

DON BOSCO ARTS & SCIENCE COLLEGE
ANGADIKADAVU

(Affiliated to Kannur University Approved by Government of Kerala)

ANGADIKADAVU P.O., IRITTY, KANNUR – 670706



COURSE PLAN

**B.COM COMPUTER
APPLCATIONS**

(2020 – 23)

SEMESTER – IV

ACADEMIC YEAR - 2021-22

IV Semester B.Com Computer Applications (2020 - 23)

SL. No.	Name of Subjects with Code	Name of the Teacher	Duty Hours per week
1.	4A14 COM Environment Studies and Disaster Management	Centil Abraham K.	5
2.	4A13 COM General Informatics Skills (T + P)	Hebin Layola/Jisna Mathew	5
3.	4B05 COM Corporate Accounting	Soniya Jacob	6
4.	4B06 COM Computer Application II Data Base Management System	Sruthi N.	5
5.	4C04 COM Corporate Law and Business Regulations	Sapna John	4
	Class Teacher	Soniya Jacob	

TIME TABLE

Day	09.50 Am - 10.45 Am	10.45 Am -11.40 Am	11.55 Am -12.50 Pm	01.40 Pm - 02.35 Pm	02.35 Pm - 03.30 Pm
1	4B06 COM Computer Application II Data Base Management System	4A14 COM Environment Studies and Disaster Management	4B05 COM Corporate Accounting	4C04 COM Corporate Law and Business Regulations	4A13 COM General Informatics Skills (T + P)
2	4B05 COM Corporate Accounting	4A13 COM General Informatics Skills (T + P)	4C04 COM Corporate Law and Business Regulations	4B06 COM Computer Application II Data Base Management System	4A14 COM Environment Studies and Disaster Management
3	4A14 COM Environment Studies and Disaster Management	4B06 COM Computer Application II Data Base Management System	4B05 COM Corporate Accounting	4A13 COM General Informatics Skills (T + P)	4C04 COM Corporate Law and Business Regulations
4	4A13 COM General Informatics Skills (T + P)	4B05 COM Corporate Accounting	4A14 COM Environment Studies and Disaster Management	4B06 COM Computer Application II Data Base Management System	4B05 COM Corporate Accounting

5	4B05 COM Corporate Accounting	4C04 COM Corporate Law and Business Regulations	4B06 COM Computer Application II Data Base Management System	4A14 COM Environment Studies and Disaster Management	4A13 COM General Informatics Skills (T + P)
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Subject Code:	4A14 COM
Subject Name:	ENVIRONMENTAL STUDIES AND DISASTER MANAGEMENT
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	CENTIL ABRAHAM K.

COURSE OUTCOME

After studying the course, the students shall be able to;

CO 1: Understand the components of environment and need for the protection of environment.

CO 2: Understand the effect of pollution on environment and the ways of protecting the environment.

CO 3: Explain the social issues relating to environmental pollution.

CO 4: Clearly understand the various environmental hazards and the ways of managing disaster.

Unit I:

Brief discussion on the components of the Environment, Scope and importance of Environmental studies - Environmental problems associated with the exploitation of natural resources - Environmental protection, major environmental movements in India. Environment protection Act 1986 - impacts on companies, violation and penalties, Environment Impact Assessment, Environment Protection related compliances for start - up manufacturing enterprises.

(15 hours)

Unit II:

Environmental Pollution - types, causes, effects - Bhopal gas tragedy, a brief discussion on - Global Warming - Climate Change - Ozone Depletion - Acid Rain,

Standards and control measures required by industries in compliance to the Air (Prevention of Pollution and Control) Act 1989, Water Pollution, importance of water pollution control and steps required to be taken by industries eg; Sewage treatment plant, water treatment plant etc. Relevance of environment legislation to business enterprises, Legislation vs. Social obligation of the business.

(20 hours)

Unit III:

Social issues and environment - unsustainable and sustainable development, urban problems related to energy, water conservation, water harvesting, resettlement and rehabilitation of people, environmental ethics, waste land reclamations, consumerism and waste products.

(15 hours)

Unit IV:

Environmental hazards and disasters - Meaning, types - natural hazards and disaster Planetary hazards/Disasters: (a) Endogenous Hazards: volcanic eruption - Earth quakes Landslides (b) Exogenous Hazards: infrequent events – cyclones – lightning - hailstorms. Cumulative atmospheric hazards/disasters: floods – Droughts - Heat waves. Extra planetary hazards/disasters. Man induced hazards and disasters: physical hazards/disaster - soil erosion - chemical hazards/disaster.

(20 Hours)

Unit V:

Phases of disaster management-Stages: 1) Pre-disaster stage (preparedness) 2) Emergency stage 3) Post disaster stage. Institutional framework of disaster management - disaster mitigation institutions, education on disaster, community involvement in disaster management, role of media.

