THIRUVALLUVAR UNIVERSITY
BACHELOR OF SCIENCE

B.Sc. INFORMATION SYSTEM MANAGEMENT

UNDER CBCS
(With effect from 2020 - 2021)

The Course of Study and the Scheme of Examinations

S. No.	Part	Study Components / Course Title		Ins. Hrs / week	Credit	Title of the Paper	Maximum Marks		
							CIA	Uni. Exam	Total
		SEMESTER I					CIA	Uni. Exam	Total
1	I	Language	Paper-1	6	4	Tamil/Other Languages	25	75	100
2	II	English (CE)	Paper-1	6	4	**Communicative English I**	25	75	100
3	III	Core Theory	Paper-1	6	4	Introduction to Information Technology	25	75	100
4	III	Core Practical	Practical-1	4	0		0	0	0
5	III	Allied -1	Paper-1	4	3	(to choose any 1 out of 2) 1. Mathematical Foundations 2. Financial Accounting I	25	75	100
6	III	Allied- 1	Practical-1	2	0		0	0	0
7	**III**	**PE**	**Paper 1**	**6**	**3**	**Professional English II**	**25**	**75**	**100**
8	IV	Environmental Studies		2	2	Environmental studies	25	75	100
		Sem. Total		**36**	**20**		**150**	**450**	**600**
		SEMESTER II					CIA	Uni. Exam	Total
8	I	Language	Paper-2	6	4	Tamil/Other Languages	25	75	100
9	II	English (CE)	Paper-2	6	4	**Communicative English II**	25	75	100
10	III	Core Theory	Paper-2	5	4	Business Accounting Software	25	75	100
11	III	Core Practical	Practical-1	3	2	Office Automation Lab	25	75	100
12	III	Allied-1	Paper-2	4	3	(to choose any 1 out of 2) 1. Statistics 2. Financial Accounting I	25	75	100
13	III	Allied Practical - 1	Practical-1	2	2	(to choose any 1 out of 2) 1. Mathematical Foundation & Statistics 2. Tally Lab	25	75	100
14	**III**	**PE**	**Paper 1**	**6**	**3**	**Professional English II**	25	75	100
15	IV	Value Education		2	2	Value Education	25	75	100
16	IV	Soft Skill		2	1	Soft Skill	25	75	100
		Sem. Total		**36**	**25**		**225**	**675**	**900**

THIRUVALLUVAR UNIVERSITY

B.Sc. INFORMATION SYSTEM MANAGEMENT

SYLLABUS

UNDER CBCS

(With effect from 2020-2021)

SEMESTER I

PAPER - 1

INTRODUCTION TO INFORMATION TECHNOLOGY

UNIT - I

Basics of Information Technology: Definition - Information Technology for Business - Technological Trends in IT - Applications of Information Technology - Information technology law **- Introduction to Computers**: Definition - Characteristics of a Computer - Classification of Computers - Basic Anatomy of the Computer - Applications / Uses of Computers in different fields

UNIT – II
Input and Output Devices: Input Devices **-** Output Devices - Data Representation - Programming Languages / Computer Languages - **Software**: System Software - Application Software - Difference between System Software and Application Software - Device Drivers - Computer Viruses, Bombs, Worms - Types of Viruses

UNIT – III
Data Communication and Computer Networks: Data Communication - Computer Network - The Uses of a Network - Types of Networks: LAN, MAN, WAN - -Intranet and Extranet - Network Topologies- Transmission Media: Guided Transmission Media - Wireless Transmission

UNIT – IV
Internet and its Applications : History of Internet - Uses of Internet / Application of Internet- Advantages of Internet - ISP - Internet Services - IP Address - Web Browser - URL - DNS - Internet Explorer - Types of internet connections - E-mail - Search Engine

UNIT – V

Operating System: Evolution of operating systems - Function of Operating System - Classification of Operating –System - Example of Operating System – DOS –Windows – UNIX - Linux - Difference between Windows and DOS- Difference between Linux and Windows.

