

**(Abstract)**

M Com (Five Year Integrated) Programme CBCSS in the Dept of Commerce & Business Studies at Dr P K Rajan Memorial Campus, Nileswaram - Scheme and Syllabus part of IV Semester Core Course 4C02ICOM - Software for Accounting and Data Management -Modified - Approved & Implemented w. e. f 2022 admission - Orders Issued.

**ACADEMIC C SECTION**

ACAD C3/1010/Int. MCom./2022

Dated: 10.04.2024

- Read:-1. UOs of even number dated 20/01/2023 & 10/10/2023.  
2. Letter No DCBS/Regulation/Feb 2024 dated 15/02/2024 from the Course Coordinator, Dept of Commerce & Business Studies, Dr P K Rajan Memorial Campus, Nileswaram  
3. Minutes of the meeting of the Department Council dated 17/01/2024

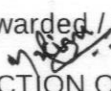
**ORDER**

1. As per paper read 1<sup>st</sup> above, Scheme (All Semesters) , Syllabus & Pattern of Question Papers (1st to 6th semesters) for M. Com (Five Year Integrated) Programme CBCSS was implemented in the Dept of Commerce & Business Studies, Dr P K Rajan Memorial Campus, Nileswaram w. e. f 2022 admission.
2. As per paper read 2<sup>nd</sup> above, the Course Coordinator, Dept of Commerce & Business Studies, Dr P K Rajan Memorial Campus, Nileswaram proposed to revise the evaluation criteria of the IV Semester Core Course **4C02ICOM - Software for Accounting and Data Management** as CE (40%) & ESE (60%) instead of CE-40% and ESE -60% (30% Theory & 30% Practical) by avoiding the split up of ESE into Theory & Practical, for focusing solely on the practical aspect, which includes practical records and viva. The Course Coordinator forwarded the modified Scheme part (All Semesters) and the detailed Syllabus part of the IV Semester Core Course **4C02ICOM - Software for Accounting and Data Management**.
3. Department Council as per paper read 3<sup>rd</sup> above approved the above modification of evaluation criteria of the IV Semester Core Course **4C02ICOM - Software for Accounting and Data Management**.
4. The Vice chancellor, after considering the matter in detail, and in exercise of the powers of the Academic Council conferred under Section 11(1) Chapter III of Kannur University Act 1996 and all other enabling provisions read together with, **approved the modification of evaluation criteria of the IV Semester Core Course 4C02ICOM - Software for Accounting and Data Management** and implemented the same w. e. f 2022 admission.
5. The modified Scheme part (All Semesters) as well as the detailed syllabus part of the IV Semester Core Course **4C02ICOM - Software for Accounting and Data Management** is uploaded in the Official website of the University .
6. Orders are issued accordingly.

Sd/-  
**Narayanadas K**  
**DEPUTY REGISTRAR (ACAD)**  
For REGISTRAR

To: 1. Dr A Ashokan, Expert Committee Convenor (MCom Integrated Programme)  
2. Course Director, Dept of Commerce & Business Studies, Dr P K Rajan memorial Campus, Nileswaram

Copy To: 1. PA to CE (to circulate among the sections of Examination Branch concerned)  
2. EP IV/ EX C1 (Exam)  
3. DR I/DR II/AR II/AR VIII (Exam)  
4. PS to VC/ PA to R  
5. DR / AR I/ AR II (Acad)  
6. Computer Programmer  
7. Webmanager (to upload in the University Website)

