

BHAGWAN MAHAVIR UNIVERSITY, SURAT
FY B.M.S (BACHELOR OF MANAGEMENT STUDIES)
1060205107 - OFFICE TOOLS - I

First Year B.M.S

Semester – I

Subject Name	Office Tools – I
Subject Code	1060205107
Objectives	<ul style="list-style-type: none"> To prepare students to design and create algorithmically complex software and develop new and effective algorithms to solve computing problems, design and implement software, and devise new ways to use computers.
Subject Outcome	<ul style="list-style-type: none"> To learn basics of computer, hardware, software and Operating system Learn importance features of Word Processing Package, Power point package To learn introduction to internet ,Address mechanism basics and E-commerce
Course Duration	The course duration is of 30 sessions of 60 minutes each. 30 Hours. (Theory: 10 hrs. + Practical: 20 hrs.)
Teaching Methods	The course will use the following pedagogical tools: <ul style="list-style-type: none"> Lectures Hands on exercise on machines (Lab Sessions), Presentations, Audio Visual
Evaluation	Continuous Evaluation
	<p>Internal Assessment-(30 Marks) Internal Exam/Assignments (Unit wise one)/Practical Exam/Quiz/Class participation/Attendance/ Case Study etc.</p> <p>External Assessment- (70 Marks) (40 = Practical Exam & 30 = Theory Exam)</p>

Course Contents

	INTRODUCTION TO HARDWARE AND SOFTWARE	40%
UNIT 1	1.1 Computer Introduction 1.2 Characteristics and limitation of computer 1.3 Block diagram of computer 1.4 Input/output/Storage Devices 1.5 Types of software(System s/w and Application s/w) 1.6 Computer Languages(Low level and High level) 1.7 Operation system (Functions, Features and types of OS) 1.8 Windows objects (Title bar, Menu bar, Tool bar, Status bar, Scroll bar) 1.9 Desktop Component (Task bar, My computer, My n/w place, Recycle bin)	

UNIT 2	WORD PROCESSING PACKAGE	20%
	2.1 Features 2.2 Formatting text and paragraph 2.3 Working with tables 2.4 Bullets and numbering 2.6 Hyperlink and bookmark 2.7 Macro & Mail merge	
UNIT 3	PRESENTATION PACKAGE	20%
	3.1 Creating and editing slides and objects 3.2 Custom animation effect 3.3 Slide transition effect 3.4 Design templates & Running slide show	
UNIT-4	INTRODUCTION TO INTERNET AND E-COMMERCE	20%
	4.1 Introduction, History 4.2 Internet, Intranet and Extranet 4.3 Address mechanism 4.4 Various Internet services 4.5 E-mail 4.6 E-Commerce , M-Commerce , EDI , Market Place	

Text Book :

1. Saha R., Puranik. G., Diwan A. & Nayak V., (2020), “Computer Applications In Business”, Himalaya Publishing House.

Reference Books:

1. Computer Application in Management by A.K.Saini.
2. Fundamental of Computer by P.Mohan.
3. Information Technology by Sushila Madan.

Note:

- Wherever the standard books are not available for the topic appropriate print and online resources, journals and books published by different authors may be prescribed.
- Practical problems shall not exceed 70% of total weightage.
- Paper setter should consider syllabus and not any reference books or text books
- For calculating practical accountancy problem, the accounting principles as per Indian Accounting Standards should be explained and considered
- For the Office tools I contents the practical oriented topics be covered up suitably in computer laboratory and assignments be given to the students based on the practical study)
- Practical Based on above subject content.