

**Bachelor of Commerce with Accountancy and Finance**

**SEMESTER – IV**

**INFORMATION TECHNOLOGY**

**Computer Code 5004**

**4 Credits**

**Module 5.4**

**Evaluation Pattern:**

**Internal Evaluation 25 Marks**

**External Evaluation 75 Marks**

| <b>Units</b> | <b>Topic</b>  | <b>Weightage %</b> | <b>No. of Lectures</b> |
|--------------|---|--------------------|------------------------|
|              | <b>Objectives:</b><br>To familiarize students with Information Technology concepts and Practical.   |                    |                        |
| <b>1</b>     | <b>Introduction to Computer</b><br><b>Meaning &amp; Scope of Computer Hardware &amp; Software:</b><br>Need. Objectives. Functions. Development & Definition of Computer Hardware & Software History, Type and generation of Computers. Types of Software etc.<br><b>Basics of Information Technology</b><br>Computer Configuration and Various Operating systems. File, Folders, Screensavers, backup of data etc.<br><b>Practical:</b> Windows and Typing Tutor etc. | <b>25</b>          | <b>15</b>              |
| <b>2</b>     | <b>Ms-Office</b><br><b>Word:</b>  | <b>25</b>          | <b>15</b>              |

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|----------|---|------------|-----------|
|          | <p>Documentations, formatting of text, letters etc.</p> <p><b>Excel:</b><br/>Calculation, Formula constructions, tabulation Graphs etc.</p> <p><b>Power Point:</b><br/>Making PowerPoint Presentations Animation, use of power point etc.</p>   |            |           |
| <b>3</b> | <p><b>Internet and WWW:</b> Introduction &amp; Importance of Internet in Modern Life. How to use it what are the uses it has and what is (WWW) World Wide Web and Its Uses.</p> <p><b>Cyber Laws &amp; Ethics :</b><br/>Cyber Law , Moral, Ethics guidelines, Software Piracy, Cyber Crime, IT Act, Encryption, Copyright, Digital Signature, software License etc.</p> | <b>25</b>  | <b>15</b> |
| <b>4</b> | <p><b>E-Commerce:</b> Global Electronics Market, Trade Cycle, E-Market, EDI, Firewall, Digital Certificates, (WMIS)Web-based Mass Information System, Password, E-transaction Payment. etc.</p> <p>Uses, Features &amp; Scope of e-Commerce.<br/>Advantages &amp; Dis-Advantages of E-Commerce.<br/>Security Threats in E-Commerce</p>                                  | <b>25</b>  | <b>15</b> |
|          | <b>Total</b>  | <b>100</b> | <b>60</b> |

**Reference Text Books:**

| <b>Title of the Book</b> | <b>Author</b> | <b>Publication</b> | <b>Year of Publication</b> |
|--------------------------|---------------|--------------------|----------------------------|
|--------------------------|---------------|--------------------|----------------------------|

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|--|---|---------------------------------------|------|
| Fundamentals of Computers              | Rajaraman – V   | Prentice Hall of India                | 2011 |
| Computers Today (3rd Ed.)              | Sanders, Donald   | New York Mcgraw Hill,                 | 2011 |
| Introduction to Computers              | Xavier C  | NewAge,,                              | 2012 |
| Introduction to Information Technology | Efraim Turban, R.<br>Kelly Rainer Jr,<br>Richard E. Potter                  | John Wiley & Sons,<br>(Asia) Pvt. Ltd | 2011 |
| A text book of information technology  | Deshpande, A V<br>;Kulkarni, S K ;<br>Vaishampayan, S Y ;<br>Tatpuje, Dipak | NiraliPrakashan                       | 2007 |

