North Maharashtra University, Jalgaon

FACULTY OF COMMERCE & MANAGEMENT

Structure and Syllabus of –

D. C. M.

W.E.F. Academic Year 2011-12

North Maharashtra University, Jalgaon

(NACC Accredited 'B' Grade University)

FACULTY OF COMMERCE & MANAGEMENT

STRUCTURE OF D.C.M.

W.E.F. FROM ACADEMIC YEAR: 2011-12

Sr. No.	Subject Code	Subject	Maximum Marks
1	1.1	Office Management	100
2	1.2	Tally ERP	100
3	1.3	MS-Access and VB 6.0	100
4	1.4	E-Commerce & Internet Services	100
5	1.5	Computer Animation	100
6	1.6	Practical	100
7	1.7	Project	100

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D.C.M.

1.1 Office Management

60 + 40 Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100

[Total Lectures: 50]

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1. Office Automation   **Lectures: 5**

1.1. Introduction to Microsoft Office,
1.2. Overview of the Office 2007 Applications,
1.3. Overview of the Primary Office programs.

2. Microsoft Word   **Lectures: 15**

2.1. Create a New Document using template, wizard & working with text,
2.2. Open an Existing Document,
2.3. Save the document in different format,
2.4. print the document,
2.5. Find and Replace Text,
2.6. Spelling and Grammar Checking,
2.7. Character Formatting, Paragraph Formatting, Page Formatting,
2.8. Multicolumn News letter, styles, Themes, and Templates,
2.9. List, Create an Index, Create & Manage Tables,
2.10. Create a Cover Page, Insert Graphics into a Document,
2.11. Add a Chart or Worksheet to a Document, Insert a Symbol,
2.12. Use AutoCorrect to Improve Your Typing,
2.13. Hyphenation, Add a Watermark, Building Blocks,
2.14. AutoFormat Your Document, Add a Header or Footer,
2.15. Write Form Letters with Mail Merge, Add WordArt to a Document.

3. Microsoft Excel   **Lectures: 15**

3.1. Create a New Workbook & Enter Data into a Worksheet,
3.2. Open an Existing Worksheet,
3.3. Print a Worksheet, Excel Formulas,
3.4. Copy and Move Formulas, Insert and Delete Rows and Columns,
3.5. Edit Cell Data, Find and Replace Data,
3.6. Create a Range, Fill Cells with Auto Fill Data,
3.7. Enter Excel Functions, Use Excel's Function Wizard,
3.8. Reference Data Outside this Worksheet,
3.9. Dates and Times, Freeze Row and Column, Headers,
3.10. Format Cells, Multiple Columns ,Attach a Comment to a Cell,
3.11. Conditionally Format Data ,Use an Excel Style, Theme, Template ,
3.12. Add a Chart to a Worksheet, Insert Graphics into a Worksheet,
3.13. Protect Worksheet Data, Combine Multiple Cells into One,

3.14. import Data into an Excel Database,
3.15. Sort Excel Database Data, Filter Data ,Compute Table Totals and Subtotals.

4. Microsoft PowerPoint   **Lectures: 15**
4.1. Create new presentation & insert text & pictures into presentation,
4.2. Print a Presentation, Open an Existing Presentation,

References :-

1) Office 2007: Rutkosky, Seguin & Rutkosky,Bpb Publishers
2) M.S.Office -2000 For Everyone:Sanjay Saxena,Vikas Publishing House, Pvt, Ltd.Delhi

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1.2   Tally ERP

60 + 40 Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100

[Total Lectures: 50]

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1) Basic Concepts: **Lecture 5**
    a) Accounting Concepts & Conventions.
    b) Accounting Standards : As 1, As 2,As 3,As 4, As 5, As 6, As 7,As 8, As 9, As 10

2) Elements of Accounts: **Lecture 5**
    a) Types of Accounts
    b) Journals, Ledgers, Trial Balance, Cash Book
    c) Adjustment Entries And Final Account of Sole Traders

3) Rectification of Errors   **Lecture 5**

4) Bank Reconciliation Statement: **Lecture 5**
    Need, Causes of Disagreement, Preparation of Bank Reconciliation Statement

