Bachelor of Business Administration (Information System Management)
(BBA ISM 1st Sem)

Course Code	UM21MABBS02	Title of the course	Computer Application in Business
Total Credit of the Course	**4**	**Hours per week**	**4**

Course Objectives :	1. Gain familiarity with the concepts and terminology used in the development, implementation and operation of business application systems. 2. Explore various methods that Information Technology can be used to support existing businesses and strategies. 3. Investigate emerging technology in shaping new processes, strategies and business models. 4. Achieve hands-on experience with productivity/application software to enhance business activities. 5. To develop the skill of using computer applications software for solving problems

Course Content		
Unit	**Description**	**Weightage**
Unit-1	**Introduction to Word Processor:** Pc software Classification Usage of Word Processor, creation & editing of document Formatting Text & paragraph Basic Utilizing Indention, Bullets & Numbering, Spacing, Page Numbering etc. Find & Replace Facility Inserting Date & time, Picture, Symbol, Word Art etc. Special Print Features: -Page setup, Header & footer, Zooming, print Preview etc. Mail Merge Table creation, Cell Splits & Merge Function –Sum, Avg, Min, Max.	25%
Unit-2	**Advanced Spreadsheet Features:** Formatting of Rows & Columns Hide, Unhide, Delete, Insert, Copy, Paste, Resize Functions Syntax & meaning of Avg, Count, Max, Min, Sum, Product, Int, Round, Trunk •String: Len, Upper, Lower, Mid Logical : If, And, Or , Not Charts	25%
Unit-3	**Presentation Tools Creating a Presentation:** Insert, Delete Slide Different Slide View Editing Slide Formatting Slide Slide Transition & animation.	25%

Unit-4	**Database Tool:** Introduction to Microsoft Access, Opening and Running Access, Creating a Database through Templates, Creating Blank Database, Creating Tables, Understanding Fields, and its Data Types, Understanding Field Properties, Saving the Database, Understanding Queries, Creating SELECT Query, Selecting Fields.	25%

Teaching-Learning Methodology	Teaching & Learning methods include class participation, Practical demonstration, Practical Implementation ,or combinations of these.

Evaluation Pattern		
Sr. No.	**Details of the Evaluation**	**Weightage**
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical Assignment, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to

- students acquire and evaluate information.
- Students organize and maintain information.
- Students interpret and communicate information.
- Students use computers to process information.
- Students contribute to group effort.
- Students work well with men and women from diverse backgrounds.
- Students know how social, organizational and technological systems work and operate effectively with them.
- Students understand overall intent and proper procedure for setup and operation of equipment.
- Students gets
- Students locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.

Sr.No.	References
Suggested References	
1.	Computers today by S.K. Basandra
2.	P.C. Software by R.K.Taxali
3.	Katherine Murray: Master of Power Point 2000 (BPB Publication)
4.	Microsoft office Word 2007 Step-by-Step
5.	Microsoft office Excel 2007 Step-by-Step
6.	Microsoft office PowerPoint & Access 2007 Step-by-Step
7.	Microsoft Word 2010 (Step by Step) First Edition
8.	Introduction to Computers by Peter Norton.

On-line resources to be used if available as reference material
On-line Resources
https://www.tutorialspoint.com/computer_fundamentals/pdf/computer_applications.pdf

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