



## **UNDERGRADUATE DEGREE PROGRAMME**

**B.Com. (Corporate Secretaryship)**

**Three Years /**

**B.Com. (Hons) (Corporate Secretaryship)**

**Four Years**

## **CURRICULUM & SYLLABUS**

**REGULATION 2024**

**Choice Based Credit System (CBCS)**

**&**

**Learning Outcomes Based Curriculum Framework (LOCF)**

**Effective from the Academic Year**

**2024 -2025**

**Department of Commerce (Corporate Secretaryship)**  
**School of Management Studies and Commerce**



## DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)

### VISION OF THE DEPARTMENT

To build competent professionals of Company Secretaries with Quality education, relevant knowledge, skills and training of Corporate Secretarial functions. To expose our students to practical situations in companies for the purpose of imparting employability skills with emphasis on the professional ethics and values. To enable the students in carrying out action-oriented research in corporate sector

### MISSION OF THE DEPARTMENT

<b>M1</b>	Corporate Secretaryship is a prestigious and a rewarding career in the branch of commerce.
<b>M2</b>	The branch of commerce gives insight knowledge about corporate world and equips the students with various traits like Business professional, Secretarial, Managerial and Entrepreneurial skills
<b>M3</b>	The field of study includes corporate law, Accounting, Auditing, Statistical Analysis; Cost Analysis, Leadership, Tax planning and many more which revolves around the theme of commerce and focus like a compass towards the direction of corporate environment
<b>M4</b>	To be a Leader in the development of professionals in corporate governance.
<b>M5</b>	To explore and develop the entrepreneurial and leadership potential of the students. .
<b>M6</b>	To motivate and nurture co-operation, tolerance and mutual respect in our nation of diversity.

<b>PROGRAMME EDUCATIONAL OUTCOMES (PEO)</b>	
<b>PEO1</b>	Students will demonstrate a general tax consciousness, including an understanding of the role of taxation in society and the development of skills related to the recognition of the tax problems.
<b>PEO2</b>	To familiarize with communication motivation and leadership towards directing and to analyze the process of controlling system
<b>PEO3</b>	Formulating business problems and provide innovative solutions and molding the students into future visionaries and Management leaders
<b>PEO4</b>	Students will learn relevant Advanced accounting career skills, applying both quantitative and qualitative knowledge to their future careers in corporate.
<b>PEO5</b>	Students will be able to pursue research in their chosen field of finance, CSR and HR

<b>PROGRAMME OUTCOMES (PO)</b>	
<b>PO1</b>	To provide knowledge in the various areas of corporate secretary ship and Laws relating to companies
<b>PO2</b>	Effective Communication: Communicate effectively on complex corporate activities in association with corporate community and with society at large.
<b>PO3</b>	Ethics: Apply ethical principles and commit to corporate ethics, responsibilities and norms of the corporate practices
<b>PO4</b>	Environment: Manage personnel to meet changing organizational needs in a business environment.
<b>PO5</b>	Evaluate the implications of changing environmental factors on organizational choices within a global environment.
<b>PO6</b>	Students can get thorough knowledge of Secretarial Practice and Corporate governance in corporate field.

<b>PROGRAMME SPECIFIC OUTCOMES (PSO)</b>	
<b>PSO1</b>	To prepare learners to face modern day challenges in the corporate world by providing practical exposure.
<b>PSO2</b>	To acquire an in – depth grounding in the fundamentals of Accounts, Commerce, Finance, Management, Secretarial Practice, Corporate governance, Law, Entrepreneurial Development and Income Tax.
<b>PSO3</b>	Develop skills to excel incorporate management

## **BOARD OF STUDIES**

### **List of Members**

#### **Department of Commerce (Corporate Secretaryship)**

<b>S. No</b>	<b>Name &amp; Designation</b>	<b>Address</b>	<b>Role</b>
<b>1.</b>	Dr. S. Vennilaa Shree	Professor Head Dept. Of Commerce (CS)	Internal Member
<b>2.</b>	Dr. K. Selvasundaram	Associate Professor & B.Com (Corporate Secretaryship), SRM University	Academic Expert (External Member)
<b>3.</b>	Mr. V. Krishna Moorthy	Co-Founder & Managing Director, Hyudyaa Adconser Private Ltd.,	Industrial Expert (External Member)
<b>4.</b>	Dr. A. Meenakshi	Associate Professor, Dept. of Commerce (CS)	Internal Member
<b>5.</b>	Dr.M. Prathapan	Associate Professor, Dept. of Commerce (CS)	Internal Member
<b>6.</b>	Dr.M. Senthil	Assistant Professor, Dept. of Commerce (CS)	Internal Member
<b>7.</b>	Dr.N. Taibanganbi	Assistant Professor, Dept. of Commerce (CS)	Internal Member
<b>8.</b>	Dr. S. Aiswarya	Assistant Professor, Dept. of Commerce (CS)	Internal Member
<b>9.</b>	Dr.P. Sunantha	Assistant Professor, Dept. of Commerce (CS)	Alumni Member (External Member)

## CREDIT DISTRIBUTION

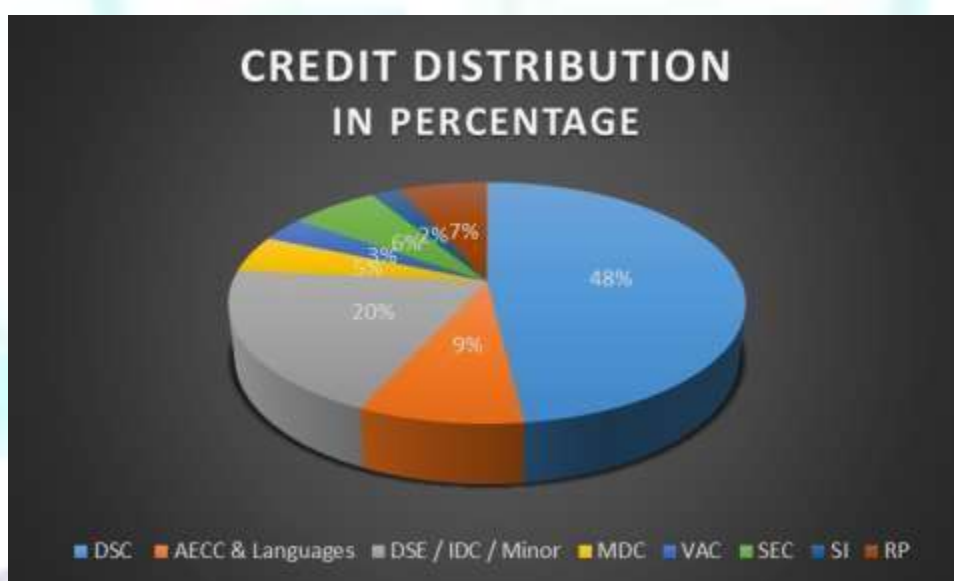
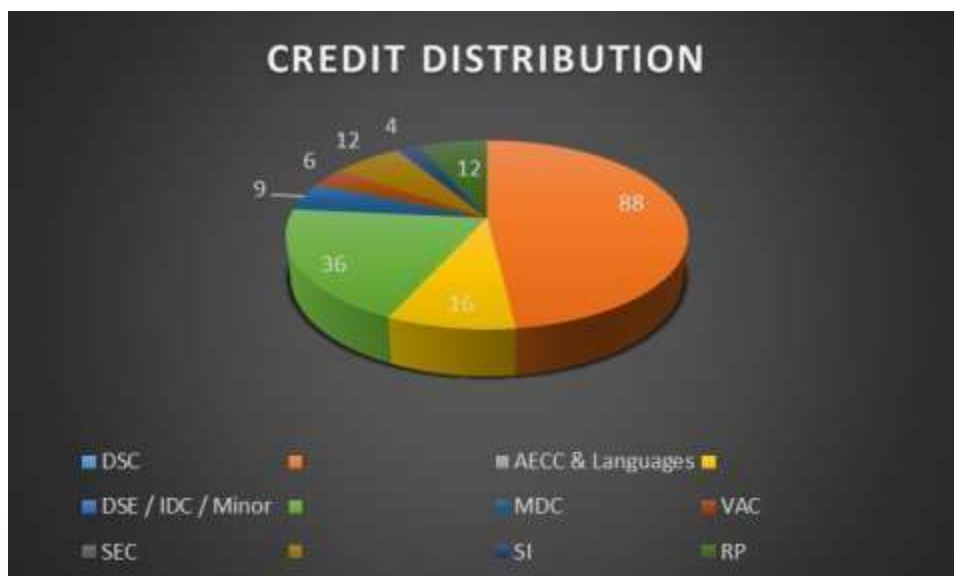
**B.Com., (Hons) in Commerce (Corporate Secretaryship)**

**Minimum credits to be earned: 176**

**B.Com., (Corporate Secretaryship)**

**Minimum credits to be earned: 132**

Component	I Sem	II Sem	III Sem	IV Sem	V Sem	VI Sem	3 Yrs. Total Credits	VII Sem	VIII Sem	4 Yrs Total Credits
DSC	8	7	7	8	12	12	54	12	12	78
AECC & Languages	4	4	4	7	-	-	19	-	-	19
DSE / IDC / Minor	4	4	4	4	4	8	28	4	4	36
MDC	3	3	5	-	-	-	11	-	-	11
VAC	2	1	-	1	2	-	6	-	-	6
SEC	2	2	2	1	3	2	12	-	-	12
SI	-	-	1	-	1	-	2	-	-	2
RP	-	-	-	-	-	-	-	6	6	12
Total Credits	23	21	23	21	22	22	132	22	22	176



### ABBREVIATIONS

<b>DSC</b>	Disciplinary Specific Core
<b>AECC</b>	Ability Enhancement Compulsory Courses
<b>DSE</b>	Disciplinary Specific Elective
<b>IDC</b>	Interdisciplinary / Minor Courses
<b>MDC</b>	Multidisciplinary Courses
<b>VAC</b>	Value Added Courses
<b>SEC</b>	Skill Enhancement Courses
<b>SI</b>	Summer Internship
<b>RP</b>	Research Project



