

**Department** : COMMERCE  
**Name of the course** : COMPUTER APPLICATION IN COMMERCE  
 (UGC Approval No. F.No. 4 – 137 / 2008 (COP), dt.25.03.2008)

COURSE CODE	COURSE	COURSE TITLE	TEACHING HOURS	CREDIT	CIA MARKS	SE MARKS	TOTAL MARKS
<b>CERTIFICATE COURSE</b>							
14COCT1	CORE I	Fundamentals of Computer	150	10	40	60	100
14COCT2	CORE II	DTP – Theory	150	10	40	60	100
14COCT3	CORE III	DTP – Practical*	150	10	40	60	100
<b>TOTAL</b>			<b>450</b>	<b>30</b>	<b>120</b>	<b>180</b>	<b>300</b>
<b>DIPLOMA COURSE</b>							
14CODM1	CORE I	E-Business	150	10	40	60	100
14CODM2	CORE II	Office Automation – Theory	150	10	40	60	100
14CODM3	CORE III	Office Automation – Practical	150	10	40	60	100
<b>TOTAL</b>			<b>450</b>	<b>30</b>	<b>120</b>	<b>180</b>	<b>300</b>
<b>GRAND TOTAL</b>			<b>900</b>	<b>60</b>	<b>240</b>	<b>360</b>	<b>600</b>
<b>ADVANCED DIPLOMA COURSE</b>							
14COAD1	CORE I	Enterprise wide Information Systems	150	10	40	60	100
14COAD2	CORE II	Computerized Accounting Package – Theory	150	10	40	60	100
14COAD3	CORE III	Computerized Accounting Package – Practical*	150	10	40	60	100
<b>TOTAL</b>			<b>450</b>	<b>30</b>	<b>120</b>	<b>180</b>	<b>300</b>
<b>GRAND TOTAL</b>			<b>1350</b>	<b>90</b>	<b>360</b>	<b>540</b>	<b>900</b>

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

# **CAREER ORIENTED PROGRAMME**

## **I YEAR: CERTIFICATE COURSE**

### **Fundamentals of Computers**

**Course Code : 14COCT1**

**Hours/ Week : 150**

**Credit : 10**

**Max. Marks : 100**

**Internal Marks : 40**

**External Marks : 60**

#### **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**

**30 hours**

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

#### **UNIT II**

**30 hours**

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

#### **UNIT III**

**30 hours**

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**

**30 hours**

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.

# CAREER ORIENTED PROGRAMME

## I YEAR: CERTIFICATE COURSE

### DTP-THEORY

**Course Code : 14COCT2**  
**Hours/ Week : 150**  
**Credit : 10**

**Max. Marks : 100**  
**Internal Marks : 40**  
**External Marks : 60**

#### **OBJECTIVES:**

To provide the basic methodologies and techniques in Desktop Publishing

#### **UNIT-I**

**30 hours**

Hardware Requirements for DTP – Beginning a Design – Design Considerations – Text Organization – Designing Common Media Publications.

#### **UNIT-II**

**30 hours**

PageMaker: Getting Started With PageMaker – Editing Text.

#### **UNIT-III**

**30 hours**

PageMaker: Formatting Text – Master Pages – Creating Master Pages – Applying, Removing, and Editing a Master Page Creating a New Publication – Working with Columns.

#### **UNIT-IV**

**30 hours**

Working with Graphics and Objects – Managing and Printing a Publication.

#### **UNIT-V**

**30 hours**

Photoshop: Getting Started with Photoshop: Opening and Existing File – Creating a New File – Saving, Reverting and Closing Files – Working with Images and Colors – Selection Tools – Painting Tools – Drawing Tools – Editing Tools – Eraser Tools.

#### **Text Book:**

Vikas Gupta, *Desktop Publishing Course Kit*, Dreamtech Press, 2005

# CAREER ORIENTED PROGRAMME

## I YEAR: CERTIFICATE COURSE

### DTP-PRACTICAL

**Course Code : 14COCT3**

**Hours/ Week : 150**

**Credit : 10**

**Max. Marks : 100**

**Internal Marks : 40**

**External Marks : 60**

#### **OBJECTIVES:**

To provide the practical knowledge and exposures in Desktop Publishing

#### **UNIT-I**

**30 hours**

Getting Started With Adobe Page Maker 7.0, Creating a Publication, Working with Text.

#### **UNIT-II**

**30 hours**

Modifying Text, Working with Multiple Pages.

#### **UNIT-III**

**30 hours**

Working with Graphics, Formatting Text.

#### **UNIT-IV**

**30 hours**

Using Advanced Graphics, Adding Color and Using Mail Merge.

#### **UNIT-V**

**30 hours**

Working with Long Publications, Publishing Electronically.

