

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

Theory

Paper Code: UM03FBBT01	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 <ul style="list-style-type: none"> ▪ 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	Windows 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.	25 %



	Finding and replacing a text Moving and copying a text	
IV	Advanced MS-Word Creating Hypertext links with drag-and drop Using Hyperlinks between word documents Using spelling and grammar Tool Autotext and Autocorrect entries Formatting options like bold italic, subscript, superscript, character and Animation effects Change case, Drop Cap options, Header and footer option, formatting 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 document and data source Inserting mail merge fields, merge with main document, previewing merged data	25 %

LABORATORY: Credit -1 Marks -25

Unit -V:

15 Theory Exercise + 15 Practical Exercise on units I/II/III/IV

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