## CURRICULUM STURCTURE

**B.Com., (Corporate Secretaryship) Three Years/  
B.Com., (Hons) in (Corporate Secretaryship) Four Years**

**Total number of Credits: 176**

	<b>B.Com(Hons) - Corporate Secretaryship Minimum Credits to be earned :176</b> <b>B.Com(Hons) - Corporate Secretaryship Minimum Credits to be earned: 132</b>									
	<b>SEMESTER 1</b>									
	<b>Hours/Week</b>					<b>Maximum Marks</b>				
Category	Code	Course	L	T	P	O	C	CIA	SEE	Total
<b>LANG</b>	24LTAM11 /24LHIN11/ 24LFRE11	Tamil I/ Hindi I/ French I	2	0	0	1	2	40	60	100
<b>ENG / AECC</b>	24LENG11	English I	2	0	0	1	2	40	60	100
<b>DSC 1</b>	24CBCO11	Financial Accounting - I	3	0	2	2	4	40	60	100
<b>DSC 2</b>	24CBCO12	Principles of Management	4	0	0	2	4	40	60	100
<b>MDC 1</b>	24MBCO11	Managerial Economics	3	0	0	2	3	40	60	100
<b>DSE 1/ IDC 1 / Minor 1</b>	24DBCO11	Computing Essentials	4	0	0	2	4	40	60	100
<b>VAC 1</b>	24VBCO11	Communication Skills	2	0	0	2	2	40	60	100
<b>SEC 1</b>	24SSKU11	Soft Skills 1	2	0	0	1	2	40	60	100
<b>SEC 2</b>	24SBCO12	Orientation programme / Industrial Visit	-	-	-	-	-	-	-	-
			<b>22</b>	<b>0</b>	<b>2</b>	<b>-</b>	<b>23</b>	<b>-</b>	<b>-</b>	<b>-</b>

**CIA - Continuous Internal Assessment**

**SEE - Semester End Examination**

**\*L – Lecture, \*T- Tutorial, \*P- Practical, \*O - Outside the class effort / self-study**



SEMESTER 2										
Category	Code	Course	L	T	P	O	C	CIA	SEE	Total
<b>LANG 2</b>	24LTAM21/ 24LHIN21/ 24LFRE21	Tamil II / Hindi II / French II	2	0	0	1	2	40	60	100
<b>ENG 2 / AECC</b>	24LENG21	English II	2	0	0	1	2	40	60	100
<b>DSC 3</b>	24CBCO21	Financial Accounting – II	3	0	2	2	4	40	60	100
<b>DSC 4</b>	24CBCO22	Business Law	3	0	0	2	3	40	60	100
<b>MDC 2</b>	24MBCO21	International Economics	3	0	0	2	3	40	60	100
<b>DSE 2 / IDC 2 / Minor 2</b>	24DBCO21	Business Correspondence and Office Management	4	0	0	2	4	40	60	100
<b>VAC II</b>	24VBCO21	Universal Human Values	1	0	0	1	1	40	60	100
<b>SEC 3</b>	24SSKU21	Soft Skills 2	2	0	0	1	2	40	60	100
			<b>20</b>	<b>0</b>	<b>2</b>	<b>-</b>	<b>21</b>	<b>-</b>	<b>-</b>	<b>-</b>

SEMESTER 3										
Category	Code	Course	L	T	P	O	C	CIA	SEE	Total
LANG 3	24LTAM31/ 24LHIN31/ 24LFRE31	Tamil III / Hindi III / French III	2	0	0	1	2	40	60	100
ENG 3 / AECC	24LENG31	English III	2	0	2	1	2	40	60	100
DSC 5	24CBCO31	Corporate Accounting – I	3	0	1	2	4	40	60	100
DSC 6	24CBCO32	Company Law	3	0	0	2	3	40	60	100
MDC 3	24MBCO31	Business Statistics	3	0	0	2	3	40	60	100
MDC 4	24MBCO32	Indian Knowledge System	2	0	0	1	2	40	60	100
DSE 3 / IDC 3 / Minor 3	24DBCO31	Business Ethics	4	0	0	2	4	40	60	100
SEC 4	24SSKU31	Soft Skills 3	2	0	0	1	2	40	60	100
SI 1	24SBCO32	Internship I	0	0	2	1	1	-	100	100
			21	-	5	-	23	-	-	-

SEMESTER 4										
	Code	Course	L	T	P	O	C	CIA	SEE	Total
LANG 4	24LTAM41/ 24LHIN41/2 4LFRE41	Tamil IV / Hindi IV / French IV	2	0	0	1	2	40	60	100
ENG 4 / AECC	24ABCO41	Business Communication	1	0	2	2	2	40	60	100
AECC	24ABCO42	Environmental Studies	3	0	0	2	3	40	60	100
DSC 7	24CBCO41	Corporate Accounting – II	3	0	2	2	4	40	60	100
DSC 8	24CBCO42	Secretarial Practice	4	0	0	2	4	40	60	100
DSE 4 / IDC 4 / Minor 4	24IBCO41	GST Act &Practice	4	0	1	2	4	40	60	100
SEC 5	24SBCO41	Industry Oriented Employability skills	1	0	0	1	1	-	100	100
VAC III	24VNSS41	Yoga Education / NSS / NCC	1	0	0	1	1	-	100	100
SEC 6		In-plant Training/ Industrial Tour / Summer Term	-	-	-	-	-	-	-	-
			19	0	4	-	21	-	-	-

<b>SEMESTER 5</b>										
<b>Category</b>	<b>Code</b>	<b>Course</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>O</b>	<b>C</b>	<b>CIA</b>	<b>SEE</b>	<b>Total</b>
<b>DSC 9</b>	24DBCO51	Cost Accounting	3	0	2	2	4	40	60	100
<b>DSC 10</b>	24DBCO52	Income Tax Law & Practice – I	4	0	0	2	4	40	60	100
<b>DSC 11</b>	24DBCO53	Practical Auditing	4	0	0	2	4	40	60	100
<b>DSE 5 / IDC 5 / Minor 5</b>	24IBCO51	Financial Services	4	0	0	2	4	40	60	100
<b>SEC 7</b>	24SBCO51	Entrepreneurial Development	2	0	0	1	2	40	60	100
<b>VAC 4</b>	24VBCO51	Automation Software Solutions	1	0	2	1	2	40	60	100
<b>SI 2</b>	24SBCO52	Internship II	0	0	2	1	1	-	100	100
<b>SEC 8</b>	24SBCO53	Skill Enhancement Training / Student Club Activities/ Institution Innovation Council (IIC) Activities	0	0	2	1	1	-	100	100
			<b>19</b>	<b>-</b>	<b>6</b>	<b>-</b>	<b>22</b>	<b>-</b>	<b>-</b>	<b>-</b>

SEMESTER 6										
Category	Code	Course	L	T	P	O	C	CIA	SEE	Total
DSC 12	24CBCO61	Management Accounting	4	0	0	2	4	40	60	100
DSC 13	24CBCO62	Income Tax Law & Practice – II	4	0	-	2	4	40	60	100
DSC 14	24CBCO63	Industrial Law & Public Relations	4	0	0	2	4	40	60	100
DSE 6	24DBCO64	Corporate Social Responsibility	4	0	0	2	4	40	60	100
DSE 7 / IDC 6 / Minor 6	24IBCO61	Marketing Management	4	0	0	2	4	40	60	100
SEC 9	24SBCO61	Mini Project	0	0	4	1	2	-	100	100
SEC 10		On Job Training /Apprenticeship / Startup	-	-	-	-	-	-	-	-
			20	-	4	-	22	-	-	-

SEMESTER 7										
Category	Code	Course	L	T	P	O	C	CIA	SEE	Total
DSC 16	24CBCO71	Advanced Financial Management	3	0	2	2	4	40	60	100
DSC 17	24CBCO72	Digital Banking	4	0	0	2	4	40	60	100
DSC 18	24CBCO73	Customer Relationship Management	4	0	0	2	4	40	60	100
DSE 8 / IDC 7 / Minor 7	24DBCO71	Research Methodology	4	0	0	2	4	40	60	100
RP 1	24RBCO71	Research Project I	0	0	12	2	6	40	60	100
			15	0	14	-	22	-	-	-

SEMESTER 8										
Category	Code	Course	L	T	P	O	C	CIA	SEE	Total
DSC 19	24CBCO81	Advanced Cost & Management Accounting	3	0	2	2	4	40	60	100
DSC 20	24CBCO82	Management Information System	4	0	0	2	4	40	60	100
DSC 21	24CBCO83	Corporate Finance	4	0	0	2	4	40	60	100
DSE 9/ IDC 9 / Minor 9	24DBCO81	Human Resource Management	4	0	0	2	4	40	60	100
RP 2	24RBCO81	Research Project II	0	0	12	2	6	40	60	100
			15	-	14	-	22	-	-	-

### DISCIPLINE SPECIFIC CORE COURSES

Category	Code	Course	L	T	P	O	C
DSC 1	24CBCO11	Financial Accounting - I	3	0	2	2	4
DSC 2	24CBCO12	Principles of Management	4	1	0	2	4
DSC 3	24CBCO21	Financial Accounting – II	3	0	2	2	4
DSC 4	24CBCO22	Business Law	3	0	0	2	3
DSC 5	24CBCO31	Corporate Accounting – I	3	0	1	2	4
DSC 6	24CBCO32	Company Law	3	0	0	3	4
DSC 7	24CBCO41	Corporate Accounting – II	3	0	2	2	4
DSC 8	24CBCO42	Secretarial Practice	4	1	0	2	4
DSC 9	24CBCO51	Cost Accounting	4	0	2	2	4
DSC 10	24CBCO52	Income Tax Law & Practice – I	4	0	0	2	4
DSC 11	24CBCO53	Practical Auditing	4	0	0	2	4
DSC 12	24CBCO61	Management Accounting	4	0	1	2	4
DSC 13	24CBCO62	Income Tax Law & Practice – II	4	0	0	2	4
DSC 14	24CBCO63	Industrial Law & Public Relations	4	0	0	2	4
DSC 15	24CBCO71	Advanced Financial Management	4	0	2	2	4
DSC 16	24CBCO72	Digital Banking	4	0	0	2	4
DSC 17	24CBCO73	Customer Relationship Management	4	0	0	2	4
DSC 18	24CBCO81	Advanced Cost & Management Accounting	4	0	2	2	4
DSC 19	24CBCO82	Management Information System	4	0	0	2	4
DSC 20	24CBCO83	Corporate Finance	4	0	0	2	4



### DISCIPLINE SPECIFIC ELECTIVE COURSES

Category	Code	Course	L	T	P	O	C
DSE 1	24DBCO11	Computing Essentials	4	0	0	2	4
DSE 2	24DBCO21	Business Correspondence and Office Management	4	0	0	2	4
DSE 3	24DBCO31	Business Ethics	4	0	0	2	4
DSE 4	24DBCO41	GST Act & Practice	4	0	1	2	4
DSE 5	24DBCO51	Financial Services	4	0	0	2	4
DSE 6	24DBCO64	Corporate Social Responsibility	4	0	0	2	4
DSE 7	24DBCO61	Marketing Management	4	0	0	2	4
DSE 8	24DBCO71	Research Methodology	4	0	0	2	4
DSE 9	24DBCO81	Human Resource Management	4	0	0	2	4

