

PROGRAMME EDUCATIONAL OBJECTIVES (PEOs) OF DIPLOMA IN COMPUTER APPLICATION & BUSINESS MANAGEMENT (CABM)

Background:

In the world of today with businesses, commerce and management is growing with the need for personnel with understanding of Management and Operations in domains such as Administrative Office, Hospital, Retail Outlet, Store/Warehouse, Transport/ Logistics Centre, Service centre, Estate Office, etc. In these places of work a combination of domain Knowledge regarding the operations and some management inputs are useful for working and supervising various operations involved. This programme is designed to bridge the gap between unskilled workers, specialised technicians working in the domains mentioned above. Students after completion of the programme are aimed to be employed in these areas (Administrative Office, Hospital, Retail Outlet, Store/Warehouse, Transport/ Logistics Centre, Service centre, Estate Office, etc) as a Trainee supervisor or group leader and then slowly progress to become an independent supervisor/ key personnel.

The Diploma holders in CABM are expected to:-

- 1) Able to use basic management concepts, related to forecasting, planning, organising and control in their functional area. Thrust should be given to use of the concepts learned.
- 2) Able to understand the operations and use their knowledge in the selected areas of operations for running the system
- 3) Able to communicate well with all personnel, managers and other stakeholders involved with the system where they are trained to work in. The communication skills should cover oral and written communication both informal and formal. They should know how to make reports for use by higher management
- 4) Able to understand and use fundamentals of accountancy, economics, business mathematics and quantitative techniques.
- 5) Use their Skills to identify and locate problems and use work related scientific problem solving skills to solve them.
- 6) Have basic understanding of the entrepreneurship process, identify and develop skills to their units.
- 7) Use Knowledge and skills in Computer Applications for performing and managing the functions in the area of work.
- 8) Able to understand and reflect on the impact of self on teamwork processes and outcomes so as to achieve organizational goals effectively and effeciently.
- 9) Able to understand developments in the business sector and equipped to work confidently and effectively in a global environment characterized by constant change and requiring flexible and innovative responses at a professional level.

PROGRAMME OUTCOMES OF DIPLOMA IN CA & BM

The programme outcome of Diploma in CA & BM are :-

- 1) Ability to communicate effectively & efficiently with business & outside world.
- 2) Develop inter-personal relationship skills & co-ordinate various business activities.
- 3) Ability to deal with customers, to lead & co-ordinate teams and subordinates.
- 4) Develop reporting & presentation skills within and outside business organisation.
- 5) Acquire practical knowledge on various business management and accountancy subjects & skill in using office automation to run the business.
- 6) Skill in preparing accounting works required in a business firm and knowledge in Tally.
- 7) Ability in carrying out entrepreneurial duties and risks with enhanced problem solving skills.
- 8) Acquire dynamism in handling business operations like marketing sales, customer care etc.
- 9) Ability in preparing cost details, pay rolls, resolving managerial & business issues.
- 10) Acquire skill in supervising sales activities & conducting marketing functions.
- 11) Capability in conducting marketing activities of various firms.
- 12) Ability in carrying out HR & logistic functions and operations.
- 13) Ability to use ICT effectively & competent to do and supervise data entry works.
- 14) Acquiring skill & knowledge in rendering assistantship to company secretaries.
- 15) Able to manage service centres, stores and knowledge in mercantile law.
- 16) Ability in performing in Non-Banking Financial Operations, conducting and supervising event management.

COMPUTER APPLICATION & BUSINESS MANAGEMENT**Semester 1**

Sl	Code	Course	Course category	Periods per week			Credits	Type	Evaluation	
				Theory	Practical	Total			CA	External
1	1001	English for communication-I	F	2	2	4	3	T	50	100
2	1143	Economics	F	4	0	4	4	T	50	100
3	1142	Business Studies	F	4	0	4	4	T	50	100
4	1251	Basic Accounting	F	3	2	5	4	T	50	100
5	1252	Foundations in Science & Technology	F	4	0	4	4	T	50	100
6	1259	Tally- I	F	0	6	6	3	P	50	50
7	1009	Health & Physical Education	C	1	2	3	2	P	50	50
8	1008	Computing Fundamentals	C	2	3	5	4	P	50	50
Total				20	15	35	28		400	650

Abbreviations used: F (Foundation), C (Common), B (Basic), A (Applied), E (Elective), T (Theory), P (Practical)