(20 Hours)

Reference:

1. Environmental Science: Cunnigham TMH
2. Environmental Studies: AK De & A K De, New Age International
3. Environmental management :n K Oberoi, EXCEL BOOKS
4. Environmental pollution Control Engineering : C S Rao, New Age International
5. Ecosystem Principles & Sustainable Agriculture :Sithampanathan, Scitech
6. Disaster Management: R B Singh, Rawat Publications, New Delhi
7. Disaster Management, H K Gupta, University Press, India

8. An Overview on Natural and Man Made Disaster & their 44 Reduction:R K Bhandani, CSIR New Delhi.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	03-01-2022 To 08-01-2022	1	Module 1: Brief discussion on the components of the environment
		2	Scope and importance of environmental studies
		3	Environmental problems associated with the exploitation of natural resources
		4	Environmental protection
		5	Major environmental movements in India
		08 January	Second Saturday
2	10-01-2022 To 15-01-2022	6	Major environmental movements in India
		7	Environmental Protection Act 1986-impacts on companies
		8	Environmental Impact Assessment
		9	Environmental Impact Assessment
		10	Environment Protection related compliances for start-up manufacturing enterprises
		11	CLASS TEST - 1
3	17-01-2022 To 22-01-2022	12	Module 2: Environmental Pollution
		13	Types, causes, effect of environmental pollution
		14	Bhopal gas tragedy
		15	Global warming, climate change
		16	Ozone depletion, Acid rain
		17	Prevention of Pollution and Control Act 1989
4	24-01-2022 To 29-01-2022	18	Prevention of Pollution and Control Act 1989
		19	Water Pollution
		26 January	Republic Day
		20	Importance of water pollution control
		21	Sewage treatment plant, water treatment plant etc.
		22	Relevance of environment legislation to business
5	31-01-2022 To 05-02-2022	31 January	Don Bosco
		23	Relevance of environment legislation to business enterprises
		24	Legislation Vs Social obligation of the business
		25	Legislation Vs Social obligation of the business
		26	Revision
		27	CLASS TEST 2

6	07-02-2022 To 12-02-2022	28	Module 3: Social issues and environment
		29	Unsustainable and sustainable development
		30	Urban problems related to energy
		31	Water conservation
		32	Water conservation
		12 February	Second Saturday
7	14-02-2022 To 19-02-2022	33	Water harvesting
		34	Resettlement and rehabilitation of people
		35	Resettlement and rehabilitation of people
		36	Environmental ethics
		37	Environmental ethics
		38	Waste land reclamation
8	21-02-2022 To 26-02-2022	39	I Internal Examination
		40	I Internal Examination
		41	I Internal Examination
		42	I Internal Examination
		43	I Internal Examination
		44	I Internal Examination
9	28-02-2022 To 05-03-2022	45	Consumerism and waste products
		01 March	Maha Sivarathri
		46	Consumerism and waste products
		47	Revision
		48	CLASS TEST 3
		49	Module 4: Environmental hazards and disasters - meaning
10	07-03-2022 To 12-03-2022	50	Types -Natural hazards and disaster
		51	Planetary hazards
		52	Endogenous hazards
		53	Volcanic eruption
		54	Earth quakes
		12 March	Second Saturday
11	14-03-2022 To 19-03-2022	55	Landslides
		56	Exogenous Hazards -Infrequent events
		57	Cyclones
		58	Lighting
		59	Hailstorms
		60	Cumulative atmosphere hazards-floods
12	21-03-2022 To 26-03-2022	61	Droughts
		62	Heat waves
		63	Extra planetary hazards
		64	Man induced hazards& disaster

		65	Physical hazards/disaster -soil erosion
		66	Chemical change disaster
13	28-03-2022 To 02-04-2022	67	Revision
		68	CLASS TEST 4
		69	Module 5: Phases of disaster management
		70	Pre-disaster stage
		71	Pre-disaster stage
		72	Emergency stage
14	04-04-2022 To 09-04-2022	73	Emergency stage
		74	Post disaster stage
		75	Post disaster stage
		76	Institutional framework for disaster management
		77	Disaster mitigation institutions
		09 April	Second Saturday
15	11-04-2022 To 16-04-2022	78	Disaster mitigation institutions
		79	Education on disaster
		13 April	Easter Holidays
		14 April	Easter Holidays
		15 April	Easter Holidays
		16 April	Easter Holidays
16	18-04-2022 To 23-04-2022	18 April	Easter Holidays
		80	Education on disaster
		81	Community involvement in disaster management
		82	Role of media in disaster management
		83	Revision
		84	CLASS TEST 5
17	25-04-2022 To 30-04-2022	85	II Internal Examination
		86	II Internal Examination
		87	II Internal Examination
		88	II Internal Examination
		89	II Internal Examination
		90	II Internal Examination