TEXT BOOKS:

1. Introduction to Information Technology PelinAksoy, Laura DeNardis, Cengage Learning India PrivateLimited.

2. Alexis Leon and Mathews Leon, "Fundamentals of Information Technology",Vikas Publishing House Pvt.Ltd.

3. Dr.P.Rizwan Ahmed, Introduction to Information Technology, Second Edition (2016), Margham Publications,Chennai.

WEB REFERENCES:

1. https://www.sophia.org/tutorials/basic-introduction-to-information-technology

2. http://iiscs.wssu.edu/drupal/node/4327

3. http://www4.comp.polyu.edu.hk/~csajaykr/comp5131.html

4. https://www.hfcc.edu/catalog/courses/cis-100

ALLIED - 1

PAPER-1

A. MATHEMATICALFOUNDATIONS

UNIT – I: SYMBOLICLOGIC

Proposition, Logical Operations, Conjunction, disjunction, negation, conditional and bi-conditional operators, Converse, Inverse, Contra positive, logically equivalent, tautology and contradiction.

UNIT – II

Sets, Set Operations, Venn diagram, Properties of Sets, Number of Elements in a Set, Cartesian product.

UNIT – III

Multiplication of Matrices, Singular and Non-Singular Matrices, Ad joint of a Matrix, Inverse of a Matrix symmetric and skew-symmetric, Hermitian and skew- Hermitian, Orthogonal and unitary matrices, Rank of a matrix, Solution of Simultaneous Linear equations by Cramer's rule.

UNIT – IV: MATRICES (Cond)

Test for Consistency and Inconsistency of linear equations, [Rank Method], Characteristic roots and characteristic Vectors, Cayley – Hamilton theorem.

UNIT – V: NUMBER THEORY

Prime Number – Composite Number – Decomposition of a Composite Number as a Product of Primes Uniquely [without proof] – Divisors of Positive integer – Congruence Modulo n-Euler Function [without proof] – Highest power of a Prime Number p Contained inn!

Recommended Text:

1. P.R. Vittal – Mathematical – Margam Publication, (For units 1 to4).
2. P.R. Vittal Algebra, Analytical Geomentry and Trigonomentry (For unit 5) – Margam Publications.

REFERENCE BOOKS:

1. An Introduction to Symbolic Logic –SussaneKathrina Langer,1937

2. A Mathematical Introduction to Logic – HerbertEndettan,1972

3. Advanced Number Theory with Applications- Hardcover, Mollin ARichard

B. FINANCIAL ACCOUNTING – I

UNIT – I

Need, concepts and conventions – Accounting Equation – Rectification of errors – Bank Reconciliation Statement – Self balance ledgers.

UNIT – II

Depreciation, Reserves and Provisions – Depreciation, Depletion and Amortization – Objectives of Providing Depreciation – causes of depreciation – methods of recording depreciation – straight line method – Diminishing Balance Method – Changes in method – Insurance Policy Method – Machine Hour Rate Method – Depletion Method – Revaluation Method.

UNIT – III

Account current – Average Due date – Insurance Claim – Abnormal items – Loss of property and Stock – Average clause – Loss of Profit.

UNIT – IV

Final Accounts – Introduction – Manufacturing Account – Trading Account – Distinction between capital and Revenue expenditure – Profit and Loss Account – Balance Sheet – Various adjustments – Classification of Assets and Liabilities – Adjustments.

UNIT – V

Single Entry – Objectives – Definition – Salient features – Limitations of Single Entry – Ascertainment of Profit – Statement of Affairs Method – Conversion Method – Difference between statement of Affairs and Balance Sheet.

REFERENCE BOOKS:

1. M.C. Shukla, T.S. Grewal. Advanced Accounts (Volume – I) S.Chand& Co Ltd., NewDelhi.
2. T.S. Reddy&A.Murthy – Financial Accounting – Margahan Publications,Chennai.
3. R.S.N. Pillai, Bagawathi&S.Uma – Advanced Accounting (Financial Accounting) Volume I, S.Chand& Co Ltd., NewDelhi.
4. R.L.Gupta& V.K. Gupta, Financial Accounting , Sultan Chand & Sons, NewDelhi.
5. S.P.Jain& K.L. Naranj, Advanced Accountancy, KalayaniPublications , New Delhi, Ludhiana.

