



**SARDAR PATEL UNIVERSITY**  
**Vallabh Vidyanagar, Gujarat**  
**(Reaccredited with 'A' Grade by NAAC (CGPA 3.25))**  
**Syllabus with effect from the Academic Year 2021-2022**

Bachelour of Business Administration(Information System Management)  
(BBA ISM Ist Sem)

Course Code	UM01CBBS73	Computer Application in Business	Marks-100
Total Credits of the Course	03	3 Hours	

Course Objectives:	<ol style="list-style-type: none"><li>1. Gain familiarity with the concepts and terminology used in the development, implementation and operation of business application systems.</li><li>2. Explore various methods that Information Technology can be used to support existing businesses and strategies.</li><li>3. Investigate emerging technology in shaping new processes, strategies and business models.</li><li>4. Achieve hands-on experience with productivity/application software to enhance business activities.</li><li>5. Accomplish projects utilizing business theories, Internet resources and computer technology.</li><li>6. Work with simple design and development tasks for the main types of business information systems</li></ol>
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Course Content		
Unit	Description	Weightage* (%)
1.	<b>Concept of computer application</b> 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.	<b>Introduction to Word Processor</b> 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.	<b>Advanced Spreadsheet Features</b> Formatting of Rows & Columns Hide, Unhide, Delete, Insert, Copy, Paste, Resize Functions Syntax & meaning of Avg, Count, Max, Min,	25%



	Sum, Product, Int, Round, Trunk •String: Len, Upper, Lower, Mid •Logical : If, And, Or , Not Charts																															
4.	<b>Presentation Tools Creating a Presentation</b> Insert, Delete Slide Different Slide View Editing Slide Formatting Slide Slide Transition & animation	25%																														
...	<p><u>Practical to be done in computer Lab on Microsoft word ,Excel &amp; Powerpoint</u> e.g</p> <p><b>1. Type the following paragraph in word document and do as directed:</b> If you have modem, you can use dial – up networking to dial into another computer and set up as the server. Thus if you have modem then you can gain access to shared resources on that computer, the network it is connected to. Follow the instructions given below: 1 Save the document and make the font: verdana 14 size. 2 Change the margins of these documents with different margins.</p> <p>Top margin = 1 Bottom margin = 1 Left margin = 1.5 Right Margin = 1 Gutter Margin = 1.5</p> <p>3 Copy and paste the same paragraph below the typed paragraph. 4 Justify the whole document 5 FIND the word “modem” with all case one by one. 6 REPLACE the word “modem” with “INTERNET”. 7 Save the document and close it. 7 Save the document and close it.</p> <p><b>2.Create a following Excel document. And Calculate Total and average marks of students</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>NO</th> <th>NAME</th> <th>MARKS1</th> <th>MARKS2</th> <th>MARKS3</th> </tr> </thead> <tbody> <tr> <td>101</td> <td>Kalpesh</td> <td>45</td> <td>55</td> <td>45</td> </tr> <tr> <td>102</td> <td>Rahul</td> <td>32</td> <td>87</td> <td>65</td> </tr> <tr> <td>103</td> <td>Amit</td> <td>43</td> <td>54</td> <td>47</td> </tr> <tr> <td>123</td> <td>Rakesh</td> <td>54</td> <td>45</td> <td>76</td> </tr> <tr> <td>145</td> <td>Riken</td> <td>65</td> <td>32</td> <td>87</td> </tr> </tbody> </table> <p><b>3.Create a Power point Presentation on Latest technology and implement all animation schemes.</b></p>	NO	NAME	MARKS1	MARKS2	MARKS3	101	Kalpesh	45	55	45	102	Rahul	32	87	65	103	Amit	43	54	47	123	Rakesh	54	45	76	145	Riken	65	32	87	
NO	NAME	MARKS1	MARKS2	MARKS3																												
101	Kalpesh	45	55	45																												
102	Rahul	32	87	65																												
103	Amit	43	54	47																												
123	Rakesh	54	45	76																												
145	Riken	65	32	87																												

Teaching-	Teaching & Learning methods include class participation, Practical
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Learning Methodology	demonstration, Practical Implementation ,or combinations of these.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical Assignment, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
	<ul style="list-style-type: none"><li>• students acquire and evaluate information.</li><li>• Students organize and maintain information.</li><li>• Students interpret and communicate information.</li><li>• Students use computers to process information.</li><li>• Students contribute to group effort.</li><li>• Students work well with men and women from diverse backgrounds.</li><li>• Students know how social, organizational and technological systems work and operate effectively with them.</li><li>• Students understand overall intent and proper procedure for setup and operation of equipment.</li><li>• Students locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.</li></ul>

Suggested References:	
Sr. No.	References
1.	Computers today by S.K. Basandra
2.	P.C. Software by R.K.Taxali



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3.	Introduction to Computers by Peter Norton
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On-line resources to be used if available as reference material
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On-line Resources
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<a href="https://www.tutorialspoint.com/computer_fundamentals/pdf/computer_applications.pdf">https://www.tutorialspoint.com/computer_fundamentals/pdf/computer_applications.pdf</a>
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