



**Dr. V. N. Bedekar Institute of Management Studies, Thane**  
**Teaching Learning Plan - MMS**  
**Academic Year: 2020-2021**

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Programme: MMS                      Semester: I                      Period:  
Course Code: **MMS-1-E-03**  
Name of the subject: IT Skills for Management and Technology Platform  
Maximum marks: 100 (60+40)                      No. of Sessions: 13/14 (3 hrs each)  
Name of the Faculty: Sandeep Moghe  
Mobile No: 9930516077                      Email: smoghe@vpmthane.org

<b>Program Outcomes (PO)</b>	<b>Course Outcomes (CO)</b>
<ol style="list-style-type: none"><li>Nurture leadership skills, team-membership skills and mutual trust.</li><li>Demonstrate decision-making ability.</li><li>Ability to develop culture of technology-usage.</li><li>Inculcate social sensitivity among students.</li><li>Integrate and apply business knowledge and management techniques for problem-solving/ analytical skills.</li></ol>	<ol style="list-style-type: none"><li>Application of basic IT and computer techniques &amp; tools in the Business context and develop culture of technology usage.</li><li>How Data Management is important for effective decision making</li></ol>

**Text books -**

Work-study by ILO

**Reference books -**

- Rajaraman, V. (2004). Introduction to Information Technology. PHI.
- Turban, Rainer and Potter (2003). Introduction to information technology. John Wiley and sons
- Sinha, P.K., PritiSinha (2002). Foundation of computing. BPB Publications.
- Ram, B. (2003). Computer Fundamentals. New Age Publication
- Management Information Systems: MANAGING THE DIGITAL FIRM TWELFTH EDITION Kenneth C. Laudon New York University Jane P. Laudon Azimuth Information Systems Prentice Hall
- Turban, Rainer and Potter (2003). Introduction to Information Technology. John Wiley and sons
- E-books for Microsoft Office
- <https://support.office.com>
- Microsoft Office Tutorials
- <https://tallysolutions.com/support/>
- A Complete self learning Manual on Tally.ERP9 Hardcover by [Ajay Maheshwari](#)
- <https://www.joomla.org/>
- <https://www.webhostingsecretrevealed.net/web-hosting-beginner-guide/>
- <https://webhostinggeeks.com/guides/domains/>

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**A. Plan:**

<b>Ses sion No.</b>	<b>Pl. Date</b>	<b>Topic</b>	<b>Ref. Study Material</b>	<b>Course Outcomes</b>



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<b>1</b>	12 <sup>th</sup> Feb 21	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 business environment? <b>Case Study:</b> Walmart's Workforce of the Future	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 4. Turban, Rainer and Potter (2003). Introduction to Information Technology. John Wiley and sons	Application of ICT, System & Application Software, hardware in today’s business environment Case Study: Walmart's Workforce of the Future
<b>2</b>	19 <sup>th</sup> Feb 21	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 – Different Useful shortcut keys. Mail Merge option for sending the same document to multiple recipients.	1. E-books for Microsoft Office  2. <a href="https://support.office.com">https://support.office.com</a>  3. Microsoft Office Tutorials	Usage & Relevance of Internet Operations. World Wide Web & Emerging communication technologies, Networking, it’s types and advantages.  Document creation and retrieval Using Mail Merge option, how we can send the same letter to different recipients, frequently used shortcut keys to the work faster.



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<b>3</b>	26 <sup>th</sup> Feb 21	<b>Microsoft Excel –</b> Introduction, Use, Mark sheet preparation – Functions such as Sum, Average, Min, Max, Count, CountIF, Pass, Fail, Sorting, and Different Most Frequently Used Shortcut Keys.	E-books for Microsoft Office  <a href="https://support.office.com">https://support.office.com</a>  Microsoft Office Tutorials	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.
<b>4</b>	5 <sup>th</sup> Mar 21	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	Data Analysis and Database Management based on which effective Decision Making can be made.
<b>5</b>	12 <sup>th</sup> Mar 21	Pivot Table & Pivot Chart, Page Set Up, Protection, Freeze Panels, 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	Data Management - Data Consolidation for easy understanding. How to Protect the Data?



