



# SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A++' Grade | Awarded Category - I by UGC

Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

**Course Name:** Business Automation Tools  
**Course Code:** T3247  
**Faculty:** Computer Studies  
**Course Credit:** 2  
**Course Level:** 1  
**Sub-Committee (Specialization):** IT Tools and Techniques  
**Learning Objectives:**

Through understanding of fundamentals of the computer design.  
 MS-Office(MS-Word,MS-Power point,MS-Access and MS-Excel )is covered to learn presentation,documentation, office automation tools. Also To provide an overview of the organization of Information Systemand its importance.

**Books Recommended:**

Book	Author	Publisher
Management information System	by-JAWADEKAR,W.S.	
Microsoft Office 2007 : A visual approach to learning a computer skill	Sejuin,D/Rutkosi	
Microsoft Office Excel 2007 formulas	By Walkebach ,John	
Microsoft Access 2007:A visual approach to learning a computer skill	Sejuin,D/Rutkosi	

**Course Outline:**

Sr. No.	Topic	Actual Teaching Hours	Contact Hours Equivalence
1	<b>Introduction to Office Tools</b> office suite word - Menus files mail merge mail merge Power point: Creating presentations, Adding slides clipart gallery Drawing in PowerPoint Arranging previewing and rehearsing transition and build effects	7	0
2	<b>Spreadsheet</b> Overviews of excel features creating a new worksheet selecting cells Entering and editing text values and formulas formatting working with multiple worksheets viewing multiple windows functions	12	0

	charts		
3	<b>Database</b> Creating databases queries tables forms reports modules	6	0
4	<b>Information Systems:</b> Introduction to system System Characteristics types of systems Information systems MIS and DSS System development life cycle Data Base management systems.	5	0
<b>Total</b>		<b>30</b>	<b>0</b>

**Pre Requisites:**

Basic Knowledge of computer

**Evaluation:**

Regular Written Test  
 Assignments  
 Online test  
 Lab Examination

**Pedagogy:**

Presentations  
 Lab session