

PG & Research Department of Commerce

Carrier Oriented Programme
COMPUTER APPLICATION IN COMMERCE
 (UGC Approval No. F.No. 4 – 137 / 2008 (COP), dt.25.03.2008)

COP Course Pattern from 2017-18 onwards

Certificate Course							
Course Code	Course	Course Title	Teaching Hours	Credit	CIA Marks	SE Marks	Total Marks
17COCT1	CORE I	Fundamentals of Computer	150	10	25	75	100
17COCT2	CORE II	Office Automation – Theory	150	10	25	75	100
17COCT3P	CORE III	Office Automation – Practical	150	10	25	75	100
Total			450	30	75	225	300

Diploma Course							
Course Code	Course	Course Title	Teaching Hours	Credit	CIA Marks	SE Marks	Total Marks
17DCO1	CORE I	E-Business	150	10	25	75	100
17DCO2	CORE II	Computerized Accounting Package – Theory	150	10	25	75	100
17DCO3P	CORE III	Computerized Accounting Package – Practical*	150	10	25	75	100
Total			450	30	75	225	300

Advanced Diploma Course							
Course Code	Course	Course Title	Teaching Hours	Credit	CIA Marks	SE Marks	Total Marks
17ADO1	CORE I	Enterprise Resource Planning	150	10	25	75	100
17ADO2	CORE II	Statistical Package for social sciences - Theory	150	10	25	75	100
17ADO3P	CORE III	Statistical Package for social sciences - Practical	150	10	25	75	100
Total			450	30	75	225	300

Grand Total			1350	90	225	675	900
--------------------	--	--	-------------	-----------	------------	------------	------------

* Practical Examinations will be conducted at the end of the year

**CAREER ORIENTED PROGRAMME
I YEAR: CERTIFICATE COURSE
FUNDAMENTALS OF COMPUTER**

Course Code	: 17COCT1	Max. Marks	: 100
Hours/ Week	: 150	Internal Marks	: 25
Credit	: 10	External Marks	: 75

OBJECTIVES

To provide basic knowledge of computer fundamentals, applications and software packages. To expose the students with latest trends in the field of Information Technology.

UNIT I

Introduction of Computer – Organisation of Computer System – Classification of Computer – Characteristics of Computers – Applications of Computers.

UNIT II

Computer Languages – Machine Language – Assembly Language – High Level Languages – Input Devices – Output Devices – Storage Devices – Software – Types.

UNIT III

Fundamentals of Computer Networks – Types of Networks – LAN, WAN, MAN

UNIT IV

Operating systems – MS DOS – Simple DOS Commands – MS Windows – Desktop – Taskbars, Accessories.

UNIT-V

Internet –Applications of Internet –World Wide Web - Multimedia – E-Mail – Creation of E- Mail Address.

TEXT BOOK RECOMMENDED:

S.V. Srinivasa Vallabhan -Computer Applications in Business- -Sultan Chand & Bros

BOOKS FOR REFERENCE:

R. Parameshwaran – Computer Applications in Business- -Sulthan Chand & Bros.

**I YEAR: CERTIFICATE COURSE
OFFICE AUTOMATION – THEORY**

Course Code : 17COCT2
Hours/ Week : 150
Credit : 10

Max. Marks : 100
Internal Marks : 25
External Marks: 75

OBJECTIVES:

To understand the basic concepts of Computers – MS-Windows, MS-Word, MS-Power point and MS-Excel.

UNIT – I

Introduction of Computers – Characteristics of a computer – Areas of Application – IPO cycle – Components of Computers – Memory and Control Unit – Input and Output devices – Hardware and Software – Operating System.

UNIT – II

Introduction to Windows 2000 – Desktop & taskbar – Icons on desktop – Startup menu options – Creation of files and folders – Windows explorer – Find options – Shortcuts – Briefcase – Running Applications and Customization.