Subject Code:	4A13 COM
Subject Name:	GENERAL AWARENESS COURSE III : GENERAL INFORMATICS SKILLS
No. of Credits:	4 ((3+1)
No. of Contact Hours:	5
Hours per Week:	5
Name of the Teacher:	HEBIN LAYOLA & JISNA MATHEW

COURSE OUTCOME

After studying the course, the students shall be able to;

CO 1: Explain the Fundamentals of Computers the use of computers in day to day application

CO 2: Up to date and expand the basic informatics skills necessary in the emerging knowledge society

CO 3: Effectively utilize the digital knowledge resources for their studies

CO 4: State the areas where IT can be used effectively

CO 5: Perform accounting by using the appropriate accounting packages

Unit I Overview of information Technology. Features of Modern Personal Computer and Peripherals – Computer Networks – Types of Networks – Components of Networks – Topology – Internet – Uses of Internet. [10 Hours]

Unit II Social Informatics: IT and society – issues and concerns -Digital divide – Cyber ethics – Cybercrimes – Cyber Laws – Cyber addictions- Information over Load – Health Issues – Guide lines for Proper Usage of computers and internet. E Waste. [10 Hours]

Unit III IT Applications: E Governance– overview of IT Application in Medicine, Health care, Business and Commerce.– Industry. [10 Hours]

Unit IV Knowledge Skills for Higher Education : Data, Information and Knowledge - Knowledge Management -Internet as a knowledge repository - Academic search techniques - Case study of academic websites – Basic concepts of IPR – Copyrights and Patents - Introduction to use of IT in teaching and learning - Case study of educational software - Academic Service – INFLIBNET – NICENET - BRENT. [12 Hours]

Unit V Programmes for Office Management: MS word – window concepts – Menus, tiles, Edit, View, tools, tables, Mail Merge. MS Excel – Spread sheet – operators - Arithmetic – Relation Functions –Formulae – Payroll Preparation. MS Power point - creating slides and presentations, adding media clips and charts, special effects, setting slid timings 77 [24 Hours]

Unit VI Computerized Accounting (Using Accounting Software) Meaning, features and advantages of computerised Accounting – Company Creation- Accounts Information Ledger – Groups– Cost Centers – Accounts with inventory- stock item and stock Group creation – voucher – types - entry – P/L A/c, B/S, Bank Reconciliation. [24 Hours]

Reference:

1. V. Rajaraman : Introduction to Information Technology. PrenticeHall
2. Technology in Action : Pearson.
3. Alexis Leon & Mathews Leon : Computer Today, Leon Vikas.
4. A.K.Nandani& K.K Nandani : Tally 6.3
5. V.K.Jain : Computer Fundamentals
6. Vijay Kumar Khurana : Management of Information Technology
B.Jolly&K.S.Jolly; SunithaPrakasan
7. Rechar Peterson Negus: Linux Bble, Wiley India Private Limited.
8. Mike Mc Grath, Linux in Easy steps, Dream Tech Press New Delhi

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	03-01-2022 To 08-01-2022	1	Module 1: Overview of information Technology
		2	Features of Modern Personal Computer and Peripherals
		3	Features of Modern Personal Computer and Peripherals
		4	Computer Networks
		5	Types of Networks
		08 January	Second Saturday
2	10-01-2022 To 15-01-2022	6	Components of Networks
		7	Topology
		8	Internet
		9	Uses of Internet
		10	CLASS TEST 1
		11	Module 2: Social Informatics: IT and society
3	17-01-2022 To 22-01-2022	12	Issues and concerns
		13	Digital divide
		14	Cyber ethics
		15	Cybercrimes , Cyber Laws
		16	Cyber addictions, Information over Load
		17	Health Issues
4	24-01-2022 To 29-01-2022	18	Guide lines for Proper Usage of computers and internet.
		19	E Waste
		26 January	Republic Day
		20	CLASS TEST 2
		21	Module 3: IT Applications
		22	E Governance
5	31-01-2022 To 05-02-2022	31 January	Don Bosco
		23	Overview of IT Application
		24	Medicine
		25	Health care
		26	Business
		27	Commerce
6	07-02-2022 To 12-02-2022	28	Commerce
		29	Industry
		30	CLASS TEST 3
		31	Module 4: Knowledge Skills for Higher Education
		32	Data, Information
		12 February	Second Saturday
7	14-02-2022	33	Knowledge , Knowledge Management

