

SARDAR PATEL UNIVERSITY
VALLABH VIDYA NAGAR
BBA-(ISM) PROGRAM
Semester-I
(Effective from June 2019)

Paper Code: UM01CBBS53	Total Credit:3 Marks :100
Title Of Paper: Computer Application in Business	
Objectives: This subject covers word, excel & PowerPoint which is required generally for back office work	

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 <ul style="list-style-type: none"> • 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