### AECC & LANGUAGES

Category	Code	Course	L	T	P	O	C
<b>LANG 1</b>	24LTAM11/ 24LHIN11/ 24LFRE11	Tamil I / Hindi I/ French I	2	0	0	1	2
<b>ENG 1</b>	24LENG11	English I	2	0	0	1	2
<b>LANG 2</b>	24LTAM21/ 24LHIN21/ 24LFRE21	Tamil II / Hindi II / French II	2	0	0	2	2
<b>ENG 2</b>	24LENG21	English II	2	0	0	2	2
<b>LANG 3</b>	24LTAM31/ 24LHIN31/ 24LFRE31	Tamil III / Hindi III / French III	2	0	0	2	2
<b>ENG 3</b>	24LENG31	English III	2	0	0	2	2

### MULTIDISCIPLINARY COURSES

Category	Code	Course	L	T	P	O	C
<b>MDC 1</b>	24MBCO11	Managerial Economics	3	0	0	2	3
<b>MDC 2</b>	24MBCO21	International Economics	3	0	0	2	3
<b>MDC 3</b>	24MBCO32	Indian Knowledge System	2	0	0	1	2

### VALUE ADDED COURSES

Category	Code	Course	L	T	P	O	C
<b>VAC 1</b>	24VBCO11	Communication Skills	2	0	0	2	2
<b>VAC 2</b>	24VBCO21	Universal Human Values	2	0	0	1	2
<b>VAC 3</b>	24VBCO41	Yoga Education / NSS / NCC	1	0	0	1	1

### SKILL ENHANCEMENT COURSES

Category	Code	Course	L	T	P	O	C
SEC 1	24SSKU11	Soft Skills I	2	0	0	1	2
SEC 2		Orientation Programme / Industrial Visit	-	-	-	-	-
SEC 3	24SSKU21	Soft Skills II	2	0	0	1	2
SEC 4	24SSKU31	Soft Skills III	2	0	0	2	2
SEC 5	24SBCO41	Industry Oriented Employability skills	1	0	0	1	1
SEC 6		In-plant Training/ Industrial Tour/ Summer Term	-	-	-	-	-
SEC 7		Entrepreneurial Development	2	0	0	1	2
SEC 8		Skill Enhancement Training / Student Club Activities/ Institution Innovation Council Activities	-	-	-	-	-
SEC 9	24SBCO61	Mini Project	0	0	4	1	2
SEC 10		On Job Training / Apprenticeship / Startup	-	-	-	-	-

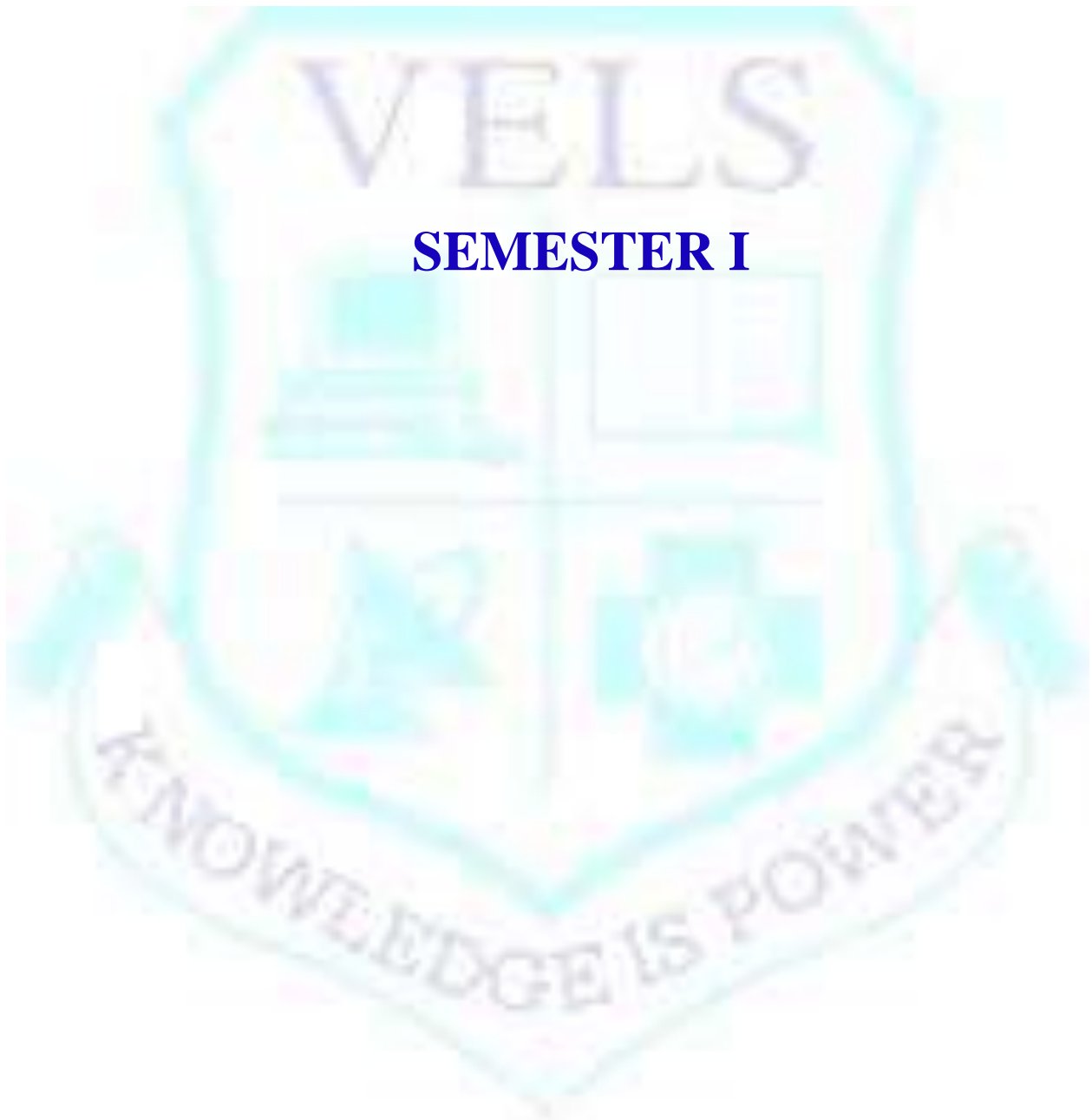
### SUMMER INTERNSHIP

Category	Code	Course	L	T	P	O	C
SI 1		Internship I	0	0	2	1	1
SI 2		Internship II	0	0	2	1	1

### RESEARCH PROJECT

Category	Code	Course	L	T	P	O	C
RP 1	24RBCO71	Research Project I	0	0	12	2	6
RP 2	24RBCO81	Research Project II	0	0	12	2	6





பாடக் குறியீட்டு எண்: 24LTAM11

L	T	P	O	C
3	0	0	1	3

பாடக் குறியீட்டு எண்: 24LTAM11

பருவம்-1, தமிழ்மொழிப்பாடம்-1, பகுதி-1, தகுதிப்புள்ளி: 2, வாரப் பாட நேரம்: 2.

தாள்-1

மொழிவரலாறு – சங்க இலக்கியம் – அற இலக்கியம் – மொழித்திறன்

பாடத்திட்ட நோக்கம்:

மாணவர்களின் இலக்கிய நாட்டத்தை மேம்படுத்துதல், தற்கால தமிழ் இலக்கிய வகைமைகளான மரபுக்கவிதை, புதுக்கவிதை, உரைநடை ஆகியவற்றை அறிமுகப்படுத்துதல், தமிழர்தம் வாழ்வியல் நெறிகளையும் பண்பாட்டுச் செழுமைகளையும் இன்றைய தலைமுறையினர் அறியச் செய்தல், மாணவர்களுக்குத் தமிழைத் தவறின்றி எழுதுவதற்குத் தேவையான பயிற்சி அளித்து அவர்களின் மொழித்திறனை மேம்படுத்துதல், செய்யுளின் நலத்தைப் பாராட்டும் முறைமையை அறியச் செய்து அதன்வழி சிந்தனை வளத்தைப் பெருகச் செய்தல் என்பனவும் மேற்கண்டவழி மாணவர்களை ஆளுமை மிக்கவர்களாக உருவாக்கி, போட்டித்தேர்வுகளுக்குத் தயார் செய்து அவர்களுக்கு வேலைவாய்ப்பை உருவாக்குவதும் இந்தப் பாடத்திட்டத்தின் முக்கிய நோக்கமாகும்.

அலகு- 1: தமிழ் மொழி வரலாறு

8மணி நேரம்

மொழிக்குடும்பம் - இந்திய மொழிக்குடும்பங்கள் - இந்திய ஆட்சி மொழிகள் - திராவிட மொழிக்குடும்பங்கள் - திராவிட மொழிகளின் வகைகள் -திராவிட மொழிகளின் சிறப்புகள் - திராவிட மொழிகளின் வழங்கிடங்கள் - திராவிட மொழிகளுள் தமிழின் இடம் - தமிழ்மொழியின் சிறப்புகள் - தமிழ் பிறமொழித் தொடர்புகள்.

அலகு -2

8 மணி நேரம்

புறநானூறு- பாடல் எண்: , 182, 183, - இரண்டு பாடல்கள்.

குறுந்தொகை- பாடல் எண்: 2, 167, - இரண்டு பாடல்கள்

பரிபாடல் - முருகன். வையை - இரண்டு பாடல்கள்

அலகு - 3 அற இலக்கியங்கள்

8 மணி நேரம்

திருக்குறள்- வாள்சிறப்பு (அறம்), பெருமை (பொருள்), பிரிவாற்றாமை (இன்பம்),. மூன்று அதிகாரங்கள் முழுமையும்

1. நாலடியார் - இரண்டு பாடல்கள். (2, 3 )

2. மூதுரை - இரண்டு பாடல்கள். (2, 3)

பிழை நீக்கி எழுதுதல் - ஒற்றுப்பிழை நீக்கி எழுதுதல் - தொடர்பிழை நீக்கி எழுதுதல்  
 - ஒற்று மிகும் இடங்கள் - ஒற்று மிகா இடங்கள் - பிற மொழிச் சொற்களை நீக்கி  
 எழுதுதல் - பயிற்சிகள்.

