Candidates who pass all the Courses and who secure 60 per cent and above in the aggregate of marks will be placed in the First Class. Those securing 50 per cent and above but below 60 per cent in the aggregate will be placed in the Second Class.

Requirement of laboratory and Library Resources

The Programme will be offered through the Learner Support Centre (LSC) maintained by Tamil Nadu Open University. The LSC has the required infrastructural facilities to conduct the Counselling for the students who wish to clear their doubts. There is no lab component in B.B.A programme.

A well equipped Library is available in the University Headquarters and the Regional Centres with required books and research journals. The Learners Support Centre through which the Degree Programme is to be offered is also equipped with a full-fledged library having books and journals related to management discipline for students reference

Quality Assurance Mechanism and expected Programme Outcome

The Quality of the BBA programme is maintained by adopting the curriculum suggested by the UGC. As per UGC guidelines the Core courses, Elective courses, Subject specific elective courses, Skill enhancement courses are included in the Programme. The Curriculum of BBA programme was approved by the Board of Studies held on 19.06.2020.

The curriculum is developed with Thirty one courses along with Elective and Languages. The curriculum of B.B.A has been designed with a help of academia and industry and approved by the Board of Studies which includes subject experts from



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

various Universities, Colleges and Industries. To ensure the quality of the programme curriculum will be updated once in a three year for incorporating new requirements that the programme demands. The well equipped system is evolved to obtain feedback from the learners and the academic counsellors who are the main stake holders of the B.B.A programme for appraising the effective delivery of course content of the programme.

As a part of Quality assurance the curriculum for the Programme will be updated once in three years. Necessary steps will be taken to obtain feedback from the students and the Academic Counsellors who are part of the Programme for effective delivery of the Programme.

After completion of the Bachelor of Business Administration Programme, the Learners will acquire knowledge in Business and Managerial Skills and this will in-turn help them to get employment or enabling entrepreneurial skill in the field Industry, Business Organization and Government.

PROGRAMME LEARNING OBJECTIVES (PLOs)

- PLO1. Impart the learners with various managerial and operative activities in functional areas of business management discipline.
- PLO2. Transfer knowledge, abilities, and attitudes towards an organization's overall vision.
- PLO3. Equip students to develop an understanding of business operations and practices while focusing on management principles and theories.
- PLO4. Develop problem-solving skills through experiential learning and innovative pedagogy to ensure utilization of knowledge in professional careers.
- PLO5. Apply the various concepts, theories, and models in the area of HR, Marketing, and Finance.

PROGRAMME SPECIFIC OUTCOMES

While studying B.B.A Programme, the learners will be able to;

- PSO 1. Familiarize the evolution of management theory, the key contributors, and their contributions to the development of management thought.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

- PSO 2. Disseminate the basics of business organization and its forms and importance and role of Business Combinations.
- PSO 3. Analyse statistical data and Construct Index numbers and their use and test the adequacy of Index number formulae.
- PSO 4. Evaluate different business problems using analytical and creative, and integrative abilities.
- PSO 5. Analyze socio-political-economic environment of business organizations.
- PSO 6. Explain the core connect of operations, its strategic importance and how it can provide a competitive advantage in the workplace and techniques of location and facility planning
- PSO 7. Design, deploy and evaluate challenges involved in implementing business strategy effectively. Develop the core connect and the concept, process, design, tools and techniques of Research methods.
- PSO 8. Evaluate and Contrast between domestic and international markets. Apply the advantage of gaining knowledge of international markets to grow the national markets.
- PSO 9. Develop in-depth knowledge of the roots, concepts, and evolution of E-Business along with its benefits and limitations.

PROGRAMME OUTCOMES

After completion of the B.B.A Programme, the learners will be able to;

- POC1. Impart the evolution of management theory/thoughts and functions of management and the roles and responsibilities associated with managerial functions.
- POC2. Apply accounting rules in determining financial results and preparation of financial statement and methods of charging depreciation and valuation of stock.
- POC3. Examine the applications of economic concepts and review the concepts of business organisations and various combinations of business.
- POC4. Analyse the financial statement for profit Maximization and Explain changes in financial position of corporate entity and solve complex managerial problems.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

- POC5. Interpret the results of statistical analysis for improved managerial decision making by acquainting adequate knowledge through principles, theory and models of business management, Accounting, Marketing, Finance, IT, Operations and Human Resource.
- POC6. Analyse various political, technological and economic environment in the business and evaluate the major factors which affect the business.
- POC7. Demonstrate the understanding of theoretical concepts and framework required for effective Human Resource Management
- POC8. Recognise strategy implementation alternatives for effective decision making and different alternative strategies for effective decision making.
- POC9. Acquire in-depth knowledge of various fundamentals, theories and principles related to the research and apply the acquired knowledge in carrying out research studies for decision making.
- POC10. Integrate concepts related to entrepreneurship development programs, motivation; rural and small-scale enterprise.
- POC11. Review transactions of money and banking system in the modern business context and analyse the nature and functioning of foreign exchange markets.
- POC12. Inculcate market information to assess the retailing environment and formulate effective retail strategies and comprehend the concepts of Business to Business and the economics of e-business advertising works.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Mapping the Curriculum

Course Code / Programme Learning Outcomes	BFTMS- 11	BFEGS- 11	BBAS -11	BBAS- 12	BBASE- 11	BFTMS- 21	BFEGS- 21	BBAS- 21	BBAS- 22	BBASE- 21	BFTMS- 31	BFEGS- 31	BBAS -31	BBAS- 32	BBASE - 31	BFTMS - 41	BFEGS- 41	BBAS -41	BBAS -42	BBASE- 41	CCES	BBAS -51	BBAS -52	BBAS -53	BBAS- 54	BBAS -55 / BBASG-01	Learner ' s Choice- CBCS	BBAS- 61	BBAS -62	BBAS -63	BBAS -64	BBAS -65
Knowledge			✓	✓	✓			✓	✓	✓			✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
Research			✓	✓	✓			✓	✓	✓			✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
Communication			✓	✓	✓			✓	✓	✓			✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
Problem Solving			✓	✓	✓			✓	✓	✓			✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
Science and Society																					✓	✓			✓							
Life-Long Learning																					✓											
Modern Tool Usage				✓					✓	✓					✓					✓	✓			✓								✓
Project Management			✓		✓					✓					✓				✓	✓		✓	✓	✓	✓	✓						
Environment and Sustainability					✓									✓							✓	✓			✓			✓				



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Bachelor of Business Administration (B.B.A) - General (Distance Mode – Semester) (From Academic Year 2020-2021 onwards)

S No.	Course Code	Course title	Category	No. of Credits	Exam Hrs	Marks Distribution		Max. Marks	Pass Marks
						CIA	TEE		
First Year									
First Semester									
1	BFTMS - 11	தமிழ் - I	CC	3	3	30	70	100	40
2	BFEGB- 11	Foundation in English –I (Literature and Grammar)	CC	3	3	30	70	100	40
3	BBAS- 11	Principles of Management	CC	3	3	30	70	100	40
4	BBAS -12	Financial Accounting	CC	4	3	30	70	100	40
5	BBASE- 11	Managerial Economics	DSE	3	3	30	70	100	40
Total				16		150	350	500	
Second Semester									
S No.	Course Code	Course title	Category	No. of Credits	Exam Hrs	Marks Distribution		Max. Marks	Pass Marks
						CIA	TEE		
6	BFTMS - 21	தமிழ் - II	CC	3	3	30	70	100	40
7	BFEGB - 21	Foundation in English-II (Literature and Use of English)	CC	3	3	30	70	100	40
8	BBAS - 21	Business Organisation	CC	3	3	30	70	100	40
9	BBAS - 22	Management Accounting	CC	4	3	30	70	100	40
10	BBASE - 21	Business Statistics	DSE	3	3	30	70	100	40
Total				16		150	350	500	



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Second Year									
Third Semester									
S No.	Course Code	Course title	Category	No. of Credits	Exam Hrs	Marks Distribution		Max. Marks	Pass Marks
						CIA	TEE		
11	BFTMS - 31	தமிழ் - III	CC	3	3	30	70	100	40
12	BFEGS - 31	Foundation in English - III (Soft Skills)	SEC	3	3	30	70	100	40
13	BBAS - 31	Organisational Behaviour	CC	3	3	30	70	100	40
14	BBAS - 32	Marketing Management	CC	3	3	30	70	100	40
15	BBASE - 31	Quantitative Methods	DSE	4	3	30	70	100	40
Total				16		150	350	500	
Fourth Semester									
S No.	Course Code	Course title	Category	No. of Credits	Exam Hrs	Marks Distribution		Max. Marks	Pass Marks
						CIA	TEE		
16	BFTMS - 41	தமிழ்-IV	CC	3	3	30	70	100	40
17	BFEGS - 41	Foundation in English-IV (Writing Skills)	SEC	3	3	30	70	100	40
18	BBAS - 41	Business Communication	CC	3	3	30	70	100	40
19	BBAS - 42	Financial Management	CC	4	3	30	70	100	40
20	BBASE - 41	Computer Applications in Business	DSE	3	3	30	70	100	40
21	CCES	Environmental Studies	AECC	2	3	30	70	100	40
Total				18		180	420	600	



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Third Year									
Fifth Semester									
S No.	Course Code	Course title	Category	No. of Credits	Exam Hrs	Marks Distribution		Max. Marks	Pass Marks
						CIA	TEE		
22	BBAS - 51	Business Law	CC	3	3	30	70	100	40
23	BBAS - 52	Business Environment	CC	3	3	30	70	100	40
24	BBAS - 53	Human Resource Management	CC	4	3	30	70	100	40
25	BBAS - 54	Operations Management	CC	4	3	30	70	100	40
26	BBAS - 55 / BBASG - 01	Entrepreneurship and Management of Small Business	SEC	3	3	30	70	100	40
27		Learner Choice- CBCS 's	GE	2	3	30	70	100	40
Total				19		180	420	600	
Six Semester									
S No.	Course Code	Course title	Category	No. of Credits	Exam Hrs	Marks Distribution		Max. Marks	Pass Marks
						CIA	TEE		
28	BBAS - 61	Money & Banking	CC	4	3	30	70	100	40
29	BBAS - 62	International Business	CC	3	3	30	70	100	40
30	BBAS - 63	Financial Market & Services	CC	4	3	30	70	100	40
31	BBAS - 64	Introduction to Retailing	CC	3	3	30	70	100	40
32	BBAS - 65	E-Business	SEC	3	3	30	70	100	40
Total				17		150	350	500	
Grand Total				102		960	2240	3200	

Continuous Internal Assessment- (CIA) Term End Examination - (TEE)



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

CATEGORY			
Abbreviation	Expansion	Explanation	Minimum No of courses
CC	Core Courses	From the Discipline of study	16+ 6 = 22 (CC+ Language)
DSE	Discipline Specific Elective	From the Discipline of study/Allied	4 (Discipline+ Interdisciplinary)
AECC	Ability Enhancement Compulsory Course	Environmental Studies	1
GE	Generic Elective	From other Disciplines/CBCS	1
SEC	Skill Enhancement courses	From the discipline of the Study	4



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BBA - I Year Syllabus

Semester – I

பாடப் பெயர் (Course Title) : தமிழ் - I (Tamil – 1)

பாடக் குறியீடு (Course Code) : BFTMS - 11

பாட கற்றல் அளவெண் (Course Credits): 3

பாட நோக்கங்கள்

CO1. தமிழ் இலக்கியங்களை அறிமுக நோக்கில் எடுத்துரைத்தல்

CO2. மொழித்திறன், மொழியறிவு, இலக்கியப் பொது அறிவு பெறும் வகையில் விவரித்தல்

பிரிவு – 1 பன்னிரு திருமுறைகள்

தமிழில் சமய இலக்கியங்கள் – சமய இலக்கியத் தோற்றம், சமணமும் பௌத்தமும், சைவ சமய வளர்ச்சி, பன்னிரு திருமுறை பட்டியல் - திருஞானசம்பந்தர் தேவாரம் பாடல் சிறப்புகள். - (திருநாவுக்கரசரின் மாசில் வீணையும், நம்கடம்பனைப் பெற்றவள், சுந்தரர் - பித்தா பிறைசூடி, பொன்னார் மேனியனே, மாணிக்கவாசகர் - வானாகி மண்ணாகி, பால்நினைந்து ஊட்டும், திருமூலரின் ஒன்றே குலமும் ஒருவனேதேவனும், அன்பும் சிவமும் இரண்டென்பர், காரைக்காலம்மையார் - இன்று நமக்கெளிதே மாலுக்கும், அறிவானும் தானே அறிவிப்பான் .

பிரிவு – 2 நாலாயிரத் திவ்யப் பிரபந்தம்

முதல் மூன்று ஆழ்வார்கள் – பொய்கையாழ்வார் பாடல் - வையம் தகளியா வார்கடலே, பூத்ததாழ்வார் பாடல் - அன்பே தகளியா ஆர்வமே - பேயாழ்வார் - திருக்கண்டேன் பொன்மேனி கெண்டேன், திருமழிசை ஆழ்வார் பாடல் - அன்பாய்



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

ஆரமுதம் ஆவாய், நம்மாழ்வார் - இவையும் அவையும் உவையும், மதுரகவியாழ்வார் - நன்மையால் மிக்க நான்மறை, குலசேகராழ்வார் - செல்வத்து அரம்பையர்கள், பெரியாழ்வார் - மாணிக்கம் கட்டி வயிரம் இடைகட்டி - ஆண்டாள் - மத்தளம் கொட்ட வரிசங்கம், தொண்டரடிப் பொடியாழ்வார் - பச்சைமா மலைபோல் மேனி, திருப்பாணாழ்வார் - கொண்டல் வண்ணனைக் கோவலனாய், திருமங்கையாழ்வார் - குலம்தரும், செல்வம் தந்திடும், அடியார்.

பிரிவு - 3 சீறாப்புராணம் (கதீசா கனவு கண்ட படலம்)

சீறாப்புராணம் - காப்பிய அமைப்பு, கதீசா கனவு கண்ட படலம், காப்பிய முன்கதைச் சுருக்கம், படலக் கதைச் சுருக்கம் - கதீசா கனவு கண்டு எழுதல் - கதீசா கண்ட கனவு, கதீசாவின் ஏமாற்றம் - கதீசாவின் இயல்பு நிலையில் மாற்றம் - ஒப்பனை துறந்த விரக்தி, பஞ்சணை பொருந்தா நிலை - கதீசாவின் புலம்பல் - விதவசம் பொருந்துமோ எனல், மாதுலன் வசனம் சிதையுமோ எனல், கதீசா தேம்புதல். - மெசறாவின் மடல் வருதல் - மைசறா எழுதிய பத்திரம், சித்திர வரிதொறும் முத்தமிடுதல், கடலில் தவிப்பார்க்குக் கிடைத்த மரக்கலம்.

பிரிவு - 4 தேம்பாவணி (காட்சிப் படலம்)

தேம்பாவணி - காப்பிய அமைப்பு, காட்சி படலம், காப்பிய முன்கதைச் சுருக்கம், படலக் கதைச் சுருக்கம், - கோவர் கூட்டம் வந்து காணுதல் - குழந்தை இயேசுவைத் தொழுதல், முல்லையார் தந்த முல்லை மாலை, பேரின்பத்தால் உயிர் ஊஞ்சலாடல் - கோவலர் போற்றி வாழ்த்துதல் - நீவிப் போன ஆட்டை மீட்கவோ உதித்தனை எனல், பிணிக் குலத்தக்கது உதித்த பெற்றி போற்றல், அன்னையையும் ஆண்டவரையும் வாழ்த்துதல் - கோவலர் செலுத்திய காணிக்கை - இடைச்சியர் மாலை சாத்தல்,



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

இடையர் தந்த பால் காணிக்கை, குழந்தை இயேசுவின் அருள்நோக்கு – ஓகனோடு
ஒங்குதாயும் வாழ்த்தினாள் – அன்பால் பீறிட்ட ஆனந்தக் கண்ணீர் மழை, வேந்தரை
நீக்கி ஆயரைத் தெரிந்ததென் எனல்.

பிரிவு – 5 முத்தொள்ளாயிரம்

(யானை மறம் - மருப்பு ஊசி யாக, கொடிமதில் பாய்ந்துஇற்ற, அயிற்கதவம்
பாய்ந்துழக்கி, கைக்கிளைப் பாடல்கள் – உழுத உழுத்தஞ்சேய், நாண் ஒருபால் வாங்க
நலன் ஒருபால், ஆய்மணிப் பைம்பூண் எனத் தொடங்கும் பாடல்கள்) நந்திக்கலம்பகம்
(ஊசல், மறம் உறுப்பில் அமைந்த பாடல்கள்)

தமிழில் சிற்றிலக்கியங்கள் சிற்றிலக்கியத் தோற்றம், சிற்றிலக்கிய வகைகள்,
கலம்பகம், பிள்ளைத்தமிழ் – முத்தொள்ளாயிரம் - நூல்பெயர் விளக்கம், அமைப்பு,
யானை மறம் விளக்கம், கைக்கிளை விளக்கம், - முத்தொள்ளாயிரம் – யானை மறம்
பாடல்கள் – பாண்டியன் யானை மறம் – ஒரு பாடல், சோழன் யானை மறம் –
ஒருபாடல், சேரன் யானை மறம் – ஒரு பாடல் – முத்தொள்ளாயிரம் – கைக்கிளைப்
பாடல்கள் – பாண்டியன் கைக்கிளை – ஒருபாடல், சோழன் கைக்கிளை ஒருபாடல்,
சேரன் கைக்கிளை ஒரு பாடல், - நந்திக்கலம்பகம் – ஊசல், மறம் – கலம்பக ஊறுப்புகள்
18 விளக்கம், ஊசல் உறுப்பில் அமைந்த பாடல், மறம் உறுப்பில் அமைந்த பாடல் –
நந்திக்கலம்பகம், தலைவன் தலைவி கூற்று – தலைவன் கூற்றுப் பாடல், தலைவி
கூற்றுப் பாடல்.

பிரிவு – 6 மீனாட்சியம்மை பிள்ளைத்தமிழ் (அம்புலி பருவம்)

பிள்ளைத் தமிழ் விளக்கம் – பிள்ளைத் தமிழின் பத்துப் பருவங்கள், பிள்ளைத் தமிழுக்கு
அம்புலி – விளக்கம், - சாமம் என்னும் வழிமுறை – சாமம் விளக்கம், சாமம்



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

வழிமுறைப்பாடல் – தானம் என்னும் வழிமுறை – தானம் விளக்கம், தானம் வழிமுறைப் பாடல் – பேதம் என்னும் வழிமுறை – பேதம் விளக்கம், பேதம் வழிமுறைப் பாடல் – தண்டம் என்னும் வழிமுறை – தண்டம் விளக்கம், தண்டம் வழிமுறைப் பாடல்.

பிரிவு – 7 இக்கால மரபுக்கவிதைகளும் பாட்டு இலக்கியமும்

மரபுக் கவிதைகளும் பாட்டு இலக்கியமும் – மரபுக் கவிதைகள் விளக்கம், பாட்டுக்கள் – வள்ளலார், பாரதியார், பாரதிதாசன் – வள்ளலார் இராமலிங்க அடிகள் பாடல் – ஒருமையுடன் நினது திருமலரடி... - பாரதியார் – யாமறிந்த மொழிகளிலே – பாரதிதாசன் – காலைஇளம் பரிதியிலே... நாமக்கல் கவிஞர், கவிமணி – நாமக்கல் கவிஞர் இராமலிங்கம்பிள்ளை பாடல் – தமிழனென்று சொல்லடா... - கவிமணி தேசிகவிநாயகம் பிள்ளை - புலர்ந்து விடியும் பொழுதினிலே...சுரதா, முடியரசன் – சுரதா – சுவரின்மேல் ஒட்டிக் கொண்டிருக்கும் – முடியரசன் – சாதியைத்தான் முன்வைத்துச் சான்றுகின்றார். கண்ணதாசன் – கேள்வி பிறந்தது அன்று, மருதகாசி – சமரசம் உலாவும் இடமே, பட்டுக்கோட்டையார் – சின்னப்பயலே சின்னப்பயலே...

பிரிவு – 8 புதுக் கவிதைகளும் ஐக்கூக் கவிதைகளும்

புதுக்கவிதைகளும் ஐக்கூக் கவிதைகளும் – புதுக் கவிதைகள் விளக்கம், - நா. காமராசன் – பாற்கடல் அமுதத்தை..., அப்துல் ரகுமான்- நாற்காலியாய் இருந்தவன் ..., மீரா – மூட்டை மூட்டையாய்..., சிற்பி – அகன்ற உலகு நான்..., இன்குலாப் – பதவியூர் போகும்..., மு. மேத்தா – என்னுடைய சம்பளநாளில்..., அபி – பகல்வெளியில் எங்கோ..., ஈரோடு தமிழன்பன் – நீலச் சேற்றில்..., சேசாலம் – மண்ணின் வெடிப்பை..., வைரமுத்து – அவிழ்ந்த கூந்தலைஅள்ளிமுடிக்க..., ஐக்கூக் கவிதைகள் – அப்துல் ரகுமான் – இரவெல்லாம் ..., அமுதபாரதி – எரியும் பிணங்கள்,



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

மித்ரா – பசித்த குழந்தைகள், அறிவுமதி – மரம் வெட்டிய..., கழனியூரன் – அன்புடைமை...

பிரிவு – 9 மு. வரதராசனாரின் “தமிழுக்கு முதல் இடம்”

தமிழில் உரைநடை வளர்ச்சி – உரைநடையின் தோற்றம், தமிழில் கட்டுரைகள், தமிழில் மணிப்பிரவாள நடை, தமிழில் தனித்தமிழ்நடை, - மு. வரதராசனார் உரைநடை,- மொழிப்பற்று நூல் அறிமுகம், தமிழுக்கு முதல் இடம் – கட்டுரை உட்பொருள் – தமிழுக்குமுதல் இடம் – தமிழ்நாட்டுக் கோயில்களில் வடமொழி, தமிழ் இசை கருநாடக இசையாக மாறிப்போனது, தமிழ் இசைக்கு முதல் இடம், ஆட்சித் துறையில் தமிழுக்கு முதல் இடம், ஆட்சிமொழி எவ்வழி பிறகுறைகள் அவ்வழி, இதழியல் துறையில் தமிழுக்கு முதல் இடம், ஆங்கிலப் பத்திரிகைகளும் அமாவாசைச் சாமியார்களும்.

பிரிவு – 10 பாரதிதாசனின் “அமைதி” நாடகம்

தமிழில் உரைநடை நாடக வளர்ச்சி, - தமிழில் நாடகங்களின் தோற்றம், 20 ஆம் நூற்றாண்டில் தமிழ் நாடகங்களின் நிலை, முத்தமிழில் நாடகத்தமிழ் விளக்கம், மௌன மொழி உலகப் பொது மொழி. – பாரதிதாசன் என்னும் நாடக ஆசிரியர் – புரட்சிக்கவிஞரின் நாடகப் புரட்சி, பிரெஞ்சு நாடகத் தாக்கம், அமைதியின் சிறப்பு – அமைதி நாடகக் கதைச் சுருக்கம் – அமைதி களம் ஒன்று, களம் – இரண்டு , களம் மூன்று, களம் நான்கு, களம் ஐந்து, களம் ஆறு, களம் ஏழு, அமைதி நாடகத் திறனாய்வு.

பார்வை நூல்கள்:

1. மு. வரதராசன், தமிழ் இலக்கிய வரலாறு, சாகித்ய அக்காதெமி, புதுடெல்லி.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

2. மது. ச. விமலானந்தன், தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம்,

மதுரை.

3. தமிழண்ணல், புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம்,

மதுரை.

பாடத்தினைப் படிப்பதால் விளையும் பயன்கள்

CLO1.தமிழிலுள்ள சமய இலக்கியங்கள், சிற்றிலக்கியங்கள், மரபுக் கவிதை, புதுக்

கவிதை, உரைநடை இலக்கியங்கள், மு.வ.வின் உரைநடைச் சிறப்புகள்,

பாரதிதாசனின் அமைதி நாடகச் சிறப்புகள் பற்றிமாணவர்கள் விரிவாக

எடுத்துரைப்பார்கள்.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Foundation in English-I (Literature and Grammar)

Course Code : BFEGS - 11

Course Credit : 3

COURSE OBJECTIVE

CO1. To make the learners aware of the history of England

CO2. To cultivate the creativity among the learners

CO3. To improve the reading skills of the learners

CO4. To enhance the vocabulary of the learners

CO5. To make the learners read and write in English

COURSE SYLLABUS

BLOCK I: Brief History of England

Tudor England- Stuart England -Restoration England -Revolutions -Eighteenth Century-19th Century Education- 20th Century

BLOCK II: Literary Texts

R.K. Narayan- *An Astrologer's Day* and Sarojini Naidu - *Bangle Sellers*

BLOCK III: Reading Comprehension

Definition of Comprehension- Types of Comprehension- Reading Materials- Vocabulary- Critical Reading- Effective Reading- Exercises

BLOCK IV: Functional Grammars and Vocabulary

Parts of Speech- Tenses-Articles -Prepositions and Linkers –Punctuation-Common Mistakes -Polite E/xpression-Affixes

BLOCK V: Language Skills

Reading Skills: SQ3R Technique -Writing Skills -Dictionary Use

References:

1. Narayan R.K. *Short Story Collections*.
2. Sarojini Naidu. *Bangle Sellers*
3. Sinha C.A. Reading Comprehension. Prabhat Prakashan.
4. Xavier A.G. *An Introduction to the Social History of England*. Viswanathan S. Printers, Chennai. 2009.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Web Resources:

1. <https://www.digimat.in/nptel/courses/video/109106124/L01.html>
2. <https://www.digimat.in/nptel/courses/video/109106138/L46.html>
3. <https://www.coursera.org/lecture/multimodal-literacies/9-2-learning-to-read-reading-for-meaning-HdG3O>
4. <https://nptel.ac.in/courses/109/107/109107172/>

COURSE OUTCOME

On successful completion of the Course, the learners will be able to:

- CLO1. Describe the history of England
- CLO2. Critically analyse the literary texts
- CLO3. Use the words correctly
- CLO4. Write in flawless English



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Principles of Management

Course Code : BBAS - 11

Course Credit : 3

COURSE OBJECTIVES

- CO1. Familiarize the students with the conceptual framework of Management and evolution of Management thoughts.
- CO2. Get insight knowledge on the concept of planning and decision making.
- CO3. Familiarize the students with principles of organization and its organization structure and applications of span of management
- CO4. Outline the manpower planning (HRP) in which to assess the sources and methods of Recruitment and Selection process.
- CO5. Provide an insight about coordination and controlling system /techniques of an organization for attaining the common goal.

COURSE SYLLABUS

BLOCK I: Overview of Management Concepts

Management – meaning- Features, functions – Management as an art, science, profession – Evolution of Management Thoughts

BLOCK II: Planning & Decision Making

Planning – introduction, Process, importance, nature and scope, types, steps in Planning – Types of Plan - Management By Objectives (MBO) - Decision making – Types of decisions - decision making process - difficulties in decision making.

BLOCK III: Organisation

Organising – Features, importance – Principles of organisations – types – Organisation structure – Delegation – Span of Management – Line and staff relationship – Use of staff units and committees

BLOCK IV: Staffing & Directing

Staffing – Manpower Planning – Sources and Methods of recruitment – Selection process – Training and Development - Directing – Nature and purpose – Communication process



BLOCK V: Controlling& Coordination

Controlling – Significance and limitations of Control – Control process –Types of Control - Requirements of a good Control System- Budgetary and non- budgetary control- Coordination- Needs and Importance - Types and techniques requisites for excellence of Coordination

References:

1. Dinkar Pagare, (2015), Principles of Management, Sultan Chand & Sons, New Delhi.
2. Gupta, C.B., (2014), Management Theory and Practice, Fourteenth Edition, Sultan Chand & Sons, New Delhi.
3. Harold Koontz, Cyril O'Donnell and Heinz Wehrich, (2017),Essentials of Management, 5th Revised Edition, McGraw-Hill Inc., US, (ISE Editions).
4. Prasad, L.M. (2015), Principles and Practice of Management, Sultan Chand & Sons, New Delhi.
5. Sherlekar, S.A.&Sherlekar V.S, (2014), Principles of Business Management, 3rd Edition, Himalaya Publishing House Pvt. Ltd, Mumbai.
6. Tripathi, P C and Reddy, P N (2012),Principles of Management, 5th Edition,Tata McGraw Hill Education private limited, 7th west P atel Nagar, New Delhi.
7. Tripathi P.C,(2017),Principles of Management, 6th Edition, Tata McGraw Hill Education private limited, 7th west Patel Nagar, New Delhi.

Web Resources:

1. <https://open.lib.umn.edu/principlesmanagement/>
2. <https://nios.ac.in/media/documents/VocInsServices/m1-4f.pdf>
3. <https://www.cliffsnotes.com/study-guides/principles-of-management>
4. <http://www.freebookcentre.net/business-books-download/Introduction-to-Principles-of-Management.html>
5. <https://archive.nptel.ac.in/courses/110/107/110107150/>
6. <https://archive.nptel.ac.in/courses/110/105/110105146/>



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Illustrate the basic concepts of management and practices.
- CLO2. Gain insight about various management styles and apply them in real business conditions and understand their implications.
- CLO3. Evaluate the HRP process, staffing, performance appraisal and training. Analyze and apply the best management practices in the organization.
- CLO4. Enumerate the organisation structure and direct the people in way of effective leadership, motivation and communications.
- CLO5. Assess the various controlling measures / techniques to make corrective decision to reduce the cost and time



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Financial Accounting

Course Code : BBAS - 12

Course Credit : 4

COURSE OBJECTIVE

- CO1. Get insight knowledge on financial accounting in which you can learn accounting standards and occurring business transactions and recording in the books of accounts
 - CO2. Explain about the book-keeping and how you can convert business transaction into journal as per the double entry systems.
 - CO3. Familiarize in making journal and ledger entry in the books of accounts as per the double entry system.
 - CO4. Study in preparing the final accounts of an organization
 - CO5. Identify the factors to be considered when choosing a depreciation method and to find the suitable methods for the organization.
-

COURSE SYLLABUS

BLOCK I: Introduction

Financial Accounting – meaning – objectives - scope of financial accounting. Basic Accounting concepts and conventions – Accounting Transactions - kinds of Accounts

BLOCK II: Book-Keeping

Book Keeping – Meaning, Objectives and Types of Book Keeping - difference between single & double entry system – Single entry system – Meaning – definition – salient features –Types of Single entry system - Double Entry System – Accounts and it's Classification

BLOCK III: Journalising Posting & Balancing

Journal - Ledger and Subsidiary books – cash book-purchase book – sales book-sales returns book - purchase returns book.

BLOCK IV: Financial Statements

Preparation of Trial Balance - Rectification of errors –Trading Account and Profit and Loss Account – Balance Sheet – Distinguish between Trail Balance and Balance Sheet- preparation of final accounts



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BLOCK V: Depreciation

Depreciation - Meaning – Need – Causes - Methods of Depreciation - Straight Line Method – Written Down Value Method, Insurance Policy Method, Sinking Fund Method & Annuity Method

References:

1. R.L.Gupta & V.K.Gupta, (2011) Advanced Accounting, Sultan Chand & Sons, New Delhi.
2. S.P Jain & K.L. Narang,(2016), Advanced Accountancy Principles of Accounting, Kalyani Publishers / Lyall Bk Depot, New Delhi.
3. S.P.Jain & K.L. Narang, (2018), Financial Accounting, Kalyani Publishers, New Delhi.
4. Nirmal Gupta, (2012), Financial Accounting, Ane Books India, New Delhi.
5. M C Shukla, S C Gupta & T S Grewal , (2016), Advanced Accounts, 19th Edition, Volume I, S. Chand Publishing, New Delhi.

Web Resources:

1. <https://www.studocu.com/in/document/bangalore-university/bachelor-of-business-administration/financial-accounting-bba-ist-sem/2592625>
2. <https://ddegjust.ac.in/studymaterial/bba/bba-104.pdf>
3. <http://www.freebookcentre.net/business-books-download/Financial-Accounting.html>
4. <https://digimat.in/nptel/courses/video/110101131/L24.html>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Gain knowledge on fundamentals of accounting and its standards and to records the business transactions in the books of accounts
- CLO2. Illustrate the book-keeping system and to apply the double entry system while business transactions transform into journal and ledger accounts
- CLO3. Prepare the various books of accounts in applying the system of journal and ledger
- CLO4. Apply the concept in preparing final accounts by which to find the profit and loss of an organization and financial soundness of the business.
- CLO5. Evaluate the various methods of depreciation as per the standards and its applications



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Managerial Economics

Course Code : BBASE – 11

Course Credit : 3

COURSE OBJECTIVE

- CO1. Gain knowledge on concept of managerial economics and its business applications and to describe about the law demand and how we can forecast the demand for appropriate business decisions
 - CO2. Explain the concept of production laws in which we learn to combine the various factors of productions to attain desirable outputs
 - CO3. Realise the supply law match with demand for fixing the price on a commodity and to explain the concept of cost analysis
 - CO4. Discuss the market structure and to fix the price on commodity in various competitive markets
 - CO5. Point out the various pricing strategies and pricing output decisions under market structure.
-

COURSE SYLLABUS

BLOCK I: Introduction & Demand Analysis

Definition and Scope of Managerial Economics – Relationship between Micro, Macro and Managerial Economics - Role and responsibility of Managerial Economist - Demand Analysis –Law of demand – Price, Income and Cross Elasticity of demand - Demand Forecasting - meaning and methods

BLOCK II: Production Function

Factors of Production – Law of Production Function - Law of increasing returns – Law of constant returns - Law of diminishing returns – Least combination – Economics of Scale

BLOCK III: Supply & Cost Analysis

Supply – Law of Supply - Supply determinants – Elasticity of supply – cost analysis – Different cost concepts – Cost output relationship – Short run and long run – Revenue curves of firms

BLOCK IV: Market Structure

Market Structure and it's classifications – Pricing under perfect competition – Pricing



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

under monopoly – Comparison of perfect competition and monopoly – Features of Monopolistic Competition –Pricing under Monopolistic competition – Oligopoly

BLOCK V: Pricing & Profit Analysis

Pricing Policy and Methods — General consideration of pricing – methods of pricing – Dual pricing –Pricing in different stages of life cycle of a Product - Price discrimination - Profit - Nature of Profit -Profit Planning -Break Even Analysis- Concept of Profit Maximisation - Profit Forecasting

References:

1. K K Dewett & M H Navalur, (2006), Modern Economic Theory, S. Chand Publishing, New Delhi.
2. P L Mehta ,(2016), Managerial Economics. Analysis, Problems and Cases, Sultan Chand & Sons, New Delhi.
3. V Mote, Samuel Paul , G. Gupta,(2017),Managerial Economics : Concepts & Cases, Tata McGraw-Hill Publishing Company limited, New Delhi.
4. Dr.S.Sankaran, (2012), Business Economics, 3rd Edition, Margham Publications, Chennai.
5. R.L. Varshney , K.L. Maheshwari, (2014), Managerial Economics, 19th Edition Sultan Chand & Sons, New Delhi.

Web Resources:

1. https://www.tutorialspoint.com/managerial_economics/managerial_economics_tutorial.pdf
2. <https://www.geektonight.com/business-economics-notes-pdf/>
3. <https://www.studocu.com/row/document/azerbaycan-dovlet-iqtisad-universiteti/business-and-management/lecture-notes-on-managerial-economics/6061597>
4. <http://www.freebookcentre.net/business-books-download/Managerial-Economics.html>
5. <https://www.digimat.in/nptel/courses/video/110101005/L01.html>
6. <https://archive.nptel.ac.in/courses/110/101/110101149/>



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Gain knowledge on the applications of managerial economics in terms of business decision and forwarded planning and to analysis the law demand and assess the demand forecast
- CLO2. Apply the concept of production laws by which to identify marginal product and price so as to reach equilibrium
- CLO3. Divulge the supply law and how the supply intersect with the demand so as to fix the price on a commodity.
- CLO4. Explore the market structure and to assess the various competitive positions in the market structure.
- CLO5. Find the pricing strategies which are adopted by the organisations in the different situations.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BBA - I Year Syllabus

Semester – II

பாடப் பெயர் (Course Title) : தமிழ் (Tamil)

பாடக் குறியீடு (Course Code) : BFTMS - 21

பாட கற்றல் அளவெண் (Course Credits) : 3

பாட நோக்கங்கள்

CO1. தமிழ் இலக்கியங்களை அறிமுக நோக்கில் எடுத்துரைத்தல்

CO2. மொழித்திறன், மொழியறிவு, இலக்கியப் பொது அறிவு பெறும் வகையில்

விவரித்தல்

பிரிவு – 1 ஜெயகாந்தனின் “நான் இருக்கிறேன்” – சிறுகதை

தமிழ் உரைநடையில் சிறுகதை வளர்ச்சி – தமிழில் கதை இலக்கியத் தோற்றம், தமிழ்ச் சிறுகதைகளின் தோற்றமும் வளர்ச்சியும், சிறுகதை இலக்கணம் – தமிழ்ச் சிறுகதைகளில் ஜெயகாந்தன் – ஜெயகாந்தன் சிறுகுறிப்பு – கதை அரங்கம் அறிமுகம், நான் இருக்கிறேன் கதைச் சுருக்கம் – நான் இருக்கிறேன் சிறுகதை – வியாதிக்காரன் அனுபவங்கள், சாகக் கற்றுக்கொடுத்த நொண்டி, வாழக் கற்றுக்கொடுத்த வியாதிக்காரன், நான் இருக்கிறேன் அம்மா, - நான் இருக்கிறேன் – சிறுகதைத் திறனாய்வு.

பிரிவு - 2 வா.செ.குழந்தைசாமியின் அறிவியல் தமிழ் ஆக்கம் இற்றை நிலை

அறிவியல் தமிழ் - இயற்றுதல் அறிந்தோம் புனைதல் இல்லை - தமிழில் அறிவியல் இலக்கியம்



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

படைப்போம் - வா.செ. குழந்தைசாமி - அறிமுகம் - அறிவியல் தமிழ் - எந்தத் துறைகளைக் குறிக்கும் - அறிவியல் தமிழை உள்ளடக்கியது - தோற்றம் - கலைச்சொல்லாக்கப் பணி - விடுதலைக்குமுன் - விடுதலைக்குப்பின் - பாடநூல் நிறுவனத்தின் பங்கு - பதிப்பகங்களின் பங்கு - பல்கலைக்கழகங்களின் பங்கு - இதழ்களின் பங்கு - இலங்கைத் தமிழரின் பங்கு - கருத வேண்டியவை.

பிரிவு - 3 சமய இலக்கியக் காலம் (கி.பி.700 - கி.பி 1100)

தமிழில் சமய இலக்கியங்கள் - சமண இலக்கியத் தோற்றம் - பௌத்த இலக்கியத் தோற்றம் - தமிழில் பௌத்த இலக்கியங்கள் - வைணவ இலக்கியங்கள் - சைவ இலக்கியத் தோற்றம் - தமிழில் சைவ இலக்கியங்கள் - வைணவ இலக்கியத் தோற்றம் - தமிழில் வைணவ இலக்கியங்கள் - தமிழில் இசுலாமிய இலக்கியங்கள் - தமிழில் கிறிஸ்தவ இலக்கியங்கள்.

பிரிவு - 4 சிற்றிலக்கியக் காலம் (கி.பி. 700 - கி.பி. 1400)

சிற்றிலக்கியத் தோற்றம் - சிற்றிலக்கிய வகைகள் - இலக்கண நூல்கள் - உலா - கலம்பகம் - பரணி - பிள்ளைத்தமிழ் - கோவை - தூது.

பிரிவு - 5 உரையாசிரியர்கள் காலம் (கி.பி. 1200 கி.பி. 1800)

உரைநூல்களின் தோற்றம் - பயன்கள் - உரை வகைகள் - நக்கீரர் - இளம்பூரணர் - பேராசிரியர் - சேனாவரையர் - நச்சினார்க்கினியர் - கல்லாடர் - தெய்வச்சிலையார் - போன்றோர் - அடியார்க்கு நல்லார் - பரிமேலழகர் - பிரபந்த உரையாசிரியர்கள் - நன்னூல் உரையாசிரியர்கள் .



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

பிரிவு - 6 புத்திலக்கியக் காலம் (கி.பி. 1800 - கிபி 2000)

தமிழில் புதினம் - தமிழில் சிறுகதை - தமிழில் புதுக்கவிதைகள் - தமிழில் உரைநடை நாடகங்கள் - புதினங்கள் - சிறுகதைகள் - இலக்கியங்கள் - மரபுக் கவிதை இலக்கியங்கள் - புதுக்கவிதை இலக்கியங்கள் - தமிழில் ஐக்கூக் கவிதைகள்.

பிரிவு - 7 கருத்துப் பரிமாற்ற மொழித்திறன்

கருத்து விளக்கக் கட்டுரைகள் - செய்திக் கட்டுரைகள் - சொற்பொழிவு - குழு விவாதங்கள் - நண்பர்களுடன் உரையாடும் திறன் - கணிணித் தமிழ் - கட்டுரை - பெண்ணியம் - தலைப்பு - தேர்ந்தெடுக்கும் முறை - தகவல்கள் சேகரிக்கும் முறை - தகவல் திரட்டல் - நகைச்சுவைத் திறன் - அவை அறிதல் - உச்சரிப்புக் கவனம் - குழு விவாத அமைப்பும் குறிக்கோளும் - உரையாடலில் - சுயபுராணம் தவிர்த்தல் - உடன்பட வைக்கும் நாகரிக உத்தி .

பிரிவு - 8 அலுவலகத் தொடர்பு மடல்கள்

நட்புறவு மடல்கள் - வேண்டுகூல் மடல்கள் - குறை தெரிவிக்கும் / புகார் மடல்கள் - கருத்து மடல்கள் - விண்ணப்ப மடல்கள் - அலுவலகத் தொடர்பு மடல்கள் - விண்ணப்ப மடலின் படிநிலைகள் - தன்குறிப்பு விவரங்கள் - விண்ணப்ப மடலின் வடிவமைப்பு - விண்ணப்ப மடல் எழுதும் முறை - குறிப்பு - வரைவு - கடிதம் - குறிப்பு மடல் - அலுவலக ஆணை - நேர்முகக் கடிதம்.

பிரிவு - 9 எழுத்து - சொல் பிழைகளும் திருத்தமும்

ஒலி மயக்கம் தரும் எழுத்துக்கள் - ர,ற ஒலி மயக்கம் - ந, ன, ண ஒலி மயக்கம் - ல,ள,ழ,ஒலி மயக்கம் - சொல் முதலில் வரும் எழுத்து மரபுகள் - சொல் இடையில் வரும் எழுத்து மரபுகள் - சொற்களின் சந்திப்பு மரபுகள் - வேற்றுமைப் புணர்ச்சியும் அல்வழிப்



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

புணர்ச்சியும் - உயிர்முன் உயிர் புணர்தல் - குற்றியலுகரப் புணர்ச்சி - வல்லின ஒற்று
மிகும் இடங்களும் மிகா இடங்களும்.

பிரிவு - 10 இலக்கிய அறிவு வினா விடை

பாடப்பகுதி தொடர்பானவை - பொதுவான தமிழ் இலக்கியம் தொடர்பானவை.

பார்வை நூல்கள்:

1. மு. வரதராசன், தமிழ் இலக்கிய வரலாறு, சாகித்ய அக்காதெமி, புதுடெல்லி.
2. மது. ச. விமலானந்தன், தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம்,
மதுரை.
3. தமிழண்ணல், புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம்,
மதுரை.
4. தமிழண்ணல், இனிய தமிழ்மொழியின் இயல்புகள் 1,2,3- பகுதிகள், மீனாட்சி
புத்தக நிலையம், மதுரை.
5. முத்து – கண்ணப்பன்,தி.. தமிழில் தவறுகளைத் தவிப்போம், பாரிநிலையம், 184,
பிராட்வே, சென்னை.
6. கீ. இராமலிங்கனார், தமிழில் எழுதுவோம், கழக வெளியீடு, சென்னை.
7. செ. முத்துவீராசாமி நாயுடு, ஆவணங்களும் பதிவுமுறைகளும், கழக வெளியீடு,
சென்னை.
8. டாக்டர் ச. பாலசுப்பிரமணியன், தகவல் தொடர்புக் கல்வி, மாநிலப் பள்ளிசாராக்
கல்விக் குருவூலம், சென்னை.
9. எஸ். கலைவாணி, இதழியல் உத்திகள், பராசக்தி வெளியீடு, குற்றாலம்.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

10. டாக்டர் அ. சாந்தா, டாக்டர் வீ. மோகன், மக்கள் ஊடகத் தொடர்பியல் புதிய பரிமாணங்கள், மீடியா பப்ளிகேஷன்ஸ், மதுரை.
11. பி.எஸ். ஆச்சார்யா, உயர்வுதரும் உரையாடல்கலை, நர்மதா பதிப்பகம், சென்னை.
12. மு. முத்துக்காளத்தி, பேசுவது எப்படி, கண்ணம்மாள் பதிப்பகம், பாரி நிலையம், சென்னை.
-

பாடத்தினைப் படிப்பதால் விளையும் பயன்கள்

- CLO1. தமிழ் உரைநடை பற்றியும், ஜெயகாந்தனின் சிறுகதைகள் பற்றியும் எடுத்துரைப்பர்.
- CLO2. தமிழ் பற்றியும் அலுவலகத் தொடர்பு மடல்கள் எழுதுவது எப்படி என்பது பற்றியும், மொழியை திறம்பட எவ்வாறு பயன்டுத்துவது என்பது பற்றியும் எடுத்துரைப்பர்.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Foundation in English-II (Literature and Use of English)

Course Code : BFEGS - 21

Course Credit : 3

COURSE OBJECTIVE

CO1. To cultivate the creativity among the learners

CO2. To improve the reading skills of the learners

CO3. To enhance the vocabulary of the learners

CO4. To develop pronunciation skills

CO5. To imbibe the use of internet for developing language skills

COURSE SYLLABUS

BLOCK I: Literary Texts

Rabindranath Tagore's *Sacrifice* and John Donne's *The Sun Rising*

BLOCK II: Reading Comprehension

Reading passages-Preparing a glossary from passage- reading the meaning-respond to questions

BLOCK III: Vocabulary and Grammar

Synonyms and Antonyms- Homophones-Making of Nouns-Making of Adjectives-Compound Words-Phrases and Idioms-Words often confused-Spelling- Tenses

BLOCK IV: Pronunciation and Spoken English

Importance of English-Pronunciation: An Exposition-Speech Sounds-Sounds and Spelling: The Relationship-Attributes of Good Speech-Dialogue Situations/Situational Dialogues

BLOCK V: The Internet English

Email-Chat Groups-Virtual Words-The Web-Commentary

References:

1. Balasubramanian T. English Phonetics for Indian Students - A Workbook. 2016.
2. Daniel Jones. Cambridge English Pronouncing Dictionary. Cambridge University Press, 2011.
3. Tagore, Rabindranath. *Sacrifice and Other Plays*. Niyogi Books, 2012.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Web Resources:

1. <https://www.poetryfoundation.org/podcasts/75363/the-sun-rising>
2. <https://nptel.ac.in/courses/109/103/109103135/>
3. <https://nptel.ac.in/content/storage2/courses/109106085/downloads/03-%20Phonetics%20and%20Phonology-%20week%203.pdf>
4. <https://nptel.ac.in/courses/109/106/109106085/>
5. <https://nptel.ac.in/courses/109/107/109107172/>

COURSE OUTCOME

On successful completion of the Course, the learners will be able to:

- CLO1. Critically evaluate the literary texts
- CLO2. Read the passages effectively
- CLO3. Speak with good accent
- CLO4. Communicate through online



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Business Organisation

Course Code : BBAS - 21

Course Credit : 3

COURSE OBJECTIVE

CO1. Gain knowledge on basic concept of business and its evolution.

