

## SEMESTER I

CODE	COURSE TITLE
18CMUC102	BASICS OF INFORMATION TECHNOLOGY

Category	CIA	ESE	L	T	P	Credit
Core	25	75	57	3	-	3

### Preamble

- ❖ To acquire the skills relating to IT basics, data processing, programming and internet basics.

### Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Outline the impact of computers in business environment.	K1,K2
CO2	Implement the principles and fundamentals of Computer systems.	K2,K3
CO3	Interpret the use of various techniques for database access Techniques.	K2
CO4	Demonstrate the fundamentals of computer network.	K2,K3
CO5	Acquire the system oriented concepts towards Corporate world.	K3

**Mapping with Programme Outcomes**

CO <sub>s</sub>	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	S	M	M	M	M
CO3	S	S	S	M	M
CO4	S	M	S	M	M
CO5	S	S	S	S	S

S-Strong; M-Medium

**Syllabus****UNIT I (12 hrs.)**

Introduction to Information Technology: Information – Characteristics of Information – Definition – Characteristics – Importance – Computer Applications in Various Areas of Business – Generations of Computers.

**UNIT II (12 hrs.)**

Fundamentals of Computers: Classifications of Computers – Basic Principles of Operation of Digital Computer – Input, Output and Storage devices – Computer System.

**UNIT III (12 hrs.)**

Data Processing: Data Processing Concepts – Cycle – Objectives – Steps – Operations – Data Bank – Data Base – Methods of Data Processing – Data Structure – File Organization – File Maintenance.

**UNIT IV (12 hrs.)**

Programming: Problem Solving and Programming – Concepts of Programming – Programming Tools – Introduction to Network – Types of Networks.

**UNIT V (12 hrs.)**

Operating System: DOS – Windows – Internet – Intranet – Extranet – E-MAIL its uses and Importance – World Wide Web – Management Information System – Characteristics – Background of MIS – Designing of MIS – Benefits of MIS – E-Waste – E-waste management.

**Text Book**

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Saravanakumar.R, Parameswaran .R and Jayalakshmi .T	A Text book of Information Technology	S. Chand Co. Pvt.Ltd., New Delhi	2010, 1 <sup>st</sup> Edition

**Reference Books**

Sl.No	Author Name	Title of the Book	Publisher	Year and Edition
1.	Richard Brightman and W. Dimsdale	Using Micro Computers	Galgotia Publications Pvt Ltd, New Delhi	2001

2.	Taxali.R.K	P.C. Software made Simple	Tata Mc Graw Hill Publishing Company Ltd, New Delhi	2001, 1 <sup>st</sup> Edition
3.	Alexis and Mathews Leon	Introduction to Computers	Leon (Tech) World, Chennai	2008
4.	Henry C. Lucas	Information Technology for Management	Tata Mc Graw Hill Publishing Company Ltd, New Delhi	2008, 7 <sup>th</sup> Edition

### Web Resources

- <https://books.google.co.in/books?id=9j-oF8H-KMwC&printsec=frontcover&dq=Basics+of+information+technology&hl=en&sa=X&ved=0ahUKEwj53brX2uvaAhWKXLwKHY2vD4QQ6AEILDAC#v=onepage&q=Basics%20of%20information%20technology&f=false>
- [https://books.google.co.in/books?id=vdJbbvGzYgkC&pg=PR11&source=gbs\\_selected\\_pages&cad=3#v=onepage&q&f=false](https://books.google.co.in/books?id=vdJbbvGzYgkC&pg=PR11&source=gbs_selected_pages&cad=3#v=onepage&q&f=false)
- <https://www.slideshare.net/dheerajmehrotra/basic-concepts-of-information-technology-it-presentation>

### Pedagogy

- Lecture, PPT, Assignment, Seminar

CODE	COURSE TITLE
18CMUCP01	MS-OFFICE, TALLY AND INTERNET

Category	CIA	ESE	L	T	P	Credit
Core	40	60	-	-	105	3

### Preamble

- ❖ It offers a practical guidance on the basic computer knowledge and assortment of accounting in tally

### Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Demonstrate the basic mechanisms of Word documents, Excel spreadsheet, Presentation slides and Access database for General Office use.	K3
CO2	Prepare accounts through Tally software for a company.	K4
CO3	Make use of the basics of internet and its usage.	K4

### Mapping with Programme Outcomes

CO <sub>s</sub>	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	M	M
CO2	S	S	S	S	S
CO3	S	S	S	S	S