No of Weeks	Dates	Session	Topic
	To 19-02-2022	34	Internet as a knowledge repository
		35	Academic search techniques
		36	Case study of academic websites
		37	Basic concepts of IPR
		38	Copyrights and Patents
8	21-02-2022 To 26-02-2022	39	I Internal Examination
		40	I Internal Examination
		41	I Internal Examination
		42	I Internal Examination
		43	I Internal Examination
		44	I Internal Examination
9	28-02-2022 To 05-03-2022	45	Introduction to use of IT in teaching and learning
		01 March	Maha Sivarathri
		46	Case study of educational software
		47	Academic Service – INFLIBNET – NICENET - BRENT
		48	CLASS TEST 4
		49	Module 5: Programmes for Office Management
10	07-03-2022 To 12-03-2022	50	MS word , Tools
		51	Window concepts ,Edit
		52	Menus , View
		53	Tiles , Tables
		54	Tables
		12 March	Second Saturday
11	14-03-2022 To 19-03-2022	55	Mail Merge.
		56	Mail Merge.
		57	MS Excel
		58	Spread sheet
		59	Operators - Arithmetic , Relation
		60	Functions, Formulae
12	21-03-2022 To 26-03-2022	61	Payroll Preparation.
		62	Payroll Preparation.
		63	MS Power point
		64	Creating slides and presentations
		65	Adding media clips and charts
		66	Special effects, setting slid timings77
13	28-03-2022 To	67	CLASS TEST 5
		68	Module 6: Computerized Accounting (Using Accounting Software)

No of Weeks	Dates	Session	Topic
	02-04-2022	69	Meaning, features
		70	Advantages of computerised Accounting
		71	Company Creation
		72	Accounts Information Ledger
14	04-04-2022 To 09-04-2022	73	Groups
		74	Cost Centers
		75	Cost Centers
		76	Accounts with inventory
		77	Accounts with inventory
		09 April	Second Saturday
15	11-04-2022 To 16-04-2022	78	Stock item and stock Group creation
		79	Stock item and stock Group creation
		13 April	Easter Holidays
		14 April	Easter Holidays
		15 April	Easter Holidays
		16 April	Easter Holidays
16	18-04-2022 To 23-04-2022	18 April	Easter Holidays
		80	Voucher – types - entry
		81	Voucher – types- entry
		82	P/L A/c, B/S, Bank Reconciliation
		83	P/L A/c, B/S, Bank Reconciliation
		84	CLASS TEST 6
17	25-04-2022 To 30-04-2022	85	II Internal Examination
		86	II Internal Examination
		87	II Internal Examination
		88	II Internal Examination
		89	II Internal Examination
		90	II Internal Examination

Subject Code:	4B05 COM
Subject Name:	CORPORATE ACCOUNTING
No. of Credits:	4
No. of Contact Hours:	108
Hours per Week:	6
Name of the Teacher:	SONIYA JACOB

COURSE OUTCOME

After studying this course, the students shall be able to;

CO 1: Understand the mode of presentation and understanding of financial reporting .
CO 2: Learn the accounting procedure for recording transaction relating to the issue and redemption of shares and debentures.
CO 3: Imbibe the techniques of recording transactions in respect of amalgamation, reconstruction and liquidation of companies..
CO 4: Understand the concept of IFRS and Ind AS

Unit I : Issue of shares and debentures: Issue of shares – issue at par, premium and discount – under and over subscription – prorata allotment - calls in arrear – calls in advance – forfeiture and reissue – redemption of preference shares – redemption out of profit and out of proceeds of fresh issue – issue and redemption of debentures- redemption by purchase (only) (20 Hrs)

Unit II: Final Accounts of Companies: Preparation of Balance Sheet and Profit & Loss Account (in new format) – compulsory transfer to Reserve (Corporate dividend tax need not be considered). Computation of Profit prior to incorporation (25 Hrs)

Unit III: Accounting for Amalgamation and reconstruction: Meaning and types of amalgamation – purchase consideration – methods of ascertaining purchase consideration - Amalgamation in the nature of Merger and Amalgamation in the nature of purchase – differences – methods of accounting – Pooling of interest method and purchase method — accounting entries in the books of both transferor and transferee companies (excluding intercompany holdings) – reconstruction – types – External and Internal reconstructions – Accounting entries only. (30 Hrs)

Unit IV: Liquidation of companies: Meaning and types of winding up – Statement of Affairs – Deficiency or Surplus Accounts – Liquidator’s Final Statement of Account. (15 Hrs) 20

Unit V: Accounting Standards for Financial Reporting: Objectives and uses of financial statements for users – Role/objectives of accounting standards - Development of accounting standards in India - Requirements of international accounting standards -International organizations engaged in accounting harmonization - IASB – FASB Role of IASB in developing IFRS - IFRS adoption or convergence in India -Implementation plan in India - Ind AS - Differences between Ind AS and IFRS -Conceptual framework - Definition of financial elements - Principles of recognition, measurements, presentation and disclosure. (18 Hrs)

