

COURSE TITLE: INTRODUCTION TO INFORMATION TECHNOLOGY
COURSE: BBA / BHM

Unit I: Introduction to computers- Overview, Computers for Individual users, Computers for organizations, Computers in society; Components of a Computer-Hardware: Processing Devices, Memory Devices, I/O Devices, Storage Devices, Software: System software, Applications Software, Data & users; Introduction to Windows-Creating, saving, deleting, and renaming a file in windows platform.

Unit II: MS-Word - Introduction to Word Processing: Identifying the components of document window, Standard & Formatting Toolbars, Create, Open, Save documents ,Editing Text in Documents; Viewing & Formatting Documents.

Unit III: MS-Power Point - Creating & opening presentations, slide layout, animation schemes to slides; MS-Excel – worksheets, Cell Referencing, Functions & Formulas, Chart.

Unit IV: MS-Access - Creating & Managing Databases: Create tables, Managing Data in Access: Forms - Creating Forms, Data entry on Form; Working with reports; MS-Projects

Unit V: Networks: Introduction to Networks-Overview, Types of Networks; Concepts of Internet-Overview, Applications of Internet, ECommerce.

4) Learning Support:

a) Recommended Text Book(s):

1. Peter Norton, "Introduction to Computers", Tata McGraw-Hill, 6th Edition.

b) Reference Books:

1. Information Technology for Management, Ramesh Behl -Tata McGraw Hill Pvt Ltd.

2. Alexis Leon, Mathews Leon, "Introduction to Computers with MS-Office 2000", Tata McGraw-Hill, 2006

c) Journals to be Referred:

1. Journal for IT Education.

2. Indian Journal for Information Science and Technology.

3. Indian Journal for Computing Technology.

4. Oriental Journal of Computing Science and Technology.

5. Computer User.