

KLE Society's
Lingaraj College, Belagavi
(Autonomous)

Department of BBA

B.B.A. : I Semester

IT for Management - I
(w.e.f. 2019-20 and onwards)

Teaching hours per week: 04 Hrs	Maximum Marks	:	100 Marks
	Semester End Examination	:	70 Marks
	Internal Assessment	:	30 Marks

Course Outcome:

At the end of this course students will be able to:

1. Explain the Configuration of computer generation, Operating System, Accessories & Control Panel.
2. Exploring MS PowerPoint Work Area, adding Animations & Slideshow.
3. Creating documents using Templates & Blank document in MS Word. Adding Header/Footer, Cross-reference, Watermark, Citation & Bibliography.
4. Creating Rules & Alerts, Tasks, Meetings in MS Outlook and explain about Chached Exchange Mode.
5. Creating worksheet and entering Data in MS Excel. Entering Formulae and adding Conditional formatting.
6. Explain about the needs and types of network, creating Email ID.

Syllabus

UNITS	Syllabus	HOURS
Unit I	Definition & Characteristics of Computer - Data & Information - Capabilities & Limitation of Computer - Computer System: Hardware – CPU, Input units, Output Units & Storage units. Software: Application Software, System software & Programming Language - Operating System and its Types - Classification of Computers - Exploring Desktop & Desktop Icons – Accessories - Control Panel - Windows Explorer	4
Unit II	Introduction to MS Powerpoint - Exploring MS PowerPoint Work Area - Slides - Meaning, Slide Layout, Design & Views - Creating Slides using - Blank presentation, Templates & AutoContent Wizard Working with – File, Edit, View & Slide Show Menu	10
Unit III	Introduction MS Outlook - Exploring MS Outlook Work Area Configuring MS Outlook, Customizing Folder & Archiving E-mails Creating - Rules & Alerts, Tasks, Meetings - Working with - Contacts, Notes, Calendars & Scheduling - Cached Exchange Mode and working offline	4

Unit IV	Introduction MS Word - Exploring MS Word Work Area - Creating documents using Templates & Blank document - Editing & Formatting document - Working with – File Menu, Insert Menu View Menu Tool Menu & Table Menu	10
Unit V	Introduction MS Excel - Exploring MS Excel Work Area - Creating worksheet - Entering Formula - Using Built-in Functions, - Charts – Definition, Types & Creating Charts - Working with – File, Edit, Insert, View, Tools, Data & Windows menu.	10
Unit VI	Network: Meaning, Needs & Types - Internet: Definition, Needs Tools & Terminologies used - Browser, WWW, Website, Web Page Email- Creating Email ID, Sending & Receiving mails - Applications: Browsing, Searching, Video Conferencing	4

TEXT BOOKS:

1. Fundamentals of Computers by V. Rajaraman, PHI Publications.
2. First Course in Computer by Sanjay Saxena, Vikas Publications.

REFERENCE BOOKS:

1. Programming in Basic by E. Balguruswamy, TMH Publications.