CO2. Identify the house the location of business and to find the various factors which influence the location of a business.

CO3. Discuss the differentiate forms of business in the present scenario

CO4. Narrate the Business combination and its types in the current scenario

CO5. Get an insight knowledge on Government and business interface for helping to expand the wings of business.

COURSE SYLLABUS

BLOCK I: The Foundation of Business

Business – meaning – types of business – business and profession – requirements of a successful business – Organisation – meaning – importance of business organisation.

BLOCK II: Location of Business

Location of industry – factors influencing location, size and scale of operation – optimum firm – Advantages of large scale operations – limitations - Small scale operations – advantages – Industrial estates and District Industries Centres.

BLOCK III: Various Forms of Business

Forms of business organisation – Sole trader- Partnership – Joint Hindu family firm- Joint stock companies & Co-operatives - Public & Private Limited Companies

BLOCK IV: Business Combination

Business combination – causes – types – effects of combination in India - Trade association – Chamber of Commerce – Insurance – Principles and types.

BLOCK V: Government & Business Interface

Government and business interface - stock exchange in India- chambers of commerce and industries in India – FICCI, CII Association



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

References:

1. [Y.K.Bhushan](#), (2016), Fundamentals of Business Organisation and Management, [Sultan Chand & Sons Pvt. Ltd.](#), New Delhi.
2. Colin Combe, (2016), Introduction to E-Business: Management and Strategy, Taylor& Francis Group
3. Jagdish Prakash, (2014), Business Organisation And Management, Kitab mahal Publication, Mumbai.
4. P N Reddy, (2005), Principles of Business Organisation and Management, 6th Edition, S. Chand Publishing, New Delhi.
5. [P.C. Tulsian](#), (2002), Business Organisation and Management, 1st edition, Pearson Education, Noida.

Web Resources:

1. <https://theintactone.com/2019/09/01/ccsubba-101-business-organization/>
2. <https://nios.ac.in/media/documents/VocInsServices/m1-3f.pdf>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Imbibe the basic concept of business and its evolution so as to identify the new ways to travel the business
- CLO2. Explore to identify the suitable location of business for which to reach the customers and suppliers early
- CLO3. Assess the suitable forms of business in the current situation according to the idea and investment.
- CLO4. Disseminate making decisions regarding the business integration at the different situation
- CLO5. Evaluate the various bodies of government and private for providing the support to the business.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Management Accounting

Course Code : BBAS - 22

Course Credit : 4

COURSE OBJECTIVE

CO1. Gain knowledge on management accounting and preparing the financial accounting statement for business decisions making.

CO2. Describe the various type of Ratio Analysis

CO3. Discuss the fundamental concept of funds flow and cash flow statement and its applications

CO4. Study the basic concept of marginal costing and its applications for business decision making

CO5. Explain about budgetary control techniques and list out its types

COURSE SYLLABUS

BLOCK I: Introduction of Management Accounting

Management Accounting – Meaning and scope - Management Accounting vs. Cost Accounting. Management Accounting vs. Financial Accounting. -Financial statement Analysis – Comparative, Common Size Statements and Trend Analysis

BLOCK II: Ratio Analysis

Ratio analysis – Nature of analysis – Classification of ratios – Liquidity, Profitability, Turnover and Capital structure ratio – Interpretations

BLOCK III: Fund Flow & Cash Flow Analysis

Fund flow analysis – Concept of funds – Schedule of changes in working capital - Sources and Application of funds – Preparation of funds flow statements- Cash flow analysis - Cash from operations – Cash flow statements – preparation of Cash flow statements - difference between fund flow and cash flow statement

BLOCK IV: Marginal Cost

Marginal cost – Cost-volume-Profit (CVP) relationship – Break-even analysis - Margin of safety – Applications of marginal costing - Fixation of selling price - Make or Buy decision – Key factor - Maintaining a desired level of profit

BLOCK V: Budgeting

Budget and budgetary control – advantages and limitations – Classification and



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

preparation of budgets

References:

1. Horngren Sunderu Stratton, (2014), Introduction to Management Accounting 16th Edition, Pearson Education, India
2. Jhamb,(2016) Fundamentals of Management Accounting, 3rd Edition, AneBooks India, New Delhi.
3. Dr.S.N.Maheswari, (2016),Management Accounting and Financial Control, Sultan Chand & Sons Pvt. Ltd., New Delhi.
4. Shashi K. Gupta & R.K. Sharma, 13th Revised Edition, (2016), Management Accounting Principles & Practice, Kalyani Publishers / Lyall Bk Depot, New Delhi.
5. T. S. Reddy and Hari Prasad Reddy, (2000), Management Accounting, Maegham Publication, Chennai.

Web Resources:

1. <https://www.dynamictutorialsandservices.org/2018/10/management-accounting-notes.html>
2. https://www.tutorialspoint.com/accounting_basics/management_accounting_ratio_analysis.htm
3. <https://www.dynamictutorialsandservices.org/2018/10/management-accounting-notes-marginal.html>
4. <http://kamarajcollege.ac.in/Department/Commerce/III%20Year/e002%20Core%2018%20-%20Management%20Accounting%20-%20VI%20Sem.pdf>
5. <http://www.freebookcentre.net/business-books-download/Management-Accounting.html>
6. <https://archive.nptel.ac.in/courses/110/101/110101003/>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Familiarize the fundamental concept of management accounting and prepare the financial statement analysis which are suitable in making decision according to the requirements.
- CLO2. Interpret the performance of a business by using simple accounting ratios to identify the financial position of the business.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

CLO3. Evaluate the concept of fund flow and cash flow analysis which are using to make business decisions

CLO4. Apply the concept of marginal costing and to make the decision to fix the price of a commodity, attain the expected sales volume and to go for make or buy decisions.

CLO5. Demonstrate the process of budgeting and illustrate the various types of budgets suitable for a business concern



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Business Statistics

Course Code : BBASE – 21

Course Credit : 3

COURSE OBJECTIVE

CO1. Describe the fundamentals of Statistics and its application in the field of Business.

CO2. Explain and evaluate about measures of central tendency.

CO3. Discuss the basic concepts of Correlation and Regression.

CO4. Clarify the concepts and purpose of Index Numbers.

CO5. Study about averages & Measures of Dispersion and time series.

COURSE SYLLABUS

BLOCK I: Statistics on Overview

Statistics: meaning, nature and scope - Use of statistics in business – Primary data and secondary data – Frequency distribution – Histogram; Graphs and diagrams.

BLOCK II: Measures of Central Tendency

Measures of central tendency – Arithmetic mean, mode, median, geometric and harmonic mean - measures of dispersion – range, quartile deviation, mean deviation and standard deviation – coefficient of variation.

BLOCK III: Correlation & Regression

Correlation – Types of Correlation – Measures of Correlation - Karl Pearson's Co-efficient of Correlation – Spearman Rank Correlation Co-efficient.

Simple regression analysis – Regression equation, Fitting of Regression lines – Relationship between Regression Co-efficient and Correlation Co-efficient.

BLOCK IV: Index Numbers

Index Number - Definition of Index Numbers, Uses – Problems in the construction of index numbers - Simple and Weighted index numbers - Chain and Fixed base index – Cost of living index numbers.

BLOCK V: Time Series

Analysis of Time Series – Definition – Components of Time Series, Uses - Measures of Secular Trend - Measure of Seasonal Variation - Method of simple average only.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

References:

1. Gupta, B.N., (2015), Business Statistics, First Revised Edition, SBPD, New Delhi.
2. S. P. Gupta, (2012), Statistical Methods, 42nd Revised Edition Sultan Chand & Sons Pvt. Ltd., New Delhi.
3. Pillai, R.S.N. & Bagavathi, V., (2012), Statistics – Theory & Practice, 5th Revised Edition, S.Chand & Co., New Delhi.
4. Sinha, V.C. & Gupta, A.,(2015), Business Statistics, First Edition, SBPD, New Delhi.

Web Resources:

1. <https://bbamantra.com/business-statistics-formulas-guide/>
2. https://www.gurukpo.com/Content/BBA/BBA_III_sem_Statistical_Methods.pdf
3. <https://ddegjust.ac.in/studymaterial/mcom/mc-106.pdf>
4. <http://www.freebookcentre.net/business-books-download/Business-Statistics.html>
5. <https://www.digimat.in/nptel/courses/video/110107114/L01.html>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Get insight knowledge on basic concepts of business statistics and its applications.
- CLO2. Apply the statistical tools in measuring the central tendency
- CLO3. Gain knowledge in the application of Correlation and Regression for business decisions making
- CLO4. Develop the concepts Index Numbers which is used for business taking making
- CLO5. Illustrate the methods of statistical tools and apply various techniques of time series models.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BBA - II Year Syllabus

Semester – III

பாடப் பெயர் (Course Title) : தமிழ் - Tamil

பாடக் குறியீடு (Course Code) : BFTMS - 31

பாட கற்றல் அளவெண் (Course Credits) : 3

பாட நோக்கங்கள்

CO1. தமிழிலுள்ள சங்க இலக்கியம், காப்பிய இலக்கியம், நீதி இலக்கியம் குறித்து அறிமுக நிலையில் மாணவர்களுக்கு அறிமுகம் செய்வதோடு, தமிழ் இலக்கிய வரலாறு குறித்தும் அறிமுகம் செய்தல்

பிரிவு - 1 எட்டுத்தொகை - புறநானூறு எட்டுத்தொகை அறிமுகம் - புறநானூறு - அதியமான் நெடுமானஞ்சியை ஓளவையார் பாடியது (புறம். 91) - வேள் பாரியைக் கபிலர் பாடியது (புறம். 107) - வையாவிக்கோப்பெரும்பேகனைப் பரணர் பாடியது (புறம். 142) - பாண்டியன் ஆரியப்படை கடந்த நெடுஞ்செழியன் பாடல் (புறம். 183) - சேரமான் கணைக்கால் இரும்பொறை பாடல் (புறம். 74) - பொன்முடியார் பாடல் (புறம். 312) - ஓளவையார் பாடல் (புறம். 91) - பெருங்கோப்பெண்டு பாடல் (புறம். 248) - கணியன் பூங்குன்றனார் பாடல் (புறம். 192) - நரிவெருஉத்தலையார் பாடல் (புறம். 195) - தொடித்தலை விழுத்தண்டினார் பாடல் (புறம். 243) - பூதப்பாண்டியன் மனைவி பெருங்கோப்பெண்டு பாடல் (புறம். 248)

பிரிவு - 2 நற்றிணை, குறுந்தொகை அகத்திணை பாடல்கள் - அன்பின் ஐந்திணை - நற்றிணை - குறுந்தொகை - பாடப்பகுதி - நற்றிணையில் குறிஞ்சி (1) - முல்லை (142) -



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

மருதம் (210) – நெய்தல் (172) - பாலை (284) - குறுந்தொகையில் குறிஞ்சி (40) - முல்லை (167) - மருதம் (8) - நெய்தல் (290) – பாலை(135).

பிரிவு - 3 கலித்தொகை கலித்தொகை - ஐந்திணை பாடிய புலவர்கள் – பாலைக்கலி (9)- பாலைபாடிய பெருங்கடுங்கோ - குறிஞ்சிக்கலி கபிலர் பாடல்(51) - நெய்தல்கலி நல்லந்துவனார் பாடல் (133).

பிரிவு - 4 பத்துப்பாட்டு – நெடுநல்வாடை பத்துப்பாட்டு அறிமுகம் - நெடுநல்வாடை - இரண்டு களம் கொண்ட நாடகம் போன்றது - நெடுநல்வாடை - அகமா புறமா? - வாடைக்கால வருணனை - அரண்மனைத் தோற்றம் - அந்தப்புர அமைப்பு - அரசியின் இல்லமும் படுக்கையும் - புனையா ஓவியம் கடுப்ப அரசி - தோழியர், செவிலியர் அரசியை ஆற்றுதல் - உரோகினியை நினைத்து அரசியின் பெருமுச்சு - பாசறையில் அரசன் - முன்னோன் முறைமுறை காட்டல் - நள்ளென் யாமத்தும் பள்ளிக்கொள்ளான் - நெடியவாடை - பிரிவுத்துயர்ப்படும் அரசிக்கு - பாசறையில் பணிகொட்டும் இரவிலும் தூங்காமல் புண்பட்ட வீரரைப் பார்க்கவந்த அரசனுக்கு நெடுநல்வாடை பெயர்ப்பொருத்தம்.

பிரிவு - 5 திருக்குறள் பதினென்கீழ்க்கணக்கு - அறிமுகம் - திருக்குறள் - முப்பால் - பாடப்பகுதி - தீமையிலாத சொல்லுதல் வாய்மை - நெஞ்சமும் வாய்மையும் - வாய்மை எல்லா அறமும் தரும் - அகம் தூய்மை - முயற்சிப்பது சிறப்பு - முயற்சியில்லாதவனது நன்மை - வறுமைக்குக் காரணம் - முயற்சி விடற்பாலது அன்று - தலைவியின் குறிப்பினைத் தலைவன் அறிதல் - நாணமும் மகிழ்ச்சியும் அறிதல் - அயலவர்போல் சொல்லினும் குறிப்பறிதல் - அவள் நகைப்பின் நன்மைக் குறிப்பு – தோழி தனக்குள்ளே சொன்னது.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

பிரிவு - 6 நாலடியார், பழமொழி நானூறு செல்வம் சகடக்கால் போல வரும் - பெண் கல்வி - கல்வி அழகே அழகு - கல்வி கரையில் கற்பவர் நாள்சில - நாய் அனையார் கேண்மை - கால்கால்நோய் காட்டுவர் பொதுமகளிர் - குலவிச்சை கல்லாமல் பாகம்படும் - நாய் பெற்ற தெங்கம் பழம் - நுணலும் தன் வாயால் கெடும் - நிறைகுடம் நீர்த்நும்பல் இல் - இறைத்தோறும் ஊறும் கிணறு

பிரிவு - 7 ஏலாதி, திரிகடுகம், ஆசாரக்கோவை அன்புடையார்க்கு உள்ள ஆறு குணம் - எழுத்தின் வனப்பே வனப்பு - யாருக்கெல்லாம் ஈதல் வேண்டும்? திரிகடுகம் போலும் மருந்து - இம்மூன்றும் நன்மை பயத்தல் இல - இவர் மூவர் பெய் எனப் பெய்யும் மழை - முந்தையோர் கண்ட முறை - என்றும் அசையாத உள்ளத்தவர் - திறத்துளி வாழ்தும் என்பார் - பேதைகள் அல்லார் புகாஅர்.

பிரிவு - 8 இன்னா நாற்பது, இனியவை நாற்பது கடனுடையார் காணப் புகல் - உணர்வார் உணராக்கடை - யாம் என்பவரொடு நட்பு - இளமையுள் மூப்புப் புகல் - தொன்மை உடையார் கெடல் - எனைமாண்பும் தான் இனிது - ஈதல் எத்துணையும் ஆற்ற இனிது - திறம்தெரிந்து வாழ்தல் இனிது - அறிந்துஉரைத்தல் ஆற்ற இனிது - கற்றலின் காழ் இனியது இல்.

பிரிவு - 9 சிலப்பதிகாரம் - கனாத்திறம் உரைத்த காதை சிலப்பதிகாரம் - அமைப்பியல் விளக்கம் - காப்பியக் கதைச் சூழல் - காதையின் கதைச்சுருக்கம் - அகனகர் வருணனை - மாலதி பாலளிக்கப் பாலகன் சோர்தல் - பாசண்டச் சாத்தற்குப் பாடு கிடந்த மாலதி - இடுபிணம் தின்னும் இடாகினிப் பேய் - பாசண்டச் சாத்தனின் அருளுதவி - தேவந்தி கதை - கண்ணகி தான்கண்ட கனவுரைத்தல் - பீடு அன்று - கோவலன் வருகை - சிலம்புள கொண்ம்.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

பிரிவு - 10 மணிமேகலை – ஆபுத்திரன் திறம் அறிவித்த காதை மணிமேகலை கர்ப்பிய அமைப்பு - முன்கதைச் சுருக்கம் - கதை நிகழும் சூழல் - காதையின் கதைச்சுருக்கம் - அபஞ்சிகள் மனைவி சாலி ஈன்ற குழவி - ஆ பாலுட்டி வளர்த்தல் - ஆ மகன் அல்லன் என் மகன் - ஆபுத்திரன் கல்வி கற்றல் - புலைசூழ வேள்வி - நள்ளிருளில் கொண்டு நடக்குவன் - நீ மகன் அல்லாய் நிகழ்ந்ததை உரையாய் - இதனொடு வந்த செற்றம் என்னை - சிறியை நீ, அவ ஆமகன் அதற்கு ஒத்தனை - ஆவொடு வந்த அழிகுலம் உண்டோ?

பார்வை நூல்கள்:

1. புறநானூறு மூலமும் உரையும், (இரண்டு தொகுதிகள்) ஒளவை சு. துரைசாமிப்பிள்ளை உரை, கழக வெளியீடு, சென்னை.
2. நற்றிணை மூலமும் உரையும், (இரண்டு தொகுதிகள்) ஒளவை சு. துரைசாமிப்பிள்ளை உரை, அருணா பப்ளிகேஷன்ஸ், 1-13 உஸ்மான் சாலை, சென்னை.
3. குறுந்தொகை மூலமும் உரையும், டாக்டர் உ.வே. சாமிநாதையர் உரை, கவீர் அறக்கட்டளை, சென்னை.
4. கலித்தொகை மூலமும் உரையும், பெருமழைப்புலவர் பொ.வே. சோமசுந்தரனார் உரை, கழக வெளியீடு, சென்னை.
5. நெடுநல்வாடை மூலமும் உரையும், பெருமழைப்புலவர் பொ.வே. சோமசுந்தரனார் உரை, கழக வெளியீடு, சென்னை.
6. திருக்குறள் – பரிமேலழகர் உரையுடன், ஸ்ரீ காசி மடம், திருப்பனந்தாள்.
7. பதினென்கீழ்க்கணக்கு, நியூசெஞ்சுரி புக் ஹவுஸ் பிரைவேட் லிமிடெட், சென்னை.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

8. மு. வரதராசன், தமிழ் இலக்கிய வரலாறு, சாகித்ய அக்காதெமி, புதுடெல்லி,
 9. மது. ச. விமலானந்தன், தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம்,
மதுரை.
 10. தமிழண்ணல், புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம்,
மதுரை.
-

பாடத்தினைப் படிப்பதால் விளையும் பயன்கள்

CLO1. தமிழிலுள்ள சங்க இலக்கியம், காப்பிய இலக்கியம், நீதி இலக்கியம் குறித்து அறிமுக நிலையில் மாணவர்களுக்கு அறிமுகம் செய்வதோடு, தமிழ் இலக்கிய வரலாறு குறித்தும் எடுத்துரைப்பார்கள். அறிமுகம் செய்தல்.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Foundation in English-III (Soft Skills)

Course Code : BFEGS - 31

Course Credit : 3

COURSE OBJECTIVES

- CO1. To cultivate the positive mind
 - CO2. To improve body language
 - CO3. To develop interview skills
 - CO4. To prepare a comprehensive CV
 - CO5. To enhance interpersonal skills
-

COURSE SYLLABUS

Block 1 Introduction to Soft Skills Soft Skills: An Introduction – Definition and Significance of Soft Skills; Process, Importance and Measurement of Soft Skill Development- Self-Discovery: Discovering the Self; Setting Goals; Beliefs, Values, Attitude, Virtue. 3. Positivity and Motivation: Developing Positive Thinking and Attitude; Driving out Negativity; Meaning and Theories of Motivation; Enhancing Motivation Levels.

Block 2 Body Language & Etiquettes Non-Verbal Communication: Importance and Elements; Body Language- Social and Business.

Block 3 Group Discussion & Interview Skills Interviewer and Interviewee - in-depth perspectives- Before, During and After the Interview- Tips for Success Meaning, Types and Models, Group and Ethical Decision-Making, Problems and Dilemmas in application of these skills

Block 4 Preparation of Curriculum Vitae' (CV) Definition of CV and its purposes- CV versus Resume- Rules- Covering Letter

Block 5 Emotional Intelligence Skills Meaning, History, Features, Components, Intrapersonal and Management Excellence; Strategies to enhance Emotional Intelligence.

References:

1. Dhanavel S.P. English and Soft Skills. Orient Blackswan India, 2010.
2. Ghosh B.N. (Ed.) Managing Soft Skills for Personality Development. McGraw Hill India, 2012.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Web Resources:

1. https://onlinecourses.nptel.ac.in/noc19_hs33/preview
2. <https://nptel.ac.in/courses/109/107/109107121/>

COURSE OUTCOMES

On successful completion of the Course, the learners will be able to:

- CLO1. Approach the life positively
- CLO2. Communicate in good manner
- CLO3. Join in a team in working place
- CLO4. Develop an impressive CV
- CLO5. Express managerial skills



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Organisational Behaviour

Course Code : BBAS - 31

Course Credit : 3

COURSE OBJECTIVE

- CO1. Learn the basic concepts of Organizational Behaviour and its applications in contemporary organizations.
 - CO2. Study how individual behaviour have impacts on the organizational effectiveness and efficiency
 - CO3. State the various aspects of group behaviour which have impacts on group decision making towards the problems
 - CO4. Get insight knowledge on various theories of motivation and leadership styles.
 - CO5. Discuss the complexities associated with organizational change and development.
-

COURSE SYLLABUS

BLOCK I: Introduction

Organisational Behaviour - meaning, need, scope and objectives - Theories of Organisation --various approaches to study of OB

BLOCK II: Foundations of Individual Behaviour

Personality - Meaning, formation and traits of personality - personality attributes influencing OB- Attitude - Formation, components of attitudes - Perception -Process of perception, factors influencing perception- Emotions - Emotional Intelligence, Self-Awareness, Self-Management, Social Awareness, Relationship Management.

BLOCK III: Group Behaviour

Definition – types of groups - theories of group formation - group norms – Group cohesiveness – five stages of group development – meaning and nature of group decision making - Conflict -nature, types, process of conflict, conflict resolution - Power and politics - Basis of power, effectiveness of power tactics.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BLOCK IV: Motivation and Leadership

Motivation - Financial and non -Financial motivational techniques - Theories of Motivation - Leadership - styles of leadership - leadership theories - transactional and transformation leadership.

BLOCK V: Organisational Change and Development

Organisational change–Meaning, forces for changes types of changes–managing planned change - planning, assessing and implementing the change – Organisational Development – meaning – characteristics – need – benefits – limitations – steps in OD.

References:

1. Aswathappa K., (2016), Organisational Behaviour, 12th Revised Edition, Himalaya Publishing House, New Delhi.
2. Gangadhar Rao, Narayana, V.S.P Rao, (2000), Organisational Behaviour, 1st Edition, Konark Publishers Pvt.Ltd ,
3. Khanka, S.S.,(2013), Organisational Behaviour, Fourth Edition, S.Chand, New Delhi.
4. Luthans, F.,(2014), Organisational Behaviour – An Evidence Based Approach, Twelfth Edition, Tata McGraw Hill. New Delhi.
5. Prasad, L.M., (2014), Organisational Behaviour, Fifth Edition, Sultan & Chand, New Delhi.
6. Uma Sekaran, (2004), Organisational Behaviour Text & cases, 2nd Edition, Tata McGraw Hill Publishing Co.Ltd

Web Resources:

1. <https://www.geektonight.com/organisational-behaviour-notes-pdf/>
2. <http://kamarajcollege.ac.in/Department/BBA/II%20Year/004%20Core%208%20-%20Organizational%20Behaviour%20-%20III%20Sem%20BBA.pdf>
3. https://backup.pondiuni.edu.in/storage/dde/dde_ug_pg_books/Organisational%20Behaviour.pdf
4. <https://freebookcentre.net/business-books-download/Organizational-Behavior.html>
5. <https://archive.nptel.ac.in/courses/110/106/110106145/>



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

COURSE OUTCOME

On completion of the course students will be able to:

- CLO1. Explore the conceptual framework of the discipline of OB and its practical applications in the organizational set up.
- CLO2. Deeply assess the role of individual behaviour in achieving organizational goals effectively and efficiently.
- CLO3. Assess the group behaviour and the factors that cause stress and conflicts to avoid or minimise them.
- CLO4. Identify the various motivation theories and leadership styles and the role of leaders in a decision-making process.
- CLO5. Discuss the implementation of organizational change.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Marketing Management

Course Code : BBAS - 32

Course Credit : 3

COURSE OBJECTIVE

- CO1. Introduce the fundamental concept of Marketing Management and Marketing Mix as a framework for Marketing Decision making
- CO2. Explain the buying behaviour of consumer and the strategies followed by marketer in segmenting the market.
- CO3. Describe the stages of the product life cycle and identify an appropriate marketing mix for a particular product or service.
- CO4. Familiarize the different pricing policy and chosen the appropriate channels of distribution.
- CO5. Discuss the framework of promotional policy adopted by the organisation to popularise its product and services

COURSE SYLLABUS

BLOCK I: Introduction to Marketing management

Marketing: Meaning, Nature and Scope – Marketing Management – Functions of Marketing – Types of Markets - Difference between Marketing and Selling - Various Environmental Factors affecting Marketing Function

BLOCK II: Buying Behaviour & Market Segmentation

Buyer behaviour – Factors influencing buyer behaviour – Buying Motives – Stages of buying decision process - Market segmentation – Need and basis of Segmentation – Concept of Marketing Mix – Marketing Strategy.

BLOCK III: The Product

Product – Definition – Classification – Consumer Goods – Industrial goods – Product Life Cycle – Product Mix – Product Planning – Branding – Packaging – Developing new Products

BLOCK IV: Pricing & Physical Distribution

Pricing – Objectives – Pricing Policies and Procedures – Factors influencing pricing decisions – New product pricing – Psychological aspects in pricing.

Physical distribution – Channels of distribution – Types of Channel – Channel Policy



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

– Wholesalers, Retailers and Middle men and their functions.

BLOCK V: Promotion

Promotion – Advertising – Personal Selling – Sales Promotion – Publicity- Recent Trends in Marketing: E-marketing, Relationship marketing, Mobile marketing.

References:

1. Gupta C.B. Nair N. Rajan, (2020), *Marketing Management - Text & Cases, 19th edition*, Sultan Chand & Sons, New Delhi .
2. Philip Kotler & Kevin Lane Keller, (2016), *Marketing Management*, 15th Edition, Pearson Education India, Noida
3. V S Ramaswamy & S Namakumari, (2010), *Marketing Management*, 4th Edition, Om Books International, New Delhi.
4. Rustom S. Davar, (1993), *Modern Marketing Management*, Ubs Publishers' Distributors Pvt.Ltd, New Delhi.
5. S.A. Sherlekar & R. Krishnamoorthy (2015), *Principles of Marketing*, Himalaya Publishing House Pvt. Ltd., Mumbai.

Web Resources:

1. <https://www.geektonight.com/marketing-management-pdf>
2. https://www.academia.edu/32346771/MARKETING_MANAGEMENT_NOTES_pdf
3. <http://kamarajcollege.ac.in/Department/BBA/III%20Year/002%20Core%2014%20-%20Marketing%20Management%20-%20V%20Sem.pdf>
4. <http://www.freebookcentre.net/business-books-download/Marketing-Management.html>
5. <https://archive.nptel.ac.in/courses/110/104/110104068/>

COURSE OUTCOME

On completion of this course, the students will be able to:

CLO1. Illustrate key marketing concepts, theories, and techniques for analysing a variety of marketing situations

CLO2. Identify the various steps towards the buying behaviour of a consumer and to explore the market segmentation.

CLO3. Demonstrate the product mix and to assess every stage of PLC and planning



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

for introduce new product in the market.

CLO4. Assess and conclude the pricing policies of the business concern and how to distribute the commodities and find out the suitable channels.

CLO5. Explore a suitable promotion mix which is a key component of the business to reach the ultimate consumers



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Quantitative Methods

Course Code : BBASE – 31

Course Credit : 4

COURSE OBJECTIVE

- CO1. Explain the fundamental concepts and tools of operations research for decision making
 - CO2. Familiarize in formulating transportation models with a view reducing the transportation cost.
 - CO3. Describe the queuing theory and its business applications.
 - CO4. Identify the mathematical models in the network analysis such as PERT, CPM.
 - CO5. Gain knowledge on Game Theory and decision tree and its applications.
-

COURSE SYLLABUS

BLOCK I: Introduction to Operation Research & Linear Programming

Definition of operations research – OR models, scope and importance of operations research in decision making, limitations of OR - Linear programming – Graphical method – Simplex method.

BLOCK II: Transportation Model

Transportation Model – North West Corner Rule – VAM – Least Cost method – MODI method – Assignment model – Hungarian method.

BLOCK III: Queuing Theory

Queuing theory - Elements of Queuing system – Characteristics of Queuing System – Single channel Single server system – Application - Simple Problems.

BLOCK IV: Network Analysis

Network Analysis – Rules for constructing a network – Numbering the events – Different time calculations – Calculation of critical path, slack and float – Merits and demerits of CPM & PERT- difference between PERT and CPM.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BLOCK V: Introduction to Game Theory

Game theory – Saddle point - Algebraic method – Arithmetic method – Graphical method (Excluding L.P.P. Method) – Applications of Game theory -Decision theory – statement of Baye’s theorem application - decision trees.

References:

1. Hamdy A. Taha, (2010), Operations Research, 9th Edition, Pearson Education India, Noida.
2. Kanti Swarup, P. K. Gupta, Man Mohan,(2017), Operations Research, Sultan Chand & Sons, New Delhi .
3. C.R. Kothari, (2013), Quantitative Techniques, Vikas Publishing House,New Delhi.
4. S.D.Sharma,(2012), Operations Research,*Kedar Nath Ram Nath*, Book Publishers, Meerut.
5. U.K. Srivastava ,G.V. Shenoy, S.C. Sharma , (2011), Quantitative Techniques for Managerial Decisions, 3rd Edition, New Age International Private Limited, New Delhi.

Web Resources:

1. <https://www.geektonight.com/operation-research-notes-pdf/>
2. <https://www.hhrc.ac.in/ePortal/Business%20Administration/III.BBA.B%20-18UAD9-OPERATIONS%20RESEARCH-K.H,V.A.pdf>
3. <https://www.studocu.com/row/document/kenya-methodist-university/business-information-technology/operations-research-notes/7381343>
4. https://onlinecourses.nptel.ac.in/noc20_ma23/preview

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Evaluate the applications of operation research for making business decisions
- CLO2. Interpret the various transportation models which are reduced to time, cost and risk in the business world
- CLO3. Explore the various elements and characteristics of Queuing Theory and its business uses
- CLO4. Apply the concept of network analysis for attaining the organisational goals
- CLO5. Demonstrate the Skill of using Game Theory and decision tree analysis for taking right decisions making



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BBA - II Year Syllabus

Semester – IV

பாடப் பெயர் (Course Title) : தமிழ் (TAMIL)

பாடக் குறியீடு (Course Code) : BFTMS - 41

பாட கற்றல் அளவெண் (Course Credits) : 3

பாட நோக்கங்கள்

CO1. தமிழிலுள்ள சங்க இலக்கியம், காப்பிய இலக்கியம், நீதி இலக்கியம் குறித்து அறிமுக நிலையில் மாணவர்களுக்கு அறிமுகம் செய்வதோடு, தமிழ் இலக்கிய வரலாறு குறித்தும் அறிமுகம் செய்தல்.

பிரிவு - 1 சீவகசிந்தாமணி – குணமாலையார் இலம்பகம் சீவகசிந்தாமணி - காப்பிய அமைப்பு - முன்கதைச்சுருக்கம் - இலம்பகத்தின் கதைச்சுருக்கம் - கண்ணப் பூசல் - குணமாலையும் சுரமஞ்சரியும் பொழிலாடல் - சுரமஞ்சரி சூளுரை - கண்ணப்பொடியுடன் தோழியர் - மீன்கூழ் மாமதிபோல் சீவகன் - தோழியார் வேண்டல் - சீவகன் தீர்ப்புரை - வாரம் பட்டுழித் தீயவும் நல்லவாம் - வண்டுகளின் தீர்ப்பு - இடியுண்ட நாகம்போல் சுரமஞ்சரி - குணமாலையின் இனிய பண்பு.

பிரிவு 2 கம்பராமாயணம் – நகர்நீங்கு படலம் கம்பராமாயணம் - முன்கதைச்சுருக்கம் - படலத்தின் கதைச் சுருக்கம் - மகளிர் அவலம் - விலங்குகளின் அவலம் - பிற மக்களின் அவலம் - மரவுரியில் இராமன் - மனத்துயரில் சீதை - வருவென் ஈண்டு வருந்தலை நீ - தீய வெஞ்சொல் செவிசுடத் தேபுவாள் - என்னை என்னை இருத்தி என்றாய் - நின் பிரிவினுஞ் சுடுமோ பெருங்காடு - சீதையும் மரவுரி தரித்தல் - எல்லையற்ற இடர் தருவாய் என்றான்.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

பிரிவு - 3 சங்க காலம் (கி.மு. 300 – கி.பி. 100) முச்சங்க வரலாறு - சங்கம் இருந்ததா?

இல்லையா? ஒரு சங்கம் இருந்ததற்கான சான்றுகள் - எட்டுத்தொகை நூல்கள் - பத்துப்பாட்டு நூல்கள் - சங்க காலம் ஒரு பொற்காலம்

பிரிவு - 4 பதினெண் கீழ்க்கணக்குக் காலம் (கி.பி. 100 – கி.பி. 600) களப்பிரர் காலம் -

தமிழக வரலாற்றின் இருண்ட காலம் - அகத்திணை நூல்கள் - புறத்திணை நூல்களில் போர் பற்றியது - அறநூல்கள்

பிரிவு - 5 காப்பிய காலம் (கி.பி. 200 – கி.பி. 1100) தமிழின் முதல் காப்பியம் -

இரட்டைக் காப்பியங்கள் - ஐம்பெருங்காப்பியங்கள் - ஐஞ்சிறுங்காப்பியங்கள் - தமிழின் பிற காப்பியங்கள்.

பிரிவு - 6 தமிழ் இலக்கியத்தில் சமணர், பௌத்தர் செல்வாக்கு தமிழகத்தில் சமணர்

செல்வாக்கு - தமிழகத்தில் பௌத்தர் செல்வாக்கு.

பிரிவு - 7 மரபுத் தொடர்கள், இணைமொழிகள் எதிர்மறைக் குறிப்புத் தொடர் -

இடக்கரடக்கல் - மங்கலவழக்குத் தொடர் -வசைமொழித் தொடர் - சுவைதரும் வெளிப்பாட்டுத் தொடர் - பிற மரபுத்தொடர்கள் - ஒருபொருள் இணைமொழிகள் - எதிர்நிலை இணைமொழிகள் - பிற இணைமொழிகள் - வட்டார இணைமொழிகள் - கிகர கீகார மொழிகள்.

பிரிவு - 8 சொற்பொழிவுத்திறன் பயிற்சி இலக்கியச் சொற்பொழிவு - சமயச்

சொற்பொழிவு - அரசியல் சொற்பொழிவு - பிற சொற்பொழிவுகள் - குறிப்புகள் சேகரித்தல் - கேளாரும் வேட்ப மொழியும் திறன் - நகைச்சுவைத் திறன் - ஈர்ப்புத் திறன் - அவிநயமும் உச்சரிப்பும்



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

பிரிவு – 9 ஓரங்க நாடகம் படைக்கும் முயற்சி ஓரங்க நாடகம் எழுதும் படிநிலைகள் - நாடகக் கதையை முடிவுசெய்தல் - களம் பிரித்தலும் நிகழ்வுக் குறிப்பும் - உரையாடல் எழுதுதல் - நாடகப் பிரதியைச் செப்பனிடுதல் - நடிகர்கள் தேர்வு - ஒத்திகை முறைகள் - நாடக இயக்கம் - திட்டமிடுதலும் நிகழ்த்தலும் .

பிரிவு – 10 ஐக்கூக் கவிதை புனையும் பயிற்சி ஈற்றடி இலக்கணம் - உள்ளடக்கப் பாடுபொருள் இலக்கணம் - வெளிப்பாட்டு உத்தி - இயற்கையைப் பாடும் ஐக்கூ - வாழ்வியல் ஐக்கூ - காதல் ஐக்கூ - சென்றியூ -எள்ளல் அல்லது நகைச்சுவை ஐக்கூ.

பார்வை நூல்கள்:

1. மு. வரதராசன், தமிழ் இலக்கிய வரலாறு, சாகித்ய அக்காதெமி, புதுடெல்லி,
2. மது. ச. விமலானந்தன், தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
3. தமிழண்ணல், புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
4. பி.எஸ். ஆச்சார்யா, உயர்வுதரும் உரையாடல்கலை, நர்மதா பதிப்பகம், சென்னை.
5. மு. முத்துக்காளத்தி, பேசுவது எப்படி, கண்ணம்மாள் பதிப்பகம், பாரி நிலையம், சென்னை.
6. பரட்டை, நடிக்க நாடகம் எழுதுவது எப்படி? வைகறைப் பதிப்பகம், திண்டுக்கல்.
1998
7. சே. இராமானுஜம், நாடகப் படைப்பாக்கம் அடித்தளங்கள், எட்டாம் உலகத் தமிழ் மாநாடுபதிப்புச் சூழல் நிதி வெளியீடு, தமிழ்ப்பல்கலைக்கழகம், தஞ்சாவூர், 1994.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

8. சுஜாதா, ஹைக்கூ ஒரு அறிமுகம், பாரதி பதிப்பகம், 108 உஸ்மான் சாலை, தி. நகர், சென்னை, 1991.
9. மேஜர் கதிர் மகாதேவன், ஐக்கூ நூறு, ஒப்பிலக்கியத்துறை, மதுரை காமராசர் பல்கலைக்கழகம், மதுரை, 1994.
10. நெல்லை சு. முத்து, தமிழில் ஹைக்கூ, அன்னம் வெளியீடு, சிவன்கோயில் தெரு, சிவகங்கை, 1994.
11. திரு. பட்டாபி சீத்தாரமான், ஹைக்கூ வடிவக் கவிதைகள், காவ்யா, சென்னை.

பாடத்தினைப் படிப்பதால் விளையும் பயன்கள்

- CLO1. தமிழிலுள்ள சங்க இலக்கியம், காப்பிய இலக்கியம், நீதி இலக்கியம் குறித்து அறிமுக நிலையில் மாணவர்களுக்கு அறிமுகம் செய்வதோடு, தமிழ் இலக்கிய வரலாறு குறித்தும் எடுத்துரைப்பார்கள்.
- CLO2. மரபுத் தொடர்கள், இணை மொழிகள் பற்றியும் எடுத்துரைப்பதோடு, ஓரங்க நாடகம், ஐக்கூ கவிதை படைக்கும் முனைப்பினையும் பெறுவார்கள்.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

COURSE TITLE : Foundation in English (Writing Skills)

COURSE CODE : BFEGS - 04

COURSE CREDIT : 3

COURSE OBJECTIVES

- CO1. Train the learners to write the academic essays
 - CO2. To make them learn different steps of writing
 - CO3. To develop the learners' creativity
 - CO4. To distinguish between fact and opinion, cause and effect, problem and solution, similarities and differences, general and specific ideas, and relevant and irrelevant information.
 - CO5. To convey information through written language
 - CO6. To involve in note-taking, gathering information, drafting, free-writing, revising, proofreading, and editing when engaged in writing.
-

COURSE SYLLABUS

BLOCK 1 Basic Writing Skills Learn the basic paragraph structure: main idea, supporting sentences, use of examples, conclusion- Use basic sentence structures to write a paragraph; use cohesive devices to connect sentences in a paragraph; use transitional devices for cohesion and for contrast paragraph internally and between paragraphs (The above structures and devices to be consciously used in all writing tasks)- Understand and use text structures in paragraphs: sequencing, comparing and contrasting, relating cause and effect, problems and problem solving

BLOCK 2 Informal and Formal Communication Write informal letters, applications, and official letters of request and denial- Write official e-mails, memos and notices

BLOCK 3 Note-Making and Summarising Prepare notes from reading texts- Take notes from spoken texts-Summarize key ideas and information in organized points developed from the notes prepared.

BLOCK 4 Study Skills (Information Transfer, Reference Skills) Use charts, tables, other graphics and multimedia, as appropriate for the written texts; present summary to a group

BLOCK 5 Technical Editing Technical Editing – The Big Picture- Working Collaboratively- Organization: The Architecture of Information- Visual Design and



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Font Selection- Editing Methods – Then and Now- The Power of Grammar, Punctuation and Spelling Basic Copyediting- proofreading -Ethical and Legal Issues.

References:

1. Graham King. Collins Improve your writing skills
2. Norman Coe and Robin Rycroft. Writing Skills A Problem Solving Approach. CUP.
3. Robyn Najar and Lesley Riley. Developing Academic Writing Skills. Macmillan Publications.
4. Scheraga, Mona. Practical English Writing Skills: A Complete Guide to Writing in English

Web Resources:

1. <https://nptel.ac.in/courses/109/107/109107172/>
2. <https://nptel.ac.in/courses/109/104/109104031/>
3. https://onlinecourses.swayam2.ac.in/cec20_ma04/preview

COURSE OUTCOMES

On successful completion of the Course, the learners will be able to:

- CLO1. Write without mistakes » draft formal and informal letters
- CLO2. Take notes for writing purpose
- CLO3. Explain the tables/ pictures in words
- CLO4. Edit the written matters



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Business Communication

Course Code : BBAS - 41

Course Credit : 3

COURSE OBJECTIVE

- CO1. Provide an overview of prerequisites to Business Communication and its importance in commerce and trade.
 - CO2. Plan and develop writing competency strategies: Letters-Parts, Structure, Types Statement of Purpose
 - CO3. Gain knowledge about the various types of business and bank and insurance correspondences.
 - CO4. Discuss the different types of reports and their purposes.
 - CO5. Explain the correct practices of the strategies of Effective business writing and E-Communication.
-

COURSE SYLLABUS

BLOCK I: Business Communication

Business Communication – Meaning – Objective and scope – Methods of communication – Types – Barriers – Principles of communication – communication process.

BLOCK II: Business Correspondence

Layout of a letter – Business Inquiries and Replies – Quotations – Order – Execution of orders – Cancellation of orders – Claims – Adjustments and settlement of accounts – Sales letters – Circular letters.

BLOCK III: Banking and Insurance Correspondence

Collection letters – Application letters – Import Export correspondence – Bank Correspondence – Insurance correspondence.

BLOCK IV: Report Writing

Report writing – Reports by Individual – Committees – Annual Report – Press report – Speeches – Preparation of Agenda – Quorum - Minutes.

BLOCK V: E-Communication

Strategic Importance of E-Communication - Email, Text Messaging, Slide or Visual Presentation - Internet - Video conferencing - Group Discussion – Social Networking.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

References:

1. Lesikar, R.V. & Flatley, M.E., (2002) Basic Business Communication Skills for Empowering Internet Generation, 9th Edition, Tata Mc Graw Hill Publishing Company Ltd, New Delhi.
2. Pattan Shetty C.S & Ramesh M.S., (1999), Effective Business English and correspondence, R. Chand & Company, New Delhi.
3. R S N Pillai, V bagavathi, (2010), Modern Commercial Correspondence, S. Chand Publishing, New Delhi.
4. N.S.Raghunathan & B.Santhanam, (2013), Business Communication, Margham Publications, Chennai.
5. Rajendra Pal, J. S. Korlahalli, (2015), Essentials of Business Communication, 13th Edition, Sultan Chand & Sons, New Delhi.
6. R C Sharma Krishna Mohan, (2002), Business Correspondence and Report Writing, Tata McGraw-Hill Education, 3rd Edition, 7th west Patel Nagar, New Delhi.
7. Robert L. Shurter, (1948), Effective letters and Business, McGraw Hill Co, US

Web Resources:

1. <http://www.rapodar.ac.in/pdf/elearn/Business%20Communication%20Semester%20I%20notes.pdf>
2. <https://dreamtopper.in/bba-business-communication-notes/>
3. <https://www.geektonight.com/business-communication-pdf-notes/>
4. <https://freebookcentre.net/business-books-download/Business-Communication.html>
5. <https://nptel.ac.in/courses/109104031>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Provides basic knowledge and clarity about communication and overcome the communication barrier in the business world.
- CLO2. Identify the appropriate usage of informative business messages /letters and write an informative business message as per the layout of a letter
- CLO3. Design banking and insurance correspondence that would be required in their professional lives
- CLO4. Compose effective report writing and business proposals
- CLO5. Identify social media platforms and common types of tools for audio, video, and web sharing tools that are typically less frequently used by businesses



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Financial Management

Course Code : BBAS - 42

Course Credit : 4

COURSE OBJECTIVE

- CO1. Observe the techniques of financial management and their applications for business decision making
 - CO2. Analyze the importance of cost of capital and capital structure in financial decision making.
 - CO3. Enumerate the significance of capital budgeting and process of capital budgeting and to Calibrate the various factors influencing dividend policy
 - CO4. Examine various factors that determine the working capital and operating cycles.
 - CO5. Analyse and plan for a receivable and inventory management.
-

COURSE SYLLABUS

BLOCK I: Overview of Financial Management

Financial management: Definition and scope – objectives of Financial Management – Profit Maximization Vs Wealth maximization - functions and role of finance manager.

BLOCK II: Cost of Capital & Capital Structure

Cost of capital – Cost of debt – Cost of preference share capital – Cost of Equity – Cost of retained earnings – Weighted average cost of capital - Capital structure – Meaning – Factors affecting capital structure – Optimal capital structure- Theories of capital structure: Net income approach -Net operating income approach - MM approach and Traditional approach

BLOCK III: Capital Budgeting & Dividend Policy

Capital Budgeting – Capital Budgeting process – Methods of Ranking investment proposals – Payback method – Internal Rate of Return method – Net present value method. Dividend and Dividend policy – Forms of dividends – Determinants of dividend policy.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BLOCK IV: Working Capital Management - I

Working capital Management–Concept of working capital–Kinds of working capital - Determinants of working capital – Estimation of Working Capital (Problem) - Cash Management - Motives for holding cash – Managing cash inflows and cash outflows – Monitoring collections & Disbursements.

