



**Dr. V. N. Bedekar Institute of Management, Thane**  
**Teaching Plan (MMS)**  
**Academic Year (2018-2019)**

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Programme Name: MMS

Semester: I

Name of the subject: IT Skills for Management and Technology Platform

Maximum marks: 100

No. of Sessions: 14

Name of the Faculty: Sandeep Moghe

Mobile No: 9930516077

Email: smoghe@vpmthane.org

Weblink:

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**Learning Objectives:**

To have the basics practical skills of information Technology (i.e. Hardware - Software, Database, Networking, Communication Technology) with its application and usage.

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**Text books -**

1 Work-study by ILO

**Reference books -**

1 Rajaraman, V. (2004). Introduction to Information Technology. PHI.

2 Turban, Rainer and Potter (2003). Introduction to information technology. John Wiley and sons

3 Sinha, P.K., PritiSinha (2002). Foundation of computing. BPB Publications.

4 Ram, B. (2003). Computer Fundamentals. New Age Publication

5. Management Information Systems: MANAGING THE DIGITAL FIRM TWELFTH EDITION Kenneth C. Laudon *New York University* Jane P. Laudon *Azimuth Information Systems* Prentice Hall

6. Turban, Rainer and Potter (2003). Introduction to Information Technology. John Wiley and sons

7. E-books for Microsoft Office

8. <https://support.office.com>

9. Microsoft Office Tutorials

DR VN BRIMS/REC/ACA/05



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10. <https://tallysolutions.com/support/>
11. A Complete self learning Manual on Tally.ERP9 Hardcover by [Ajay Maheshwari](#)
12. <https://www.joomla.org/>
13. <https://www.webhostingsecretrevealed.net/web-hosting-beginner-guide/>
14. <https://webhostinggeeks.com/guides/domains/>

**Plan:**

<b>Session No</b>	<b>Topics to be covered</b>	<b>Books referred/ Recommended/ References- Print/Articles/ News/Research papers/ Online database/ Software /Simulations used</b>	<b>Learning outcomes</b>	<b>Evaluation of Students understanding by MCQs, Quiz, Short Test</b>
1	Hardware - Software – (Systems Software, Application Software and Packages ) Introduction and Fundamentals of Operating system- Windows, Unix / Linux. IPO Cycle. ICT – Information and Communication Technology. How IT plays important role in today's busi-	1 Rajaraman, V. (2004). Introduction to Information Technology. PHI. 2 Turban, Rainer and Potter (2003). Introduction to information technology. John Wiley and sons 3 Management Information Systems: MANAGING THE DIGITAL FIRM TWELFTH EDITION Kenneth C. Laudon <i>New York University</i> Jane P. Laudon <i>Azimuth Information Systems</i> Prentice Hall	To understand the conceptual background of Hardware - Software – (Systems Software, Application Software and Packages ) Introduction and Fundamentals of Operating system- Windows, Unix / Linux. IPO Cycle. ICT – Information and Communication Technology	Q & A



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	ness environment?	4. Turban, Rainer and Potter (2003). Introduction to Information Technology. John Wiley and sons		
2	Introduction and knowledge of Internet Operations. World Wide Web , Emerging communication technologies, What is Networking, it's types and it's advantages.  <b>Microsoft Word</b> – Use & application – Mail Merge	1. E-books for Microsoft Office 2. <a href="https://support.office.com">https://support.office.com</a> 3. Microsoft Office Tutorials	To gain the knowledge of Internet Operations. World Wide Web & Emerging communication technologies, Networking, it's types and advantages. To know document creation, preparing an effective CV and using Mail Merge option, how we can send same letter to different recipients, frequently used shortcut keys to the work faster.	Practical Assignment in MS Word
3	<b>Microsoft Excel</b> – Introduction, Use, Mark sheet preparation – Functions such as Sum, Average, Min, Max, Count,	E-books for Microsoft Office <a href="https://support.office.com">https://support.office.com</a> Microsoft Office Tutorials	Learning many ways to use Excel formulas to decrease the amount of time we spend in Excel and increase the accuracy of the data and reports.	Excel Data for Practice is one xls file which is made available to all the students & hands on session is to be conducted during lecture after every topic.



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	CountIF, Pass, Fail, Sorting, and Different Most Frequently Used Shortcut Keys.			
4	IF Function, Financial formulas such as PV, FV, PMT. Goal Seek. Filter & Advanced Filter	E-books for Microsoft Office <a href="https://support.office.com">https://support.office.com</a> Microsoft Office Tutorials	To know data analysis and database management with Microsoft Excel	Excel Data for Practice is one xls file which is made available to all the students & hands on session is to be conducted during lecture after every topic.
5	Pivot Table & Pivot Chart, Page Set Up, Protection, Freeze Panes, One Practical Example of Data Analysis	E-books for Microsoft Office <a href="https://support.office.com">https://support.office.com</a> Microsoft Office Tutorials	How to do Data Analysis? How to Protect the Data?	Excel Data for Practice is one xls file which is made available to all the students & hands on session is to be conducted during lecture after every topic.
6	HLookup, VLookup, Lookup, Mutiple Tables, Median, Mode Functions	E-books for Microsoft Office <a href="https://support.office.com">https://support.office.com</a> Microsoft Office Tutorials	How to look for a specific a record quickly in one and multiple tables as well which help in faster data	Excel Data for Practice is one xls file which is made available to all the students & hands on session is to be



