



Bachelor of Business Administration
 B.B.A (ITM) Semester-I

Course Code	UM01CBBI74	Title of the Course	Personal Computer & Software Packages
Total Credits of the Course	03	Hours per Week	06=03(Theory)+03Practical

Course Objectives:	1. An opportunity to develop understanding of the basic operations of Computer System & Computer Application Software. 2. To develop the skill of using computer applications software for solving problems.
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Course Content		
Unit	Description	Weightage*(%)
1.	MS Word Tool: Introduction to word processor – paradigm of some popular processor – Usage of word processor – Application & Advantages of word processor – Setting up word environment – Text Basics – Proofing & Printing features – Working with paragraph, style & editing tool – Understanding table, illustrations, links, header & footer group concept – Working with text tool – Modifying page layout tool – Understanding advanced mail merge facility & view menu concept.	25%
2.	MS Excel Tool: Introduction to spreadsheet – Paradigm of some popular spreadsheet packages – Usage of excel application – Application & Advantages of spreadsheet – Formatting categories of all cells – Modifying columns, rows & cells – Formatting of text, table, chart, basic functions, formulas & conditional formatting group – Sorting, Grouping & Filtering of cells – Mathematical Functions : Sum(), Product(), ABS(), Fact(), Int(), Sumif(), Power(), Mod(), Round(), Trunc() – Statistical Functions: Average(), Count(), Countif(), CountA(), Max(), Min() – String Functions: Lower(), Upper(), Proper(), Len(), Mid(), Substitute(), Exact(), Find(), Concatenate(), Rept(), Trim() – Logical Functions: AND(), OR(), NOT(), If()	25%
3.	MS PowerPoint Tool: Presentation Basics: Insert new slides, modifying layout, move, cut, copy, paste options – Formatting of slides – Working with text basics, themes, background styles, pictures, clipart, lists, shapes, word art & tables - Inserting slide design, sounds, movies, chart & Animations – Working with custom animation, transition, text effects & setup slide show concept.	25%
4.	MS Access Tool: Introduction to MS Access, Opening & Running MS Access – Working with database templates – creating blank database & tables – working with fields & its data types - Understanding field properties & Queries – creating select query – selecting fields & saving the database file	25%





Teaching-Learning Methodology	Information and Communication Technology (ICT) in education is the mode of education that use information and communications technology to support, enhance, and optimise the delivery of information.
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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, Viva-voce, 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	
1.	Demonstrate a basic understanding of computer hardware and software application.
2.	Express problem solving skills based on MS Word, MS Excel, MS PowerPoint & MS Access application.
3.	Apply logical skills to Software application.

Suggested References:	
Sr. No.	References
1.	R K Taxali: PC Software For Windows 98 Made Sample McGraw Hill Education
2.	Katherine Murray: Master of Power Point 2000 (BPB Publications)
3.	Microsoft office Word 2007 Step-by-Step
4.	Microsoft office Excel 2007 Step-by-Step
5.	Microsoft office PowerPoint 2007 Step-by-Step
6.	Microsoft office Access 2007 Step-by-Step

On-line resources to be used if available as reference material
On-line Resources
www.w3schools.com
edu.gcfglobal.org