BLOCK V: Working Capital Management - II

Receivables management – Objectives – Factors influencing size of receivables – Credit policy – Credit standard – Credit term – Collection policy – Incremental analysis - Inventory management – Meaning – Types of inventory – Purpose of holding inventory – Excess or inadequate inventory – EOQ – Levels of stock: reorder level, minimum level and maximum level – Techniques – ABC, VED, FSN and HML analysis.

References:

1. James C. VanHorne, John M. Wachowicz, (2015), Fundamentals of Financial Management, 13th Edition, Pearson Education India, Noida .
2. M Y Khan, P. K Jain, (2014), Financial Management, 7th Edition, Tata McGraw-Hill Publishing Company limited, New Delhi.
3. S. C. Kuchhal, (2016), Financial Management, 15th Edition, *Chaitanya Publishing House*, Allahabad.
4. Maheswari, S. N. (2013), Financial Management: Principles and Practice, Sultan Chand and Sons, New Delhi.
5. I.M. Pandey, (2016), Financial Management, 11th Edition, Vikas Publishing House, New Delhi.
6. Prasanna Chandra, (2017), Financial Management, 9th Edition, Tata McGraw-Hill Publishing Company limited, New Delhi.
7. G. Sudarsana Reddy, (2017), Financial Management Principles and Practice, Third Revised edition, Himalaya Publishing House, Mumbai.

Web Resources:

1. <https://www.geektonight.com/financial-management-pdf/>
2. <http://www.freebookcentre.net/business-books-download/Financial-Management.html>
3. <http://sim.edu.in/wp-content/uploads/2018/11/FM-BBA-IV-SEM.pdf>



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

4. <https://archive.nptel.ac.in/courses/110/107/110107144/>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Describe both theoretical and practical role of financial management in business corporations.
- CLO2. Compute the cost of capital of specific sources of capital and the problems in capital structure
- CLO3. Estimate the required return on projects of differing risk and evaluate different investment decision and explain the various types of policies in dividend.
- CLO4. Evaluate the importance of working capital management and its role in meeting firm's strategic objectives and its impact in value creations.
- CLO5. Explain the role of short-term financial management, and the key strategies and techniques used to manage cash, marketable securities, accounts receivable and inventory



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Computer Applications in Business

Course Code : BBASE – 41

Course Credit : 3

COURSE OBJECTIVE

CO1. Impart knowledge about the structure, elements and functions of a computer system.

CO2. Gets insight knowledge in the basic concepts computer applications using MS-Office applications for the business transactions.

CO3. Get the knowledge application on effective power point presentation.

CO4. Gain knowledge in programs in ms-excel for business purpose

CO5. Discuss the internet, web design and database maintenance in every type of applications.

COURSE SYLLABUS

BLOCK I: Introduction of Computers

Introduction to Computers – Characteristics of a Computer - Types of Computers - Applications of computers – Merits and Demerits of Computer - Hardware & Software - System Software: Operating system, interpreter, compiler - Application software: General Purpose Packaged Software and tailor made software.

BLOCK II: MS Word

MS Word – Introduction to Word – Creating Word Document – Formatting – Spell Check – Grammar Check – Working with Tables – Saving, Opening and Closing Document – Mail Merge.

BLOCK III: MS Power Point

MS Power Point – Creation – Insert Picture – Animation – Creating Multimedia Presentations – Insert Tables and Graphs.

BLOCK IV: MS Excel

MS Excel – Introduction – Spread Sheet – Entering data in Working sheets – Editing and Formatting Work sheets – Charts – Functions like Saving, Opening and Closing Work book.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BLOCK V: Introduction to Internet

Introduction to Internet – Browsers – Search Engine – WWW – Internet Protocols – FTP – TELNET – HTTP – E-mail – How to create E-mail – Internet Vs Intranet – Webpage – URL.

References:

1. Gini Courter&Annette Marquis, (1999),Mastering Microsoft Office 2000 Professional Edition, Sybex, US.
2. Joan Lambert and Joyce Cox, (2013), Microsoft Word 2013Step by Step, Microsoft Press, Washington.
3. Dr.R. Parameswaran, (2010), Computer Application in Business, S Chand & Company Ltd, New Delhi.
4. Ravi Taxali, (2017),Pc Software for Windows 98 Made Simple, 2nd Edition, McGraw Hill Education, New Delhi.
5. Stephen L. Nelson, (1999), Office 2000: The Complete Reference, McGraw Hill Professional,US.

Web Resources:

1. <http://www.freebookcentre.net/business-books-download/Computer-Applications-in-Business.html>
2. <https://drive.google.com/file/d/1NyIN-iGNtcHEdR0nfHIN0GsWX7kVvCPP/view>
3. <http://eazynotes.com/pages/ms-office/ms-word-notes.html>
4. <https://gacbe.ac.in/pdf/ematerial/18BCS5EL-U5.pdf>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Acquire and apply the computer applications in different aspects of business
- CLO2. Evaluate the database using MS-Word and its components
- CLO3. Illustrate the effective presentation for the business meeting using power point presentation.
- CLO4. Develop the programs in MS-excel for business transaction
- CLO5. Explore the internet protocol, security and the web



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : **Environmental Studies**

Course Code : **CCES**

Course Credit : **2**

COURSE OBJECTIVE

- CO1. Develop a comprehensive understanding of the concept, scope of environment studies and public awareness about environment collective response for its protection.
- CO2. Provide a dynamic window onto the changing natural and social environments that comprises our world.
- CO3. Describe and identify the organisms with similar needs that compete for resources.
- CO4. Engage directly with key contemporary issues - such as globalisation, climate change, environmental management and cultural transformation - whilst also developing valuable analytical and communication skills.
- CO5. Determine the flexibility to tailor your module choices to your academic interests.
-

COURSE SYLLABUS

Unit 1:Multidisciplinary nature of environmental studies: Definition, scope and importance - Need for public awareness

Unit 2:Natural Resources:

- Renewable and non-renewable resources: Natural resources and associated problems.
 - a) Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forest and tribal people.
 - b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.
 - c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
 - d) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

e) Energy resources: Growing energy needs, renewable and non renewable energy sources, use of alternate energy sources. Case studies.

f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.

- Role of an individual in conservation of natural resources.
- Equitable use of resources for sustainable lifestyles.

Unit 3: Ecosystems

- Concept of an ecosystem.
- Structure and function of an ecosystem.
- Producers, consumers and decomposers.
- Energy flow in the ecosystem.
- Ecological succession.
- Food chains, food webs and ecological pyramids.
- Introduction, types, characteristic features, structure and function of the following ecosystem: - a. Forest ecosystem b. Grassland ecosystem c. Desert ecosystem d. Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

Unit 4: Biodiversity and its conservation:

- Introduction – Definition: genetic, species and ecosystem diversity.
- Bio- geographical classification of India
- Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values • Biodiversity at global, National and local levels.
- India as a mega-diversity nation
- Hot-spots of biodiversity.
- Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts.
- Endangered and endemic species of India
- Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity.

Unit 5 : Environmental Pollution:

- Definition
- Cause, effects and control measures of: - a. Air pollution b. Water pollution c. Soil pollution
- Marine pollution e. Noise pollution f. Thermal pollution g. Nuclear hazards



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

- Solid waste Management: Causes, effects and control measures of urban and industrial wastes.
- Role of an individual in prevention of pollution.
- Pollution case studies.
- Disaster management: floods, earthquake, cyclone and landslides.

Unit 6: Social Issues and the Environment:

- From Unsustainable to Sustainable development
- Urban problems related to energy
- Water conservation, rain water harvesting, watershed management
- Resettlement and rehabilitation of people; its problems and concerns. Case Studies
- Environmental ethics: Issues and possible solutions.
- Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust- Case Studies.
- Wasteland reclamation.
- Consumerism and waste products.
- Environment Protection Act.
- Air (Prevention and Control of Pollution) Act.
- Water (Prevention and control of Pollution) Act
- Wildlife Protection Act
- Forest Conservation Act
- Issues involved in enforcement of environmental legislation.
- Public awareness.

Unit 7: Human Population and the Environment:

- Population growth, variation among nations.
- Population explosion – Family Welfare Programme.
- Environment and human health.
- Human Rights.
- Value Education.
- HIV/AIDS.
- Women and Child Welfare.
- Role of Information Technology in Environment and human health.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

- Case Studies.

Unit: 8 Field Work Visit:

- Visit to a local area to document environmental assets-river / forest/ grassland/ hill / mountain

References

1. Brusseau, M.L., Pepper, I.L., and Gerba, C.P. (2019). Environmental and Pollution Science, 3rd Edition. Academic Press, USA. (pp. 1-520).
2. Divan, S. and Rosencranz, A. (2002). Environmental Law and Policy in India: Cases, Material & Statutes, 2nd Edition. Oxford University Press, India. (pp. 1-837).
3. Gadgil, M., and Guha, R. (1993). This Fissured Land: An Ecological History of India. University of California Press, Berkeley, USA. (pp. 1-245).
4. Raven, P.H, Hassenzahl, D.M., Hager, M.C, Gift, N.Y., and Berg, L.R. (2015). Environment, 8th Edition. Wiley Publishing, USA. (pp. 1-472).
5. Singh, J.S., Singh, S.P., and Gupta, S.R. (2017). Ecology, Environmental Science and Conservation. S. Chand Publishing, New Delhi. (pp.1-842)

Web Resources:

1. https://www.iare.ac.in/sites/default/files/lecture_notes/IARE_ENS_LLECTURE_NO_TES.pdf
2. <https://archive.nptel.ac.in/courses/127/105/127105018/>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1.Acquiring wide knowledge on natural processes and resources that sustain life and govern economy.
- CLO2.Appreciate the consequences of human actions on the web of life, global economy, and quality of human life.
- CLO3.Develop critical thinking for shaping strategies (scientific, social, economic, administrative, and legal) for environmental protection, conservation of biodiversity, environmental equity, and sustainable development.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

CLO4. Inculcate values and attitudes towards understanding complex environmental economic- social challenges, and active participation in solving current environmental problems and preventing the future ones.

CLO5. Adopt sustainability as a practice in life, society, and industry.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BBA - III Year Syllabus

Semester – V

Course Title : Business Law

Course Code : BBAS - 51

Course Credit : 3

COURSE OBJECTIVE

- CO1. Get an insight knowledge on basic tools for understanding law and basic concepts of Contract Law.
 - CO2. study contract of sale, rights of unpaid seller, Conditions and Warranties
 - CO3. Learn about Contract of agency in which identify the agent's relationship of principal with third parties
 - CO4. Gain knowledge on Insurance Contract which is a boom service sectors in the industries
 - CO5. Study law of negotiable instruments, their liabilities, and parties. And also advantages and privileges of using.
-

COURSE SYLLABUS

BLOCK I: Law of Contract

Law of contract - Meaning and Essentials of contract – Void - Agreement voidable and illegal contracts – Express and Implied contract – Offer and Acceptance - valid offer – Lapse of an offer – Acceptance and rules as to acceptance Revocation of offer and acceptance – capacities of parties to create contract – consideration – contract without consideration – Rights and obligations of parties to contract not enforceable – Assignment, breach, performance and discharge.

BLOCK II: Law of Sale of Goods

Law of sale of goods - Formation of contract of sale – Agreement to sell and sale – Hire purchase agreements – sale and bailment – capacity to buy and sell – subject matter of contracts of sale – Effect of destruction of goods – Document of title to goods – conditions and warranties – Rules of caveat emptor – Exceptions – Transfer of property to the buyer – Goods sent on approval – FOB, CIF, FOR and ex-ship contracts of sale – Sale by non – owners – right of stoppage in transit unpaid vendor is right.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BLOCK III: Law of Agency

Law of Agency- Agent and principal Nature and kinds of agency – Right and duties of agent – Relationship of principal with third parties – Termination of agency.

BLOCK IV: Law of Insurance

The Insurance Act, 1938- General Insurance Business Nationalization Act, 1972- Motor Vehicles Act, 1988- Marine Insurance Act, 1963- Public Liability Insurance Act, 1991- Consumer Protection Act, 1986.

BLOCK V: Law of Negotiable Instruments

Law of Negotiable Instruments - Negotiable Instruments – Characteristics – kinds – Promissory notes – Bills of Exchange – cheques – Acceptance – Presentment – Payment – Dishonour - Discharge from liability – crossing of cheques.

References:

1. Avtar Singh, (2018), Law of Insurance, 3rd Edition, Eastern Book Company, Luknow.
2. N. D.Kapoor, (2014), Elements of Mercantile Law, 34th Edition, Sultan Chand & Sons, New Delhi.
3. M.C.Kuchhal, (2015), Modern Indian Company Law, 28th Edition Shree Mahavir Book Depot. New Delhi.
4. [M.C. Kuchhal & Vivek Kuchhal](#), (2018), Business Law, 7th Edition, Vikas Publishing House, New Delhi.
5. Maheshwari, S.N. and S.K. Maheshwari, (2012) A Manual of Business Law, Himalaya Publishing House, New Delhi.
6. *B.N. Tandon* ,(1983), Principles of Mercantile law, S. Chand Publishing, New Delhi.

Web Resources:

1. <https://www.iare.ac.in/sites/default/files/Business%20Law%20%26Ethics%20Noes.pdf>
2. <https://freebookcentre.net/law-books-download/Foundations-of-Business-Law-and-the-Legal-Environment.html>
3. <https://archive.nptel.ac.in/courses/110/105/110105159/>



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Gain knowledge on the scope of Business Law, have a good grip on various contractual concepts.
- CLO2. Describe specific application of Contract law in sale and purchase of Good
- CLO3. Contrast the relationship between Agent and Principal.
- CLO4. Apply relevant legislative rules and general law principles to solve legal problems involving the rights and liabilities of parties to insurance contracts.
- CLO5. Explore and appreciate application of contract law in Negotiable instruments



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Business Environment

Course Code : BBAS - 52

Course Credit : 3

COURSE OBJECTIVE

CO1. Evaluate the overall business environment and to evaluate its various components in business decision making

CO2. Understand the legal and political issues associated with national and international business.

CO3. Describe the Social and Cultural environment along with Business ethics & values.

CO4. Outline how an entity operates in an Economic Environment

CO5. Study the impact of technology on business environment and globalization.

COURSE SYLLABUS

BLOCK I: An Overview of Business Environment

Business Environment - Nature, Objectives and Uses of Study of Business Environment - Types of Business Environment - Micro Environment - Macro Environment - Environmental Analysis - Managing Diversity - Nature and scope of business

BLOCK II: Political and Legal Environment

The Constitutional Environment - Functions and Role of the State - Legal Environment - scope and objectives

BLOCK III: Social and Cultural Environment

Demographic Environment - Culture & Business - Business and Society - Social Responsibilities of Business - Business Ethics & Values - Corporate Governance

BLOCK IV: Economic Environment

Economic Systems - Economic Planning - Economic Parameters - Economic Policies - Consumer Protection Act and Competition Act, 2008 - Liberalisation, Privatisation and Globalisation of Indian Economy.

BLOCK V: Natural and Technological Environment

Natural Environment: Meaning and Components of Natural Environment - Impact of Natural Environment on Business - Guidelines for Development of Natural



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Resources - Sustainable Development - Green Index. Technological Environment: Meaning, Factors Governed and Impact of Technological Environment - Indicators of Technological Progress - Technology as a Source of Competitive Advantage - Sources of Technological Dynamics - Time Lags in Technology Introduction - Impact of Technology on Globalisation.

References:

1. K. Aswathappa, (2011), Business Environment For Strategic Management, Himalaya Publishing House, New Delhi.
2. Dhanabhakiam. M & Kavitha. M.,(2014), Business Environment, Vijay Nicole Imprints Private Ltd., Chennai.,
3. Francis Cherunilam, (2018), Business Environment, Text and Cases, 26th Edition, Himalaya Publishing House, New Delhi.
4. Gaurav Datt, Ashwani Mahajan (2016), Indian Economy, 72nd Edition, S Chand Publishing, New Delhi.
5. Gupta C.B., (2018), Essentials of Business Environment, First Edition, Sultan & Chand Publications, New Delhi..
6. V P Michael, (2000), Business Policy and Environment, 2nd Edition, S. Chand Publishing, New Delhi.
7. Dr.S. Sankaran, (2013), Business Environment, Margham Publications. Chennai
8. B. C. Tandon, (1975), Environment and Entrepreneur, Chugh Publications, Allahabad.

Web Resources:

1. <http://www.freebookcentre.net/business-books-download/Business-Environment.html>
2. https://ebooks.lpude.in/commerce/mcom/term_1/DCOM105_DCOM402_DMGT105_DMGT401_BUSINESS_ENVIRONMENT.pdf
3. https://www.nios.ac.in/media/documents/SrSec319NEW/319_Bus_Studies_Eng/319_Bus_Studies_Eng_Lesson3.pdf



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Perceive the internal and external environment which affects the business organization.
- CLO2. Analyse various political and legal environment in the business Develop the Economic environment.
- CLO3. Explore the interconnectedness between these and the socio and cultural environments in which expanding companies operate
- CLO4. Assess the economic environment for drawing business plan and expanding the business to globe
- CLO5. Demonstrate and develop conceptual framework of natural and technological environment and generate interest in international business.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Human Resource Management

Course Code : BBAS - 53

Course Credit : 4

COURSE OBJECTIVE

CO1. Describe the fundamental concepts, functions and evolution of human resource management

CO2. Gain knowledge on HRP and procedures and practices used for recruiting and selecting suitable employees.

CO3. Study the training requirements and design a successful orientation and training progress

CO4. Discuss the appropriate policies and practices involved the performance discipline process

CO5. State the significance of employee benefits to both employers and employees

COURSE SYLLABUS

BLOCK I: Introduction to Human Resource Management

HRM Concept and Functions, Role, Status and competencies of HR Manager - HR Policies - Evolution of HRM - HRM vs HRD - Evolution of HRM - Emerging Challenges of Human Resource Management - Workforce diversity; Empowerment - Human Resource Information System.

BLOCK II: Acquisition of Human Resource

Human Resource Planning- Quantitative and Qualitative Dimensions - job analysis – job description and job specification - Recruitment and Selection – meaning – process of requirement – sources and techniques of Recruitment – Meaning and Process of Selection – Selection Tests and Interviews – placement, induction, socialisation and Retention.

BLOCK III: Training and Development

Concept and Importance -Training and development methods –Identifying Training and Development Needs - Designing Training Programmes - Role Specific and Competency Based Training - Evaluating Training Effectiveness - Training Process Outsourcing - Management Development - Career Development.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BLOCK IV: Performance Appraisal

Nature, objectives and importance - Modern Methods and techniques of performance appraisal - potential appraisal and employee counselling - job changes - transfers and promotions -Problems in Performance Appraisal – Essentials of Effective Appraisal System – Job Evaluation – Concepts, Process and Objectives – Advantages and Limitations – Methods.

BLOCK V: Compensation and Maintenance

Compensation - Concept and policies- wage and Salary administration -Methods of wage payments and incentive plans - Fringe benefits - Performance linked compensation - Employee health, welfare and safety social security - Employer-Employee relations- grievance handling and redressal.

References:

1. K.Aswathappa, (2013), Human Resource Management: Text and Cases, 7th Edition, McGraw-Hill Education, New Delhi.
2. Gupta, C.B., (2013), Human Resource Management, Fourteenth Edition, Sultan Chand & Sons, New Delhi.
3. Khanka, S.S., (2007), Human Resource Management- Text and Cases, First Reprint Edition, S. Chand& Co., Ltd., New Delhi.
4. Prasad, L.M., (2014), Human Resource Management, Third Edition, Sultan Chand & Sons, New Delhi.
5. V.S.P. Rao,(2016),Human Resource Management, Taxmann Publications Pvt. Ltd., Mumbai.
6. SubbaRao, P., (2011), Essentials of Human Resource Management and Industrial Relation, Second Edition Reprint, Himalaya Publishing House, Mumbai.
7. Tripathi, P.C., (2010), Human Resource Management, Sixth Edition, Sultan Chand and Sons, New Delhi.

Web Resources:

1. <http://www.freebookcentre.net/business-books-download/Lecture-Notes-On-Human-Resource-Management.html>
2. <https://www.devensharmaclassroom.in/2022/07/human-resource-development-hrd-bba-mba.html>



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

3. <https://kamarajcollege.ac.in/Department/BBA/III%20Year/e003%20Core%2019%20-%20Human%20Resource%20Management%20-%20VI%20Sem.pdf>
4. <https://archive.nptel.ac.in/courses/122/105/122105020/>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Demonstrate the importance of human resources and their effective management in organizations.
- CLO2. Demonstrate a basic understanding of different tools used in forecasting and planning human resource needs and assess recruitment and selection process.
- CLO3. Describe appropriate implementation, monitoring and assessment procedures of training and development
- CLO4. Explain the importance of the performance management system in enhancing employee performance
- CLO5. Interpret a market comparison as part of compensation analysis and maintenance



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Operations Management

Course Code : BBAS - 54

Course Credit : 4

COURSE OBJECTIVE

- CO1. Discuss the role of operations management in achieving organizational competitiveness and the factors determining plant location and plant layout
 - CO2. Enumerate a good plant layout and its types with material handling principal equipment's.
 - CO3. Describe the master production schedule and inventory management in aggregate planning
 - CO4. Impart the basic concepts related to the Work Study, Method Study and Work Measurement.
 - CO5. Provide with the concepts and tools necessary to effectively manage field service operations.
-

COURSE SYLLABUS

BLOCK I: Introduction & Plant Location

Operations Management–Meaning, objectives, functions–Types of Production Systems – Plant Location – Factors affecting plant location – Selection of site - urban, rural, or sub-urban areas, industrial estates – advantages and disadvantages.

BLOCK II: Layout of manufacturing facilities

Plant layout–Introduction–features of a good plant layout–factors affecting the plant layout decisions – Material flow system – Types of plant layout – Material handling – Principles, importance, advantages of good material handling system - Types of material handling equipment.

BLOCK III: Production and Inventory Control

Basic types of production – Basic Inventory Models – Economic Order Quantity, Economic Batch Quantity – Reorder point – Safety stock – Classification and Codification of stock – ABC classification – Procedure for Stock Control, Materials Requirement Planning (MRP) -JIT.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BLOCK IV: Method Study & Work Measurement

Method Study Procedures – The Purpose of Time Study – Stop Watch Time Study – Performance Rating – Allowance Factors – Standard Time – Work Sampling Technique. Quality Control: Purposes of Inspection and Quality Control – Acceptance Sampling by Variables and Attributes – Control Charts.

BLOCK V: Service Operations Management

Introduction – Types of Service – Service Encounter – Service Facility Location – Service Processes and Service Delivery.

References:

1. Chary, S.N., (2012), Production and Operations Management, Fifth Edition, McGraw- Hill Education, New Delhi.
2. Chunawalla, S. A., (2012), Production and Operations Management, Fourth Edition, Himalaya Publishing House, New Delhi.
3. Elwood S. Buffa & Rakesh K. Sarin, (1994), Modern Production/Operations Management, 8th Revised Edition, John Wiley & Sons Inc; Hoboken.
4. B S Goel, (2011), Production Operations Management, Pragati Prakashan, Meerut.
5. P. Gopalakrishnan, (2017), Purchasing and Materials Management, Tata McGraw-Hill Education, New Delhi.
6. R. Panneerselvam, (2012), Production and Operations Management, 3rd Edition, PHI Learning Pvt. Ltd., New Delhi.

Web Resources:

1. https://vssut.ac.in/lecture_notes/lecture1429900757.pdf
2. https://agri-bm.kkwagh.edu.in/uploads/department_course/NOTES_OF_ABM-357.pdf
3. <https://freebookcentre.net/business-books-download/Lectures-notes-On-Production-and-Operation-Management.html>

COURSE OUTCOME

On completion of this course, the students will be able to:

CLO1. Demonstration the concept of operations management in production unit and to select right location of housing the plant.

CLO2. Illustrate the various factors affecting the plant layout decisions.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

CLO3. Summarize the knowledge in production methods and importance of production planning.

CLO4. Apply the work measurement techniques in time and motion study.

CLO5. Demonstrate the concepts and tools necessary to effectively manage field service operations.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Entrepreneurship & Management of Small Business

Course Code : BBAS – 55 / BBASG - 01

Course Credit : 3

COURSE OBJECTIVE

- CO1. Provide an overview of the competences needed to become an entrepreneur.
- CO2. Inculcate the entrepreneur's skill in which need to instil innovation and creativity.
- CO3. Provide an overview of the competencies needed to become an entrepreneur.
- CO4. Apply the steps required for the registration of SSI and to discuss about the other financial Institutions.
- CO5. Describe the setting up of a Micro, Small and Medium enterprises.

COURSE SYLLABUS

BLOCK I: Introduction to Entrepreneurship

The Entrepreneur – Meaning and Importance– Evolution -- Factors influencing Entrepreneurship: Psychological, Social, Economic, And Environmental Factors - Characteristics of an entrepreneur – Types of Entrepreneur: based on Type of Business, Use of Technology, Motivation, Growth, Stages – New Generation of Entrepreneur.

BLOCK II: Innovation and Creativity

Innovation and creativity: Innovation and Inventions – creativity and entrepreneurship - steps in creativity – skill of an entrepreneur – decision making and problem solving.

BLOCK III: Entrepreneurial Competency & Mobility

Meaning and Concept of Entrepreneurial Competency - Developing Entrepreneurial Competencies - Entrepreneurial Mobility - Factors Affecting Entrepreneurial Mobility -Types of Entrepreneurial Mobility-Barriers to Entrepreneurship.

BLOCK IV: Assistance to an Entrepreneur

Assistance to an entrepreneur - New Ventures - Industrial Park / Estate (Meaning, features, & examples) -SSI – Procedure to Start SSI - MSME Policy in India- National Small Industries Corporation (NSIC) - STEP – STED – Nationalised Banks,



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

EXIM Bank and New Generation Banks – Other Financial Institutions –SIDBI — NABARD – IDBI - Modernisation assistance to small scale unit - Special Economic Zone (Meaning, features & examples).

BLOCK V: Management of Small Business

Definition and concept of Small Business - Importance of Small Business - Strategic Frameworks for Decision - Vision, Mission, Objective and Goal - Meaning and significance of a business plan - components of a business plan, and feasibility study.

References:

1. David.H. Holt, (2016), Entrepreneurship – New Venture Creation, Prentice Hall of India, New Delhi.
2. Khanka.S.S, (2014), Entrepreneurial Development, 5th Edition, S.Chand Publication, New Delhi.
3. NuzhathKhatoon, (2016), Entrepreneurial Development, 1st Edition, Himalaya Publishing House, New Delhi.
4. Patrick Dawson, (2014), Managing Change, Creativity and Innovation, SAGE Publications Ltd; Second edition
5. Dr. P. Rizwan Ahmed, (2015), Creativity and Innovation Management ,Margham Publications, Chennai.
6. Steven Rogers, (2014), Entrepreneurial Finance, 3rd edition, McGraw Hill Education, New Delhi.
7. Srinivasan.N.P, Gupta.C.B, (2015), Entrepreneurial Development, Sultan chand publications, New Delhi.
8. Taylor, E. (1996) 'Introduction to innovation', in *Innovation, Design, Environment and Strategy*, Buckingham, Open University Press.
9. Vasant Desai, (2012), Entrepreneurial Development, (2012), Entrepreneurial Development, Himalaya Publishing House, New Delhi.
10. Dr.P.T. Vijayashree & M.Alagammal, (2016), Entrepreneurial Development & Small Business Management, Margham Publication, Chennai.

Web Resources:



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

1. <https://www.geektonight.com/entrepreneurship-and-small-business-notes/>
2. <https://desklib.com/document/entrepreneurship-small-management-business/>
3. <https://theintactone.com/2019/08/31/ccsubba-501-entrepreneurship-small-business-management/>
4. <http://www.freebookcentre.net/business-books-download/Entrepreneurship-Development-and-Small-Business-Management.html>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Have knowledge about the Emergence of Entrepreneurial Class and various Theories of Entrepreneurship.
- CLO2. Create an innovative and creative skills for penetrating in the market as an entrepreneur.
- CLO3. Interpret overview of the competences needed to become an entrepreneur and mobility.
- CLO4. Analyse the institutional support and incentives available to entrepreneur in India.
- CLO5. Built insights into the Management of Small Family Business and formulating the business plan.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BBA - III Year Syllabus

Semester – VI

Course Title : Money & Banking

Course Code : BBAS - 61

Course Credit : 4

COURSE OBJECTIVE

- CO1. Describe the basic functions of money and banking system in the modern business context.
- CO2. Discuss the working of gold standard, principles and method of currency note issue in the India's present currency system.
- CO3. Study the importance and various roles played by the Indian banks for business and economic growth.
- CO4. Describe the procedure and practices in the banking institutions.
- CO5. Explain the E – Banking methods and procedures in technological scenario.
-

COURSE SYLLABUS

BLOCK I: Money

Definition of money–difficulties of barter system - Kinds of money–commodity money, metallic money, paper money and credit money - Functions of money–primary, secondary and contingent functions

BLOCK II: Gold Standard

Gold standard–definition–types–characteristics–working of gold standard–principles and methods of note issue - India's present currency system.

BLOCK III: Banking

Banking - meaning and definition - role of banks in business - structure of commercial banking in India - public sector and private sector banks - scheduled banks - foreign banks - new generation banks – functions of commercial banks - RBI – functions.

BLOCK IV: Banking Practice

Banker and Customer definition - relationship between banker and customer - Types of Bank Accounts – Fixed Deposit Account – Savings – Current and Recurring Account – Features – Benefits - Account Opening Formalities - KYC Norms – Fixed



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Deposit Receipts – Non Residence Deposit Account – Currency (Domestic) Account – Senior Citizen Deposit Account – Flexi Deposit Account.

BLOCK V: E- Banking

E-Banking - Tele Banking - Centralised Online Real Time Electronic Banking (CORE) - Electronic Clearing Service (ECS)-Electronic Fund Transfer (EFT) - Real Time Gross Settlement (RTGS) - National Electronic Fund Transfer (NEFT) - bank Financial Telecommunications (SWIFT)-E-Cheque – Any Time Money - ATMs - Credit Cards - Debit Cards - Smart Cards - Internet Banking

References:

1. Gorden& Nataraj, (2016), Banking Himalaya Publication, New Delhi.
2. Mithani, D.M. (2014), Money, Banking, International Trade, and Public Finance, Himalaya Publishing House, New Delhi.
3. Panikar, KK., (2015), Banking –Theory System, S.Chand & Co., New Delhi.
4. Sundaram, K.P.M. (2009), Money, banking and international trade, Sultan Chand & Sons, New Delhi.
5. Tannan, ML., (2015), Banking Law & Practice in India, Indian Law House, New Delhi

Web Resources:

1. <https://freebookcentre.net/business-books-download/Money-and-Banking-Lecture-Notes.html>
2. https://www.academia.edu/6953105/Lecture_Notes_on_MONEY_BANKING_AND_FINANCIAL_MARKETS
3. <https://kamarajcollege.ac.in/Department/BBA/II%20Year/006%20Skill%20Based%20Core%20I%20-%20Introduction%20to%20Banking%20-%20III%20Sem.pdf>
4. <https://archive.nptel.ac.in/courses/110/106/110106040/>
5. <https://www.youtube.com/watch?v=AffhWkHYqJY>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Impart knowledge on money and its function to scale up the nation growth.
- CLO2. Get insight knowledge on working of gold standard, principles and method of currency note issue.
- CLO3. Appraise the knowledge on contemporary development in banking sectors.
- CLO4. Equip practical knowledge on the banking functions and its transactions.
- CLO5. Summarize the concept of E- Banking system in the present scenario.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : International Business

Course Code : BBAS - 62

Course Credit : 3

COURSE OBJECTIVE

- CO1. Explain the concepts in international business with respect to foreign trade/international business.
- CO2. Equip themselves in understanding the different agencies involved in EXIM process and their role in the international trade
- CO3. Highlight the importance of the regulatory framework within which international financial transactions can take place, with special reference to India
- CO4. Impart knowledge on international capital and foreign exchange market.
- CO5. Familiarize with export and import policy, procedures and documentation relating to foreign trade operations.

COURSE SYLLABUS

BLOCK I: International Business

Introduction - Definition of International Business - difference between international and domestic business - Advantages and Disadvantages of International Business - Approaches to International Business - Changing Environment of International Business

BLOCK II: Globalisation of Markets

Globalisation - Trends in Globalisation - Effects and Benefits of Globalisation - balance of payment and foreign exchange - Foreign trade policy 2004-2009 – Export licensing procedures and formalities –Export price Quotations – Deemed Exports – benefits – Export Promotion in Export Credits Guarantee Corporation (ECGC) – Export Promotion Councils (EPCS) & Commodity Boards (CB) – Export promotion schemes.

BLOCK III: International Institution

UNCTAD - Principles and Major Achievements - IMF - Role of IMF - IBRD, Features of IBRD - WTO, Role, , objectives and Advantages of WTO - Regional Economic Integration: EU, NAFTA, ASEAN, SAARC.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BLOCK IV: Foreign Exchange

Foreign Exchange - Various types of Exchange Rate Regimes – Floating Rate Regimes - Managed Fixed Rate Regime - Factors Affecting Exchange Rates - Brief History of Indian Rupees Exchange Rates.

BLOCK V: Import & Export Documentation

Import and export documentation – Frame work – Standardised pre-shipment Export documents – Commercial and regulatory documents

References:

1. K Aswathappa,(2017), International Business,6th Edition, Tata McGraw Hill Education private limited, 7th west Patel Nagar, New Delhi.
2. Bimal Jaiswal,(2017), International Business, 2nd revised Edition, Himalaya Publication, New Delhi.
3. Devendra Thakur, (2009), Globalisation and International Business ,Balaji World of Books, New Delhi.
4. Francis Cherunilam,(2011), International Business, 5th Edition, PHI Learning, New Delhi.

Web Resources:

1. <http://www.fimt-ggsipu.org/study/bba308.pdf>
2. <https://www.geektonight.com/international-business-management-pdf/>
3. <http://freebookcentre.net/business-books-download/International-Trade-and-Finance-by-Prof.-P.-Natarajan.html>
4. <https://archive.nptel.ac.in/courses/110/107/110107145/>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Demonstrate the concept of International Business, its origin and the Drivers to International Business
- CLO2. Apply the basics of global trade and import and export policies and markets.
- CLO3. List out importance of regulatory framework within which international financial transactions can take place, with special reference to India.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

- CLO4. Identify risk relating to exchange rate fluctuations and develop strategies to deal with them.
- CLO5. Handle import and export documentation procedures during International business



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Financial Markets & Services

Course Code : BBAS - 63

Course Credit : 4

COURSE OBJECTIVE

- CO1. Describe the meaning, importance and features of the money market in India.
- CO2. Discuss about the functions of NBFIs and how these act as financial intermediaries.
- CO3. Gain knowledge on new issue markets and functions of Stock exchanges in India.
- CO4. Explain the new and innovative financial services of India and analyse the role of credit rate agencies and factoring services.
- CO5. Explain the role of merchant banking services in India as per SEBI regulations.

COURSE SYLLABUS

BLOCK I: Concept and Meaning of Money Market

Money Market - Call Money Market - Treasury Bills Market - Commercial Bills Market - Markets for Commercial paper and Certificates of Deposits - The Discount Market - Market for Financial Guarantee - Government (Gilt-edged) Securities Market.

BLOCK II: An Introduction to Financial Intermediaries

Non-Banking Financial Intermediaries – Investment Companies – Hire Purchase Finance – Venture Capital Funds - Small Savings and Provident Funds - Unit Trust of India and Mutual Funds

BLOCK III: New Issues Market and Secondary Markets

New Issue Market – Meaning and Advantages– General Guidelines for New Issue – Methods of Floating – Players – Recent Trends. Secondary Market: Stock Exchanges - Functions – Role of Securities and Exchange Board of India – Reforms in Secondary Market – Efficient Market Theory.

BLOCK IV: Financial Services

Financial Service - Meaning- Important and its Types - Factoring– Meaning, Functions, Types, Cost and Benefit of Factoring – Factoring in India and Abroad - Credit Rating - Mechanism, Role of CRISIL - ICRA Limited and CIBIL.



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

BLOCK V: Merchant Banking

Merchant Banking – Definition, Origin of Merchant Banking – Merchant Banking in India - Merchant Banks and Commercial Banks – Services of Merchant Bankers – Qualities required for Merchant Bankers - Problems and Scope of Merchant Banking in India.

References:

1. Bhole L.M, (2016) Financial Institutions and Markets, , Tata McGraw Hill Publishing Company Limited, New Delhi.
2. Gordon and Natarajan, (2011) Financial Markets and Services, Himalaya Publishing House.Mumbai.
3. Gurusamy S,(2015) Financial Markets and Institutions, S. Vijay Nicole Imprints (P) Ltd Chennai.
4. Jeff Madura, (2011) Financial Markets and Institutions, 5th Ed., South-Western College Publishing.
5. Khan, M.Y, (2012) Financial Services, Tata McGraw Hill. Publishing Company Limited, New Delhi.
6. Nalini Prava Tripathy, (2015) Financial Instruments and Services, Prentice Hall of India, New Delhi.

Web Resources:

1. <https://www.geektonight.com/financial-markets-and-services-notes/>
2. <http://14.139.185.6/website/SDE/sde168.pdf>
3. <https://kamarajcollege.ac.in/Department/BBA/II%20Year/e003%20Core%2011%20-%20Financial%20Services%20-%20IV%20Sem.pdf>
4. <https://freebookcentre.net/business-books-download/An-Introduction-to-Financial-Market.html>
5. <https://archive.nptel.ac.in/courses/110/105/110105121/>

COURSE OUTCOME

On completion of this course, the students will be able to:

- CLO1. Get insight knowledge on functioning of the money market and will also be able to compare it with capital market.
- CLO2. Distinguish among various financial intermediaries and markets.
- CLO3. Illustrate the New Issue market and to know the activities of stock exchanges in India



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

CLO4. Gain knowledge on financial services including the factoring services and its importance and to understand the role of credit rate agencies in India.

CLO5. Examine origin and the role of merchant banking services in India



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : Introduction to Retailing

Course Code : BBAS - 64

Course Credit : 3

COURSE OBJECTIVE

CO1. Get insight on basic knowledge on retailing concept and its relevance in Indian retail market.

CO2. Explain the understanding of retail management and types of retailers.

CO3. Familiarize the students with retail services and operations.

CO4. Explain the retail location choices and their effectiveness in Indian context.

CO5. Create awareness about emerging trends in retail management.

COURSE SYLLABUS

BLOCK I: Overview

Retailing - Definition, Nature, Scope – Meaning – Types - Classification – Retailing & Marketing - Growing importance of retailing- Factors influencing retailing – Functions and activities of Retailing-Stores Location – Steps in choosing a retail location.

BLOCK II: Classification

Retail outlets by Ownership & Organisation - Retail categories - Types of business organisation- Types of Retail store ownership - Classification on the basis of ownership - Classification on the basis of Merchandise mix, Non store retailing - Other retail models.

BLOCK III: Retail service

Services & Quality in Retailing - Factors constituting retailing - The service – product concept - The intangible-tangible product continuum - A classification of service and quality - Implementation of service management - Growing emphasis on control of quality - Key terms of quality - Characteristics of quality and Long term Benefit.

BLOCK IV: Retail Location

Retail in India - The origin of retail in India - Types of retail locations, Factors determining the location decision, Steps involved in choosing a retail locations, Measurement of success of location- Drivers of retail change in India - Changing income profiles - Difference between rural and urban India - Changes in consumption patterns - Foreign direct investment in retail.



BLOCK V: Emerging Trends in Retailing

Modern retail formats- Organised retailing-The size of retail in India - Clothing, textiles and fashion accessories - Food and food services - Books and music - Other emerging sectors - Retail realities - Challenges to retail development in India- E-tailing.

References:

1. Gibson G. Vedamani, (2012), Retail Management: Functional Principles and Practices, 4th Edition, Jaico Publishing, Bengaluru.
2. Michael Levy and Barton AWeitz, (2019), Retailing Management, 10th Revised edition, McGraw-Hill Inc., US, (ISE Editions).
3. R. Sudharshan, S. Ravi Prakash and M. SubrahmanyaSarma, (2007), Retail Management: Principles & Practices, 1st Edition, New Century Publications, New Delhi.

Web Resources:

1. <http://sim.edu.in/wp-content/uploads/2018/02/RETAIL-MANAGEMENT-Notes.pdf>
2. <http://www.freebookcentre.net/business-books-download/Retail-Marketing.html>
3. <https://www.geektonight.com/retail-management-pdf/>
4. <https://archive.nptel.ac.in/courses/110/105/110105158/>

COURSE OUTCOME

On completion of this course, the students will be able to:

CLO1. Impart knowledge on Retailing as an important field of practice

CLO2. Recognize about the understanding of retail management and types of retailers.

CLO3. Summarize the concept of retailing services and control of quality.

CLO4. Evaluate the types of retail locations and effective category management.

CLO5. Analyze perceive about the retail management and aware of the latest trends in retail industry



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

Course Title : E-Business

Course Code : BBAS - 65

Course Credit : 3

COURSE OBJECTIVE

- CO1. Acquire the knowledge of recent trends in e-commerce / business.
 - CO2. Discuss how the business strategy works on e-commerce to maintain cordial relation with customers.
 - CO3. Explain the concepts of Business to Business and latest development of M-Commerce.
 - CO4. Discuss electronic mode of payment system for business augmentation.
 - CO5. Study the e-business environment and the legal & ethical aspects of e-business.
-

COURSE SYLLABUS

BLOCK I: Doing Business Online

Definition of E-Business - objectives of E-Business - Evolution of E-Business - History of the Internet- internet revolution and its implications in the business - E-Business Opportunities - E-Business vs the Traditional Business Mechanism - merits and demerits of E-Business

BLOCK II: Business Strategy in New Economy

Key features of Internet economy – Redefining the borders of the firm – Building a successful e-business – Adopting the Internet in an established business – E-retailing – The elements of business to consumer (B2C) strategy – Marketing on the internet – Emerging trends in e-commerce.

BLOCK III: Business – to – Business

An introduction to Business – to – Business (B2B) e-commerce – Organisation of B2B marketplace – B2B marketing and the internet – Opportunities and challenges in B2B – Economics of online advertising: portals and search engine – Concept of M-Commerce.

BLOCK IV: Money on the Net

Overview of the electronic payment systems – Using credit cards on line – Smart cards, electronic cash and other payment systems – Implications of innovative online



Tamil Nadu Open University

577, Anna Salai, Saidapet, Chennai – 600015, Tamil Nadu

payment systems – Rights and obligations in the world of e-commerce – Third-Party Payment Processing - Electronic Payment Gateway–Security Standard for Electronic Payment System.

BLOCK V: Environment of E-Business

The environment of e-business - international - legal ethical - tax issues - business plan for implementing e-business.

References:

1. Alexi Leon and Mathews Leon, (2004), Introduction to Information Systems, McGraw-Hill Education (India) Pvt Limited, New Delhi.
2. Anup K. Ghosh, (2012), E-Commerce Security and Privacy, Kindle Edition
3. Peter G W Keen, (1994), Every Manager’s Guide to Information Technology, 2nd Edition, Harvard Business School Press, Boston.
4. Rajesh Chakrabarti and Vikas Kardile, (2002), The Asian Manager’s Handbook of E-Commerce (paperback edition), Tata McGraw – Hill Publishing Company Limited, New Delhi.

Web Resources:

1. <http://www.freebookcentre.net/Business/E-Business-Books.html>
2. <https://freebookcentre.net/business-books-download/E-Business-Lecture-Notes.html>
3. <https://www.toppr.com/guides/business-studies/emerging-modes-of-business/e-business/>
4. <https://archive.nptel.ac.in/courses/110/105/110105083/>

COURSE OUTCOME

On completion of this course, the students will be able to:

CLO1. Develop an understanding of the global E-Business Concepts and the collaborations that are taking place.

CLO2. Analyze the impact of E-commerce on business and applying new strategies.

CLO3. Develop the concepts of Business to Business and discover the economics of online advertising works.

CLO4. Assess the E-payment system in the existing business scenario.

CLO5. Develop entrepreneurial approach and environment in current market scenario of e-commerce.

Bachelor of Computer Applications (BCA/BCA – LE) - Semester Pattern

Under Choice Based Credit System (CBCS)

Regulation and Syllabus



School of Computer Science

TAMIL NADU OPEN UNIVERSITY

577, Anna Salai, Saidapet,

Chennai 600 015

Bachelor of Computer Applications (B.C.A.)

Regulations

1. Programme Objectives:

- To improve the ability to solve problems, think independently and to understand the role of Computer Science in Information technology
- To train the students to understand the basics of Computer Science
- To realize the significance of software development.
- To use appropriate theory, practices and tools to design, implement, test and evaluate systems to solve problems in Computer Science and other fields
- To provide Employment Opportunity to the youths.

2. Programme Outcomes:

After successful completion of Bachelor of Computer Applications, a student shall be able to:

- Transform complex computing tasks into solvable parts of problem, investigate, develop solutions and propose integrated solutions using emerging technologies.
- Develop an effective helping relationship with people in order to ensure better results through combined knowledge, abilities and Communicate effectively with the society through effective oral documentations and presentations
- Identify, deep drive analyze, interpret and to formulate complex solutions using to various computing domains.
- Augment broad knowledge across various fields of computer in global technological development.
- Work as a member or leader in various teams and organize to excel for team progress in multidisciplinary situation.
- Improve technical and technological knowledge in diverse areas of computer and enhancing competencies, skills for high carrier orientation and entrepreneurship.

3. Programme Specific Outcomes (PSOs):

After successful completion of Bachelor of Computer Applications, a student shall be able to:

- Apply the knowledge of mathematics and science fundamentals to solve the complex problems.

- Identify and resolve right issues at right time.
- Develop variety of real time applications using latest technologies.
- Combine analytical, logical and managerial skills with the technical aspects to resolve real world issues.
- Possess strong foundation of computer knowledge for their higher studies.
- Apply the suitable techniques to effectively manage business challenges.

4. Eligibility for admission:

BCA - Candidates should have passed the Higher Secondary Examination (10+2 pattern) conducted by the Board of Higher Secondary Education, Government of Tamilnadu or equivalent.

BCA (LE) - University recognized three diploma after 10th Standard, two year Diploma after 12th standard relevant to Computer Science field.

5. Medium: English

6. Duration of the Course:

- B.C.A : 3 Years
- B.C.A – (Lateral Entry) : 2 Years

7. Admission:

Admission for B.C.A and B.C.A (Lateral Entry) will be taken in Academic year and Calendar year.

8. Course of Study

The course of study shall comprise the following subjects.

