



ST. ALOYSIUS COLLEGE(AUTONOMOUS), JABALPUR

Reaccredited 'A+' Grade by NAAC(CGPA:3.68/4.00)

College with Potential for Excellence by UGC

DST-FIST Supported & STAR College Scheme by DBT

Faculty of Science

Bachelor of Business Administration

BBA I Semester

Paper-Elective

IT For Managers

Course Outcomes

CO. No.	Course Outcomes	Cognitive Level
CO 1	Define and classify computers based on their evolution, capabilities, and limitations.	U
CO 2	Utilize advanced word processing features like cross-referencing, bookmarks, macros, and hyperlinks.	Apply
CO 3	Utilize Excel functions, cell references, and named ranges for calculations and analysis.	Apply, Analyze
CO 4	Create and design PowerPoint presentations using templates, themes, and visual elements.	Create, Apply
CO 5	Incorporate multimedia elements (audio, video) and animations into presentations.	Apply

Credit and Marking Scheme

	Credits	Marks		Total Marks
		Internal	External	
Theory	3	40	60	100
Practical	1	40	60	100
Total	4	200		

Evaluation Scheme

	Marks	
	Internal	External
Theory	3 Internal Exams of 20 Marks (During the Semester) (Best 2 will be taken)	1 External Exams (At the End of Semester)
Practical	3 Internal Exams (During the Semester) (Best 2 will be taken)	1 External Exams (At the End of Semester)





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Content of the Course

Theory

Total No. of Lectures: 60 Hrs.

Maximum Marks: 60

Units	Topics	No. of Lectures
I	Introduction to Computers: Evolution, Capabilities, Limitations, Classification of Computer, Block Diagram of Computer, Generations of Computer, Input and Output Devices, Memory Organization: Primary & Secondary Memory and its types, Introduction to software:Types of software, system software and application software. Operating system: features, functions, and its types. Computer Number System: decimal, binary, octal, hexadecimal, conversions from one base to another base. Codes: ASCII code, EBCDIC code, Gray code. Binary addition and subtraction.	15
II	Word documents: Creating word documents; the word window, applying fonts and font styles in word, Aligning and formatting; finding and replacing texts, getting print using print preview, changing page orientation and paper size, aligning text vertically, setting margins , printing options .Cross reference, Bookmarks, Macro and Hyperlink, Index creation. creating headers and footers , creating and modifying page numbers ,working with columns working with newspaper columns , creating tables, modifying table structure, formatting table, use of mail merge in Microsoft word.	15
III	Spreadsheet Processor Creating Excel Worksheets: Workbook and Worksheets, Entering Text and Numbers, Creating Formulae, Changing Worksheet Layout : Adjusting Column Width and Row Height, Inserting and Deleting Rows and Columns, Naming Worksheet , Selecting Worksheets, Inserting and Deleting Worksheets, Aligning Text , Border and Color. Printing in Excel Advanced Techniques in Excel: Functions, Entering Functions Relative and Absolute Cell References. Create Named Ranges, Creating Charts Editing and Formatting Charts Adding a Data Series, Deleting a Data Series , Modifying and Formatting Charts. Creation of Pivot table, analyzes worksheet data.	15
IV	Creating Power-point Presentation: Introduction of MS PowerPoint, Creating a Basic Presentation using templates, themes. Building Presentations, Modifying Visual Elements,Formatting and Checking Text, Adding Objects, Applying Transitions, Inserting Audio & video in slide, Animation Effects and Linking, Preparing handouts, custom slide show	15



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References

Text Books:

- Window based computer courses , Gurvinder Singh and Rachpal Singh
- Microsoft Office 2000 for everyone, Saxena Sanjay,S Schnd, Microsoft Office 2000 for everyone

Reference Books:

- **Computer Organization and Design: The Hardware/Software Interface** by David A. Patterson and John L. Hennessy
- **Microsoft Office for PC: The Complete Guide** by Joyce Cox



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List of Practical

1. Create a letter of appreciation for the Top 10 students who have scored good academic marks using Mail Merge in MS- Word.
2. Create a hyperlink in MS -Word.
3. Create a bookmark and cross-reference in MS Word.
4. Create a marksheet in Excel and calculate the percentage.
5. Create a bar graph of your marks in 5 subjects.
6. Perform the following functions- SUM, AVG, MAX, MIN,COUNT on any random data.
7. Create a 5 slide PPT on your college and apply transition and animation effects.
8. Create a 3 slides presentation on Environment and insert any two of these (smartArt, object ,audio, video)in it.
9. Create a pivot table of the students marks obtained in five subjects .
10. Create a Powerpoint presentation for College Assembly.

