



## **SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)**

(Established under section 3 of the UGC Act 1956)

**Re - accredited by NAAC with 'A' Grade**

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

(Established under section 3 of the UGC Act 1956, by notification No.F.9-12/2001-U3  
Government of India)

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### **Sub Committee for Curriculum Development**

**Course Name:** IT Tools and Techniques for Business

**Course Code:** T3249

**(UG/PG):** UG

**Number of Credits:** 2

**Level:** 2

#### **Learning Objective(s):**

This course is the interdisciplinary course. The basic tools and techniques required to use in our day to day life to solve the problems. This course will be taught on how IT can be used to address the real life scenarios and challenges in the business, research, for quality aspects, and presenting the concepts. At the end of the course, student should be able to use these tools with ease.

#### **Pedagogy:**

Classroom sessions

Hands-on sessions

**Pre-requisites:** Basic Knowledge of computer, projects, business automation tools.

**Course Outline:**

Sr. No.	Topic	Hours
1	IT tools for small scale Business – Integral approach to use the office tools.	6
2	IT tools in Project Management - Project charter, WBS, Scheduling, project concept presentations,	6
3	Tools used in presenting the concepts Flow-charting tools – Dia, Tikz Presentations tools - Beamer	12
4	Use of Basic Quality Tools and techniques in IT	6
	<b>Total</b>	<b>30</b>

**Book Recommended:**

1. Tool handling manuals

**Research Papers/Articles recommended for reading:** NA

**Suggested Evaluation Methods:**

Lab-session  
Written exam  
Assignment  
Quiz

**Parallel/Similar courses the existing curriculum:**

S.No.	Name of the course	Institute where it was offered

Name of Member	Ms Shubhashri Waghmare				
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Designation	Asst. Professor				
Org. / Inst.	SICSR				
Signature					

Name of the Expert:

Signature:

Date:

