

Lecture Plan

Name of the College: Government College of Arts, Science and Commerce. Sanquelim - Goa

Name of Faculty: Ruchi Paresh Fulari

Subject: BFSI

Paper code: VOG304-IT for Banking , Finance and Insurance

Program: BVOC

Division:

Academic year: 2024-2025

Semester: III

Total Lectures: 30

Course Objectives:

To provide skills in data capture, analysis and presentation, report formatting, efficient search techniques and online collaboration tools

Course Outcome:

1. Use word processing concepts.
2. Use spreadsheet concepts
3. Use presentation software basics for preparing presentations
4. Explain E-Commerce basics and Electronic Payment System

Student Learning Outcome:

1. Understand the use of IT and word for the processes of documenting towards business and education.
2. Students will understand the use of Mail Merge along with linking with Database, Printing documents and Creating Business Documents, adding Bullets and numbering , inserting Header and footer , Tables Pictures and Videos.
3. Students can able to manage a worksheets, Formatting, Entering data, Editing ,apply different formulas on multiple spreadsheets and organize Charts and graphs.
4. Students are able to prepare a presentation.
5. Understand the concepts of E-commerce and different electronic payment system used in E-commerce along with the risks involved.

Month	Lecture From	Lecture To	No. of lectures allotted	Topic, Subtopic to be covered	Exercise/ Assignment	ICT Tools	Reference books
July	08/07/2024	13/07/2024	2	Introduction to Data Handling Processing and Analysis Word processing concepts, Use of Templates. Working with word document Editing text, Find and replace text ,Formatting spell check	Application of Templates	Smart Board	Microsoft Office 2019-All in one Dummies - By Peter Weverka

July	15/07/2024	20/07/2024	2	Autocorrect, Auto-text, Bullets and numbering, Tabs, Paragraph ,Formatting, Indent, Page Formatting , Header and footer Tables, Inserting, filling and formatting a table, Inserting Pictures and Video, Mail Merge	Steps to add bullets and images	Smart Board	Microsoft Office 2019-All in one Dummies - By Peter Weverka
July	22/07/2024	27/07/2024	2	Mail Merge including linking with Database, Printing documents Creating Business Documents using the above facilities. Spreadsheet concepts	Steps to create a Mail Merge	Smart Board	Microsoft Office 2019-All in one Dummies - By Peter Weverka
August	29/07/2024	03/08/2024	2	Managing worksheets, Formatting, Entering data, Editing, and Printing a worksheet	Managing worksheets	Smart Board	Microsoft Office 2019-All in one Dummies - By Peter Weverka
August	05/08/2024	10/08/2024	2	Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs	Create a Charts and graphs	Smart Board	Microsoft Office 2019-All in one Dummies - By Peter Weverka
August	12/08/2024	16/08/2024	1	Generally used Spreadsheet functions Mathematical, Statistical	List different Mathematical Functions	Smart Board	Microsoft Office 2019-All in one Dummies - By Peter Weverka
August	19/08/2024	24/08/2024	2	Financial, Logical. Date and Time, Lookup and reference, Database, and Text functions	Formula to find date and Time	Smart Board	Microsoft Office 2019-All in one Dummies - By Peter Weverka
August	26/08/2024	30/08/2024	2	Presentation Software Basics of presentations, Slides, Fonts, Drawing. Editing, Inserting Tables	Steps to insert tables and drawing	Smart Board	Microsoft Office 2019-All in one Dummies - By Peter Weverka
September	02/09/2024	05/09/2024	1	Images, texts. Symbols, Media ,Design, Transition	Steps to insert an image and text	Smart Board	Microsoft Office 2019-All in one Dummies - By Peter Weverka
September	16/09/2024	20/09/2024	1	Animation; and Slideshow Creating Business Presentations using above facilities	Explain animation and Slideshow	Smart Board	Microsoft Office 2019-All in one Dummies - By Peter Weverka
September	23/09/2024	27/09/2024	2	E-Commerce Definition, E-commerce and Trade Cycle, Electronic Markets, Electronic Data	E-commerce	Smart Board	Frontiers of Electronic Commerce Ravi Kalakota& Andrew B Whinston, Pearson Education
September-October	30/09/2024	05/10/2024	2	Interchange and Internet Commerce Types of E-commerce Business to Business E-Commerce.	Types of E-commerce	Smart Board	Frontiers of Electronic Commerce Ravi Kalakota& Andrew B Whinston, Pearson Education
October	07/10/2024	12/10/2024	2	Business to Consumer ECommerce Consumer to Consumer Electronic Payment Systems: Smart Cards Credit Cards Wallets	Electronic Payment system	Smart Board	Frontiers of Electronic Commerce Ravi Kalakota& Andrew B Whinston, Pearson Education

Commented [R1]:

