

BUSINESS INFORMATICS

Semester II

Subject Code: BB21506

Lectures (Lects.): 48

Objectives:

The syllabus aims in equipping students with -

1. Basic knowledge related to role of Computer Technology in Business
2. Introduction to Operating Systems
3. Working with Word Documents, Spreadsheets and Power-point Presentations
4. To understand the basics of Networking
5. To understand the basic concepts of Internet and Role of IT in various Fields

Unit 1- Introduction to Computers	No of Lectures-12
➤ Introduction to computers	2
➤ Block diagram of computer	1
➤ Characteristics of Computers	1
➤ Software(System and Application), Hardware	1
➤ Data Organization- Drives, Files, Directories	1
➤ Storage Devices- Primary Memory: RAM, ROM Secondary Storage Devices – Compact Disk/DVD, Hard Disk, Pen drive	3
➤ I/O Devices- Monitor (LCD, LED), Printer (Dot Matrix, Inkjet, Laser), Scanners, Uses of I/O Devices	4
➤ Types of Programming Languages-Machine Languages, Assembly Languages, High Level Languages	1



Name	Sign
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Prof. Mahesh Pawar	<i>Mahesh Pawar</i>
Mr. Suraj Agarwal	<i>Suraj Agarwal</i>
Ms. Netra Jadhav	<i>Netra Jadhav</i>
Mrs. Smita Borkar	<i>Smita Borkar</i>
Mrs. Divya Chitre	<i>Divya Chitre</i>
Mrs. Monika Rajguru	<i>Monika Rajguru</i>
Ms. Deepali Agarwal	<i>Deepali Agarwal</i>
Mrs. Shubhangi Jagtap	<i>Shubhangi Jagtap</i>
Mrs. Kubra Wafai	<i>Kubra Wafai</i>

Unit 2- Introduction to Operating System	5
➤ Introduction and Evolution of Operating System	2
➤ Functions of Operating System	1
➤ Types of Operating System	2

Unit 3- Introduction to Ms-Office 2007	14
➤ Basic Concepts	
➤ MS-Word2007	4
• Working with Word Doc	
• Text Fonts	
• Working with Tables	
• Spelling & Grammar	
• Adding Graphics	
➤ MS-Excel2007	5
• Basic Concepts	
• Working with Excel spreadsheet	
• Formulas and functions	
• Inserting charts	
➤ MS –PowerPoint2007	5
• Creating PowerPoint Presentations in MS-PowerPoint.	
• Custom Animation, Charts, Hyperlink, Effects.	



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Unit 4- Introduction to Networking	7
<ul style="list-style-type: none"> ➤ Basics of Computer Networks <ul style="list-style-type: none"> • Definition • Goals • Applications • Components ➤ Topology <ul style="list-style-type: none"> • Types of Topology ➤ Types of Networks <ul style="list-style-type: none"> • LAN, MAN, WAN ➤ Modes of Communication : <ul style="list-style-type: none"> • Simplex • Half Duplex • Full Duplex ➤ Transmission media <ul style="list-style-type: none"> • Twisted pair • Coaxial cable • Fibre Optic cable ➤ Network Connectivity Devices <ul style="list-style-type: none"> • Hubs • Repeaters • Bridges • Switches • Gateways 	<p>2</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>

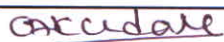


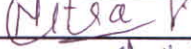

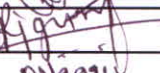
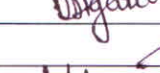

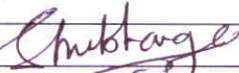


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Unit 5- Internet Basics, IT Trends	10
<ul style="list-style-type: none">➤ Internet Basics<ul style="list-style-type: none">• Concept of Internet, Intranet and Extranet• Client and Server architecture• WWW• Search Engine, E-mail• Internet Service Providers(ISP) ➤ Latest IT Trends<ul style="list-style-type: none">• Role of IT in different areas like Education, Banking, Marketing and Public Services• E-Commerce• Basic concepts in Social Networking	5 5

Reference Books:

1. *Fundamental of Computers – By V. Rajaraman (Prentice Hall)*
2. *Fundamental of Computers – By P. K. Sinha, Priti Sinha(B.P.B publication)*
3. *Computer Applications in Management- By Niranjana Shrivastava (Dreamtech Press)*
4. *MS- Office 2007(For Windows) – By Steve Sagman*
5. *Data Communications & Networking- Behrouz Ferouzan (III Edition)*

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