Books for Reference:

1. Advanced Accounts VolumeII : Shukla: M.C., T.S.Grewal and S.C.Guptha (S.Chand&Co.,New Delhi)
2. Advanced Accountancy, Volume II :Guptha R.L. and M.Radhaswami (Sulthan Chand & Co. New Delhi)
3. Corporate Accounting :Maheshwari. S.N. and S.K.Maheshwari, (Vikas publishing House, New Delhi)
4. Corporate Accounting : Ashok Sehgal and Deepak Sehgal,(Taxman Publication, New Delhi)
5. Corporate Accounting : S.P. Jain and K.L.Narang (Kalyani Publishers, New Delhi)
6. Financial Accounting :B.K.Banerjee (PHI Pvt.Ltd.New Delh

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	03-01-2022 To 08-01-2022	1	Module 1: Issue of shares
		2	Issue of shares-issue at par
		3	Issue of shares-issue at par
		4	Issue of shares- at premium
		5	Issue of shares- at premium
		6	Issue of shares- at premium
		7	Issue of shares at discount Pro-rata allotment
		08 January	Second Saturday
2	10-01-2022 To 15-01-2022	9	Issue of shares at discount
		10	Under subscription of shares
		11	Under subscription of shares
		12	Over subscription of shares
		13	Calls in arrears- Call in advance
		14	Forfeiture of shares- Reissue of shares
		15	Redemption of preference shares
3	17-01-2022 To 22-01-2022	16	Redemption out of profit
		17	Redemption out of proceed of fresh issue
		18	Issue of debentures
		19	Redemption of debentures
		20	CLASS TEST 1
		21	Module 2: Final accounts of companies
		22	Statement of financial position/ Balance sheet
4	24-01-2022 To 29-01-2022	23	Explanation of equity and liabilities
		24	Statement of profit and loss account
		25	Explanation of items of SOPL
		26 January	Republic Day
		26	Treatment of some special items
		27	Income tax, Current Tax Assets & Current Tax liabilities
		28	Deferred tax, Tax deducted at source(payment on salary & Interest on Income)
		29	Advance payment of Tax And Provision for taxation
5	31-01-2022 To 05-02-2022	31 January	Don Bosco
		29	Dividend
		30	Practical Problems
		31	Practical Problems

		32	Other Usual Adjustments
		33	Practical Problems
		35	Practical Problems
		36	Practical Problems
6	07-02-2022 To 12-02-2022	37	Treatments in Final accounts
		38	Practical Problems
		39	Practical Problems
		40	Practical Problems
		41	Treatments in Final accounts
		42	Profit Prior to Incorporation
		12 February	Second Saturday
7	14-02-2022 To 19-02-2022	43	Practical Problems
		44	Practical Problems
		45	CLASS TEST 2
		46	Module 3: Amalgamation Meaning, Objectives & Important Terms
		47	Purchase Consideration: Methods
		48	Purchase Consideration: Methods
		49	Accounting in the books of Transferor Company
8	21-02-2022 To 26-02-2022	50	I Internal Examination
		51	I Internal Examination
		52	I Internal Examination
		53	I Internal Examination
		54	I Internal Examination
		55	I Internal Examination
9	28-02-2022 To 05-03-2022	56	Accounting in the books of Transferee Company
		01 March	Maha Sivarathri
		57	Practical problems
		58	Practical problems
		59	Practical problems
		60	Practical problems
		61	Practical problems
10	07-03-2022 To 12-03-2022	62	Practical problems
		63	External Reconstruction
		64	Practical problems
		65	Practical problems
		66	Practical problems
		67	Internal Reconstruction-meaning, objectives, Forms
		12 March	Second Saturday
11	14-03-2022	68	Alteration of share capital
		69	Practical problems

	To 19-03-2022	70	Reduction of share capital
		71	Practical problems
		72	Re-organisation of capital
		73	Practical problems
		74	Practical problems
		75	CLASS TEST 3
12	21-03-2022 To 26-03-2022	76	Module 4: Meaning, Functions
		77	Statement of affairs-content, procedure
		78	Deficiency or surplus account
		79	Practical problems
		80	Practical problems
		81	Practical problems
13	28-03-2022 To 02-04-2022	82	Liquidator's final statement of account
		83	Liquidator's remuneration
		84	Practical Problem
		85	Practical Problem
		86	Practical Problem
		87	Calls in arrears & calls in advance
14	04-04-2022 To 09-04-2022	88	Practical Problem
		89	Practical Problem
		90	CLASS TEST 4
		91	Module 5: Accounting standards For Financial Reporting
		92	Objectives and uses of financial statements for users
		93	Role/ objectives of accounting standards
15	11-04-2022 To 16-04-2022	94	Development of accounting standard in India
		95	Requirement of international accounting standards
		09 April	Second Saturday
		96	International organisation engaged in accounting harmonization
		97	IASB
		13 April	Easter Holidays
16	18-04-2022 To 23-04-2022	14 April	Easter Holidays
		15 April	Easter Holidays
		16 April	Easter Holidays
		18 April	Easter Holidays
		98	FASB Role of IASB in developing IFRS
		99	IFRS adoption or convergence in India
		100	Implementation plan in India- In AS
		101	Difference between Ind AS and IFRS
		102	Conceptual Framework-financial elements-principles

