SARDAR PATEL UNIVERSITY
Programme: BBA (Hospitality Management)
Semester: III
Syllabus with effect from:June-2012

Paper Code: UM03FBBH01	Total Credit:3
Title Of Paper: Computer Application-I-(T/P)	

Unit	Description in detail	Weighting (%)
I	**Fundamentals of computers** Characteristics of a computer Block Diagram of a computer Terms Hardware, software,Firmware, Liveware **Different types of software** System Software Application software Operating System And Different Types Of Operating System: DOS, WINDOWS 98/7.0 **Overview of a computer system** Types of computers Applications of computers Configuration for buying a computer	25 %
II	**Input and Output to the computer** **Input Hardware** Keyboard Entry: Terminals - Dumb Terminal Smart Terminal POINT-OF-Sales-terminal Direct Entry: 1 Card readers, Scanning devices like scanner, OBR, OCR,OMR,MICR, smart cards. Voice Input devices Pointing Devices - Light Pen , Mouse , Touch Screen , Digitizer **Output Hardware** Hardcopy: Printers, plotters, computer usage storage Softcopy: VDU and sound display Voice output systems	25 %
III	**Operating system and Introduction to Word processor** Difference between Dos and windows operating system. Advantages of windows operating system. Logging to windows, start and task bar buttons. Creating and Deleting a folder Copy, move and save the document between folders What is office automation? Introduction to Ms-office What is word processing Types of word processors Applications of word processor Creating, opening, editing saving an closing a document. Finding and replacing a text Moving and copying a text	25 %
IV	**Advanced MS-Word.** Creating Hypertext links with drag-and drop	25 %

| | Using Hyperlinks between word documents
Using spelling and grammer Tool
Autotext and Autocorrect entries
Formating options like bold italic,subscript,superscript,character and Animation effects
Change case,Drop Cap options, Header and footer option, formating indents
Table creation, deletion, selection and formatting,
Insert Picture, word art and drawing facilities.
Converting text to tables
Importance of mail merge
Creating a mail merge documentand data source
Inserting mail merge fields, merge with main document, previewing merged data | |

LABORATARY: Credit -1   Marks -25

Unit -V:
1.   15 Theory Exercise + 15 Practical Exercise on units 1,2,3,4

Evaluation: Internal: 25 marks

Practical examination shall be held in the computer lab and evaluation shall be made by the concerned teacher.

Basic Text & Reference Books:

➢ Computer Today – Suresh K Basandra
➢ A First Course In Computers –S –Jaiswal - Galgotia publications
➢ P.C. Software For Windows 98 Made Simple – R.K. Taxali.