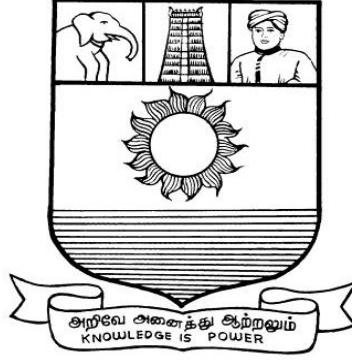# மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்
திருநெல்வேலி – 627 012

Manonmaniam Sundaranar University
Thirunelveli – 627 012.

கல்விசார் நிலைக்குழுக் கூட்டம்

MEETING OF THE STANDING COMMITTEE ON ACADEMIC AFFAIRS HELD ON FRIDAY THE 27th OCTOBER 2017.

Syllabus for Diploma in Business Oriented Computer Applications Course offered through Directorate of Vocational Education (Community Colleges and Extension Learning Programme) from 2017 – 2018

DIPLOMA IN BUSINESS ORIENTED COMPUTER APPLICATIONS

SCHEME OF EXAMINATIONS   Course Code: 5214

Subject code	Title of the Paper	Credit	Hours	Passing Minimum
Semester I				
C17BC11/E17BC01	Fundamentals of Computer and Programming	6	90	40/100
C17BC12/E17BC02	Office Automation and Page Designing	6	90	40/100
C17BC13/E17BC03	Data Base Programming with Visual Basic & Oracle	6	90	40/100
C17CE10/E17CE10	Communicative English	6	90	40/100
C17BCP1/E17BCP1	Programming Skills -Lab	4	60	40/100
Semester II				
C17BC21/E17BC04	Accounting Software and E-Commerce	6	90	40/100
C17BC22/E17BC05	E-Business and Accounts	6	90	40/100
C17LS23/E17LS05	Life Skills	6	90	40/100
C17BCP2/E17BCP2	Visual Basic Oracle and Tally -Lab	4	60	40/100
C17BCPw/E17BCPw	Internship/ Project	10	150	40/100

Eligibility for admission: Pass in 12th std examination conducted by the Govt. of Tamil Nadu Board of Secondary Education, Government of Tamil Nadu or any other equivalent examination.

Examination: Passing Minimum for each paper is 40%. Classification will be done on the basis percentage marks of the total marks obtained in all the papers and as given below:

40 % but less than 50 %	- Third class
50 % but less than 60 %	- Second class
60 % and above	- First class

SYLLABUS

First Semester:
Paper I   : Fundamentals of Computer and Programming
Paper II   : Office Automation and Page Designing
Paper III   : Data Base Programming with Visual Basic & Oracle
Paper IV   : Communicative English
Paper V   : Programming Skills Lab

Second Semester:
Paper VI   : Accounting Software and E-Commerce
Paper VII   : E-Business and Accounts
Paper VIII   : Life Skills
Paper IX   : Visual Basic Oracle and Tally -Lab
Paper X   : Internship/ Project

*(Semester Pattern for Community College Only

(C17BC11/E17BC01)PAPER I - FUNDAMENTALS OF COMPUTER & ROGRAMMING

UNIT- I INTRODUCTION TO COMPUTER

Definition – Generation – Classification application – characteristics of computer – number system – data representation – hardware architecture – memory types – Basic function of a computer – Various operator – Software – system and application software – languages, packages – complier & interpreters – Microprocessor – Pentium series – operating system fundamentals; – Windows 2000

UNIT- II

Problem solving – concept of machine language – Assemble language – High level programming – Algorithms – Flowcharts – Structure of programming languages – Object Oriented Programming, Variable/constants – data types – operators – expressions – statements – control statements; conditional – loop – breaking control statements – strings handling and manipulation.

