



GUJARAT TECHNOLOGICAL UNIVERSITY

Program Name: Bachelor of Business Administration

Level: UG

Course / Subject Code: BB02001051

Subject Name : Fundamentals of Information Technology & Computing Skills

w. e. f. Academic Year:	2024-25
Semester:	2
Category of the Course:	Skill Enhancement courses

Prerequisite:	UG Course
Rationale:	The main objective of this course is to inculcate fundamentals of information technology to undergraduate students in a simple understandable language. The focus of the subject is on imparting skills relating to basics of computer systems, networking & various IT applications. This subject will help the students to make effective use of various technology tools for better presentation of business data.

Course 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)	
0	0	4	2	0	0	50	50	100

Course Outcomes:

At the end of this course, students should be able to:

Sr. No.	Course Outcomes	RBT Level
CO1	Remember various fundamental aspects of Information Technology.	R
CO2	Understand basic tools and applications of computing	U
CO3	Apply different packages i.e. Word Processor, Spreadsheet & Presentation for preparation and presentation of business data	A

***R: Remember, U: Understand, A: Apply, N: Analyze, E: Evaluate, C: Create**

Note: This specification table provides general guidelines to assist student for their learning and to teachers to teach and question paper designers/setters to formulate test items/questions to assess the attainment of the UOs. The actual distribution of marks at different taxonomy levels in the question paper may slightly vary from above table.



GUJARAT TECHNOLOGICAL UNIVERSITY

Program Name: Bachelor of Business Administration

Level: UG

Course / Subject Code: BB02001051

Subject Name : Fundamentals of Information Technology & Computing Skills

Course Content:

Unit No.	Contents	No. of Hours	Weightage (%)
1	Introduction of Computers & OS: Introduction of Computers: Digital and analog computers, Evolution of digital computers, Major components of a digital computer, Hardware, Software, Firmware, Middleware and freeware, Computer applications, Input devices, Output devices, Main memory, Secondary memory and backup memory. Concept of Networking: Network Concepts, Types of Networks, Communication Media, Modes of Transmission, Analog & Digital Transmission, Basics of Topology, Types of topology.	10	NIL
2	Introduction of Word Processor & Presentation Package: Word Processor Package: File Menu; Opening, Saving, Closing the file, opening an existing document, Home Menu; selecting text, editing text, Finding and replacing text, printing documents, Creating and Printing Merged Documents, Character and Paragraph Formatting, Page Design Menu; Layout Menu; View Menu, Mail – Merge. Editing and Profiling Tools: Checking and correcting spellings. Insert Menu; Using Graphics, Tables, Charts, Document Templates and Wizards. Presentation Package: Interface of the Presentation Package: Creating, Opening and Saving Presentations. Professional Look of the Presentation: Working in different Design & Views, Working with Slides. Formatting and Editing: Text, Image and Paragraph formatting, Checking Spelling and Correcting Typing Mistakes, Making Notes Pages and Handouts, Drawing and Working with Objects, Adding Clip Art and other pictures, Designing Slide Shows, Running and Controlling a Slide Show, Printing Presentations.	30	70%



GUJARAT TECHNOLOGICAL UNIVERSITY

Program Name: Bachelor of Business Administration

Level: UG

Course / Subject Code: BB02001051

Subject Name : Fundamentals of Information Technology & Computing Skills

3	Introduction of Spreadsheet Package: Excel basics, Rearranging worksheets, Excel formatting tips and techniques, Excel's chart features, Working with graphics, Using worksheet as databases, Introduction to functions & formulas: Mathematical (Round, ceil, floor, fact, subtotal, sum, sum if), Logical (AND, OR, NOT, if), Statistical (Min, max, avg, count if), Text (Concatenate, Exact, find, left, right, len, lower, upper, trim), Lookup (Hlookup, Vlookup), Date and Time (Date, day, days360, hours, minute, now, second, time, today, year, datediff), Integrating word processor & spread sheets.	20	30%
Total		60	100

Pedagogy:

- ICT enabled classroom teaching
- Interactive classroom discussion
- Hands on Practice
- Practical assignments

Suggested Specification Table with Marks (Theory):

Distribution of Theory Marks (in %)					
R Level	U Level	A Level	N Level	E Level	C Level
0	40	60	0	0	0

*R: Remember, U: Understand, A: Apply, N: Analyze, E: Evaluate, C: Create

Note: This specification table provides general guidelines to assist student for their learning and to teachers to teach and question paper designers/setters to formulate test items/questions to assess the attainment of the UOs. The actual distribution of marks at different taxonomy levels in the question paper may slightly vary from above table.

Suggested Learning Resources:

Sr. No.	Title of Book	Author	Edition & Publication
1	Fundamentals of Computer	E Balagurusamy	1 st edition, McGraw-Hill



GUJARAT TECHNOLOGICAL UNIVERSITY

Program Name: Bachelor of Business Administration

Level: UG

Course / Subject Code: BB02001051

Subject Name : Fundamentals of Information Technology & Computing Skills

2	MS Office	S. S. Shrivastava	Laxmi Publications, ISBN: 978- 8131802906
3	Mastering MS Office	Bittu Kumar	V&S Publishers, Delhi, ISBN: 978- 9350578780
4	Microsoft Word, Excel, and PowerPoint: Just for Beginners	Dorothy House	Outskirts Press, ISBN: 978- 1478736752
5	Computer Fundamental MS Office	Anupam Jain, Navneet Mehra	Vitasta Publishing Pvt. Ltd, ISBN: 978- 9380828015

List of Journals/Periodicals/Magazines/Newspapers/Web resources, etc.

- Electronics For You
- Open Source For You
- The IUP Journal of Telecommunications
- PC Quest

Practical assignment: As this subject is practical, it suggested that Faculty member should conduct computer lab-based classes. So, students can work on various functions of Word, Spreadsheet & Presentation packages & try to motivate them to use as many tools as possible.

MOOC:

- Prof. (Dr.) Subodh Kesharwani, “Computer Application in Business”, Indira Gandhi National Open University, MOOC, NPTEL: https://onlinecourses.swayam2.ac.in/nou24_cm16/preview
- Prof. Sanjay Tanwani, “Computer Fundamentals”, Devi Ahilya Viswavidyalaya, Indore, MOOC, NPTEL: https://onlinecourses.swayam2.ac.in/cec24_cs10/preview

CO -PO Mapping Matrix

Semester-2	Course Name: Fundamentals of Information Technology & Computing Skills				
	POs				
Course Outcomes	PO1	PO2	PO3	PO4	PO5
CO1	-	-	1	-	-
CO2	1	2	2	-	2
CO3	2	3	2	-	1

- Legend: ‘3’ for high, ‘2’ for medium, ‘1’ for low and ‘-’ for no correlation of each CO with PO.