5) Tally Accounting Package   **Lecture 30**
a) **Introduction To Tally :**
    i) Features Of Tally Software (Version ERP)
    ii) Starting Tally - Gateway Of Tally And Exit From Tally
    iii) Company Creation In Tally, Saving The Company Profile, Alteration / Deletion Of Company, Selection Of Company
    iv) Account Groups And Ledgers
    v) Hierarchy Of Account Groups And Ledgers, Reserved Account Groups,
    vi) Account Groups Of Balance Sheet – Account Groups Of Liabilities & Assets
    vii) Account Groups Of Profit & Loss Account - Account Groups Of Direct Income And Direct Expenses Apart From Sale And Purchases, Indirect Income And Indirect Expenses
    viii) Account Masters - Account Groups Creation And Account Ledgers Creation
    ix) Feeding Of Opening Balances
    x) Alteration / Deletion Of Account Master Records
    xi) Feeding Of Closing Stock Value

b) **Tally: Voucher Entry**
    i) Types Of Vouchers In Tally - Contra, Receipts, Payments And Journal
    ii) Entering Account Voucher - Sales, Purchases, Debit Note, Credit Note, Incomes, Expenses, Voucher Modification, Saving The Voucher
    iii) Voucher Alteration, Deletion And Cancellation, Single Mode Voucher Entries, Account Voucher Printing - Online Voucher Printing, Multi Voucher Printing

iv) Displaying Voucher List, Day Book, Ledger
v) Extracting Daybook Summaries

c) **Tally: Trial Balance And Final Accounts**
   i) Extracting Detailed Trial Balance, Exploded Trial Balance And Ledgerwise Trial Balance
   ii) Extracting Balance Sheet - Primary Balance Sheet , Detailed Balance Sheet
   iii) Closing Stock Value Entry Through Balance Sheet
   iv) Extracting Profit And Loss Account - Detailed Form And Vertical Form,
   v) Extracting Income And Expenditure Statements For Non-Trading Units

References :-

1. Fundamentals of Accounting, S.N & S.K Maheshwari – Vikas Publications
2. Advanced Accountancy – Shukla & Grewal – Sultan Chand & Sons
3. Advanced Accountancy – Tulsian – Tata McGraw Hill
4. Financial Accounting – Ashok Banerjee – Excel Books
5. Implementing Tally 9, Comprehensive Guide – A. K. & K. K. Nandani, BPB Publishers, New Dehli
6. Tally 9.2 - Comdex Publisher
7. Practical Approach towards Tally 8.1 & 9 S. H. Sharma , Siddhant Prakashan, Aurangabad

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1.3   MS-Access and VB 6.0

60 + 40 Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100

[Total Lectures: 50]

Section 1 :   Ms Access 2007

1) Introduction   **Lectures: 03**
   a) Data types In Access
   b) Meaning Of Field, Record, Table, Datasheet, Database
   c) Meaning Of Key, Primary Key, Foreign Key
   d) Start And Exit Access
   e) Introduction To Access Screen

2) Working With Database And Tables   **Lectures 05**
   a) Creation Of Database
   b) Opening And Closing A Database
   c) Creation Of The Structure Of A Table
   d) Creation Of Relationship Between Tables
   e) Opening And Closing A Table
   f) Adding, Editing, Deleting, Filtering And Sorting The Records
   g) Printing The Records Of A Table

3) Queries   **Lectures 05**
   a) Meaning Of A Query
   b) Extracting Records Using Criteria Statements
   c) Extracting Records Using Multiple Field Criteria
   d) Sorting Data In A Query
   e) Performing Calculations In A Query
   f) Use Of Aggregate Functions In A Query
   g) Use Of Query To Find Duplicate Records And Unmatched Records

4) Forms   **Lectures 02**
   a) Creation Of A Form
   b) Adding Control Objects To Form

5) Reports   **Lectures 10**
   a) Creation Of A Report
   b) Editing A Report

c) Printing A Report
d) Resizing And Moving Columns In A Report

Section 2 :   Visual Basic 6.0

1) Visual Basic Environment   **Lectures 02**
      a) Meaning Of Project, Form, Control And Module.
      b) Steps To Start Visual Basic And Exit From Visual Basic.
      c) Introduction To Main Visual Basic Window, Form Window, Project

