B. B. A. (Hons.)
Semester – I
Subject Name: Basic IT Tools
Course Code: SEC-BIT-116
Credit Marks Distribution - 02

COURSE OBJECTIVES
- ➢ The purpose of this course is to provide a through exposure to the operating and office management tools available in different packages.
- ➢ A student can be exposed to the working knowledge of Windows based operating systems and software packages such as windows –XP, Windows -7, Windows -10 etc. and MS -Office.

PRE-REQUISITE

- ➢ Computer & IT Tools is one of the basic necessities in today's world. One should be aware about basics of computer and basic IT Tools.

COURSE OUTCOMES
After completion of the course, the students shall be able to:

- ➢ Develop a clear understanding and knowledge about the functioning of a Computer software and window operating system
- ➢ Demonstrate proficiency in Microsoft word & PowerPoint
- ➢ Develop understanding of computer fundamentals, functions and their classifications.
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UNIT	CONTENT	WEIGHTAGE

1	**Introduction to Computers, Operating System, Windows & its Utilities:**
	❖ **Parts of Computer :**
	    o **Input Devices** - keyboard, Pointing Devices (Mouse, Trackball, Touch Panel, and Joystick), Light Pen, Scanners, web cam, Digitizers, MICR, OCR, OMR, Bar-code Reader.
	    o **Output Devices**-monitor-CRT and LCD, printers- Impact Printers (Daisy Wheel, Dot Matrix, Line Printer, Chain Printer), Non-Impact Printers (inkjet, Laser Printer, Barcode Printers, Electro static printers and plotters).
	    o **Storage Devices**- primary and secondary, Data Storage and Retrieval methods, Classifications Volatile Memory and Non- Volatile, ROM, RAM, EPROM, PROM, EEPROM, Cache Memory, magnetic disks, optical disks (CDROM, WORM, DVD, Blue Ray Disc), Flash Memory, SD/MMC Memory cards, File system, File Allocation Table (FAT , FAT 32 & NTFS).
	    o **CPU- ALU, CU, processor speed**
	    o **Operating System**
	    o **Computer software categories**
	    o **Introduction to operating system**
	    o **Types of User Interfaces**
	    o **Examples** of Operating system
	❖ **Windows**
	    o Introduction to Windows, features of Windows, various versions
		50%

| | | o **Components of Windows**
 Desktop, icon, My computer, My documents, Network Neighborhood, Recycle bin, start menu, taskbar, Windows Explorer
  o **Control Panel**
 Date & time, display, mouse, user accounts, add & remove programs
❖ **Files and Folders**
  o Creating Folder
  o Folder Operations (copying, moving and deleting) Creating files & file operations
  o Creating Shortcuts
❖ **Internet and Outlook**
  o What is Internet
  o Most popular internet services
  o Functions of Internet like email, WWW, FTP, Usenet, IRC, instant messaging, Internet Telephony
  o How Internet works
  o Connecting to Internet
  o Managing emails
  o Using address book
  o Working with task list
  o Scheduling appointments
  o Reminders
  o Events
  o Journals
  o Notes | |
| 2 | **MS Word**
❖ **Word - Formatting**
  o Selecting Text
  o Applying a Font
  o Changing Font Size
  o Font Attributes
  o Font Color
  o Clear Formatting
  o Text Alignment
❖ **Word - Copying and Moving Text and Object**
  o The Clipboard
  o Paste
  o Formatting

❖ **Word - Paragraph Formatting**
❖ **Word - Tables**
  o Creating Tables
  o Creating a table by highlighting the boxes
  o Create a table by using the Insert Table command
  o Drawing a Table
  o Converting text into a table
  o Quick Tables
  o Entering Text
  o Inserting rows and column
❖ **Word - Lists**
  o Bulleted and Numbered Lists, Creating a Nested List, Format Your List, Creating Outlines
❖ **Word - Editing Features**
❖ **Word - Page Formatting**
  o Page Margins
  o How to Change the Orientation, Size of the Page, or Size of the Columns
  o Apply a Page Border and Color
  o Insert Headers and Footers (Including Page Numbers) | **50%** |

| | o Create a Page Break
o Insert a Cover Page
o Insert a Blank Page
o Print and print properties
❖ **Word - Inserting Graphics, Pictures, and Table of Contents**

MS PowerPoint:
  ❖ **Power Point - Introduction of templates**

  ❖ **Power Point - Creating a Basic Presentation**
     o Introduction to the different options available for creating your presentation
     o Learn how to create a presentation from a template
     o Learn how to create a presentation from an existing presentation
  ❖ **Power Point - Building Blocks of a Presentation**
     o Introduction to the basics of a slide show and presentation
     o Inserting an animation
     o Inserting a sound
     o Inserting a movie file
     o Managing slide show and animation | |

Pedagogical Tools:

- Classroom Lecture
- Problem Solving
- Practicals

MODE OF EVALUATION

Evaluation will be divided in two parts.

➢ **External:** Semester end Examination will be conducted by the Gujarat University of

25 Marks

➢ **Internal:** Internal Evaluation of 25 marks will be decided by the colleges / Institutes/

University departments as per the instruction given by the University time to time.

FBLD (Flip Blended Learning Design Template)

- Any One Unit from the above syllabus can be discussed by the faculty through online mode.
- Online mode can be SWAYAM MOOC Course or any other suggested by the UGC or Gujarat University.

Reference Books:

- Office 2007 in simple steps- Dreamtech Press**.**

- Working with Personal Computer Software (2nd Ed.) – R. P. Soni, Harshal Arolkar, Sonal Jain, Wiley –India Publications