Forwarded / By Order  
  
SECTION OFFICER



## M COM FIVE YEAR INTEGRATED PROGRAMME (CBCSS)

### SEMESTER WISE COURSES, WORK AND CREDIT DISTRIBUTION STATEMENT

SEMESTER	COURSE CODE	TITLE OF THE COURSE	TYPE OF COURSE	COURSE CODE	CREDIT	HOURS PER WEEK	MAX. MARK (ESE 60+ CE 40)
<b>First</b>	1A01IENG	English Common Course I	AECC	A	4	5	100
	1A01IMAL/HIN	Additional Common Course I	AECC	A	4	5	100
	1B01ICOM	Business Organization and Management	CC	B	4	5	100
	1B02ICOM	Business Statistics	CC	B	4	5	100
	1B03ICOM	Financial Accounting	CC	B	4	5	100
	<b>Total</b>					<b>20</b>	<b>25</b>
<b>Second</b>	2A02IENG	English Common Course II	AECC	A	4	5	100
	2A02IMAL/HIN	Additional Common Course II	AECC	A	4	5	100
	2B04ICOM	E- Commerce	CC	B	4	5	100
	2C01ICOM	Applied Calculus and Linear Algebra	SEC	C	4	5	100
	2B05ICOM	Business Regulatory Framework	CC	B	4	5	100
	<b>Total</b>					<b>20</b>	<b>25</b>
<b>Third</b>	3A03IENG	English Common Course III	AECC	A	3	4	100
	3B06ICOM	Corporate Accounting	CC	B	5	6	100
	3B07ICOM	Company Law and Administration	CC	B	4	5	100
	3D01ICOM	Microeconomics	GEC	D	4	5	100
	3B08ICOM	Goods and Services Tax	CC	B	4	5	100
	<b>Total</b>					<b>20</b>	<b>25</b>
<b>Fourth</b>	4A04IENG	English Common Course IV	AECC	A	3	4	100
	4D02ICOM	Macroeconomics	GEC	D	4	5	100
	4B09ICOM	Cost Accounting	CC	B	5	6	100
	4C02ICOM	Software for Accounting and Data Management	SEC	C	4	5	100(60 Practical + CE 40)

	4C03ICOM	Entrepreneurship Development	SEC	C	4	5	100
	<b>Total</b>				<b>20</b>	<b>25</b>	<b>500</b>
<b>Fifth</b>	5C04ICOM	Financial Management	DSEC	C	4	5	100
	5B10ICOM	Banking and Insurance	CC	B	4	5	100
	5C05ICOM	Investment Management	DSEC	C	4	5	100
	5B11ICOM	Auditing	CC	B	4	5	100
	5C06ICOM	Research Methodology	SEC	C	4	5	100
	<b>Total</b>					<b>20</b>	<b>25</b>
<b>Sixth</b>	6C07ICOM	Business Analytics	DSEC	C	5	6	100
	6C08ICOM	International Financial Management	DSEC	C	4	5	100
	6B12ICOM	Management Accounting	CC	B	5	6	100
	6B13ICOM	Income Tax Law and Practice	CC	B	4	6	100
	6B14ICOM	Project Work	CC	B	2	2	100
	<b>Total</b>					<b>20</b>	<b>25</b>
<b>Sub Total of I to VI Semesters</b>					<b>120</b>	<b>150</b>	<b>3000</b>
<b>Seventh</b>	7B15ICOM	Indian Economic Development	CC	B	4	5	100
	7B16ICOM	Business Environment and Policy	CC	B	4	5	100
	7B17ICOM	Data Modelling and Forecasting I	CC	B	4	5	100
	7B18ICOM	Corporate Tax Planning and Management	CC	B	4	5	100
	7B19ICOM	Advanced Corporate Accounting	CC	B	4	5	100
	<b>Total</b>					<b>20</b>	<b>25</b>
<b>Eighth</b>	8B20ICOM	Strategic Management	CC	B	4	5	100
	8B21ICOM	Data Modelling and Forecasting II	CC	B	4	5	100
	8B22ICOM	Business Data Analytics and Management	CC	B	4	5	100

