

ST. MIRA'S COLLEGE FOR GIRLS,PUNE  
AUTONOMOUS

( 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

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

Unit 1: Introduction to Computer Fundamentals

6

Lects.

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



BOARD OF MEMBERS SIGNATURE

Mrs Nilima Sugwekar-Potphode

Mrs Ashwini Kulkarni

Miss Swarada Kalekar

Mrs Divaya Chitre

Miss Gauri Khire

Mrs Godbole Pradnya

Mrs Ashwini Waghmare

## 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 Nilima Sugwekar-Potphode

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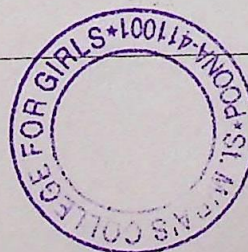
Miss Swarada Kalekar

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

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

Unit 1: Introduction to HTML 5

12  
Lects.

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

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## 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.

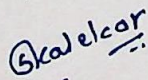
- Electronic Payment System
- Introduction to EDI
- Introduction to Networks
  - Network Types
  - Network Topology

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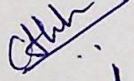
Mrs Nilima Sugwekar-Potphode



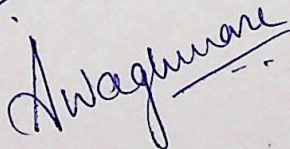
Miss Swarada Kalekar



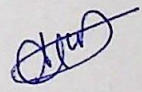
Miss Gauri Khire



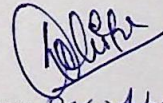
Mrs Ashwini Waghmare



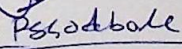
Mrs Ashwini Kulkarni



Mrs Divya Chitre



Mrs Godbole Pradnya



#### 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 :

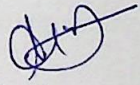
- 1) Computer Fundamentals –P.K.Sinha
- 2) Tally 9 and ERP by Phadke and Moghe
- 3) Fundamentals of Computers- V.Rajaraman
- 4) Microsoft Office 2013 for Dummies – Wiley Brand

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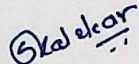
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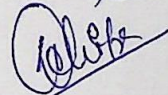
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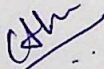
Miss Swarada Kalekar



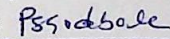
Mrs Divya Chitre



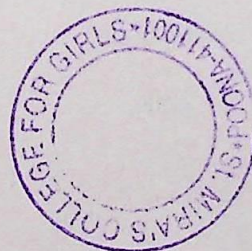
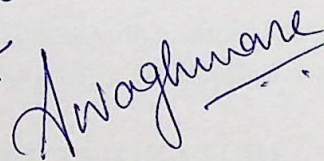
Miss Gauri Khire



Mrs Godbole Pradnya



Mrs Ashwini Waghmare



**Subject : Advance I.T.(Optional Subject )**  
**Title : Computer Concepts and Application**  
**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.  
 $\{=sum(small(data,\{range\ of\ data\}))\}$
- 6) Create a MS-Excel worksheet to count the number of characters in range of text  
 $\{=sum(LEN(A1:A5))\}$
- 7) Create a MS-Excel worksheet to calculate sum of the digits  
Formula= $\{=SUM(VALUE(MID(ABS(A4),Row(INDIRECT("1:"&LEN(ABS(A$))))),1)))\}$

**III) MS POWER POINT**

- 1) Prepare MS-PowerPoint presentation on any subject such as Sports,Dance,Music, ,Historical 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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## GROUP B] HTML

- 1) Program for creation of web page using physical style tag.
- 2) Program using order and unordered 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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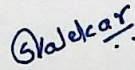
Mrs Nilima Sugwekar-Potphode




Mrs Ashwini Kulkarni



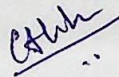
Miss Swarada Kalekar



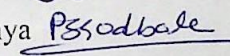
Mrs Divaya Chitre



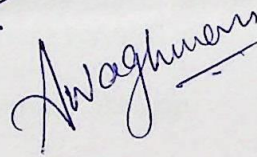
Miss Gauri Khire



Mrs Godbole Pradnya



Mrs Ashwini Waghmare



**Subject : Advance I.T.(Optional Subject )**  
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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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Mrs Ashwini Kulkarni

Mrs Divya Chitre

Mrs Godhale Pradnya

