

## IMBA-105 COMPUTER APPLICATIONS IN MANAGEMENT

Max Marks: -	100
Semester Exam: -	40
Practical: -	30
Internal Assessment: -	30

### Unit- I

- Introduction to computers, Advantages and Disadvantages of computers, Evolution(Generations) and classification of computers( Mini, Micro etc), Block diagram and working.
- Common I/O devices and their characteristics.
- Primary and secondary memory: RAM and ROM, Hard Disk, Magnetic Tape and Optical devices.

### Unit- II

- Computer software: Classification and Types.
- Operating System: Functions, types-Multiprogramming, Multiprocessing, Timesharing, Real time, Online and Batch Systems.
- Booting process
- DOS: Internal and External commands, Batch and System files.

### Unit- III

- Windows Basics: The Desktop, My Computer, Working with files and Folders.
- Windows Explorer, Windows Help and Support centre.
- Searching in Windows and System utilities.
- Start Menu, Accessories like Notepad, Paint and Wordpad.

### Unit- IV

#### **Word Processing with MS Word:**

- Working with Word documents, Working with Text- fonts, size, formatting etc
- Working with tables, checking spelling and grammar
- Adding Graphics to documents and printing a document.
- **MS-Power point-** preparing power point presentations

### Unit- V

#### **Spreadsheets and MS Excel:**

- Working with Excel workbook and worksheets.
- Formulas and functions, inserting charts
- Printing in Excel

**Note:** Lab will be based on Units III, IV and V

### **Suggested Readings:**

1. ITLES, "Introduction to Information Technology", Pearson Education.
2. Peter Norton, "Introduction to Computers", PHI.
3. Sanders M, "Computers in Business: An introduction" McGraw Hill