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<b>6</b>	19 <sup>th</sup> Mar 21	<b>Internal Test &amp; Lecture:</b> 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 <b>faster data retrieval</b>
<b>7</b>	26 <sup>th</sup> Mar 21	Statistical Formulas: - ANNOVA, Histogram.  <b>MS PowerPoint –</b> 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	Usage & Application of statistical formulas and to know how to prepare interactive business presentation
<b>8</b>	2 <sup>nd</sup> Apr 21	<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
<b>9</b>	9 <sup>th</sup> Apr 21	<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/Refresh er 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



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				<p>Financial Transactions</p> <p>Financial Reports Analysis</p> <p>Charts of Inventory Setup</p> <p>Recording Inventory Transactions</p> <p>Inventory Reports Analysis</p>
<b>10</b>	16 <sup>th</sup> Apr 21	<b>Tally – Journal Entry, Different Taxes, Ledger posting, Trading and Profit &amp; Loss Account, Balance Sheet</b>	<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
<b>11</b>	23 <sup>rd</sup> Apr 21	<b>Tally – Remaining Journal Entries, Different Taxes, Ledger posting, Trading and Profit &amp; Loss Account, Balance Sheet</b>	<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
<b>12</b>	30 <sup>th</sup> Apr 21	<b>Internal Test followed by lecture:</b> Internet Technology Understanding Websites Understanding Domain Names & Domain Extensions	<a href="https://www.webhostingsecrevealed.net/web-hosting-beginner-guide/">https://www.webhostingsecrevealed.net/web-hosting-beginner-guide/</a> <a href="https://webhostinggeeks.com/guides/domains/">https://webhostinggeeks.com/guides/domains/</a>	Understanding Internet Technology, websites, domain names & domain extensions, web



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		Web Server & Web hosting		Server & web hosting
<b>13</b>	7 <sup>th</sup> May, 21	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.webhostingsec.com/retrevealed.net/web-hosting-beginner-guide/">https://www.webhostingsec.com/retrevealed.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.
<b>14</b>	14 <sup>th</sup> May, 21	Group Presentations on different topics		Making Effective Presentation & Importance of Team Work

**B. Practical Approach: Other activities**

Sr. No.	Activity Name	Topic Covered	Learning outcomes	Source
1	Case Study: Walmart's Workforce of the Future	ICT	Technology changes the nature of work. Digital transformation creates new jobs, but, more important, it changes the nature of jobs, even entry-level ones.	<a href="https://hbswk.hbs.edu/Pages/browse.aspx?HBSContentTtype=HBS%20Case">https://hbswk.hbs.edu/Pages/browse.aspx?HBSContentTtype=HBS%20Case</a>
2	Academic Projects			
3	Group Discussion			
4	Role Play			
5	Industry Visit			
6	Business Quiz / Business News sharing			
7	Videos / Simulation	Website	To build web sites	<a href="https://www.jooml">https://www.jooml</a>



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		Content designing	and powerful online applications.	<a href="#">a.org/</a> <a href="#">www.godaddy.com</a>
8	Use of Software and Labs	Microsoft Word, Excel, PowerPoint, Access, Tally, Joomla, Godaddy	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> A Complete self learning Manual on Tally.ERP9 Hardcover by <b>Ajay Maheshwari</b>
9	Any other activity			

**C. Innovative Pedagogy adopted:**

Practice sheet is mailed to the students so that they can have more hands on experience.

**D. Industrial sector focused through the course:**

All the sectors especially Finance sector

**E. Types of job profile available in the sector:**

Management Trainee, Base for Data Analyst and Business analyst

**F. Skill sets for the given job profiles as learning outcomes of the course:**

Analytical thinking and problem solving

**Business Analysts** deal with requirements understanding, development and management and functional testing



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**G. Gap identified from University Curriculum:**

S. no.	Gap Identified	Action taken to bridge the gap
1	Only basic points of Excel are covered	Adv Level which will be useful for the students from placement point of view is covered after discussing with placement team
2		

**Prepared by:**  
**Faculty**

**Approved by:**  
**Specialisation Head**

**Date:**

**Date:**

**A. Execution:**

Session No.	Planned Dates as per TLP	Planned Topic/ Contents as per TLP	Course Outcomes (Write Number)	Actual Date	Actual Topic / Content covered	Number of Students Present	CR Signature Remark with Deviation (If Any)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

**B. Evaluation:**

Component	Details	Marks
Presentations	Mandatory	10
Class Tests	Mandatory (MCQ, Descriptive, etc)	20
Attendance & Active	Mandatory	5





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Participation		
Overall Conduct	Mandatory	5
Final Exam	Mandatory	60

**Comments / Suggestions / Recommendations:**

**Suggestions (if any) to students on subject related Certificate/Diploma or Add-on program: -**

Online Certification on Data Analytics, Data Visualization with Adv Excel, Information Systems

**Signature of Faculty**

**Signature of Co-ordinator**