SARDAR PATEL UNIVERSITY
Programme: BBA(Information Systems Management)
Semester: I
Syllabus with effect from: JUNE 2011

Paper Code: UM01CBBS03	Total Credit: 3
Title Of Paper: Computer Application in Business	

Unit	Description in detail	Weighting (%)
1	**Concept of computer application** Introduction of computer in business Personal computer in business Introduction to pc software packages Dos overview & windows Dos overview & Basic command like Dir, CD, MD, RD, Date, CLS, Time, Ren, Type etc Windows overview operating and basic component.	25 %
2	**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 %
3	**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 %
4	**Presentation Tools** Creating a Presentation Insert, Delete Slide Different Slide View Editing Slide Formatting Slide Slide Transition & animation	25 %

Basic Text & Reference Books

➢ Computers today by S.K. Basandra
➢ P.C. Software by R.K.Taxali
➢ Introduction to Computers by Peter Norton