FIRST YEAR	
First Semester	Tamil / Other language-I
	English – I (AECC)
	Core - I (CC)
	Core – II (CC)
	Ancillary - I
	Core Practical – I (SEC)
Second Semester	Tamil / Other Language - II

	English –II(AECC)
	Core - III (CC)
	Core - IV (CC)
	Core – V (CC)
	Core Practical – II (SEC)
SECOND YEAR	
Third Semester	Tamil / Other Language - III
	English –III(AECC)
	Core – VI (CC)
	Ancillary – II
	Core – VII (DSE)
	Core Practical – III (SEC)
Fourth Semester	Tamil / Other Language - IV
	English –IV(AECC)
	Core – VIII (DSE)
	Core – IX (CC)
	Core Practical – IV (SEC)
	Environmental Studies
THIRD YEAR	
Fifth Semester	Core – X (DSE)
	Core – XI (CC)
	Core – XII (CC)
	Core – XIII (CC)
	Core practical – V (SEC)
	Elective (Generic Elective) – 1(GE)
Sixth Semester	Core – XIV (CC)
	Core Practical – VI (SEC)
	Project
	Elective -1
	Elective -2
	Elective (Generic Elective -2) (GE)

AEC- Ability Enhancement Course

CC - Core Course

DSE – Discipline Specific Elective

SEC – Skill Enhancement Course

GE – Generic Elective

9. Examinations:

The examination for the B. C. A and B. C. A. (Lateral Entry) degree programmes shall consist of theory and practical papers.

(i) Theory Examinations: The theory examinations shall be of three hours duration to each paper and conducted at the end of each year. The candidates who failing in any subject(s) will be permitted to appear for each failed subject(s) in the subsequent examinations.

(ii) Practical Examinations: The practical examinations shall be of three hours duration to each practical and conducted at the end of every semester. The candidates who failing in any practical(s) will be permitted to appear for each failed practical(s) in the subsequent examinations.

10. Scheme of Examinations:

The scheme of examinations of different year shall be as follows:

Bachelor of Computer Applications and Lateral Entry

Distance Mode – Semester Pattern

Part	Name of the Course	Title of the Course	Course Code	Examination			
				Credit	Marks Distribution		Maximum Marks
CIA*	TEE#						
1st YEAR							
Semester - I							
I	Language	Tamil or other Language - I	BFTMS-11	3	30	70	100
II	Language	Foundation in English - I	BFEGS-11	3	30	70	100
III	Core - I	Problem Solving Techniques	BCAS-11	4	30	70	100
	Core-II	Information Technology Essentials	BCAS-12	4	30	70	100
	Ancillary - I	Allied Mathematics - I	BMSSA-11	3	30	70	100
IV	Core- Practical I	Office Automation Laboratory	BCAS -P1	2	30	70	100
Semester - II							
I	Language	Tamil or other Language - II	BFTMS-21	3	30	70	100
II	Language	Foundation in English - II	BFEGS-21	3	30	70	100
	Core - III	Programming in C	BCAS-21	4	30	70	100

III	Core-IV	Open Source Technology	BCAS-22	4	30	70	100
	Core-V	Digital Logic	BCAS-23	4	30	70	100
	Core Practical-II	C Programming Laboratory	BCAS-P2	2	30	70	100
2nd YEAR – LATERAL ENTRY							
Semester - III							
I	Language	Tamil or other Language - III	BFTMS-31	3	30	70	100
II	Language	Foundation in English - III	BFEGS-31	3	30	70	100
III	Core-VI	Programming Using C++	BCAS-31	4	30	70	100
	Ancillary- II	Allied Mathematics-II	BMSSA-22	3	30	70	100
	Core -VII	Data Structures	BCAS-32	4	30	70	100
	Core Practical III	Data Structures using C++ Laboratory	BCAS-P3	2	30	70	100
Semester - IV							
I	Language	Tamil or other Language - IV	BFTMS-41	3	30	70	100
II	Language	Foundation in English - IV	BFEGS-41	3	30	70	100
III	Core-VIII	Data Base Management Systems	BCAS-41	4	30	70	100
	Core - IX	Web Designing	BCAS-42	4	30	70	100
	Core Practical IV	Web Designing & DBMS Laboratory	BCAS-P4	2	30	70	100
IV	Elective	Environmental Studies	CCE	2	30	70	100
3rd YEAR							
Semester - V							
III	Core -X	Data Communication & Networking	BCAS-51	4	30	70	100
	Core-XI	Programming in Java	BCAS-52	3	30	70	100
	Core-XII	Operating Systems	BCAS-53	4	30	70	100
	Core -XIII	Software Engineering	BCAS-54	4	30	70	100
	Core Practical- V	Programming in Java - Laboratory	BCAS-P5	2	30	70	100
IV	Elective	Generic Elective-1	GE-1	2	30	70	100
Semester – VI							
III	Core-XIV	Visual Programming	BCAS-61	3	30	70	100
	Core Practical-VI	Visual Programming Laboratory	BCAS-P6	2	30	70	100
	Project Work	Mini Project	BCAS-P7	2	30	70	100
IV	Elective	Elective- I**	CBCS (Student Choice)	3	30	70	100
	Elective	Elective –II**	CBCS (Student Choice)	3	30	70	100
	Elective	Generic Elective-2	GE-2	2	30	70	100
Total Credits for BCA = 110 & BCA - LE - 70 Total Marks = 3600							

* Generic Elective papers list given by the university

* *Continuous Internal Assessment (CIA)*

Term End Examination (TEE)

***Any one from the list of respective electives*

Non-Major Elective Courses for other Discipline Students

1. *Information Technology Essentials-BCAS-12*
2. *Office Automation – BCAS-13*

Core and Elective Courses:

1. Core Courses – Core Theory papers – I, II, III, IV, V, VI, IX, XI, XII, XIII, XIV
2. Ability Enhancement Compulsory Courses (AECC) – (i) Foundation in English – I, II
(ii) Foundation in English – III, IV
3. Skill Enhancement Courses (SEC) – Core Practicals- I, II, III, IV, V, VI
4. Non-Major Elective (NME) – Candidates may choose one paper from the list given by the University
5. Discipline Specific Elective (DSE) – Core theory papers –VII, VIII , X.

LIST OF ELECTIVES

Course Code	Course Name
ELECTIVE – I	
BCASE-01	Principles of Management
BCASE-02	Management Information Systems
BCASE-03	Professional Ethics
BCASE-04	Constitution of India
ELECTIVE – II	
BCASE-05	E- Learning
BCASE-06	Big Data Analytics
BCASE-07	Financial Accounting
BCASE-08	Data Mining

11. Question Pattern for Theory Examinations:

Max. Marks: 70

Time: 3 hours

PART - A ($3 \times 3 = 3$ marks)
Answer all THREE questions
[All questions carry equal marks]

- From Block - I
- From Block - II
- From Block - III
- From Block - IV
- From Block- V

PART - B ($3 \times 7 = 21$ marks)
Answer any THREE questions out of FIVE questions
All questions carry equal marks

- From Block - I
- From Block - II
- From Block – III
- From Block - IV
- From Block- V

PART - C ($4 \times 10 = 40$ marks)
Answer any FOUR questions out of Seven questions
[All questions carry equal marks]

- From Block - I
- From Block - II
- From Block - III
- From Block - IV
- From Block- V
- From any Block
- From any Block

12. Passing Minimum

For Theory Examination: The candidate shall be declared to have passed the examination if the candidate secures not less than 25 marks in the Term End Examinations (TEE) in each theory paper and secures not less than 13 marks in the Continuous Internal Assessment(CIA) [The mark

distributions will be adhere as per TNOU norms time to time] and overall aggregated marks is 40 marks in both external and internal taken together. The Candidate must secure the minimum aggregated total of 40 marks for passing in the each course.

Continuous Internal Assessment (CIA)		Term End Examination (TEE)		Overall Aggregated Marks	Maximum Marks
Minimum Pass Mark	Maximum Pass Mark	Minimum Pass Mark	Maximum Pass Mark	CIA + TEE	
13	30	25	70	40	100

For Practical Examination: The candidate shall be declared to have passed the practical examination if the candidate secures not less than 25 marks in the practical examinations in each practical course and secures not less than 13 marks in the Continuous Internal Assessment (CIA). [The mark distributions will be adhere as per TNOU norms time to time] and overall aggregated marks is 40 marks in both external and internal taken together. The Candidate must secure the minimum aggregated total of 40 marks for passing in the each course.

Continuous Internal Assessment (CIA)		Practical Examination (PE)		Overall Aggregated Marks	Maximum Marks
Minimum Mark	Maximum Mark	Minimum Mark	Maximum Mark	CIA + PE	
13	30	25	70	40	100

13. Pattern of Question Paper for Practical Examinations: Each set of question paper should contain questions from the syllabus and the candidate has to choose one by lot. The following pattern is prescribed for (TEE) practical courses for Bachelor of Computer Applications (BCA) and BCA (Lateral Entry).

S.NO	Activities	Marks
1	Writing the Program	20
2	Compiling of the Program	20
3	Running the program	10
4	Record Work	10
5	Viva	10
	Total	70

14. Project work: The project course will be evaluated for 100 marks. The 100 marks is awarded for Evaluation of the Project. The passing minimum in the project work is 40% of the total mark. i.e. the student should get minimum 40 marks out of 100 marks in the project evaluation.

Awarding of marks for Project Evaluation.

S. No.	Activities	Marks
1	Designing	50
2	Coding	25
3	Organization of Report	25
Total		100

15. Classification of Successful Candidates:

Candidates who pass all the courses prescribed and who secure

- 75% and above (in first attempt only) will be placed in the *First class with Distinction*.
- 60% and above in the aggregate of marks will be placed in the *First Class*.
- 50% and above but below 60% in the aggregate will be placed in the *Second Class*.
- All other successful candidates will be placed in the *Third Class*.

Detailed Syllabus



Tamil Nadu Open University

School of Computer Science

Chennai – 15

B. C. A. SYLLABUS - I YEAR (I SEMESTER)

பாடப் பெயர் : தமிழ் (Tamil)
(Course Title)

பாடக் குறியீடு : BFTMS-11
(Course Code)

பாட கற்றல் அளவெண் : 3
(Course Credits)

பாட நோக்கங்கள்

1. தமிழ் இலக்கியங்களை அறிமுக நோக்கில் எடுத்துரைத்தல்
2. மொழித்திறன், மொழியறிவு, இலக்கியப் பொது அறிவு பெறும் வகையில் விவரித்தல்

பாடத்தினைப் படிப்பதால் விளையும் பயன்கள்

1. தமிழிலுள்ள சமய இலக்கியங்கள், சிற்றிலக்கியங்கள், மரபுக் கவிதை, புதுக் கவிதை, உரைநடை இலக்கியங்கள், மு.வ.வின் உரைநடைச் சிறப்புகள், பாரதிதாசனின் அமைதி நாடகச் சிறப்புகள் பற்றி மாணவர்கள் விரிவாக எடுத்துரைப்பார்கள்.

பிரிவு - 1 பன்னிரு திருமுறைகள்

தமிழில் சமய இலக்கியங்கள் - சமய இலக்கியத் தோற்றம், சமணமும் பௌத்தமும், சைவ சமய வளர்ச்சி, பன்னிரு திருமுறை பட்டியல் - திருஞானசம்பந்தர் தேவாரம் பாடல் சிறப்புகள். - (திருநாவுக்கரசரின் மாசில் வீணையும், நம்கடம்பனைப் பெற்றவள், சுந்தரர் - பித்தா பிறைசூடி, பொன்னார் மேனியனே, மாணிக்கவாசகர் - வானாகி மண்ணாகி, பால்நினைந்து ஊட்டும், திருமூலரின் ஒன்றே குலமும் ஒருவனேதேவனும், அன்பும் சிவமும் இரண்டென்பர், காரைக்காலம்மையார் - இன்று நமக்கெளிதே மாலுக்கும், அறிவானும் தானே அறிவிப்பான் .

பிரிவு - 2 நாலாயிரத் திவ்யப் பிரபந்தம்

முதல் மூன்று ஆழ்வார்கள் - பொய்கையாழ்வார் பாடல் - வையம் தகளியா வார்கடலே, பூத்ததாழ்வார் பாடல் - அன்பே தகளியா ஆர்வமே - பேயாழ்வார் - திருக்கண்டேன் பொன்மேனி கெண்டேன், திருமழிசை ஆழ்வார் பாடல் - அன்பாய்

ஆரமுதம் ஆவாய், நம்மாழ்வார் - இவையும் அவையும் உவையும், மதுரகவியாழ்வார் - நன்மையால் மிக்க நான்மறை, குலசேகராழ்வார் - செல்வத்து அரம்பையர்கள், பெரியாழ்வார் - மாணிக்கம் கட்டி வயிரம் இடைகட்டி - ஆண்டாள் - மத்தளம் கொட்ட வரிசங்கம், தொண்டரடிப் பொடியாழ்வார் - பச்சைமா மலைபோல் மேனி, திருப்பாணாழ்வார் - கொண்டல் வண்ணனைக் கோவலனாய், திருமங்கையாழ்வார் - குலம்தரும், செல்வம் தந்திடும், அடியார்.

பிரிவு - 3

சீறாப்புராணம் (கதீசா கனவு கண்ட படலம்)

சீறாப்புராணம் - காப்பிய அமைப்பு, கதீசா கனவு கண்ட படலம், காப்பிய முன்கதைச் சுருக்கம், படலக் கதைச் சுருக்கம் - கதீசா கனவு கண்டு எழுதல் - கதீசா கண்ட கனவு, கதீசாவின் ஏமாற்றம் - கதீசாவின் இயல்பு நிலையில் மாற்றம் - ஒப்பனை துறந்த விரக்தி, பஞ்சணை பொருந்தா நிலை - கதீசாவின் புலம்பல் - விதவசம் பொருந்துமோ எனல், மாதுலன் வசனம் சிதையுமோ எனல், கதீசா தேம்புதல். - மெசறாவின் மடல் வருதல் - மைசறா எழுதிய பத்திரம், சித்திர வரிதொறும் முத்தமிடுதல், கடலில் தவிப்பார்க்குக் கிடைத்த மரக்கலம்.

பிரிவு - 4

தேம்பாவணி (காட்சிப் படலம்)

தேம்பாவணி - காப்பிய அமைப்பு, காட்சி படலம், காப்பிய முன்கதைச் சுருக்கம், படலக் கதைச் சுருக்கம், - கோவர் கூட்டம் வந்து காணுதல் - குழந்தை இயேசுவைத் தொழுதல், முல்லையார் தந்த முல்லை மாலை, பேரின்பத்தால் உயிர் ஊஞ்சலாடல் - கோவலர் போற்றி வாழ்த்துதல் - நீவிப் போன ஆட்டை மீட்கவோ உதித்தனை எனல், பிணிக் குலத்தக்கது உதித்த பெற்றி போற்றல், அன்னையையும் ஆண்டவரையும் வாழ்த்துதல் - கோவலர் செலுத்திய காணிக்கை - இடைச்சியர் மாலை சாத்தல், இடையர் தந்த பால் காணிக்கை, குழந்தை இயேசுவின் அருள்நோக்கு - ஓகனோடு ஓங்குதாயும் வாழ்த்தினாள் - அன்பால் பீறிட்ட ஆனந்தக் கண்ணீர் மழை, வேந்தரை நீக்கி ஆயரைத் தெரிந்ததென் எனல்.

பிரிவு - 5

முத்தொள்ளாயிரம் (யானை மறம் - மருப்பு ஊசி யாக, கொடிமதில் பாய்ந்துஇற்ற, அயிற்கதவம் பாய்ந்துழக்கி, கைக்கிளைப் பாடல்கள் - உழுத உழுத்தஞ்சேய், நாண் ஒருபால் வாங்க நலன் ஒருபால், ஆய்மணிப் பைம்பூண் எனத் தொடங்கும் பாடல்கள்)

நந்திக்கலம்பகம் (ஊசல், மறம் உறுப்பில் அமைந்த பாடல்கள்)

தமிழில் சிற்றிலக்கியங்கள் - சிற்றிலக்கியத் தோற்றம், சிற்றிலக்கிய வகைகள், கலம்பகம், பிள்ளைத்தமிழ் - முத்தொள்ளாயிரம் - நூல்பெயர் விளக்கம், அமைப்பு, யானை மறம் விளக்கம், கைக்கிளை விளக்கம், - முத்தொள்ளாயிரம் - யானை மறம் பாடல்கள் - பாண்டியன் யானை மறம் - ஒரு பாடல், சோழன் யானை மறம் - ஒருபாடல், சேரன் யானை மறம் - ஒரு பாடல் - முத்தொள்ளாயிரம் - கைக்கிளைப் பாடல்கள் - பாண்டியன் கைக்கிளை - ஒருபாடல், சோழன் கைக்கிளை ஒருபாடல்,

சேரன் கைக்கிளை ஒரு பாடல், - நந்திக்கலம்பகம் - ஊசல், மறம் - கலம்பக ஊறுப்புகள் 18 விளக்கம், ஊசல் உறுப்பில் அமைந்த பாடல், மறம் உறுப்பில் அமைந்த பாடல் - நந்திக்கலம்பகம், தலைவன் தலைவி கூற்று - தலைவன் கூற்றுப் பாடல், தலைவி கூற்றுப் பாடல்.

பிரிவு - 6 மீனாட்சியம்மை பிள்ளைத்தமிழ் (அம்புலி பருவம்)

பிள்ளைத் தமிழ் விளக்கம் - பிள்ளைத் தமிழின் பத்துப் பருவங்கள், பிள்ளைத் தமிழுக்கு அம்புலி - விளக்கம், - சாமம் என்னும் வழிமுறை - சாமம் விளக்கம், சாமம் வழிமுறைப்பாடல் - தானம் என்னும் வழிமுறை - தானம் விளக்கம், தானம் வழிமுறைப் பாடல் - பேதம் என்னும் வழிமுறை - பேதம் விளக்கம், பேதம் வழிமுறைப் பாடல் - தண்டம் என்னும் வழிமுறை - தண்டம் விளக்கம், தண்டம் வழிமுறைப் பாடல்.

பிரிவு - 7 இக்கால மரபுக்கவிதைகளும் பாட்டு இலக்கியமும்

மரபுக் கவிதைகளும் பாட்டு இலக்கியமும் - மரபுக் கவிதைகள் விளக்கம், பாட்டுக்கள் - வள்ளலார், பாரதியார், பாரதிதாசன் - வள்ளலார் இராமலிங்க அடிகள் பாடல் - ஒருமையுடன் நினைது திருமலரடி... - பாரதியார் - யாமறிந்த மொழிகளிலே - பாரதிதாசன் - காலையினம் பரிதியிலே... நாமக்கல் கவிஞர், கவிமணி - நாமக்கல் கவிஞர் இராமலிங்கம்பிள்ளை பாடல் - தமிழனென்று சொல்லடா... - கவிமணி தேசிகவிநாயகம் பிள்ளை - புலர்ந்து விடியும் பொழுதினிலே...சுரதா, முடியரசன் - சுரதா - சுவரின்மேல் ஒட்டிக் கொண்டிருக்கும் - முடியரசன் - சாதியைத்தான் முன்வைத்துச் சான்றுகின்றார். கண்ணதாசன் - கேள்வி பிறந்தது அன்று, மருதகாசி - சமரசம் உலாவும் இடமே, பட்டுக்கோட்டையார் - சின்னப்பயலே சின்னப்பயலே...

பிரிவு - 8 புதுக் கவிதைகளும் ஐக்கக் கவிதைகளும்

புதுக்கவிதைகளும் ஐக்கக் கவிதைகளும் - புதுக் கவிதைகள் விளக்கம், - நா. காமராசன் - பாற்கடல் அமுதத்தை..., அப்துல் ரகுமான்- நாற்காலியாய் இருந்தவன் ..., மீரா - மூட்டை மூட்டையாய்..., சிற்பி - அகன்ற உலகு நான்..., இன்குலாப் - பதவியூர் போகும்..., மு. மேத்தா - என்னுடைய சம்பளநாளில்..., அபி - பகல்வெளியில் எங்கோ..., ஈரோடு தமிழன்பன் - நீலச் சேற்றில்..., சேசாலம் - மண்ணின் வெடிப்பை..., வைரமுத்து - அவிழ்ந்த கூந்தலை அள்ளிமுடிக்க..., ஐக்கக் கவிதைகள் - அப்துல் ரகுமான் - இரவெல்லாம் ..., அமுதபாரதி - எரியும் பிணங்கள், மித்ரா - பசித்த குழந்தைகள், அறிவுமதி - மரம் வெட்டிய..., கழனியூரன் - அன்புடைமை...

பிரிவு - 9

மு. வரதராசனாரின் "தமிழுக்கு முதல் இடம்"

தமிழில் உரைநடை வளர்ச்சி - உரைநடையின் தோற்றம், தமிழில் கட்டுரைகள், தமிழில் மணிப்பிரவாள நடை, தமிழில் தனித்தமிழ்நடை, - மு. வரதராசனார் உரைநடை,- மொழிப்பற்று நூல் அறிமுகம், தமிழுக்கு முதல் இடம் - கட்டுரை உட்பொருள் - தமிழுக்கு முதல் இடம் - தமிழ்நாட்டுக் கோயில்களில் வடமொழி, தமிழ் இசை கருநாடக இசையாக மாறிப்போனது, தமிழ் இசைக்கு முதல் இடம், ஆட்சித் துறையில் தமிழுக்கு முதல் இடம், ஆட்சிமொழி எவ்வழி பிறகுறைகள் அவ்வழி, இதழியல் துறையில் தமிழுக்கு முதல் இடம், ஆங்கிலப் பத்திரிகைகளும் அமாவாசைச் சாமியார்களும்.

பிரிவு - 10

பாரதிதாசனின் "அமைதி" நாடகம்

தமிழில் உரைநடை நாடக வளர்ச்சி, - தமிழில் நாடகங்களின் தோற்றம், 20 ஆம் நூற்றாண்டில் தமிழ் நாடகங்களின் நிலை, முத்தமிழில் நாடகத்தமிழ் விளக்கம், மௌன மொழி உலகப் பொதுமொழி. - பாரதிதாசன் என்னும் நாடக ஆசிரியர் - புரட்சிக்கவிஞரின் நாடகப் புரட்சி, பிரெஞ்சு நாடகத் தாக்கம், அமைதியின் சிறப்பு - அமைதி நாடகக் கதைச் சுருக்கம் - அமைதி - களம் ஒன்று, களம் - இரண்டு, களம் மூன்று, களம் நான்கு, களம் ஐந்து, களம் ஆறு, களம் ஏழு, அமைதி நாடகத் திறனாய்வு.

பார்வை நூல்கள்:

1. மு. வரதராசன், தமிழ் இலக்கிய வரலாறு, சாகித்ய அக்காதெமி, புதுடெல்லி.
2. மது. ச. விமலானந்தன், தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
3. தமிழண்ணல், புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - I YEAR (I SEMESTER)

COURSE TITLE	:	Foundation in English-I (Literature and Grammar)
COURSE CODE	:	BFEGS-11
COURSE CREDIT	:	3

Course Objectives

While studying the Foundation in English –I course, the student can able to:

- Make the learners aware of the history of England
- Cultivate the creativity among the learners
- Improve the reading skills of the learners
- Enhance the vocabulary of the learners
- Make the learners read and write in English

Course Learning Outcomes

After completion of the Foundation in English –I Course, the learners will be able to:

- Describe the history of England
- Critically analyse the literary texts
- Use the words correctly
- Write in flawless English

Block-1 Brief History of England

Tudor England- Stuart England -Restoration England -Revolutions -Eighteenth Century-19th Century Education- 20th Century

Block 2 Literary Texts

R.K. Narayan- *An Astrologer's Day* and Sarojini Naidu - *Bangle Sellers*

Block-3 Reading Comprehension

Definition of Comprehension- Types of Comprehension- Reading Materials-Vocabulary- Critical Reading- Effective Reading- Exercises

Block -4 Functional Grammars and Vocabulary

Parts of Speech- Tenses-Articles -Prepositions and Linkers –Punctuation-Common Mistakes - Polite Expression-Affixes

Block-5 Language Skills

Reading Skills: SQ3R Technique -Writing Skills -Dictionary Use.

References:

1. Narayan R.K. *Short Story Collections*.
2. Sarojini Naidu. *Bangle Sellers*
3. Sinha C.A. Reading Comprehension. Prabhat Prakashan.
4. Xavier A.G. *An Introduction to the Social History of England*. Viswanathan S. Printers, Chennai. 2009.

Web Resources:

1. <https://www.digimat.in/nptel/courses/video/109106124/L01.html>
2. <https://www.digimat.in/nptel/courses/video/109106138/L46.html>
3. <https://www.coursera.org/lecture/multimodal-literacies/9-2-learning-to-read-reading-for-meaning-HdG3O>
4. <https://nptel.ac.in/courses/109/107/109107172/>



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - I YEAR (I SEMESTER)

COURSE TITLE : Problem Solving Techniques

COURSE CODE : BCAS-11

COURSE CREDIT : 4

COURSE OBJECTIVES

While studying the Problem Solving techniques, the student shall be able to:

- Demonstrate the different types of problems
- Develop different games and predict the winning strategies.
- Acquire Knowledge about Algorithms that Involve a Simple Repetitive Process
- Describe the need for problem Formulation and Solution
- Construct the bridge problem.

BLOCK I: INVARIANTS

Invariants – Chocolate-bar Problem – Empty-box Problem – Tumbler Problem – Tetrominoes – Goat-cabbage-wolf Problem - Brute-force Search – State-space Explosion – Abstraction – Nervous-couples Problem - Denoting States and Transitions – Rule of Sequential Composition – Bridge Problem – Conditional Statements.

BLOCK II: GAMES

Games – Matchstick Game – Winning Strategies – Subtraction-set Games - Sums of Games – Knights and Knaves – Logic Puzzles - Calculational Logic – Equivalence and Continued Equalities – Negation.

BLOCK III: INDUCTION

Induction – Black and White Colouring – Cutting the Plane – Triomino Problem - Looking for Patterns – The Need for Proof – From Verification to Construction.

BLOCK IV: PROBLEM FORMULATION AND SOLUTION

Fake-Coin Detection – Problem Formulation – Problem Solution – Tower of Hanoi Problem - Specification and Solution –Inductive Solution – Iterative Solution - Principles of Algorithm Design – Iteration. Invariants and Making Progress – Sam Loyd's Chicken-Chasing Problem.

BLOCK V: BRIDGE PROBLEM

Bridge Problem – Lower and Upper Bounds – Outline Strategy - Regular Sequences – Sequencing Forward Trips – Choosing Settlers and Nomads- Knight’s Circuit – Straight-Move Circuits – Super Squares – Partitioning the Board.

Reference book:

1. Roland Backhouse, “Algorithmic Problem Solving”, 2011 John Wiley & Sons Ltd.

COURSE OUTCOMES

After completion of the Problem solving techniques, the student can able to:

- Reveal the different types of problems.
- Construct different games and predict the winning strategies.
- Acquire Knowledge about Algorithms that Involve a Simple Repetitive Process
- Describe the need for problem Formulation and Solution
- Identify the bridge problem.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - I YEAR (I SEMESTER)

COURSE TITLE : **Information Technology Essentials**
COURSE CODE : **BCAS-12**
COURSE CREDIT : **4**

COURSE OBJECTIVES

While studying the Information technology essentials course, the student shall be able to:

- Memorize the basics of computers
- Demonstrate the classification of software
- Enumerate the various types of software and operating systems
- Observe the concepts of Networking and various types of LAN
- Recognize the concepts of Internet and WWW.

BLOCK I: INTRODUCTION TO COMPUTER CONCEPTS

Definition – Importance – History – Classification – Benefits & Limitations - Software - Application Software – System Software - Computer Architecture – I/O Unit – CPU – Memory unit – Memory System – Memory hierarchy.

BLOCK II: SOFTWARE CONCEPTS

Classification of Software – System Software – application Software - Operating System: Types of Operating System – Functions of Operating System

BLOCK III: SOFTWARE TOOLS

Software Tools – Application Generator – Software Engineering & CASE Tools – System Software Utilities – Windows - General Purpose Application Software – Special Purpose Application Software.

BLOCK IV: NETWORKING

Communication – Networking – Types of Networks – Components of Networks –Standard Topologies - Network Operating System: Concepts – Client Software – Server Software - LAN Expansion – Repeaters – Routers – Bridges – Gateways.

BLOCK V: INTERNET & WWW

Internet – functions – internet capabilities – Information retrieval on the internet - WWW – WebPages and HTML - Web browsers - Internet Benefits to Organization – Problem on the Internet.

Reference Books:

1. Fundamentals of Information Technology, S.K. Bansal, A P H Publishing Corporation, 2002
2. Introduction of Information Systems, Alexis Leon, Mathews Leon, Vijay Nicole, imprints, Pvt. Ltd, 2004.

COURSE OUTCOMES

After completion of the Information technology essentials course, the student can be able to:

- Acquire the basic of knowledge of computer concepts
- Identify the classification of software
- Demonstrate the various types of software and operating systems
- Illustrate the concepts of Internet and WWW
- Observe the concepts of Networking and various types of LAN.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - I YEAR (I SEMESTER)

COURSE TITLE : **Allied Mathematics – 1**
COURSE CODE : **BMSSA-11**
COURSE CREDIT : **3**

COURSE OBJECTIVES

While studying the Allied Mathematics – 1, the Learner shall be able to:

- Provide basic Mathematical concepts of Matrices.
- Enumerate the differential calculus.
- Evaluate the Differential Equations.
- Identify the Fourier Series
- Construct the Linear Programming Problem

BLOCK – I: Properties of Matrices

- 1.1 Eigenvalues and Eigenvectors
- 1.2 Cayley Hamilton Theorem
- 1.3 Similar Matrices
- 1.4 Diagonalization of Matrices possessing Distinct Eigenvalues
- 1.5 Eigenvalues for symmetric matrices

BLOCK -II:Differential Calculus

- 2.1 Higher Derivatives – nth derivative – Standard Results
- 2.2 Trigonometric Transformations
- 2.3 Formation of Equations Involving Derivatives
- 2.4 Liebnitz's formula for nth derivative – Problems involving Liebnitz's formula
- 2.5 Methods of Integration of functions of the Following Types:

$$\frac{1}{(x+p)\sqrt{ax^2+bx+c}} ; \sqrt{(x-a)(b-x)} ; \frac{1}{\sqrt{(x-a)(b-x)}} ; \sqrt{\frac{(x-a)}{(b-x)}}.$$

BLOCK-III: Differential Equations

3.1 Partial Differential Equation

3.2 Formation of Equations by Elimination of Constants and an Arbitrary Function

3.3 Definition of General, Particular, Complete and Singular Integral

3.4 Solutions of First Order Equations in their Standard Forms

3.5 Lagrange's Method of Solving of Linear Equations $Pp \square Qq \square R$

BLOCK-IV: Fourier Series

4.1 Definition of Fourier Series

4.2 Finding Fourier Coefficients for a given Periodic Function with Period $2 \square$

4.3 Odd and Even Functions

4.4 Half - Range Series

4.5 Development in sine and cosine series

BLOCK-V: Linear Programming Problem

5.1 Formulation of LPP

5.2 Graphical Method

5.3 Simplex Method

BOOKS FOR STUDY

1. Narayanan, S., Hanumantha Rao and T.K. Manicavachagam Pillai, *Ancillary Mathematics – Volume - I*. Madras.:Viswanathan, S, 2012.

Chapter 3: Sections 3.4, 3.5

Chapter 6: Sections 6.1

2 Narayanan S., R. Hanumantha Rao,T.K. Manicavachgam Pillay, and P. Kandaswamy.

3 *Ancillary Mathematics – Volume – II*. Madras.: Viswanathan, S, 1995 Reprint 2011.

Chapter 1: Sections 8 (cases 5-9)

Chapter 2: Sections 1 - 5

Chapter 6: Sections 1-3, 5, 6.

4. Kalavathy S, *Operations Research*, Vikas Publishing House, Noida, Fourth Edition 2013

- Chapter 2: Sections 2.1, 2.2
Chapter 3: Sections 3.1 – 3.3
Chapter 4: Sections 4.1, 4.2

BOOKS FOR REFERENCE

1. Joseph, Edwards, *An Elementary Treatise on the Differential Calculus*, London: Macmillan, 1948.
2. Manicavachagam Pillai T.K., Natarajan T. and Ganapathy K. S, *Algebra Volume I*.
3. Madras.: Viswanathan, S., 2006.
4. Manicavachagam Pillai T.K., Natarajan T. and Ganapathy K. S, *Algebra Volume II*.
Madras.: Viswanathan, S., 2004.
5. Singaravelu A., *Allied Mathematics, Chennai: Meenakshi*, 2010
6. Sundaresan V., K.S. Ganapathy Subramanian, K. Ganesan. *Resource Management Techniques*, 4th ed. Arapakkam: A.R. Publications, 2007.

COURSE OUTCOMES

After completion of the Allied Mathematics – 1, the Learner will be able to:

- Recognize the basic Mathematical concepts of Matrices.
- Identify the differential calculus.
- Develop the Differential Equations.
- Create the Fourier Series
- Construct the Linear Programming Problem.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - I YEAR (I SEMESTER)

COURSE TITLE : **Office Automation Laboratory**
COURSE CODE : **BCAS-P1**
COURSE CREDIT : **2**

COURSE OBJECTIVES

While studying the Office Automation Laboratory course, the student shall be able to:

- Describe professional word documents, excel spread sheets, power point presentations using the Microsoft suite of office tools
- Enumerate the students in preparation of documents and presentations with office automation tools.

I. MS-WORD

1. Text Manipulation: Write a paragraph about your institution and Change the font size and type, Spell check, Aligning and justification of Text
2. Bio data: Prepare a Bio-data.
3. Find and Replace: Write a paragraph about yourself and do the following. Find and Replace - Use Numbering Bullets, Footer and Headers.
4. Tables and manipulation: Creation, Insertion, Deletion (Columns and Rows). Create a mark sheet.

II. MS-EXCEL

1. Data sorting-Ascending and Descending (both numbers and alphabets)
2. Mark list preparation for a student
3. Individual Pay Bill preparation.
4. Invoice Report preparation.

III. MS-POWERPOINT

1. Create a slide show presentation for a seminar.
2. Preparation of Organization Charts
3. Create a slide show presentation to display percentage of marks in each semester for all students
 - a. Use bar chart (X-axis: Semester, Y-axis: % marks).
 - b. Use different presentation template different transition effect for each slide.

COURSE OUTCOMES

After completion of the Office Automation Laboratory course, the student can be able to:

- Perform documentation
- Perform accounting operations
- Perform presentation skills



Tamil Nadu Open University

School of Computer Science

Chennai – 15

B. C. A. SYLLABUS - I YEAR (I SEMESTER)

பாடப் பெயர் : தமிழ் (Tamil)
(Course Title)

பாடக் குறியீடு : BFTMS-21
(Course Code)

பாட கற்றல் அளவெண் : 3
(Course Credits)

பாட நோக்கங்கள்

1. தமிழ் இலக்கியங்களை அறிமுக நோக்கில் எடுத்துரைத்தல்
2. மொழித்திறன், மொழியறிவு, இலக்கியப் பொது அறிவு பெறும் வகையில் விவரித்தல்

பாடத்தினைப் படிப்பதால் விளையும் பயன்கள்

1. தமிழ் உரைநடை பற்றியும், ஜெயகாந்தனின் சிறுகதைகள் பற்றியும் எடுத்துரைப்பர்.
2. தமிழ் பற்றியும் அலுவலகத் தொடர்பு மடல்கள் எழுதுவது எப்படி என்பது பற்றியும், மொழியை திறம்பட எவ்வாறு பயன்டுத்துவது என்பது பற்றியும் எடுத்துரைப்பர்.

பிரிவு - 1 ஜெயகாந்தனின் "நான் இருக்கிறேன்" - சிறுகதை

தமிழ் உரைநடையில் சிறுகதை வளர்ச்சி - தமிழில் கதை இலக்கியத் தோற்றம், தமிழ்ச் சிறுகதைகளின் தோற்றமும் வளர்ச்சியும், சிறுகதை இலக்கணம் - தமிழ்ச் சிறுகதைகளில் ஜெயகாந்தன் - ஜெயகாந்தன் சிறுகுறிப்பு - கதை அரங்கம் அறிமுகம், நான் இருக்கிறேன் கதைச் சுருக்கம் - நான் இருக்கிறேன் சிறுகதை - வியாதிக்காரன் அனுபவங்கள், சாகக் கற்றுக்கொடுத்த நொண்டி, வாழக் கற்றுக்கொடுத்த வியாதிக்காரன், நான் இருக்கிறேன் அம்மா, - நான் இருக்கிறேன் - சிறுகதைத் திறனாய்வு.

பிரிவு - 2 வா.செ.குழந்தைசாமியின் அறிவியல் தமிழ் ஆக்கம் இற்றை நிலை

அறிவியல் தமிழ் - இயற்றுதல் அறிந்தோம் புனைதல் இல்லை - தமிழில் அறிவியல் இலக்கியம் படைப்போம் - வா.செ. குழந்தைசாமி - அறிமுகம் -

அறிவியல் தமிழ் - எந்தத் துறைகளைக் குறிக்கும் - அறிவியல் தமிழை உள்ளடக்கியது - தோற்றம் - கலைச்சொல்லாக்கப் பணி - விடுதலைக்குமுன் - விடுதலைக்குப்பின் - பாடநூல் நிறுவனத்தின் பங்கு - பதிப்பகங்களின் பங்கு - பல்கலைக்கழகங்களின் பங்கு - இதழ்களின் பங்கு - இலங்கைத் தமிழரின் பங்கு - கருத வேண்டியவை.

பிரிவு - 3

சமய இலக்கியக் காலம் (கி.பி.700 - கி.பி 1100)

தமிழில் சமய இலக்கியங்கள் - சமண இலக்கியத் தோற்றம் - பௌத்த இலக்கியத் தோற்றம் - தமிழில் பௌத்த இலக்கியங்கள் - வைணவ இலக்கியங்கள் - சைவ இலக்கியத் தோற்றம் - தமிழில் சைவ இலக்கியங்கள் - வைணவ இலக்கியத் தோற்றம் - தமிழில் வைணவ இலக்கியங்கள் - தமிழில் இசுலாமிய இலக்கியங்கள் - தமிழில் கிறிஸ்தவ இலக்கியங்கள்.

பிரிவு - 4

சிற்றிலக்கியக் காலம் (கி.பி. 700 - கி.பி. 1400)

சிற்றிலக்கியத் தோற்றம் - சிற்றிலக்கிய வகைகள் - இலக்கண நூல்கள் - உலா - கலம்பகம் - பரணி - பிள்ளைத்தமிழ் - கோவை - தூது.

பிரிவு - 5

உரையாசிரியர்கள் காலம் (கி.பி. 1200 கி.பி. 1800)

உரைநூல்களின் தோற்றம் - பயன்கள் - உரை வகைகள் - நக்கீரர் - இளம்பூரணர் - பேராசிரியர் - சேனாவரையர் - நச்சினார்க்கினியர் - கல்லாடர் - தெய்வச்சிலையார் போன்றோர் - அடியார்க்கு நல்லார் - பரிமேலழகர் - பிரபந்த உரையாசிரியர்கள் - நன்னூல் உரையாசிரியர்கள் .

பிரிவு - 6

புத்திலக்கியக் காலம் (கி.பி. 1800 - கி.பி 2000)

தமிழில் புதினம் - தமிழில் சிறுகதை - தமிழில் புதுக்கவிதைகள் - தமிழில் உரைநடை நாடகங்கள் - புதினங்கள் - சிறுகதைகள் - இலக்கியங்கள் - மரபுக் கவிதை இலக்கியங்கள் - புதுக்கவிதை இலக்கியங்கள் - தமிழில் ஐக்கூக் கவிதைகள்.

பிரிவு - 7

கருத்துப் பரிமாற்ற மொழித்திறன்

கருத்து விளக்கக் கட்டுரைகள் - செய்திக் கட்டுரைகள் - சொற்பொழிவு - குழு விவாதங்கள் - நண்பர்களுடன் உரையாடும் திறன் - கணினித் தமிழ் - கட்டுரை - பெண்ணியம் - தலைப்பு - தேர்ந்தெடுக்கும் முறை - தகவல்கள் சேகரிக்கும் முறை - தகவல் திரட்டல் - நகைச்சுவைத் திறன் - அவை அறிதல் - உச்சரிப்புக் கவனம் - குழு விவாத அமைப்பும் குறிக்கோளும் - உரையாடலில் - சுயபுராணம் தவிர்த்தல் - உடன்பட வைக்கும் நாகரிக உத்தி .

பிரிவு - 8 அலுவலகத் தொடர்பு மடல்கள்

நட்புறவு மடல்கள் - வேண்டுகல் மடல்கள் - குறை தெரிவிக்கும் / புகார் மடல்கள் - கருத்து மடல்கள் - விண்ணப்ப மடல்கள் - அலுவலகத் தொடர்பு மடல்கள் - விண்ணப்ப மடலின் படிநிலைகள் - தன்குறிப்பு விவரங்கள் - விண்ணப்ப மடலின் வடிவமைப்பு - விண்ணப்ப மடல் எழுதும் முறை - குறிப்பு - வரைவு - கடிதம் - குறிப்பு மடல் - அலுவலக ஆணை - நேர்முகக் கடிதம்.

பிரிவு - 9 எழுத்து - சொல் பிழைகளும் திருத்தமும்

ஒலி மயக்கம் தரும் எழுத்துக்கள் - ர,ற ஒலி மயக்கம் - ந, ன, ண ஒலி மயக்கம் - ல, ள, ழ, ஒலி மயக்கம் - சொல் முதலில் வரும் எழுத்து மரபுகள் - சொல் இடையில் வரும் எழுத்து மரபுகள் - சொற்களின் சந்திப்பு மரபுகள் - வேற்றுமைப் புணர்ச்சியும் அல்வழிப் புணர்ச்சியும் - உயிர்முன் உயிர் புணர்தல் - குற்றியலுகரப் புணர்ச்சி - வல்லின ஒற்று மிகும் இடங்களும் மிகா இடங்களும்.

பிரிவு - 10 இலாக்கிய அறிவு வினா விடை

பாடப்பகுதி தொடர்பானவை - பொதுவான தமிழ் இலக்கியம் தொடர்பானவை.

பார்வை நூல்கள்:

1. மு. வரதராசன், தமிழ் இலக்கிய வரலாறு, சாகித்ய அக்காதெமி, புதுடெல்லி.
2. மது. ச. விமலானந்தன், தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
3. தமிழண்ணல், புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
4. தமிழண்ணல், இனிய தமிழ்மொழியின் இயல்புகள் -1,2,3 பகுதிகள், மீனாட்சி புத்தக நிலையம், மதுரை.
5. முத்து - கண்ணப்பன், தி.. தமிழில் தவறுகளைத் தவிப்போம், பாரிநிலையம், 184, பிராட்வே, சென்னை.
6. கீ. இராமலிங்கனார், தமிழில் எழுதுவோம், கழக வெளியீடு, சென்னை.
7. செ. முத்துவீராசாமி நாயுடு, ஆவணங்களும் பதிவுமுறைகளும், கழக வெளியீடு, சென்னை.
8. டாக்டர் ச. பாலசுப்பிரமணியன், தகவல் தொடர்புக் கல்வி, மாநிலப் பள்ளிசாராக் கல்விக் குருவூலம், சென்னை.
9. எஸ். கலைவாணி, இதழியல் உத்திகள், பராசக்தி வெளியீடு, குற்றாலம்.
10. டாக்டர் அ. சாந்தா, டாக்டர் வீ. மோகன், மக்கள் ஊடகத் தொடர்பியல் புதிய பரிமாணங்கள், மீடியா பப்ளிகேஷன்ஸ், மதுரை.
11. பி.எஸ். ஆச்சார்யா, உயர்வுதரும் உரையாடல்கலை, நர்மதா பதிப்பகம், சென்னை.
12. மு. முத்துக்காளத்தி, பேசுவது எப்படி, கண்ணம்மாள் பதிப்பகம், பாரி நிலையம், சென்னை.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - I YEAR (I SEMESTER)

COURSE TITLE	: Foundation in English-II (Literature and Use of English)
COURSE CODE	: BFEGS-21
COURSE CREDIT	: 3

Course Objectives

While studying the Foundation in English-II course, the student shall be able to:

- Cultivate the creativity among the learners
- Improve the reading skills of the learners
- Enhance the vocabulary of the learners
- Develop pronunciation skills
- Imbibe the use of internet for developing language skills

Block-1 Literary Texts

Rabindranath Tagore's *Sacrifice* and John Donne's *The Sun Rising*

Block- 2 Reading Comprehension

Reading passages-Preparing a glossary from passage- reading the meaning- respond to questions

Block- 3 Vocabulary and Grammar

Synonyms and Antonyms- Homophones-Making of Nouns-Making of Adjectives-Compound Words-Phrases and Idioms-Words often confused-Spelling- Tenses

Block-4 Pronunciation and Spoken English

Importance of English-Pronunciation: An Exposition-Speech Sounds-Sounds and Spelling: The Relationship-Attributes of Good Speech-Dialogue Situations/ Situational Dialogues

Block-5 The Internet English

Email-Chat Groups-Virtual Words-The Web-Commentary

References:

1. *Balasubramanian T. English Phonetics for Indian Students - A Workbook. 2016.*

2. Daniel Jones. *Cambridge English Pronouncing Dictionary*. Cambridge University Press, 2011.
3. Tagore, Rabindranath. *Sacrifice and Other Plays*. Niyogi Books, 2012.

Web Resources:

1. <https://www.poetryfoundation.org/podcasts/75363/the-sun-rising>
2. <https://nptel.ac.in/courses/109/103/109103135/>
3. <https://nptel.ac.in/content/storage2/courses/109106085/downloads/03-%20Phonetics%20and%20Phonology-%20week%203.pdf>
4. <https://nptel.ac.in/courses/109/106/109106085/>
5. <https://nptel.ac.in/courses/109/107/109107172/>

Course Outcomes

After successful completion of the Foundation in English-II Course, the learners will be able to:

- Critically evaluate the literary texts
- Read the passages effectively
- Speak with good accent
- Communicate through online



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - I YEAR (II SEMESTER)

COURSE TITLE : Programming in C

COURSE CODE : BCAS-21

COURSE CREDIT : 4

COURSE OBJECTIVES

While studying the Programming in C course, the student shall be able to:

- Describe the fundamentals and basics of C
- Create the control statements in C
- Demonstrate the storage classes
- Develop array structure and union
- Recognize Pointers and files.

BLOCK I: FUNDAMENTALS OF C

C fundamentals Character set - Identifier and keywords - data types – constants - Variables - Declarations - Expressions – Statements - Arithmetic, Unary, Relational and logical, Assignment and Conditional Operators - Library functions.