மொத்தம்: 30 மணி நேரம்

#### பார்வை நூல்கள்

1. தமிழர் நாகரிகமும் பண்பாடும், டாக்டர் அ. தட்சிணாமூர்த்தி, ஐந்திணைப் பதிப்பகம், 2001.
2. தவறின்றித் தமிழ் எழுதுவோம், மா. நன்னன், ஏகம் பதிப்பகம், 1999.
3. தவறின்றித் தமிழ் எழுத - மருதூர் அரங்கராசன், ஐந்திணைப் பதிப்பகம், 2003.
4. தமிழ் இலக்கிய வரலாறு, வரதராசன், மு., புது தில்லி : சாகித்திய அக்காதெமி, 2002.
5. புதிய தமிழ் இலக்கிய வரலாறு, நீல. பத்மநாபன், சிற்பி பாலசுப்ரமணியம், சாகித்திய அகாடெமி, 2007.
6. செம்மொழி தமிழின் சிறப்பியல்புகள் - முனைவர் மறைமலை இலக்குவனார்; <https://www.youtube.com/watch?v=HHZnmJb4jSY>
7. பாடநூல் தேடலுக்கான இணையம் - <https://archive.org/>



L	T	P	O	C
2	0	0	1	2

**COURSE OBJECTIVES:**

- To enable the students to develop communication Skills
- To train students in official language
- To enrich their knowledge in Hindi Literature
- To teach them human values & create awareness towards importance of tourism
- To share the knowledge of their native place
- To teach them to use Azhagi, Azhagi+ fonts

(Prose, Letter Writing & Functional Words)

**UNIT 1:** 'Smruti' (Kahani) by Pandit Sriram Sharma. **6**

**UNIT 2:** 'Athiti tum kab jaaoge' (Vyangy) by Harishankar Parsayi. **6**

**UNIT 3:** 'Atatho Ghumakkad Jigyasa' (Yatra Vruthanth) by Rahul Sanskritayan. **6**

**UNIT 4:** Functional Hindi-Phrases use in Letter Writing. Skill development **6**

- Bhav Ek Bhasha Anek.

**UNIT 5:** Letter Writing- Intro. & Types & 3 Personal Letters. **6**

Introduction to Azhagi, Azhagi + fonts.

**Total : 30 Hours**

## **COURSE OUTCOMES**

**At the end of this course Students will be able to**

- CO1:** Gain knowledge about the olden system of communication, the olden living style existed in the villages, human values, giving due respect to other living beings, thriller style of storytelling.
- CO2:** Understand to maintain their limits among their familiar circle and social responsibility.
- CO3:** Understand importance of exposure to various culture, human values and develop good character.
- CO4:** Know the Functional words in Hindi, various culture and languages of India.
- CO5:** Gain knowledge in drafting personal letters, equip themselves to Hindi typing thereby creating self-employment.

### **TEXT BOOKS / REFERENCE BOOKS / WEB SOURCES**

1. Pandit Sriram Sharma ka kahani: <https://www.evidyarthi.in>
2. Harishankar parasayi ka Vyangy: <http://gadyakosh.org>
3. Rahul Sanskritayan ka yatravrutant: <https://www.hindwi.org>
4. Prayojanmoolak Hindi: <https://hi.m.wikipedia.org>
5. <https://www.azhagi.com/hnd/helphtml/Introduction.html>

L	T	P	O	C
2	0	0	1	2

**COURSE OBJECTIVES:****The lessons are being chosen:**

- to greet, to express excuse and to introduce oneself
- to introduce another person
- to express his/her ideas, opinions and weekend projects
- to request someone to do something, polite manners
- to accept, refuse, enquire and indicate the time and date
- to express himself / herself in positive and negative manner

**UNIT 1:Salut** **4**

les nombres, Les jours de la semaine et du mois, La nationalité

**UNIT 2:Enchanté** **6**

Les verbes Etre, Avoir, Aller, Regular ER verbes, Present tense.

**UNIT 3:J'Adore** **4**

La negation, l'adjectif possessif, le futur proche

**UNIT 4:Tu veux bien** **7**

Les articles de finis/indéfinis, Les pronoms après une préposition (avec lui, chez moi), Le passé composé

**UNIT 5: On se voit quand** **5**

Les pronoms compléments directs me, te, nous, vous, L'interrogation avec est-ce que, L'heure et la date.

**UNIT 6:Bonne idée** **4**

Les articles partitifs, Le masculin et le féminin des adjectifs, Les pronoms compléments directs le, la, les, La négation : ne... pas de.

**Total - 30 hours**

## **COURSE OUTCOMES**

**At the end of this course Students will be able to**

**CO1:**The students would be able to greet, to excuse and to introduce himself

**CO2:**The students would be able to introduce someone

**CO3:**The students would be able to express his ideas, opinions and weekend projects

**CO4:**The students would be able to ask someone to do something, polite manner **CO5:**The students would be able to accept, refuse enquire and indicate the time and date

**CO6:**The students would be able to express himself in positive and negative manner

## **TEXT / REFERENCE BOOK:**

1. Prescribed book: LATITUDES 1 (A1/A2) MÉTHODE DE FRANÇAIS - Régine Mérieux and Yves Loiseau
2. Reference book: SAISON A1 - MÉTHODE DE FRANÇAIS - Marie-Noëlle Cocton, Élodie Heu, Catherine Houssa, Émilie Kasazian

L	T	P	O	C
2	0	0	1	2

**COURSE OBJECTIVES:**

**CO1:** To enable students to develop their communication skills effectively.

**CO2:** To make students familiar with usage skills in the English Language.

**CO3:** To enrich their vocabulary in English.

**CO4:** To develop communicative competence.

**Unit I- Prose**

- Dangers of drug abuse - Hardin B. Jones
- Tight corners - E. V. Lucas

**Unit II -Poetry****06**

- Ecology - A. K. Ramanujan
- The owl and the chimpanzee - Jo Camacho

**Unit III - Short story****06**

- The Dear Departed - Stanley Houghton
- The Fool's Paradise- Isaac Bashevis Singer

**Unit IV -Grammar****06**

- Parts of speech, Articles

**Unit V -Grammar****06**

- One-word substitution, prefix, suffix, synonym, antonym.

**Total 30 hours****COURSE OUTCOMES:**

At the end of this course, the students would have learnt to

<b>COC1</b>	Understand the characteristic features of the language used in the text.
<b>COC2</b>	strengthen their knowledge of basic grammar
<b>COC3</b>	Improve narrative skills after studying diverse prose and play.
<b>COC4</b>	Understand to classify parts of speech and articles.
<b>COC5</b>	Develop critical writing skills in the textual content of the syllabus.

References:

- English for Communication Enrichment: by Jeya Santhi June 2015.
- Dr. M. Narayana Rao and Dr. B. G.Barki–Anu’s  
Current English for Communication (AnuChitra). June  
2012.
- Dr. Ananthan, R. Effective Communication. Ed.  
Chennai: Anu Chithra Pub.2010.



L	T	P	O	C
3	0	2	2	4

**COURSE OBJECTIVES:** To give an insight into the basics of Accounting Concepts and Principles to Prepare to Students to have the foot hold in Accounts.

**UNIT I INTRODUCTION TO ACCOUNTING 12**

Meaning and definition of accounting- functions of accounting – accounting concepts and conventions - Journal, Ledger, subsidiary books including cash book – trial balance.

**UNIT II PREPARATION OF FINAL ACCOUNTS 12**

Final accounts with adjustments – closing stock, outstanding expenses, unexpired or prepaid expense, accrued income, and income received in advance, depreciation, additional bad debts, provision for doubtful debts, provision for discount on debtors, interest on capital, interest on drawing, discount on creditors and creation of various reserves.

**UNIT III ACCOUNTING STANDARDS 12**

Accounting standards relating to Valuation of Inventories (AS 2), Cash flow statement (AS 3), Depreciation accounting (AS 6), Fixed Assets (AS - 10), Amalgamations (AS - 14), Earnings per share (AS 20), Interim Financial Reporting (AS 25), Intangible Assets(AS 26).

**UNIT IV BANK RECONCILIATION STATEMENT AND ACCOUNTS 12**

Bank reconciliation statement – Importance of Bank Reconciliation Statement – Scope of Bank Reconciliation Statement.

**UNIT V CALCULATION OF DEPRECIATION UNDER DIFFERENT METHODS 12**

Depreciation accounts – definition and causes of depreciation – need for depreciation – methods of calculating the amount of depreciation – straight line method – diminishing balance method.

**Total: 60 Hrs**



## **COURSE OUTCOMES**

At the end of this course students will be able to,

CO1	Interpret knowledge of Financial Accounting to practical situations
CO2	Apply accounting principles for determining Profit/ Loss
CO3	Familiar with Accounting Standards.
CO4	Apply accounting practices for Reconciliation.
CO5	Solve problems relating to depreciation of assets.

### **Text books:**

1. T.S.Reddy & A.Murthy, “Financial Accounting”, Margham Publications, Sixth Revision Edition, 2011.
2. P.C. Tulsian, “ Financial Accounting”, Tata MC Graw Hill Ltd, 2003.

### **Reference books:**

1. Assish K. Bhattacharyya, “Financial Accounting”, Prentice of hall of India, 2002.
2. N. Vinayagam and B. Charumaki, “Financial Accounting”, S.Chand & Company Ltd., 2002, Reprint – 2008.

### **WebLinks**

- [https://www.youtube.com/watch?v=ni1u\\_AvTX0E](https://www.youtube.com/watch?v=ni1u_AvTX0E)
- <https://www.youtube.com/watch?v=wXxIZDt2W8E>
- <http://www.ddegjust.ac.in/studymaterial/bba/bba-104.pdf>

L	T	P	O	C
4	1	0	2	4

**COURSE OBJECTIVES:**

1. To help the students gain understanding of the functions and responsibilities of managers.
2. To provide them tools and techniques to be used in the performance of the managerial job.
3. To enable them to analyze and understand the environment of the organization.
4. To help the students to develop cognizance of the importance of management principles.

**UNIT I IMPORTANCE AND EVOLUTION OF MANAGEMENT THOUGHT 12**

Management – Meaning – Definition – Importance – Nature and Scope – Process – Functions of Management – Role of Manager – Levels of Management – Development of Scientific Management – Contribution of Henry Fayol and F.W. Taylor.

**UNIT II PLANNING AND DECISION MAKING 12**

Planning – Nature - Importance – Forms – Types – Steps in Planning – Objectives – Policies – Procedure, methods of Decision Making – Process of decision making – Types of Decision.

**UNIT III Organizing 12**

Organizing Process – Meaning and Definition, Characteristics, Process, Need and Importance, Principles, Span of Management. Organizational Structure – Line Organization, Line and Staff, Functional, Project, Matrix and Virtual. Informal Organization – Meaning, Characteristics, Importance, Limitations, Difference between Formal and Informal Organization.

**UNIT IV AUTHORITY AND RESPONSIBILITY AND RECRUITMENT  
PROCESS AND TRAINING**

Authority – Delegation – Decentralization – Responsibility – Recruitment - Sources – Selection – Stages In Selection – Training - Benefits of Training – Methods of Training.

## UNIT V CO - ORDINATION AND CONTROL

Co-ordination – Need - Principles of Co-ordination – types of Co-ordination –  
Controlling – Importance – Steps in Controlling.

Total: 60 Hrs

### COURSE OUTCOMES

At the end of this course students will be able to,

CO1	Make use of Management techniques, theories and Policies
CO2	Construct a Plan successfully in every walk of life
CO3	Organize structure and its types
CO4	Authority and Responsibility and stages in selection and training benefits
CO5	Summarise co-ordination and control

### Text books:

1. P.C. Tirpathi And P.N. Reddy, “Principles Of Management”, Tata Mcgrawhil New Delhi, 1991.
2. J.Jayashankar, “Business Management”, 1<sup>st</sup> Edition Margham Publication, Chennai, 2004.

