UNIVERSITY OF CALICUT
(Abstract)

GENERAL & ACADEMIC BRANCH-IV ‘E’ SECTION

No. GA IV/E3/4030/2010 Dated, Calicut University PO, 06.11.2010
   2. Item No.1 of the minutes of the meeting of Board of Studies in Commerce UG held on 02.09.2010.

ORDER

The Regulation, Scheme and Syllabus of B.Com programme under Choice based Credit Semester System in the affiliated colleges of the University was implemented with effect from 2009 admission onwards vide U.O. read as 1\textsuperscript{st}.

As per paper read as 2\textsuperscript{nd}, the Board of Studies prepared the syllabi for the core course Computer Application.

Considering the urgency of the matter the Vice-Chancellor exercising the powers of Academic Council has approved the syllabus of the core course Computer Application of B.Com program, subject to ratification by Academic Council.

Sanction has therefore been accorded for implementing the syllabi of the core course Computer Application of B.Com programme with effect from 2010 academic year onwards subject to ratification of Academic Council.

Orders are issued accordingly.

(Syllabus appended)

Sd/-
DEPUTY REGISTRAR(G&A IV)

For REGISTRAR

To
The Principals of all colleges offering B.Com

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CE/EX section/EGI Section/DR-AR B.Com/
System Administrator (with a request to upload in the University website) GAI ‘F’ Section/
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SECTION OFFICER
UNIVERSITY OF CALICUT

B.COM (CCSS)2009

CORE COURSES IN THE AREA OF SPECIALISATION

D. COMPUTER APPLICATIONS

BC5B10 FUNDAMENTALS OF COMPUTERS

Lecture Hours 5  Credits 4

Objective: To enable the students to acquire basic knowledge in the fundamentals of computers and its applications in the various areas of business.

Module 1: Exploring the Computer (10 Hrs)


Module II Computer systems (10 Hrs)


Module III Data Processing (18 Hrs)


Module IV Peripheral devices (10 Hrs)


Module V Operating Systems (12 Hrs)

Module VI Networking (15 Hrs)


Books for Reference

1. Computer and Common Sense-Roger Hunt and John Shelley
2. Using Micro Computers- Bright man and Dims dale
3. Introduction to Computers-Alexis Leon and Mathews Leon
4. Michael Miller, Absolute Beginner's guide to computer Basics,
5. Peter Norton, Introduction to computers, Sixth Edition Tata

BC5 B11 BUSINESS INFORMATION SYSTEMS

Lecture Hours 5 Credits 4

Objective: To enable the students to acquire basic knowledge in the Information Technology and its relevance in the various areas of business.

Module I Information Technology in Business (15 Hrs)


Module II Data, Information and Knowledge (15 Hrs)

Definition of information - History of Information - Quality of Information -Information processing - Management decision making - IT support for management decision making - Data transformation and management - Decision Support Systems (DSS) - Characteristics and capabilities of DSS -Components and structures of DSS - Data and information analysis.

Module III - Information Systems for Enterprise (15 Hrs)

Information and enterprises - Information systems to support business functions - Functional information systems - Management information systems - Transaction processing information systems - Integrated information systems - Enterprise Resource Planning (ERP) - Advantages of ERP - Benefits of an ERP system - Inter-Organizational information systems - Global information systems - Information as a competitive weapon.
Module IV - Data Base Management Systems (15 Hrs)


Module V - Computer Software (15 Hrs)

Definition - Hardware/Software interaction - Software categories - Retail software - Public domain software - Shareware - Freeware - Cripple ware - Classification of software - Utilities - Compilers and interpreters - Word processor - Spreadsheets - Presentation software - Image processors - Enterprise software.

Books for Reference:

1. Introduction to Information Systems, Alexis Leon, Mathews Leon, and Vijay Nicole imprints private Limited, Chennai, 2004


4. Information Technology for Management-Henry C.Lucas

BC6B14 OFFICE AUTOMATION TOOLS

Lecture Hours 5 Credits 4

Objective: To enable the students to acquire basic knowledge in the various office automation tools and its applications in the various areas of business.

Module I: MS-Word (Theory 15 hours and practical 10 hours)


Templates: Template types - using templates - exploring templates - modifying templates.

Macros: Macro - Record in macros - editing macros - running a macro.

/home/digital/tmp/Order-B.Com.Computer Application.doc
Mail Merge: Mail Merge concept - Main document - data sources - merging data source and main document - Overview of word menu options - word basic tool bar.

Module II: MS EXCEL (Theory 15 hours and practical 10 hours) Electronic Spreadsheet - Structure of spreadsheet and its applications to accounting, finance, and marketing functions of business - Creating a dynamic sensitive worksheet - Concept of absolute and relative cell reference - Using built in functions - Goal seeking and solver tools - Using graphics and formatting of worksheet - Sharing data with other desktop applications - Strategies of creating error-free worksheet.

Module III: Ms-Power Point (Theory 9 hours and practical 6 hours)

Power Point: Basics – Terminology - Getting started - Views - Creating Presentations - Using auto content wizard - Using blank presentation option - Using design template option - Adding slides - Deleting a slide - Importing Images from the outside world - Drawing in power point - Transition and build effects - Deleting a slide - Numbering a slide - Saving presentation - Closing presentation - Printing presentation elements.

Module IV: The internet and its basic concepts (Theory 10 hours)

Internet concept – History - Development in India - Technological foundation of internet - Distributed computing - Client – server computing - internet protocol suite - Application of distributed computing - Client server computing - Internet protocol suite in the internet environment - Domain Name System (DNS) - Generic Top Level Domain (g TLD) - Country code Top Level Domain (cc TLD) – Indian - Allocation of second level domains - IP addresses - Internet Protocol - Applications of internet in business, Education, Governance, etc.

Books for Reference


3. PCSoftware Made Simple-R.K.Taxali


5. Quick course in Micro-soфт office - Joyce Cox, Polly Orban

6. Mastering Office 2000 - Gimi Couster

Objective: To enable the students to acquire basic knowledge in the computerised accounting systems and its applications in the area of business.

(Out of the 75 lecture hours, the ratio between theory and practical hours shall be 3:2)

Module I (5 hours)


Module II (10 hours)


Module III (10 hours)

Inventory management with tally - stock groups - stock items - stock category - unit of measures - godown inventory vouchers (Pure inventory and inventory vouchers)

Module IV (15 hours)

Integration of accounting with inventory - bill wise details - invoicing - voucher entry - cost centre - cost category - budget and control - bank reconciliation - interest calculation - order processing - stock valuation methods - reorder levels - tracking numbers - bill of material - inventory ageing analysis.

Module V (15 hours)

Tax application in Tally - Introduction to VAT - VAT activation and classification - VAT computation - composite VAT - input VAT on capital goods - CST introduction - central Excise Tax - interstate transfer - service tax.

Module VI (10 hours)

Module VII (10 hours)

Technology advantage of Tally - Tally audit - Tally vault-back up, restore, merge and split of database - ODBC interface - export and import of data - web enabled reporting - online support of software.

Recommended readings:

1. A.K. Nadhani and K.K. Nadhani – Implementing Tally 6.3, l/e BPB Publications; New Delhi
2. Namrata Agarwal – Tally 6.3; 2004 edition; Dream Tech; New Delhi