2) Explorer Window, Properties Window, Code Window, Form Layout Lectures 05
      a) Window, Toolbox, Toolbar.
      b) Opening and Saving A Project.
      c) Opening And Saving A Form.
      d) Adding A New Form To Existing Form Module.
      e) Loading Particular Form from A Form Module.
      f) Selection and Placement of Control On A Form.
      g) Deselecting A Control, Moving And Resizing A Control, Copying A Control From One
Place To Another Place On A Form, Setting The Properties Of A Control Using
Properties Window.

3) Standard Controls   **Lectures 03**
      a) Introduction To Label, Textbox, Command Button, Check Box, Option
      b) Button, Frame, Combobox. Brief Discussion On Frequently Used Properties And
Events Of These Controls Are Expected.

4) Elements Of Visual Basic Programming   **Lectures 15**
a) Meaning Of Data type.
b) Data types In Visual Basic: - Integer, Long, Single, Double, Byte, Boolean, Currency, String,
Date, Variant.
c) Meaning Of Identifier, Variable and Constant. Rules for Assigning A Name To An Identifier.
d) Types of A Constant: - Literal, Named Constant, Intrinsic (Pre-Defined) Constant.
e) Declaration Of Constant And Variable. Implicit And Explicit Declaration Of A Variable.
f) Input-output: - INPUTBOX() and MSGBOX() functions, PRINT method, TAB() function.
g) Option explicit statement, scope and life-time of a variable :- local, module and global.
Declaration of local, module and global variable.
h) Operators in visual basic: - meaning of an operator, types of an operator: arithmetic, relational,
logical, string, date. Order of precedence of arithmetic and logical operators.
i) Arrays: - meaning of array, types of an array :- static and dynamic arrays. Declaration of an
array.
j) Conditions and decisions: - meaning of condition, unconditional and conditional transfer of
control. Use and syntax of the following statements :-

GOTO IF ----- THEN---END IF (single line and multi line)
IF ----- THEN ----- ELSE ---- END IF
IF ----- THEN ----- ELSEIF ---- END IF
SELECT CASE ----- END SELECT

Nesting of IF statements are expected.

Repeated execution of a statement: - meaning of a loop, types of a loop :- unconditional and conditional loops. The use and syntax of the statements to form a loop :-

FOR ---- STEP ---- NEXT
FOR EACH ---- NEXT 28
DO WHILE --- LOOP
DO UNTIL ---- LOOP

The statements to exit a loop :- EXIT FOR, EXIT DO

Built-in functions :- ABS(), INT(), SQR(), LOG(), RND(), EXP(), FIX(), LEFT(), RIGHT(), MID(), LEN(), INSTR(), STR(), VAL(), STRREVERSE(), CHR(), ASC(), UCASE(), LCASE(), STRING(), PMT(), RATE(), FV(), PV(), NPV(), DATE(), NOW(), CDATE(), DATEPART (), DATEDIFF (), MONTH (), MONTHNAME (), DAY().

Procedures :- meaning of procedure, types of a procedure :- sub

Procedure and function procedure. Types of a sub

Procedure: - general sub procedure and event sub procedure.

Distinction between sub procedure and function procedure.

Creation and use of sub procedure and function procedure.

Methods to pass values to sub procedure and function procedure.

Scope of a procedure.