BLOCK II: DATA INPUT, OUTPUT AND CONTROL STATEMENTS

Data input output functions - Simple C programs - Flow of control - if, if-else, while, do-while, for loop - Nested control structures - Switch, break and continue, go to statements - Comma operator.

BLOCK III: FUNCTIONS AND STORAGE CLASSES

Functions -Definition - prototypes - Passing arguments - Recursions. - Storage Classes - Automatic, External, Static, Register Variables - Multi-file programs.

BLOCK IV: ARRAYS, STRUCTURES AND UNIONS

Arrays - Defining and Processing - Passing arrays to functions - Multi-dimension arrays - Arrays and String - Structures - User defined data types - Passing structures to functions - Self-referential structures - Unions - Bit wise operations.

BLOCK V: POINTERS AND FILES

Pointers - Declarations - Passing pointers to Functions - Operation in Pointers - Pointer and Arrays - Arrays of Pointers - Structures and Pointers - Files: Creating Processing, Opening and Closing a data file.

Text Book

1. E.Balagurusamy, "Programming in ANSI C", Eighth Edition, Tata McGraw Hill, 2019.

Reference Books

1. W.Kernighan and D M.Ritchie, "The C Programming Language", 2nd Editon, PHI,.. 1988
2. H. Schildt, "C: The Complete Reference", 4th Edition. TMH Edition, 2000.
3. Gottfried B.S, "Programming with C", Second Edition, TMH Pub. Co. Ltd., New Delhi 1996.
4. Kanetkar Y., "Let us C", BPB Pub., New Delhi, 1999.

COURSE OUTCOMES

After completion of the Programming in C course, the student can be able to:

- Memorize the fundamentals and basics of C
- Write the control statements in C
- Identify the storage classes
- Indicate array structure and union
- Separate Pointers and files.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - I YEAR (II SEMESTER)

COURSE TITLE : Open Source Technology

COURSE CODE : BCAS-22

COURSE CREDIT : 4

COURSE OBJECTIVES

While studying the Open Source Technology course, the student shall be able to:

- Describe about the open source software's.
- Manipulate about the history, philosophy and license
- Predict about community building, opening and starting the open source projects
- Discover knowledge on the servers.
- Observe about the ethical, social and financial impacts of open source software.

BLOCK I: INTRODUCTION

Introduction: Open Source, Free Software, Free Software vs. Open Source software, Public Domain Software, FOSS does not mean no cost. - History: BSD, The Free Software Foundation and the GNU Project.

BLOCK II: HISTORY, PHILOSOPHY AND LICENSE

Open Source History, Initiatives, Principle and methodologies. - Philosophy: Software Freedom, Open Source Development Model - Licenses and Patents: What Is A License, Important FOSS Licenses (Apache,BSD,GPL, LGPL), copyrights and copy-lefts - Patents Economics of FOSS: Zero Marginal Cost, Income-generation opportunities, Problems with traditional commercial software, Internationalization.

BLOCK III: COMMUNITY BUILDING

Community Building: Importance of Communities in Open Source Movement, JBoss Community - Starting and Maintaining an Open Source Project , Open Source Hardwar.

BLOCK IV: SERVERS

Apache HTTP Server and its flavors - WAMP server (Windows, Apache, MySQL, PHP)-
Apache - MySQL, PHP, JAVA as development platform.

BLOCK V: ETHICS, SOCIAL AND FINANCIAL

Open source vs. closed source Open source government, Open source ethics - Social and
Financial impacts of open source technology - Shared software, Shared source.

TEXT BOOKS

1. Sumitabha Das “Unix Concepts and Applications, Tata McGraw Hill Education 006
2. The Official Ubuntu Book, 8th Edition
3. Kailash Vadera, Bhavyesh Gandhi, “Open Source Technology”, University Science
press.

REFERENCE BOOKS

1. Paul Kavanagh, “Open Source Software: Implementation and Management”, Elsevier
Digital Press
2. The Linux Documentation Project : <http://www.tldp.org>
3. Docker Project Home : <http://www.docker.com>.

COURSE OUTCOMES

After completion of the Open Source Technology course, the student can be able to:

- Illustrate the open source methodologies
- Classify the history, philosophy and license
- Formulate about the community building, opening and starting the open source projects
- Summarize knowledge on the servers
- Discover the ethical, social and financial impacts of open source software



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - I YEAR (II SEMESTER)

COURSE TITLE : **Digital Logic**
COURSE CODE : **BCAS-23**
COURSE CREDIT : **4**

COURSE OBJECTIVES

While studying the Digital logic course, the student shall be able to:

- Describe about the basic concepts of Digital Computer Fundamentals
- Modify about the concepts of logic gates, Boolean Algebra
- Classify the combinational circuits and Multiplexers
- Identify knowledge about the sequential logic and Registers
- Able to construct the different types of counters and enumerate about the memory.

BLOCK I : INTRODUCTION TO NUMBER SYSTEM

Number Systems and Codes: Number System, Base Conversion, Binary Codes. Code Conversion - Digital Logic: Logic Gates, Truth Tables, Universal Gates.

BLOCK II : BOOLEAN ALGEBRA AND BINARY ARITHMETIC

Boolean Algebra: Laws and Theorems, SOP, POS Methods - Simplification of Boolean Functions - Using Theorems, K-Map, Prime, Implicant Method - Binary Arithmetic: Binary Addition, Subtraction - Various Representations of Binary Numbers, Arithmetic Building Blocks, Adder, Subtractor.

BLOCK III: COMBINATIONAL LOGIC

Combinational Logic: Multiplexers, Demultiplexers - Decoders, Encoders, Code Converters - Parity Generators and Checkers.

BLOCK IV: SEQUENTIAL LOGIC AND REGISTERS

Sequential Logic: RS, JK, D, and T Flip-Flops, Master-Slave Flip-Flops- Registers: Shift Registers, Types of Shift Registers.

BLOCK V: COUNTERS AND MEMORY

Counters: Asynchronous and Synchronous Counters, Ripple, Mod, Up, Down Counters, Ring Counters - Memory: Basic Terms and Ideas, Types of ROMs, Types of RAMs - Programmable Logic Devices – Programmable Logic Array (PLA) – Programmable Array Logic (PAL) – Field Programmable Gate Arrays (FPGA).

Text Books :

1. Digital Design – Third Edition , M.Morris Mano, Pearson Education/PHI.
2. Fundamentals Of Logic Design, Roth, 5th Edition, Thomson.

Reference Books

1. V.Rajaraman and T.Radhakrishnan, *Digital Computer Design*, Prentice Hall of India, 2001
2. D.P.Leach and A.P.Malvino, *Digital Principles and Applications* – TMH – Fifth Edition – 2002.
3. M. Moris Mano, *Digital Logic and Computer Design*, PHI, 2001.
4. T.C.Bartee, *Digital Computer Fundamentals*, 6th Edition, Tata McGraw Hill, 1991.

COURSE OUTCOMES

After completion of the Digital logic course, the student can be able to:

- Memorize about the basic concepts of Number System.
- Demonstrate about the concepts of Binary Numbers and Boolean Algebra
- Construct the combinational circuits and Multiplexers
- Summarize knowledge about the sequential logic and Registers
- Collaborate the different types of counters and enumerate about the memory.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - I YEAR (II SEMESTER)

COURSE TITLE : C Programming Lab
COURSE CODE : BCAS-P2
COURSE CREDIT : 2

COURSE OBJECTIVES

While studying the C programming Lab course, the student shall be able to:

- Make the student learn a programming language.
- Discriminate problem solving techniques.
- Explain programs in C and to solve the problems.
- Demonstrate the string manipulation in C
- Describe Sorting and Searching techniques.

List of Programs

I Summation of Series

1. Sin(x), 2. Cos(x), 3. Exp(x) (Comparison with built in functions)

II String Manipulation

1. Counting the number of vowels, consonants, words, white spaces in a line of text and array of lines.
2. Reverse a string and check for palindrome.
3. Sub string detection, count and removal.
4. Finding and replacing substrings

III Recursion

1. ${}^n P_r$, ${}^n C_r$
2. GCD of two numbers
3. Fibonacci sequence
4. Maximum & Minimum

IV Matrix Manipulation

1. Addition and Subtraction
2. Multiplication
3. Transpose, and trace of a matrix
4. Determinant of a Matrix

V Sorting and Searching

1. Insertion Sort
2. Bubble Sort
3. Linear Search
4. Binary Search

COURSE OUTCOMES

After completion of the C Programming Lab course, the student can be able to:

- Define, understand and trace the execution of programs written in C language.
- Locate the C code for a given algorithm.
- Implement Programs with pointers and arrays, perform pointer arithmetic, and use the pre-processor.
- Demonstrate programs that perform operations using derived data types.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - II YEAR (III SEMESTER)

பாடப் பெயர் : தமிழ் - 3 (தமிழ் -3)
(Course Title)

பாடக் குறியீடு : BFTMS-31
(Course Code)

பாட கற்றல் அளவெண் : 3
(Course Credits)

பாட நோக்கங்கள்

1. தமிழிலுள்ள சங்க இலக்கியம், காப்பிய இலக்கியம், நீதி இலக்கியம் குறித்து அறிமுக நிலையில் மாணவர்களுக்கு அறிமுகம் செய்வதோடு, தமிழ் இலக்கிய வரலாறு குறித்தும் அறிமுகம் செய்தல்

பாடத்தினைப் படிப்பதால் விளையும் பயன்கள்

1. தமிழிலுள்ள சங்க இலக்கியம், காப்பிய இலக்கியம், நீதி இலக்கியம் குறித்து அறிமுக நிலையில் மாணவர்களுக்கு அறிமுகம் செய்வதோடு, தமிழ் இலக்கிய வரலாறு குறித்தும் எடுத்துரைப்பார்கள். அறிமுகம் செய்தல்.

பிரிவு - 1 எட்டுத்தொகை - புறநானூறு

எட்டுத்தொகை அறிமுகம் - புறநானூறு - அதியமான் நெடுமானஞ்சியை ஓளவையார் பாடியது(புறம். 91) - வேள் பாரியைக் கபிலர் பாடியது (புறம். 107) - வையாவிக் கோப்பெரும்பேகனைப் பரணர் பாடியது (புறம். 142) - பாண்டியன் ஆரியப்படை கடந்த நெடுஞ்செழியன் பாடல் (புறம். 183) - சேரமான் கணைக்கால் இரும்பொறை பாடல் (புறம். 74) - பொன்முடியார் பாடல் (புறம். 312) - ஓளவையார் பாடல் (புறம். 91) - பெருங்கோப்பெண்டு பாடல் (புறம். 248)- கணியன் பூங்குன்றனார் பாடல் (புறம். 192) - நரிவெருத்தலையார் பாடல் (புறம். 195) - தொடித்தலை விழுத்தண்டினார் பாடல் (புறம். 243) - பூதப்பாண்டியன் மனைவி பெருங்கோப்பெண்டு பாடல் (புறம். 248)

பிரிவு - 2 நற்றிணை, குறுந்தொகை

அகத்திணை பாடல்கள் - அன்பின் ஐந்திணை - நற்றிணை - குறுந்தொகை - பாடப்பகுதி - நற்றிணையில் குறிஞ்சி (1) - முல்லை (142) - மருதம் (210) - நெய்தல் (172) - பாலை (284) - குறுந்தொகையில் குறிஞ்சி (40) - முல்லை (167) - மருதம் (8) - நெய்தல் (290) - பாலை(135).

பிரிவு - 3

கலித்தொகை

கலித்தொகை - ஐந்திணை பாடிய புலவர்கள் - பாலைக்கலி (9)- பாலைபாடிய பெருங்கடுங்கோ - குறிஞ்சிக்கலி கபிலர் பாடல்(51) - நெய்தல்கலி நல்லந்துவனார் பாடல் (133).

பிரிவு - 4

பத்துப்பாட்டு - நெடுநல்வாடை

பத்துப்பாட்டு அறிமுகம் - நெடுநல்வாடை - இரண்டு களம் கொண்ட நாடகம் போன்றது - நெடுநல்வாடை - அகமா புறமா? - வாடைக்கால வருணனை - அரண்மனைத் தோற்றம் - அந்தப்புர அமைப்பு - அரசியின் இல்லமும் படுக்கையும் - புனையா ஓவியம் கடுப்ப அரசி - தோழியர், செவிலியர் அரசியை ஆற்றுதல் - உரோகிணியை நினைத்து அரசியின் பெருமுச்சு - பாசறையில் அரசன் - முன்னோன் முறைமுறை காட்டல் - நள்ளென் யாமத்தும் பள்ளிக்கொள்ளான் - நெடியவாடை - பிரிவுத்துயர்ப்படும் அரசிக்கு - பாசறையில் பணிகொட்டும் இரவிலும் தூங்காமல் புண்பட்ட வீரரைப் பார்க்கவந்த அரசனுக்கு நெடுநல்வாடை பெயர்ப்பொருத்தம்.

பிரிவு - 5

திருக்குறள்

பதினென்கீழ்க்கணக்கு - அறிமுகம் - திருக்குறள் - முப்பால் - பாடப்பகுதி - தீமையிலாத சொல்லுதல் வாய்மை - நெஞ்சமும் வாய்மையும் - வாய்மை எல்லா அறமும் தரும் - அகம் தூய்மை - முயற்சிப்பது சிறப்பு - முயற்சியில்லாதவனது நன்மை - வறுமைக்குக் காரணம் - முயற்சி விடற்பாலது அன்று - தலைவியின் குறிப்பினைத் தலைவன் அறிதல் - நாணமும் மகிழ்ச்சியும் அறிதல் - அயலவர்போல் சொல்லினும் குறிப்பறிதல் - அவள் நகைப்பின் நன்மைக் குறிப்பு - தோழி தனக்குள்ளே சொன்னது.

பிரிவு - 6

நாலடியார், பழமொழி நானூறு

செல்வம் சகடக்கால் போல வரும் - பெண் கல்வி - கல்வி அழகே அழகு - கல்வி கரையில கற்பவர் நாள்சில - நாய் அனையார் கேண்மை - கால்கால்நோய் காட்டுவர் பொதுமகளிர் - குலவிச்சை கல்லாமல் பாகம்படும் - நாய் பெற்ற தெங்கம் பழம் - நுணலும் தன் வாயால் கெடும் - நிறைகுடம் நீர்த்நூம்பல் இல் - இறைத்தோறும் ஊறும் கிணறு

பிரிவு - 7

ஏலாதி, திரிகடுகம், ஆசாரக்கோவை

அன்புடையார்க்கு உள்ள ஆறு குணம் - எழுத்தின் வனப்பே வனப்பு - யாருக்கெல்லாம் ஈதல் வேண்டும்? திரிகடுகம் போலும் மருந்து - இம்மூன்றும் நன்மை பயத்தல் இல - இவர் மூவர் பெய் எனப் பெய்யும் மழை - முந்தையோர் கண்ட முறை - என்றும் அசையாத உள்ளத்தவர் - திறத்துளி வாழ்தும் என்பார் - பேதைகள் அல்லார் புகாஅர்.

பிரிவு - 8

இன்னா நாற்பது, இனியவை நாற்பது

கடனுடையார் காணப் புகல் - உணர்வார் உணராக்கடை - யாம் என்பவரொடு நட்பு - இளமையுள் மூப்புப் புகல் - தொன்மை உடையார் கெடல் - எனைமாண்பும் தான் இனிது - ஈதல் எத்துணையும் ஆற்ற இனிது - திறம்தெரிந்து வாழ்தல் இனிது - அறிந்துஉரைத்தல் ஆற்ற இனிது - கற்றலின் காழ் இனியது இல்.

பிரிவு - 9

சிலப்பதிகாரம் - கனாத்திறம் உரைத்த காதை

சிலப்பதிகாரம் - அமைப்பியல் விளக்கம் - காப்பியக் கதைச் சூழல் - காதையின் கதைச்சுருக்கம் - அகனகர் வருணனை - மாலதி பாலளிக்கப் பாலகன் சோர்தல் - பாசண்டச் சாத்தற்குப் பாடு கிடந்த மாலதி - இடுபிணம் தின்னும் இடாகினிப் பேய் -

பாசண்டச் சாத்தனின் அருளுதவி - தேவந்தி கதை - கண்ணகி தான்கண்ட கனவுரைத்தல் -
பீடு அன்று - கோவலன் வருகை - சிலம்புள கொண்ம்.

பிரிவு - 10

மணிமேகலை - ஆபுத்திரன் திறம் அறிவித்த காதை

மணிமேகலை கர்ப்பிய அமைப்பு - முன்கதைச் சுருக்கம் - கதை நிகழும் சூழல் -
காதையின் கதைச்சுருக்கம் - அபஞ்சிகள் மனைவி சாலி ஈன்ற குழவி - ஆ பாலுட்டி
வளர்த்தல் - ஆ மகன் அல்லன் என் மகன் - ஆபுத்திரன் கல்வி கற்றல் - புலைசூழ வேள்வி -
நள்ளிருளில் கொண்டு நடக்குவன் - நீ மகன் அல்லாய் நிகழ்ந்ததை உரையாய் - இதனொடு
வந்த செற்றம் என்னை - சிறியை நீ, அவ ஆமகன் அதற்கு ஒத்தனை - ஆவொடு வந்த
அழிகுலம் உண்டோ?.

பார்வை நூல்கள்:

1. புறநானூறு மூலமும் உரையும், (இரண்டு தொகுதிகள்) ஓளவை சு. துரைசாமிப்பிள்ளை
உரை, கழக வெளியீடு, சென்னை.
2. நற்றிணை மூலமும் உரையும், (இரண்டு தொகுதிகள்) ஓளவை சு. துரைசாமிப்பிள்ளை
உரை, அருணா பப்ளிகேஷன்ஸ், 13-1 உஸ்மான் சாலை, சென்னை.
3. குறுந்தொகை மூலமும் உரையும், டாக்டர் உ.வே. சாமிநாதையர் உரை, கவீர்
அறக்கட்டளை, சென்னை.
4. கலித்தொகை மூலமும் உரையும், பெருமழைப்புலவர் பொ.வே. சோமசுந்தரனார் உரை,
கழக வெளியீடு, சென்னை.
5. நெடுநல்வாடை மூலமும் உரையும், பெருமழைப்புலவர் பொ.வே. சோமசுந்தரனார் உரை,
கழக வெளியீடு, சென்னை.
6. திருக்குறள் - பரிமேலழகர் உரையுடன், ஸ்ரீ காசி மடம், திருப்பனந்தாள்.
7. பதினென்கீழ்க்கணக்கு, நியூசெஞ்சுரி புக் ஹவுஸ் பிரைவேட் லிமிடெட், சென்னை.
8. மு. வரதராசன், தமிழ் இலக்கிய வரலாறு, சாகித்ய அக்காதெமி, புதுடெல்லி,
9. மது. ச. விமலானந்தன், தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
10. தமிழண்ணல், புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம்,
மதுரை.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - II YEAR (III SEMESTER)

Course Title : Foundation in English-III (Soft Skills)

Course Code : BFECS-31

Course Credit : 3

Course Objectives:

- To cultivate the positive mind
- To improve body language
- To develop interview skills
- To prepare a comprehensive CV
- To enhance interpersonal skills

Course Learning Outcomes:

On successful completion of the Course, the learners will be able to:

- approach the life positively
- communicate in good manner
- join in a team in working place
- develop an impressive CV
- express managerial skills

Block-1 Introduction to Soft Skills

Soft Skills: An Introduction – Definition and Significance of Soft Skills; Process, Importance and Measurement of Soft Skill Development- Self-Discovery: Discovering the Self; Setting Goals; Beliefs, Values, Attitude, Virtue. 3. Positivity and Motivation: Developing Positive Thinking and Attitude; Driving out Negativity; Meaning and Theories of Motivation; Enhancing Motivation Levels.

Block-2 Body Language & Etiquettes

Non-Verbal Communication: Importance and Elements; Body Language- Social and Business.

Block-3 Group Discussion& Interview Skills

Interviewer and Interviewee - in-depth perspectives- Before, During and After the Interview- Tips for Success- Meaning, Types and Models, Group and Ethical Decision-Making, Problems and Dilemmas in application of these skills

Block-4 Preparation of Curriculum Vitae' (CV)

Definition of CV and its purposes- CV versus Resume- Rules- Covering Letter

Block-5 Emotional Intelligence Skills

Meaning, History, Features, Components, Intrapersonal and Management Excellence; Strategies to enhance Emotional Intelligence

References:

1. Dhanavel S.P. *English and Soft Skills*. Orient Blackswan India, 2010.
2. Ghosh B.N. (Ed.) *Managing Soft Skills for Personality Development*. McGraw Hill India, 2012.

Web Resources:

1. https://onlinecourses.nptel.ac.in/noc19_hs33/preview
2. <https://nptel.ac.in/courses/109/107/109107121/>



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - II YEAR (III SEMESTER)

COURSE TITLE : **Programming Using C++**
COURSE CODE : **BCAS-31**
COURSE CREDIT : **4**

COURSE OBJECTIVES

While studying the Programming using C++ course, the student shall be able to:

- Paraphrase the basic concepts of the Object-Oriented Programming Paradigm.
- Examine the Functions in C++ and the different types of Constructors in C++.
- Indicate Operator Overloading.
- Identify the different types of Inheritance.
- Collaborate Stream Classes and Files.

BLOCK I: BASIC CONCEPTS OF OOP

Object-Oriented Programming (OOP) Paradigm – Basic Concepts of OOP – Benefits of OOP – Tokens – Keywords – Identifiers and Constants - Basic Data Types – User-Defined Data Types – Storage Classes – Derived Data Types – Symbolic Constants – Type Compatibility – Declaration of Variables – Dynamic Initialization of Variables – Reference Variables- Operators in C++ – Scope Resolution Operator – Member Dereferencing Operators – Memory Management Operators – Manipulators – Type Cast Operator - Expressions and Their Types – Special Assignment Expressions – Implicit Conversions – Operator Overloading – Operator Precedence – Control Structures.

BLOCK II: FUNCTIONS IN C++

Functions in C++ – The Main Function – Function Prototyping – Call By Reference – Return by Reference – Inline Functions – Default Arguments – ‘const’ Arguments – Recursion – Function Overloading – Friend and Virtual functions – Math Library Functions - Classes and Objects – Specifying a Class – Defining Member Functions – Making an Outside Function Inline – Nesting

of Member Functions – Private Member Functions – Arrays within a Class - Memory Allocation for Objects – Static Data Members – Static Member Functions – Array of Objects – Objects as Function Arguments – Friendly Functions – Returning Objects – ‘const’ Member Functions – Pointers to Members – Local Classes.

BLOCK III: CONSTRUCTORS AND DESTRUCTORS

Constructors – Parameterized Constructors – Multiple Constructors in a Class – Constructors with Default Arguments – Dynamic Initialization of Objects – Copy Constructors – Dynamic Constructors – Constructing Two-Dimensional Arrays – ‘const’ Objects – Destructors – Operator Overloading – Rules for Overloading Operators – Overloading Unary Operators – Overloading Binary Operators – Overloading Binary Operators Using Friends – Manipulation of Strings Using Operators – Type Conversions.

BLOCK IV: INHERITANCE

Inheritance – Single Inheritance – Making a Private Member Inheritable – Multilevel Inheritance – Multiple Inheritance – Hierarchical Inheritance – Hybrid Inheritance - Virtual Base Classes – Abstract Classes – Constructors in Derived Class – Nesting of Classes – Pointers – Pointers to Objects – ‘this’ Pointer – Pointers to Derived Classes – Virtual Functions – Pure Virtual Functions – Virtual Constructors and Destructors.

BLOCK V: C++ STREAMS

C++ Streams – C++ Stream Classes – Unformatted I/O Operations – Formatted Console I/O operations – Managing Output with Manipulators - Files – Classes for File Stream Operations – Opening and Closing a File – Detecting End-of-File – Open () File Modes – File Pointers and their Manipulators - Sequential Files – Random Access Files – Error Handling during File Operations – Command-Line Arguments.

Text Book:

1. E Balagurusamy, “Object Oriented Programming with C++”, Sixth Edition, McGraw Hill Education (India) Private Limited, 2013.

References:

1. Herbert Schildt, “C++: The Complete Reference”, Fifth Edition, McGraw-Hill Education, 2012.

COURSE OUTCOMES

After completion of the Programming using C++ course, the student can be able to:

- Classify the basic concepts of the Object-Oriented Programming Paradigm.
- Experiment the Functions in C++ and the different types of Constructors in C++.
- Analyze Operator Overloading.
- Recognize the different types of Inheritance.
- Summarize Stream Classes and Files.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - II YEAR (III SEMESTER)

COURSE TITLE : **Allied Mathematics-II**
COURSE CODE : **BMSSA-22**
COURSE CREDIT : **3**

COURSE OBJECTIVES

While studying the Allied Mathematics – II, the Learner shall be able to:

- Define the basic Mathematical concepts like Beta, Gamma, Integrals
- State finite differences-forward and backward
- Discuss about Multiple Integrals.
- Evaluate Laplace Transform
- Classify merits and demerits of a rank correlation.

BLOCK- I: Beta, Gamma Integrals

- 1.1 Definitions of Beta and Gamma Integrals
- 1.2 Recurrence Formula for Gamma Functions
- 1.3 Properties of Beta Functions
- 1.4 Relation between Beta and Gamma Functions

BLOCK -II: Numerical Differentiation and Integration

- 2.1 Finite Differences- Forward and Backward
- 2.2 Derivatives using Newton's Forward Difference Formula
- 2.3 Derivatives using Newton's Backward Difference Formula
- 2.4 Numerical Integration using Trapezoidal Rule
- 2.5 Numerical Integration using Simpsons rule

BLOCK -III: Multiple Integrals

- 3.1 Definitions of Double and Triple Integrals
- 3.2 Change of Order of Integration for Two Variables
- 3.3 Double Integrals and Triple Integrals in Cartesian Coordinates

BLOCK- IV: Laplace Transform

- 4.1 Definition and Transform of $f'(t)$ & $f''(t)$
- 4.2 Laplace Transform of Functions e^{-at} , $\cos at$, $\sin at$, and t^n where 'n' is a Positive Integer
- 4.3 First Shifting Theorem - Laplace Transform of $e^{-at} \cos bt$, $e^{-at} \sin bt$ and $e^{-at} t^n$
- 4.4 Inverse Laplace Transform
- 4.5 Solving Second Order Differential Equations with Constant Coefficients using Laplace Transform

BLOCK -V: Statistics

- 5.1 Correlation
- 5.2 Scatter diagram and its uses
- 5.3 Karl Pearson's Coefficient of Correlation
- 5.4 Correlation coefficient for a Bivariate Frequency Distribution
- 5.5 Probable error of correlation coefficient
- 5.6 Spearman's rank correlation coefficient
- 5.7 Merits and demerits of rank correlation coefficient

BOOKS FOR STUDY

- 1. Narayanan S. and Manicavachagam Pillay T.K., Calculus-Vol II. Chennai: S.Viswanathan, 2012. Chapter 7 Sec. 2.1, 2.3, 3 - 5
- 2. Narayanan S., R. Hanumantha Rao,T.K. Manicavachgam Pillay, and P. Kandaswamy., Ancillary Mathematics – Volume – II. Madras.: Viswanathan, S, 1995 Reprint 2011.
Chapter 3 Sec 1 - 3
Chapter 7 Sec 1 – 6
- 3. R. S. N. Pillai and V. Bagavathi, Statistics, S. Chand & company Ltd, New Delhi, 2007.
Chapter 12: Page No: 363 – 395.
- 4. Sastry S.S., Introductory Methods of Numerical Analysis., Prentice – Hall of India Private Limited :New Delhi(2000).

Chapter 3 : Sections 3.3, 3.3.1, 3.3.2

Chapter 5 : Sections 5.1, 5.2(Numerical differentiation only), 5.4, 5.4.1, 5.4.2, 5.4.3

BOOKS FOR REFERENCE

- 1. Gupta B.D., Numerical Analysis. Delhi.:Konark Publishers pvt. Ltd. , 1999

2. S. C. Gupta and V. K. Kapoor, Fundamentals of Mathematical Statistics, Sultan Chand & Sons, 2007 Reprint 2014
3. Jeffrey Alan, Handbook of Mathematical formulas and Integrals, United States: Academic, 2004.
4. Narayanan S. & T.K. Manicavachagam Pillay, Calculus-Vol I, Madras: S. Viswanathan, 1997.
5. Vedamurthy, V.N., N. Ch. S. N. Iyengar. Numerical Methods. Delhi : Vikas Publishing House, 1998.

COURSE OUTCOMES

After completion of the Allied Mathematics – II, the Learner will be able to:

- Explain the basic Mathematical concepts like Beta, Gamma, Integrals
- Convert finite differences-forward and backward
- Discuss about Multiple Integrals.
- Correlate Laplace Transform
- Formulate merits and demerits of a rank correlation.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - II YEAR (III SEMESTER)

COURSE TITLE : **Data Structures**
COURSE CODE : **BCAS-32**
COURSE CREDIT : **4**

COURSE OBJECTIVES

While studying the Data Structures course, the student shall be able to:

- Demonstrate how to perform Matrix Operations using Two-Dimensional Arrays.
- Recognize Linked Lists and Linear Data Structures namely Stacks and Queues.
- Construct Non Linear Data Structures namely Binary Trees.
- Illustrate Search Operations using Linear Search, Binary Search and Hashing.
- Familiarize Sorting techniques namely Selection Sort, Insertion Sort, Bubble Sort, Quick Sort, Merge Sort and Bucket Sort

BLOCK I: INTRODUCTION TO DATA STRUCTURES

Introduction to Data Structures – Linear and Non Linear Data Structures – Arrays – Types of Arrays – Representation of One-Dimensional Array in Memory - Array Traversal – Insertion and Deletion – Realizing Matrices using Two-Dimensional Arrays – Matrix Operations – Addition – Subtraction – Multiplication – Transpose - Linked Lists – Representation of Linked Lists – Advantages and Disadvantages of Linked List – Linked List Node Declaration – Linked List Operations – Linked List Implementation - Circular Linked List Operations – Circular Linked List Implementation – Doubly Linked List Node Declaration – Doubly Linked List Operations – Doubly Linked List Implementation.

BLOCK II: STACKS AND QUEUES

Stacks – Stack Representation in Memory – Arrays vs. Stacks – Stack Operations – Array Implementation of Stacks –Linked Implementation of Stacks - Queues – Logical Representation of Queues – Queue Operations – Array Implementation of Queues – Linked Implementation of Queues - Circular Queues – Priority Queues – Double-Ended Queues.

BLOCK III: TREES

Trees – Tree Terminology – Binary Tree – Array representation of Binary Tree – Linked Representation of Binary Tree - Binary Tree Traversal – Binary Search Tree – Insert, Delete, and Search Operations on a Binary Tree and Binary Search Tree – Expression Trees.

BLOCK IV: GRAPHS

Graphs – Graph Terminology – Implementing Graphs Using Adjacency Matrix, Path Matrix and Adjacency List - Shortest Path Algorithm – Breadth First Search and Depth First Search Traversal of a Graph - Searching – Linear Search – Binary Search – Hashing.

BLOCK V: SORTING

Sorting – Selection Sort – Insertion Sort – Bubble Sort - Quick Sort – Merge Sort – Bucket Sort.

Text Book:

1. E Balagurusamy, “Data Structures”, McGraw Hill Education (India) Private Limited, 2019.

References:

1. Mark Allen Weiss, "Data Structures and Algorithm Analysis in C++", Third Edition, Pearson Education, 2007.
2. Reema Thareja, —Data Structures Using C++, Second Edition , Oxford University Press, 2011.
3. Ellis Horowitz, Sartaj Sahni, Susan Anderson-Freed, —Fundamentals of Data Structures in C++, Second Edition, University Press, 2008.

COURSE OUTCOMES

After completion of the Data Structures course, the student can be able to:

- Describe the Matrix Operations using Two-Dimensional Arrays.
- Illustrate Linked Lists and Linear Data Structures namely Stacks and Queues.
- Convert Non Linear Data Structures namely Binary Trees.
- Paraphrase Search Operations using Linear Search, Binary Search and Hashing.
- Point out Sorting techniques namely Selection Sort, Insertion Sort, Bubble Sort, Quick Sort, Merge Sort and Bucket Sort.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - II YEAR (III SEMESTER)

COURSE TITLE	:	Data Structures Using C++ Laboratory
COURSE CODE	:	BCAS-P3
COURSE CREDIT	:	2

COURSE OBJECTIVES

While studying the C++ Laboratory course, the student shall be able to:

- Explain about how to write basic C++ programming
- Describe how to use control statements
- Enumerate the usage of arrays and functions
- Show how to create classes

List of Programmes

1. Write a C++ program to calculate average marks scored by a student for 3 subjects.
2. Write a C++ program to find the area and perimeter of a circle and rectangle.
3. Write a C++ program to swap two numbers.
4. Write a C++ program to find largest of three numbers.
5. Write a C++ program to find the maximum number among three numbers.
6. Write a C++ program to generate Fibonacci series.
7. Write a C++ program to perform string manipulation.
8. Find the length of a string. Compare two strings, Concatenate two strings, Reverse a string, Copy a string to another location.
9. Write a C++ program to find quotient and remainder of 2 numbers.
10. Write a C++ program to manipulate the class account using classes and function. A user should be able to perform the following functions.
 - a) Deposit money.
 - b) Withdraw money,

- c) Calculate the interest
 - d) Check the total balance in his account.
11. Write a C++ program to generate Prime numbers between 1 and 50.
 12. Write a C++ program to perform matrix addition and multiplication.
 13. Write a C++ program to check whether the given matrix is a sparse matrix or not.
 14. Write a C++ program to overload unary minus operator.
 15. Write a C++ program to calculate total sales and average sales made by a salesman.

COURSE OUTCOMES

After completion of the C++ Laboratory course, the student can be able to:

- Explain how to write programs in C++
- Experiment how to use control statements
- Learn about arrays and functions
- Demonstrate how to create classes



Tamil Nadu Open University

School of Computer Science

Chennai – 15

B. C. A. SYLLABUS - II YEAR (IV SEMESTER)

பாடப் பெயர் (Course Title)	:	தமிழ் - 4 (தமிழ் -4)
பாடக் குறியீடு (Course Code)	:	BFTMS-41
பாட கற்றல் அளவெண் (Course Credits)	:	3

பாட நோக்கங்கள்

1. தமிழிலுள்ள சங்க இலக்கியம், காப்பிய இலக்கியம், நீதி இலக்கியம் குறித்து அறிமுக நிலையில் மாணவர்களுக்கு அறிமுகம் செய்வதோடு, தமிழ் இலக்கிய வரலாறு குறித்தும் அறிமுகம் செய்தல்.

பாடத்தினைப் படிப்பதால் விளையும் பயன்கள்

1. தமிழிலுள்ள சங்க இலக்கியம், காப்பிய இலக்கியம், நீதி இலக்கியம் குறித்து அறிமுக நிலையில் மாணவர்களுக்கு அறிமுகம் செய்வதோடு, தமிழ் இலக்கிய வரலாறு குறித்தும் எடுத்துரைப்பார்கள்.
2. மரபுத் தொடர்கள், இணை மொழிகள் பற்றியும் எடுத்துரைப்பதோடு, ஓரங்க நாடகம், ஐக்கூ கவிதை படைக்கும் முனைப்பினையும் பெறுவார்கள்.

பிரிவு - 1 சீவகசிந்தாமாணி - குணமாலையார் இலம்பகம்

சீவகசிந்தாமணி - காப்பிய அமைப்பு - முன்கதைச்சுருக்கம் - இலம்பகத்தின் கதைச்சுருக்கம் - கண்ணப் பூசல் - குணமாலையும் சுரமஞ்சரியும் பொழிலாடல் - சுரமஞ்சரி சூளுரை - கண்ணப்பொடியுடன் தோழியர் - மீன்கும் மாமதிபோல் சீவகன் - தோழியார் வேண்டல் - சீவகன் தீர்ப்புரை - வாரம் பட்டுழித் தீயவும் நல்லவாம் - வண்டுகளின் தீர்ப்பு - இடியுண்ட நாகம்போல் சுரமஞ்சரி - குணமாலையின் இனிய பண்பு.

பிரிவு - 2 கம்பராமாயணம் - நகர்நீங்கு படலம்

கம்பராமாயணம் - முன்கதைச்சுருக்கம் - படலத்தின் கதைச் சுருக்கம் - மகளிர் அவலம் - விலங்குகளின் அவலம் - பிற மக்களின் அவலம் - மரவுரியில் இராமன் - மனத்துயரில் சீதை - வருவென் ஈண்டு வருந்தலை நீ - தீய வெஞ்சொல் செவிசுடத் தேடிவாள் - என்னை என்னை இருத்தி என்றாய் - நின் பிரிவினுஞ் சுடுமோ பெருங்காடு - சீதையும் மரவுரி தரித்தல் - எல்லையற்ற இடர் தருவாய் என்றான்.

பிரிவு - 3 சங்க காலம் (கி.மு. 300 - கி.பி. 100)

முச்சங்க வரலாறு - சங்கம் இருந்ததா? இல்லையா? ஒரு சங்கம் இருந்ததற்கான சான்றுகள் - எட்டுத்தொகை நூல்கள் - பத்துப்பாட்டு நூல்கள் - சங்க காலம் ஒரு பொற்காலம்

- பிரிவு - 4** **பதினெண் கீழ்க்கணக்குக் காலம் (கி.பி. 100 - கி.பி. 600)**
களப்பிரர் காலம் - தமிழக வரலாற்றின் இருண்ட காலம் - அகத்திணை நூல்கள் - புறத்திணை நூல்களில் போர் பற்றியது - அறநூல்கள்
- பிரிவு - 5** **காப்பிய காலம் (கி.பி. 200 - கி.பி. 1100)**
தமிழின் முதல் காப்பியம் - இரட்டைக் காப்பியங்கள் - ஐம்பெருங்காப்பியங்கள் - ஐஞ்சிறுங்காப்பியங்கள் - தமிழின் பிற காப்பியங்கள்.
- பிரிவு - 6** **தமிழ் இலக்கியத்தில் சமணர், பௌத்தர் செல்வாக்கு**
தமிழகத்தில் சமணர் செல்வாக்கு - தமிழகத்தில் பௌத்தர் செல்வாக்கு
- பிரிவு - 7** **மரபுத் தொடர்கள், இணைமொழிகள்**
எதிர்மறைக் குறிப்புத் தொடர் - இடக்கரடக்கல் - மங்கலவழக்குத் தொடர் - வசைமொழித் தொடர் - சுவைதரும் வெளிப்பாட்டுத் தொடர் - பிற மரபுத்தொடர்கள் - ஒருபொருள் இணைமொழிகள் - எதிர்நிலை இணைமொழிகள் - பிற இணைமொழிகள் - வட்டார இணைமொழிகள் - கிகர கீகார மொழிகள்.
- பிரிவு - 8** **சொற்பொழிவுத்திறன் பயிற்சி**
இலக்கியச் சொற்பொழிவு - சமயச் சொற்பொழிவு - அரசியல் சொற்பொழிவு - பிற சொற்பொழிவுகள் - குறிப்புகள் சேகரித்தல் - கேளாரும் வேட்ப மொழியும் திறன் - நகைச்சுவைத் திறன் - ஈர்ப்புத் திறன் - அவிநயமும் உச்சரிப்பும்
- பிரிவு - 9** **ஓரங்க நாடகம் படைக்கும் முயற்சி**
ஓரங்க நாடகம் எழுதும் படிநிலைகள் - நாடகக் கதையை முடிவுசெய்தல் - களம் பிரித்தலும் நிகழ்வுக் குறிப்பும் - உரையாடல் எழுதுதல் - நாடகப் பிரதியைச் செப்பனிடுதல் - நடிகர்கள் தேர்வு - ஒத்திகை முறைகள் - நாடக இயக்கம் - திட்டமிடுதலும் நிகழ்த்தலும் .
- பிரிவு - 10** **ஐக்கூக் கவிதை புனையும் பயிற்சி**
ஈற்றடி இலக்கணம் - உள்ளடக்கப் பாடுபொருள் இலக்கணம் - வெளிப்பாட்டு உத்தி - இயற்கையைப் பாடும் ஐக்கூ - வாழ்வியல் ஐக்கூ - காதல் ஐக்கூ - சென்றியூ -எள்ளல் அல்லது நகைச்சுவை ஐக்கூ

பார்வை நூல்கள்:

1. மு. வரதராசன், தமிழ் இலக்கிய வரலாறு, சாகித்ய அக்காதெமி, புதுடெல்லி,
2. மது. ச. விமலானந்தன், தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
3. தமிழண்ணல், புதிய நோக்கில் தமிழ் இலக்கிய வரலாறு, மீனாட்சி புத்தக நிலையம், மதுரை.
4. பி.எஸ். ஆச்சார்யா, உயர்வுதரும் உரையாடல்கலை, நர்மதா பதிப்பகம், சென்னை.
5. மு. முத்துக்காளத்தி, பேசுவது எப்படி, கண்ணம்மாள் பதிப்பகம், பாரி நிலையம், சென்னை.
6. பரட்டை, நடிக் நாடகம் எழுதுவது எப்படி? வைகறைப் பதிப்பகம், திண்டுக்கல், 1998
7. சே. இராமானுஜம், நாடகப் படைப்பாக்கம் அடித்தளங்கள், எட்டாம் உலகத் தமிழ் மாநாடுபதிப்புச் சூழல் நிதி வெளியீடு, தமிழ்ப்பல்கலைக்கழகம், தஞ்சாவூர், 1994.
8. சுஜாதா, ஹைக்கூ ஒரு அறிமுகம், பாரதி பதிப்பகம், 108 உஸ்மான் சாலை, தி. நகர், சென்னை, 1991.
9. மேஜர் சுதிர் மகாதேவன், ஐக்கூ நூறு, ஒப்பிலக்கியத்துறை, மதுரை காமராசர் பல்கலைக்கழகம், மதுரை, 1994.

10. நெல்லை சு. முத்து, தமிழில் ஹைக்கூ, அன்னம் வெளியீடு, சிவன்கோயில் தெரு, சிவகங்கை, 1994.
திரு. பட்டாபி சீத்தாரமான், ஹைக்கூ வடிவக் கவிதைகள், காவ்யா, சென்னை.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - II YEAR (IV SEMESTER)

Course Title : Foundation in English-IV (Writing Skills)

Course Code : BFEGS-41

Course Credit : 3

Course Objectives:

- Train the learners to write the academic essays
- To make them learn different steps of writing
- To develop the learners' creativity
- To distinguish between fact and opinion, cause and effect, problem and solution, similarities and differences, general and specific ideas, and relevant and irrelevant information.
- To convey information through written language
- To involve in note- taking, gathering information, drafting, free-writing, revising, proofreading, and editing when engaged in writing.

Course Learning Outcomes:

On successful completion of the Course, the learners will be able to:

- write without mistakes
- draft formal and informal letters
- take notes for writing purpose
- explain the tables/ pictures in words
- edit the written matters

BLOCK-01 Basic Writing Skills

Learn the basic paragraph structure: main idea, supporting sentences, use of examples, conclusion- Use basic sentence structures to write a paragraph; use cohesive devices to connect sentences in a paragraph; use transitional devices for cohesion and for contrast paragraph internally and between paragraphs (The above structures and devices to be consciously used in

all writing tasks)- Understand and use text structures in paragraphs: sequencing, comparing and contrasting, relating cause and effect, problems and problem solving

BLOCK-02 Informal and Formal Communication

Write informal letters, applications, and official letters of request and denial- Write official e-mails, memos and notices

BLOCK-03 Note-Making and Summarising

Prepare notes from reading texts- Take notes from spoken texts-Summarize key ideas and information in organized points developed from the notes prepared

BLOCK-04 Study Skills (Information Transfer, Reference Skills)

Use charts, tables, other graphics and multimedia, as appropriate for the written texts; present summary to a group

Block- 05 Technical Editing

Technical Editing – The Big Picture- Working Collaboratively- Organization: The Architecture of Information- Visual Design and Font Selection- Editing Methods – Then and Now- The Power of Grammar, Punctuation and Spelling- Basic Copyediting- proofreading -Ethical and Legal Issues

References:

1. Graham King. *Collins Improve your writing skills*
2. Norman Coe and Robin Rycroft. *Writing Skills A Problem Solving Approach*. CUP.
3. Robyn Najar and Lesley Riley. *Developing Academic Writing Skills*. Macmillan Publications.
4. Scheraga, Mona. *Practical English Writing Skills: A Complete Guide to Writing in English*

Web Resources:

1. <https://nptel.ac.in/courses/109/107/109107172/>
2. <https://nptel.ac.in/courses/109/104/109104031/>
3. https://onlinecourses.swayam2.ac.in/cec20_ma04/preview



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - II YEAR (IV SEMESTER)

COURSE TITLE : **Data Base Management System**
COURSE CODE : **BCAS-41**
COURSE CREDIT : **4**

COURSE OBJECTIVES

While studying the Data Base Management System course, the student shall be able to:

- Learn the basics of Database Management Systems.
- Describe the conceptual data model and Entity Relationship (ER) Model.
- Design the Relational Data Model and Relational Algebra.
- Categorize the normalization in Relational Database Design.
- Demonstrate the NOSQL Databases and Big Data.

BLOCK I: INTRODUCTION TO DATABASES

Introduction – Example – Characteristics of the Database Approach – Actors on the Scene – Workers behind the Scene – Advantages of Using the DBMS Approach - Database Applications – When Not to Use a DBMS – Data Models – Schemas – Instances – Three Schema Architecture - Data Independence – Database Languages and Interfaces – Database System Environment – Architectures for DBMSs – Classification of DBMSs.

BLOCK II: CONCEPTUAL DATA MODELING AND DATABASE DESIGN

Entity Relationship Model – Entity Types – Entity Sets – Attributes – Keys – Relationship Types – Relationship Sets – Roles - Structural Constraints – Strong Entity Types – Weak Entity Types – Enhanced Entity Relationship Model - Specialization and Generalization – Constraints and Characterization of Specialization and Generalization Hierarchies.

BLOCK III: RELATIONAL DATA MODEL, RELATIONAL ALGEBRA AND SQL

Relational Model Concepts – Super Key – Candidate Key – Primary Key – Alternate Key – Foreign Key - Relation Model Constraints and Relational Database Schemas – Update

Operations – Transactions and Dealing with Constraint Violations - Unary and Binary Relational Operations in Relational Algebra – Queries in Relational Algebra – Basic SQL – SQL Data Definition and Data Types – Specifying Constraints in SQL - Basic Retrieval Queries in SQL – Insert, Delete and Update Statements in SQL – Views in SQL.

BLOCK IV: RELATIONAL DATABASE DESIGN

Mapping Entity Relationship Model to Relations – Mapping Enhance Entity Relationship Model to Relations - Database Normalization – Functional Dependencies – First Normal Form – Second Normal Form and Third Normal Form.