S- Strong; M-Medium; L-Low

### Syllabus

#### SEMESTER I

#### MS-WORD

- Type Chairman's Speech / Auditor's Report / Minutes / Agenda and perform the following operations:  
 Bold, Underline, Font Size, Style, Background Color, Text Color, Line Spacing, Spell Check, Alignment, Header & Footer, Inserting Pages and Page Numbers,

- Find and Replace.
2. Prepare an Invitation for The College Function using Text Boxes and Clip Arts.
  3. Design an Invoice and Account Sales by using Drawing Tool Bar, Clip Art, Word Art, Symbols, Borders and Shading.
  4. Prepare a Class Time Table and perform the following operations:  
Inserting the Table, Data Entry, Alignment of Rows and Columns, Inserting and Deleting the Rows and Change of Table Format.
  5. Prepare a Shareholders Meeting Letter for 10 Members Using Mail Merge Operation.
  6. Prepare a Letter to the Editor (News paper)
  7. Prepare Bio- Data by Using Wizard / Template.

### **MS EXCEL**

1. Prepare a mark list of your class (minimum of 5 subjects) and perform the following operations: Data entry, Total, Average, Result and Ranking by using arithmetic and logical Functions and sorting.
2. Prepare Final Accounts (Trading, Profit & Loss Account and Balance Sheet) by using formula.
3. Draw the different types of charts (Line, Pie, Bar) to illustrate year-wise performance of sales, purchase, profit etc. of a company by using chart wizard.
4. Prepare a statement of Bank customer's account showing simple and compound interest calculations for 10 different customers using mathematical and logical functions.
5. Prepare a Product Life Cycle which should contain the following stages:  
Introduction, Growth, Maturity, Saturation, Decline.
6. Converting notepad data into Excel by columns and filters

### **MS POWERPOINT**

1. Design presentation slides for a product of your choice. The slides must include name, brand name, type of product, characteristics, special features, price, special offer etc. Add voice if possible to explain the features of the product. The presentation should work in manual mode.
2. Design presentation slides for organization details for 5 levels of hierarchy of a company by using organization chart.

3. Design slides for the headlines NEWS of a popular TV channel. The Presentation should contain the following transactions:  
Top down, Bottom up, Zoom in and Zoom out.  
The presentation should work in custom mode.
4. Design presentation slides about an organization and perform frame movement by inserting clip arts to illustrate running of an image automatically.
5. Design presentation slides for the Seminar / Lecture Presentation using animation effects and perform the following operations:  
Creation of different slides, changing background color, font color using word art.

## **SEMESTER II**

### **MS ACCESS**

1. Prepare a payroll for employee database of an organization with the following details: Employee id, Employee name, Date of birth, Department and Designation, Date of appointment, Basic pay, Dearness Allowance, House Rent Allowance and other deductions if any. Perform queries for different categories.
2. Create mailing labels for student database which should include at least three tables and each table must have at least two fields with the following details: Roll Number, Name, Course, Year, College Name, University, Address, Phone Number.
3. Gather price, quantity and other descriptions for five products and either in the Access table and create an invoice in form design view.
4. Create forms for the sample table ASSETS.
5. Create report for the PRODUCT database.

### **TALLY AND INTERNET**

1. Create a new company, group, voucher and ledger and record minimum 20 transactions and display the relevant results.
2. Prepare trial balance, Profit and Loss A/c and Balance Sheet (with minimum of any five adjustments).
3. Prepare inventory statement using (Calculate inventory by using all methods).
  - a) FIFO
  - b) LIFO
4. Create an e-mail id and check the mail inbox and website creation

5. Learn how to use search engines and visit yahoo.com, rediff.com, hotmail.com and google.com. Visit your University and College website and collect the relevant data.

## **Pedagogy**

- Demonstration

## SEMESTER I

CODE	COURSE TITLE
18CMUA101	MATHEMATICS FOR BUSINESS

	CIA	ESE	L	T	P	Credit
Allied	25	75	72	3	-	5

### Preamble

- ❖ To equip the students with basic knowledge of mathematical concepts and theories this will help the students to increase their reasoning, analytical and problem solving skill.

### Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Acquire the basic arithmetic operations on matrices.	K1,K2
CO2	Understand the concepts and standards of the set theory, simple and compound interest.	K2
CO3	Acquire the knowledge and applications on derivatives for solving business problems.	K2
CO4	Analyze and solve economic issues using integration.	K4
CO5	Identify the constraint in linear programming models by graphical and analytical method.	K3

**Mapping with Programme Outcomes**

CO <sub>s</sub>	PO1	PO2	PO3	PO4	PO5
CO1	S	M	M	S	S
CO2	S	M	S	S	S
CO3	S	S	S	S	S
CO4	S	S	S	M	S
CO5	M	S	S	S	S

S-Strong; M-Medium

**Syllabus****UNIT I ( 15 hrs.)**

Matrix Basic concepts - Addition and Multiplication of matrices - Inverse of a matrix - Rank of a matrix - Solution of Simultaneous equations – Input - Output Analysis.

