PGCS101GET	Information Technology for Business	L	T	P	C
	Date of Approval:	3	1	0	2

Pre-requisites:
No specific pre-requisites is required

Learning Objectives:
1. The main purpose of this course is to enhance student's technical skills in terms of operating computers, Hardware, Software, and its applications, Categories of Machines, Servers, How Computers works.
2. This course attempts to introduce the fundamentals of Information Technology, Application of Information technology in functional area
3. This subject also introduce with Communication & Computer Networking, & Programming concepts, five generation of programming languages

Learning Outcomes
At the end of successful completion of the course, student will be able to understand:
1. Computer system, its components and types of computer system and working style of computer.
2. Application of Information Technology in functional Areas.
3. Computer network and types of network, and programming concepts and generation of programming languages.

Course Contents:
UNIT-I: *Computer Concepts and Applications:* Introduction to Information Technology, Scope of IT in business, Categories of Machines- Servers, How Computers work- Hardware, Input Hardware Processing and Memory. *Hardware:* Storage Hardware, Output hardware, Software-System software, Application Software, History Input-Output devices. *How the processor or CPU works:* Control unit, ALU and Registers. *How memory works:* RAM, ROM, Flash, Floppy Disks, Hard disks, Optical Disks, Magnetic Tapes, Smartcards, Flash Memory Cards

UNIT-II: *Introduction to Software:* Introduction to Software: System Software, Components of System software. *The operating system:* What it does-Booting- User interface- CPU Management-File Management- Task Management: Multitasking, Multiprogramming, Timesharing, Multiprocessing, Formatting - System software: Device Drivers and Utility Programs- Desktop and Laptop- Operating Systems: DOS, Network operating systems, windows versions, UNIX, Linux.

UNIT-III: *Application of IT in functional Areas:* IT and Marketing, IT and Finance, IT and Operational Management, IT and Human Resource Management - Enterprise Systems- Knowledge Management

UNIT-IV: *Data Communication, Networks and Internet Concepts:* Data Communication, Networks and *Internet Concepts:* Benefits of Networks, Types of networks, Types of LAN, Components of LAN, Topology of LAN, Analog and Digital signal Internet Concepts, The internet and World Wide Web, Sending and Receiving E-mail, Search Engines, Other Internet Resources-FTP, Telnet, E-Commerce. Network and internet security issues, Extranet and Intranet.

UNIT-V: *Programming Concepts and Tools:* Introduction to Programming, Concepts and Tools, Five step programming, Design the program, code the program, test the program, Document and maintain the program, Five generations of programming languages, Programming languages used today, Pseudo Code.

References:
1. Alexis Leon & Mathew Loen, Introduction to Computers with MS-OFFICE-2000, TMH, -2001.
2. Williams/Sawyer, Using Information Technology, 2009.
3. Norton. P., Introduction to computers, 7Ed, TMH, 2010.
4. Curin ,D.P.,Foley, K.Sen, and C.S.Morin , Introduction to Information Technology – Breaking Wave, TMH, 1999.
5. Morley, D. and Parker, C. S., Understanding Computers: Today and Tomorrow, 11Ed, Thomson Learning, 2007.

PGCS150GEP	Information Technology for Business LAB (MS-OFFICE)	L	T	P	C
	Date of Approval:	0	0	3	2

Pre-requisites:
Basic knowledge of computer fundamentals

Learning Objectives:
1. Working on word processing software to create, editing documents, and use of mail merge application
2. Working of electronic spreadsheet to perform automatic calculation and creation of chart and graphs.
3. Making presentation to show information using slide.

Learning Outcomes
At the end of successful completion of the course, student will be able to understand:
1. Use of MS-Word for creation of documents and use of mail-merge.
2. Use of MS-Excel for creation of automatic spreadsheet for calculation.
3. Use of MS-PowerPoint for creation of slide to show information attractively.

Course Contents:
1. **MS-Word:** Creating, saving editing and printing of documents Find and replace options formatting with tables, charts and pictures Mail Merge Spell check and grammar checks.

2. **MS-EXCEL:** Creating, naming and saving worksheets Data entry-Manual and automatic Formatting cells and cell referencing Working with graphs and charts Creating and using formulas and functions Previewing and printing worksheets. Data management tools Statistical Applications– Measures of central tendency.

3. **MS-POWER POINT:** Presenting features, creating, saving a presentation using different methods editing, using different designs, layouts, color schemes, formatting, custom animating and displaying the presentation.

References:
1. Microsoft office Word 2007, by Torben Lage Frandsen
2. Microsoft office Excel 2007, by Torben Lage Frandsen
3. Microsoft office Power point 2007, by Torben Lage Frandsen