

ST. MIRA'S COLLEGE FOR GIRLS, PUNE
AUTONOMUS

(Affiliated to Savitribai Phule University)

Year 2015 till 2020 for F.Y. Bcom

Subject : Advance I.T.(Optional Subject)

Title : Computer Concepts and Applications.

Semester I

Subject Code: C11510

Lectures (Lects.): 48

Objectives: The syllabus aims in equipping students with

- a) Basics of Internet,
- b) Web page Designing .
- b) Use of Office applications .
- c) Understand working of Accounting software like Tally.

Unit 1: Introduction to Computer Fundamentals

6
Lects.

- o Introduction to Computer
 - o Types of Computers
 - o Computer System Hardware
 - o Computer Memory
 - o Input Output Devices
 - o Interaction between User and Computer
 - o Introduction to Free and Open Source Software
 - o Definition of Computer Virus, Types of Viruses ,Use of Antivirus Software
- o Basics Of Operating System
 - o Definition of Operating System
 - o Objectives, types and functions of Operating System
 - o Working with Windows Operating System
 - o The Desktop,Recycle Bin,Configuring Screen
 - o Applications of Windows(Paint,Notepad,WordPad,Calculator)



BOARD OF MEMBERS SIGNATURE

Mrs Nilima Sugwekar-Potphode

(Signature)

Mrs Ashwini Kulkarni

(Signature)

Miss Swarada Kalekar

(Signature)

Mrs Divaya Chitre

(Signature)

Miss Gauri Khire

(Signature)

(Signature)

Mrs Godbole Pradnya

(Signature)

Mrs Ashwini Waghmare

(Signature)

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Unit 2: Introduction to Business Communication Tools

16
Lects.

- MS-WORD
- MS_EXCEL
- MS-POWERPOINT
- MS-ACCESS

Unit 3 : Internet and Internet Applications

8
Lects.

- Introduction, Definition of Internet
- Advantages and Disadvantages of Internet
- Uses of Internet
- How Internet Works
- Overview of WWW
- Introduction to Search Engine and Searching Web
- Introduction to Browsers
- Working with E-mail
- Internet Security

Unit 4 : Introduction To HTML

18
Lects.

- Introduction to HTML
- Working of HTML
- Structure of HTML, Stand Alone Tags
- Formatting Text, Adding images
- Creating Hyper Links, Tables
- Frameset and Frame tag
- Image Mapping

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Mrs Ashwini Kulkarni

Miss Swarada Kalekar

Mrs Divya Chitre

Miss Gauri Khire

Mrs Godbole Pradnya

Mrs Ashwini Waghmare



Subject : Advance I.T.(Optional Subject)
Title : Computer Concepts and Applications

Semester II

Subject Code: C21510

Lectures (Lects.): 48

Objectives: The syllabus aims in equipping students with

- a) Basics of Internet.
- b) Web page Designing.
- b) Use of Office applications .
- c) Understand working of Accounting software like Tally.

Unit 1: Introduction to HTML 5

12
Lects.

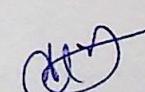
- o Form Tag
- o Cascading Style Sheet
- o Introduction to Web page design
- o Types of Web pages
- o Web Design Pyramid
- o Building Web Sites
- o Web development Process Model
- o How to design a web page
- o Web Page size
- o Entrance and Exit pages
- o Graphics, Animation , Sound , Colors effect in Web page
- o Web hosting

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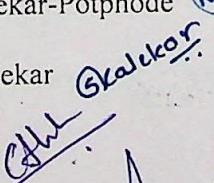
Mrs Nilima Sugwekar-Potphode



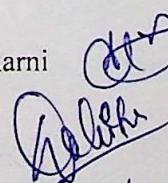
Mrs Ashwini Kulkarni



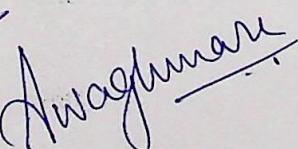
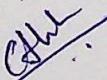
Miss Swarada Kalekar



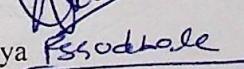
Mrs Divya Chitre



Miss Gauri Khire



Mrs Godbole Pradnya



Mrs Ashwini Waghmare



Unit 2 : Tally 9

22
Lects.

- Accounting with Tally
 - Company Creation
 - Gateway of Tally
 - Accounts Masters
 - Account Vouchers
 - Report Display & Print
 - Cash / Bank Book
 - Balance Sheet
- End Process
 - New Year Accounts
 - Data Maintenance
- Basic Invoicing and Inventory
 - Introduction to Inventory System
 - Sales Order, Purchase Order ,Invoicing, Invoice Printing
 - Inventory Reports

Unit 3: Computer Network and it's Applications

8
Lects.

- Electronic Payment System
- Introduction to EDI
- Introduction to Networks
 - Network Types
 - Network Topology

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Mrs Godbole Pradnya P Godbole

Mrs Ashwini Waghmare



Unit 4: Use of Computers in Commerce

6
Lects

- Data Processing and Management
- Files and Records
- File Organization
- Computer Applications in Various Fields Need and Scope
- Introduction to E-Commerce
- Introduction to ERP

Text Books:

- 1) Computer Fundamentals, Computer concepts and Applications – Gauam Bapat and Mrs Bhavana Chaudhary
- 2) Tally.ERP 9 Training Guide BPB publication- Asok K.Nandhani

Reference Books :