#### **Text Book:**

Vikas Gupta, *Desktop Publishing Course Kit*, Dreamtech Press, 2005

**CAREER ORIENTED PROGRAMME**  
**II YEAR: DIPLOMA COURSE**  
**E – Business**

**Course Code : 14CODM1**  
**Hours/ Week : 150**  
**Credit : 10**

**Max. Marks : 100**  
**Internal Marks : 40**  
**External Marks : 60**

**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** **30 hours**

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** **30 hours**

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

**Unit – III** **30 hours**

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** **30 hours**

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** **30 hours**

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 OFFICE AUTOMATION – THEORY

<b>Course Code</b> : 14CODM2	<b>Max. Marks</b> : 100
<b>Hours/ Week</b> : 150	<b>Internal Marks</b> : 40
<b>Credit</b> : 10	<b>External Marks</b> : 60

### OBJECTIVES:

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

**Unit – I** **30 hours**  
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** **30 hours**  
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** **30 hours**  
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** **30 hours**  
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** **30 hours**  
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

# CAREER ORIENTED PROGRAMME

## II YEAR: DIPLOMA COURSE Office Automation – Practical

**Course Code : 14CODM3**

**Max. Marks : 100**

**Hours/ Week : 150**

**Internal Marks : 40**

**Credit : 10**

**External Marks : 60**

### OBJECTIVES:

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

### Unit – I

**30 hours**

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

**30 hours**

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

**30 hours**

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

**30 hours**

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

**30 hours**

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**  
**III YEAR: ADVANCED DIPLOMA COURSE**  
**Enterprise wide Information Systems**

**Course Code : 14COAD1**  
**Hours/ Week : 150**  
**Credit : 10**

**Max. Marks : 100**  
**Internal Marks : 40**  
**External Marks : 60**

**OBJECTIVES:**

To Provide the basic ideas and skills to the student community in Enterprise wide information systems

**Unit – I : Enterprisewide Information System**

**30 hours**

Meaning – Importance – Features – Components – Business process engineering – Supply Chain Management – Enterprise Resource Planning – Customer Relationship Management - Advantages – Future prospects.

**Unit – II : Business Process Reengineering**

**30 hours**

Definition – Radical, Redesign, Fundamental, Process – 7 Rs of Reengineering - Evolution of Corporate Structure – Value Innovation & BPR – Change Management – Corporate Restructuring – BPR Philosophy – Models of BPR – Business Network Redesign – Benchmarking

**Unit – III : Supply Chain Management**

**30 hours**

Concept – Importance – Material flow – Fund flow – Information flow – Benefits of SCM – Aims of SCM – Models of SCM – Performance of SCM - ERP Vs SCM

**Unit – IV: Enterprise Resource Planning**

**30 hours**

Evolution of ERP – Characteristics of ERP – Features – Components of ERP – Need of ERP – Advantages of ERP Packages – Implementation of ERP – Factors involved in successful implementation.

**Unit – V: Customer Relationship Management**

**30 hours**

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**  
**Computerized Accounting Package – Theory**

**Course Code : 14COAD2**  
**Hours/ Week : 150**  
**Credit : 10**

**Max. Marks : 100**  
**Internal Marks : 40**  
**External Marks : 60**

**OBJECTIVES:**

To enable the students to acquire theoretical knowledge in Computerized Accounting Package.

**Unit – I**

**30 hours**

Fundamentals of Computerized accounting – Computerized accounting Vs Manual accounting – Architecture and customization of Tally – Features of tally – Configuration of tally – Tally screens and menus.

**Unit – II**

**30 hours**

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

**Unit – III**

**30 hours**

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

**Unit – IV**

**30 hours**

Introduction to Inventories – Creation of stock categories – Creation of stock groups – Creation of stock items – Configuration and features of stock item – Editing and deleting stocks – Usage of stocks in vouchers entry – Creation of Multiple Godown and unit measures.

**Unit – V**

**30 hours**

Purchase orders – Stock vouchers – Sales orders – Stock vouchers - Introduction to cost – Creation of cost category – Creation of cost centres – Editing and deleting cost centres and categories – Usage of cost category and cost centres in voucher entry.

**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**  
**Computerized Accounting Package – Practical**

**Course Code : 14COAD3**  
**Hours/ Week : 150**  
**Credit : 10**

**Max. Marks : 100**  
**Internal Marks : 40**  
**External Marks : 60**

**OBJECTIVES:**

To enable the students to acquire Practical knowledge in Computerized Accounting Package.

**Unit – I**

**30 hours**

Creation of Single Groups Multiple Groups - Creation of Single Ledger and Multiple Ledger - Preparation of Day book - Preparation of Trial balance

**Unit – II**

**30 hours**

Preparation of Trading account, Profit & Loss account and Balance Sheet - Using simple adjustments in Journal vouchers for preparation of Final Accounts

**Unit – III**

**30 hours**

Ratio Analysis - Cash flow statement - Fund flow statement

**Unit – IV**

**30 hours**

Preparation of Stock Groups - Preparation of Unit measures and Godown - Preparation of Stock items - Summary of Inventory

**Unit – V**

**30 hours**

Cost Centre report - Bank Reconciliation Statement

**Reference books:**

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