UNIT – III

Introduction to Word 2000 – Creating word documents – Creating business letters using wizards – Editing word documents – Inserting objects – Formatting documents – Spelling & Grammar check – Word count – Thesaurus – Auto correct – Working with tables – Saving, Opening and Closing documents – Mail merge.

UNIT – IV

Introduction to spread sheets – Building worksheets – entering data's in worksheet – Editing & formatting worksheets – Auto fill, ranges – Creating and formatting different types of charts – Application of financial and statistical functions – Saving, Opening and Closing workbook.

UNIT – V

Introduction to Power point - Creating, Opening and Saving presentations – View the presentations – Adding and Formatting text – Formatting Paragraphs – Checking for Spelling. Working with objects – Adding and Customizing pictures from Clipart Gallery and files slide shows – Running and controlling slides – Printing presentations.

Text Books:

1. Stephen L. Nelson and Peter, “The Complete Reference MS-Office”.
2. Mariappan, “Computer Basics and Programming”.

Reference Books:

1. Ran Mansfield, Working in MS Office.
2. Dr. Rajkumar - Computer Applications in Business

**I YEAR: CERTIFICATE COURSE
OFFICE AUTOMATION – PRACTICAL**

Course Code : 17COCT3P

Hours/ Week : 150

Credit : 10

Max. Marks : 100

Internal Marks : 25

External Marks: 75

OBJECTIVES:

To understand the practical knowledge about MS-Word, MS-Power point and MS-Excel.

UNIT – I

Creating Personal letter to friend – Creating Official letter-Leave letter – Creating Circulars, Preparation of Agenda – Using Resumes and Wizards – creating documents – Preparation of Bio- data.

UNIT – II

Creating Greetings – use of Clip Art, Word Art – Use of Cut, Copy and Paste functions – Use of Numbers, Bullets – Use of Bold, Italic, Underline, Font type, Size, Color etc – Creating Templates – Use of Mail Merge – Insertion of Charts, Tables and Diagrams.

UNIT – III

Inserting Header, Footer, Footnotes, End Notes, subscript and superscript – Use of Find and Replace Commands – Borders and Shading – Change case – Auto format – Word Count.

UNIT – IV

Entering information in the worksheet – Sum function, entering formula – Aligning Data in cells – Applying currency format and other functions – Creating a worksheet like Mark sheet, Pay slip, Electricity bill preparation – Creating charts.

UNIT – V

Adding and Formatting text – Formatting Paragraphs – Checking for Spelling. Working with objects – Adding and Customizing pictures from Clipart Gallery and files slide shows – Running and controlling slides – Printing presentations.

Text Books:

1. Stephen L. Nelson and Peter, “The Complete Reference MS-Office”.
2. Mariappan, “Computer Basics and Programming”.

Reference Books:

1. Ran Mansfield, Working in MS Office.
2. Dr. Rajkumar - Computer Applications in Business.

CAREER ORIENTED PROGRAMME
II YEAR: DIPLOMA COURSE
E – Business

Course Code : 17DCO1

Max. Marks : 100

Hours/ Week : 150

Internal Marks : 25

Credit : 10

External Marks : 75

OBJECTIVES :

The course imparts understanding of the concepts and various application issue of e-business like internet infrastructure, security over internet, payment systems and various online strategies for e-business.

UNIT – I

Electronic Business, Electronic Commerce, Electronic Commerce Models, Types of Electronic Commerce, Value Chains in Electronic Commerce, E-Commerce in India. Internet, World Wide Web, Internet Architectures, Internet Applications, Web Based Tools for Electronic Commerce.

UNIT – II

Intranet, Composition of Intranet, Business Applications on Intranet, Extranets, Electronic Data Interchange, Components of Electronic Data Interchange, Electronic Data Interchange Communication Process.

UNIT – III

Security Overview, Electronic commerce threats, Encryption, Cryptography, Public key and Private key cryptography, Digital signatures, Digital Certificates, Security protocols over public networks: HTTP, Firewall as security control, Public Key Infrastructure (PKI) for security.