October	14/10/2024	19/10/2024	1	Risks, E-Retail ,Concept and Examples	E-retails	Smart Board	Frontiers of Electronic Commerce Ravi Kalakota& Andrew B Whinston, Pearson Education
October	21/10/2024	22/10/2024	2	E-Banking, Features and Services , M-Commerce, Products and services	E-banking and M-Commerce	Smart Board	Frontiers of Electronic Commerce Ravi Kalakota& Andrew B Whinston, Pearson Education

Month	Lecture From	Lecture To	Topic, Subtopic to be covered	Exercise/ Assignment	ICT Tools	Reference books
July	15/07/2024	20/07/2024	Draft an official letter for job interview invitation/ job appointment/ invitation to an business trade show event, use mail merge to input the recipients list linking with database	Exercise	Microsoft office word	Microsoft Office 2019-All in one Dummies - By Peter Weverka
	22/07/2024	27/07/2024	Given a project report in PDF format transfer to word processor software and format to include title page, specified Paragraph and Page Formatting (page size, orientation, line spacing, font type and font size, Indent, bullets, paragraph formatting) details	Exercise	Microsoft office word	Microsoft Office 2019-All in one Dummies - By Peter Weverka
July-August	29/07/2024	03/08/2024	Acknowledgement page, Table of contents page, List of figures page, List of Tables page, bibliography, references, distinct headers for each chapter, page numbering in roman for initial pages	Exercise	Microsoft office word	Microsoft Office 2019-All in one Dummies - By Peter Weverka
August	05/08/2024	10/08/2024	The document should be checked for spelling errors and corrected appropriately. Create/Upload a document in a collaboration software like Google docs. Share and collaborate in real time, Safely store and organize your work, Control who can see your documents.	Exercise	Microsoft office word	Microsoft Office 2019-All in one Dummies - By Peter Weverka

	12/08/2024	17/08/2024	Entering data, Formatting, Editing, and Printing a worksheet, Formulas and Functions, Handling operators in formula	Exercise	Microsoft office excel	Microsoft Office 2019-All in one Dummies - By Peter Weverka
	19/08/2024	24/08/2024	Generally used Spreadsheet functions Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database	Exercise	Microsoft office excel	Microsoft Office 2019-All in one Dummies - By Peter Weverka
	26/08/2024	31/08/2024	Text functions, Inserting Charts and graphs, Data Sorting and Filtering Introduction to some more useful functions such as the IF, nested IF, VLOOKUP and HLOOKUP, construction of Pivot Tables to organize data	Exercise	Microsoft office excel	Microsoft Office 2019-All in one Dummies - By Peter Weverka
September	02/09/2024	06/09/2024	Creating spreadsheet in the area of Loan and Lease statement; Ratio Analysis; Payroll statements; Capital Budgeting	Exercise	Microsoft office excel	Microsoft Office 2019-All in one Dummies - By Peter Weverka
	16/09/2024	21/09/2024	Depreciation Accounting, Graphical representation of data; Frequency distribution and its statistical parameters, Correlation and Regression.	Exercise	Microsoft office excel	Microsoft Office 2019-All in one Dummies - By Peter Weverka
	23/09/2024	28/09/2024	Preparing presentation in areas such as Customer satisfaction/ feedback, product analysis, job satisfaction using the data obtained through data capture tool, including appropriate slide animation, sound recording, slide timings, customer feedback video. Export the presentation as video or save as slide show.	Exercise	Microsoft Office power presentation	Microsoft Office 2019-All in one Dummies - By Peter Weverka
October	30/09/2024	05/10/2024	Prepare handouts for audience. Working with multimedia tools: Image manipulation – Use any image editing tool such as (GIMP, Inkspace) to design the cover page of Book; Audio manipulation – Use any two Mp3 tracks of your choice to create a unique two minute composition that is significantly different from either of the original tracks, Video manipulation – Make a Movie on a given topic with the help Windows Movie Maker.	Exercise	GIMP ,Movie maker tool	Microsoft Office 2019-All in one Dummies - By Peter Weverka
	07/10/2024	12/10/2024	Attempt to purchase a product online from any E-Commerce Site. Proceed till payment gateway.	Exercise	E-commerce website	Frontiers of Electronic Commerce Ravi Kalakota& Andrew B Whinston, Pearson Education

			<p>Check digital certificates (such as ebay in and amazon.com)</p> <p>Write a review of an E-Commerce Site visited include: Site description, Site Design, ease in navigation, process for purchasing items, security, privacy, customer service, best features of site etc.. : who uses this service? Revenue</p>			
	14/10/2024	19/10/2024	An E-commerce site case study: Include Target market/audience model: where does the money come from? How are they promoting their products in the marketplace	Exercise	E-commerce website	Frontiers of Electronic Commerce Ravi Kalakota& Andrew B Whinston, Pearson Education

Assessment Rubrics

Component	Max Marks
ISA 1	05
ISA 2	05
Practical	25
Project	-
Semester End Exam	40