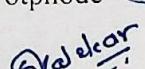
- 1) Computer Fundamentals –P.K.Sinha
- 2) Tally 9 and ERP by Phadke and Moghe
- 3) Fundamentals of Computers- V.Rajaraman
- 4) Microsoft Office 2013 for Dummies – Wiley Brand

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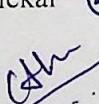
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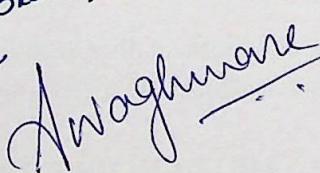
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Mrs Ashwini Waghmare



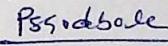
Mrs Ashwini Kulkarni



Mrs Divya Chitre



Mrs Godbole Pradnya



Subject : Advance I.T.(Optional Subject)
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LIST OF PRACTICALS FOR SEMESTER I

GROUP A] MS OFFICE

I) MS OFFICE

- 1) Inserting Table with split cells and merge cells.
- 2) Letter drafting using all text formatting features.
- 3) Use of Mail merge Command.

II) MS EXCEL

- 1) Use of Formula doing calculations , Auto fill command ,Text formatting features.
- 2) Inserting various charts.
- 3) Use of VLOOKUP , LOOKUP functions.
- 4) Creation of Frequency distribution to the number of cell in the bin range.
- 5) Create a MS-Excel document to display sum of three smallest values in a range.

$$\{=\text{sum}(\text{small}(\text{data},\{\text{range of data}\}))\}$$
- 6) Create a MS-Excel worksheet to count the number of characters in range of text

$$\{=\text{sum}(\text{LEN(A1:A5)))\}$$
- 7) Create a MS-Excel worksheet to calculate sum of the digits
 Formula=
$$\{=\text{SUM}(\text{VALUE}(\text{MID}(\text{ABS(A4)},\text{Row}(\text{INDIRECT}("1:"\&\text{LEN}(\text{ABS(A$))))),1)))\}$$

III) MS POWER POINT

- 1) Prepare MS-PowerPoint presentation on any subject such as Sports,Dance,Music, Historial places,Wonders . Minimum 5 slides should be there.(Use hyperlink, animation and images).

IV) MS ACCESS

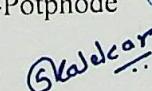
- 1) Create a table .
- 2) Creation of a database with a simple Query using MS ACCESS
- 3) Import from MSEXCEL. Design Data Entry Form. Design and Print Report.

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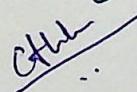
Mrs Nilima Sugwekar-Potphode



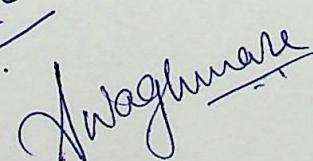
Miss Swarada Kalekar



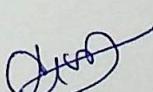
Miss Gauri Khire



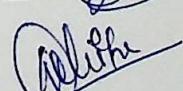
Mrs Ashwini Waghmare



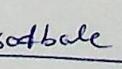
Mrs Ashwini Kulkarni



Mrs Divya Chitre



Mrs Godbole Pradnya



GROUP B] HTML

- 1) Program for creation of web page using physical style tag.
- 2) Program using order and unorder list tag.
- 3) Program for creating background image.
- 4) Program for creating inline image.
- 5) Program for creating table with rowspan and colspan attributes.
- 6) Program for linking web pages with text and image.
- 7) Frameset, Frame, and iframe tag.
- 8) HTML Assignment using above all tags.

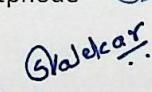
Note : Minimum 10 practicals from group A and from Group B HTML 2 assignments along with printouts are compulsory.

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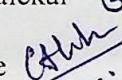
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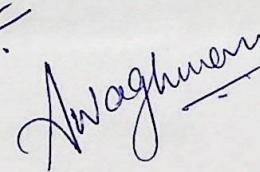
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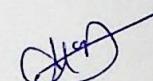
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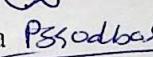
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LIST OF PRACTICALS FOR SEMESTER II

GROUP A] Tally

- 1) Creation of a company, saving the company.
- 2) Opening an existing company, Modifications in an existing company by changing the fields.
- 3) Creation of Ledgers.
- 4) Entering the transactions relating to receipts, payments, contra and journal.
- 5) Modifying and deleting voucher entries.
- 6) Displaying and printing primary books of accounts like cash and bank book.
- 7) Preparation of Sales register, Purchase register, Purchase return, Sales return.
- 9) Preparation of Account statement like Trial balance.
- 10) Preparation of Balance Sheet with transactions regarding Trading and Profit & Loss Account with adjustments.
- 11) Preparation of Sales order,
- 12) Preparation of Purchase order
- 13) Preparation of Invoice.
- 14) Displaying Inventory Reports Like Stock summary.
- 15) Displaying Inventory Books like Stock item, Group summary, Movement Analysis
- 16) Preparation of Bank reconciliation statement.
- 17) VAT Calculation.
- 18) Splitting of Company, Backup

GROUP B] HTML 5

- 1) Program for creation of form with 4 elements like textbox, text area, radio button, Check Boxes, submit and reset button on web site.
- 2) Simple HTML 5 program.
- 3) Form tag with date , time, autofocus, place holder attributes.
- 4) Creating web page CSS with margin, list, font, border properties .
- 5) Demonstration of .net framework.
- 6) HTML Assignment using above all tags.

Note : Minimum 10 practicals from group A and from Group B HTML 2 assignments along with the printouts compulsory.

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