

**SARDAR PATEL UNIVERSITY**  
**Programme: BBA (Hospitality Management)**  
**Semester: IV**  
**Syllabus with effect from: November/December-2012**

<b>Paper Code: UM04FBBH01</b>	<b>Total Credit: 3</b>
<b>Title Of Paper: Computer Applications – II (T+P)</b>	

Unit	Description in detail	Weighting (%)
I	<b>Introduce Computers</b> General Characteristics of Personal Computers Operating System Concepts (Ms Dos) Internal Commands of Ms-Dos External Commands of Ms-Dos	25 %
II	<b>Introduction to Spreadsheet Software (Ms Excel)</b> What is Spreadsheet or Ms-Excel? Application of MS-Excel, Naming cells Inserting, deleting, and moving Rows ,Columns ,Sheets Formatting cells Auto Format ,Number ,Alignment ,Font ,Boarder Charting Charting Wizard, Selecting objects in a chart, Customizing a Chart, Resizing a chart, Printing a chart on a whole page. Formulas, worksheet commands	25 %
III	<b>Introduction to Presentation Software (Ms-PowerPoint)</b> What is PowerPoint? Usefulness and advantages of PowerPoint File operation, edit operation View slide, slide show, header, footer Slide animation, custom animation, slide layout, background	25 %
IV	<b>Introduction to MIS</b> What is Management? What is Information? What is System? MIS Function.	25 %

**Laboratory: Credit -1**

**Basic Text & Reference Books:**

- Computer Today – Suresh K Basandra
- P.C. Software For Windows 98 Made Simple – R.K. Taxali.
- Learning excel – Ramesh Bangia
- Learning powerpoint - Ramesh Bangia