BLOCK V: NOSQL DATABASES AND BIG DATA

Introduction – CAP Theorem – Document Based NOSQL Systems and MongoDB – NOSQL Key Value Stores – Column Based NOSQL Systems – NOSQL Graph Databases – Neo4j - Big Data – Characteristics of Big Data – Introduction to MapReduce and Hadoop – Hadoop Distributed File System.

Text Book:

1. Ramez Elmasri, Shamkant B. Navathe, “Fundamentals of Database Systems”, Seventh Edition, Pearson Education, 2017.

References:

1. Abraham Silberschatz, Henry F. Korth, S. Sudharshan, “Database System Concepts”, Sixth Edition, Tata McGraw Hill, 2014.
2. C. J. Date, A. Kannan, S. Swamynathan, “An Introduction to Database Systems”, Eighth Edition, Pearson Education, 2006.

COURSE OUTCOMES

After completion of the Database Management Systems course, the student can be able to:

- Teach the basics of Database Management Systems.
- Relate the conceptual data model and Entity Relationship (ER) Model.
- Differentiate the Relational Data Model and Relational Algebra.
- Classify the normalization in Relational Database Design.
- Compare the NOSQL Databases and Big Data.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - II YEAR (IV SEMESTER)

COURSE TITLE : **WEB Designing**
COURSE CODE : **BCAS-42**
COURSE CREDIT : **4**

COURSE OBJECTIVES

While studying the Web Designing course, the student shall be able to:

- Describe about APPLET
- Teach about Networking and RMI
- Recognize the concepts Swing and AWT
- Explain about the database connectivity and Servlet
- Correlate the Java Beans concepts.

BLOCK - I: INTRODUCTION TO APPLET

Introduction to applet –lifecycle of applet- servlet and its life cycle – HTML fundamentals - JSP fundamentals-variables-control structures, Applet to servlet communications. Servlets – deployment of simple servlets - web server (Java web server/Tomcat sever/Web logic)- HTTP GET and POST request-Session tracking-cookies - JDBC-Simple Web application-multi tier applications.

BLOCK - II: NETWORKING AND RMI

Connecting to a Server - Implementing Servers - Advanced Socket Programming: InetAddress - URL Connections. Remote Method Invocations: Setting Up Remote Method Invocation - Parameter Passing in Remote Methods.

BLOCK - III: ADVANCED SWING AND AWT

Lists – Trees – Tables - Styled Text Components - Component Organizers – Shapes - Images.

BLOCK - IV: DATABASE CONNECTIVITY AND SERVLET

The Design of JDBC - Basic Concepts - Executing Queries - Result Sets – Metadata - Transactions, Servlets.

BLOCK -V: JAVABEANS

The Bean-Writing Process - Using Beans to Build an Application - Bean Property Types - Customizers.

Reference books:

1. Cay S. Horstmann, Gary Cornell, *Core Java™ 2: Volume II–Advanced Features*, Prentice Hall, 2008.
2. Patrick Naughton & Herbert Schildt, *The Complete Reference: Java 2*, Tata McGraw Hill, 8 th Edition 2011.
3. Experiment the need for Database Management Systems
4. Solve conceptual models for any real world application
5. Describe Design databases for any real world application Understand the need for Database Normalization
6. Extend Understanding on NOSQL Databases and Big Data

COURSE OUTCOMES

- Identify about APPLET
- Learn about Networking and RMI
- Demonstrate the concepts Swing and AWT
- Modify about the database connectivity and Servlet
- Estiamte the Java Beans concepts.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - II YEAR (IV SEMESTER)

COURSE TITLE : **Web Designing & DBMS Laboratory**
COURSE CODE : **BCAS- P4**
COURSE CREDIT : **2**

COURSE OBJECTIVES

While studying the Web Technology Lab course, the student shall be able to:

- Teach about the how to design web pages using various HTML tags
- Show about the concepts of JavaScript
- Create forms using JavaScript

While studying the Data Base Management System Lab course, the student shall be able to:

- Observe about the basic concepts of SQL Commands
- Prepare the concepts of nested and join queries
- Develop the concepts of functions, procedures and procedural extensions of databases.
- Design and implementation of typical database applications.
- Construct the concepts of a front end tool for GUI based application development

List of Experiments

1. Create a form having number of elements (Textboxes, Radio buttons, Checkboxes, and so on). Write JavaScript code to count the number of elements in a form.
2. Develop a HTML Form, which accepts any Mathematical expression. Write JavaScript code to Evaluates the expression and Displays the result.
3. Create a Web services with RMI.
4. Implement RMI program to perform arithmetic functions.
5. Develop a simple application to insert and retrieve data from database.
6. Design a colour bean.

List of Experiments

7. Create a database table, add constraints (primary key, unique, check, Not null), insert rows, update and delete rows using SQL DDL and DML commands.
8. Query the database tables and explore natural, equi and outer joins.
9. Write user defined functions and stored procedures in SQL.
10. Execute complex transactions and realize DCL and TCL commands.

11. Write SQL Triggers for insert, delete, and update operations in database table.
12. Create View and index for database tables with large number of records.
13. Create a XML database and validate it using XML schema.
14. Create Document, column and graph based data using NOSQL database tools.

COURSE OUTCOMES

After completion of the Web Technology Lab course, the student can be able to:

- Design web pages using various HTML tags
- Develop JavaScript to implement arrays.
- Write JavaScript to create forms.

After completion of the Data Base Management System Lab course, the student can be able to:

- Develop the basic concepts of SQL Commands
- Organize the concepts of nested and join queries
- Write the concepts of functions, procedures and procedural extensions of databases.
- Design and implementation of typical database applications.
- Create the concepts of a front end tool for GUI based application development



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - II YEAR (III SEMESTER)

COURSE TITLE : ENVIRONMENTAL STUDIES
COURSE CODE : CCE
COURSE CREDIT : 2

Unit 1:

The Multi-disciplinary nature of environmental studies - Definition, scope and importance - Need for public awareness.

Unit 2:

Natural Resources - Renewable and non-renewable resources - Natural resources and associated problems.

- a. Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
- b. Water resources: Use and over – utilization of surface and ground water, floods, drought, conflicts over water, dams – benefits and problems.
- c. Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
- d. Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity case studies.
- e. Energy resources: Growing energy needs, renewable and non renewable energy sources, use of alternate energy sources. Case studies.
- f. Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.
- g. Role of an individual in conservation of natural resources - Equitable use of resources for sustainable lifestyles.

Unit 3 : Ecosystems:

Ecosystems - Concept of an ecosystem - Structure and function of an ecosystem - Producers, consumers and decomposers - Energy flow in the ecosystem - Ecological Succession - Food chains, food webs and ecological pyramids - Introduction, types, characteristic features, structure and function of the following ecosystem:-

- a. Forest ecosystem
- b. Grassland ecosystem

- c. Desert ecosystem
- d. Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

Unit 4: Biodiversity and its conservation:

Biodiversity and its conservation - Introduction – Definition : genetic, species and ecosystem diversity - Biogeographical classification of India - Value of biodiversity : consumptive use, productive use, social, ethical, aesthetic and option values - Biodiversity at global, National and local levels - India as a mega – diversity nation - Hot-spots of biodiversity - Threats to biodiversity : habitat loss, poaching of wildlife, man wildlife conflicts - Endangered and endemic species of India - Conservation of biodiversity : *In-situ* and *Ex-situ* conservation of biodiversity.

Unit 5: Environmental Pollution:

Environmental Pollution - Definition - Causes, effects and control measures of : Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution, Nuclear hazards - Solid waste Management - Causes, effects and control measures of urban and industrial wastes. - Role of an individual in prevention of pollution - Pollution case studies - Disaster management: floods, earthquake, cyclone and landslides.

Unit 6: Social Issues and the Environment:

Social issues and the Environment - From Unsustainable to Sustainable development - Urban problems related to energy - Water conservation, rain water harvesting, watershed management - Resettlement and rehabilitation of people; it's problems and concerns. Case studies - Environmental ethics: Issues and possible solutions - Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies - Wasteland reclamation - Consumerism and waste products - Environment Protection Act - Air (Prevention and Control of Pollution) Act - Water (Prevention and control of Pollution) Act - Wildlife Protection Act - Forest Conservation Act - Issues involved in enforcement of environmental legislation - Public awareness.

Unit 7: Human Population and the Environment:

Human Population and the Environment - Population growth, variation among nations - Population explosion - Family Welfare Programme - Environment and human health - Human Rights - Value Education - HIV / AIDS - Women and Child Welfare - Role of Information Technology in Environment and human health - Case Studies.

Unit: 8 Field Work Visit:

Visit to a local area to document environmental assets-river / forest/ grassland/ hill / mountain

Suggested Readings:

1. Carson, R.2002.Silent Spring, Houghton Mifflin Harcourt.
2. Gadgil, M.,&Guha,R. 1993. This Fissured Land: An Ecological History of India, Univ. Of California Press.
3. Glesson, B. And Law, N.(eds.)1999, Global Ethics and Environment, London, Routledge.
4. Glietck,P.H.1993.Water Crisis, Pacific Institute for Studies in Dev. Environment & Security, Stockholm Env. Institute, Oxford Univ. Press.
5. Groom, Martha J., Gary K.Meffe, and Carl Ronald Carroll, Principles of Conservation Biology. Sunderland: Sinauer Associate, 2006.
6. Grumbine.R.Edward, and Pandit,M.k.2013.Threats from India's Himalayas dams.Science.,339:36-37
7. 7. McCully,P.1996.Rivers no more :the environmental effects of dams(pp.29.64).Zed books.
8. McNicill John R.2000.Something New Under the Sun: An Environmental History of the Twentieth Century.
9. Odum,E.P..Odum, H.T.& Andrees.J.1971.Fundamental of Ecology, Philadelphia Saunders.
10. Pepper.J.J...Gerba.C.P. & Brusseau.M.L.2011.Environmental and Pollution Science. Academic Press.
11. Rao.M.N.& Datta,A.K 1987.Waste Water Treatment, Oxford and IBH Publishing Co.Pvt.Ltd.
12. Raven,P.H..Hassenzahl,D.M & Berg.L.R..2012 Environment.8th edition.John Willey & sons.
13. Rosencranz., A.. Divan,S..& Noble, M.L.2001.Environmental law and policy in India, Tirupathi 1992.
14. Sengupta,R.2003.Ecology and Economics: An approach to sustainable development.OUP
15. Singh.J.S..Singh..S.P and Gupta,,S.R.2014.Ecology E nvironmental Science and Conservation, S.Chand Publishing .New Delhi .
16. Sodhi,N.S..Gibson.I.&Raven,P.H(EDS).2013.Conservation Biology :Voices from the Tropics.John Willey & Sons.
17. Thapar,V.1998.Land of the Tiger: A Natural History of the Indian Subcontinent.
18. Waren,C.E.1971.Biology and water Pollution Control. WB Saunders.
19. Wilson.E.O.2006. The Creation: An appeal to save life on earth.New York: Norton.
20. World Commission on Environment and Development.198.Our Common Future.Oxford University Press.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - III YEAR (V SEMESTER)

COURSE TITLE : **Data Communication & Networking**
COURSE CODE : **BCAS-51**
COURSE CREDIT : **4**

COURSE OBJECTIVES

While studying the Data Communication and Networking course, the student shall be able to:

- Describes the basics of network
- Enumerate Wireless Transmission with design issues.
- Summarize the concept of Data Link Layer and its protocols.
- Paraphrase routing algorithm and IP Protocols.
- Explain the concept of transport layer services and network security.

BLOCK I: INTRODUCTION TO NETWORKS

Introduction to Network Hardware and Software - Reference Models – OSI and TCP/IP Models - Example Networks: Internet, ATM, Ethernet and Wireless LANs - Physical Layer - Theoretical Basis for Data Communication - Guided Transmission Media.

BLOCK II: WIRELESS TRANSMISSION

Wireless Transmission - Communication Satellites - Telephone System: Structure, Local Loop, Trunks and Multiplexing and Switching - Data Link Layer: Design Issues – Error Detection and Correction.

BLOCK III: DATA LINK LAYER

Elementary Data Link Protocols - Sliding Window Protocols - Data Link Layer in the Internet - Medium Access Layer - Channel Allocation Problem – Multiple Access Protocols – Bluetooth.

BLOCK IV: NETWORK LAYER

Network Layer - Design Issues - Routing Algorithms - Congestion Control Algorithms - IP Protocol – IP Addresses – Internet Control Protocols.

BLOCK V: TRANSPORT LAYER

Transport Layer – Services - Connection Management - Addressing, Establishing and Releasing a Connection - Simple Transport Protocol – Internet Transport Protocols (ITP) -Network Security: Cryptography.

TEXT BOOK

1. A. S. Tanenbaum, “Computer Networks”, 4th Edition, Prentice-Hall of India, 2008.

REFERENCE BOOKS

1. B. A. Forouzan, “Data Communications and Networking”, Tata McGraw Hill, 4th Edition, 2007.
2. F. Halsall, “Data Communications, Computer Networks and Open Systems”, Pearson Education, 2008.
3. D. Bertsekas and R. Gallager, “Data Networks”, 2nd Edition, PHI, 2008.
4. Lamarca, “Communication Networks”, Tata McGraw- Hill, 2002.

COURSE OUTCOMES

After completion of the Data Communication and Networking course, the student can be able to:

- Summarize the basics of network.
- Identify the Wireless Transmission and its design issues.
- Learn the concept of Data Link Layer and its protocols.
- Develop the routing algorithm and IP Protocols.
- Describe the concept of transport layer services and network security.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - III YEAR (V SEMESTER)

COURSE TITLE : **Programming in Java**
COURSE CODE : **BCAS-52**
COURSE CREDIT : **4**

COURSE OBJECTIVES

While studying the Programming in Java course, the student shall be able to:

- Describe the Object Oriented features supported by Java.
- Demonstrate the looping and classes.
- Exploring the various arrays available in Java.
- Discriminate knowledge on creating, accessing and using a Package.
- Construct the Exception Handling in Java.

BLOCK I: JAVA FEATURES

Java Features – Comparison of C++ and Java – Java Virtual Machine – Constants – Variables – Data Types – Scope of Variables – Type Casting – Java Program Structure - Operators and Expressions – Arithmetic – Logical – Relational – Assignment – Increment and Decrement – Conditional – Bitwise – Special Operators - Arithmetic Expressions – Evaluation of Expressions – Type Conversion in Expressions – Operator Precedence and Associativity – Mathematical Functions.

BLOCK II: LOOPING, CLASSES AND OBJECTS

Decision Making, Branching and Looping – If Statement – If ... Else Statement – Nesting of If ... Else Statements – Else If Ladder – Switch Statement – The ?: Operator - While Statement – Do Statement – For Statement – Jumps in Loops – Return Statement – 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 – Overriding Methods – Abstract Methods and Classes.

BLOCK III: ARRAYS

Arrays, Strings and Vectors – One Dimensional Arrays – Creating an Array – Two Dimensional Arrays - Strings – Vectors – Wrapper Classes – Enumerated Types – Annotations - Interfaces – Defining Interfaces – Implementing Interfaces – Accessing Interface Variables.

BLOCK IV: PACKAGES

Packages – Java API Packages – Using System Packages – Naming Conventions - Creating Packages – Accessing a Package – Using a Packages – Adding a Class to a Package – Hiding Classes – Static Import.

BLOCK V: EXCEPTIONS

Managing Errors and Exceptions – Types of Exceptions – Exceptions – Syntax of Exception Handling Code – Multiple Catch Statements - Using Finally Statement – Throwing Our Own Exception – Using Exceptions for Debugging.

Text Book:

1. E Balagurusamy, “Programming with Java”, Sixth Edition, McGraw Hill Education (India) Private Limited, 2019.

References:

1. Herbert Schildt, “Java: The Complete Reference”, Ninth Edition, McGraw Hill Professional, 2014.

COURSE OUTCOMES

After completion of the Programming in Java course, the student can be able to:

- Explain the Object Oriented features supported by Java.
- Illustrate the looping and classes.
- Formulate the various arrays available in Java.
- Discriminate knowledge on creating, accessing and using a Package.
- Assess the Exception Handling in Java.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - II YEAR (IV SEMESTER)

COURSE TITLE : **Operating Systems**
COURSE CODE : **BCAS-53**
COURSE CREDIT : **4**

COURSE OBJECTIVES

While studying the Operating Systems course, the student shall be able to:

- Describe the Fundamentals for Operating Systems
- Acquire Knowledge on Process Management
- Discuss the CPU Scheduling Algorithms.
- Point out the functions of Memory Management
- Summarize the File Management Systems.

BLOCK I: FUNDAMENTALS OF OPERATING SYSTEM

Introduction– Types of Operating System –Operating-System Operations–Resource Management –Security and Protection –Virtualization –Distributed Systems - Operating-System Services – User and Operating-System Interface –System Calls –System Services - Linkers and Loaders–Operating-System Structure –Building and Booting an Operating System.

BLOCK II: PROCESS MANAGEMENT

Process Management –Process Concept –Process Scheduling –Operations on Processes - Interprocess Communication –IPC in Shared-Memory Systems –IPC in Message-Passing Systems–Examples of IPC Systems –Communication in Client–Server Systems - Threads and Concurrency–Multicore Programming –Multithreading Models –Thread Libraries –Implicit Threading –Threading Issues.

BLOCK III: CPU SCHEDULING

CPU Scheduling–Basic Concepts –Scheduling Criteria –Scheduling Algorithms –Thread Scheduling –Multi-Processor Scheduling – Real-Time CPU Scheduling - Process

Synchronization –The Critical-Section Problem –Peterson’s Solution –Hardware Support for Synchronization – Mutex Locks –Semaphores–Monitors–Deadlocks–System Model.- Deadlock in Multithreaded Applications –Deadlock Characterization –Methods for Handling Deadlocks – Deadlock Prevention–Deadlock Avoidance –Deadlock Detection –Recovery from Deadlock.

BLOCK IV: MEMORY MANAGEMENT

Memory Management – Contiguous Memory Allocation –Paging –Structure of the Page Table – Swapping –Virtual Memory–Demand Paging –Copy-on-Write – Page Replacement –Allocation of Frames –Thrashing –Memory Compression–Allocating Kernel Memory.

BLOCK V: FILE MANAGEMENT

File-System Implementation–File-System Structure –File-System Operations –Directory Implementation - Allocation Methods –Free-Space Management –Efficiency and Performance– Recovery – The WAFL File System–File-System Internals–File-System Mounting –Partitions and Mounting–File Sharing –Virtual File Systems –Remote File Systems–Consistency Semantics –Network File Systems.

Text Book:

1. Abraham Silberschatz, Peter Baer Galvin, and Greg Gagne “Operating System Concepts”, Tenth Edition, Wiley, 2018.

References:

1. Andrew S. Tanenbaum, and Herbert Bos, “Modern Operating Systems”, Fourth Edition, Pearson Education Limited, 2015.

COURSE OUTCOMES

After completion of the Operating Systems course, the student can be able to:

- Explain the Fundamentals for Operating Systems
- Identify the Knowledge on Process Management
- Define the CPU Scheduling Algorithms.
- State the functions of Memory Management
- Paraphrase the File Management Systems.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - II YEAR (IV SEMESTER)

COURSE TITLE : Software Engineering

COURSE CODE : BCAS-54

COURSE CREDIT : 4

COURSE OBJECTIVES

While studying the Software Engineering course, the student shall be able to:

- Examine the nature of software.
- Memorize Prescriptive Process Models.
- Defines the Modeling Principles.
- Select the Software Design aspects
- Indicate on Software Testing Strategies and Software Configuration Management.

BLOCK I: THE NATURE OF SOFTWARE

The Nature of Software – Defining Software – Software Application Domains – Legacy Software – The Changing Nature of Software – Web Apps – Mobile Applications – Cloud Computing – Product Line Software – Defining the Discipline – The Software Process – The Process Framework – Umbrella Activities – Process Adaptation – Software Engineering Practice – The Essence of Practice – General Principles – Software Development Myths – Software Process Structure – A Generic Process Model – Defining a Framework Activity – Identifying a Task Set – Process Patterns – Process Assessment and Improvement.

BLOCK II: PRESCRIPTIVE PROCESS MODELS

Prescriptive Process Models – The Waterfall Model – Incremental Process Models – Evolutionary Process Models – Concurrent Models – A Final Word on Evolutionary Processes – Specialized Process Models – Component-Based Development – The Formal Methods Model – Aspect-Oriented Software Development – The Unified Process – Phases of the Unified Process – Personal and Team Process Models – Personal Software Process – Team Software Process – Process Technology – Product and Process – Agility – Agility and the Cost of Change – Agile

Process – Agility Principles – The Politics of Agile Development – Extreme Programming – The XP Process – Industrial XP – Other Agile Process Models – Scrum – Dynamic Systems Development Method – Agile Modeling – Agile Unified Process.

BLOCK III: MODELING

Modeling – Principles That Guide Process, Practice and Each Framework Activity – Communication, Planning, Modeling, Construction and Deployment Principles – Requirements Engineering – Establishing the Groundwork – Identifying Stakeholders – Recognizing Multiple Viewpoints – Working toward Collaboration – Asking the First Questions – Nonfunctional Requirements – Traceability – Eliciting Requirements – Collaborative Requirements Gathering – Quality Function Deployment – Usage Scenarios – Elicitation Work Products – Agile Requirements Elicitation – Service-Oriented Methods – Developing Use Cases – Building the Analysis Model – Elements of the Analysis Model – Analysis Patterns – Agile Requirements Engineering – Requirements for Self-Adaptive Systems – Negotiating Requirements – Requirements Monitoring – Validating Requirements – Avoiding Common Mistakes – Requirements Analysis – Overall Objectives and Philosophy – Analysis Rules of Thumb – Domain Analysis – Requirements Modeling Approaches – Scenario-Based Modeling – Creating a Preliminary Use Case – Refining a Preliminary Use Case – Writing a Formal Use Case – UML Models That Supplement the Use Case – Developing an Activity Diagram – Swimlane Diagrams – Requirements Modeling: Class-Based Methods – Identifying Analysis Classes – Specifying Attributes – Defining Operations – Class-Responsibility-Collaborator Modeling – Associations and Dependencies – Analysis Packages.

BLOCK IV: SOFTWARE DESIGN

Software Design – Design within the Context of Software Engineering – The Design Process – Software Quality Guidelines and Attributes – The Evolution of Software Design – Design Concepts – Abstraction – Architecture – Patterns – Separation of Concerns – Modularity – Information Hiding – Functional Independence – Refinement – Aspects – Refactoring – Object-Oriented Design Concepts – Design Classes – Dependency Inversion – Design for Test – Design Model – Data Design Elements – Architectural Design Elements – Interface Design Elements – Component-Level Design Elements – Deployment-Level Design Elements – Designing Class-Based Components – Basic Design Principles – Component-Level Design Guidelines – Cohesion – Coupling.

BLOCK V: SOFTWARE TESTING STRATEGIES

Software Testing Strategies – A Strategic Approach to Software Testing – Verification and Validation – Organizing for Software Testing – Software Testing Strategy – Criteria for Completion of Testing – Strategic Issues – Test Strategies for Conventional Software – Unit Testing – Integration Testing – Test Strategies for Object-Oriented Software – Unit Testing in the OO Context – Integration Testing in the OO Context – Test Strategies for WebApps – Test Strategies for MobileApps – Validation Testing – Validation-Test Criteria – Configuration Review – Alpha and Beta Testing – System Testing – Recovery Testing – Security Testing – Stress Testing – Performance Testing – Deployment Testing – The Art of Debugging – The Debugging Process – Psychological Considerations – Debugging Strategies – Correcting the Error – White-Box Testing – Basis Path Testing – Flow Graph Notation – Independent Program Paths – Deriving Test Cases – Graph Matrices – Control Structure Testing – Black-Box Testing – Graph-Based Testing Methods – Equivalence Partitioning – Boundary Value Analysis – Orthogonal Array Testing – Model-Based Testing – Software Configuration Management – Elements of a Configuration Management System – Baselines – Software Configuration Items – Management of Dependencies and Changes.

Text Book:

2. Roger S. Pressman and Bruce R. Maxim, “Software Engineering”, A Practitioner’s Approach, Eighth Edition, McGraw-Hill Education, 2015.

References:

3. Ian Sommerville, “Software Engineering”, Tenth Edition, Pearson 2016.
4. Ian Sommerville, “Engineering Software Products”, Pearson 2019.

COURSE OUTCOMES

After completion of the Software Engineering course, the student can be able to:

- Identify about APPLLET
- Learn about Networking and RMI
- Select the concepts Swing and AWT
- Express about the database connectivity and Servlet
- Evaluate the Java Beans concepts.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - III YEAR (V SEMESTER)

COURSE TITLE : **Programming in Java - Laboratory**
COURSE CODE : **BCAS-P5**
COURSE CREDIT : **4**

COURSE OBJECTIVES

While studying the Programming in Java Laboratory course, the student shall be able to:

- Describe the knowledge on Java Compiler and work with eclipse platform
- Learn how to use the control statements in Java
- Experiment the concepts of multi threading and exception handling
- Explain the concepts of graphics programming.

List of Experiments

1. Write a Java program for student Mark-List preparation.
2. Write a Java program to reverse and finding sum of individual digits of a given number
3. Develop an applet in Java that displays a simple message.
4. Develop an applet in Java that receives an integer in one text field, and computes its factorial value and returns it in another text field, when the button named “Compute” is clicked.
5. Write a Java program for finding volume of a sphere (Concept: Class and Object)
6. Write a Java program for preparing Employee salary Report (Concept : Array of Objects)
7. Write a Java program for checking whether a given number is palindrome or not (Concept : Abstract Class).
8. Write a Java Program for Electricity charge calculation (Concept : Implementing Multiple Inheritance).
9. Write a Java program to find area of Triangle and Rectangle (Concept : Package , Interface).

10. Write a Java program for queue implementation (Concept : Exception Handling; User defined Exception).
11. Write a Java program to implement Multi- Threading (Concept: Multi- Threading by extending Thread class).
12. Write a program for simple Railway Reservation System (Concept : IO Streams: DataInputStream & DataOutputStream).
13. Write a Java program to display an image (Concept : Pixel Grabber Class : Getting pixels of an image)
14. Write a Java program that connects to a database using JDBC and does add, delete, modify and retrieve operations.
15. Write a Java program that handles all mouse events and shows the event name at the center of the window when a mouse event is fired (Use Adapter classes).

COURSE OUTCOMES

After completion of the Programming in Java Laboratory course, the student can be able to:

- Describe the knowledge on Java Compiler and work with eclipse platform
- Develop the control statements in Java.
- Experiment the concepts of multi threading and exception handling
- Learn the concepts of graphics programming.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - III YEAR (VI SEMESTER)

COURSE TITLE : VISUAL PROGRAMMING
COURSE CODE : BCAS-61
COURSE CREDIT : 4

COURSE OBJECTIVES

While studying the Visual Programming course, the student shall be able to:

- Use a modern IDE to visually and programmatically create programs with GUI's
- Develop forms and events.
- Learn the VB data types and control structure
- Design and implement applications using Library Functions
- Create a Database in VB.

BLOCK I: INTRODUCTION TO WINDOWS PROGRAMMING

Introduction to Windows Programming and Visual Basic: Components of Windows Programming - Graphical User Interface – Window and its elements – Dialog Box – Drop-Down and Pop-Up menus – Visual Basic – Event-Driven Programming – Steps in Building a Project - User Interface Design – Writing Code – Visual Basic IDE – Creating and Running a simple project

BLOCK II: VISUAL BASIC FORMS AND CONTROLS:

Form – Tool Box controls – Property window – Design and Run-time properties – Events – Keyboard, Mouse, Code and System events - Visual Basic Object oriented programming – Creating buttons at run-time through object declaration - Screen, Printer, Error Objects.

BLOCK III: VISUAL BASIC PROGRAMMING:

Visual Basic Data Types - Constants: predefined constants – User-Defined constants – Variables - Scope Rules – Control Structures – If – Select Case – Loops – FOR , DO, WHILE loops – Goto – On Goto statements - Event procedures – User defined procedures.

BLOCK IV: LIBRARY FUNCTIONS

Library functions – Numeric, String, Boolean and miscellaneous functions – Sub Main() procedure - User-defined functions – Public, Private Scope rules – Creating EXE files – Arrays – User-defined data type – Type statement – Control Arrays - Graphics handling – Using multiple forms – Activating a form – Multiple Document Interface – A simple MDI application.

BLOCK V VISUAL BASIC ADVANCED FEATURES:

Creating a Database in VB – Accessing an external database with Data Control – Object Linking and Embedding (OLE) - Linking and embedding an excel worksheet with VB project – Using third-party controls in VB - Creating an Active X control project – Activating other applications from VB – Windows Application Program Interface functions (WINAPI)

Reference Books:

1. An Introduction to Programming using Visual Basic, David I. Schneider, Prentice Hall, 1995
2. Ready-to-Run Visual Basic Algorithms, Rod Stephens, J. Wiley Publication, 1998
3. “Visual Basic 6 from ground up” Garry Cornell, TMH, 1999.

COURSE OUTCOMES

After completion of the Visual Programming course, the student can be able to:

- Demonstrate knowledge of programming terminology and how applied using Visual Basic
- Develop a Graphical User Interface (GUI) based on problem description.
- Develop an Event Planning Chart based on problem description so as to define the processing that is to occur based on specific events.
- Develop an Algorithm to verify processing is accurate
- Develop and debug applications using Visual Basic 2010 (or version required for the course) that runs under Windows operating system.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - III YEAR (VI SEMESTER)

COURSE TITLE : **VISUAL PROGRAMMING LABORATORY**
COURSE CODE : **BCAS-P6**
COURSE CREDIT : **2**

COURSE OBJECTIVES

While studying the Visual Programming practical course, the student shall be able to:

- Demonstrate knowledge of programming terminology and how applied using Visual Basic
- Develop a Graphical User Interface (GUI) based on problem description
- Develop an Event Planning Chart based on problem description so as to define the processing that is to occur based on specific events
- Develop an Algorithm to verify processing is accurate

List of Experiments

1. Write a program to design a simple calculator to perform addition, subtraction, multiplication and division (use function for the calculation)
2. Write a application with a derive list box, Dirlistbox, Filelist box and image control and using through load an image at runtime
3. Write a program to change the color the color of text using scrollbar
4. Write a application to move an image using a timer and command button
5. Write a application that change the font, size and color for a given text box.
6. Write a application that calculate the age from the given data of birth. (use DTP control)
7. Write a application for encryption and decryption of string using random number
8. Write a application to show the usage of shape and line control.
9. Write a application by using navigation and manipulation method.
10. Write a application to display item details using database

COURSE OUTCOMES

After completion of the Visual Programming practical course, the student can be able to:

- Design, create, build, and debug Visual Basic applications.
- Apply arithmetic operations for displaying numeric output.
- Apply decision structures for determining different operations.
- Write and apply loop structures to perform repetitive tasks.
- Write and apply procedures, sub-procedures, and functions to create manageable code



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - III YEAR (VI SEMESTER)

COURSE TITLE : **Mini Project**
COURSE CODE : **BCAS-P7**
COURSE CREDIT : **2**

COURSE OBJECTIVES

While completing the project, the student shall be able to:

The objective of the Project Course is to help the students to study, analyze and design software or utility for research problems focused in the recent journals or application of such software related to problems in the area of Computer Application. The development of algorithms and derivation with respect to theoretical Computer Science in relevance to performance comparison, which will improve the skills of software development of the students, will be another objective of the mini project course.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS – III YEAR (ELECTIVE I)

COURSE TITLE : **Principles of Management**
COURSE CODE : **BCASE-01**
COURSE CREDIT : **3**

COURSE OBJECTIVES

While studying the Principles of Management course, the student shall be able to:

- Learn the basic concepts of Management
- Explain how to do planning and decision making
- Gather information about how to organize in management
- Demonstrate the selection process.
- Aware about controlling and budgeting in management

BLOCK I: INTRODUCTION

Management – Features, Functions – Management as an art, Science, Profession – Evolution of management thoughts.

BLOCK II: PLANNING

Planning – Process, Importance, Nature and Scope, Types, Steps in Planning. Objectives, Policies, Procedures, Strategy - Decision making: Types of decisions, difficulties in decision making – Management by Objectives.

BLOCK III: ORGANIZING

Organizing – Features, Importance – Principles of organizations – Types - Organization structure – Delegation – Span of control - Line and staff relationship – Use of staff units and committees.

BLOCK IV: STAFFING

Staffing – Sources of recruitment – Selection process – Training - Directing – Nature and purpose – Communication process.

BLOCK V: CONTROLLING AND BUDGETARY

Need for Coordination – Controlling - Importance and functions of control – Control process - Budgetary and non- budgetary control.

Reference Books:

1. Rustom Davar Management Process
2. Management Process, Rustom Davar
3. Principles of Management, L.M. Prasad
4. Business Management, Dinkar & Pagare
5. Essentials of Management, Koontz & O Donnell
6. Principles of Management, Sherlekar.

COURSE OUTCOMES

After completion of the Principles of Management course, the student can be able to:

- Develop the basic concepts of Management.
- Demonstrate how to do planning and decision making
- Gather information about how to organize in management
- Demonstrate the selection process.
- Explain about controlling and budgeting in management



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - III YEAR (Elective I)

COURSE TITLE : **Management Information Systems**
COURSE CODE : **BCASE-02**
COURSE CREDIT : **3**

COURSE OBJECTIVES

While studying the Management Information Systems course, the student shall be able to:

- Learn the basic concepts of Management Information Systems
- Identify the types of information systems.
- State the business information systems.
- Categorize the Financial Information System
- Learn about the various tools available for system development

BLOCK I: INTRODUCTION TO MIS

Concept, Definition, Role, Impact, Importance, - MIS and Uses. Approaches to management, Functions of Manager - Manager and the environment, Management as a control System.

BLOCK II: TYPES OF INFORMATION SYSTEMS

Decision Making, Concepts- Methods, Functions of DSS - Executive information System, MIS, TPS, ES.

BLOCK III: BUSINESS INFORMATION SYSTEM:

Functional Information Systems- Marketing Information - Manufacturing Information System- Quality Information System.

BLOCK-IV FINANCIAL INFORMATION SYSTEMS

Financial and Accounting Information System- Human Resource Information System.

BLOCK V: SYSTEM DEVELOPMENT LIFE CYCLE

System Development Life Cycle & Tools for IS Development - System Development- System Analysis, System Design, System Development Life Cycle - Preliminary Investigation- Tools for System Development - DFD- Data Dictionary- Decision Trees.

Text Books:

1. Management Information System, W. S. Jawadekar , Tata Mcgraw hill
- 2 .Management Information System A Managerial Perspective, Uma G. Gupta, Galgotia Publications Pvt. Ltd. 1998.

References Books:

1. Management Information System, W. S. Jawadekar , Tata Mcgraw hill
2. Management Information System A Managerial Perspective, Uma G. Gupta, Galgotia Publications Pvt. Ltd. 1998.

COURSE OUTCOMES

After completion of the Management Information Systems course, the student can be able to:

- Explain the basic concepts of Management Information Systems
- Identify the types of information systems.
- State the business information systems.
- predict the Financial Information System
- Demonstrate the various tools available for system development.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - III YEAR (Elective I)

COURSE TITLE : **Professional Ethics**
COURSE CODE : **BCASE-03**
COURSE CREDIT : **3**

COURSE OBJECTIVES

While studying the Professional Ethics course, the student shall be able to:

- Create awareness on Human Values.
- Develop the professional Ethics.
- Develop the Ethical Dilemma of an Professional.
- Explain the Global Issues
- Assess the safety and responsibilities

Block 1. HUMAN VALUES

Morals, Values and Ethics – Integrity – Work Ethic – Honesty – Courage –Empathy – Self-Confidence –Character.

Block 2. ETHICS

Senses of 'Professional Ethics' - variety of moral issued - types of inquiry - moral dilemmas – moral autonomy - Kohlberg's theory - Gilligan's theory - consensus and controversy – Models of Professional Roles - theories about right action - Self-interest - customs and religion - uses of ethical theories. Valuing Time – Co-operation – Commitment.

Block 3. ETHICAL DILEMMAS, SOURCES AND THEIR RESOLUTIONS:

What is an Ethical Dilemma, Sources of Ethical Behaviour, Code of Personal Ethics for Employees, How to Resolve an Ethical Problem, How to Resolve Ethical Dilemmas.

Block 4. SAFETY, RESPONSIBILITIES AND RIGHTS

Safety and risk - assessment of safety and risk - risk benefit analysis and reducing risk - the three mile island.

Block 5. GLOBAL ISSUES

Multinational corporations - Environmental ethics - computer ethics - weapons development – Professional as expert witnesses and advisors -moral leadership.

TEXT BOOKS

1. Mike Martin and Roland Schinzinger, “Ethics in Engineering”, McGraw-Hill, New York 1996.
2. Govindarajan M, Natarajan S, Senthil Kumar V. S, “Engineering Ethics”, Prentice Hall of India, New Delhi, 2004.

REFERENCES

1. Charles D. Fleddermann, “Engineering Ethics”, Pearson Education / Prentice Hall, New Jersey, 2004 (Indian Reprint now available).
2. Charles E Harris, Michael S. Protchard and Michael J Rabins, “Engineering Ethics – Concepts and Cases”, Wadsworth Thompson Learning, United States, 2000 (Indian Reprint now available)
3. John R Boatright, “Ethics and the Conduct of Business”, Pearson Education, New Delhi, 2003.
4. Edmund G Seebauer and Robert L Barry, “Fundamentals of Ethics for Scientists and Engineers”, Oxford University Press, Oxford, 2001.

COURSE OUTCOMES

After completion of the Professional Ethics course, the student can be able to:

- Build awareness on professional Ethics and Human Values.
- Learn social responsibility of a Professional.
- Demonstrate ethical dilemma while discharging duties in professional life.
- Learn the Global Issues
- Assess the safety and responsibilities



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - III YEAR (Elective II)

COURSE TITLE : **Constitution of India**
COURSE CODE : **BCASE-04**
COURSE CREDIT : **3**

COURSE OBJECTIVES

While studying the Constitution of India course, the student shall be able to:

- Identify the premises informing the twin themes of liberty and freedom from a civil rights perspective.
- Address the growth of Indian opinion regarding modern Indian intellectuals' constitutional
- Role and entitlement to civil and economic rights as well as the emergence nation hood in the early years of Indian nationalism.
- Address the role of socialism in India after the commencement of the Bolshevik Revolution in 1917 and its impact on the initial drafting of the Indian Constitution.
- Describe about the election commission.

BLOCK I HISTORY OF MAKING OF THE INDIAN CONSTITUTION: History, Drafting Committee, (Composition & Working). Philosophy of the Indian Constitution: Preamble, Salient Features.

BLOCK II CONTOURS OF CONSTITUTIONAL RIGHTS AND DUTIES: Fundamental Rights, Right to Equality, Right to Freedom, Right against Exploitation, Right to Freedom of Religion, Cultural and Educational Rights, Right to Constitutional Remedies, Directive Principles of State Policy, Fundamental Duties.

BLOCK III ORGANS OF GOVERNANCE: Parliament, Composition, Qualifications and Disqualifications, Powers and Functions, Executive, President, Governor, Council of Ministers, Judiciary, Appointment and Transfer of Judges, Qualifications, Powers and Functions.

BLOCK IV LOCAL ADMINISTRATION: District's Administration head: Role and Importance Municipalities: Introduction, Mayor and role of Elected Representative, CEO, Municipal Corporation.

Pachayati raj: Introduction, PRI: Zila Pachayat. Elected officials and their roles, CEO Zila Pachayat: Position and role. Block level: Organizational Hierarchy(Different departments), Village level:Role of Elected and Appointed officials, Importance of grass root democracy.

BLOCK V ELECTION COMMISSION: Election Commission: Role and Functioning. Chief Election Commissioner and Election Commissioners - Institute and Bodies for the welfare of SC/ST/OBC and women.

Reference Books

1. The Constitution of India,1950(Bare Act),Government Publication.
2. Dr.S.N.Busi, Dr.B. R.Ambedkar framing of Indian Constitution,1st Edition, 2015.
3. M.P. Jain, Indian Constitution Law, 7 th Edn., Lexis Nexis,2014.
4. D.D. Basu, Introduction to the Constitution of India, Lexis Nexis, 2015.

COURSE OUTCOME

After completion of the Constitution of India course, the student can be able to:

- Discuss the growth of the demand for civil rights in India for the bulk of Indians before the arrival of Gandhi in Indian politics.
- Discuss the intellectual origins of the framework of argument that informed the conceptualization of social reforms leading to revolution in India.
- Discuss the circumstances surrounding the foundation of the Congress Socialist Party [CSP] under the leadership of Jawaharlal Nehru and the eventual failure of the proposal of direct elections through adult suffrage in the Indian Constitution.
- Discuss the passage of the Hindu Code Bill of 1956.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - III YEAR (Elective II)

COURSE TITLE : **E- Learning**
COURSE CODE : **BCASE-05**
COURSE CREDIT : **3**

COURSE OBJECTIVES

While studying the e-Learning course, the student shall be able to:

- Learn about the basic concepts and history of e-Learning
- Design the role of tutor and learn the content development.
- Explain the philosophy of E-Learning
- Learn the visual communication techniques
- Explain the implementation strategy of E-Learning.

BLOCK I INTRODUCTION

E-Learning - E-Learning cycle - E-Learning types - challenges and support Blockies – cognitive presence – Approaches to design E-Learning - E-Learning framework – 6C framework - E-Learning Tools

BLOCK II E-LEARNING STRATEGY

Role of tutor - E-Learning strategy - Blended E-Learning – M-Learning- problem based learning- Enterprise learning- Corporate Learning- Web based Learning - Pod casting - Learning Management systems – Content development process – E-Learning standards- SCORM standard- managing e-learning quality - case studies.

BLOCK III PRINCIPLES OF E-LEARNING

Philosophy of E-Learning – theory of learning – Applying principles of multimedia - Applying principles of contiguity - Applying principles of modality - Applying principles of redundancy - Applying principles of coherency - Applying principles of personalization- web-based learning comm. Blockies - knowledge sharing and Knowledge management in e-learning- social networks and social media in e-learning

BLOCK IV DESIGN

On line E-Learning technologies – visual communication techniques- Computer-based technologies - Computer-mediated communication (CMC) – Assessment and evaluation- Organizing and designing learning sequences, Characteristics of Interactive Online Learning Media.

BLOCK V IMPLEMENTATION

Leverages example in E-Learning – collaborative E-Learning- Learner control in E-Learning- guidelines to solve issues in E-Learning – Implementation of an E-Learning Course Content for a complete online course, Research in content retrieval and generation for E-Learning, Role of cloud and semantic Grid in E-Learning

Reference book:

1. D.Randy Garrison “E-Learning in the 21st century a framework for research and practice”, 2nd edition, Taylor and Francis, 2011.
2. Robin Mason, “E-Learning : the key concepts”, Routledge, 2007.
3. William Horton, “E-Learning by Design”, Pfeiffer Wiley, 2006.
4. John Gardner, Bryn Holums, “E-Learning : Concepts and practice” SAGE Publications, 2006.
5. R.C.Clark and R.E.Mayer, “E-Learning and the science of instruction”, Pfeiffer Wiley, 2011.
6. Mark J Rosenberg, “E-Learning: strategies for delivering knowledge in the Digital Age”, McGraw- Hill, 2001.

Reference links

1. <https://www.aupress.ca/books/120258-emergence-and-innovation-in-digital-learning/>
2. <https://opentextbc.ca/teachinginadigitalage/part/chapter-2-the-nature-of-knowledge-and-the-implications-for-teaching/>
3. <https://www.coursera.org/learn/elearning>

COURSE OUTCOMES

After completion of the e-Learning course, the student can be able to:

- Explain the basic concepts and history of e-Learning
- Design the role of tutor and learn the content development.
- Demonstrate the philosophy of E-Learning
- invent the visual communication techniques
- Design the implementation strategy of E-Learning.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - III YEAR (Elective II)

COURSE TITLE : **Big Data Analytics**
COURSE CODE : **BCASE-06**
COURSE CREDIT : **3**

COURSE OBJECTIVES

While studying the Big Data Analytics course, the student shall be able to

- Familiarize with R Programming.
- Create data analysis using R and HADOOP Integrated Programming Environment.
- Describe the analytics for Big data ‘at Rest’ and Real-Time Analytical Processing for Big data ‘in Motion’.
- explain the Pig Data model and Pig scripts.
- Create query for Big Data using Hive.

BLOCK I INTRODUCTION TO R PROGRAMMING

Introduction to R –Vectors –Filtering –Matrices –Creating Matrices –Applying Functions to Matrix Rows and Columns –Lists –Creating List –General List Operations - Data Frames – Creating Data Frames –Matrix like Operations in Frames –Applying Functions to Data Frames – Factors and Tables - Math and Simulations in R –Input/Output –Reading and Writing Files – Graphics –Creating Three-Dimensional Plots –Linear Models –Non-linear models –Clustering.

BLOCK II DATA ANALYSIS USING R AND HADOOP

Features of R Language -HADOOP Features –HDFS and MapReduce architecture –R and Hadoop Integrated Programming Environment-RHIPE - Introduction –Architecture of RHIPE – RHIPE function reference. RHADOOP Introduction –Architecture of RHADOOP –RHADOOP function reference, SQL on HADOOP.

BLOCK III ANALYTICS FOR BIG DATA STREAMS

IBM Pure Data Systems –Netezza’s Design Principles –The Netezza Appliance –Extending the Netezza Analytics –Real-Time Analytical Processing - InfoSphere Streams Basics –

InfoSphereStreams Working –enterprise class –industry use cases –Indexing Data from Multiple Sources.

BLOCK IV PROGRAMMING WITH PIG

Introduction –installation and execution –PIG Data Model –PIG Latin –Input, Output-Relational Operators –User Defined Functions –Join Implementations - Integrating Pig with Legacy Code and Map Reduce –Developing and Testing Pig Latin Scripts –Embedding Pig Latin in Python – Evaluation Function in Java-Load Functions –Store Functions.

BLOCK V PROGRAMMING WITH HIVE

Introduction –Data Types and File Formats –Databases in Hive –HiveQL - Data Definition – Data Manipulation –Queries –Views –Indexes –Schema Design.

REFERENCES:

1. Michael Berthold, David J. Hand, “Intelligent Data Analysis”, Springer, 2007.
2. Tom White “Hadoop: The Definitive Guide” Third Edition, O’reilly Media, 2011.
3. Zikopoulos, P., Parasuraman, K., Deutsch, T., Giles, J., & Corrigan, D.V Harness the Power of Big Data The IBM Big Data Platform. McGraw Hill Professional, 2012.
4. Prajapati, V, “Big Data Analytics with R and Hadoop”, Packt Publishing Ltd, 2013.
5. Gates, A. Programming Pig.”O’Reilly Media, Inc.”, 2011.
6. Capriolo, E., Wampler, D., & Rutherglen, J., “Programming Hive”, O’ReillyMedia, Inc.”,2012
7. Norman Matloff , “The Art of R Programming: A Tour of Statistical Software Design”, NoStarch Press, 2011.
8. Jared P. Lander, “R for Everyone: Advanced Analytics and Graphics”, Addison-Wesley Data & Analytics Series, 2013.

