



Tolani College of Commerce (Autonomous)

तोलानी वाणिज्य महाविद्यालय (स्वायत्त)

Knowledge is Supreme

(Sponsored and Managed by Tolani Education Society, Mumbai - 400 021)
(Recognised Linguistic (Sindhi) Minority Institution, Affiliated to University of Mumbai)

Re-Accredited (3rd Cycle) by N.A.A.C. with 'A' Grade (CGPA 3.03)

150-151, SHER-E-PUNJAB SOCIETY,
GURU GOBIND SINGH ROAD,
ANDHERI (EAST), MUMBAI-400 093.

Tel. : (022) 6153 5455
Fax : (022) 6153 5456
E-mail : tcc@tolani.edu
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Name of the Department / Programmes	Department of B.Sc. (Information Technology) 1) Bachelor of Management Studies / 2) B.Com. in Accounting and Finance / 3) B.Com. in Banking and Insurance / 4) B.Com. in Financial Markets / 5) Bachelor of Business Administration (Logistics)						
Name of the Course	Open Elective Courses: Information Technology and its Application						
SEMESTERS	I						
Number of Credits	02						
Number of Lectures	30						
Lecture Duration	60 Minutes						
Distribution of Marks	<table border="1"><tr><td>CE</td><td>20</td><td>SEE</td><td>30</td><td>Total</td><td>50</td></tr></table>	CE	20	SEE	30	Total	50
CE	20	SEE	30	Total	50		

Learning Objectives of the Course

Sr. No.	Objectives
S1	To provide learners with an overall introduction of Information Technology along with E-commerce and cloud computing
S2	To familiarise learners with basic tools of Tally.
S3	To familiarize learners with MS Excel and advanced presentation skills

Learning Outcomes of the Course

Sr. No.	Outcomes
SO1	Understand the horizon and scope of Ecommerce and Cloud computing
SO2	Effective use of Tally
SO3	Maximize the use of Excel and upgrade the presentation skills using MS Power point



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Module No.	Details	No. of Lectures
1	Introduction to Computing <ul style="list-style-type: none">E-Commerce: Types of E-Commerce, M-CommerceInternetCloud Computing: Meaning, Architecture, hosting a cloud, Benefits and examples, difference between cloud and green computing, cloud management in cloud computing and Infrastructure	10
2	Tally <p>Basic Concepts of Accounting, Financial Statements, Inventory, Installation of Tally. Company Details: Create / Alter / Select / Load / Close a Company. Ledgers: Create / Alter / Display Ledgers. Vouchers: Overview of Vouchers. Balance Sheet, Reports.</p>	10
3	Excel Essential & Presentation Skills <p>Spreadsheet application (e.g. MS-Excel/openoffice.org) Creating/Saving and editing spreadsheets Drawing charts. Using Basic Functions: text, math & trig, statistical, date & time, database, financial, logical Using Advanced Functions : Use of VLookup/HLookup Data analysis – sorting data, filtering data (AutoFilter , Advanced Filter), data validation, pivot table/chart, goal seek/solver, Macros. Presentation Software Creating a presentation with minimum 10 slides with a script. Presenting in different views, Inserting Pictures, Videos, Creating animation effects on them Slide Transitions, Timed Presentations Rehearsal of presentation</p>	10

Reference Books:

Computer Fundamentals 6th Edition, Pradeep Sinha, BPB Publications
Tay Vaughan, "Multimedia: Making it work", TMH, Eighth edition
Accounting with Tally, Nadhani, BPB Publications.



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Scheme of Evaluation Pattern

Table 1A: Scheme of Continuous Evaluation (CE)

Scheme of Evaluation Pattern

Sub-components	Maximum Marks	Conditions for passing
1) Assignment / Presentation / Project / Live demonstration	10	a) A learner must be present for each of the sub-components. b) The subtotal of all the 2 sub-components must be minimum 08 marks
2) MCQ Based Test	10	
Total	20	

Table 1B: Scheme of Semester End Examination (SEE) Evaluation

Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 30

Minimum Marks to Pass:12

Duration: 1 Hrs.

Note: All questions are compulsory. Each question has an internal choice.

(any two from each module)

Question Number	Nature of Questions	Maximum Marks
1)	a)	10
	b)	
	c)	
	d)	
2)	a)	10
	b)	
	c)	
	d)	
3)	a)	10
	b)	
	c)	
	d)	