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			retrieval	conducted during lecture after every topic.
7	Statistical Formulas: - ANNOVA, Histogram. MS PowerPoint – Various options to prepare an effective presentation	E-books for Microsoft Office <a href="https://support.office.com">https://support.office.com</a> Microsoft Office Tutorials	Learn and use statistical formulas and to know how to prepare interactive business presentation	<b>Internal Test</b>
8	<b>MS Access</b> - Introduction to DBMS concepts, creating a database, Basic queries.	E-books for Microsoft Office <a href="https://support.office.com">https://support.office.com</a> Microsoft Office Tutorials	To know management of data using Microsoft Access	Practical Assignment
9	<b>Tally</b> – Company Creation, Creating Ledger Accounts, Inventory Creation	<a href="https://tallysolutions.com/support/">https://tallysolutions.com/support/</a> <b>A Complete self learning Manual on Tally.ERP9 Hardcover</b> by <a href="#">Ajay Maheshwari</a>	Knowhow/Refresher of Basic Accounting concepts Understanding the power and potential of Tally Accounting Software from the business perspective Company Setup & Configurations Charts of Accounts Setup Recording Financial Transactions	Practical Assignment



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			Financial Reports Analysis Charts of Inventory Setup Recording Inventory Transactions Inventory Reports Analysis	
10	<b>Tally</b> – Journal Entry, Different Taxes, Ledger posting, Trading and Profit & Loss Account, Balance Sheet	<a href="https://tallysolutions.com/support/">https://tallysolutions.com/support/</a> <b>A Complete self learning Manual on Tally.ERP9 Hardcover</b> by <a href="#">Ajay Maheshwari</a>	To gain knowledge regarding concepts of Financial Accounting through Tally	Practical Assignment
11	<b>Tally</b> – Remaining Journal Entries, Different Taxes, Ledger posting, Trading and Profit & Loss Account, Balance Sheet	<a href="https://tallysolutions.com/support/">https://tallysolutions.com/support/</a> <b>A Complete self learning Manual on Tally.ERP9 Hardcover</b> by <a href="#">Ajay Maheshwari</a>	To gain knowledge regarding concepts of Financial Accounting including different taxes through Tally	Practical Assignment
12	Internet Technology	✓ <a href="https://www.webhostingsecr">https://www.webhostingsecr</a>	Understanding Internet	Practical



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	Understanding Websites Understanding Domain Names & Domain Extensions Web Server & Web hosting	<a href="http://etrevealed.net/web-hosting-beginner-guide/">etrevealed.net/web-hosting-beginner-guide/</a> <a href="https://webhostinggeeks.com/guides/domains/">https://webhostinggeeks.com/guides/domains/</a>	Technology, websites, domain names & domain extensions, web Server & web hosting	Assignment
13	Web Designing, Home page designing. Website Content designing, Joomla, query, knowing & Adding Payment Gateways, Web Hosting, Mobile Technology & Business On-line Business Mechanism Hands on experience of Emerging Communication technology.	✓ <a href="https://www.joomla.org/">https://www.joomla.org/</a> <a href="https://www.webhostingsecr.com/guides/domains/">https://www.webhostingsecr.com/guides/domains/</a> <a href="http://etrevealed.net/web-hosting-beginner-guide/">etrevealed.net/web-hosting-beginner-guide/</a> <a href="https://webhostinggeeks.com/guides/domains/">https://webhostinggeeks.com/guides/domains/</a>	To build web sites and powerful online applications.	Practical Assignment
14	Group Presentations on different topics		Making Effective Presentation & Importance of Team Work	Group Presentations on different topics

**Practical Approach : Other activities (At least 4 distinct activities)**

Sr. No.	Activity Name	Topic Covered	Learning outcomes	Source
1	Role Play			
2	Industry Visit			



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3	Academic Projects			
4	Book Review			
5	Group Discussion			
6	Business Quiz / Business News sharing			
7	Videos / Simulation	Website Content designing	To build web sites and powerful online applications.	<a href="https://www.joomla.org/">https://www.joomla.org/</a>
8	Use of Softwares and Labs	<b>Microsoft Word, Excel, PowerPoint, Access, Tally, Joomla</b>	To provide an insight into basic features of Computer Systems and their Applications in Managerial Decision Making.	E-books for Microsoft Office <a href="https://support.office.com">https://support.office.com</a>  Microsoft Office Tutorials <a href="https://tallysolutions.com/support/">https://tallysolutions.com/support/</a> <b>A Complete self learning Manual on Tally.ERP9 Hardcover</b> by <a href="#">Ajay Maheshwari</a>
9	Any other activity			





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**Evaluation:**

**Internal:**

<b>Component</b>	<b>Details</b>	<b>Marks</b>
Class Test	Internal Test: - One Theoretical test	20
Presentation	Presentation on different topics	10
Case Study		
Participation	Students Participation in the Case Study Discussion during the lecture	5
Others	Students Attendance	5

**Signature of Faculty**

**Signature of the Co-ordinator**