### Reference Books:

1. N.Premavathi, “Principles of Management”, 2<sup>nd</sup> Edition Sri Vishnu Publication, Chennai, 2003.
2. Weirich And Koontz, “Management – A Global Perspective”, 10<sup>th</sup> Edition, 1993.

### WebLinks

- <https://www.slideshare.net/anujbhatia09/business-management-70063793>
- <https://www.youtube.com/watch?v=mP2TgtIXUN8>

L	T	P	O	C
3	0	0	2	3

**UNIT I: INTRODUCTION TO MANAGERIAL ECONOMICS****12**

Definition –Nature and scope – Fundamental concepts of Managerial Economics - Relationship with other subjects - Decision Making Process.

**UNIT II: DEMAND AND SUPPLY ANALYSIS****12**

Demand – Law of Demand – features – exceptions - Elasticity of demand – Types of elasticity of demand – Price, Income Cross and Advertisement - Law of supply – Demand forecasting – Prerequisites – Classification of demand forecasting – Methods of demand forecasting.

**UNIT III: COST AND PROFIT ANALYSIS****12**

Cost classification –Different cost classification – Cost output relationship in short run and long run –Break even Analysis.

**UNIT IV: PRODUCTION ANALYSIS****12**

Production function- Law of variable proportion- Law of returns of scale – Law of diminishing returns –Economic of scale

**UNIT V: MARKET STRUCTURE AND PRICING****12**

Price and output determination under perfect competition – Monopoly competition – Monopolistic competition – Oligopoly Competition - Pricing – Objectives and methods.

**COURSE OUTCOMES**

Upon completion of the course, students will be able

CO1	To familiarize the students with fundamental of managerial economics
CO2	To understand the concepts of demand, cost, production and markets
CO3	To analyse the cost function and production function
CO4	To examine the profit position of the firm through Break even analysis
CO5	To critically evaluate the business practices existing in the market

**TEXT BOOKS:**

1. Paul A. Samuelson and William D. Nordhaus, Economics, 19th edition, Tata McGrawHill, 2006.
2. William Boyes and Michael Melvin, Textbook of economics, Biztantra, 2<sup>nd</sup> Edition, 2007.
3. S.Chandrachud “ Chud’s Series of Managerial Economics” WISE lab Publications, third edition, 2022
4. P. L. Mehta “Managerial Economics – Analysis, Problems and Cases”, Sultan Chand & Sons. New Delhi. 12<sup>th</sup> Edition 2006.

**REFERENCE BOOKS:**

1. N. Gregory Mankiw, Principles of Economics, 6th edition, Thomson learning, New Delhi, 2011
2. Richard Lipsey and Alee Charystal, Economics, 12th edition, Oxford University Press, New Delhi, 2011.

L	T	P	O	C
4	0	0	2	4

**COURSE OBJECTIVES:**

- This course deals with the application of computers and telecommunications equipment to store, retrieve, transmit and manipulate data often in the context of a business or other enterprises.
- To enable the students to have thorough knowledge of computer hardware, software, its components and operating system.
- To provide basic conceptual knowledge about the computer system and information technology objectives: after the successful completion of the course the students should have thorough knowledge about concepts and principles of information technology.

<b>UNIT-I</b>	<b>HARDWARE AND SOFTWARE:</b>	<b>12</b>
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Computer systems, importance of computers in Business, Data and Information, Data Processing, Data Storage and Data Retrieval Capabilities, Computer Applications in various areas of Business, Computer related jobs in Business.

<b>UNIT- II</b>	<b>WORD PROCESSING</b>	<b>12</b>
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## Introduction, printing a file, Document Creation and editing, saving, text formatting

**UNIT-III    MICROSOFT EXCEL AND USING SPREADSHEET                      12**

Introduction, Rows, Columns and Cells, Basics excel formulas and functions, using spreadsheets

## UNIT-IV APPLICATIONS 12

Text manipulations, usage of bullets and numbering, header and footer, usage of spell check, find and replace using MS- Word- cell editing, data sorting, worksheet preparation using MS- Excel –slide transitions and animations, organization chart using MS PowerPoint.

## UNIT-V INTERNET &amp; COMMUNICATION &amp; COLLABORATIONS 12

Basics of computer networks, internet, search engines, URLs, How to use web browser, basics of E-mail, How to use E-mail, instant messaging.

**60 hrs**

## **COURSE OUTCOMES**

At the end of this course students will be able to,

CO1	Understand the fundamental components of computer systems and their significance in business operations.
CO2	Gain proficiency in creating, editing, and formatting documents using word processing software.
CO3	Master the use of basic Excel formulas and functions for effective data manipulation and analysis.
CO4	Develop the ability to create and edit documents, spreadsheets, and presentations using MS Word, Excel, and PowerPoint.
CO5	Understand and effectively use internet resources, email, and instant messaging for communication and collaboration.

### **Text Books:**

1. **Computing Essentials 2023 29th Edition by Timothy J. O'Leary (Author), Linda I. O'Leary (Author), Daniel O'Leary (Author)**
2. **Computing Essentials 2025: Evergreen Release**

### **REFERENCE BOOKS:**

1. Augarten, S. Bit by Bit: An Illustrated History of Computers. London: Unwin Paperbacks, 1985.
2. Blaauw, G., & Brooks, F. Computer Architecture: Concepts and Evolution. Reading, MA: Addison-Wesley, 1997.
3. Ceruzzi, P. E. A History of Modern Computing. Cambridge, MA: MIT Press, 1998.
4. Chopsky, J., & Leonsis, T. Blue Magic: The People, Power and Politics Behind the IBM Personal Computer. New York: Facts on File Publications, 1988.
5. Cortada, J. W. Historical Dictionary of Data Processing, Volume 1: Biographies; Volume 2: Organization; Volume 3: Technology. Westport, CT: Greenwood Press, 1987.



## 24VBC011 - COMMUNICATION SKILLS

L	T	P	O	C
2	0	0	2	2

### **COURSE OBJECTIVES:**

- CO1:** To develop effective verbal and non-verbal communication techniques for Various contexts.
- CO2:** To enhance listening skills for better comprehension and engagement in Conversations.
- CO3:** To improve written communication abilities, focusing on clarity, coherence, and style.
- CO4:** To build confidence in public speaking through practice and constructive feedback.
- CO5:** To cultivate interpersonal skills for successful collaboration and professional interactions.

### Unit I –Introduction to Communication Skills 6

- Fundamentals of Communications
- Elements of Communication, Types of Communication

### Unit II - Practical English 6

- Importance of the language - Word Usage and Jargon
- Tenses and the effectiveness - Basics of grammar (Noun/Verb/Adverb/Conjunction)

### Unit III - Effective Communication 6

- LSRW (Listening, Speaking, Reading & Writing)
- Pronunciation - Vocabulary Building
- Intonations & its importance

### Unit IV - Workplace Communication 6

- Basics of telephone etiquette
- E-Mail writing
- Presentation Skills
- Interpersonal Skills
- Business English

### Unit V - Quantitative Ability 6

- Verbal Ability - Verbal Analogy
- Debating Skills - Public Speaking

Total 30 Hours

### **COURSE OUTCOMES:**

At the end of this course, the students would have learnt to

<b>COC1</b>	enhance participants' business communication skills
<b>COC2</b>	enhance LSRW Skills (LSRW – Listening, Speaking, Reading & Writing)
<b>COC3</b>	express opinions at free will in social/ personal gathering
<b>COC4</b>	impact leadership qualities among participants
<b>COC5</b>	engage in conversation with others to exchange ideas

### **References:**

- Basic communication skills for Technology, Andreja. J. Ruther Ford, 2nd Edition, Pearson Education, 2011
- Personality development and soft skills, Barun K Mitra, 1 stEdition, Oxford Press, 2011
- Elizabeth Harren, 7 April 2022, last updated: 16 November, 2023
- Kerry Patterson, Joseph Grenny, Ron McMillan, Al Switzler (McGraw-Hill)
- Ethan Beute and Stephen Pacinelli (Greenleaf)
- Soft skills and professional communication, Francis Peters SJ, 1stEdition, McGraw Hill Education, 2011

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2	0	0	1	2

**COURSE OBJECTIVES:**

**CO1:**To learn and apply basic etiquette for personal and professional interactions.

**CO2:**To develop effective stress management techniques for maintaining mental and emotional well-being.

**CO3:**To enhance self-awareness for personal growth and informed decision-making.

**CO4:**To gain an overview of essential 21st-century skills necessary for success in a rapidly changing world.

**CO5:**To foster creativity and critical thinking skills for innovative problem-solving and adaptability.

**Credit Hours****Unit I Introduction to Soft skills****6**

- Soft Skills vs Hard Skills
- 15 important Soft Skills
- Communication Skills, Time Management, Leadership Skills

**Unit II - Overview of 21<sup>st</sup> Century Skills.****6**

- Lateral Thinking – Left Brain/Right Brain Functionality
- Problem solving skills

**Unit III - Self Awareness****6**

- Human Values
- Mindfulness
- SWOT Analysis
- PDCA Approach

**Unit IV - Creativity/Critical Thinking****6**

- Six Thinking Traits
- Creative writing exercises
- Open mindedness

**Unit V - Personal Hygiene and Stress Management****6**

- Basic Etiquettes
- Health and Personal Grooming
- Stress-meaning and nature, Eustress, Distress
- Stress management strategies