COURSE OUTCOMES

After completion of the Big Data Analytics course, the student can able to:

- Design applications using R
- Design applications using RHADOOP
- Develop analytic applications for data Streams.
- Develop Pig scripts for Big data applications.
- Design Big data applications schema and use HIVE QL.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - III YEAR (Elective II)

COURSE TITLE : **Financial Accounting**
COURSE CODE : **BCASE-07**
COURSE CREDIT : **3**

COURSE OBJECTIVES

While studying the Financial Accounting course, the student shall be able to:

- Learn the basic concepts of Accounting and its functions
- Describe knowledge about the various types of Accounting
- Learn about flow analysis
- Explain about the theory of costing.
- Formulate the importance of Budgeting.

BLOCK I: ACCOUNTING AND ITS FUNCTION

Fundamentals of Accounting: Principle of Accounting - Accounting and its Function: Double Entry Book Keeping - Ledger – Trial Balance – Rectification of Errors – Trading Profit and Loss Account – Balance Sheet - Journal – Rules of Journalising.

BLOCK II: TYPES

Financial concepts : Financial Statement – Nature of Financial Statements – Limitations of Financial Statements - Types of Analysis – Tools of Analysis – Trend Analysis – Comparative Statement.

BLOCK III: FLOW ANALYSIS

Ratio Analysis: Types of Ratio – Factors affecting efficiency of Ratio – Limitations of Ratio - Fund Flow Analysis - Cash Flow Analysis.

BLOCK IV: COSTING BUDGETING

Costing: Marginal Costing – Break even analysis – Application of Marginal Costing – Limitations

BLOCK V: BUDGETING

Budgeting: Importance of Budgeting – Budget factors.

Reference Books:

1. Advanced Accountancy, R.L.Gupta, and M.Radhasamy, Sultan Chand & Sons.
2. Principles of Management Accounting, Man Mohan and Goyal.
3. Studies in Cost Accounting, P. Das Gupta, Premier Book company.

COURSE OUTCOMES

After completion of the Financial Accounting course, the student can be able to:

- Explain the basic concepts of Accounting and its functions
- Demonstrate knowledge about the various types of Accounting
- Learn about flow analysis
- teach the theory of costing.
- Formulate the importance of Budgeting.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - III YEAR (Elective II)

COURSE TITLE : **Data Mining**
COURSE CODE : **BCASE-08**
COURSE CREDIT : **3**

COURSE OBJECTIVES

While studying the Data Mining course, the student shall be able to

- Explain the major issues in Data mining
- Develop knowledge on Schemas of a Data Warehouse, OLAP and Cube Technology.
- Learn the Methods for Mining Frequent Patterns, Associations and Correlations.
- Learn the Basic Concepts and Methods for Classification.
- Use the basic concepts and Methods for Data Clustering.

Block I Introduction

Introduction – Kinds of Data and Patterns That Can Be Mined – Technologies Used – Kinds of Applications Targeted – Major Issues in Data Mining – Data Objects and Attribute Types – Basic Statistical Description of Data – Data Visualization – Measuring Data Similarity and Dissimilarity – Data Preprocessing – Data Cleaning – Data Integration – Data Reduction – Data Transformation and Data Discretization.

Block II Data warehouse

Data warehouse – Basic Concepts – Operational Database Systems and Data Warehouses – Architecture of a Data Warehouse – Extract, Transform and Load – Metadata – Data Cube and OLAP – Multidimensional Data Model – Star Schema – Snowflake Schema – Starflake Schema – Fact Constellation Schema – Dimensions – Measures – OLAP Operations – Starnet Query Model for Querying Multidimensional Databases – Data Warehouse Design and Usage – Data Warehouse Implementation – ROLAP – MOLAP – HOLAP – Data Generalization by Attribute-Oriented Induction – Data Cube Technology – Data Cube Computation: Preliminary Concepts –

Data Cube Computation Methods – Processing Queries by Exploring Cube Technology – Multidimensional Data Analysis in Cube Space.

Block III Mining Frequent Patterns

Mining Frequent Patterns, Associations, and Correlations – Basic Concepts – Market Basket Analysis – Frequent Itemsets, Closed Itemsets, and Association Rules – Frequent Itemset Mining Methods – Apriori Algorithm – Finding Frequent Itemsets by Confined Candidate Generation – Generating Association Rules from Frequent Itemsets – Improving the Efficiency of Apriori – Pattern-Growth Approach for Mining Frequent Itemsets – Mining Frequent Itemsets Using Vertical Data – Mining Closed and Max Patterns – Pattern Evaluation Methods – Association Analysis to Correlation Analysis – Comparison of Pattern Evaluation Measures – Pattern Mining in Multilevel, Multidimensional Space – Mining Multilevel Associations – Mining Multidimensional Associations – Mining Quantitative Association Rules – Mining Rare Patterns and Negative Patterns – Constraint-Based Frequent Pattern Mining – Metarule-Guided Mining of Association Rules – Constraint-Based Pattern Generation: Pruning Pattern Space and Pruning Data Space.

Block IV Classification

Classification – General Approach to Classification – Decision Tree Induction – Attribute Selection Measures – Tree Pruning – Scalability and Decision Tree Induction – Visual Mining for Decision Tree Induction – Bayes Classification Methods – Bayes' Theorem – Naïve Bayesian Classification – Rule-Based Classification – Using IF-THEN Rules for Classification – Rule Extraction from a Decision Tree – Rule Induction Using a Sequential Covering Algorithm – Model Evaluation and Selection – Metrics for Evaluating Classifier Performance – Holdout Method and Random Subsampling – Cross-Validation – Bootstrap – Model Selection Using Statistical Tests of Significance – Comparing Classifiers Based on Cost-Benefit and ROC Curves – Techniques to Improve Classification Accuracy – Ensemble Methods – Bagging – Boosting and AdaBoost – Random Forests – Improving Classification Accuracy of Class-Imbalanced Data – Classification by Backpropagation – Support Vector Machines.

Block V Cluster Analysis

Cluster Analysis – Requirements for Cluster Analysis – Overview of Basic Clustering Methods – Partitioning Methods – k -Means: A Centroid-Based Technique – k -Medoids: A Representative

Object-Based Technique – Hierarchical Methods – Agglomerative versus Divisive Hierarchical Clustering –Distance Measures in Algorithmic Methods – BIRCH: Multiphase Hierarchical Clustering Using Clustering Feature Trees – Chameleon: Multiphase Hierarchical Clustering Using Dynamic Modeling – Probabilistic Hierarchical Clustering – Density-Based Methods – DBSCAN: Density-Based Clustering Based on Connected Regions with High Density – OPTICS: Ordering Points to Identify the Clustering Structure – DENCLUE: Clustering Based on Density Distribution Functions – Grid-Based Methods – STING: STAtistical INformation Grid – CLIQUE: An Apriori-like Subspace Clustering Method – Evaluation of Clustering – Assessing Clustering Tendency – Determining the Number of Clusters –Measuring Clustering Quality.

Text Books

1. Jiawei Han and Micheline Kamber, “Data Mining: Concepts and Techniques (The Morgan Kaufmann Series in Data Management Systems) 3rd Edition, July 6, 2011.
2. Ian H. Witten, Eibe Frank, Mark A. Hall, “Data Mining: Practical Machine Learning Tools and Techniques”, Elsevier; Third edition, 2014.

Text Book:

2. Jiawei Han, Micheline Kamber, Jian Pei, “Data Mining: Concepts and Techniques”, Third Edition, Morgan Kaufmann Publishers, 2011.

References:

2. Arun K Pujari, “Data Mining Techniques”, Fourth Edition, Orient BlackSwan, 2016.

COURSE OUTCOMES

After completion of the Data Mining, the student can able to:

- Learn the major issues in Data mining.
- Demonstrate knowledge on Schemas of a Data Warehouse, OLAP and Cube Technology.
- Explain the Methods for Mining Frequent Patterns, Associations and Correlations.
- Learn the Basic Concepts and Methods for Classification.
- Use the basic concepts and Methods for Data Clustering.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B. C. A. SYLLABUS - III YEAR (Non-Major Elective)

COURSE TITLE : Office Automation

COURSE CODE : BCAS-13

COURSE CREDIT : 2

COURSE OBJECTIVES

While studying the Office Automation course, the student shall be able to

- Learn about the basics of computer.
- Craft professional word documents, excel spread sheets, power point presentations using the Microsoft suite of office tools.
- Familiarize the students in preparation of documents and presentations with office automation tools.
- Discuss about the internet and e- mails.

BLOCK -1 BASICS OF COMPUTER

Unit -1 History & Generation of Computer, Applications of Computer, Advantages of Computer, Characteristics of Computer, Memory Units.

BLOCK – 2 MS-WORD

Unit -2 Introduction to word –working with documents

Unit -3 formatting page – formatting paragraph- shortcut keys.

BLOCK – 3 MS-EXCEL

Unit -4 MS-Excel: Basics – Menus – Tool Bars

Unit -5 Working with spreadsheets- shortcut keys.

BLOCK – 4 MS-POWERPOINT

Unit -6 Introduction to presentation – Templates – Layouts

Unit -7 Creating and Formatting presentation.

BLOCK – 5: INTRODUCTION TO INTERNET AND E-MAILS:

Unit- 8 World Wide Web (www) - History, Working-Web Browsers and its functions, Concept of Search Engines, Searching the Web. **E-Mail:** Creating an email-ID, e-mail reading, saving, printing, forwarding and deleting the mails, checking the mails, viewing and running file attachments, addressing with cc and bcc.

TEXT BOOK

1. Sanjay Saxena, —MS-Office 2000 for everyone, Vikas Publishing House Pvt. Ltd, Reprint 2006.

REFERENCE BOOKS

1. Nellai Kannan, —MS-Office, Nels Publications, 3rd Edition, 2004.
2. John Walkenbach, Herb Tyson, Michael R.Groh, Faithe Wempen and Lisa A.Bucki , — Microsoft Office 2010 Bible —, Wiley India Pvt. Ltd , Reprint 2010.

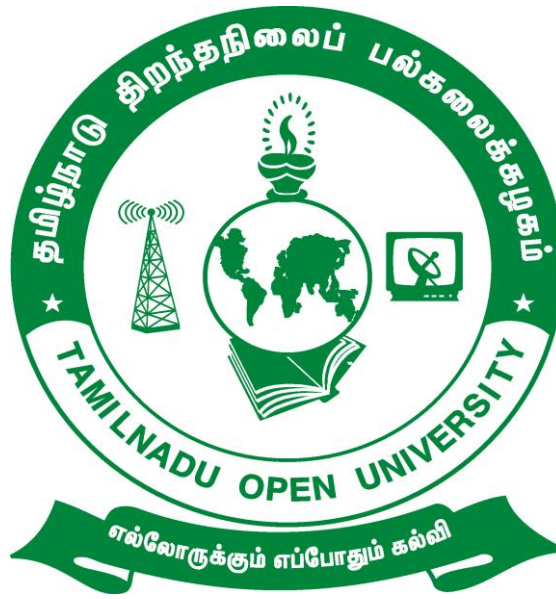
COURSE OUTCOMES

After completion of the Office Automation, the student can able to:

- Memorize the computer basics
- Perform documentation
- Work in spread sheets
- Perform presentation skills
- Aware with internet and e-mails.

Tamil Nadu Open University
Regulations and Overview for
Bachelor of Science in Computer Science (Semester)

[w.e.f. Academic Year 2022-2023]



Department of Computer Science
School of Computer Science
Tamil Nadu Open University
Chennai - 600 015.

Bachelor of Science in Computer Science- (B.Sc. CS)

Regulations

1. Programme Objectives:

- To train the students to understand the basics of Computer Science
- To improve the ability to solve problems, think independently and to understand the role of Computer Science in Information technology
- To realize the significance of software development.
- To use appropriate theory, practices and tools to design, implement, test and evaluate systems to solve problems in Computer Science and other fields
- To provide Employment Opportunity to the Unemployed in Rural / Urban areas.

2. Programme Outcomes (POs):

- Communication: Students will be able to communicate in written and oral forms in such a way as to demonstrate their ability to present information clearly, logically, and critically.
- Mathematics and Theory: Students will be able to apply mathematical and computing theoretical concepts in solution of common computing applications, such as computing the order of an algorithm.
- Programming: Students will be able to complete successfully be able to program small-to-mid-size programs on their own. Sufficient programming skills will require use of good practice, e.g., good variable names, good use of computational units, appropriate commenting strategies.
- Systems Design and Engineering: Students will be able to use appropriately system design notations and apply system design engineering process in order to design, plan, and implement software systems
- Depth of Knowledge: In a self-selected area of depth in Computing, students will demonstrate a depth of knowledge appropriate to graduate study and/or lifelong learning in that area. Students should be able to read for understanding materials in that area beyond those assigned in coursework.
- Preparation for Career and/or Graduate Study: Students will be prepared for a career in an information technology oriented business or industry, or for graduate study in computer science or other scientific or technical fields.

3. Programme Specific Outcomes (PSOs):

A graduate with a B.Sc. in Computer Science will have the ability to

- Demonstrate in the following core knowledge areas like Data Structures and Programming Languages, Databases, Software Engineering and Development, Computer Hardware and Architecture, Testing, Web technology, Management studies etc.
- Apply problem-solving skills and the knowledge of computer science to solve real world problems.
- Develop technical project reports and present them orally among the users.

4. Eligibility for Admission: Candidates should have passed the Higher Secondary Examination

(10+2 pattern) conducted by the Board of Higher Secondary Education, Government of Tamilnadu or any other examination (10+3 pattern) accepted by Syndicate, as equivalent thereto.

5. Medium: English

6. Duration of the course:

The course for the degree of Bachelor of Science in Computer Science shall consist of three years (Six Semester).

7. Admission:

The candidate's admission for the degree of Bachelor of Science in Computer Science will be taken in Academic year and Calendar year.

8. Course of Study:

The course of study shall comprise instruction in the following subjects according to the syllabus.

First Year	
First Semester	<ol style="list-style-type: none"> 1. Tamil/Other languages 2. Foundation in English 3. Mathematics-I 4. Problem Solving 5. Fundamentals of Computing 6. Office Automation Laboratory
Second Semester	<ol style="list-style-type: none"> 1. Tamil/Other languages 2. Foundation in English 3. C Programming 4. Digital Electronics 5. Principles of Programming Languages 6. C Programming Laboratory
Second Year	
Third Semester	<ol style="list-style-type: none"> 1. Tamil/Other languages 2. Foundation in English 3. Mathematics-II 4. Programming Using C++ 5. Data Structures 6. C++ & Data Structures – Laboratory
Fourth Semester	<ol style="list-style-type: none"> 1. Tamil/Other languages 2. Foundation in English 3. Statistics 4. Operating Systems 5. Database Management Systems 6. Database Management Systems Laboratory 7. Environmental Studies
Third Year	
Fifth Semester	<ol style="list-style-type: none"> 1. Software Engineering 2. Computer Networks 3. Java Programming

	4. Web Designing 5. Java Programming Laboratory 6. Web Designing Laboratory (HTML / DHTML/ CSS)
Sixth Semester	1. Programming in Python 2. Mobile Computing 3. Elective I 4. Elective II 5. Python Programming Laboratory 6. Project Work

9. Examinations:

The examination for the B.Sc. Degree programme shall consist of theory, practical and Project papers.

(i) Theory Examinations: The theory examinations shall be of three hours duration to each paper and conducted at the end of each year. The candidates who failing in any subject(s) will be permitted to appear for each failed subject(s) in the subsequent examinations.

(ii) Practical Examinations: The practical examinations shall be of three hours duration to each practical and conducted at the end of each year. The candidates who failing in any practical(s) will be permitted to appear for each failed practical(s) in the subsequent examinations.

(iii) Project Examinations: The project examinations shall be of three hours duration to each the project and conducted at the end of each year. The candidates who failing in the project examinations will be permitted to appear in the subsequent examinations.

10. Scheme of Examinations:

The scheme of examinations of different year shall be as follows:

S.No.	Course Code	Course Name	Category	TEE + CIA	Total Marks	Min. Pass Mark	Credits
First Semester							
1.	BFTMS-11	Tamil/Other languages	GE	70+30	100	40	3
2.	BFEGS-11	Foundation in English	AECC	70+30	100	40	3
3.	BMSS-A1	Mathematics-I	GE	70+30	100	40	3
4.	BSCSS-11	Problem Solving	CC	70+30	100	40	3
5.	BSCSS-12	Fundamentals of Computing	CC	70+30	100	40	3
6.	BSCSS - P1	Office Automation Laboratory	SEC	70+30	100	40	2
Second Semester							
7.	BFTM-21	Tamil/Other	GE	70+30	100	40	3

		languages					
8.	BFEG-21	Foundation in English	AECC	70+30	100	40	3
9.	BSCSS-21	C Programming	CC	70+30	100	40	3
10.	BSCSS-22	Digital Electronics	CC	70+30	100	40	3
11.	BSCSS-23	Principles of Programming Languages	CC	70+30	100	40	3
12.	BSCSS - P2	C Programming Laboratory	SEC	70+30	100	40	2
Third Semester							
13.	BFTMS-31	Tamil/Other languages	GE	70+30	100	40	3
14.	BFEGS-31	Foundation in English	AECC	70+30	100	40	3
15.	BMSSS-A2	Mathematics-II	GE	70+30	100	40	3
16.	BSCSS-31	Programming Using C++	CC	70+30	100	40	3
17.	BSCSS-32	Data Structures	CC	70+30	100	40	3
18.	BSCSS -P3	C++ & Data Structures Laboratory	SEC	70+30	100	40	3
Fourth Semester							
19.	BFTMS-41	Tamil/Other languages	DSE	70+30	100	40	3
20.	BFEGS-41	Foundation in English	CC	70+30	100	40	3
21.	BSCSS-41	Statistics	CC	70+30	100	40	3
22.	BSCSS-42	Operating Systems	CC	70+30	100	40	3
23.	BSCSS-43	Database Management Systems	SEC	70+30	100	40	2
24.	BSCSS –P4	Database Management Systems Laboratory	SEC	70+30	100	40	2
25.	CCES	Environmental Studies	AECC	70+30	100	40	2
Fifth Semester							
26.	BSCSS-51	Software Engineering	CC	70+30	100	40	3
27.	BSCSS-52	Computer Networks	CC	70+30	100	40	3
28.	BSCSS-53	Java Programming	CC	70+30	100	40	3
29.	BSCSS-54	Web Designing	CC	70+30	100	40	3
30.	BSCSS –P5	Java Programming Laboratory	SEC	70+30	100	40	2
31.	BSCSS –P6	Web Designing Laboratory (HTML / DHTML/ CSS)	SEC	70+30	100	40	2
Sixth Semester							
32.	BSCSS-61	Programming in Python	SEC	70+30	100	40	3
33.	BSCSS-62	Mobile Computing	CC	70+30	100	40	3

34.		Elective I	DSE	70+30	100	40	3
35.		Elective II	GE	70+30	100	40	3
36.	BSCSS – P7	Python Programming Laboratory	SEC	70+30	100	40	2
37.	BSCSS-P8	Project Work	DSE	-	100	40	4
Total Credits							100

CC- Core Course,

DSE- Discipline Specific,

SEC – Skill Enhancement Course,

GE-Generic Elective,

AECC- Ability Enhancement Compulsory Course.

CIA- Continuous Internal Assessment

TEE- Term End Examination

LIST OF ELECTIVES

S.No.	Course Code	Course Name
ELECTIVE – I (Select any one Course)		
1.	BSCSS-63	Software Testing
2.	BSCSS-64	E - Learning
3.	BSCSS-65	E-Commerce
7.	BSCSS-66	Data Mining
9.	BSCSS-67	Constitution of India
ELECTIVE – II		
1	Any one UG Course Offered from Other Departments of TNOU	

11. Question Pattern for Theory Examinations:

Tamil Nadu Open University
Examination Section – SRE-1
Term End Examination_____
B.A. / B.Sc. / BBA / BCA Degree Examination
(Batch CY 2020 Onwards)

Course: XXXX

Max. Marks: 70

Course Code: XXXX

Time: 3 hours

PART - A (5 × 2 = 10 marks)

Answer all FIVE questions in 50 words

[All questions carry equal marks]

1. From Block - I

2. From Block – II
3. From Block - III
4. From Block - IV
5. From Block- V

PART - B ($4 \times 5 = 20$ marks)

Answer any FOUR questions out of Seven questions in 150 words

All questions carry equal marks

6. From Block - I
7. From Block - II
8. From Block - III
9. From Block - IV
10. From Block- V
11. From any Block
12. From any Block

PART - C ($4 \times 10 = 40$ marks)

Answer any FOUR questions out of Seven questions in 400 words

[All questions carry equal marks]

13. From Block - I
14. From Block - II
15. From Block - III
16. From Block - IV
17. From Block - V
18. From any Block
19. From any Block

12. Passing Minimum:

i) For theory examination: The candidate shall be declared to have passed the examination if the candidate secures not less than 25 marks in the Term End Examinations (TEE) in each theory paper and secures not less than 13 marks in the Continuous Internal Assessment (CIA) and overall aggregated marks is 40 marks in both external and internal taken together.

Continuous Internal Assessment (CIA)		Term End Examination (TEE)		Overall Aggregated Marks	Maximum Marks
Minimum Pass Mark	Maximum Mark	Minimum Pass Mark	Maximum Mark	CIA + TEE	
13	30	25	70	40	100

ii) For practical examination: The candidate shall be declared to have passed the examination if

the candidate secures not less than 30 marks in the External Practical Examinations and secures not less than 10 marks in the Continuous Internal Assessment (CIA) (Record Marks + Practical Counselling Class Attendance) and overall aggregated marks is 40 marks in both external and internal taken together. However submission of record notebook is a must.

iii) Project work: The project course code will be evaluated for 100 marks. The 100 marks is awarded for Evaluation of the Project. The passing minimum in the project work is 40% of the total mark. i.e. the student should get minimum 40 marks out of 100 marks in the project evaluation.

13. Awarding of marks for Practical examinations.

The following pattern is prescribed for practical courses for Bachelor of Science in Computer Science B.Sc.,(CS) in distance mode

SNO	Activities	Marks
1	Writing the Program	20
2	Compiling Program	20
3	Running Program	10
4	Record Work	10
5	Viva	10
Total		70

14. Awarding of marks for Project examinations.

SNO	Activities	Marks
1	Design and Analysis	50
2	Coding	25
3	Organization of Report	25
Total		100

15. Classification of Successful Candidates:

Candidates who pass all the courses prescribed and who secure 60% and above in the aggregate of marks in Core courses will be placed in the First Class. Those securing 50% and above but below 60% in the aggregated will be placed in the Second Class. All other successful candidates will be placed in the Third Class.



B.Sc Computer Science - Syllabus – I Semester (Distance Mode)

COURSE TITLE : **Problem Solving**
COURSE CODE : **BSCSS-11**
COURSE CREDIT : **03**

COURSE OBJECTIVES

While studying the Problem Solving, the student shall be able to:

- Understand the Basic Principles of Algorithm Design
 - Understand the Role of Abstraction in Problem Solving
 - Acquire Knowledge about Algorithms that Involve a Simple Repetitive Process
 - Understand the Need for Problem Decomposition
 - Gain Knowledge on the Principle of Mathematical Induction for Problem Solving
-

COURSE OUTCOMES

After completion of the Problem Solving, the student will be able to:

- Identify needed information and/or eliminate extraneous information towards solving contextual problems.
- Recognize proportional relationships from verbal, graphical, symbolic or numerical scenarios.
- Use proportionality to solve and analyze a variety of multi-step contextual problems.

Block-1

Invariants – Chocolate-bar Problem – Empty-box Problem – Tumbler Problem – Tetrominoes – Goat-cabbage-wolf Problem – Brute-force Search – State-space Explosion – Abstraction – Nervous-couples Problem – Denoting States and Transitions – Rule of Sequential Composition – Bridge Problem – Conditional Statements.

Block-2

Games – Matchstick Game – Winning Strategies – Subtraction-set Games – Sums of Games – Knights and Knaves – Logic Puzzles – Calculational Logic – Equivalence and Continued Equalities – Negation.

Block-3

Induction – Black and White Colouring – Cutting the Plane – Triomino Problem – Looking for Patterns – The Need for Proof – From Verification to Construction.

Block-4

Fake-Coin Detection – Problem Formulation – Problem Solution – Tower of Hanoi Problem – Specification and Solution – Inductive Solution – Iterative Solution – Principles of Algorithm Design – Iteration. Invariants and Making Progress – Sam Loyd's Chicken-Chasing Problem.

Block-5

Bridge Problem – Lower and Upper Bounds – Outline Strategy – Regular Sequences – Sequencing Forward Trips – Choosing Settlers and Nomads – Knight's Circuit – Straight-Move Circuits – Super Squares – Partitioning the Board.

Reference book:

1. Roland Backhouse, "Algorithmic Problem Solving", 2011 John Wiley & Sons Ltd.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus – I Semester (Distance Mode)

COURSE TITLE : **Fundamentals of Computing**

COURSE CODE : **BSCSS -12**

COURSE CREDIT : **03**

COURSE OBJECTIVES

While studying the Fundamentals of Computing, the student shall be able to:

- to introduce IT in a simple language to all undergraduate students, regardless of their specialization.
- to pursue specialized programs leading to technical and professional careers and certifications in the IT industry.
- focus of the subject is on introducing skills relating to IT basics, computer applications, programming, interactive medias, Internet basics etc.

COURSE OUTCOMES

After completion of the Fundamentals of Computing, the student will be able to:

- Understand basic concepts and terminology of information technology.
- Have a basic understanding of personal computers and their operations.
- Be able to identify issues related to information security.

Block 1: Introduction to Computers: Introduction, Definition, .Characteristics of computer, Evolution of Computer, Block Diagram Of a computer, Generations of Computer, Classification Of Computers, Applications of Computer, Capabilities and limitations of computer.

Block 2: Basic Computer Organization: Role of I/O devices in a computer system. Input Units: Keyboard, Terminals and its types. Pointing Devices, Scanners and its types, Voice Recognition Systems, Vision Input System, Touch Screen, Output Units: Monitors and its types. Printers: Impact Printers and its types. Non Impact Printers and its types, Plotters, types of plotters, Sound cards, Speakers.

Block 3: Storage Fundamentals: Primary Vs Secondary Storage, Data storage & retrieval methods. Primary Storage: RAM ROM, PROM, EPROM, EEPROM. Secondary Storage: Magnetic Tapes, Magnetic Disks. Cartridge tape, hard disks, Floppy disks Optical Disks, Compact Disks, Zip Drive, Flash Drives.

Block 4: Software: Software and its needs, Types of S/W. System Software: Operating System, Utility Programs Programming Language: Machine Language, Assembly Language, High Level Language their advantages & disadvantages. Application S/W and its types: Word Processing, Spread Sheets Presentation, Graphics, DBMS s/w. Operating System: Functions, Measuring System Performance, Assemblers, Compilers and Interpreters. Batch Processing, Multiprogramming, Multi Tasking, Multiprocessing, Time Sharing, DOS, Windows, Unix/Linux.

Block 5: Data Communication: Communication Process, Data Transmission speed, Communication Types (modes), Data Transmission Medias, Modem and its working, characteristics, Types of Networks, LAN Topologies, Computer Protocols, Concepts relating to networking.

Reference Books:

1. Computer Fundamentals by Pradeep.K.Sinha, Priti Sinha, sixth edition, 2004.

2. Fundamentals of Computers by Rajaraman V , Adabala N, 2014
3. Computer Fundamentals, by Goel , 2010.
4. Fundamentals of Computers by E Balagurusamy, 2009.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus – I Semester (Distance Mode)
COURSE TITLE : Office Automation Laboratory

COURSE CODE : BSCS-P1

COURSE CREDIT : 02

COURSE OBJECTIVES

While studying the Office Automation Laboratory, the student shall be able to:

- To acquire knowledge on editor, spread sheet, slide preparation
- To improve creative thinking in presentation software

COURSE OUTCOMES

After completion of the Office Automation Laboratory, the student will be able to:

- To perform documentation
- To perform accounting operations
- To perform presentation skills

Exercises:

1. Introduction to open office/MS office/Libre office
2. Word Processing: Formatting Text, Pages, Lists, Tables
3. Spreadsheets: Worksheets, Formatting data, creating charts and graphs, using formulas and functions, macros, Pivot Table.
4. Presentation Tools: Adding and formatting text, pictures, graphic objects, including charts, objects, formatting slides, notes, hand-outs, slide shows, using transitions, animations

Reference book:

1. Sushila Madan , Introduction to Essential tools,JBA,2009.
2. Anita Goel, Computer Fundamentals, Pearson, 2012



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus – II Semester (Distance Mode)

COURSE TITLE : PROGRAMMING IN C

COURSE CODE : BSCSS-21

COURSE CREDIT : 03

COURSE OBJECTIVES

While studying the Programming in C, the student shall be able to:

- 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

After completion of the Programming in C, the student will be able to:

- Solve simple programming problems.
- Describe and employ strategies that are useful in debugging.
- Design, implement, test and debug programs that use calculations and selections.
- Design, implement, test and debug programs that use loops and arrays.

Block 1:

C fundamentals Character set - Identifier and keywords - data types - constants - Variables - Declarations - Expressions - Statements - Arithmetic, Unary, Relational and logical, Assignment and Conditional Operators - Library functions.

Block 2:

Data input output functions - Simple C programs - Flow of control - if, if-else, while, do-while, for loop, Nested control structures - Switch, break and continue, go to statements - Comma operator.

Block 3:

Functions -Definition - proto-types - Passing arguments - Recursions. Storage Classes - Automatic, External, Static, Register Variables - Multi-file programs.

Block 4:

Arrays - Defining and Processing - Passing arrays to functions - Multi-dimension arrays - Arrays and String. Structures - User defined data types - Passing structures to functions - Self-referential structures - Unions - Bit wise operations.

Block 5:

Pointers - Declarations - Passing pointers to Functions - Operation in Pointers - Pointer and Arrays - Arrays of Pointers - Structures and Pointers - Files: Creating Processing, Opening and Closing a data file.

Reference Books:

1. E.Balagurusamy, "Programming in ANSI C", Eighth Edition, Tata McGraw Hill, 2019.
2. B.W. Kernighan and D M.Ritchie, "The C Programming Language", 2nd Edition, PHI, 1988.
3. H. Schildt, "C: The Complete Reference", 4th Edition. TMH Edition, 2000.
4. Gottfried B.S, "Programming with C", Second Edition, TMH Pub. Co. Ltd., New Delhi 1996.
5. Kanetkar Y., "Let us C", BPB Pub., New Delhi, 1999.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

COURSE TITLE : **Digital Electronics**
COURSE CODE : **BSCSS-22**
COURSE CREDIT : **03**

COURSE OBJECTIVES

While studying the Digital Electronics, the student shall be able to:

- To present the Digital fundamentals, Boolean algebra and its applications in digital systems
- To familiarize with the design of various combinational digital circuits using logic gates.
- To introduce the analysis and design procedures for synchronous and asynchronous sequential circuits
- To explain the various semiconductor memories and related technology
- To introduce the electronic circuits involved in the making of logic gates

COURSE OUTCOMES

After completion of the Digital Electronics, the student will be able to:

- Use digital electronics in the present contemporary world
- Design various combinational digital circuits using logic gates
- Do the analysis and design procedures for synchronous and asynchronous sequential circuits
- Use the semiconductor memories and related technology
- Use electronic circuits involved in the design of logic gates

Block 1 DIGITAL FUNDAMENTAL:

Number Systems – Decimal, Binary, Octal, Hexadecimal, 1's and 2's complements, Codes – Binary, BCD, Excess 3, Gray, Alphanumeric codes, Boolean theorems, Logic gates, Universal gates, Sum of products and product of sums, Minterms and Maxterms, Karnaugh map Minimization and Quine-McCluskey method of minimization.

Block 2 COMBINATIONAL CIRCUIT DESIGN:

Design of Half and Full Adders, Half and Full Subtractors, Binary Parallel Adder – Carry look ahead Adder, BCD Adder, Multiplexer, Demultiplexer, Magnitude Comparator, Decoder, Encoder, Priority Encoder.

Block 3 SYNCHRONOUS SEQUENTIAL CIRCUITS:

Flip flops – SR, JK, T, D, Master/Slave FF – operation and excitation tables, Triggering of FF, Analysis and design of clocked sequential circuits – Design – Moore/Mealy models, state minimization, state assignment, circuit implementation – Design of Counters- Ripple Counters, Ring Counters, Shift registers, Universal Shift Register.

Block 4 ASYNCHRONOUS SEQUENTIAL CIRCUITS

Stable and Unstable states, output specifications, cycles and races, state reduction, race free assignments, Hazards, Essential Hazards, Pulse mode sequential circuits, Design of Hazard free circuits.

Block 5 MEMORY DEVICES AND DIGITAL INTEGRATED CIRCUITS:

Basic memory structure – ROM -PROM – EPROM – EEPROM –EAPROM, RAM – Static and dynamic RAM – Programmable Logic Devices – Programmable Logic Array (PLA) – Programmable Array Logic (PAL) – Field Programmable Gate Arrays (FPGA) – Implementation of combinational logic circuits using PLA, PAL. Digital integrated circuits: Logic levels, propagation delay, power dissipation, fan-out and fan-in, noise margin, logic families and their characteristics-RTL, TTL, ECL, CMOS

Reference books:

1. M. Morris Mano and Michael D. Ciletti, —Digital Design, 5th Edition, Pearson, 2014.
2. Charles H.Roth. —Fundamentals of Logic Design, 6th Edition, Thomson Learning, 2013.
3. Thomas L. Floyd, —Digital Fundamentals, 10th Edition, Pearson Education Inc, 2011
4. S.Salivahanan and S.Arivazhagan—Digital Electronics, Ist Edition, Vikas Publishing House pvt Ltd, 2012.
5. Anil K.Maini —Digital Electronics, Wiley, 2014.
6. A.Anand Kumar —Fundamentals of Digital Circuits, 4th Edition, PHI Learning Private Limited, 2016.
7. Soumitra Kumar Mandal — Digital Electronics, McGraw Hill Education Private Limited, 2016



B.Sc Computer Science - Syllabus – II Semester (Distance Mode)

COURSE TITLE : **Principles of Programming Languages**
COURSE CODE : **BSCSS-23**
COURSE CREDIT : **03**

COURSE OBJECTIVES

While studying the Principles of Programming Languages, the student shall be able to:

- To understand and describe syntax and semantics of programming languages.
 - To understand Data, Data types, and Bindings.
 - To learn the concepts of functional and logical programming.
 - To explore the knowledge about concurrent Programming paradigms.
-

COURSE OUTCOMES

After completion of the Principles of Programming Languages, the student will be able to:

- Describe syntax and semantics of programming languages
- Explain data, data types, and basic statements of programming languages
- Design and implement subprogram constructs, Apply object - oriented, concurrency, pro and event handling programming constructs
- Develop programs in LISP, ML, and Prolog.

Block 1 ELEMENTS OF PROGRAMMING LANGUAGES

Reasons for studying, concepts of programming languages, Language Evaluation Criteria, influences on Language design, Language categories. Programming Language Implementation – Compilation, Hybrid Implementation, Pure Interpretation and Virtual Machines. Describing Syntax and Semantics -Introduction - The General Problem of Describing Syntax-Formal Methods of Describing Syntax - Attribute Grammars - Describing the Meanings of Programs: Dynamic Semantics.

Block 2 DATA TYPES-ABSTRACTION

Introduction - Primitive Data Types- Character String Types- User-Defined Ordinal Types- Array types- Associative Arrays-Record Types- Tuple Types-List Types -Union Types - Pointer and Reference Types -Type Checking- Strong Typing -Type Equivalence - Theory and Data Types- Variables-The Concept of Binding -Scope - Scope and Lifetime - Referencing Environments - Named Constants- The Concept of Abstraction- Parameterized Abstract Data Types- Encapsulation Constructs- Naming Encapsulations

Block 3 FUNCTIONAL PROGRAMMING

Introduction- Mathematical Functions- Fundamentals of Functional Programming Languages- The First Functional Programming Language: LISP- An Introduction to Scheme- Common LISP-

Haskell-F# - ML : Implicit Types- Data Types- Exception Handling in ML. Functional Programming with Lists- Scheme, a Dialect of Lisp- The Structure of Lists- List Manipulation- A Motivating Example: Differentiation- Simplification of Expressions- Storage Allocation for Lists.

Block 4 LOGIC PROGRAMMING

Relational Logic Programming- Syntax- Basics- Facts- Rules- Syntax- Operational Semantics- Relational logic programs and SQL operations- Logic Programming- Syntax- Operational semantics- Data Structures-Meta-tools: Backtracking optimization (cuts); Unify; Meta-circular interpreters- The Origins of Prolog- Elements- of Prolog-Deficiencies of Prolog- Applications of Logic Programming.

Block 5 CONCURRENT PROGRAMMING

Parallelism in Hardware- Streams: Implicit Synchronization-Concurrency as Interleaving- Liveness Properties- Safe Access to Shared Data- Concurrency in Ada- Synchronized Access to Shared Variables- Synthesized Attributes- Attribute Grammars- Natural Semantics- Denotational Semantics -A Calculator in Scheme-Lexically Scoped Lambda Expressions- An Interpreter- Recursive Functions.

Reference books:

1. Ghezzi, —Programming Languages, 3rd Edition, John Wiley, 2008
2. John C. Mitchell, —Concepts in Programming Languages, Cambridge University Press, 2004.
3. Louden, —Programming Languages, 3rd Edition, 2012.
4. Ravi Sethi, —Programming Languages: Concepts and Constructs, 2nd Edition, Addison Wesley, 1996.
5. Robert .W. Sebesta, —Concepts of Programming Languages, 10th Edition, Pearson Education, 2002.



B.Sc Computer Science - Syllabus – II Semester (Distance Mode)

COURSE TITLE : C Programming Laboratory

COURSE CODE : BSCSS-P2

COURSE CREDIT : 03

COURSE OBJECTIVES

While studying the C Programming Laboratory, the student shall be able to:

- It aims to train the student to the basic concepts of the C-programming language
- To improve the programming skills through C language

COURSE OUTCOMES

After completion of the C Programming Laboratory, the student will be able to:

- Read, understand and trace the execution of programs written in C language.
- develop the C code for a given algorithm.
- Implement Programs with pointers and arrays, perform pointer arithmetic, and use the pre-processor.
- develop programs that perform operations using derived data types.

Exercises:

1. program to determine whether a number is ‘odd’ or ‘even’ and print the message
2. Program to accept a character and check whether the char is vowel or not!
3. Program to find out the factorial of given Number.
4. program to check the given string is Palindrome (ex) “LIRIL” or NOT,
5. Program to find out the Max No, Min No of specified three Numbers.
6. Program for bubble sort?
7. program to display fibonacci of a numbers
8. Program to find whether the number is an Armstrong number or not.
9. Program to read the decimal number, round them off to the nearest integer and print out the results in integer form.
10. Program to read the price of an item in decimal form and print the output in paise.
11. Program to find the number of digits in a number.
12. A positive number is entered through a keyboard write a function to obtain the prime factor of this numbers.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus – III Semester (Distance Mode)

COURSE TITLE : Programming Using C++

COURSE CODE : **BSCSS-31**

COURSE CREDIT : **03**

COURSE OBJECTIVES

While studying the Programming Using C++, the student shall be able to:

- Understand the basic concepts of the Object-Oriented Programming Paradigm.
- Gain Knowledge on Functions in C++ and the different types of Constructors in C++.
- Gain Knowledge on Operator Overloading.
- Understand the different types of Inheritance.
- Gain Knowledge on Stream Classes and Files.

COURSE OUTCOMES

After completion of the Programming Using C++, the student will be able to:

- Get clear idea about the C++ fundamentals
- Understand the Programming constructs
- Get knowledge of Data structures
- Implement the Structured and Object oriented programming

Block – 1

Object-Oriented Programming (OOP) Paradigm – Basic Concepts of OOP – Benefits of OOP – Tokens – Keywords – Identifiers and Constants – Basic Data Types – User-Defined Data Types – Storage Classes – Derived Data Types – Symbolic Constants – Type Compatibility – Declaration of Variables – Dynamic Initialization of Variables – Reference Variables – Operators in C++ – Scope Resolution Operator – Member Dereferencing Operators – Memory Management Operators – Manipulators – Type Cast Operator – Expressions and Their Types – Special Assignment Expressions – Implicit Conversions – Operator Overloading – Operator Precedence – Control Structures.

Block – 2

Functions in C++ – The Main Function – Function Prototyping – Call By Reference – Return by Reference – Inline Functions – Default Arguments – ‘const’ Arguments – Recursion – Function Overloading – Friend and Virtual functions – Math Library Functions – Classes and Objects – Specifying a Class – Defining Member Functions – Making an Outside Function Inline – Nesting of Member Functions – Private Member Functions – Arrays within a Class – Memory Allocation for Objects – Static Data Members – Static Member Functions – Array of Objects – Objects as Function Arguments – Friendly Functions – Returning Objects – ‘const’ Member Functions – Pointers to Members – Local Classes.

Block – 3

Constructors – Parameterized Constructors – Multiple Constructors in a Class – Constructors with Default Arguments – Dynamic Initialization of Objects – Copy Constructors – Dynamic Constructors – Constructing Two-Dimensional Arrays – ‘const’ Objects – Destructors – Operator Overloading – Rules for Overloading Operators – Overloading Unary Operators – Overloading Binary Operators – Overloading Binary Operators Using Friends – Manipulation of Strings Using Operators – Type Conversions.

Block – 4

Inheritance – Single Inheritance – Making a Private Member Inheritable – Multilevel Inheritance – Multiple Inheritance – Hierarchical Inheritance – Hybrid Inheritance – Virtual Base Classes – Abstract Classes – Constructors in Derived Class – Nesting of Classes – Pointers – Pointers to Objects – ‘this’ Pointer – Pointers to Derived Classes – Virtual Functions – Pure Virtual Functions – Virtual Constructors and Destructors.

Block – 5

C++ Streams – C++ Stream Classes – Unformatted I/O Operations – Formatted Console I/O operations – Managing Output with Manipulators – Files – Classes for File Stream Operations – Opening and Closing a File – Detecting End-of-File – Open () File Modes – File Pointers and their Manipulators – Sequential Files – Random Access Files – Error Handling during File Operations – Command-Line Arguments.

Reference Books:

1. E Balagurusamy, “Object Oriented Programming with C++”, Sixth Edition, McGraw Hill Education (India) Private Limited, 2013.
2. Herbert Schildt, “C++: The Complete Reference”, Fifth Edition, McGraw-Hill Education, 2012.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus – III Semester (Distance Mode)

COURSE TITLE : **Data structures**
COURSE CODE : **BSCSS-32**
COURSE CREDIT : **03**

COURSE OBJECTIVES

While studying the Data structures, the student shall be able to:

- Understand how to perform Matrix Operations using Two-Dimensional Arrays.
- Gain Knowledge on Linked Lists and Linear Data Structures namely Stacks and Queues.
- Gain Knowledge on Non Linear Data Structures namely Trees and Graphs.
- Understand how to perform Search Operations using Linear Search, Binary Search and Hashing.
- To familiarize Sorting techniques namely Selection Sort, Insertion Sort, Bubble Sort, Quick Sort, Merge Sort and Bucket Sort.

COURSE OUTCOMES

After completion of the Data structures, the student will be able to:

- Implement abstract data types for linear data structures.
- Apply the different linear and non-linear data structures to problem solutions.
- Critically analyze the various sorting algorithms.

Block – 1

Introduction to Data Structures–Linear and Non Linear Data Structures–Arrays–Types of Arrays–Representation of One-Dimensional Array in Memory–Array Traversal–Insertion and Deletion–Realizing Matrices using Two-Dimensional Arrays– Matrix Operations–Addition–Subtraction–Multiplication–Transpose–Linked Lists–Representation of Linked Lists–Advantages and Disadvantages of Linked List–Linked List Node Declaration–Linked List Operations–Linked List Implementation–Circular Linked List Operations–Circular Linked List Implementation–Doubly Linked List Node Declaration–Doubly Linked List Operations–Doubly Linked List Implementation.

Block – 2

Stacks–Stack Representation in Memory–Arrays vs. Stacks–Stack Operations–Array Implementation of Stacks–Linked Implementation of Stacks–Queues–Logical Representation of Queues–Queue Operations–Array Implementation of Queues–Linked Implementation of Queues–Circular Queues–Priority Queues–Double-Ended Queues.

Block – 3

Trees–Tree Terminology–Binary Tree–Array representation of Binary Tree–Linked Representation of Binary Tree–Binary Tree Traversal–Binary Search Tree–Insert, Delete, and Search Operations on a Binary Tree and Binary Search Tree–Expression Trees.

Block – 4

Graphs –Graph Terminology–Implementing Graphs Using Adjacency Matrix, Path Matrix and Adjacency List–Shortest Path Algorithm–Breadth First Search and Depth First Search Traversal of a Graph –Searching –Linear Search –Binary Search –Hashing.

Block – 5

Sorting–Selection Sort–Insertion Sort–Bubble Sort–Quick Sort–Merge Sort–Bucket Sort.

Reference books:

1. E Balagurusamy, “Data Structures”, McGraw Hill Education (India) Private Limited, 2019.
2. Mark Allen Weiss, "Data Structures and Algorithm Analysis in C++", Third Edition, Pearson Education, 2007.
3. Reema Thareja, —Data Structures Using C++, Second Edition , Oxford University Press, 2011
4. Ellis Horowitz, Sartaj Sahni, Susan Anderson-Freed, —Fundamentals of Data Structures in C++, Second Edition, University Press, 2008



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus – III Semester (Distance Mode)

COURSE TITLE : **C++ Programming & Data Structure Laboratory**
COURSE CODE : **BSCSS-P3**
COURSE CREDIT : **02**

COURSE OBJECTIVES

While studying the C++ Programming Laboratory, the student shall be able to:

- It aims to train the student to the basic concepts of the C++-programming language
- To improve the programming skills through C++ language
- Impart the basic concepts of data structures and algorithms
- Understand concepts about searching and sorting techniques
- Understand basic concepts about stacks, queues, lists, trees and graphs
- Understanding about writing algorithms and step by step approach in solving problems with the help of fundamental data structures

COURSE OUTCOMES

After completion of the C++ Programming Laboratory, the student will be able to:

- Read, understand and trace the execution of programs written in C++ language.
- Develop the C code for a given algorithm.
- Implement Programs with pointers and arrays, perform pointer arithmetic, and use the pre-processor.
- Create programs that perform operations using derived data types.
- Analyse algorithms and a algorithm correctness.
- Summarize searching and sorting techniques
- Describe stack, queue and linked list operation.
- Have knowledge of tree and graphs concepts.

