

DEPARTMENT OF COMMERCE				CLASS: II B.Com (General)				
Sem	Course Type	Course Code	Course Title	Credits	Contact Hours/week	CIA	Ext	Total
III	Major Core - 10	20U3KMC10	Computer Applications in Business	4	4	25	75	100

Nature of Course			
Knowledge and Skill oriented	✓	Employability oriented	
		Entrepreneurship oriented	

Course Objectives
<ul style="list-style-type: none"> To acquaint knowledge on the fundamentals of computer and its application in business To understand and get working knowledge of M.S.Word and Access. To Create and presentation show of Power Point presentation. To apply the procedures and various functions to create Excel Work sheet. To Access the need and usage of internet.

Unit	Course Contents	Hours	K level	CLO
I	Introduction to Computer Introduction - Types of Computers – Hardware – CPU – Input devices- Output devices – Storage device – Software – Operating System – Programming Language – Application Software – Network – LAN – WAN- Client Server - Information Technology Act , 2000 – Objectives – Salient Features.	12	Up to K2	CLO 1
II	MS Word and MS Excel MS Word – Creating word document - Editing text - Creating a Resume Wizard – Adding and Formatting Numbers and Symbols - Print. MS Excel - Creating Tables, Graphs and Charts – Finance, Mathematical and Statistical Functions. Power Point - Presentation through Templates - An overview of Statistical Package for Social Science (SPSS).	12	Up to K3	CLO 2
III	MS Power Point and MS Access MS Power Point - Creation-Insert Picture-Animation-Creating Multimedia Presentations – Insert-Table and Grapes. MS Access: Introduction – Creation of Table – Preparation of Pay Roll - Report for Product Data Base - Big Data - Data Mining - Data Warehousing – Cloud Computing - Knowledge Management System.	12	Up to K3	CLO 3
IV	Data Base Management Systems Introduction – Meaning - History of Information - Quality of Information - Information Processing - Characteristics of Data in Data Base - Types of Data Base Management Systems.	12	Up to K4	CLO 4

V	Internet Introduction – History – Intranet vs. Extranet – DNS – Connection – Dialup – ISDN, DSL, T1, T3, Wifi, Wireless, Satellite Communication – E-Mail, Chat, Forum, Blog, Newsgroups – Search Engines.	12	Up to K3	CLO 5
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Book for Study

Dr. P. Rizwan Ahmed, “*Introduction to Information Technology*”, 2017, Margham Publications, Chennai.

Books for Reference

1. Alexis Leon & Mathews Leon, “*Fundamentals of Information Technology*”, 2013, Vijay Nicole Imprints Pvt., Ltd., Chennai.
2. R.Paramasiwam, “*Computer Application in Business*”, S. Chan & Company Ltd.
3. Manas Parhi & Jagjit Singh, “*Information Technology for Business*”, 2003, Unistar Books Pvt., Ltd.
4. Dennis P. Curtin, Kim Foley, Kunal Sen, & Cathleen Morin, “*Information Technology*”, 2013, McGraw Hill Education (India)Pvt., Ltd.
5. Chetan Srivastava, “*Principles of Information Technology*”, 2004, Kalyani Publishers, New Delhi.
6. Brain K. Williams & Stacey. C. Sawyer, “*Using Information Technology*”, Third Edition, 2003, Tata McGraw-Hill Publishing Company Ltd., New Delhi.

Web Resources

1. https://www.just.edu.jo/~mqais/CIS99/PDF/Ch.01_Introduction_%20to_computers.pdf
2. https://en.wikipedia.org/wiki/Microsoft_Word
3. <https://byjus.com/govt-exams/ms-excel-basics/>
4. https://www.oreilly.com/library/view/database-systems-concepts/9788177585674/9788177585674_ch26lev1sec4.html
5. https://en.wikipedia.org/wiki/Microsoft_PowerPoint
6. <https://www.guru99.com/what-is-dbms.html>
7. <https://en.wikipedia.org/wiki/Internet>

Pedagogy: Chalk & Talk, Assignments, PPTs

Rationale for Nature of the Course: Can assist and support computer professionals in computerised environment where techno-skills in any business having Automated system

Activities to be given

1. Assignment on creating word document which is used in business dash board.
2. Mini project on finance and statistical models through excel
3. Presentation through PPT for any business issues
4. Demo on internet browsing with respect to any relevant topics

Name of the Course Designer: Dr. A. Karuppusamy, Assistant Professor

LESSON PLAN

Unit	Course Content	Hours	Mode of Teaching
I	Introduction to Computer Introduction - Types of Computers – Hardware – CPU – Input devices	4	Chalk & Talk, PPT, Quiz
	Output devices – Storage device – Software – Operating System – Programming Language – Application Software	4	
	Network – LAN – WAN- Client Server - Information Technology Act , 2000 – Objectives – Salient Features.	4	
II	MS Word and MS Excel MS Word – Creating word document - Editing text - Creating a Resume Wizard – Adding and Formatting Numbers and Symbols - Print.	6	Chalk & Talk, PPT, Quiz
	MS Excel - Creating Tables, Graphs and Charts – Finance, Mathematical and Statistical Functions. Power Point - Presentation through Templates - An overview of Statistical Package for Social Science (SPSS).	6	
III	MS Power Point and MS Access MS Power Point - Creation-Insert Picture-Animation-Creating Multimedia Presentations – Insert-Table and Grapes.	6	Chalk & Talk, PPT, Quiz
	MS Access: Introduction – Creation of Table – Preparation of Pay Roll - Report for Product Data Base - Big Data - Data Mining - Data Warehousing – Cloud Computing - Knowledge Management System.	6	
IV	Data Base Management Systems Introduction – Meaning - History of Information - Quality of Information - Information Processing	6	Chalk & Talk, PPT, Quiz
	Characteristics of Data in Data Base - Types of Data Base Management Systems.	6	
V	Internet Introduction – History – Intranet vs. Extranet – DNS – Connection – Dialup – ISDN, DSL, T1, T3, Wifi, Wireless, Satellite Communication	6	Chalk & Talk, PPT, Quiz Assignment
	E-Mail, Chat, Forum, Blog, Newsgroups – Search Engines.	6	