**UNIT II ( 15 hrs.)**

Set Theory-Simple and Compound Interest-Effective rate of Interest-Discounting of bills – True Discount-Bankers Discount, Exchanged value of the Bills and Banker's Gain.

**UNIT III ( 15 hrs.)**

Differentiation of Algebraic functions (Trigonometry function are completely excluded)-Meaning of Derivations-Evaluation of First and Second order derivatives-Maxima and Minima-Application to business problems.

**UNIT IV (15 hrs.)**

Elementary Integral Calculus-Determining indefinite and definite integrals of simple functions-Integration by parts Simple Applications to business problems.

**UNIT V (15 hrs.)**

Linear programming problem-Formation-Solution by Graphical method-Solution by Simplex method of Maximization type only (excluding Dual and Big M Method).

**Text Books**

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Navaneethan. P.A.	Business Mathematics and Statistics	Jai Publishers, Tiruchy	Reprint 2015,1 <sup>st</sup> Edition

**Reference Books**

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Kapoor.V.K.	Business Mathematics	Sultan Chand & Sons New Delhi	1994,5 <sup>th</sup> Revised Edition & Reprint
2.	Dr.Vittal. P.R	Business	Margham	2004,6 <sup>th</sup> Revised

		Mathematics and Statistics	Publications, Chennai	Edition
3.	Dharmapadam	Business Mathematics	S.Viswanathan, Chennai	1979,1 <sup>st</sup> Edition

### Web Resources

- <https://books.google.co.in/books?id=K8JkxO8xUV8C&printsec=frontcover&dq=business+mathematics&hl=en&sa=X&ved=0ahUKEwjYIMf7vOvaAhUOTY8KHVEYDywQ6AEIMjAC#v=onepage&q=business%20mathematics&f=false>
- <https://books.google.co.in/books?id=NbrBbVtYYqQC&printsec=frontcover&dq=business+mathematics&hl=en&sa=X&ved=0ahUKEwiTnMyHvevaAhVBqI8KHd-RC4gQ6AEIQzAF#v=onepage&q=business%20mathematics&f=false>

### Pedagogy

- Lecture and Assignment

## SEMESTER II

CODE	COURSE TITLE
18CMUC203	FINANCIAL ACCOUNTING

Category	CIA	ESE	L	T	P	Credit
Core	25	75	72	3	-	4

### Preamble

- ❖ To guide the students for acquisition of technical and problem solving skills in the area of corporate financial reporting.

### Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Understand the concepts of depreciation and Provisions and Reserves.	K1
CO2	Prepare the departmental and branch accounting methods.	K3
CO3	Construct the statement in single entry system and hire purchase accounts.	K2
CO4	Project the various accounting methods for admission and retirement of partners.	K3
CO5	Solve the problems for dissolution of a firm and Piecemeal Distribution methods.	K4

**Mapping with Programme Outcomes**

CO <sub>s</sub>	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	M	S
CO2	S	S	S	S	S
CO3	S	S	L	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	M

S-Strong; M-Medium; L-Low

**Syllabus****UNIT I (15 hrs.)**

Depreciation – Meaning – Need – Causes – Calculation of Depreciation under Income Tax Act 1961 & Under Companies Act 2013 - Provisions and Reserves (Theory only).

**UNIT II (15 hrs.)**

Departmental Accounts – Branch accounts excluding foreign branches.

**UNIT III (15 hrs.)**

Single entry system – Meaning and features – Statement of Affairs method and conversion method. Hire purchase system excluding hire purchase trading accounts.

**UNIT IV (15 hrs.)**

Partnership Accounts —Method of preparations of Capital Accounts – Past adjustments - Admission – Retirement (simple problems only).

**UNIT V (15 hrs.)**

Dissolution of partnership – Insolvency of a partner – Garner Vs Murray (Simple Problems only) - Piecemeal Distribution.