Semester 2

Sl	Code	Course	Course category	Periods per week			Credits	Type	Evaluation	
				Theory	Practical	Total			CA	External
1	2001	English for communication-II	F	2	2	4	3	P	50	50
2	2254	Production/Operations Management	B	4	2	6	5	T	50	100
3	2253	Cost Accounting	B	4	2	6	5	T	50	100
4	2252	Business Mathematics	F	5	0	5	5	T	50	100
5	2251	Basic Management Concepts	B	4	2	6	5	T	50	100
6	2259	Tally-II	B	0	6	6	3	P	50	50
7	2009	Life Skill	C	1	1	2	2	P	50	50
Total				20	15	35	28		350	550

Abbreviations used: F (Foundation), C (Common), B (Basic), A (Applied), E (Elective), T (Theory), P (Practical)

Semester 3

Sl	Code	Course	Course category	Periods per week			Credits	Type	Evaluation	
				Theory	Practical	Total			CA	External
1	3251	Entrepreneurship Development	B	5	0	5	5	T	50	100
2	3143	Mercantile Law	B	6	0	6	6	T	50	100
3	3253	Quantitative Techniques	B	3	2	5	4	T	50	100
4	3252	Marketing Management	B	6	0	6	6	T	50	100
5	3001	Environmental Science & Disaster Management	C	3	0	3	3	T	50	100
6	3258	Office Automation Software	B	0	6	6	3	P	50	50
7	3259	Basics of Computer Hardware & Networking	B	0	4	4	2	P	50	50
Total				23	12	35	29		350	600

Abbreviations used: F (Foundation), C (Common), B (Basic), A (Applied), E (Elective), T (Theory), P (Practical)

Semester 4

Sl	Code	Course	Course category	Periods per week			Credits	Type	Evaluation	
				Theory	Practical	Total			CA	External
1	4254	Management Information System	A	3	2	5	4	T	50	100
2	4253	Human Resource Management	B	5	0	5	5	T	50	100
3	4255	Relational Database Management System	A	5	0	5	5	T	50	100
4	4251	Customer Relationship Management	A	3	2	5	4	T	50	100
5	4252	Financial Management	B	3	2	5	4	T	50	100
6	4258	Relational Database Management System Lab	A	0	6	6	3	P	50	50
7	4259	Graphic Designing	B	0	4	4	2	P	50	50
Total				19	16	35	27		350	550

Abbreviations used: F (Foundation), C (Common), B (Basic), A (Applied), E (Elective), T (Theory), P (Practical)

Semester 5

Sl	Code	Course	Course category	Periods per week			Credits	Type	Evaluation	
				Theory	Practical	Total			CA	External
1	5253	Retail Business Operations	A	5	0	5	5	T	50	100
2	5254	Visual Programming	A	5	0	5	5	T	50	100
3	5252	Non- Banking Financial Operations	A	5	0	5	5	T	50	100
4	5256	Stores Management	E	4	0	4	4	T	50	100
	5255	Service Centre Management	E	4	0	4	4	T	50	100
	5257	Working Capital Management	E	4	0	4	4	T	50	100
5	5251	Event Management	A	4	0	4	4	T	50	100
6	5259	Visual Programming Lab	A	0	6	6	3	P	50	50
7	5009	Industrial Training / Industrial Visit / Collaborative Work	Pr	2 Weeks			2	P	50	0
8	6009	Project and Seminar	Pr	0	6	6	0	P	0	0
Total				23	12	35	28		350	550

Abbreviations used: F (Foundation), C (Common), B (Basic), A (Applied), E (Elective), T (Theory), P (Practical)

Semester 6

Sl	Code	Course	Course category	Periods per week			Credits	Type	Evaluation	
				Theory	Practical	Total			CA	External
1	6252	E –Commerce & Cyber Banking	A	4	2	6	5	T	50	100
2	6251	Business Communication	A	4	2	6	5	T	50	100
3	6253	Supply Chain & Logistics Management	A	5	2	7	6	T	50	100
4	6255	Banking and Insurance Management	E	4	0	4	4	T	50	100
	6254	Advertising and Salesmanship	E	4	0	4	4	T	50	100
	6256	Hospital administration	E	4	0	4	4	T	50	100
5	6258	Web Designing Lab	A	0	6	6	3	P	50	50
6	6259	Supply chain & logistics management	Pr	1 week			2	P	50	0
7	6009	Project and Seminar	Pr	0	6	6	10	P	50	50
Total				17	18	35	35		350	500

Abbreviations used: F (Foundation), C (Common), B (Basic), A (Applied), E (Elective), T (Theory), P (Practical)