SEMESTER II
PAPER - 2

UNIT I   **BUSINESS ACCOUNTING SOFTWARE**

Introduction to word- starting word - Creating short cut for word – creating word documents – creating business letters using wizards – editing word documents – inserting objects formatting documents – spelling and grammar check – word count – thesaurus auto correct working with tables – saving, opening and closing documents – mail merge.

UNIT II

Introduction to spread sheets – MS Excel and its features – what is on the screen - Building work sheets – entering data in work sheets, editing and formatting work sheets – creating and formatting different types of charts – application of financial and statistical function

UNIT III

Fundamentals of Computerized accounting – Computerized accounting Vs manual accounts. Architecture and customization of tally – Features of tally – Configuration of Tally screens and menus – Creation of company – Creating of groups – Editing and deleting groups - Caution of ledgers - Editing and deleting ledgers

UNIT IV

Introduction to vouchers – Vouchers entry payment voucher – Receipt voucher - Sales vouchers – Purchase vouchers – contra voucher - Journal vouchers – Editing and deleting vouchers. Introduction to Inventories – Creation of stock categories – Creation of Stock groups – Creation of Stock items – Configuration and features of stock item – Editing and deleting stocks

UNIT V

Introduction to cost – Creation of cost category – Creation cost centers- Editing and deleting cost centers & categories – Usage of cost category and cost centers in vouchers entry - Budgetary controls – Creation of budgets – Editing and deleting budgets – Generating and printing reports in detailed and condensed format. Day books – Balanced sheets – Trial balance – Profit and Loss Account –Found flow statement - Cost centre report – Inventory report Bank reconciliation statement

TEXT BOOKS:

1. Dr. S.V. SrinivsasaVallabhan -Computer Applications in Business – SultanChand Publication.

2. Dr.P.Rizwan Ahmed,[2016] Computer Application in Business Including Tally ERP9, Margham Publications,Chennai

REFERENCES:

1. Nandhani A K, Mastering Tally ERP.9, BPB Publications, NewDelhi.

2. Dinesh Maidasani, Mastering Tally ERP.9, Firewall Media, NewDelhi

3. Ashok K Nadhani, Tally ERP.9 Training Guide, BPB Publications NewDelhi

4. Wayne Winston, Microsoft Excel Data Analysis and Business Modeling, Microsoft Press, Fifth edition, 2016

WEB REFERENCES

1. www.tallyerp9help.com/

2. www.tallyschool.com/tally-erp-9-books/

3. www.tallychampsclub.com/Tally.ERP9_Book.aspx

4. www.tallyhelp.org/tallybook.html

CORE PRACTICAL - I

OFFICE AUTOMATION LAB

MS- Word

1. Prepare a leave letter in Ms –word.
2. Create a News Paper format document in Ms – Word.
3. Prepare a calendar in Ms -Word.
4. Business Letter using Mail MergeConcept.
5. Prepare a Greeting card for New Year in Ms -Word.
6. Create an Advertisement using Bullets and Numbering in Ms –Word

MS- Excel

1. Prepare a Mark List for nstudents.
2. Arrange data in Ascendingorder
3. Arrange data in Descendingorder
4. Pay billPreparation
5. Preparing various types ofGraphs
6. EB billPreparation

Internet

1. Creation of E-mailID
2. Composing and SendingE-Mails'
3. Sending E- Mail with attachment
4. Downloading Files, Text, Pictures fromE-Mail.
5. Deleting mails.
6. Checking Spam and Box waitinglist.

REFERENCES:

1. M S Office – S SShrivatsava

ALLIED - 1

PAPER - 2

A. STATISTICS

UNIT – I

Measure of Central Tendency – Mean, Median, Mode and their Merits and Demerits.

UNIT – II

Measure of Dispersion – Range, Mean Deviation, Quartile Deviation, Standard Deviation, Co-Efficient of Variation.

UNIT – III

Skewness – Karl Pearson's and Bowley's Co-Efficient of Skewness.

UNIT – IV

Correlation and regration

UNIT – V

Index Numbers – Moving averages 3-yearly, 4-yearly, 5-yearly weighted aggregate index laapey's Method Paaschy's method fishers ideal method Marshall Edge worth Method family budget method – Seasonal index method.