**Total Hours****30**

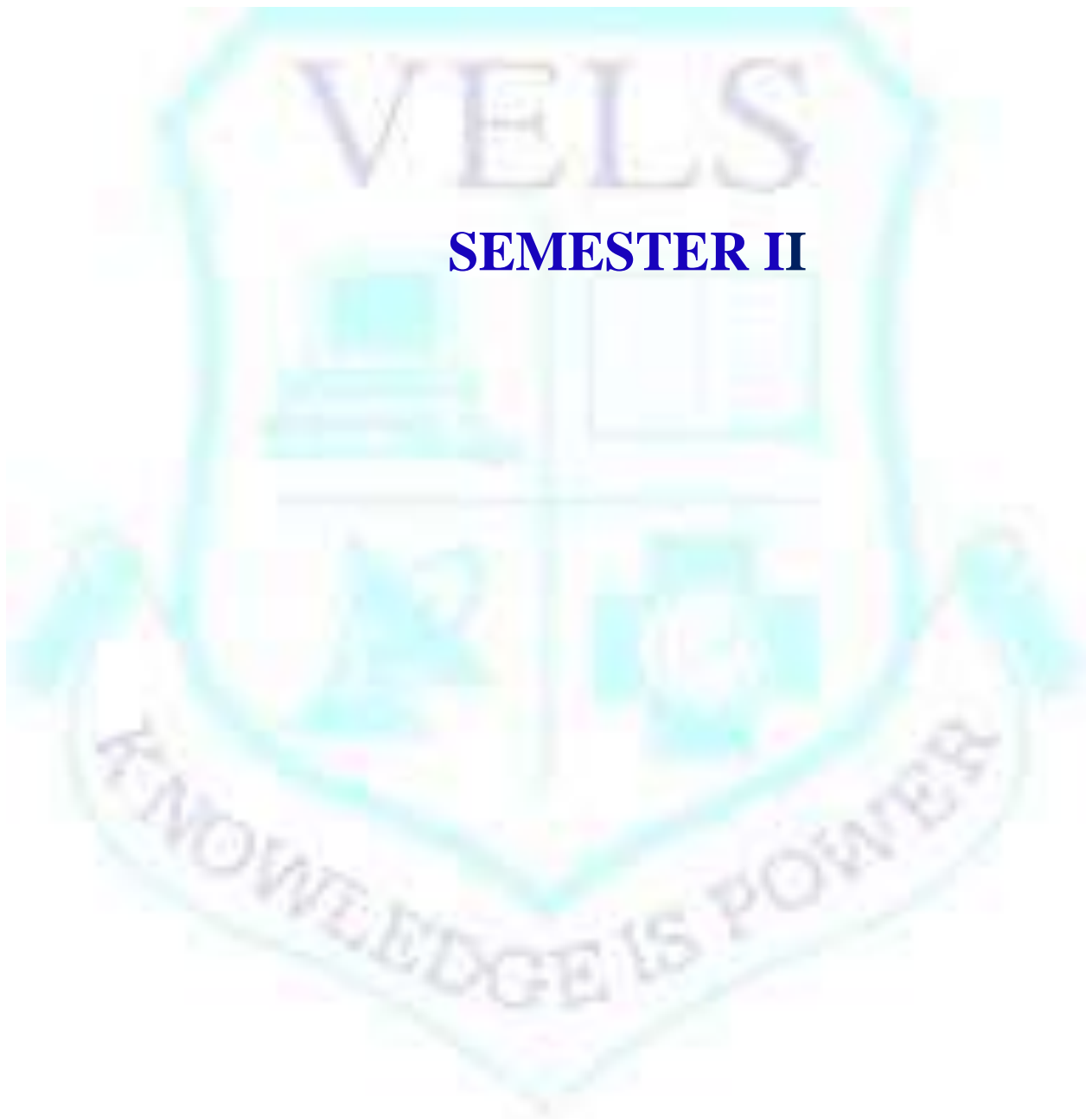
**COURSE OUTCOMES:**

At the end of this course, the students would have learnt to

<b>COC1</b>	demonstrate basic etiquette in various personal and professional settings.
<b>COC2</b>	effectively manage stress using learned techniques.
<b>COC3</b>	show increased self-awareness and make informed decisions.
<b>COC4</b>	understand and articulate key 21st-century skills.
<b>COC5</b>	apply creativity and critical thinking to solve problems innovatively.

**References:**

- Alex, Dr. K. (2014). Soft Skills (1st edition) S Chand & Company
- Taylor. Grant English Conversation Practice. Tata McGraw Hill Education Pvt. Ltd 2005
- Tiko, Champa& Jaya Sasikumar. Writing with a purpose. OUP New Delhi 1979
- Nelson-Jones, R. (1992). Life skills, a handbook, Trowbridge, Wilts: Detesios Ltd.
- Tuhovsky, Ian (2019). Communication Skills Training (2nd edition) Rupa Publication India.



L	T	P	O	C
2	0	0	1	2

பாடக் குறியீட்டு எண்: 24LTAM21

பருவம்-2, தமிழ்மொழிப்பாடம்-2, பகுதி-1, தகுதிப்புள்ளி: 2, வாரப் பாட நேரம்: 2.

தாள்-2

காப்பியம், பக்தி இலக்கியம், கலைகள், நாகரிகம்-பண்பாடு

பாடத்திட்ட நோக்கம்:

மாணவர்களின் இலக்கிய நாட்டத்தை மேம்படுத்துதல், அற இலக்கியங்கள், சிற்றிலக்கியம், சிறுகதை ஆகியவற்றை அறிமுகப்படுத்துதல், தற்காலப் பேச்சுத் தமிழ் எழுத்துத்தமிழ் ஆகியவற்றின் வளர்நிலைகளை மாணவர்களை அறியச் செய்தல், அதன்வழி சிந்தனை வளத்தைப் பெருகச் செய்தல் என்பனவும் மேற்கண்டவழி மாணவர்களை ஆளுமை மிக்கவர்களாக உருவாக்கி, போட்டித்தேர்வுகளுக்குத் தயார் செய்து அவர்களின் மொழித் திறனை மேம்படுத்த அவர்களுக்குக் கடிதம் எழுதும் கலையைக் கற்றுக்கொடுத்தல், அணி இலக்கணத்தை அறியச் செய்தல் என்பன இந்தப் பாடத்திட்டத்தின் முக்கிய நோக்கமாகும்.

அலகு 1 காப்பியங்கள்

8மணி நேரம்

சிலப்பதிகாரம்- கனாத்திறம் உரைத்தக் காதை முழுவதும்.

மணிமேகலை- மலர்வனம் புக்க காதை முழுவதும்.

கம்பராமாயணம் - குகப் படலம் (தேர்ந்தெடுக்கப்பட்ட ஒன்பது பாடல்கள்)

அலகு 1: பக்தி இலக்கியம்

8 மணி நேரம்

- மாணிக்கவாசகர் - திருவாசகம் – மூன்று பாடல்கள்
  - ✓ புல்லாகி பூடாகி (சிவபுராணம்)
  - ✓ எல்லாப் பிறப்பும் (சிவபுராணம்)
  - ✓ உற்றாரை யான் வேண்டேன் (திருப்புலம்பல்)
- ஆண்டாள் - திருப்பாவை – மூன்று பாடல்கள் (1, 3, 4)
  - ✓ மார்கழித் திங்கள் ... (பாசுரம் 1)
  - ✓ ஓங்கி உலகளந்த... (பாசுரம் 3)
  - ✓ ஆழிமழைக் கண்ணா... (பாசுரம் 4)
- வீரமாமுனிவர் - தேம்பாவணி – வளன் செனித்தப் படலம்
- சீறாப்புராணம்- மானுக்கு பிணை நின்ற படலம்

அலகு 3 கலைகள்

07 மணி நேரம்

சிற்பம் - ஓவியம் - இசை - கூத்து - ஒப்பனை - ஆடை அணிகலன்கள்.

சொற்பொருள் விளக்கம் - பண்டைத் தமிழர் வாழ்வியல் - அகம் - களவு - கற்பு - குடும்பம் - விருந்தோம்பல் - உறவு முறைகள் - சடங்குகள் - நம்பிக்கைகள் - பொழுதுபோக்கு - புறம் - போர் முறைகள் - நடுகல் வழிபாடு - கொடைப்பண்பு.

மொத்தம்: 30 மணி நேரம்

பார்வை நூல்கள்

8. தமிழர் நாகரிகமும் பண்பாடும், டாக்டர் அ. தட்சிணாமூர்த்தி, ஐந்திணைப் பதிப்பகம், 2001.
9. தவறின்றித் தமிழ் எழுதுவோம், மா. நன்னன், ஏகம் பதிப்பகம், 1999.
10. தவறின்றித் தமிழ் எழுத - மருதூர் அரங்கராசன், ஐந்திணைப் பதிப்பகம், 2003.
11. தமிழ் இலக்கிய வரலாறு, வரதராசன், மு., புது தில்லி : சாகித்திய அக்காதெமி, 2002.
12. புதிய தமிழ் இலக்கிய வரலாறு, நீல. பத்மநாபன், சிற்பி பாலசுப்ரமணியம், சாகித்திய அகாடெமி, 2007.
13. செம்மொழி தமிழின் சிறப்பியல்புகள் - முனைவர் மறைமலை இலக்குவனார்;  
<https://www.youtube.com/watch?v=HHZnmJb4jSY>
14. பாடநூல் தேடலுக்கான இணையம் - <https://archive.org/>

L	T	P	O	C
2	0	0	1	2

## COURSE OBJECTIVES

- To train students in translation.
- To develop reading & writing skills.
- To create interest towards reading different types of literature.
- To understand the value of Senior citizen.
- To understand the importance of hard work.
- To understand the patriotism and women empowerment.
- To introduce the usage of Inscript keyboard.

### Sem II (Prose, Official Letter Writing & Functional Hindi)

**UNIT 1:** 'Boodee kaki" (Kahani) by Munshi Premchand **6**

**UNIT 2:** 'Puraskar' (Kahani) by Prasad **6**

**UNIT 3:** 'Main Narak Se Bhol Raha Hun' (Vyangy) by Harishankar Parsayi, 6 hours

**UNIT 4:** Functional Hindi- Technical & Designation & Department **6**

Names-50., Bhav Ek Bhasha Anek

**UNIT 5:** Functional Hindi-Letter Writing- 3 Official Letters. **6**

Inscript Keyboard knowledge

**Total: 30 hours**



## **COURSE OUTCOMES**

**At the end of this course Students will be able to**

**CO1:** Know the value of senior citizen, their love and affection towards the family members

**CO2:** Know the importance of patriotism and women empowerment in society

**CO3:** Know the value of hard work in human life

**CO4:** Gain fair knowledge of Functional Hindi and fluency in speaking Hindi

**CO5:** Equip themselves in writing official letters in Hindi importance of translation of technical words and equip knowledge in using an inscript keyboard thereby improving their employability

### **Text/Reference book/Weblink:**

1. Munshi Premchand, Manasarovar, 2007, <http://gadyakosh.org> Jaishankar Prasad/  
<http://gadyakosh.org>
2. Harishankar Parsai/ <https://hindikahani.hindi-kavita.com> Prayojanmoolak  
Hindi: <https://hi.m.wikipedia.org> <https://rajbhasha.gov.in/en/introduction>

L	T	P	O	C
2	0	0	1	2

**COURSE OBJECTIVES:**

The lessons are being chosen:

- to express his / her where abouts and to ask seek direction
- to express obligation and restriction
- to describe a place
- to narrate and to question
- to describe someone
- to express his desire and to speak about the futur

**UNIT 1:****5****C'est où**

L'impératif, Les articles contractés au, à la..., Le passé composé et l'accord du participe passé avec être.

**UNIT 2:****5****N'oubliez pas**

Le pronom relatif Qui, que, où, Les pronoms compléments indirects (me, te, lui, leur...)

**UNIT 3:****4****Belle vue sur la mer --**

Les adjectifs démonstratifs, Y- pronom complément.

