

20BB109 IT TOOLS FOR BUSINESS

Hours Per Week :

L	T	P	C
4	-	-	4

Total Hours :

L	T	P
50	-	-

**Source :**

<https://firstcapitol.b-cdn.net/wp-content>

COURSE DESCRIPTION AND OBJECTIVE:

The primary objective of this course is to familiarize the student with basic concepts of computers and information technology and their applications to business processes. Students will learn fundamentals of computers, MS office.

COURSE OUTCOMES:

Upon completion of the course, student will able to achieve the following outcomes:

COs	Course Outcomes	POs
1	Understand the computer fundamentals	3
2	Computer software's, internet and its applications	3
3	MS Office and Excel	3
4	Computer and IT applications in business decision making	2,3,4

UNIT - I

L-10

Computer Fundamentals: Block Structure of a Computer, Characteristics of Computers, Generations of Computers, Classification of Computers, Memory management, Input-Output Devices.

UNIT - II

L-10

Computer Software: Define software & types of software (application and system), assemblers, compilers and interpreters, process of software development, operating systems: functions of operating systems. **Computer Network & Communication:** Network types, network topologies, network communication devices, physical communication media.

UNIT - III

L-10

OS and MS Word & Excel: Operating systems: Definition & functions of operating systems MS Office-Text processing using word- Functions. MS Excel-Graphs, Basic statistical formulae using MS Excel with examples.

UNIT - IV

L-10

Computers in business applications: MS-Power Point –Creating Effective Presentations. Introduction, Business and Computer, E-Commerce, Project management, Computers in personnel Administration, Accounting, Computers in Cost and Budget Control, Marketing, Manufacturing, Materials management, Banking, Insurance And Stock-broking, Purchasing activities.

UNIT - V

L-10

World Wide Web: and Business Community, Internet, E- Mail. Network protocol (TCP/ IP), internet and its applications.

TEXT BOOKS:

1. ITL Education Solutions, Introduction to Information Technology, Pearson Education, 2012

REFERENCE BOOKS:

1. Turban, Rainer and Potter, Introduction to information technology, John Wiley and Sons, 2004, 3 edition.
2. Information Technology for Managers, Sudalaimuthu & Hariharan, HPH, 2010.
3. Understanding Computers Today & Tomorrow, D.Monley & CS Parker, Cengage/ Thomson, 2014 15th edition