17	25-04-2022 To 30-04-2022	103	II Internal Examination
		104	II Internal Examination
		105	II Internal Examination
		106	II Internal Examination
		107	II Internal Examination
		108	II Internal Examination

Subject Code:	4B06 COM
Subject Name:	DATA BASE MANAGEMENT SYSTEM
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5 (Theory-3,Practical-2)
Name of the Teacher:	Sruthi N.

COURSE OUTCOME

After studying the course, the students shall be able to:

CO 1: familiarize with the concepts of database management

CO 2: handle the database for business firms.

CO 3: develop knowledge in Access and SOL

Unit I:

Database Concepts: Meaning-Definition - Necessity of a database – Characteristics of database – Character- Field – Record – File-Database- Types of Databases-Entities, Attributes, Keys – DBMS - Advantages of Database Systems –Components of DBMS- Database Structure

– Popular Database Softwares (Brief outline only)-Types of DBMS-RDBMS-The NoSQL DBMS- IMDBMS. [12 Hours]

Unit II:

RDBMS & Relationships in Database : Data Models - Relational Data Model - RDBMS – Relationships- Types of Relationships - One to One - One to Many - Many to Many – Functional Dependency -Normalization : Meaning , Schemas (1NF, 2NF, 3NF)- Defining Relationships -Referential Integrity Key: Candidate key , Primary key, Foreign Key.[10 Hours]

Unit III:

Database Administration – Meaning, Advantages – Data Warehousing- Meaning, importance, Methods Integrating Heterogeneous Databases-Query-driven Approach, Update-driven Approach -Data Warehouse Features-Data Warehouse Applications-Types of Data Warehouse-Data Mining – Meaning, Process. [13 Hours]

Unit IV:

Introduction to Database Software- MS Access 2013 : Introduction - Objects in MS Access - Create, Open, and Close a Database - Creating a Data Table - Different ways of Creating Tables - Data Types - The Primary Key - Properties of the Fields - Saving a Table - Closing a Table - Modifying Data Tables - Creating Table Relationships –Editing Relationships. Queries & Forms in Access: Types of Queries - Creating a Query – Saving Queries -Summary Queries - Cross Tab Queries - Action Queries - Forms - The Form Wizard - Editing the Data in a Form - The Form Design View - The Form Design Bar -The Toolbox - Working with Controls. Reports in Access: The Report Wizard – The Report Design View - The Report Design Bar - The Toolbox - The Preview Window - Grouping and Sorting - Printing a Report. [30 Hours]

Unit V:

SQL – Data Definition Language – Data Manipulation Language - statements – Creating tables, Selecting Data, Updating Records, Dropping a table, Querying Database, Aggregating Data, Grouping, Ordering Data - Constraints,–Adding constraints, NOT NULL, UNIQUE, PRIMARY_KEY - Select statements- DISTINCT – WHERE Clauseconditions based on a range – BETWEEN – Conditions based onpattern matches – LIKE – Aggregate – functions – AVG – sum count – MAX – MIN- group by – order by. [25 Hours]

Theory: 3 Hours/ Week

Practical: 2 Hours / Week

Recommended practical: MS Access 2013 and SQL (Keep Practical Records) Creating and Modifying Data base - Creating Relationship between Tables – Using Queries for Viewing and Modifying Data from Tables -Working with Forms – Managing Controls in Forms - Generating Reports.