UNIT- III ARRAYS

Single and multidimensional array – Functions: type of function virtual functions – in line function – friend function – Pointers; pointer declaration – pointers and functions – Structure declaration – structures and functions

UNIT- IV CLASSES

Declaration – constructors – destructors – Inheritance: single inheritance – Multiple inheritance I/O streams files: Type of Stream – opening and closing files – input and output operation

Reference Books:

1. Programming with C++ - John R. Hubbard, Tata McGraw – Hill & Co – Second Edition – 2002.
2. Object Oriented Programming with C++ - E. Balakurusamy TMH – 2003
3. Fundamentals of Computers -2014 by Rajaraman V (Author), Adabala N (Author)

(C17BC12/E17BC02)   OFFICE AUTOMATION AND PAGE DESIGNING
(MS OFFICE, PAGE MAKER)

UNIT- I

Introduction to word processor – Concept of MS Word – creating, Saving, opening & closing files – tool bar – formatting – alignment – enhancement – views – auto – text – sorting text – spelling & grammar – working with graphics & drawings – animating text – creating and customizing tables – working with long documents – conversion to their formats – newspaper column setting – word wrappint – prepare envelop, mail merge – printing – page setup – adding header and footer – Bullet and numbering – border and shading table – short cut keys – working with chart – connection with web page

UNIT- II MS EXCEL

Introduction to worksheet – concept of MS Excel – creating, saving – opening, closing, editing workbooks setup of the page – formula and functions – shortcut keys – cell formatting worksheet – working with graphics – functions – macros – charts – printing.

UNIT- III

Introduction of DBMS – MS-Access – working with file and folder – creating and working with database – creating and designing tables – working with data finding and sorting data.

UNIT –IV

Introduction to Page Maker-Page setup – setting up ruler – Guides – new publication – front style size – naming and saving a publication – master page – creating a redesigned publication – adjusting letter spacing spell checking – indents control palette – duplication and pasting –rotating object – locking objects-aligning objects-objects and control palette-generating table content – using color palette – applying shaping objects – Manipulating text blocks – Importing files – setting tabs and Indents – Formatting characters – Formatting paragraphs – Transforming objects learning Table Editor – Execution in menus – submenus

Text books:

Ms Office 2000 for Every One – Sanjay Saxena, Vikas Publications – 2002
1. Page Maker – William B.Sanders, Galgotia Publications Pvt. Ltd New Delhi
2. Computer Basics with Office Automation by Archana Kumar (Author)

(C17BC13/E17BC03) Paper III DATA BASE PROGRAMMING WITH VISUAL BASIC & ORACLE

UNIT- I

Introduction to Visual Basic, Creating an application IDE, Forms, Controls variables, writing code in Visual Basic, Working with files.

UNIT –II

Menu, MIDI application, Debugging tools, Common dialog Control, Introduction to Database, Working with Data controls, DAO.

UNIT- III

Purpose of Database system-data abstraction data modules-Instance and Scheme-Data independence-DDL (Data Definition Language)-Data Manipulation Language – Database use and Database manager-Relational Algebra.

UNIT- IV

 Introduction to ORACLE Data base system; Relational Database objects – users and schemas – SQL – Oracle server – Database Administration tools – Creating database Applications – Embedded SQL, PI SQL, Data types – Oracle Database Access – default – concurrent – explicit – multi file connections.

Reference Books:

1. Programming with VB6 – Mohammad Azam, Vikas Publications, New Delhi 2001
2. Database system Concepts – Henry F. Korth, Agraham Sibersehatz, Tata McGraw – Hill Publishing Company.
3. Oracle Developer's Guide – David McClanahan, Tata McGraw – Hill Publishing Company, New Delhi.
4. Practical Database Programming with Visual Basic.NET Paperback by Ying Bai (Author)
5. Oracle Database 10g PL/SQL Programming by Scott Urman (Author), Ron Hardman (Author), Michael Mclaughlin (Author)

(C17CE10/E17CE10)   Paper IV COMMUNICATIVE ENGLISH

Unit I: Learning context

Concept of learning – Learning style –Grammatical framework – sentence framing – paragraph and texts