Course Learning Outcomes:

CLOs	On Completion of the course, the students should able to	K-Level
CLO 1	Describe the various types of computers	Up to K2
CLO 2	Make use of MS Word & Excel for business applications	Up to K3
CLO 3	Develop their presentations using power point and classify data using MS Access	Up to K3
CLO 4	Organize data using Data base management system	Up to K4
CLO 5	Use internet applications for business activities	Up to K3

**Mapping of Course Learning Outcomes (CLOs) with
Programme Outcomes (POs)**

(CLOs)	Programme Outcomes (with Graduate Attributes)					
	PO 1 (Knowledge Base)	PO 2 (Problem Analysis & Investigation)	PO 3 (Communication Skills & Design)	PO 4 (Individual and Team Work)	PO 5 (Professionalism, Ethics and equity)	PO 6 (Life Long Learning)
CLO 1	3	2	2	2	2	3
CLO 2	2	3	2	3	2	3
CLO 3	2	3	2	3	2	3
CLO 4	2	2	2	2	2	3
CLO 5	2	2	2	2	2	3

3- Advance Application 2- Intermediate Level 1- Basic Level

Mapping of Course Learning Outcomes (CLOs) with Programme Specific Outcomes (PSOs)

(CLOs)	Programme Specific Outcomes (with Graduate Attributes)					
	PSO 1 (Knowledge Base)	PSO 2 (Problem Analysis & Investigation)	PSO 3 (Communication Skills & Design)	PSO 4 (Individual and Team Work)	PSO 5 (Professionalism, Ethics and equity)	PSO 6 (Life Long Learning)
CLO 1	3	2	2	2	2	3
CLO 2	2	3	2	3	2	3
CLO 3	2	3	2	3	2	3
CLO 4	2	2	2	2	2	3
CLO 5	2	2	2	2	2	3

3- Advance Application 2- Intermediate Level 1- Basic Level

Formative Examination- Blue Print

Articulation Mapping – K Levels with Course Learning Outcomes (CLOs)

CIA	CLOs	K- Level	Section A MCQ	Section B Short Answers	Section C (Either/Or Choice)	Section D (Open Choice)
I	CLO 1	Up to K2	2 (K1& K2)	1 (K1)	2 (K2&K2)	2(K2 & K2)
	CLO 2	Up to K3	2 (K1& K2)	2 (K2)	2 (K2&K2)	1(K3)
II	CLO 3	Up to K3	2 (K1& K2)	2 (K2)	2 (K2&K2)	1(K3)
	CLO 4	Up to K4	2 (K1& K2)	1 (K2)	2 (K3&K3)	2(K4 & K4)
No. of Questions to be asked			4	3	4	3
No. of Questions to be answered			4	3	2	2
Marks for each question			1	2	5	10
Total Marks for each section			4	6	10	20

Distribution of Marks with K Level for CIA I & CIA II

CIA	K Levels	Section A (Multiple Choice Questions)	Section B (Short Answer Questions)	Section C (Either/Or Choice)	Section D (Open Choice)	Total Marks	% of (Marks without choice)	Consolidated
I	K1	2	2	-	--	4	6.67	67%
	K2	2	4	10	20	36	60.0	
	K3	-	-	10	10	20	33.33	33%
	Marks	4	6	20	30	60	100	100%
II	K1	2	-	-	--	2	3.34	34%
	K2	2	6	10	--	18	30.00	
	K3	-	-	10	10	20	33.33	33%
	K4	-	-	-	20	20	33.33	33%
	Marks	4	6	20	30	60	100	100%

CLO5 will be allotted for individual Assignment which carries five marks as part of CIA component.

Summative Examination -Blue Print

Articulation Mapping – K Levels with Course Learning Outcomes (CLOs)

Units	CLOs	K- Level	Section A (MCQs)	Section B (Short Answers)	Section C (Either/Or Choice)	Section D (Open Choice)
1	CLO 1	Up to K2	2 (K1&K2)	1 (K1)	2 (K1&K1)	1(K2)
2	CLO 2	Up to K3	2 (K1&K2)	1 (K1)	2 (K2&K2)	1(K3)
3	CLO 3	Up to K3	2 (K1&K2)	1 (K2)	2 (K3&K3)	1(K3)
4	CLO 4	Up to K4	2 (K1&K2)	1 (K2)	2 (K4&K4)	1(K4)
5	CLO 5	Up to K3	2 (K1&K2)	1 (K2)	2 (K3&K3)	1(K3)
No. of Questions to be asked			10	5	10	5
No. of Questions to be answered			10	5	5	3
Marks for each question			1	2	5	10
Total Marks for each Section			10	10	25	30

Distribution of Marks with K Level for Summative Examination

K Levels	Section A (MCQs)	Section B (Short Answers)	Section C (Either/Or Choice)	Section D (Open Choice)	Total Marks	% of (Marks without choice)	Consolidated
K1	5	4	10	-	19	15.83	42%
K2	5	6	10	10	31	25.83	
K3	-	-	20	30	50	41.67	42%
K4	-	-	10	10	20	16.67	16%
Total	10	10	50	50	120	100	100%

NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.