References :-

1) Office 2007: Rutkosky, Seguin & Rutkosky,Bpb Publishers
2) M.S.Office -2000 For Everyone:Sanjay Saxena,Vikas Publishing House,Pvt,Ltd.Delhi
3) Access -2007:BPB Publication

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D. C. M.
1.4   E-Commerce & Internet Services

60 + 40 Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100
[Total Lectures: 50]

1) Fundamentals of E-Commerce   **Lectures 10**
        a) Meaning & Limitations of Conventional Commerce
        b) E-Commerce Vs Conventional Commerce
        c) Origin & evolution of e- Commerce,
        d) Nature, feature, goals & need of e- Commerce
        e) Essentials of e-Commerce,
        f) Levels & Procedures of E-Commerce,
        g) Parties to E-Commerce Transactions,
        h) Advantages & Disadvantages of E-Commerce,
        i) E- Commerce Opportunities & Progress in India,
        j) Mobile Commerce (M-Commerce)
        k) E- Business & E- Commerce,
        l) E-Markets & E-Commerce,
        m) E-Commerce & Internet

2) Business Models for e-Commerce   **Lectures 10**
        a) Meaning, Definition, Importance of e-Business
        b) Models based on the Nature of Transacting Parties
            i) B2B, B2C, B2G
            ii) C2C, C2G, & G2G
        c) Models based on Nature of Transactions
            i) Manufacture Model
            ii) Advertising Model
            iii) Value Chain Model
            iv) Brokerage Model

3) e-Payment System   **Lectures 10**
        a) Traditional Payment System compared to Modern Payment System
        b) Modes of Modern Payments
            i) PC Banking
            ii) Credit Cards, Debit Cards, Smart Cards
            iii) e-Cheques/ Internet Cheques

iv) Micro Payments, e-Cash
   c) Digital Signature
           i) Legal position as to Digital Signature
           ii) Procedure & working of Digital Signature Technology
   d) Risks in e-Payments
           i) Data Protection Risk
           ii) Risk from Mistakes & Disputes
           iii) Managing Credit Risk
           iv) Consumer protection Problems
           v) Management Information Privacy

4) e-Security   **Lectures 10**
   a) Security Concepts: Need & Importance
   b) Intruders
           i) Attacking methods: Hacking, Cracking, Freaking
   c) Filters : Meaning & types, Definition of Fire walls
   d) Cryptology: encryption & decryption
           i) Data encryption Standards
   e) Cyber Crimes
   f) e-Commerce Security Solutions
           i) e-Locking Techniques
           ii) e-Locking Products
           iii) e-Locking Services
           iv) Net-scape Security Solutions

5. Introduction to Internet   **Lectures:10**
   1.1. History & Growth of Internet
   1.2. Anatomy of Internet
   1.3. Working of Internet
   1.4. Internet applications : e-mails, blogs,
   1.5. Impact of Internet on society
   1.6. Services available on Internet
   1.7. World Wide Web
   1.8. Hypertext Transfer Protocol
   1.9. Universal Resource Locator
   1.10. The Client/ Server architecture

References :-
1. e-Commerce : Concepts, Models, Strategies : C S V Murthy Himalaya Publishing
2. E-Commerce, E-Business : Dr C S Rayudu : Himalaya Publishing
3. Electronic Commerce : Elias M Awad : Pearson education
4. e-Commerce : An Indian Perspective, P T Joseph SJ
5. "Internet and Web Design", Rohit Khurana, ISBN 1403 910324
6. "World Wide Web Marketing",Integrating the Internet Into Your Marketing Strategy,

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1.5   Computer Animation

60 + 40 Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100
[Total Lectures: 50]

1) Introduction to Animation: **Lectures 06**
a) What is Animation, History of Animation
b) Principle of Animation
c) Types of Animation & Animation Tech.
d) Classical Animation, Stop Animation, Clay animation, Frame Animation
e) Cell Animation.
f) Components used for designing animation such as light box, Live Shooting, Love Photography, Croma Shoot,
g) Techniques of story boarding for digital film making
h) Understanding vector animation
i) Use of Animation in Industries
j) Concept of 2D, 3D animation

3) Flash CS3: Working with Graphics: **Lectures 05**
a) Grouping of Elements
b) Working with Text
c) Creating a static text field, Creating a Dynamic text field, Creating a Input text field, Editing Text Field-Scrolling the Text, Breaking Apart The Text
d) Working with Library Importing Library, Library properties, Common Library, Creating own Library
e) Working with Colors Color mixer, creating gradients, opacity of gradients, creating custom gradients
f) Working with graphics Importing & working with Bitmaps, Jpeg, gif, etc, Break apart