**Note: 20% marks for theory and 80% marks for problem.**

**Text Books**

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Reddy.T.S and Murthy.A	Financial Accounting	Margham Publications, Chennai	2016, 6 <sup>th</sup> Edition

**Reference Books**

Sl.No	Author Name	Title of the Book	Publisher	Year and Edition
1.	Jain.S.P and Narang.K.L	Advanced Accountancy	Kalyani Publishers, New Delhi	2009, 16 <sup>th</sup> Edition
2.	Gupta.R.L. and Radhaswamy.M	Advanced Accountancy	Sultan Chand and Sons, New Delhi	2007, 13 <sup>th</sup> Revised Edition

3.	Maheswari.S.N	Advanced Accountancy	Vikas Publishing House, New Delhi	2001, 10 <sup>th</sup> Revised Edition
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### Web Resources

- <https://books.google.co.in/books?id=02Bke8azRtgC&printsec=frontcover&dq=financial+accounting&hl=en&sa=X&ved=0ahUKEwj4u-X9uuvaAhXLs48KHfxoDnA4ChDoAQg4MAM#v=onepage&q=financial%20accounting&f=false>
- <https://books.google.co.in/books?id=Kbwqv24fg0C&printsec=frontcover&dq=financial+accounting&hl=en&sa=X&ved=0ahUKEwj89KSVvevaAhWJPY8KHc1bDnw4PBDoAQg0MAM#v=onepage&q=financial%20accounting&f=false>

### Pedagogy

- Lecture and Assignment

## SEMESTER II

CODE	COURSE TITLE
18CMUA202	BUSINESS STATISTICS

Category	CIA	ESE	L	T	P	Credit
Allied	25	75	87	3	-	5

### Preamble

- ❖ Enable the students to grasp the knowledge of measures of dispersion, correlation, linear regression, index numbers and time series for interpreting business data.

### Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Classify the data by using descriptive statistics.	K2
CO2	Apply Measures of Central Tendency and Measures of Dispersion.	K4
CO3	Analyze and Interpret the Correlation Co-efficient and Simple Linear Regression Analysis to apply in the Business context.	K4
CO4	Construct a Cost of Living Index Numbers.	K3
CO5	Demonstrate the models of Time Series to forecast the business trend.	K4

### Mapping with Programme Outcomes

CO <sub>s</sub>	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	S	M	S	S	S
CO3	S	S	M	S	S
CO4	M	S	S	S	M
CO5	S	S	S	S	S

S- Strong; M-Medium; L-Low

### Syllabus

#### UNIT I

(18 hrs.)

Meaning and scope of statistics; sources of data: collection of data: primary and secondary

data – Methods of collection of primary data. Classification and Tabulation –Presentation of data by diagrams. Bar diagram and Pie diagram. Graphical representation - Frequency distribution.

**UNIT II (18 hrs.)**

Averages – Simple and weighted, Mean, Median, Mode – their computation – properties and uses. Measures of dispersion – Range, Co – efficient of range. Standard deviation and Co-efficient of variation.

**UNIT III (18 hrs.)**

Correlation - meaning and definition – scatter diagram – Pearson’s correlation co-efficient – Rank correlation - Regression – Properties of regression co – efficient. Meaning of regression – regression equation x on y and y on x – Uses of regression.

**UNIT IV (18 hrs.)**

Index Numbers – Meaning – Uses – Methods of construction – Aggregative and relative types – Tests of an index number –Cost of living Index Number – Methods of construction.

**UNIT V (18 hrs.)**

Time series – Meaning – Components – Models – Business Forecasting – Methods of estimating trend – Method of Simple Average, Moving Average and Least Squares.

**Note: 20% marks for theory and 80% marks for problem.**

**Text Book**

Sl.No.	Author Name	Title of the Book	Publisher	Year and Edition
1.	Navaneethan. P.A	Business Mathematics and Statistics	Jai Publishers, Tiruchy	2016, 1 <sup>st</sup> Edition

**Reference Books**

Sl.No	Author Name	Title of the Book	Publisher	Year and Edition
1.	Gupta.S.P	Statistical Methods	Sultan Chand & Sons, New Delhi	2014, 44 <sup>th</sup> Revised Edition
2.	Pillai.R.S.N.& Bagavathi.V	Statistical Methods	Sultan Chand & Sons, New Delhi	2005, 7 <sup>th</sup> edition
3.	Dr.Vittal. P.R	Business Mathematics and Statistics	Margham Publications, Chennai	2004, 6 <sup>th</sup> Revised Edition

**Web Resources**

- <https://books.google.co.in/books?id=iaNDDAAAQBAJ&printsec=frontcover&dq=business+statistics&hl=en&sa=X&ved=0ahUKEwiv1dGsvevaAhXDQo8KHZN5BUAQ6AEIJjAA#v=onepage&q=business%20statistics&f=false>
- <https://books.google.co.in/books?id=TpccBQAAQBAJ&printsec=frontcover&dq=business+statistics&hl=en&sa=X&ved=0ahUKEwiv1dGsvevaAhXDQo8KHZN5BUAQ6AEIVzAI#v=onepage&q=business%20statistics&f=false>

## **Pedagogy**

- Lecture, PPT, Assignment