

SATAVAHANA UNIVERSITY

Department of Business Management

BBM II Year

FUNDAMENTALS OF INFORMATION TECHNOLOGY

Paper: 100 Max Marks: 70T + 30P= 100

P.P.W: 5 (4 + 1) Hrs Exam Duration: 3 Hrs

Total No of hours: 100 +25

100 hours theory 25 hours practicals

Objective: To impart basic knowledge about computer with application of various packages to Business and Commerce.

Unit – I: 20 hours theory

Introduction to computers: Definition, Characteristics and limitations of computers - Elements of Computers - Hardware - CPU - Primary and Secondary memory - Input and Output devices. IT enabled services - BPO, KPO, Call centers.

Modern communications (Concepts only): Communications – FAX, Voice mail, and information services – E Mail – Creation of email id - group communication – Tele conferencing – Video conferencing – File exchange – Bandwidth – Modem – Network Topologies – Network types LAN, MAN, WAN and their architecture – Dial up access.

Unit – II: 20 hours Theory + 5 hours practicals

Operating System and Windows: Operating Systems: Meaning, Definition, Functions and Types of Operating Systems - Booting process – Disk Operating System: Internal and External Commands – Wild Card Characters – Computer Virus, Cryptology. Windows operating system - Desktop, Start menu, Control panel, Windows accessories .

Unit – III: 20 hours Theory + 10 hours practicals

MS Office I: MS Word & Word Processing : Meaning and features of word processing – Advantages and applications of word processing - Parts of MS Word application window – Toolbars – Creating, Saving and closing a document – Opening and editing a document - Moving and copying text – Text and paragraph formatting, applying Bullets and Numbering – Find and Replace – Insertion of Objects, Date and Time, Headers, Footers and Page Breaks – Auto Correct – Spelling and Grammar checking – Graphics, Templates and wizards - Mail Merge : Meaning, purpose and advantages – creating merged letters, mailing labels, envelops and catalogs- Working with Tables – Format Painter.

MS EXCEL: Features of MS Excel – Spread sheet / worksheet, workbook, cell, cell pointer, cell address etc., - Parts of MS Excel window – Saving, Opening and Closing workbook – Insertion and deletion of worksheet – Entering and Editing data in worksheet – cell range – Formatting – Auto Fill –Formulas and its advantages – References : Relative, absolute and mixed – Functions: Meaning and Advantages of functions, different types of functions available in Excel – Templates –Charts – Graphs – Macros : Meaning and Advantages of macros, creation, editing and deletion of macros – Data Sorting, Filtering, validation, Consolidation, Grouping, Pivot Table and Pivot Chart Reports.

Unit – IV: 20 hours Theory + 10 hours practical

MS Office II: MS Access - Data, Information, Database, File, Record, Fields - Features, advantages and limitations of MS Access – Application of MS Access – BoS in Commerce (OU) B.Com (Computer Applications)

9

parts of MS Access window – Tables, Forms, Queries and Reports – Data validity checks – (Theory with simple problems).

MS PowerPoint: Features, advantages and application of Ms Power point – Parts of MS Power point window – Menus and Tool bars – Creating presentations through Auto content wizard, Templates and manually – slide show – saving, opening and closing a Presentation – Inserting, editing and deleting slides –Types of slides - Slide Views- Formatting –Insertion of Objects and Charts in slides- Custom Animation and Transition.

Multimedia: Meaning, Purpose, Usage and application – Images, Graphics, sounds and music – Video presentation devices – Multimedia on web.

Unit- V: 20 hours theory

Internet & E commerce: Services available on internet - WWW - ISP.

E commerce: Meaning, advantages and limitations, applications of E commerce - trading stocks online, ordering products / journals / books etc., online, travel and tourism services, employment placement and job market, internet banking, auctions, online publishing, advertising-Online payment system (including practicals).

Lab Work:

PRACTICALS:

MS WINDOWS MS WORD MS EXCEL

MS ACCESS MS POWERPOINT

Suggested Readings:

1. Introduction to Information Technology: Rajaraman, PHI
2. Fundamentals of Computers 4/E: Rajaraman, PHI
3. Fundamentals of Computers: P. Mohan, Himalaya Publishing House
4. Information Technology: Dennis P. Curtin, McGraw Hill International
5. E-Commerce, E-Business: C.S. Rayudu, Himalaya Publishing House
6. Microsoft Office Excel 2003 step by step: Frye, PHI
7. Fundamentals of Computers: Atul Kahate, Tata McGraw Hill
8. Fundamentals of Computers: V. Srinivas, Kalyani Publications
9. Microsoft Office Word 2003 step by step: Online Training Solutions Inc PHI
10. Microsoft Office Access 2003 step by step: Online Training Solutions Inc, PHI

11. Microsoft Office Power Point 2003 step by step: Online Training Solutions Inc, PHI
12. MS Office: Sanjay Saxsena
13. MS Office: BPB Publications
14. E commerce: CSV Murthy, Himayalaya Publishing House

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Department of Business Management

BBM III Year

Paper: 100 Max Marks: 70T + 30P= 100
P.P.W: 5 (4 + 1) Hrs Exam Duration: 3 Hrs

100 hours theory 25 hours practicals

BUSINESS DATA PROCESSING SYSTEM
Covers MS-Access as DBMS

Unit – I: Data and information-Limitations of manual data processing - Advantages of data base-DBMS-Functionsof DBA-Elements of DBMS:DDL,DBML,Entities, Sets and attributes. Data Base Tables: Keys-Primary, secondary, composite and foreign key. **20 hours theory**

Unit – II: Relational Data Base: Entityrelationship-Types-1:1, 1:M, M:N, Strong and weak entities,RecursiveData Base Design, Normalisation. First, Second, third BCNF fourth. Class diagrams and Entity relationship tables.
20 hours theory

Unit – III: Creating Data Bases: Creating tables Modifying table structures-Data entry-Edit-Delete-Importing-Exportingtabicusing MS Access.
20 hours theory - 7 hours practical

Unit – IV: Queries: QBE-Select queries-Grouping-Parameters-Data formatting, queries based on multiple sources-Cross tab queries-Actionqueries-Make table queries-append-Delete and Updatequeriesusing MS-Access,
20 hours theory - 9 hours practicals

Unit-V: Forms and Reports; Forms: Functions and uses-Creating , Modifying labels-List boxes-Dialog boxes. Reports. Creating-Modifying reports-Creating Reports with Report wizard-Report Graphics-Label output format-Form letters.(Using MS Access)
20 hours theory - 9 hours practicals

Tab Work: (MS Access)

Creating tables entering data, viewing , editing, sorting, deleting, moving data in Tables Simple queries using Employee data base, inventory database, product data base, invoice data base, customer database. Creating forms and reports

Books Recommended:

Perer Norton : Introduction to Computers (2ndEd),TMH,New Delhi, 1998.

Basandra K.Suresh : Computers Today, Galgotia Publications New Delhi,2000,

RobPeter.and Semaan Elie : Data Bases: Design, Development & Development using MS Access, TMH. New Delhi,2000.