UNIT – IV

Concept of Money, Electronic payment system, types of electronic payment systems, smart cards and electronic payment systems, infrastructure issues in EPS, Electronic Fund Transfer (EFT).

UNIT – V

Business Models & Revenue Models over Internet, Emerging Trends in e-business, e-governance, digital commerce, mobile commerce, strategies for business over web, internet based business models.

Reference Books :

1. E-Commerce Strategies by Trepper Charless, Prentice Hall of India, New Delhi.
2. Electronic Commerce Opportunity & Challenges by Rehman S.M. & Raisinghania, Idea Group Publishing.
3. E-Commerce Strategy, Technologies and Applications by Whitley David, Tata McGraw Hill.

CAREER ORIENTED PROGRAMME
II YEAR: DIPLOMA COURSE
COMPUTERISED ACCOUNTING PACKAGE-THEORY

Course Code : 17DCO2

Max. Marks : 100

Hours/ Week : 150

Internal Marks : 25

Credit : 10

External Marks : 75

UNIT – I

Meaning and definition of Book-keeping and Accounting – Accounting concepts and conventions – Double Entry and Single Entry Systems of Book-keeping – Advantages and Disadvantages - Journal – Ledger – Subsidiary Books - Trial Balance.

UNIT – II

Fundamentals of Computerized accounting – Computerized accounting Vs Manual accounting – Architecture and customization of Tally.

UNIT – III

Features of tally – Configuration of tally – Tally screens and menus.

UNIT – IV

Creation of company – Alteration - Creation of groups – Editing and deleting groups – Creation of ledgers – Editing and deleting ledgers – Multiple groups and Multiple ledgers.

UNIT – V

Introduction to vouchers – Vouchers entry – Payment voucher – Receipts voucher – Sales vouchers – Purchase vouchers – Journal vouchers – Editing and deleting vouchers.

Reference books:

1. Computerized Accounting under Tally Publication, Deva Publication.
2. Computer Application in Business by S.V. Srinivasa Vallabhan

CAREER ORIENTED PROGRAMME
II YEAR: DIPLOMA COURSE
COMPUTERISED ACCOUNTING PACKAGE-PRACTICAL

Course Code : 17DCO3P

Max. Marks : 100

Hours/ Week : 150

Internal Marks : 25

Credit : 10

External Marks : 75

UNIT – I

Creation of company – shut company, Alteration and deleting a company - Creation of single and multiple groups – Editing and deleting groups.

UNIT – II

Creation of single and multiple ledgers – Editing and deleting ledgers.

UNIT – III

Final accounts - Trading account, Profit & Loss account and Balance Sheet using ledger method and voucher entry method.

UNIT – IV

Introduction to Inventories – Creation of stock categories – Creation of stock groups – Creation of stock items – Preparation of Unit of measures - Configuration and features of stock item – Editing and deleting stocks.

UNIT – V

Display menu – Trial balance - Ratio Analysis - Cash flow statement - Fund flow statement

Reference books:

1. Computerized Accounting under Tally Publication, Deva Publication.
2. Computer Application in Business by S.V. Srinivasa Vallabhan

CAREER ORIENTED PROGRAMME
III YEAR: ADVANCED DIPLOMA COURSE
ENTERPRISE RESOURCE PLANNING

Course Code : 17ADO1

Max. Marks : 100

Hours/ Week : 150

Internal Marks : 25

Credit : 10

External Marks : 75

OBJECTIVES:

The course aims to provide students a basic understanding in the Enterprise resource planning and implementation.

UNIT – I Introduction to ERP

Evolution – Characteristics – Components of ERP – Needs – Advantages of ERP Packages – Expectation of ERP – Implementation – Factors involved in successful implementation.

