

# 17BB109-IT Tools for BUSINESS

## **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, MS Excel, some important softwares and their application in business decision making.

## **Learning outcomes**

By the end of this course it is expected that the student will be able to:

1. Understand the computer fundamentals
2. Computer softwares, internet and its applications
3. MS Office and Excel
4. Computer and IT applications in business decision making

## **UNIT-I**

**- 12 Hrs**

**Computer Fundamentals:** Block Structure of a Computer, Characteristics of Computers, Generations of Computers, Classification of Computers, Computer Memory and Mass Storage Devices, Input-Output Devices.

## **UNIT-II**

**- 12 Hrs**

**Computer Software:** application and system software, programming languages and their classification, 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, network protocol (TCP/ IP), internet and its applications:

## **UNIT-III**

**- 12 Hrs**

MS Office- Text processing using word- Functions. MS Excel-Graphs, Basic statistical formulae using MS Excel, MS-Power Point –Creating Effective Presentations.

## **UNIT-IV**

**- 12 Hrs**

### **Computers and IT in business applications**

Introduction, Business and Computer, E-Mail, 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****- 12 Hrs**

World Wide Web and Business Community, Internet, E-Mail with TCP/IP.

**Suggested Readings / Books:**

1. ITL Education Solutions, Introduction to Information Technology, Pearson Education.
2. Turban, Rainer and Potter, Introduction to information technology, John Wiley and Sons.
3. Information Technology for Managers, Sudalaimuthu & Hariharan, HPH.
4. Understanding Computers Today & Tomorrow, D.Monley & CS Parker, Cengage/Thomson.