Unit II: Reading

Basic concept – Purposes of reading-Decoding-Reading materials – Barriers of reading

Unit III: Writing

Basic concept-Writing style-Terminology-stages-English spelling and punctuation – Written texts

Unit IV: Speaking

Language functions-Conversation- Features of spoken English – Types of English course:

functional English, English literature, advance English – Phonetic

Unit V: Developing Communication Skills

Meaning –Classroom presence- Features of developing learning process- Practical skills and Listening- uses of communicative English

Reference Books:

1.Raman,m.&S.Sharma (2011) communication skills,OUP,New Delhi: India
2.Communication Skills for Technical Students by Farhatulla (Author)

(C17BCP1/E17BCP1) Paper V PROGRAMMING SKILLS C++

1. Write a program to compute the EMT (Equal Monthly Installment) of loan for a fixed period.
2. Write a program to read and process the marks & display the result of students.
3. Write a program to fix sale target and find out the performance of sales representatives with sales volume.
4. Write a program to prepare the sort list for the 10 salesman according to their sales volume.
5. Write a program to find the sum and difference of any two numbers by using object creation.
6. Prepare a pay roll for the Employees of a company.
7. Estimate the total product sales analysis of a day using operator overloading.
8. Calculate and find the ration of financial control of business concern.
9. Prepare a Electricity Bill and calculate based on different tariff.
   Prepare a student mark list by using pointer

Semester II

(C17BC21/E17BC04) Paper VI ACCOUNTING SOFTWARE AND
E- COMMERCE

UNIT -I INTRODUCTION OF FINANCIAL ACCOUNTING

What is accounting? – Branches of accounting – Main Reports in Financial Accounting System – Double Entry System of Book-keeping Debit and-Credit Entries in Double Entry System – chart of Accounts and Account type – Rules for Recording Transactions – Basic steps in Accounts Compilation and Documents used journal Entry – Basic steps in Accounts Compilation and Document used journal Entry – Subsidiary books – Ledger Posting and Balancing - Consolidating Trial balance – Preparing Profit & Loss Statement – Balance Sheet – Use of Day books in Accounting – receivable and Accounts payable – Bank reconciliation statement.

UNIT- II START-UP TALLY

Basic concepts on Tally works – create a company and introduces the Tally screen – Masters: Account ledgers – Groups – Cost centers & Categories – Budgets – voucher type and currencies – inventory management – Transactions – Account vouchers – Inventory – Reports: Accounting report – inventory reports – MIS Reports – printing Reports of all kinds – Exports of Data

UNIT- III INTRODUCTION TO INTERNET – BROWSERS – CONNECTIONS

Introduction to E-commerce: The scope of E-Commerce – Definition – Internet commerce – Electronic markets – Electronic Data exchange. The value chain – supply chains – Porter's value chain model – inter-organizational value chains – Business capability and E-Commerce implementation.

UNIT- IV

A page on the Web-HTML, basis – Tag client side scripting – Server side scripting. The elements of e-commerce: Internet e-commerce Security – A web site Evaluation Model – Internet Bookshops – Internet Banking – online share dealing.

Text Books:
1. Implementing Tally 6.3 – K.K. Nadhani & A.K. Nadhani, BPB Publications, New Delhi, 2002.
2. E-Commerce : Strategies, Technologies and Application – Devid Whiteley, Tata McGraw – Hill Publishing Company, 2000
3. Minimum Standards for Property Management Accounting Software Michael J. Hanrahan

4. E-COMMERCE, Fifth Edition: AN INDIAN PERSPECTIVE
   By P.T. JOSEPH, S.J.

(C17BC22/E17BC05)Paper VII E-BUSINESS AND ACCOUNTS

Unit I:
Introduction to E-commerce: Introduction, E-commerce or Electronic Commerce- An Overview, Electronic Commerce – Cutting edge, Electronic Commerce Framework

