SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.11)
Syllabus as per NEP 2020 with effect from the Academic Year 2023-2024

BBA-ITM Semester - I

Course Code : UM01MABBI02	Title of the Course		Personal Computer & Software Packages
Total Credits of the Course	**04**	**Hours per Week**	**04**

Course Objectives	1. An opportunity to develop understanding of the basic operations of Computer System & Computer Application Software.
	2. To develop the skill of using computer applications software for solving problems.

Course Content

Unit	Description	Weightage (%)
1.	**Word Processing Tool** Introduction to Word Processing & Word Processors, Examples of some popular word processing packages, Uses of word processor, Application of Word processor, Creating, Editing, Formatting of Documents, File, Edit, View menus, Header & Footer Option, Full Screen, Zoom, Font, Bullets, Border, paragraph, Change Case, Drop Cap options, Search and replacement of text, Print Features, Mail Merge Facility, Auto Text, Spelling checker, Table creation, deletion, selection and formatting, Picture, word art & drawing toolbar facilities	25 %
2.	**Spreadsheet Tool** Introduction to spread sheet, Examples of some popular spreadsheet packages, Uses of spread sheet packages, Applications of spreadsheets, All Formatting categories for Cell, Formula and Function Concepts, Math & Trig Functions: SUM(), PRODUCT(), ABS(), FACT(), INT(), SUMIF(), POWER(), MOD(), ROUND(),TRUNC(), String Functions: LOWER(), UPPER(), PROPER(), LEN(), MID(),SUBSTITUTE(), EXACT(), FIND(), CONCATENATE(), REPT(), TRIM(), Statistical Functions: AVERAGE(), COUNT(), COUNTIF(), COUNTA(), MAX(), MIN(),Logical Functions: AND(), OR(), NOT, IF(), Sort option, AutoFilter option, Chart facility	25 %
3.	**Presentation Tools** Creating Presentation, Formatting Slides, Slide Transition, Slide Animation, Inserting Picture, sound, chart etc., Loop creation to run slides, drawing toolbar, Linking Files & Slides	25 %
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 %

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Teaching-Learning Methodology	Information and Communication Technology (ICT) in education is the mode of education that uses information and communications technology to support, enhance, and optimise the delivery of information.

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

Course Outcomes	
1.	Demonstrate a basic understanding of computer hardware and software application.
2.	Express problem solving skills based on MS Word, MS Excel, MS PowerPoint & MS Access application.
3.	Apply logical skills to Software application.

Suggested References	
Sr. No.	**References**
1.	R K Taxali: PC Software For Windows 98 Made Simple
2.	Katherine Murray: Master of Power Point 2000 (BPB Publication)
3.	Microsoft office Word 2007 Step-by-Step
4.	Microsoft office Excel 2007 Step-by-Step
5.	Microsoft office PowerPoint & Access 2007 Step-by-Step

On-line resources to be used if available as reference material
On-line Resources 1. www.w3schools.com 2. edu.gcfglobal.org

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