	8B23ICOM	Research Methodology in Social Science	CC	B	4	5	100
	8B24ICOM	International Business	CC	B	4		100
		<b>Total</b>			20	20	500
<b>Ninth</b>	9C05ICOM	Investment Analysis and Portfolio Management	DSEC	4	5	100	
	9C06ICOM	Derivatives and Risk Management	DSEC	4	5	100	
	9B29ICOM	Organization Behavior	CC	4	5	100	
	9B30ICOM	Advanced Cost Accounting	CC	4	5	100	
	9B31ICOM	Econometrics	CC	4	5	100	
		<b>Total</b>		20	25	500	
<b>Tenth</b>	10C07ICOM	Working Capital Management	DSEC	4	5	100	
	10C08ICOM	Financial Reporting	DSEC	4	5	100	
	10B32ICOM	Internship**	CC	4	5	100	
	10B33ICOM	Project Work	CC	4	5	100	
	10B34ICOM	Viva voce	CC	4	2	100	
		<b>Total</b>		20	22	500	
		<b>Sub Total of VII to X Semesters</b>		80		2000	
		<b>Grand Total</b>		200		5000	

\* Software for Accounting and Data Management hours per week is divided in to2 hours for theory and 3 hours for practical

\*\* Students shall undergo a one month internship during summer vacation in theeighth/ninth semester.

## SOFTWARE FOR ACCOUNTING AND DATA MANAGEMENT

SEMESTER	COURSE CODE	HOURS/ WEEK	CREDIT	MARK 100		EXAM HRS
				CE	ESE	
IV	4C02ICOM	05	04	40	60 Practical	3 Hours Practical

### Course Objectives

To develop theoretical and practical knowledge for application of software in business. This course helps the students to enhance the software skill in office packages and computerized accounting.

### Course Outcome

After studying this course students are able to;

1. Apply computer software to take business decisions
2. Prepare financial accounts using Accounting software.
3. Prepare, edit and handle office documents.
4. Prepare and edit spreadsheets.
5. Familiarize with presentation tools

### Unit I

Working with Word processor - Basic Menus - Document Creation - Table - Mail Merge. Presentation tool: Basics- Slide preparation - Animation - Transitions - Slideshow- Designing a Database - Basis -Applications- Creating a new database, table, form, query- creation of report.

(15 Hours)

### Unit II

Spread Sheets - Basics - Applications- Working with spread sheets- Working with Cell and Cell Addresses - Cell formatting options - Elements of Chart - Categories - Create and Edit Chart - Working with Different Charts: Bar, Line and Pie Charts.

(15 Hours)

### Unit III

Advanced Uses of Spreadsheet: Use of Formulae and Functions – Logical: AND, IF, NOT, OR, TRUE - Financial: DB, FV, IPMT, IRR, NPV, PMT and PV – Statistical: AVERAGE, COUNT, COUNTIF, MAX, MIN, MEDIAN, MODE, Standard Deviation - Mathematical: PRODUCT, SQRT, SUM, SUMIF - Pivot Tables - Data Consolidation

(15 Hours)

## Unit IV

Introduction to Computerized Accounting: Basics- Features - Advantages -Tally - Technological advantages of tally- Tally Screen components -Creation of Company- selecting a company - altering/modifying company creation details - Deleting a company - F11 Features - F 12 Configuration.-Creating Single &Multiple Ledger -Creation of Primary Account Groups - displaying, altering and deleting account groups and ledgers – Accounting vouchers-Trial Balance - Profit and Loss Account  
- Balance Sheet

(15 Hours)

## Unit V

Working with stock groups - Creating single/multiple stock items – Creating - Displaying, Altering and Deleting Stock Groups, Unit of measure, Stock items -Inventory Reports - Stock Summary - Cost categories- Cost Centers - Creating- Displaying, Altering and Deleting Cost Categories and Cost Centers - Budgets - Bank reconciliation statement -Creating TDS voucher types - TDS reports - GST terminologies - Ledgers and vouchers pertaining to GST - Ledger Creation - Creation of CGST, Input SGST –Input IGST- GST reports.

(15 Hours)

### Unit Wise Weightage for Question Paper Settings

Unit	I	II	III	IV	V
Weightage (Percentage)	20	15	25	15	25

### Books for Reference:

1. Microsoft Office 2019 for Dummies, Want Wallace, Wiley India Pvt Ltd
2. Tally Essential Level 1, Tally Education Pvt Ltd., Sahaj Enterprises, 2021
3. Viescas, John L and Conrad Jeff , Microsoft Office Access 2013 Inside Out.