



# GUJARAT TECHNOLOGICAL UNIVERSITY

Program Name: Bachelor of Vocation

Level: Under Graduate

Subject Code: BV01000011

Subject Name: IT in Business

w. e. f. Academic Year:	2024-25
Semester:	1
Category of the Course:	HSMC-Humanities and Social Science, including Management Courses

## Course Outcome:

After Completion of the Course, Student will able to:

No	Course Outcomes
01	Understand the basics of computer systems, including their generations, types, input/output devices, and hardware components, and comprehend the functions and types of operating systems.
02	Utilize word processing software to create, edit, format, save, and print documents, with proficiency in using advanced features such as mail merge, macros, borders, shading, and table formatting.
03	Apply spreadsheet software to create, enter, and edit data, use cell references, and analyze data with graphs and charts, and leverage advanced tools like functions, formulas, macros, sorting, filtering, and data validation.
04	Develop PowerPoint presentations by creating, adding, editing, and deleting slides, using templates and manual formatting, and incorporating objects, charts, custom animations, and transitions for effective presentations.

## Teaching and Examination Scheme:

Teaching Scheme (in Hours)			Total Credits L+T+ (PR/2)	Assessment Pattern and Marks				Total Marks
L	T	PR	C	Theory		Tutorial / Practical		
				ESE (E)	PA / CA (M)	PA/CA (I)	ESE (V)	
3	0	0	3	50	0	0	0	50

## Course Content:

Unit No.	Content	No. of Hours
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1	<b>Introduction to IT:</b> Introduction to computers, generations of computers, overview of computer systems, types of computers, input & output devices, Hardware: basic components of a computer system, control unit, ALU, input/output functions, memory (RAM, ROM, EPROM, PROM, other types of memory), Meaning & functions of OS, Types of OS	10
2	<b>WORD PROCESSING:</b> Application of word processing - Menus & Tool Bars - Word processor – Creating – Entering - Saving & printing the document - Editing & Formatting Text - Mail Merge and Macros, Borders and Shading; Find and Replace; Page Break & Page Numbers; Mail Merging-Spelling and Grammar Checking; Tables; Formatting Tables.	12
3	<b>SPREAD SHEET:</b> Application of work sheet/spread sheet – Menus & Tool bars - Creating a worksheet - Entering and editing of numbers - Cell reference - Worksheet to analyze data with graphs & Charts. Advanced tools: Functions – Formulae – Formatting numbers - Macros – Sorting - Filtering - Validation & Consolidation of Data (Preferably latest version of MS Excel or Libre Office Calc)	13
4	<b>POWER POINT PRESENTATION:</b> Application of Power Point Presentation – Menus & Tool bars – Creating presentations – Adding - Editing and deleting slides - Templates and manually – Slide show – Saving - Opening and closing a Presentation – Types of slides - Slide Views - Formatting – Insertion of Objects and Charts in slides - Custom Animation and Transition (Preferably latest version of MS Power Point presentation - Libre Office Impress).	10
5	<b>Practical:</b> Students can be given with assignment which is to be prepared in word and then make presentation on the same.	
<b>Total</b>		<b>45</b>

## Suggested Specification Table with Marks (Theory):

Distribution of Theory Marks					
R Level	U Level	A Level	N Level	E Level	C Level
5	10	20	10	5	0

Where R: Remember; U: Understanding; A: Application, N: Analyze and E: Evaluate C: Create (as per Revised Bloom's Taxonomy)



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## References/Suggested Learning Resources:

### (a) Books:

Name of Subject	Author	Publication House	Latest Edition
Fundamentals of Computers	V. Rajaraman	PHI Learning	6th Edition (2014)
Computer Fundamentals	P.K. Sinha and P. Sinha	BPB Publications	6th Edition (2020)
Microsoft Office 2010: On Demand	Steve Johnson	Pearson Education	1st Edition (2010)
Introduction to Information Technology	ITL Education Solutions Ltd	Pearson Education	2nd Edition (2019)
Computer Applications in Business	Dr. S. P. Jain and Dr. P. C. Gupta	S. Chand Publishing	1st Edition (2012)

### Teaching Method:

1. Case discussion
2. Projects/ Assignments/ Quizzes/ Class participation etc.
3. Compulsory class presentation with live experiences of world economies

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