Recommended Text:

1.   S.P. Gupta Statistical Methods – Sultan Chand &Sons.

REFERENCES:

1. Statistics for Management- by Richard l Levin , David SRubin
2. Complete Business Statistics by Amir D Aczel, JayavelSounderpandian

B. FINANCIAL ACCOUNTING – II

Objective

To gain knowledge of accounting in General, to understand the system of Finance Account.

UNIT – I

Branch Accounts – Objects of Branch Accounts – Types of Branches – Dependent Branch – Stock and Debtor System – Accounting System – Independent Branch (foreign branch excluded) – Incorporation of branch trial balance in head office books.

UNIT – II

Departmental Accounts – Distinction between departments and branches – Allocation of Common expenses – expenses other than allocation – Inter departmental transfer at cost of selling price.

UNIT – III

Hire Purchase System – Accounting treatment – Calculation of Interest – books of HirePurchasesandHireVendor–Defaultandrepossession–Hirepurchasetradingaccount – Installment system – Distinction between Hire Purchase and Installment purchase system – Accounting treatment – books of buys and seller.

UNIT – IV

Partnership Accounts – Fundamentals – Profit and Loss appropriation account – Admission – adjustments in the profit sharing ration – adjustment for revaluation of assets and liabilities – treatment of good will – adjustments for good will – adjustment of undistributed profit or loss – adjustment – rearrangement of capitals – Retirement and death of partners – various adjustments – Joint Life Policy.

UNIT – V

Partnership Accounts – Dissolution of firm – Settlement of accounts – accounting treatment for goodwill and unrecorded assets and liabilities – Insolvency of a partner – Garner U Murray – Fixed and Fluctuating Capital – all partners insolvency – Gradual realization and Piecemeal distribution – proportionate Capital Method – Maximum loss Method.

Reference Books:

1.   M.C. Shukla, T.S. Growal, Advanced Accounts (Volume 1), S. Chand & Co. Ltd., NewDelhi.
2.   T.S. Reddy & A. Murthy – Financial Accounting – Margham Publications,Chennai.
3.   R.S.N. Pillai, Bagavathi& S. Uma – Advanced Accounting (Financial Accounting) Volume – 1, S. Chand & Co. Ltd., NewDelhi.
4.   R.L. Gupta & V.K. Gupta, Financial Accounting, Sultan Chand & Sons, NewDelhi.
5.   S.P. Jain & K.L. Narang, Advanced Accountancy, Kalyani Publications, New Delhi, Ludhiana.
6.   Dr. S. Ganesan, S.R. Kalavathy, Thirumalai Publications,Nagarkoil.

ALLIED PRACTICAL - I

A. MATHEMATICAL FOUNDATION &STATISTICS

Exercises:

1. Finding Rank of aMatrix.

2. Verification of Cayley HamiltonTheorem.

3. Tautology andContradiction.

4. Drawing VennDiagrams.

5. Mean – Median – Mode.

6. Mean Deviation – Quartile Deviation, Co-efficient ofVariation.

7. Skewness.

8. Correlation.

9. Regression.

10. MovingAverage.

REFERENCE BOOKS:

1. An Introduction to Symbolic Logic –SussaneKathrina Langer,1937

2. A Mathematical Introduction to Logic – HerbertEndettan,1972

3. Advanced Number Theory with Applications- Hardcover, Mollin ARichard

4. Statistics for Management- by Richard l Levin , David SRubin

5. Complete Business Statistics by Amir D Aczel, JayavelSounderpandian

B. TALLY PRACTICAL

1. Prepare trading and Profit and Loss Account and Balance Sheet of aCompany.

2. Cost category and costcentre

3. Bank ReconciliationStatement

4. Inventory andstock

5. Invoicing

6. InterestCalculation

7. Consolidation of accounts

8. SecurityControl

9. Display andReporting

10. Scenario Management and Miscellaneous reports.

REFERENCES:

1. Nandhani A K, Mastering Tally ERP.9, BPB Publications, NewDelhi.

2. Dinesh Maidasani, Mastering Tally ERP.9, Firewall Media, NewDelhi
Ashok K Nadhani, Tally ERP

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