

#### **Advanced IT**

# **Computer Concepts and Applications**

# [Ability Enhancement Course]

Semester: I Credits: 3 Subject Code: C12010 Lectures: 48

#### **Course Outcomes:**

At the end of this course, the learner will be able to:

- List different types of operating system, software, viruses and antivirus
- Illustrate the use of MS WORD, MS ACCESS
- Demonstrate knowledge in setting up a computerized subsidiary books using Tally
- · Construct financial statements and maintain data in Tally
- Recognize different types of Networks and Computer Applications in Commerce
- Describe the basic HTML 5 tags and employ the same to construct web page

Unit 1: Introduction to Computer and Operating system	
Introduction to Computer	
Computer System Hardware	
Definition of Software	
Definition of Operating System	
Working with Windows Operating System	
Introduction to Free and Open Source Software	
Definition of Computer Virus, Types of Viruses, Use of Antivirus Software	

Unit 2: Office Automation Tools, Introduction to Tally	
<ul> <li>Information Technology: Definition, Benefits of I.T. Applications</li> </ul>	
Office Automation Tools	
o MS-WORD	
<ul> <li>MS-ACCESS</li> </ul>	
<ul> <li>Data Processing: Definition, Data Processing Cycle, Files and Records</li> </ul>	
<ul> <li>Introduction to Tally</li> </ul>	
Accounting with Tally	
Company Creation	
Gateway of Tally	
Accounts Masters	
Account Vouchers	
Report Display and Print	
Cash / Bank Book	
Balance Sheet	
End Process	

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- New Year Accounts
- Data Maintenance

Unit 3: Introduction to Computer Network	
Introduction to Computer Networking	
<ul> <li>Computer Network (LAN, WAN, MAN)</li> </ul>	
<ul> <li>Network Components (Hub, Switch, Bridge, Router, Modem)</li> </ul>	
<ul> <li>Network topology, Wireless Network</li> </ul>	
Overview of WWW	
Internet and Internet Application	
Overview of World Wide Web	*
<ul> <li>Introduction to Search Engine and Searching Web, Downloading</li> </ul>	
<ul> <li>Introduction to Browsers, Working with E-mail</li> </ul>	
Introduction to Internet Security	
<ul> <li>Security, Privacy, Ethical Issues and Cyber Law</li> </ul>	

<b>Unit 4: Computer Applications in Commerce</b>		06	
	outer Applications in Business – Need and Scope		
0	Definition, main Activities		
0	Benefits, Broad goals of E-Commerce		
0	Main Components of E-Commerce		
0	Functions of E-Commerce		

Unit 5: Web Technology-I	
Introduction to HTML 5	
Basic HTML structure	
<ul> <li>Physical, Logical HTML, Types of Tags, Common HTML Tags</li> </ul>	
<ul> <li>Document, Stand Alone Tags</li> </ul>	
<ul> <li>Text Formatting tags, Adding images</li> </ul>	
• Tables	
<ul> <li>List tag (Ordered, Un ordered, Definition list)</li> </ul>	
<ul> <li>Audio, Video tags</li> </ul>	
<ul> <li>Form Tag with basic input elements like (textbox, password, checkbox, radio</li> </ul>	
button, submit button, reset buttons)	
<ul> <li>Demonstration of Client side image mapping with example</li> </ul>	

# #12 contact hours for Assignments, Visits, Research, Field Studies, etc.

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# St. Mira's College for Girls, Pune FYBCOM 2020-2023

#### **Recommended Basic Reading:**

- Bapat Gautam and Dr. Kotkar, D. P. Computer Concepts and Applications. Nirali Prakashan: Pune; 2019.
- Nandani, Ashok. Tally ERP.9. BPB Publication: New Delhi; 2018.
- Tanuk Bhupesh, Nagane Aniket and Balsarf D.D. Web Technology. Nirali Prakashan: Pune; 2019.

#### **Recommended Reference Books:**

- Sinha, P.K. Computer Fundamentals. B.P.B. Publication: New Delhi; 2019.
- Phadke and Moghe. Tally 9 and ERP. Utility Publication: Pune; 2019.
- Rajaraman, V. Fundamentals of Computers. Prectice Hall: New Delhi; 2007.
- Weveka Peter. Microsoft Office 2016 for Dummies Wiley Brand.
- Holzner Steven. HTML Black Book. Dream Tech Press: New Delhi; 2019.

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#### **Advanced IT**

# **Computer Concepts and Applications**

# [Ability Enhancement Course]

Semester: II Credits: 3 Subject Code: C22010 Lectures: 48

#### **Course Outcomes:**

At the end of this course, the learner will be able to:

- Demonstrate simple graphics and the use of CSS in HTML
- Construct webpages and illustrate advanced html tags and input elements
- Design and demonstrate effective presentations using MS Power point
- Apply the formulae, graphs, functions in MS EXCEL
- Demonstrate the application of Taxes on business transactions using Tally
- Explain E-Commerce, M-commerce, EPS system

# Unit 1: Web Technology-II 12 Cascading Style Sheet CSS with HTML Concept of CSS Types of CSS o Border, Font, Text-Decoration properties **Inserting Graphics** o Circle, Line, Polygon, Rectangle, Animation Form Tag o Advance input elements (tel, date, email, range, color, number, image) o Input restrictions (min, max, pattern, required, autofocus, disabled, read only, required, multiple) Anchor Tag Linking with text o Linking by an image Linking to mail Frame Set Tag o Horizontal division Vertical division o Iframe tag Demonstration of Semantic tag example

Unit 2: Office Automation Tools	10
MS Power Point	
MS Excel	

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Unit	: Tally	16
• B	sic Invoicing and Inventory Introduction to Inventory System Sales Order, Purchase Order, Invoicing, Invoice Printing Inventory Reports  GST Activation for the company Stock Group, Item set up for GST GST Activation for Sales, Purchase ledger GST Transaction for Intra State, Inter State GST Reports like GSTRN-1, GSTRN-2	
<ul><li>Tr</li></ul>	<ul> <li>TDS set up for the company</li> <li>TDS nature of payment</li> <li>TDS Ledger account, party ledger account expense ledger</li> <li>TDS Journal, Payment Voucher</li> <li>TDS Challan Printing, TDS reports- FORM26Q</li> <li>TCS Activation</li> <li>TCS Ledger Creation</li> <li>TCS Applicable stock items</li> </ul>	
	<ul> <li>Sales Invoice Entry, Printing</li> <li>TCS deposit with Government, TCS challan printing</li> </ul>	

Unit 4: Introduction to E-Commerce Tools, E-Marketing	05
<ul> <li>E-Commerce - Process</li> <li>E-Commerce Activities</li> <li>E-Marketing</li> <li>E-Customer Relationship Management</li> <li>Supply Chain Management</li> </ul>	

Unit 5: Introduction to Electronic Payment System, M-Commerce	05
<ul> <li>Introduction to EPS</li> <li>M-Commerce: Definition, Advantages and Disadvantages</li> <li>Applications of M-Commerce</li> <li>Mobile Payment System</li> </ul>	
<ul> <li>Difference between E-Commerce and M-Commerce</li> </ul>	

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- Recent trends in I.T.
- Introduction to Cloud Computing, Green Computing, IOT

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- Weveka Peter. Microsoft Office 2016 for Dummies Wiley Brand.
- Holzner Steven. HTML Black Book. Dream Tech Press: New Delhi; 2019.

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