Veer Narmad South Gujarat University
Bachelor of Business Administration
Year – I (Semester – I) (W.E.F. June 2019)

Subject Name: IT Tools for Business
Subject Code: 103

Objective of the course:

- ➢ To create awareness about environment
- ➢ To develop written communication skills among students
- ➢ To develop managerial soft skills among students

Pedagogy

- Lectures, Hands on exercise on machines (Lab Sessions), Presentations, Audio Visual Material

Course Content

Unit1:IntroductiontoComputer&OperatingSystems (15%)

- **Computers**

Introduction, Characteristics, History, Generations, Types, Computer Architecture, Devices (Input, Output and Storage), Advantages of Using Computers, Use of computers in Business

- **Operating Systems**

Introduction, Types of user interfaces, Functions of OS, Types of OS, Examples of OS, Booting Process

Unit 2:WordProcessor (25%)

- Creating, navigating and editing word document
- Page set up and page background,
- Formatting, navigating and viewing a document
- Find and replace function,
- Working with table, inserting smart art and shapes,
- Page breaks and section breaks,
- Headers and footers, watermark, Hyperlinks and bookmarks,
- Table of content, footnotes, citations and bibliographies,
- Working with Mail merge
- Printing a document

Unit 3:SpreadsheetPackage (35%)

- **Basics**

Workbook, worksheet, workspace, Formatting workbook, Conditional formatting, Working with charts, Data validation, Sorting data, Auto filter and advanced filter, Goal seek and scenarios, Excel shortcuts, Pivot tables

- **Functions**

Mathematical, Financial, Statistical, Logical, Counting, Date and Time, Text Functions, Lookup and Reference, D Function, Total and Subtotal function

- **Data Analysis using Excel**

Use of Built in data form in excel, Correlation and Regression using Add Ins, Macros, MS-Access, Introduction to Database (Field, Table, Record, Primary Key), Creating, editing and sorting database, Creating relationships between tables in access, Creating form, query and report with wizards in access

Unit 4:PresentationPackage (10%)

Creating, browsing and saving presentations, Editing and formatting presentations, Using slide layouts, Adding notes to the slides, Editing and formatting slides, Inserting objects in slides, Slide transition, animation effects, Rehearsing timings, Slide show options

Unit 5: Internet and Networking (15%)

- **Internet**

Introduction, History, Internet, Intranet and Extranet, Client server architecture, address mechanism, Various Internet services, e-mail.

- **Networking**

Concepts, Components, Types, Topologies, Transmission technologies

Suggested Readings:

1. *Computer Application In Management By RiternderGoel*
2. *PC Software for windows Made Simple ByR.K.Taxali*
3. *Computer Application in Management ByA.K.Saini*
4. *Fundamental of Computer ByP.Mohan*
5. *Information Technology By SushilaMadan*
6. *Computer Fundamentals By Ashok Arora&SefaliBansal*

7. *Computer Fundamentals By Arora Ashok and BansalShefali (ExcelBooks)*
8. *Computer Networks, Andrew s.Tanenbaum*
9. *ABC of Internet, Dyson–BPB*
10. *How Internet Works, Gralla-Tech Media*
11. *Internet Marketing E-commerce and Cyber Loss, Asit Narayan & L.K. Thakur-Author Press*
12. *E_commerce (Concepts, Models, Strategies) ,By C.S.V.Murthy, Himalaya Publishing House*