

Proposed Syllabus of BBA
CBCS
BBA Degree Course – I Year – I Semester
Department of Commerce and Business Management, Kakatiya University
BBA 107: Information Technology

Duration: 3 hrs.

Marks: 100

- Unit – I Information technology:**
Introduction to Information Technology – Role of IT in Business– Components of a Computer – Input & Output Devices – Memory System in a Computer – System Software – Application Software.
- Unit – II Computer Networks & Security:**
MIS Concept and Applications – Computer Networks – Network Topology – Internet – Data Communication- Computer Security.
- Unit – III Word Processing:**
MS Word – Features of Word Processing – Tool Bar – Creating, Saving and Closing a Document – Opening and Editing a Document - Moving and Copying Text – Page Formatting – Paragraph Formatting – Bullets and Numbers – Headers & Footers – Creating a Table – Mail Merge.
- Unit – IV Power point Presentation:**
Advantages and Applications of MS Power Point – Parts of Ms Power Point Window – Menus – Tool Bar – Creating Presentations through Auto Content Wizard – Templates and Manually – Slideshow – Saving, Opening and Closing a Presentation – Inserting, Editing and Deleting Slides – Types of Slides – Slide Views – Insertion of Objects and Charts in Slides – Custom Animation.
- Unit – V IT Lab**
MS Word – Create & Save a File – Page Setup –Find & Replace – Insert Header & Footer for a Document – Apply Bullets & Numbers – Create Labels and Envelops – Insert Pictures and Objects – Mail Merge – Publishing Documents on Web. Power Point Presentation – Slide Show with different colors and with different Animation – different Designs.

Suggested Readings:

- Turban Maclean Wetherbe-Information Technology for Management. Willy India
- Diennis .P. Curtin, International Information Technology, Mc Graw Hill
- Deepak Barihanke, Fundamental of Information Technology, Excell pub
- Brian, K. Williams, Stacey.c. Sawyer – Using Information Technology- A Practical Introduction to Computers and Communications. 6th edition Tata Mcgraw hill 2007
- Dr, S, Sudalaimuthu, R. Hariharen,- IT Application for Business. Himaalaya publishing house
- S, Sudalaimuthu, S. Anthony Raj, Computer Applications in Business, Himaalaya publishing house
- MS Office, Sanjay Saxsena
- MS Office- BPB Publications