Exercises: C++ Programming

1. C++ program to calculate average marks scored by a student for 3 subjects.
2. C++ program to find the area and perimeter of a circle and rectangle.
3. C++ program to swap two numbers.
4. C++ program to find largest of three numbers.
5. C++ program to find the maximum number among three numbers.
6. C++ program to generate Fibonacci series.
7. C++ program to perform string manipulation.
8. Find the length of a string. Compare two strings, Concatenate two strings, Reverse a string, Copy a string to another location.
9. C++ program to find quotient and remainder of 2 numbers.
10. C++ program to manipulate the class account using classes and function. A user should be able to perform the following functions. a. Deposit money. b. Withdraw money, c. Calculate the interest d. Check the total balance in his account.
11. C++ program to generate Prime numbers between 1 and 50.
12. C++ program to perform matrix addition and multiplication.
13. C++ program to check whether the given matrix is a sparse matrix or not.
14. C++ program to overload unary minus operator.

Exercises: Data Structures

1. Array implementation of Stack and Queue ADTs
2. Array implementation of List ADT
3. Linked list implementation of Stack, Queue and List ADTs
4. Applications of List, Stack and Queue ADTs
5. Implementation of Binary Trees and operations of Binary Trees
6. Implementation of Binary Search Trees
7. Implementation of AVL Trees
8. Implementation of Heaps using Priority Queues.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus – IV Semester (Distance Mode)

COURSE TITLE : **Statistics**
COURSE CODE : **BSCSS-41**
COURSE CREDIT : **03**

COURSE OBJECTIVES

While studying the Statistics, the student shall be able to:

- To understand the applications of various correlation methods
- To study and model the sampling concepts
- To acquire knowledge on Hypotheses test

COURSE OUTCOMES

After completion of the Statistics, the student will be able to:

- Get clear idea about the Correlation and Regression Analysis,
- Describe the features of Probability Distribution and mathematical Expectation,
- Analyze the Sampling and Sampling Distributions,
- Get knowledge about Statistical Inference- Estimation and Testing of Hypothesis

Block-1: Correlation

Definition of Correlation- Scatter Diagram- Kari Pearson's Coefficient of Linear Correlation-

Coefficient of Correlation and Probable Error of r - Coefficient of Determination - Merits and Limitations of Coefficient of Correlation- Spearman's Rank Correlation.

Block-2: Regression Analysis

Regression and Correlation(Intro)- Difference between Correlation and Regression Analysis- Linear Regression Equations -Least Square Method- Regression Lines- Properties of Regression Coefficients- Standard Error of Estimate.

Block-3: Probability Distribution and mathematical Expectation

Random Variable- Defined - Probability Distribution a Random Variable- Expectation of Random Variable- Properties of Expected Value and Variance.

Block-4: Sampling and Sampling Distributions

Data Collection- Sampling and Non-Sampling Errors – Principles of Sampling-- Merits and Limitations of Sampling- Methods of Sampling- Parameter and Statistic- Sampling Distribution of a Statistic- Examples of Sampling Distributions- Standard Normal, Student's t , Chi-Square (χ^2) and Snedecor's F- Distributions.

Block-5: Statistical Inference- Estimation and Testing of Hypothesis

Statistical Inference- Estimation- Point and interval- Confidence interval using normal, t and χ^2 Distributions- Testing of Hypothesis- Significance of a mean - Using t Distribution.

Reference Books:

1. K.L. Sehgal, "Quantitative Techniques and Statistics", First Edition, Himalaya Publishing House, 2011.
2. N. P. Bali, P. N. Gupta, C. P. Gandhi, "A Textbook of Quantitative Techniques", First Edition, Laxmi Publications, 2008.
3. U. K. Srivastava, G. V. Shenoy, S. C. Sharma, "Quantitative Techniques for Managerial Decisions", Second Edition, New Age International Publishers, 2005.
4. David Makinson, "Sets, Logic and Maths for Computing", Springer, 2011.
5. Christopher Chatfield, "Statistics for Technology- A Course in Applied Statistics, Third Edition", CRC Press, 2015.



Tamil Nadu Open University
Name of the School
Chennai – 15

B.Sc Computer Science - Syllabus – IV Semester (Distance Mode)

COURSE TITLE : Operating Systems
COURSE CODE : BSCSS-42
COURSE CREDIT : 03

COURSE OBJECTIVES

While studying the Operating Systems, the student shall be able to:

- Understand the need for Operating Systems
- Acquire Knowledge on Inter Process Communication
- Gain Knowledge on CPU Scheduling Algorithms
- Understand the need for Memory Management
- Acquire Knowledge on File Systems

COURSE OUTCOMES

After completion of the Operating Systems, the student will be able to:

- Know the Fundamentals of Operating systems and process management
- Clear knowledge of Inter-process communications and various scheduling techniques
- Understand the Deadlocks concepts
- Get clear idea about the Memory management and file management

Block-1

Introduction– Types of Operating System –Operating-System Operations–Resource Management –Security and Protection –Virtualization –Distributed Systems–Operating-System Services – User and Operating-System Interface –System Calls –System Services –Linkers and Loaders– Operating-System Structure –Building and Booting an Operating System.

Block-2

Process Management –Process Concept –Process Scheduling –Operations on Processes – Interprocess Communication –IPC in Shared-Memory Systems –IPC in Message-Passing Systems–Examples of IPC Systems –Communication in Client–Server Systems–Threads and Concurrency–Multicore Programming –Multithreading Models –Thread Libraries –Implicit Threading –Threading Issues.

Block-3

CPU Scheduling–Basic Concepts –Scheduling Criteria –Scheduling Algorithms –Thread Scheduling –Multi-Processor Scheduling – Real-Time CPU Scheduling– Process Synchronization –The Critical-Section Problem –Peterson’s Solution –Hardware Support for Synchronization –Mutex Locks –Semaphores–Monitors–Deadlocks–System Model –Deadlock in Multithreaded Applications –Deadlock Characterization –Methods for Handling Deadlocks – Deadlock Prevention–Deadlock Avoidance –Deadlock Detection –Recovery from Deadlock.

Block-4

Memory Management – Contiguous Memory Allocation –Paging –Structure of the Page Table – Swapping –Virtual Memory–Demand Paging –Copy-on-Write–Page Replacement –Allocation of Frames –Thrashing –Memory Compression–Allocating Kernel Memory.

Block-5

File-System Implementation–File-System Structure –File-System Operations –Directory Implementation –Allocation Methods –Free-Space Management –Efficiency and Performance– Recovery –The WAFL File System–File-System Internals–File-System Mounting –Partitions and Mounting–File Sharing –Virtual File Systems –Remote File Systems–Consistency Semantics – Network File Systems.

Reference Books:

1. Abraham Silberschatz, Peter Baer Galvin, and Greg Gagne “Operating System Concepts”, Tenth Edition, Wiley, 2018.
2. Andrew S. Tanenbaum, and Herbert Bos, “Modern Operating Systems”, Fourth Edition, Pearson Education Limited, 2015.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus – IV Semester (Distance Mode)

COURSE TITLE : Database Management Systems
COURSE CODE : BSCSS-43
COURSE CREDIT : 03

COURSE OBJECTIVES

While studying the Database Management Systems, the student shall be able to:

- Understand the need for Database Management Systems
- Develop conceptual models for any real world application
- To design databases for any real world application using the Relational Data Model and retrieve data.
- Understand the need for Database Normalization
- Gain Basic Understanding on NOSQL Databases and Big Data

COURSE OUTCOMES

After completion of the Database Management Systems, the student will be able to:

- To get basics of Databases
- To describe the Conceptual Data Modeling and Database Desig
- To get clear idea about Relational Data Model, Relational Algebra and SQL
- To get knowledge of Relational Database Design, NOSQL Databases and Big Data

Block – 1 Introduction to Databases:

Introduction – Example – Characteristics of the Database Approach – Actors on the Scene – Workers behind the Scene – Advantages of Using the DBMS Approach – Database Applications – When Not to Use a DBMS – Data Models – Schemas – Instances – Three Schema Architecture – Data Independence – Database Languages and Interfaces – Database System Environment – Architectures for DBMSs – Classification of DBMSs.

Block –2 Conceptual Data Modeling and Database Design

Entity Relationship Model – Entity Types – Entity Sets – Attributes – Keys – Relationship Types – Relationship Sets – Roles – Structural Constraints – Strong Entity Types – Weak Entity Types – Enhanced Entity Relationship Model – Specialization and Generalization – Constraints and Characterization of Specialization and Generalization Hierarchies.

Block – 3 Relational Data Model, Relational Algebra and SQL

Relational Model Concepts – Super Key – Candidate Key – Primary Key – Alternate Key – Foreign Key – Relation Model Constraints and Relational Database Schemas – Update Operations – Transactions and Dealing with Constraint Violations – Unary and Binary Relational Operations in Relational Algebra – Queries in Relational Algebra – Basic SQL – SQL Data Definition and Data Types – Specifying Constraints in SQL – Basic Retrieval Queries in SQL – Insert, Delete and Update Statements in SQL – Views in SQL.

Block – 4 Relational Database Design

Mapping Entity Relationship Model to Relations – Mapping Enhance Entity Relationship Model to Relations – Database Normalization – Functional Dependencies – First Normal Form – Second Normal Form and Third Normal Form.

Block – 5 NOSQL Databases and Big Data

Introduction – CAP Theorem – Document Based NOSQL Systems and MongoDB – NOSQL Key Value Stores – Column Based NOSQL Systems – NOSQL Graph Databases – Neo4j – Big Data – Characteristics of Big Data – Introduction to MapReduce and Hadoop – Hadoop Distributed File System.

Reference book:

1. Ramez Elmasri, Shamkant B. Navathe, “Fundamentals of Database Systems”, Seventh Edition, Pearson Education, 2017.
2. Abraham Silberschatz, Henry F. Korth, S. Sudharshan, “Database System Concepts”, Sixth Edition, Tata McGraw Hill, 2014.
3. C. J. Date, A. Kannan, S. Swamynathan, “An Introduction to Database Systems”, Eighth Edition, Pearson Education, 2006.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus – IV Semester (Distance Mode)

COURSE TITLE : DBMS Laboratory

COURSE CODE : BSCSS-P4

COURSE CREDIT : 02

COURSE OBJECTIVES

While studying the DBMS Laboratory, the student shall be able to:

- To explain basic database concepts, applications, data models, schemas and instances.
- To demonstrate the use of constraints and relational algebra operations.
- Describe the basics of SQL and construct queries using SQL.
- To emphasize the importance of normalization in databases.
- To facilitate students in Database design
- To familiarize issues of concurrency control and transaction management

COURSE OUTCOMES

After completion of the DBMS Laboratory, the student will be able to:

- Get hands on experience in creation of Database and writing queries
- Manipulate database activities
- Create of procedures and knowledge of PL/SQL

Exercises:

1. Creation of a database and writing SQL queries to retrieve information from the database.
2. Performing Insertion, Deletion, Modifying, Altering, Updating and Viewing records based on conditions.
3. Creation of Views, Synonyms, Sequence, Indexes, save point.
4. Creating an Employee database to set various constraints.
5. Creating a relationship between the databases.
6. Study of PL/SQL Block.
7. Develop a PL/SQL Block to satisfy some conditions by accepting input from the user.
8. Develop a PL/SQL Block that handles all types of exceptions.
9. Creation of Procedures.
10. Creation of database triggers and functions



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus – V Semester (Distance Mode)

COURSE TITLE : **Software Engineering**
COURSE CODE : **BSCSS-51**
COURSE CREDIT : **03**

COURSE OBJECTIVES

While studying the Software Engineering, the student shall be able to:

- Understand the Fundamentals of Software Engineering and Umbrella Activities in Software Engineering.
- Gain Knowledge on Process Models.
- Gain Knowledge on Requirements Engineering
- Understand Analysis and Design Methods.
- Gain Knowledge on Software Testing Strategies and Software Configuration Management.

COURSE OUTCOMES

After completion of the Software Engineering, the student will be able to:

- Get clear idea about the Software engineering concepts and software process models
- Get knowledge of Project management concepts
- Understand the concepts of Project scheduling and tracking, software quality assurance
- Get the ability for Software analysis, design and testing.

Block 1:

The Nature of Software –Defining Software –Software Application Domains –Legacy Software –The Changing Nature of Software –WebApps –Mobile Applications –Cloud Computing –Product Line Software –Defining the Discipline –The Software Process –The Process Framework –Umbrella Activities –Process Adaptation –Software Engineering Practice –The Essence of Practice –General Principles –Software Development Myths –Software Process Structure –A Generic Process Model –Defining a Framework Activity –Identifying a Task Set –Process Patterns –Process Assessment and Improvement.

Block 2:

Prescriptive Process Models –The Waterfall Model –Incremental Process Models –Evolutionary Process Models –Concurrent Models –A Final Word on Evolutionary Processes –Specialized Process Models –Component-Based Development –The Formal Methods Model –Aspect-Oriented Software Development –The Unified Process –Phases of the Unified Process –Personal and Team Process Models – Personal Software Process –Team Software Process –Process Technology –Product and Process – Agility –Agility and the Cost of Change –Agile Process –Agility Principles –The Politics of Agile Development –Extreme Programming –The XP Process –Industrial XP –Other Agile Process Models –Scrum –Dynamic Systems Development Method –Agile Modeling –Agile Unified Process.

Block 3:

Modeling –Principles That Guide Process, Practice and Each Framework Activity –Communication, Planning, Modeling, Construction and Deployment Principles –Requirements Engineering –Establishing the Groundwork –Identifying Stakeholders –Recognizing Multiple Viewpoints –Working toward Collaboration –Asking the First Questions –Nonfunctional Requirements –Traceability –Eliciting Requirements –Collaborative Requirements Gathering –Quality Function Deployment –Usage Scenarios –Elicitation Work Products –Agile Requirements Elicitation –Service-Oriented Methods –Developing Use Cases –Building the Analysis Model –Elements of the Analysis Model –Analysis Patterns –Agile Requirements Engineering –Requirements for Self-Adaptive Systems –Negotiating Requirements –Requirements Monitoring –Validating Requirements –Avoiding Common Mistakes–Requirements Analysis –Overall Objectives and Philosophy –Analysis Rules of Thumb –Domain

Analysis –Requirements Modeling Approaches –Scenario-Based Modeling –Creating a Preliminary Use Case –Refining a Preliminary Use Case –Writing a Formal Use Case –UML Models That Supplement the Use Case –Developing an Activity Diagram –Swimlane Diagrams –Requirements Modeling: Class-Based Methods –Identifying Analysis Classes –Specifying Attributes –Defining Operations –Class-Responsibility-Collaborator Modeling –Associations and Dependencies –Analysis Packages.

Block 4:

Software Design – Design within the Context of Software Engineering – The Design Process – Software Quality Guidelines and Attributes – The Evolution of Software Design – Design Concepts – Abstraction – Architecture – Patterns – Separation of Concerns – Modularity – Information Hiding – Functional Independence – Refinement – Aspects – Refactoring – Object-Oriented Design Concepts – Design Classes – Dependency Inversion – Design for Test – Design Model – Data Design Elements – Architectural Design Elements – Interface Design Elements – Component-Level Design Elements – Deployment-Level Design Elements – Designing Class-Based Components – Basic Design Principles – Component-Level Design Guidelines – Cohesion – Coupling.

Block 5:

Software Testing Strategies – A Strategic Approach to Software Testing – Verification and Validation – Organizing for Software Testing – Software Testing Strategy– Criteria for Completion of Testing – Strategic Issues – Test Strategies for Conventional Software– Unit Testing – Integration Testing – Test Strategies for Object-Oriented Software–Unit Testing in the OO Context –Integration Testing in the OO Context – Test Strategies for WebApps – Test Strategies for MobileApps – Validation Testing –Validation-Test Criteria – Configuration Review – Alpha and Beta Testing – System Testing – Recovery Testing – Security Testing – Stress Testing – Performance Testing – Deployment Testing – The Art of Debugging – The Debugging Process –Psychological Considerations – Debugging Strategies – Correcting the Error – White-Box Testing – Basis Path Testing –Flow Graph Notation – Independent Program Paths – Deriving Test Cases – Graph Matrices – Control Structure Testing –Black-Box Testing – Graph-Based Testing Methods – Equivalence Partitioning – Boundary Value Analysis – Orthogonal Array Testing – Model-Based Testing – Software Configuration Management – Elements of a Configuration Management System –Baselines – Software Configuration Items – Management of Dependencies and Changes.

Reference Books:

1. Roger S. Pressman and Bruce R. Maxim, “Software Engineering”, A Practitioner’s Approach, Eighth Edition, McGraw-Hill Education, 2015.
2. Ian Sommerville, “Software Engineering”, Tenth Edition, Pearson 2016.
3. Ian Sommerville, “Engineering Software Products”, Pearson 2019.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus – V Semester (Distance Mode)

COURSE TITLE : Computer Networks

COURSE CODE : BSCSS-52

COURSE CREDIT : 03

COURSE OBJECTIVES

While studying the Computer Networks, the student shall be able to:

- To understand the concept of Computer network
- To impart knowledge about networking and inter networking devices

COURSE OUTCOMES

After completion of the Computer Networks, the student will be able to:

- Describe the basics of computer networks,
- Get clear idea about the Wireless Transmission and Elementary Data Link Protocols,
- Understand the Network Layer and Transport Layer concepts.

Block-1:

Introduction – Network Hardware – Software – Reference Models – OSI and TCP/IP Models – Example Networks: Internet, ATM, Ethernet and Wireless LANs - Physical Layer – Theoretical Basis for Data Communication - Guided Transmission Media

Block-2:

Wireless Transmission - Communication Satellites – Telephone System: Structure, Local Loop, Trunks and Multiplexing and Switching. Data Link Layer: Design Issues – Error Detection and Correction.

Block-3:

Elementary Data Link Protocols - Sliding Window Protocols – Data Link Layer in the Internet - Medium Access Layer – Channel Allocation Problem – Multiple Access Protocols – Bluetooth.

Block-4:

Network Layer - Design Issues - Routing Algorithms - Congestion Control Algorithms – IP Protocol – IP Addresses – Internet Control Protocols.

Block-5:

Transport Layer - Services - Connection Management - Addressing, Establishing and Releasing a Connection – Simple Transport Protocol – Internet Transport Protocols (ITP) - Network Security: Cryptography.

Reference Books:

1. A. S. Tanenbaum, “Computer Networks”, 4th Edition, Prentice-Hall of India, 2008.
2. B. A. Forouzan, “Data Communications and Networking”, Tata McGraw Hill, 4th Edition, 2007.
3. F. Halsall, “Data Communications, Computer Networks and Open Systems”, Pearson Education, 2008.
4. D. Bertsekas and R. Gallager, “Data Networks”, 2nd Edition, PHI, 2008.
5. Lamarca, “Communication Networks”, Tata McGraw- Hill, 2002



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus – V Semester (Distance Mode)

COURSE TITLE : Java Programming

COURSE CODE : BSCSS-53

COURSE CREDIT : 03

COURSE OBJECTIVES

While studying the Java Programming, the student shall be able to:

- Gain Knowledge on the Object Oriented features supported by Java.
- Understand the use of Constructors in Java.

- Exploring Class Hierarchy using Inheritance and implementing Interfaces.
- Gain Knowledge on Creating, Accessing and Using a Package.
- Acquire Knowledge on Exception Handling.

COURSE OUTCOMES

After completion of the Java Programming, the student will be able to:

- Know the Basics of Java programming concepts
- Get the functions of Constructs and arrays
- Get clear knowledge of Sub classing and Exception handling
- Understand the concepts of Packages and interfaces

Block – 1

Java Features – Comparison of C++ and Java –Java Virtual Machine – Constants –Variables – Data Types – Scope of Variables – Type Casting – Java Program Structure–Operators and Expressions –Arithmetic – Logical – Relational –Assignment – Increment and Decrement – Conditional – Bitwise – Special Operators –Arithmetic Expressions – Evaluation of Expressions – Type Conversion in Expressions – Operator Precedence and Associativity – Mathematical Functions.

Block – 2

Decision Making, Branching and Looping – If Statement – If ... Else Statement – Nesting of If ... Else Statements – Else If Ladder – Switch Statement – The ?: Operator– While Statement – Do Statement – For Statement – Jumps in Loops – Return Statement – 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 – Overriding Methods – Abstract Methods and Classes.

Block – 3

Arrays, Strings and Vectors – One Dimensional Arrays – Creating an Array – Two Dimensional Arrays – Strings – Vectors – Wrapper Classes – Enumerated Types – Annotations – Interfaces – Defining Interfaces – Implementing Interfaces – Accessing Interface Variables.

Block – 4

Packages – Java API Packages – Using System Packages – Naming Conventions – Creating Packages – Accessing a Package – Using a Packages – Adding a Class to a Package – Hiding Classes – Static Import.

Block – 5

Managing Errors and Exceptions – Types of Exceptions – Exceptions – Syntax of Exception Handling Code – Multiple Catch Statements – Using Finally Statement – Throwing Our Own Exception – Using Exceptions for Debugging.

Reference Books:

1. E Balagurusamy, “Programming with Java”, Sixth Edition, McGraw Hill Education (India) Private Limited, 2019.
2. Herbert Schildt, “Java: The Complete Reference”, Ninth Edition, McGraw Hill Professional, 2014.
3. Sagayaraj, Denis, Karthik and Gajalakshmi, “JAVA Programming for Core and Advanced Learners”, 2018



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus – IV Semester (Distance Mode)

COURSE TITLE : **Web Designing**
COURSE CODE : **BSCSS-54**
COURSE CREDIT : **03**

COURSE OBJECTIVES

While studying the Web Designing, the student shall be able to:

- Understand the principles of creating an effective web page, including an in-depth consideration of information architecture.
- Become familiar with graphic design principles that relate to web design and learn how to implement theories into practice.

- Develop skills in analyzing the usability of a web site.
- Understand how to plan and conduct user research related to web usability.
- Learn the language of the web: HTML and CSS.
- Learn techniques of responsive web design, including media queries.

COURSE OUTCOMES

After completion of the Web Designing, the student will be able to:

- Get the knowledge of Definitions and fundamentals of web programming
- Implement the Connection between servers and Remote Method invocations
- Understand the Advanced swing and AWT concepts.
- Get clear idea about Database connectivity and servlets
- Obtain the knowledge of Javabeans and their applications

Block - 1: INTRODUCTION

Introduction to applet –lifecycle of applet- servlet and its life cycle – HTML fundamentals-JSP fundamentals-variables-control structures, Applet to servlet communications. Servlets – deployment of simple servlets-web server (Java web server/Tomcat sever/Web logic)- HTTP GET and POST request-Session tracking-cookied-JDBC-Simple Web application-multi tier applications.

Block - 2: NETWORKING AND RMI

Connecting to a Server - Implementing Servers - Advanced Socket Programming: InetAddress - URL Connections. Remote Method Invocations: Setting Up Remote Method Invocation - Parameter Passing in Remote Methods.

Block - 3: ADVANCED SWING AND AWT

Lists – Trees – Tables - Styled Text Components - Component Organizers – Shapes - Images.

Block - 4: DATABASE CONNECTIVITY and Servlet

The Design of JDBC - Basic Concepts - Executing Queries - Result Sets – Metadata - Transactions, Servlets.

Block -5 : JAVABEANS

The Bean-Writing Process - Using Beans to Build an Application - Bean Property Types - Customizers.

Reference books:

1. Cay S. Horstmann, Gary Cornell, *Core Java™ 2: Volume II–Advanced Features*, Prentice Hall, 2008.
2. Patrick Naughton & Herbert Schildt, *The Complete Reference: Java 2*, Tata McGraw Hill, 8 th Edition 2011.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus – V Semester (Distance Mode)

COURSE TITLE : Java Programming Laboratory
COURSE CODE : BSCSS-P5
COURSE CREDIT : 02

COURSE OBJECTIVES

While studying the Java Programming Laboratory, the student shall be able to:

- To be knowledgeable enough about basic Java language syntax and semantics to be able to successfully read and write Java computer programs;

- To implement interfaces, inheritance, and polymorphism as programming techniques and apply exceptions handling.

COURSE OUTCOMES

After completion of the Java Programming Laboratory, the student will be able to:

- Program in java platform such as multithreading, exception handling, stacks, queues, lists for various real time application

Exercises:

1. Converting Temperature in Fahrenheit into Temperature in Celsius.
2. Program for student Mark-List preparation
3. Program for reverse and finding sum of individual digits of a given number
4. Program to generate Fibonacci series
5. Program for finding Factorial of a given number
6. Program for find whether a given number is prime or not.
7. Program for sorting the given numbers in Ascending and Descending order.
8. Program for Matrix Multiplication
9. Program for finding roots of the given quadratic equation
10. Program for finding volume of a sphere (Concept: Class and Object)
11. Program for preparing Employee salary Report (Concept : Array of Objects)
12. Program for implementing stack Operations (Concept : Constructor)
13. Program for checking whether a given number is palindrome or not
(Concept : Abstract Class).
14. Program for Electricity charge calculation (Concept : Implementing Multiple Inheritance).
15. Program to find area of Triangle and Rectangle (Concept : Package , Interface).
16. Program for queue implementation (Concept : Exception Handling; User defined Exception).
17. Program to implement Multi- Threading (Concept: Multi- Threading by extending Thread class).
18. Program for simple Railway Reservation System (Concept : IO Streams: DataInput Stream & DataOutputStream).
19. Program to display graphical components (Concept : Graphics class)
20. Program to display an image (Concept : Pixel Grabber Class : Getting pixels of an image)



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus – V Semester (Distance Mode)

COURSE TITLE : Web Designing Laboratory
COURSE CODE : BSCSS-P6
COURSE CREDIT : 02

COURSE OBJECTIVES

While studying the Web Designing Laboratory, the student shall be able to:

- To develop an ability to design and implement static and dynamic website

COURSE OUTCOMES

After completion of the Web Designing Laboratory, the student will be able to:

- Understand the concepts of HTML Servlet, Applet and JSP
- Working with Enterprise JavaBeans,
- Working with Java Database Connectivity,
- Creating Web services with RMI, To Implement RMI program to perform arithmetic functions,
- Develop a simple application to insert and retrieve data from database and Design a color bean.

Exercises:

1. HTML to Servlet Applications
2. Applet to Servlet Communication
3. Designing online applications with JSP
4. Creating JSP program using JavaBeans
5. Working with Enterprise JavaBeans
6. Working with Java Database Connectivity.
7. Creating Web services with RMI.
8. To Implement RMI program to perform arithmetic functions.
9. Develop a simple application to insert and retrieve data from database.
10. Design a color bean.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus – VI Semester (Distance Mode)

COURSE TITLE : Programming In Python
COURSE CODE : BSCSS-61
COURSE CREDIT : 03

COURSE OBJECTIVES

While studying the Programming in Python, the student shall be able to:

- To understand the basic components of computer programming using the Python language
 - To demonstrate significant experience with the Python program development environment
-

COURSE OUTCOMES

After completion of the Programming in Python, the student will be able to:

- Understand the basic concepts of Python and their control structures
- Get knowledge about File Handling

- Get clear idea about Graphics programming
- Describe the Version Control Systems

Block-1:

Introduction to Python - Why Python - Installing in various Operating Systems - Executing Python Programs - Basic Programming concepts - Variables, expressions and statements - Input/Output – Operators.

Block-2:

Conditions - Functions - Arguments - Return values - Iteration - Loops - Strings -Data Structures - Lists - Dictionaries - Tuples - Sequences - Exception Handling.

Block-3:

File Handling - Modules - Regular Expressions - Text handling - Object Oriented Programming - Classes - Objects - Inheritance - Overloading - Polymorphism Interacting with Databases - Introduction to MySQL - interacting with MySQL - Building a address book with add/edit/delete/search features.

Block-4:

Introduction to Graphics programming - Introduction to GTK - PyGTK - Developing GUI applications using pyGTK - Scientific Programming using NumPy / SciPy - Image Processing - Processing multimedia files -Network Programming, Web services using SOAP, Introduction to Graphics programming - PyGame.

Block-5:

Introduction to Version Control Systems - Subversion/Git, Writing **Block** Tests, Creating Documentation, Contributing to Open Source Projects.

Reference Books:

1. Allen B. Downey, "Think Python: How to Think Like a Computer Scientist", 1st Edition 2012, O'Reilly.
2. Jeff McNeil , "Python 2.6 Text Processing: Beginners Guide", 2010 ,Packet Publications
3. Mark Pilgrim , "Dive Into Python " , 2nd edition 2009, Apress.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus –VI Semester (Distance Mode)

COURSE TITLE : Mobile Computing
COURSE CODE : BSCSS-62
COURSE CREDIT : 03

COURSE OBJECTIVES

While studying the Mobile Computing, the student shall be able to:

- To understand of mobile computer systems particularly in the context of wireless network systems
- To emphasises how to interface hardware to mobile computing devices

COURSE OUTCOMES

After completion of the Mobile Computing, the student will be able to:

- Define the basics of mobile computing like devices, architecture and services
- Describe the Mobile computing through Internet, understand the Synchronization and SMS architecture
- Get the concepts of the Mobile communication like wired and wireless transmission devices and systems
- Knowledge of Adhoc Wireless network and their features
- Get clear idea about the Wireless sensor network architecture and energy models

Block-1: Mobile computing:

Components of wireless environment- Challenges in Mobile environment- Mobile devices - Middleware and gateways - Wireless Internet - Smart clients - Three-tier Architecture- Design considerations for mobile computing— Mobility and Location based services – Active transactions - Device Technology – Device Connectivity – Voice technology – Personal digital assistant.

Block-2:

Mobile computing through Internet- Mobile-enabled Applications - Developing Mobile GUIs – VUIs and Mobile Applications – Multichannel and Multi modal user interfaces – Synchronization and replication of Mobile Data - SMS architecture - Java card – GPRS – Mobile Computing through Telephony - Synchronization protocol - Context-aware applications.

Block-3: Mobile Communication:

Wireless Transmission – Medium Access Control – Telecommunication Systems – Satellite Systems – Broadcast system – Wireless LAN – Mobile IP – Mobile TCP.

Block-4: ADHOC Wireless Network:

Ad Hoc Wireless Network – MAC protocol – Routing protocols - Transport Layer Protocol - QOS – Energy Management.

Block-5: Wireless Sensor Network:

Architecture and Design – Medium Access Control – Routing – Transport Layer – Energy model.

Reference Books:

1. Jochen Schiller, Mobile Communications, Second Edition, Revised 2008.
2. William Stallings, "Wireless Communications & Networks", Pearson Education, 2005.
3. C.Siva Ram Murthy, B.S. Manoj, "Ad Hoc Wireless Networks – Architectures and Protocols", 2nd Edition, Pearson Education. 2004
4. Ashok K Talukder, Roopa R Yavagal, "Mobile Computing", Tata McGraw Hill, 2005.
5. Jochen Burkhardt Dr.Horst Henn, Klaus Rintdoff,Thomas Schack, "Pervasive Computing", Pearson, 2009.
6. Fei Hu , Xiaojun Cao, " Wireless Sensor Networks Principles and Practice " CRC Press, 2010.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus – VI Semester (Distance Mode)

COURSE TITLE : Python Programming Laboratory

COURSE CODE : BSCSS-P7

COURSE CREDIT : 02

COURSE OBJECTIVES

While studying the Python Programming Laboratory, the student shall be able to:

- To understand the programming basics in Python Programming
- To understand the object-oriented program design and development in Python Programming

COURSE OUTCOMES

After completion of the Python Programming Laboratory, the student will be able to:

- Program the basic of python
- Create and connect Query languages
- Write GUI programming

Exercises:

1. Create a simple calculator to do all the arithmetic operations
2. Program to use control flow tools like if.
3. Program to use for loop
4. Data structures
 - use list as stack
 - use list as queue
 - tuple, sequence
5. Create new module for mathematical operations and use in your program
6. Program to read and write files, create and delete directories
7. Program with exception handling
8. Program using classes
9. Connect with MySQL and create address book
10. Program using string handling and regular expressions
11. Program to parse apache log file
12. Create a GUI program using pygtk



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus – VI Semester (Distance Mode)

COURSE TITLE : Project

COURSE CODE : BSCSS-P8

COURSE CREDIT : 04

COURSE OBJECTIVES

While completing the project, the student shall be able to:

The objective of the Project Course is to help the students to study, analyze and design software or utility for research problems focused in the recent journals or application of such software related to problems in the area of Computer Science. The development of algorithms and derivation with respect to theoretical Computer Science in relevance to performance comparison, which will improve the skills of software development of the students, will be another objective of the mini project course.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus – ELECTIVE I (Distance Mode)

COURSE TITLE : Software Testing

COURSE CODE : BSCSS-63

COURSE CREDIT : 03

COURSE OBJECTIVES

While studying the Software Testing, the student shall be able to:

- To study various Software techniques
- To study fundamental concepts in software testing

COURSE OUTCOMES

After completion of the Software Testing, the student will be able to:

- Get the Basics of software quality assurance
- Know the Introduction to software testing
- Get knowledge of Different testing techniques

- Understand the Automated testing concepts

Block 1: Software Quality Assurance: software challenge - Software Quality – Software Quality factors – Software Quality Models- Software quality measurement and metrics – Software Quality Architecture.

Block 2: Introduction to Software Testing: Overview- Purpose of testing – Objectives – Inspection and Testing – Testing and debugging – Debugging process – Software testing life cycle – Responsibility of test team leader.

Block 3: Testing techniques: The V-Model – Testing techniques: Functional testing techniques – Non-functional testing techniques- Test metrics- Risk based testing – Extreme testing.

Block 4: Automated testing: Introduction – process - Types of automated test – Code auditing – Coverage Monitoring – functional test – Load test – Test Management - Advantages and Disadvantages of Automated test - Alpha and Beta site testing programs.

Block 5: Test Maturity Model: Human Issues and Challenges in testing.

Reference Books:

1. Software Quality Assurance, Nina S Godbole, Narosa Publishing House, 2008.
2. Software Quality Assurance, From Theory to Implementation, Daniel Galin, Pearson Education, 2004.
3. Software Quality Complete and Practices, R A Khan, K. Mustafa, SI Ahson , Narosa Publishing House, 2008.
4. Software Testing principles and Practices, Srinivasan Desikan, Gopalswamy Ramesh, Pearson Education, 2006.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus – ELECTIVE I (Distance Mode)

COURSE TITLE : **E-Learning**
COURSE CODE : **BSCSS-64**
COURSE CREDIT : **03**

COURSE OBJECTIVES

While studying the E-Learning, the student shall be able to:

To analyze and compare different on-line E-Learning tools, design course content for a specific subject from different perspective, plan and design the instruction and support needs of learners of various backgrounds, levels and situations based on different learning methodologies, outline the various tasks of a typical online course facilitator, and Design and Implement an E-Learning Course Content for a complete online course

COURSE OUTCOMES

After completion of the E-Learning, the student will be able to:

- Get clear idea about the basics of e-learning.
- Understand strategy of e-learning.
- Get knowledge about the principles, design and implementation of e-learning.

Block 1 INTRODUCTION

E-Learning - E-Learning cycle - E-Learning types - challenges and support Blockies – cognitive presence – Approaches to design E-Learning - E-Learning framework - 6C framework - E-Learning Tools

Block 2 E-LEARNING STRATEGY

Role of tutor - E-Learning strategy - Blended E-Learning – M-Learning- problem based learning- Enterprise learning- Corporate Learning- Web based Learning - Pod casting - Learning Management systems – Content development process – E-Learning standards- SCORM standard- managing e-learning quality - case studies

Block 3 PRINCIPLES OF E-LEARNING

Philosophy of E-Learning – theory of learning – Applying principles of multimedia - Applying principles of contiguity - Applying principles of modality - Applying principles of redundancy - Applying principles of coherency - Applying principles of personalization- web-based learning comm. Blockies - knowledge sharing and Knowledge management in e-learning- social networks and social media in e-learning

Block 4 DESIGN

On line E-Learning technologies – visual communication techniques- Computer-based technologies - Computer-mediated communication (CMC) - Assessment and evaluation- Organizing and designing learning sequences, Characteristics of Interactive Online Learning Media

Block 5 IMPLEMENTATION

Leverages example in E-Learning – collaborative E-Learning- Learner control in E-Learning- guidelines to solve issues in E-Learning – Implementation of an E-Learning Course Content for a complete online course, Research in content retrieval and generation for E-Learning, Role of cloud and semantic Grid in E-Learning

Reference book:

1. D.Randy Garrison “E-Learning in the 21st century a framework for research and practice”, 2nd edition, Taylor and Francis, 2011.
2. Robin Mason, “E-Learning : the key concepts”, Routledge, 2007.
3. William Horton, “E-Learning by Design”, Pfeiffer Wiley, 2006.
4. John Gardner, Bryn Holes, “E-Learning : Concepts and practice” SAGE Publications, 2006.
5. R.C.Clark and R.E.Mayer, “E-Learning and the science of instruction”, Pfeiffer Wiley,

2011.

6. Mark J Rosenberg, “E-Learning: strategies for delivering knowledge in the Digital Age”, McGraw- Hill, 2001.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus – ELECTIVE I (Distance Mode)

COURSE TITLE : Electronic Commerce

COURSE CODE : BSCSS-65

COURSE CREDIT : 03

COURSE OBJECTIVES

While studying the Electronic Commerce, the student shall be able to:

- Understand concept of Ecommerce and its types
- Study the various online payment and marketing on Web
- Understand various E-business Strategies.

COURSE OUTCOMES

After completion of the Electronic Commerce, the student will be able to:

- Get clear idea about the fundamentals of Electronic commerce
- Derive the internet security and marketing
- Get knowledge about data exchange and their features.

Block 1

An introduction to Electronic commerce: What is E-Commerce (Introduction And Definition), Main activities E-Commerce, Goals of E-Commerce, Technical Components of E-Commerce, Functions of E-Commerce, Advantages and disadvantages of E-Commerce, Scope of ECommerce, Electronic Commerce Applications, 9 Electronic Commerce and Electronic Business(C2C)(C2G,G2G, B2G, B2P, B2A, P2P, B2A, C2A, B2B, B2C)

Block 2

The Internet and WWW: Evolution of Internet, Domain Names and Internet Organization (.edu, .com, .mil, .gov, .net etc.) , Types of Network, Internet Service Provider, World Wide Web, Internet & Extranet, Role of Internet in B2B Application, building own website, Cost, Time, Reach, Registering a Domain Name, Web promotion, Target email, Baner, Exchange, Shopping Bots

Block 3

Internet Security: Secure Transaction, Computer Monitoring, Privacy on Internet, Corporate Email privacy, Computer Crime(Laws , Types of Crimes), Threats, Attack on Computer System, Software Packages for privacy, Hacking, Computer Virus(How it spreads, Virus problem, virus protection, Encryption and Decryption, Secret key Cryptography, DES, Public Key Encryption, RSA, Authorisation and Authentication, Firewall, Digital Signature(How it Works)

Block 4

Electronic Data Exchange: Introduction, Concepts of EDI and Limitation, Applications of EDI, Disadvantages of EDI, EDI model, Electronic Payment System: Introduction, Types of Electronic Payment System, Payment Types, Value Exchange System, Credit Card System, Electronic Fund Transfer, Paperless bill, Modern Payment Cash, Electronic Cash Planning for Electronic Commerce: Planning Electronic Commerce initiates, Linking objectives to business strategies, Measuring cost objectives, Comparing benefits to Costs, Strategies for developing electronic commerce web sites

Block 5

Internet Marketing: The PROS and CONS of online shopping, The cons of online shopping, Justify an Internet business, Internet marketing techniques, The E-cycle of Internet marketing, Personalization e-commerce.

Reference book:

1. G.S.V.Murthy, E-Commerce Concepts, Models, Strategies- :- Himalaya Publishing House, 2011.
2. Kamlesh K Bajaj and Debjani Nag , E- Commerce , 2005.
3. Gray P. Schneider , Electronic commerce, International Student Edition, 2011,
4. Henry Chan, Raymond Lee, Tharam Dillon, Elizabeth Chang E-Commerce, Fundamentals And Applications, Wiely Student Edition,



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus – ELECTIVE I (Distance Mode)

COURSE TITLE : Data Mining

COURSE CODE : BSCSS-66

COURSE CREDIT : 03

COURSE OBJECTIVES

While studying the Data Mining, the student shall be able to:

- Understand the need for Knowledge Discovery and Gain Insight on the Techniques for Data Preprocessing.
- Gain Knowledge on Schemas of a Data Warehouse, OLAP and Cube Technology.
- Understand the Methods for Mining Frequent Patterns, Associations and Correlations.

- Gain Knowledge on the Basic Concepts and Methods for Classification.
- Gain Knowledge on the Basic Concepts and Methods for Data Clustering.

COURSE OUTCOMES

After completion of the Data Mining, the student will be able to:

- Brief the introduction about the data warehousing their architecture.
- Get clear idea about the Knowledge discovery from Databases
- Get the concepts of Data mining functionalities and mining rules
- Describe the Classification and prediction and propagations
- Understand the Clustering analysis and their concepts

Block 1:

Introduction – Kinds of Data and Patterns That Can Be Mined – Technologies Used – Kinds of Applications Targeted – Major Issues in Data Mining – Data Objects and Attribute Types – Basic Statistical Description of Data – Data Visualization – Measuring Data Similarity and Dissimilarity.

Block 2:

Data Preprocessing – Data Cleaning – Data Integration – Data Reduction – Data Transformation and Data Discretization.

Block 3:

Data warehouse – Basic Concepts – Operational Database Systems and Data Warehouses – Architecture of a Data Warehouse – Extract, Transform and Load – Metadata – Data Cube and OLAP – Multidimensional Data Model – Star Schema – Snowflake Schema – Starflake Schema – Fact Constellation Schema – Dimensions – Measures – OLAP Operations – Starnet Query Model for Querying Multidimensional Databases – Data Warehouse Design and Usage – Data Warehouse Implementation – ROLAP – MOLAP – HOLAP – Data Generalization by Attribute-Oriented Induction.

Block 4:

Mining Frequent Patterns, Associations, and Correlations – Basic Concepts – Market Basket Analysis – Frequent Itemsets, Closed Itemsets, and Association Rules – Frequent Itemset Mining Methods – Apriori Algorithm – Finding Frequent Itemsets by Confined Candidate Generation – Generating Association Rules from Frequent Itemsets – Improving the Efficiency of Apriori – Pattern-Growth Approach for Mining Frequent Itemsets – Mining Frequent Itemsets Using Vertical Data – Mining Closed and Max Patterns – Pattern Evaluation Methods – Association Analysis to Correlation Analysis – Comparison of Pattern Evaluation Measures.

Block 5:

Classification – General Approach to Classification – Decision Tree Induction – Attribute Selection Measures – Tree Pruning – Scalability and Decision Tree Induction – Visual Mining for Decision Tree Induction – Bayes Classification Methods – Bayes' Theorem – Naïve Bayesian Classification – Rule-Based Classification – Using IF-THEN Rules for Classification – Rule Extraction from a Decision Tree – Rule Induction Using a Sequential Covering Algorithm – Cluster Analysis – Requirements for Cluster Analysis – Overview of Basic Clustering Methods – Partitioning Methods – k -Means: A Centroid-Based Technique – k -Medoids: A Representative Object-Based Technique – Hierarchical Methods – Agglomerative versus Divisive Hierarchical

Clustering –Distance Measures in Algorithmic Methods – BIRCH: Multiphase Hierarchical Clustering Using ClusteringFeature Trees – Chameleon: Multiphase Hierarchical Clustering Using DynamicModeling – Probabilistic Hierarchical Clustering.

Reference books:

1. Jiawei Han, Micheline Kamber, Jian Pei, “Data Mining: Concepts and Techniques”, Third Edition, Morgan Kaufmann Publishers, 2011.
2. Arun K Pujari, “Data Mining Techniques”, Fourth Edition, Orient BlackSwan, 2016.



Tamil Nadu Open University
School of Computer Science
Chennai – 15

B.Sc Computer Science - Syllabus – ELECTIVE I (Distance Mode)

COURSE TITLE : Constitution of India

COURSE CODE : BSCSS-67

COURSE CREDIT : 03

COURSE OBJECTIVES

While studying the **Constitution of India**, the student shall be able to:

- Understand the premises informing the twin themes of liberty and freedom from a civil rights perspective.
- To address the growth of Indian opinion regarding modern Indian intellectuals’ constitutional Role and entitlement to civil and economic rights as well as the emergence nation hood in the early years of Indian nationalism.
- To address the role of socialism in India after the commencement of the Bolshevik Revolution in 1917 and its impact on the initial drafting of the Indian Constitution.

COURSE OUTCOMES

After completion of the **Constitution of India**, the student will be able to:

- Discuss the growth of the demand for civil rights in India for the bulk of Indians before the arrival of Gandhi in Indian politics.
- Discuss the intellectual origins of the framework of argument that informed the conceptualization of social reforms leading to revolution in India.
- Discuss the circumstances surrounding the foundation of the Congress Socialist Party[CSP]under the leadership of Jawaharlal Nehru and the eventual failure of the proposal of direct elections through adult suffrage in the Indian Constitution.
- Discuss the passage of the Hindu Code Bill of 1956.

Block 1 HISTORY OF MAKING OF THE INDIAN CONSTITUTION

History, Drafting Committee, (Composition & Working), Philosophy of the Indian Constitution: Preamble, Salient Features.

Block 2 CONTOURS OF CONSTITUTIONAL RIGHTS AND DUTIES

Fundamental Rights, Right to Equality, Right to Freedom, Right against Exploitation, Right to Freedom of Religion, Cultural and Educational Rights, Right to Constitutional Remedies, Directive Principles of State Policy, Fundamental Duties.

Block 3 ORGANS OF GOVERNANCE

Parliament, Composition, Qualifications and Disqualifications, Powers and Functions, Executive, President, Governor, Council of Ministers, Judiciary, Appointment and Transfer of Judges, Qualifications, Powers and Functions.

Block 4 LOCAL ADMINISTRATION

District's Administration head: Role and Importance Municipalities: Introduction, Mayor and role of Elected Representative, CEO, Municipal Corporation. Pachayati raj: Introduction, PRI: Zila Pachayat. Elected officials and their roles, CEO Zila Pachayat: Position and role. Block level: Organizational Hierarchy(Different departments), Village level:Role of Elected and Appointed officials, Importance of grass root democracy.

Block 5 ELECTION COMMISSION

Election Commission: Role and Functioning. Chief Election Commissioner and Election Commissioners - Institute and Bodies for the welfare of SC/ST/OBC and women.

Reference books:

1. The Constitution of India,1950(Bare Act),Government Publication.
2. Dr.S.N.Busi, Dr.B. R.Ambedkar framing of Indian Constitution,1st Edition, 2015.
3. M.P. Jain, Indian Constitution Law, 7 th Edn., Lexis Nexis,2014.
4. D.D. Basu, Introduction to the Constitution of India, Lexis Nexis, 2015.