

<b>FY B. Com (Banking &amp; Insurance)</b>		<b>Semester II</b>	
<b>Course Name: Information Technology in Banking &amp; Insurance - I</b>		<b>Course Code: VGVUVE205</b>	
<b>Lectures per week (1 Lecture is of 60 minutes)</b>		<b>2</b>	
<b>Number of Credits</b>		<b>2</b>	
<b>Evaluation System</b>	<b>Assessment</b>	<b>Hours</b>	<b>Marks</b>
	• <b>External Assessment</b>	<b>1</b>	<b>30</b>
	• <b>Internal Assessment</b>	<b>-</b>	<b>20</b>

### Course Objectives:

<b>1</b>	To Create, edit, save, and print documents to include documents with lists and tables. To use advanced functions and productivity tools to assist in developing worksheets.
<b>2</b>	To create, edit, save, format and print presentations. Add graphics to a presentation.
<b>3</b>	To connect with Microsoft databases using Ms Access at the back end and help them manage and store their data efficiently. To facilitate the sharing of information.

<b>Unit</b>	<b>Content</b>	<b>No. of Lectures</b>
<b>1</b>	<b>OFFICE PRODUCTIVITY TOOLS</b>	<b>10</b>
	MS Word: Creating, Editing, Formatting and Printing of Documents, Using Tools, Mail merge and Print Review and Set-up.	
	MS Excel: Creating Worksheet, Creating Various Formulae, Creating Charts, Rename and Copy of Worksheets, Using Tools, Printing Review and Set-up.	
	Power Point: Create Project Report, Create Slides, Animation, Page Designing, Insert Image, View Page, and Print Review and Set-up.	
	Use of Tools in Accounting: – Preparation of vouchers, invoices and reports, Calculation of Interest, Depreciation, TDS, Salary, Taxes, inventory and reconciliation	
<b>2</b>	<b>WEB SPACE</b>	<b>10</b>
	Use of Various Web Browsers	
	Downloading	

	Create New email ID	
	Sending Data through email	
	Search engine optimization	
<b>3</b>	<b>INTRODUCTION TO INTERNET AND OTHER EMERGING TECHNOLOGIES</b>	<b>10</b>
	Introduction – Internet components	
	electronic commerce – e-commerce applications – Electronic Data Exchange	
	Extranet Payment systems – Risks and security considerations Legal issues – Other emerging technologies - Cyber Law	
	<b>Total</b>	<b>30</b>

Course Outcomes:	
<b>1</b>	Learn the language of the web: HTML used to develop website.
<b>2</b>	Webpage design with tags.
<b>3</b>	Become familiar with graphic design principles that relate to web design
<b>4</b>	Learn how to implement theories into practice.
<b>5</b>	Develop skills in analysing the usability of a web site.

Recommended Resources	
<b>Reference Books -</b>	<ul style="list-style-type: none"> <li>• Information Technology for Management, 6TH ED (With CD) By Efraim Turban, Dorothy Leidner, Ephraim Mclean, James Wetherbe (Ch1, Ch2)</li> <li>• Microsoft Office Professional 2013 Step by Step By Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch</li> <li>• Tata McGraw Hill Joseph, P.T. : E-commerce An Indian Perspective(Ch-13,Ch-14)</li> <li>• Computer Viruses and Related Threats: A Management Guide (Ch-2, Ch-3) By John P. Wack, LisaJ.Carnahan</li> <li>• Electronic Commerce - Technologies &amp; Applications. Bharat, Bhaskar</li> </ul>
<b><u>E-Resources</u></b> <b>Webliography:</b>	<ul style="list-style-type: none"> <li>• (EBook:<a href="https://play.google.com/books/reader?id=tsP15h9gr8MC&amp;printsec=frontcover&amp;output=reader&amp;hl=en&amp;pg=GBS.PR7.w.2.1.0">https://play.google.com/books/reader?id=tsP15h9gr8MC&amp;printsec=frontcover&amp;output=reader&amp;hl=en&amp;pg=GBS.PR7.w.2.1.0</a>)</li> <li>• <a href="https://play.google.com/books/reader?id=F1zbUaBtk7IC&amp;printsec=frontcover&amp;output=reader&amp;hl=en&amp;pg=GBS.PP1">https://play.google.com/books/reader?id=F1zbUaBtk7IC&amp;printsec=frontcover&amp;output=reader&amp;hl=en&amp;pg=GBS.PP1</a></li> </ul>

## EVALUATION PATTERN

### INTERNAL EVALUATION

- **For Major, Minor, Open Elective (OE), Vocational Skill (VSC) & Skill Enhancement (SEC) Courses**

Sr. No.	Description	Marks
<b>I</b>	Class Test	15
	<b>Q.1 Objectives. (1 Mark each)</b> (Fill in the blanks / True or False / Match the Following)	
	<b>Q.2 Answer Any Two of the Three. (05 Marks each)</b> (Unit based theory questions)	
<b>II</b>	Project / Assignment / Presentation	15
<b>III</b>	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	<b>TOTAL MARKS</b>	<b>40</b>

**Note:** For OE from science faculty, practical examination of 40 marks will be conducted for Internal Evaluation.

- **For Ability Enhancement (AEC), Value Education (VEC) & Indian Knowledge System (IKS) Courses**

Sr. No.	Description	Marks
<b>I</b>	Project / Assignment / Presentation	10
<b>II</b>	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	<b>TOTAL MARKS</b>	<b>20</b>

- **For Co - Curricular (CC) Courses**

Sr. No.	Description	Marks
<b>I</b>	Class Test	15
<b>II</b>	Activities	35
	<b>TOTAL MARKS</b>	<b>50</b>

## EXTERNAL EVALUATION

- For Major, Minor, Open Elective (OE), Vocational Skill (VSC) & Skill Enhancement (SEC) Courses**

- **Maximum Marks: 60**
- **Questions to be set: 04**
- **Duration: 2 Hours**
- **All Questions are compulsory carrying 15 marks each**

<b>Q. No.</b>	<b>Description</b>	<b>Marks</b>
<b>Q.1</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
<b>Q.2</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
<b>Q.3</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
<b>Q.4</b>	Full Length Question <b>OR</b> Full Length Question	<b>15</b>
	<b>TOTAL MARKS</b>	<b>60</b>

**Note:** Question of 15 marks can be further sub-divided into questions of 5/5/5, 8/7 or 10/5.

- For Ability Enhancement (AEC), Value Education (VEC) & Indian Knowledge System (IKS) Courses**

<b>Q. No.</b>	<b>Description</b>	<b>Marks</b>
<b>Q.1</b>	Attempt any two out three: (5 marks each)	<b>10</b>
<b>Q.2</b>	Attempt any two out three: (5 marks each)	<b>10</b>
<b>Q.3</b>	Attempt any two out three: (5 marks each)	<b>10</b>
	<b>TOTAL MARKS</b>	<b>30</b>