**UNIT 4:****4****Quel beau voyage!**

Les verbes pronominaux, En- pronom complément.

**UNIT 5:****5****Oh ! joli**

L'imparfait, L'imparfait ou le passé composé.

## **UNIT 6:**

**7**

### **Et après ?**

Le futur simple, Le subjonctif présent.

**Total - 30 hours**

### **COURSE OUTCOMES:**

**At the end of this course Students will be able to**

**CO1:**The students would be able to express his/her where about and to ask direction

**CO2:**The students would be able to express obligation and restriction

**CO3:**The students would be able to describe a place **CO4:**The students would be able to narrate and to question

**CO5:**The students would be able to describe someone

**CO6:**The students would be able to express his desire and to speak about the future

### **TEXT / REFERENCE BOOK:**

Prescribed book: LATITUDES 1 (A1/A2) MÉTHODE DE FRANÇAIS - Régine Mérieux and Yves Loiseau

### **REFERENCE BOOK:**

SAISON A1 - MÉTHODE DE FRANÇAIS - Marie-Noëlle Cocton, Élodie Heu, Catherine Houssa, Émilie Kasazian

L	T	P	O	C
2	0	0	1	2

**COURSE OBJECTIVES:**

**CO1:** To read and understand different types of prose, poetry, and fiction.

**CO2:** To think critically about texts and express ideas clearly.

**CO3:** To recognize and discuss key themes and styles in literary works.

**CO4:** To learn and use grammar rules correctly in writing and speaking.

**CO5:** To write more effectively by applying grammar and literary techniques.

	Credit Hours
<b>Unit I -Prose</b>	12
<ul style="list-style-type: none"> <li>If you are wrong, admit it- Dale Carnegie</li> <li>Words of Wisdom- Chetan Bhaghat</li> </ul>	
<b>Unit II - Poetry</b>	12
<ul style="list-style-type: none"> <li>La Belle Dame Sans Merci - John Keats</li> <li>Ozymandias- P.B.Shelley</li> </ul>	
<b>Unit III - Fiction</b>	12
<ul style="list-style-type: none"> <li>The School for Empathy - E.V. Lucas</li> <li>The Lamb to the Slaughter-Roald Dahl</li> </ul>	
<b>Unit IV - Grammar</b>	12
<ul style="list-style-type: none"> <li>Types of sentences, Concord</li> </ul>	
<b>Unit V - Grammar</b>	12
<ul style="list-style-type: none"> <li>Tenses, Voices</li> </ul>	
<b>Total hours</b>	<b>60</b>

**COURSE OUTCOMES:**

At the end of this course, the students would have learnt to

<b>COC1</b>	identify poetic expressions in the course of daily speech
<b>COC2</b>	Students will develop skills that enable them to communicate effectively in writing.
<b>COC3</b>	Students will develop skills that enable them to communicate effectively in writing.
<b>COC4</b>	Discriminate against different sensibilities in approaching life.
<b>COC5</b>	Strengthen the ability to solve life's problems, as highlighted in the selections.

**References:**

- Dr. M. Narayana Rao and Dr. B. G. Barki–Anu’s Current English for Communication (AnuChitra). June 2012.
- General English for competitive examinations by V.Rajagopalan ( Mcgraw Hill Education) -2010.



L	T	P	O	C
3	0	2	2	4

**COURSE OBJECTIVES:** To enable the students to prepare different kinds of Financial Statements.

**UNIT I      Accounting for non- Profit Organizations      12**

Significance of Receipt and Payment Account, Income and Expenditure Account and Balance Sheet, Difference between Profit and Loss Account and Income and Expenditure Account. Preparation of Receipt and Payment Account, Income and Expenditure Account and Balance Sheet.

**UNIT II HIRE-PURCHASE ACCOUNTING      12**

Hire purchase – Hire purchase trading account – Debtors system-Stock and debtor system-final accounts system – case studies.

**UNIT III      ADMISSION, RETIREMENT AND DEATH OF A PARTNER      12**

Partnership accounts – admission – retirement – death of a partner.

**UNIT IV      DISSOLUTION OF PARTNERSHIP      12**

Dissolution of partnership firm – dissolution accounts – causes of distribution of partnership – types of dissolution – dissolution accounts.

**UNIT V      ACCOUNTING SOFTWARE (Basics of Tally)**

Basics of accounting software- Features- Creation of Company- Configuration- Creation of groups- Ledgers- Inventory- Stock creation- Stock groups- Stock categories-Units of measure

**Total: 60 Hrs**

## **COURSE OUTCOMES**

At the end of this course students will be able to,

CO1	Prepare accounting for non-profit organizations.
CO2	Recognise the Hire purchase calculations and preparation of Hire purchase trading a/c.
CO3	Understanding the concept of Admission, retirement and death of a partner in case of Partnership accounts and solving problems.
CO4	To develop idea about dissolution of partnership and procedures.
CO5	Comprehend the basics of tally.

### **Text books:**

1. T.S.Reddy & A.Murthy, “Financial Accounting”, Margham Publications, Sixth Revision Edition, 2011.
2. P.C. Tulsian, “ Financial Accounting”, Tata MC Graw Hill Ltd, 2003.

### **Reference books:**

1. Assish K. Bhattacharyya, “Financial Accounting”, Prentice of hall of India, 2002.
2. N. Vinayagam and B. Charumaki, “Financial Accounting”, S.Chand & Company Ltd., 2002, Reprint – 2008.

### **Weblinks:**

- [https://ebooks.lpude.in/commerce/bcom/term\\_2/DCOM104\\_FINANCIAL ACCOUNTING II.pdf](https://ebooks.lpude.in/commerce/bcom/term_2/DCOM104_FINANCIAL_ACCOUNTING_II.pdf)
- <https://www.youtube.com/watch?v=wXxIZDt2W8E>

L	T	P	O	C
3	0	0	2	3

**COURSE OBJECTIVES:** To acquaint students with the principles of Business law. To impart the basic knowledge in Contract Act.

<b>UNIT I</b>	<b>INTRODUCTION TO THE CONTRACT</b>	<b>12</b>
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Indian contract act 1872 – definition of contract – essential elements of a valid contract – classification of contracts – offer and acceptance – consideration - Capacity to contract – persons to be incompetent to contract – minors – persons of unsound mind – persons disqualified by any law to which they are subject.

## UNIT II PERFORMANCE AND BREACH OF CONTRACT 12

Consent – free consent – legality of object – void agreements – illegal agreements -  
Performance of contract - discharge of contract – remedies for breach of contract

## UNIT III SALE OF GOODS ACT, 1930. 12

Sale of goods act 1930 – Essential of a contract of sale – sale and agreement to sell – formation – caveat emptor – implied conditions and warranty – rights of unpaid seller.

## UNIT IV Elements of Law relating to Partnership and LLP 12

Nature of Partnership and Similar Organizations- Co-Ownership, HUF; Partnership Deed; Rights and Liabilities of Partners- New Admitted, Retiring and Deceased Partners; Implied Authority of Partners and its Scope; Registration of Firms; Dissolution of Firms and of the Partnership; Limited Liability Partnership Act.

<b>UNIT V</b>	<b>Contemporary Issues in Business Law</b>	<b>12</b>
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Right to Information Act, 2005 - Meaning of 'Information', 'Right to Information' 35 -Need for Right to Information. Public Information - Request for obtaining information. Grounds for rejection of information.

Total: 60 Hrs



## **COURSE OUTCOMES**

At the end of this course students will be able to,

CO1	Explain contract and its classification and Summarise an idea about qualification and disqualification of contract.
CO2	Explain about Performance and breach of contract
CO3	Understand the elements of contract of sale.
CO4	Gain knowledge of partnership nature, partner rights and liabilities, and the LLP Act.
CO5	Comprehend the Right to Information Act, including the definition, process for obtaining information, and grounds for rejection.

### **Text books:**

1. N.D.Kapoor, “Business Law”, Sultan Chand Publishers, 2018.
2. R.S.Pillai, “Business Law”, S. Chand Publishers, 2011.

### **Reference books:**

1. M.R.Srinivasan, “Business Law”, Margham Publishers, 2009.
2. Richard Lawson & Douglas Smith, “Business Law for business and Marketing Students”, Butterworth – Heinemann Publication, 3<sup>rd</sup> Edition, 2011.

### **Weblinks:**

- <https://www.sscasc.in/wp-content/uploads/downloads/BCOM/Business-Law.pdf>
- [https://ebooks.lpude.in/commerce/bcom/term\\_1/DCOM103\\_COMMERCIAL\\_LAW.pdf](https://ebooks.lpude.in/commerce/bcom/term_1/DCOM103_COMMERCIAL_LAW.pdf)

L	T	P	O	C
3	0	0	2	3

**UNIT I: INTERNATIONAL TRADE**

Introduction –Definition –Need –Types International Trade –Difference Between Internal and International Trade -Importance of International Trade in Global Context.

**UNIT II: THEORIES OF FOREIGN TRADE**

Theories of Foreign Trade, Absolute, Comparative and Equal Cost Differences (Adam Smith, Ricardo, Haberler's, Heckscher and Ohlin Theories only) .

**UNIT III : BALANCE OF PAYMENT AND BALANCE OF TRADE**

Balance of Trade, Balance of Payment –Concepts –Balance of Payment, Causes of Disequilibrium –Fixed and Floating Exchange Rates.

**UNIT IV: INTERNATIONAL MONETARY SYSTEM**

Market, International Monetary System –International Liquidity –IBRD –Money market.

**UNIT V: WTO AND INDIA**

WTO and Its Implication with special Reference to India. Trips & Trims

**COURSE OUTCOMES:**

Upon completion of the course, students will be able to

CO1: To be aware of the gains of International Trade

CO2: To know about theories of International Trade

CO3: To understand about BOP and BOT

CO4: To familiarise international financial institutions

CO5: To analyse issues of WTO, IMF and World Bank

**TEXT BOOKS**

1. M.L. Jhingan, 'International Economics' Vrinda Publications(P) Ltd, 6th Edition.2012
2. S.Chandrachud, 'Chud's Series of International Economics', WISE Publications.  
2020Edition Chennai.
3. H.L.Bhatia, "International Econnomics" Vikas Publishing house, first Edition 2006.

**REFERENCE BOOKS**

1. Robert, J, Thomson – International Economics (2008).
2. Dominck Salvatore, International Economics, Tata McGraw – Hill Publishing  
CompanyLtd, 2005.
3. Peter B. Kenen, International Economics, Cambridge University Press, 1996.

## **24DBC021 BUSINESS CORRESPONDENCE AND OFFICE MANAGEMENT**

<b>L</b>	<b>T</b>	<b>P</b>	<b>O</b>	<b>C</b>
<b>4</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>4</b>

### **COURSE OBJECTIVES:**

- To understand the concept of Business Correspondence
- To write effective trade correspondence
- To familiarize students with the concepts and techniques of work study in business Environments.
- To teach students about different types of communication systems used in businesses.
- To introduce students to common office forms used in business correspondence.

