

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)

Computer – definition - Computer users - Computer for individual users - Computer for organizations - Computer in society –Components of Computer - input unit - output unit - storage unit CPU- ALU - control unit - registers - computer hardware – System software - Application software.

Module II Computer systems (10 Hrs)

Computer systems - Types of Computer systems- Micro, Mini, Mainframe and Super Computers - Analog, Digital and Hybrid Computers - Business and Scientific Computer systems - First, second, third and fourth generation Computers - Laptop and notebook Computers

Module III Data Processing (18 Hrs)

Computer data - Information – Data Processing - Data Storage and Data retrieval capabilities – storage devices - primary memory - RAM, ROM, PROM, EPROM, cache memory - secondary memory - magnetic tape, hard disk, Compact disks - Importance of computers in business - Computer applications in various areas of business- Computer related jobs in business.

Module IV Peripheral devices (10 Hrs)

Input devices – keyboard, mouse, scanner - output devices – monitor - VDU, LCD, CRT - printers - Commonly used printers, High-quality printers, Thermal-wax printers, Dye-sublimation printers, Plotters.

Module V Operating Systems (12 Hrs)

Operating Systems: DOS - Internal commands - External commands - Windows - UNIX - Windows NT - Windows98 – Windows XP - Types of operating Systems: Batch, Online and Real time system - Time sharing, Multiprogramming and Multiprocessing systems -

Module VI Networking (15 Hrs)

Networking Basics - Sharing data anywhere, anytime - The uses of a network - Common types of networks - Hybrid networks – structure of network - Network topologies and protocols - Network media - Network hardware - Local and Wide Area Network - ECommerce – Internet – Extranet - E-mail and its uses - World Wide Web.

Books for Reference

- 1. Computer and Common Sense-Roger Hunt and John Shelley**
- 2. Using Micro Computers- Bright man and Dims dale**
- 3. 4. Introduction to Computers-Alexis Leon and Mathews Leon**
- 4. Michael Miller, Absolute Beginner’s guide to computer Basics,
Fourth Edition, Pearson Education (2007)**
- 5. Peter Norton, Introduction to computers, Sixth Edition Tata
McGraw Hill (2007)**

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)

Business Pressures - Global Competition - Real-time Operations - Work force Customer Behaviour - Technological Innovation and Obsolescence -Organizational responses - Strategic Alliances - Office Automation Technologies - Overview of Information systems - IT Support at different organizational levels - Managing Information systems in Organizations.

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)

DBMS - Definition - Necessity of a database - Characteristics of database -Database management systems - Types of database management systems - Logical data models - Hierarchical model - Network model - Relational model - Object-oriented model – Object relational model - Deductive/inference model - Comparison between various database models.

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**
- 2. Management Information Systems, Uma G Gupta, Galgotia Publications Pvt Ltd, New Delhi, 1998**
- 3. Software Project Management, Third Edition, Bob Hughes and Mike Cotterell, Tata McGraw-Hill Publishing Company Limited, New Delhi, 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)

Word Basics : Starting word - Creating a new document - Opening preexisting document - The parts of a word window - Typing text - Selecting text - Deleting text - Undo – Redo – Repeat - Inserting text - Replacing text - Formatting text - Cut - Copy - Paste – Formatting Text and Documents - Auto format - Line spacing – Margins - Borders and Shading.

Headers and Footers : Definition - creating basic headers and footers –Tables - Creating table - adding changing Deleting rows - Inserting changing Deleting column - Graphics - Importing graphics – Clipart - Insert picture - Clip Art Gallery - drawing objects - text in drawing.

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

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

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

- 1. Ron Mansfield, Working in Microsoft office, Tata McGraw Hill (2008)**
- 2. Ed Bott, woody Leonhard, using Microsoft Office 2007, Pearson Education (2007)**
- 3. PCSoftware Made Simple-R.K.Taxali**
- 4. Office 2000 complete reference - Stephen L.Nelson**
- 5. Quick course in Micro-soft office - Joyce Cox, Polly Orban**
- 6. Mastering Office 2000 - Gimi Couster**
- 7. Rajkamal, Internet and web Technologies, Tata McGraw Hill (2007)**

BC6B15 COMPUTERISED ACCOUNTING WITH TALLY

Lecture Hours 5

Credits 4

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 (5hours)

Introduction to accounting - accounting basis and terms - branches of accounting - mode of accounting - manual accounting - computerized accounting fundamentals.

Module II (10 hours)

Accounting with Tally - Introduction to Tally - tally interface - f11 features-f12 configuration - company creation - accounting groups - accounting ledgers - accounting vouchers - vouchers entry.

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)

Accounting and inventory reports - Trading, Profit and loss A/c - balance sheet - ledgers – cost centre and budget reports - cash book and bank book - inventory reports - Decision supporting tools - Ratio analysis - cash flows - fund flow-budgeting system - printing of reports - voucher and bill printing etc.

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, I/e BPB Publications; New Delhi**
- 2. Namrata Agarwal – Tally 6.3; 2004 edition; Dream Tech; New Delhi**
- 3. Tally, Sridharan, Narmadha publications, May 2003.**