4) Flash CS3: Creating Flash Elements: **Lectures 05**
a) Working With Object
      i) Drawings, creating, moving, drag, cutting, copying, and selecting objects.
b) Transforming Objects
      i) Transforming an object freely, Distorting an object, Modifying an object with envelope modifier, Scaling an object, Rotating & skew an object, Flipping an object, restoring a transformed object.
c) Working With Symbol & Instances
d) About the symbol, creating and deleting symbols, duplicate and modify an instance of a symbol

i) Types of Symbol- Movie clip, Button, Graphic
ii) Creating Dynamic Buttons, editing buttons, converting an existing into a movie clip, placing movie clip symbol inside the button symbol.
e) Marking Positions
What is Onion Skinning & its Types & uses.

5) Flash CS3: Working with Layers: **Lectures (06)**
a) Introduction to layers,
Hide & Show Layers ,Lock a Layer, Add and name layer, change the orders of layers, organize layers in folder.
b) Type of Layers-Guide layer, Mask layer, layer properties
Masking Animation, Masking Frame by Frame

6) Flash CS3: Tweened Animation: **Lectures (06)**
a) Motion Tween Animation
  i) Creating motion tween-setting the property of tweening object,additional tween on existing layer
  ii) Editing the motion path of an tween – changing the position, location, deleting the motion path, applying motion preset,
b) Shape tween Animation: Creating shape tween-setting the property of tweening object,additional tween on existing layer
c) Applying Path, orient to path
d) Frame by Frame Animation:Creating frame by frame animation

7) Flash CS3: Effects: **Lectures (02)**
a) Timelines Effect
b) Using Alpha, Blur, Glow, Bevel, Drop Shadow
c) Adding effects to Buttons

8) Flash CS3: Action Script   **Lectures (02)**
a) Introduction to Flash Action Script
b) Add a script to button by using script assist mode
c) Add frame scripts to timeline by using script assist mode
d) Add a frame script to the title movie clip

9) Flash CS3: Action Script:
a) **Action Script: Adding Interactivity**   **Lectures (03)**
  i) Setting up your workspace
  ii) Name button instances ,Add a scene, Move between buttons with the stop() action .
  iii) Link the buttons to the scene
  iv) User behaviour to play an MP3 file
b) **Create a form with conditional logic:**   **Lectures (05)**

i) Add an input text field to collect from data
ii) Add submit button to the form
iii) Add an error() message
iv) Add a confirmation message
v) Add a stop() action
vi) Add conditional logic for the submit button
vii) Write a function for Try Again button

10) Flash CS3: Working with Sound & Video   **Lectures (02)**
a) Working with sound: Importing Sound file, adding sound to the timeline, adding sound to button, editing sounds,
b) Working with Video: Importing & Editing a video file

11) Flash CS3: Flash Web Templates   **Lectures (04)**
a) Creating Interactive Webpage
b) Optimizing Movies & Exporting movies for the web exporting files

12) Flash CS3: Publish flash documents   **Lectures (04)**
a) Using different publishing formats
b) Using publishing profiles
c) Adding flash player detection
d) Publishing for deployment

References :-
1) Flash CS3 in Simple Steps – Kogent Learning Solutions – Dreamtech Press
2) Flash 8-Straight to Point by Dinesh Maidasani -Firewall Media Publisher
3) Macromedia Flash 8: A Tutorial Guide, author- Jay Armstrong, Jen deHaan- BPB Publisher
4) Flash MX BIBLE (By BPB Publisher)

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1.6   Practical

60 + 40 Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100

[Total Lectures: 50]

Practical assignments on Talley ERP

1. Creation of company, Alter and Shut Company, Delete the existing company and show the company details.
2. Creation of Groups, Alter the Groups and deletion of Group and Display Groups.
3. Creation of Ledger A/c's, Display and Alter the Ledger A/c's, Deletion of Ledger a/c's.
4. Demonstrate different types of voucher entries and display Profit & Loss A/c and Balance Sheet.
5. Creation of stock groups, stock Item and also stock category with unit of measurements.
6. Creation of Purchase order and sales order.
7. Demonstrate of Value Added Tax (VAT) using Voucher Entry.
8. Showing Ledger wise Trial-Balance of a Company
9. Showing detailed Profit & Loss Account & balance Sheet of a Company
10. Showing Income & Expenditure Statements for Non Trading Concerns.