Unit II:
Evolution of E-commerce: Introduction, History of Electronic Commerce, Advantages and Disadvantage of E-commerce, Roadmap of e-commerce in India

Unit III:
Network Infrastructure: Introduction, Network Infrastructure- An Overview, The Internet Hierarchy, Basic Blocks of e-commerce, Networks layers & TCP/IP protocols, The Advantages of Internet, World Wide Web
Unit IV: E-commerce Infrastructure: Introduction, E-commerce Infrastructure-An Overview, Hardware, Server Operating System, Software, Network Website

Unit V:
Managing the e-Enterprise: Introduction, e-Enterprise, Managing the e-Enterprise, E-business Enterprise, Comparison between Conventional Design and E-organisation, Organisation of Business in an e-Enterprise

Reference :
https://www.google.co.in/url?sa=t&rct=j&q=&esrc=s&source=web&cd=9&cad=rja&uact=8&ved=0ahUKEwiD0r7pgujWAhUWTo8KHfhqDTgQFghSMAg&url=https%3A%2F%2Fwww.mhprofessional.com%2Fbusiness&usg=AOvVaw2ZQX1LbXfT2qFqt48RsioU

1. E-Business: Strategic Thinking and Practice: Strategic Thinking and Practice By Brahm Canzer
2. Basic Accounting-By Rajni Sofat

(C17LS23/E17LS05) Paper VIII LIFE SKILL

UNIT- I ATTITUDE :
Positive thinking – Goal setting – Problem Solving and Decision making – Leadership and Team Work.

UNIT- II COMMUNICATION SKILLS:
Oral communication: Concept of English language – Fluency – Verbal communication in official and public situations.

UNIT-III COMMUNICATION SKILLS:
Written Communication: Comprehension – Writing a formal letter like application for Job, enquiry, reply, complaint and such others – preparation of Resume, Curriculum Vitae.

UNIT- IV COMPUTING SKILLS – 1:

Introduction to Computers, its various components and their respective functions – Memory storage devices – Microsoft(MS) Office – MS Word.

UNIT- V COMPUTING SKILLS – 2

Internet Basics – Origin of Internet – MODEM – ISP – Upload – Download – e-mail – Origin of worldwide web (www) Browsers – Search engines.

Reference books:
1. Life skill, Manonmaniam Sundaranar University Publications Division (2011)
2. Developing Entrepreneurial Life Skills: Creating and Strengthening ...
   By Shipra Vaidya

(C17BCP2/E17BCP2) Paper IX VISUAL BASIC, ORACLE AND TALLY LAB

VISUAL BASIC
1. Design Arithmetic calculator,
2. Menu creation with simple file and edit option.
3. Prepare the electricity bill and allow the discount for different Categories.
4. Create database for getting business reports.
5. Calculate the sales commission for sales.
6. Develop payroll for ABC company
7. Search particulars of specified customer form the date base.
8. VB program for conducting test with objective type questionnaire.
9. VB application to design a analog clock.
10. VB application to open a text file display the content on a text box using coming dialog control.

ORACLE
1. Create table for a supermarket.
2. List and view the tables.
3. Select the content of data based on Quarries using SQL
4. Create a view for the table 'emp" (assume your own fields)
5. Update the table "emp" with specific conditions Increase the salary (10%) for all managers.

TALLY

1. **ACCOUNTING:**

   Accounting is the main key feature of Tally and that is what it is known for. The main thought that comes in mind of a person when hearing about tally is accounting.

2. **BILLING:**

   Billing is an inevitable part of any business and its care is duly taken by Tally. Actually billing is included in accounting feature but it has some what a separate function rather than accounting. The best thing in Tally is what when you create a billing entry you did not have to create accounting entry for that bill.

(C17BCPw/E17BCPw) PAPER X INTERNSHIP/ PROJECT
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