References:

1. C.J. Date, A.Kannan&S.Swamynathan: An Introduction to Database Systems,Pearson Education
2. Elmasri,,Ramez and Navathe: Fundamentals of Database Systems.
3. Ritchie & Collin: Principles of database systems and Design.
4. Viescas, John L and Conrad Jeff , Microsoft Office Access 2013 Inside Out.
5. Michael Alexander, Richard Kusleika: Access 2013 Bible, Wiley Books.
6. Joan Lambert & Joyce Cox, Microsoft Access 2013 Step by step,
7. Connolly, Thomas and Begg, Carolyn , Learning SQL A step-by-step guide.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	03-01-2022 To 08-01-2022	1	Database Concepts: Meaning-Definition - Necessity of a database
		2	Characteristics of database
		3	Character- Field – Record – File-Database
		4	Types of Databases
		5	Entities, Attributes
		08 January	Second Saturday
2	10-01-2022 To 15-01-2022	6	Keys
		7	DBMS, Advantages of Database Systems
		8	Components of DBMS
		9	Database Structure
		10	Popular Database Softwares (Brief outline only)-
		11	Types of DBMS-RDBMS-The NoSQL DBMS-IMDBMS
3	17-01-2022 To 22-01-2022	12	CLASS TEST 1
		13	Data Models
		14	Relational Data Model, RDBMS
		15	Types of Relationships , One to One , One to Many , Many to Many
		16	Functional Dependency
		17	Normalization : Meaning , Schemas ,1NF
4	24-01-2022 To 29-01-2022	18	2NF, 3NF
		19	Defining Relationships
		26 January	Republic Day
		20	Referential Integrity Key: Candidate key , Primary key, Foreign Key.
		21	CLASS TEST 2
		22	Database Administration –Advantages
5	31-01-2022 To 05-02-2022	31 January	Don Bosco
		23	Data Warehousing- Meaning
		24	Data Warehousing- importance
		25	Methods Integrating Heterogeneous Databases-Query-driven Approach,
		26	Update-driven Approach
		27	Data Warehouse Features
6	07-02-2022 To 12-02-2022	28	Data Warehouse Applications
		29	Types of Data Warehouse
		30	Types of Data Warehouse
		31	Data Mining – Meaning
		32	Data Mining – Process.

No of Weeks	Dates	Session	Topic
		12 February	Second Saturday
7	14-02-2022 To 19-02-2022	33	CLASS TEST 3
		34	Introduction to Database Software: MS Access 2013
		35	Introduction - Objects in MS Access
		36	Create, Open, and Close a Database
		37	Creating a Data Table, Different ways of Creating Tables
		38	Practical
8	21-02-2022 To 26-02-2022	39	I Internal Examination
		40	I Internal Examination
		41	I Internal Examination
		42	I Internal Examination
		43	I Internal Examination
		44	I Internal Examination
9	28-02-2022 To 05-03-2022	45	Data Types, The Primary Key
		01 March	Maha Sivarathri
		46	Properties of the Fields
		47	Saving a Table, Closing a Table, Modifying Data Tables
		48	Practical
		49	Creating Table Relationships, Editing Relationships
10	07-03-2022 To 12-03-2022	50	Queries & Forms in Access: Types of Queries
		51	Practical
		52	Practical
		53	Creating a Query, Saving Queries
		54	Summary Queries, Cross Tab Queries, Action Queries
		12 March	Second Saturday
11	14-03-2022 To 19-03-2022	55	Forms, The Form Wizard
		56	Practical
		57	Practical
		58	Editing the Data in a Form, The Form Design View, The Form Design Bar
		59	The Toolbox - Working with Controls
		60	Practical
12	21-03-2022 To 26-03-2022	61	Practical
		62	Reports in Access: The Report Wizard, The Report Design View, The Report Design Bar
		63	Practical
		64	The Toolbox ,The Preview Window
		65	Practical
		66	Grouping and Sorting - Printing a Report

No of Weeks	Dates	Session	Topic
13	28-03-2022 To 02-04-2022	67	Practical
		68	CLASS TEST 4
		69	SQL, Data Definition Language
		70	Practical
		71	Data Manipulation Language
		72	Statements
14	04-04-2022 To 09-04-2022	73	Creating tables
		74	Practical
		75	Practical
		76	Selecting Data
		77	Updating Records, Dropping a table
		09 April	Second Saturday
15	11-04-2022 To 16-04-2022	78	Practical
		79	Grouping, Ordering Data, group by, order by
		13 April	Easter Holidays
		14 April	Easter Holidays
		15 April	Easter Holidays
		16 April	Easter Holidays
16	18-04-2022 To 23-04-2022	18 April	Easter Holidays
		80	Constraints, Adding constraints, NOT NULL, UNIQUE, PRIMARY_KEY
		81	Practical
		82	Select statements: DISTINCT, WHERE Clause
		83	Conditions based on a range: BETWEEN
		84	CLASS TEST 5
17	25-04-2022 To 30-04-2022	85	II Internal Examination
		86	II Internal Examination
		87	II Internal Examination
		88	II Internal Examination
		89	II Internal Examination
		90	II Internal Examination

Subject Code:	4C04 COM
Subject Name:	CORPORATE LAW AND BUSINESS REGULATIONS
No. of Credits:	4
No. of Contact Hours:	72
Hours per Week:	4