UNIT – II Business Process Re-engineering

BPR Meaning and Features – Concept of Business Process and Rethinking process - Phases – Identification of re-engineering.

UNIT – III Supply Chain Management

Supply Chain Management – Importance – Materials, Fund flow and Information flow – Benefits of SCM # – Models of SCM.

UNIT – IV ERP Implementation

Implementation Life Cycle – Methodology – Implementation team – Vendors, consultants and users – Post implementation –

UNIT – V: Customer Relationship Management

Concept – Importance – features – Advantages – Customer focused organization – Need and benefits – CRM Vs ERP.

Reference Books:

1. Enterprise wide Information Systems by K. Balasubramanian, S. Usha Priya and K. Hema, GIGO Publication, Trichy
2. Enterprise Resource Planning by Ravi Shankar and S. Jaiswal, Galgotia Publications Pvt.Ltd, New Delhi.

CAREER ORIENTED PROGRAMME
III YEAR: ADVANCED DIPLOMA COURSE
STATISTICAL PACKAGE FOR SOCIAL SCIENCES - THEORY

Course Code : 17ADO2

Hours/ Week : 150

Credit : 10

Max. Marks : 100

Internal Marks : 25

External Marks : 75

UNIT-I

Introduction to spss - Importance-Features - Advantages over other softwares - spss and Microsoft Excel.

UNIT-II

Data Entry-variables-Types - Nominal, Ordinal and scale - coding of variables-sorting - split cases -Transpose of variables - Labelling

UNIT-III

Creating charts and Diagrams-Bar charts - Vertical, horizontal - pie charts -Histogram - Frequency curves - Two and Three dimensional charts and Graphs

UNIT-IV

Tabulation and Classification - one way Tabulation - Simple Frequency distribution Tables - Two way Tabulation-Bi-variate Frequency distribution table-Multiway classification - Measures of Association

UNIT-V

Univariate and Bi-variate analysis of data-Descriptive statistics - Measures of central tendency, Measures of Dispersion - one, Two sample t-test and paired comparison t-test - oneway Anova - Correlation analysis – Simple, partial and Multiple-Linear regression analysis-simple and Multiple.

Books for Reference

1. Marketing Research Text and Cases by Rajendra Nargundkar
2. Research for Marketing Decisions by Green,Paul. E,Tull S.Donald and Gerald Albaum
3. Business Research Methods by Cooper and schindler

CAREER ORIENTED PROGRAMME
III YEAR: ADVANCED DIPLOMA COURSE
STATISTICAL PACKAGE FOR SOCIAL SCIENCES - PRACTICAL

Course Code : 17ADO3P

Hours/ Week : 150

Credit : 10

Max. Marks : 100

Internal Marks : 25

External Marks : 75

UNIT- I

Data Entry-Importing variables – variables –Types - Nominal, Ordinal and scale-coding of variables - sorting - split cases -Transpose of variables - Labelling

UNIT-II

Creating charts and Diagrams-Bar charts - Vertical, horizontal-pie charts-Histogram - Frequency curves-Two and Three dimensional charts and Graphs

UNIT-III

Tabulation and Classification - one way Tabulation-Simple Frequency distribution Tables-Two way Tabulation-Bi-variate Frequency distribution table - Multiway classification - Measures of Association

UNIT-IV

Univariate and Bi-Variate analysis of data-Descriptive statistics - Measures of central tendency, Measures of Dispersion-one, Two sample t-test and paired comparison t-test - One way Anova - Correlation analysis - Simple, partial and Multiple-Linear regression analysis-simple and Multiple

UNIT-V

Output Viewer-Exporting Graphs and diagrams-Formatting and Aligning-Export output to other formats-MS word, Ms Excel and RTF documents.

Books for Reference

1. Marketing Research Text and Cases by Rajendra Nargundkar
2. Research for Marketing Decisions by Green,Paul. E,Tull S.Donald and Gerald Albaum
3. Business Research Methods by Cooper and schindler