



# KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

## DEPARTMENT OF COMMERCE CA VALUE ADDED COURSE – SYLLABUS

### 18VCCBS – BASIC SOFTWARE TOOLS FOR BUSINESS

**Course Objective:** To impart the knowledge of office automation systems and for web page designing.

UNIT I	Computer Basics	8 Hours
Computers: Parts - Components - memory - types of software - setting up and working. Operating system: Functions - Classification. Windows Operating System: Steps to Change system Date and Time - Desktop and its Display Settings - Changing Desktop Background - Steps to set a screen saver - Steps to create - open - save - rename a folder in a drive - Using Accessories - Paint - Notepad		
UNIT II	Open Source Operating Systems	8 Hours
Open Source Operating Systems: Ubuntu - Using the Launcher - Switching between Workspaces - Moving a Window in Launcher - Browsing files on your computer - Nautilus File Manager - Steps to navigate Nautilus - Steps to Create and Save New Folders - Steps to Copy Files and Folders - Using Multiple Nautilus Windows - Multiple Tabs - Searching for files and folders using Nautilus or Dash - Libreoffice.		
UNIT III	Internet	8 Hours
Internet: Applications - Types of Internet Connections - Connecting to the Internet. E-mail: Creating and using an E-mail account - Sending - Composing - Replying to an Email - Attaching and Deleting a file to your Email - Signing out of your Email Account - Key links of E-mail.		
UNIT IV	Applications	8 Hours
Accessing Livelihood Related Information: Agriculture – Weather – Fishing Zones - Education – career related informations – online job portals - Paying electricity bill - post-paid mobile bills.- Booking Train and Bus Tickets Online: Locality Government scheme information		
UNIT V	MS - Office	8 Hours
Microsoft Word: Formatting Paragraphs- Mail merge wizard. Microsoft excel: creating charts – sort and filter list. Microsoft PowerPoint: Creating presentation – Modify sequence and slide master		
<b>Total Hours</b>		40 Hours


#### Reference Books

1. A Textbook on information technology. –R.Saravana Kumar, R.Parameswaran, T.Jayalakshmi – S.Chand & Company Ltd.
2. Ms-Office 2000 – Joyce Cox
3. Internet for everyone - Alexis leon

**Course Outcome:** On Completion of this course the students will be able to

- ❖ A thorough knowledge on basic tools of computer.
- ❖ To understand the concepts and usage of hardware tools.
- ❖ The knowledge about the information sharing and online payments.



  
**Dr. N. RAMAN**  
PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107.