Name of the Teacher:

Sapna John

SYLLABUS

Unit I: Companies Act 2013- Definition- Features- Classification- Authorities of Company Law- Central Govt. - Company Law Board- SEBI- Liquidator- Court- Registrar - Tribunal. (12 Hrs)

Unit II: Formation of Company- Promotion- Stages-Types of promoters-Registration & Incorporation- raising of capital- Commencement of Business- Lifting Corporate Veil. (13 Hrs)

Unit III: Memorandum of Association- Contents- Articles of Association- Contents-Difference- Table A- Alterations- Doctrine of Ultra vires- Constructive notice & indoor management - Prospectus- types-Contents—Misstatement in prospectus. (15Hrs)

Unit IV: Members of Company- Acquiring membership -Termination of membership-Rights -Duties- Obligations- Directors- Appointment-Qualifications & Disqualifications - Retirement & Removal of Directors. (12 Hrs)

Unit V: Company meeting- General Meeting- Board Meeting- Class Meeting-Essential of valid Meetings- chairman-Motion- Resolution- types of resolutions-Methods of voting. (10 Hrs)

Unit VI: Winding up- Modes of Winding Up- Winding up by the Tribunal-provisions-voluntary winding up – conditions and provisions - Liquidator- Rights, powers & Duties of Liquidator- effects of winding up. (10 Hrs)

Books for Reference:

1. Mercantile Law, M C Shukla
2. Business Law, R S N Pillai, Bhagavathi
3. Company Law P P Scogna
4. Business & Corporate Law, L R Potti

TEACHING SCHEDULE

	Dates	Session	Topic
1	03-01-2022 To 08-01-2022	1	Companies Act 2013 – Introduction
		2	Company – definitions and features
		3	Classification
		4	Authorities of company law
		08 January	Second Saturday
2	10-01-2022	5	Formation of company

	To 15-01-2022	6	Promotion
		7	Types of promoters
		8	Functions of promoters
3	17-01-2022 To 22-01-2022	9	Incorporation
		10	Raising of capital
		11	Commencement of business
		12	CLASS TEST
4	24-01-2022 To 29-01-2022	13	Lifting corporate veil
		14	Memorandum of Association
		26 January	Republic Day
		15	Contents
5	31-01-2022 To 05-02-2022	16	Alteration of memorandum
		31 January	Don Bosco
		17	Articles of Association
		18	Alteration of articles
6	07-02-2022 To 12-02-2022	19	Alteration of articles
		20	Contents
		21	Differences between memorandum and articles
		22	Doctrine of ultra vires
		23	Doctrine of ultra vires
7	14-02-2022 To 19-02-2022	24	Prospectus
		12 February	Second Saturday
		25	Types
		26	Contents
		27	Misstatement in prospectus
8	21-02-2022 To 26-02-2022	28	Remedies for misstatement in prospectus
		29	CLASS TEST
		30	I Internal Examination
		31	I Internal Examination
		32	I Internal Examination
9	28-02-2022 To 05-03-2022	33	I Internal Examination
		34	I Internal Examination
		35	I Internal Examination
		36	Members of company
		01 March	Maha Sivarathri
10	07-03-2022 To	37	Acquiring membership
		38	Termination of membership
		39	Liabilities of members
		40	Rights of member
		41	Duties of member
		42	Obligations of member

	12-03-2022	43	Appointment of directors
		12 March	Second Saturday
11	14-03-2022 To 19-03-2022	44	Qualifications
		45	Disqualifications
		46	Retirements of directors
		47	Removal of directors
12	21-03-2022 To 26-03-2022	48	CLASS TEST
		49	Company meetings
		50	Meeting of directors
		51	Meeting of shareholders
13	28-03-2022 To 02-04-2022	52	Class meeting
		53	Meetings of creditors and debenture holders
		54	Requisites of a valid meeting
		55	Resolutions
14	04-04-2022 To 09-04-2022	56	CLASS TEST
		57	Winding up
		58	Modes of winding up
		59	Voluntary winding up
		09 April	Second Saturday
15	11-04-2022 To 16-04-2022	60	Winding up by the tribunal
		61	Powers of tribunal
		13 April	Easter Holidays
		14 April	Easter Holidays
		15 April	Easter Holidays
		16 April	Easter Holidays
16	18-04-2022 To 23-04-2022	18 April	Easter Holidays
		62	Conditions and provisions
		63	Rights of liquidator
		64	Duties & powers of liquidator
		65	CLASS TEST
		66	Revision
17	25-04-2022 To 30-04-2022	67	II Internal Examination
		68	II Internal Examination
		69	II Internal Examination
		70	II Internal Examination
		71	II Internal Examination
		72	II Internal Examination