Practical assignments on VB 6.0

1. Create an Interface and that demonstrates VB Intrinsic Controls
2. Create an Application to print the Fibonacci series upto 20 terms.
3. Create an Application that Demonstrate Standard Calculator.
4. Create an Application that Demonstrate Graphical Shape Controls with different styles using Click event.
5. Create an Application using Timer Controls.
6. Create an Application Using MDI form.
7. Create an Application to demonstrate Status bar and Tool bar.
8. Create an Application Using Menu Editors.
9. Write the program to create record with P_R _NO, Name, and Marks in Sub1, Sub2, Sub3 and Sub4 using random access file. Write routines to add, delete, change the record to the file also display total and Average.
10. Create a Database application using
    • Data control
    • DAO
11. Create a simple Report using Data Report.
12. Create an Application using ActiveX Controls.

Practical assignments on Computer Animation Using Flash

1. Creating scene with an cartoon drawing
2. Demonstrating use of frame by frame Animation (Blooming of Flower in a Garden)
3. Demonstrating use of symbols and Filters.(Draw scene flying of Motion Twine Animation)
4. Demonstrating use of shape Twin Animation (Pool Game –Ball Animation)
5. Drawing a house with a pencil.
6. Demonstrating use of guide Layer (Car Racing Game).
7. Creating an e-Card of Birthday Wishes.
8. Creating an Advertisement for Website.
9. Demonstrating Motion of Animal (Any Animal Walking, Running etc
10. Creating Animation facial expression with the help of smiley
11. Create a carton animation using light box and converting it into flash Animation.

Practical assignments on Office management

1. Practical based on Ms-Word (at least 3 practical)
2. Practical based on Ms-Excel (at least 4 practical)
3. Practical based on Power point (at least 3 practical)

Note: - Lab in charge should cover all options/features available in above application software.

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1.7   Project
60 + 40 Pattern: External Marks 60 + Internal Marks 40 = Maximum Total Marks: 100

Group Project is not allowed.

Use of CASE tool is expected. Use of testing tools is desirable.

Students have to submit Project Report in hard copies as well as in pdf format to the college & college should submit it to university.

Project Marking Scheme for DCM

Marks are Out of 100 (Convert to out of 40 for internal and to out of 60 for external)

Criterion	Performance		Total marks	Marks given
Quantum of Work	Not enough for Project	0	10	
	Just right	3		
	Good amount of work done	6		
	Very-good amount of work	10		
Understandin g of project/task objectives	No understanding of project/task objectives	0	10	
	Fair amount of understanding	3		
	Clear understanding of various aspects	6		
	Detailed understanding of the all aspects of the project	10		
Approach adopted	Technically inept, with no motivation to improve	0	10	
	Reasonable level of skills demonstrated	3		
	Technical competence demonstrated	6		
	Outstanding demonstration of technical skills, creative approach	10		
Effort	No evidence of interest in the work	0	10	
	Reasonably good effort	3		
	Conscientious effort	6		

	Excellent amount of effort	10		
Initiative and self-motivation	No Evidence	0	10	
	Evidence of some contribution of ideas	3		
	Significant contribution towards developing/refining/doing the task allocated	6		
	Sufficient evidence of handling the tasks independently and efficiently	10		
Achievement of objectives	Not much progress	0	10	
	Adequate but not enough	3		
	Good progress and made best use of the opportunities present	6		
	Outstanding performance	10		
Report Content	Not Submitted	0	10	
	Mostly sound but a lot of scope of improvement	3		
	A very well structured report	6		
	Comprehensive and detailed report	10		
Presentation	Not presented	0	15	
	Okay, but not an overall understanding of what constitutes a presentation	5		
	Well presented	10		
	Very well presented, with clear understanding of goals	15		
Q & A	Not participated	0	15	
	Could handle but confused	5		
	Could handle competently	10		
	Could handle professionally	15		