### **UNIT I: INTRODUCTION TO BUSINESS CORRESPONDENCE**

**12**

Meaning, Process and Functions of Business Correspondence: Concept of Business Correspondence, Significance, Professional Relationships – Role as a medium for exchanging information (including Verbal and Non-Verbal communication), Channels of communication, Levels of Communication – Direction of Communication (downward, upward, lateral and diagonal), Effective Communication / Barriers to Effective Communication, Techniques of Communication – Need and Importance of Business letters (office memorandum, office circulars, notices & orders), Technology for Communication : Role of Technology in business Communication - Effective IT communication – Tools for effective business communication and Electronic Mail.

### **UNIT II: REPORT WRITING**

**12**

Meaning of Report – Types of Report – Qualities of a Good Report – Report Writing – Agenda, Minutes of Meeting – Memorandum – Office – Order – Notes – Report by Individuals and Committees Report on Meeting – Reports by Board of Directors – Press Reports, Structures and Layout of Reports: including (Introduction, body, conclusion, recommendation and references). Planning and Preparation: Techniques for Planning and preparing a business report, Use of Illustrations: importance & methods of using illustrations in a business report, Email correspondence in business communication, Technical Description: Technique for providing technical description in a business report. Proof reading: Revising & proof reading the report for clarity, coherence and grammatical accuracy. Presentation of the report: Presenting the report effectively to an audience.

### **UNIT III: WORK STUDY AND COMMUNICATION SYSTEM**

**12**

Work study: Definition, Importance & applications of work study, Types of Work Study: Different types of work study and work measurement - Role of Communication in Work study: Effective communication in conducting and implementing work study - Communication Systems: Types of communication system and their role in work study - Non Verbal communication in work study: Non Verbal communication in Virtual Interactions- Cross-Cultural Communication: Challenges of Cross-Cultural Communication in Multinational Corporations - Impact of Technology on communication: Technology influences interpersonal communication skills - Communication strategies for Virtual teams: Effective communication strategies for teams working in a virtual environment – Communication in conflict Resolution: Role of communication in resolving conflicts in workplace- Communication in Organizational change: Importance of communication during times of organizational change. Work simplification – records management – filing and indexing – filing systems and methods – filing equipment – job definition and description – job evaluation and merit rating.

### **UNIT IV: COMMUNICATION SYSTEM**

**12**

Communication system: Definition, Meaning – Types of Communication System : Analog Communication, Digital Communication, Communication Channels (wired communication channels & wireless communication channels) Baseband Communication System (Ex: LAN & Digital Telephony), Carrier Communication System : (Ex: Radio broadcasting, TV & Satellite Communication - Examples of Communication Systems : Digital Communication : (Internet, Public Switched Telephone Network (PSTN), Intranet and Extranet, Television) Elements of Communication System : Information, Signal, Transducer, Amplifier and Modulator. office – handling inward and outward mails –Communicating media - – office machines – selection and usage – Cyclo- styling machine, duplicating machines, franking machines – Photostat machine

### **UNIT V: OFFICE FORMS**

**12**

Office forms – Planning of Office : Organisation of resources (Space, equipment & personnel) - Duties and Responsibilities of Office Manager : Roles & Responsibilities of Manager (Administrative tasks, Coordinating activities etc.) - design and control – Filing of Documents : Physical filing systems, Electronic filing system (e-filing) –Indexing Documents : Physical or Digital form – Publishing Documents - Digital publishing platforms, Social media and app-based formats - continuous stationary office cost control, Importance and need for day to day office

operations – Mailing Procedures- Physical & Electronic Inward & Outward mail, services provided by courier companies. Modern Office Equipment: including virtual meeting tools, email communication & office chat platforms (such as whatsapp), Technological Advancements in office management. Modern Office System: Cloud storage, Cloud computing & Office Automation using robotics. Banking facilities & modes of payment: Modes of Payment including e-banking – Budget & Audit: Process & Importance of auditing in office management - Nature and Scope of Secretarial work: Role of Secretaries within an Organization, Functions and Impact on efficient office operations.

**TOTAL: 60 Hrs**

**COURSE OUTCOMES  
AT THE END OF THIS COURSE**

1	Effective business letters and emails	K2
2	Write trade inquiries and responses confidently	K5
3	Apply work study techniques to improve processes and workflows	K5
4	Implement and manage communication systems effectively in an organization.	K4
5	create and complete common office forms accurately	K5

**TEXT BOOK:**

- T1: Essentials of Business Communication – Rajendra Pal, J.S. Koralahilli, Sultan Chand & Sons, New Delhi.  
T2: Business Communication – V.R. Palanivelu & N. Subburaj, Himalaya Publishing House Pvt Ltd, Mumbai.  
T3: Bhatia R.C.(2005) -Principles of Office Management- Lotus Press-New Delhi

**REFERENCES BOOK:**

- R1: ASHLEY, A – A Handbook of Commercial Correspondence, Oxford University Press (2003)  
R2: George R Terry(1949)- Office Management and Control  
R3: Leffingwell and Robinson (1975)-Text book of Office Management -Tata McGraw-Hill

**WEB LINKS:**

- W1:[https://mis.alagappauniversity.ac.in/siteAdmin/dde\\_admin/uploads/4/UG\\_B.Com\\_Commerce%20\(English\)\\_102%2043%20-%20Office%20Management.pdf](https://mis.alagappauniversity.ac.in/siteAdmin/dde_admin/uploads/4/UG_B.Com_Commerce%20(English)_102%2043%20-%20Office%20Management.pdf)  
W2:[https://www.hhrc.ac.in/ePortal/Computer%20Science%20&%20Applications/III\\_BCA\\_A\\_18UCAN2\\_OFFICE\\_MANAGEMENT\\_DR\\_S\\_HARI\\_GANESH.pdf](https://www.hhrc.ac.in/ePortal/Computer%20Science%20&%20Applications/III_BCA_A_18UCAN2_OFFICE_MANAGEMENT_DR_S_HARI_GANESH.pdf)  
W3:<https://www.slideshare.net/slideshow/business-organisation-and-office-management/10678313>  
W4: [http://www.uprtou.ac.in/other\\_pdf/AOCOM-01%20\(296\)%20English%20OK.pdf](http://www.uprtou.ac.in/other_pdf/AOCOM-01%20(296)%20English%20OK.pdf)

L	T	P	O	C
1	0	0	1	1

**COURSE OBJECTIVES:**

The candidates will be able to appreciate the complementarity between the values and skills for sustained happiness and prosperity. To influence the students to approach the life and profession with a holistic perspective towards a value-based living in a natural way. To highlight plausible implications of holistic understanding of ethical human conduct.

**UNIT-I INTRODUCTION TO VALUE EDUCATION****5**

Living a fulfilling life. Value education. Skill education. Complementarity of Values and Skills. Development of a holistic perspective. Right understanding, relationship and physical facility. Understanding the happiness and prosperity.

**UNIT-II HARMONY AT MULTIPLE LEVELS****5**

Human being as co-existence of the self and the human body. Understanding harmony in the self. Harmony in the family and understanding values in human-human relationships. Harmony in the society and understanding universal human order. Harmony in nature and understanding the interconnectedness, self-regulation and mutual fulfillment. Harmony in existence and understanding co-existence at various levels.

**UNIT-III IMPLICATIONS OF THE RIGHT UNDERSTANDING****5**

Ethical human conduct. Implications of value-based living. Right understanding of professional ethics. Humanistic education. Holistic technologies, production systems and management models. Strategies for transition towards value-based life and profession.

Total: 15 Hours

**COURSE OUTCOMES:**

At the end of the course learners will be able to:

**CO1:** Develop qualities like responsibility and the ability to handle problems with sustainable solutions.

**CO2:** Appraise human values and the harmony at various levels.

**CO3:** Perceive a better critical ability.

**CO4:** Develop qualities pertaining to value-based living.

**CO5:** Apply what they have learnt to their own self in real life settings.

**Text Books:**

1. R.R. Gaur, R. Asthana, G.P. Bagaria. (2023). A Foundation Course in Human Values and Professional Ethics. 3<sup>rd</sup> Revised Edition. Excel Books, New Delhi.

**Reference Books:**

1. A. Nagaraj, Jeevan Vidya Prakashan, Amar Kantak. Jeevan Vidya: Ek Parichaya . (1999).
2. Rakesh Gupta. (2008). Jeevan Vidya: An Introduction (Introductory Book to Madhyasth Darshan-Coexistentialism). English Version.
3. A. N. Tripathi. (2004). Human Values. First Edition. New Age International Publishers, New Delhi.





L	T	P	O	C
2	0	0	1	2

**COURSE OBJECTIVES:**

1. To develop strategies to enhance teamwork and collaboration in professional settings.
2. To cultivate a positive attitude and mindset to foster constructive relationships and productivity.
3. To develop leadership, decision-making and team bonding skills

**Credit Hours****Unit I - PROFESSIONAL BEHAVIOUR****6**

- Team Building – Team Bonding
- Inter-Personal Relationship– Intra-Personal Relationship

**Unit II - PERSONALITY DEVELOPMENT****6**

- Types of Personality
- Self-Confidence - Confidence Building
- Attitude (Positive/Negative)

**Unit III - TELEPHONE ETIQUETTE****6**

- Basics of telephone etiquette
- Giving clear and concise information
- Tone & rate of speech
- Intonations & its Importance
- Whatsapp Communications

**Unit IV - DECISION MAKING****6**

- Types of Decisions – planned-unplanned, individual-group, major-minor
- Types of Leadership styles – Autocratic, democratic, lesse-faire, participative, beurocratic

**Unit V - PROFESSIONAL ETIQUETTE****6**

- Respect – Salutations
- Official Behaviour

**Total :30 Hours**

## **COURSE OUTCOMES**

At the end of this course, the students will be able to,

**CO1:** Understand the principles of effective team building and apply strategies to foster team.

**CO2:** Bonding and cohesion in professional settings.

**CO3:** Become self-confident individuals by mastering interpersonal skills, team management skills, and leadership skills.

**CO4:** Practice techniques for effective communication in telephone conversations.

**CO5:** Evaluate decision-making processes and their implications in professional settings.

**CO6:** Exhibit professional conduct and demeanor in various professional situations.

## **REFERENCES:**

1. Language Service, Universitat Oberta de Catalunya
2. Taylor. Grant English Conversation Practice. Tata McGraw Hill Education Pvt. Ltd 2005
3. Tiko, Champa& Jaya Sasikumar. Writing with a purpose. OUP New Delhi 1979
4. Alex, Dr. K. (2014). Soft Skills (1st edition) S Chand & Company.
5. Nelson-Jones, R. (1992). Life skills, a handbook, Trowbridge, Wilts: Detesios Ltd.

