



C. U. SHAH UNIVERSITY - WADHWANCITY



FACULTY OF MANAGEMENT STUDIES BACHELOR OF BUSINESS ADMINISTRATION (BBA)

SEMESTER I (ONE)

CODE 4MS01COA1

Name of Subject Computer Applications

Teaching & Evaluation Scheme

Teaching Hours / Week				Evaluation Scheme (MARKS)		
Th	Tu	P	Total	University	Internal	Total
02	0	04	06	70	30	100

Objectives

- Introduce Information Technology and Computers.
- To make students familiar with Word Processor
- Help to understand basic concepts of Internet
- Help to deal with Workbook

Prerequisite

- Basic operation of Computer System (On/Off, Power Supply etc...)

Course outline

Sr. No.	Course Contents	Number of Hours
Theory		
1	Hardware, Software, Input, Output and Storage Devices	04
2	Desktop and Taskbar Properties, My Computer, Control Panel (Mouse, Keyboard, and Date/Time), Recycle Bin and Documents.	03
3	Windows 98 Accessories - WordPad, Paint, Calculator	03
4	File & Folders- Creation of Folders, Copying, Moving, and Deleting files and folders, File management utility, Explorer and creation of Shortcut.	03
5	Dialog Box- Display property, Drive property, File property. Printing of Files	03
6	Concept of WWW	02
7	Internet and Intranet, Difference between Internet and Intranet	01
8	Modems & Channels - LAN, MAN & WAN – Network Topologies	02
9	Introduction to Application of internet e-mail, Chatting, Video	02

	Conferencing	
10	Introduction to computer Virus and Antivirus.	01
Total Hours		24
Practical		
12	WordPad, Paint, Calculator, System tools	03
13	Concept of Word Processor	01
14	Screen Components of MS Word 2003 Window	02
15	Creation of new Document, Opening existing Documents, Saving Document Page setup & Printing, Formatting of Page, Page Preview	03
16	Toolbar Standard and Formatting	02
17	Selecting, Copying, Pasting, Moving, and Formatting Text	03
18	Mail Merge	03
19	Concepts of Workbook, Worksheet, and Cell - Entering, Editing, Deleting data into Cell.	02
20	Selecting, Inserting, Deleting - Cell, Rows, Columns, Ranges, Cell Formatting. Hiding/un-hiding Rows, Columns, Sheets	02
21	Statistical Functions AVERAGE(), MEDIAN(), MODE(), STDEV(), VAR ()	03
22	String Functions LEN(), RIGHT(), LEFT(), MID(), PROPER(), UPPER(), LOWER()	03
23	Logical Functions AND(), OR(), NOT(), IF()	04
24	How to prepare a Chart using Excel	03
25	Introduction to Computer Application	02
Total Hours		36

Learning Outcomes

Theoretical Outcome Understanding basic operation of Window and Word Processor and the tools for word processing. Basic of Internet and operation and Workbook

Practical Outcome Deal with word processing and the basic tools of Microsoft Word. Deal with workbook and worksheet & able to work with statistical, string and logical functions and to prepare chart

Teaching & Learning Methodology

- Lectures and Practical in Computer Lab
- Projects
- Assignments
- Practical exercise

Books Recommended

1. 'Exploring Microsoft Office XP', John Breeden and Michael Cheek, BPB Publications, New Delhi, 2001.
2. 'MS Office', Pierce, Prentice Hall of India, New Delhi, 2007
3. 'MS Office Plain & Simple', Jerry Joyce, and Marianne Moon, Prentice Hall of India, New Delhi, 2007.
4. 'MS Office Step by Step', Joyce Cox, Prentice Hall of India, New Delhi, 2007.

5. **'Window-98 6 in 1'**, Prantice Hall Publication
6. **'ABC of Window-98'**, BPB Publication

E-Resources

1. <http://www.microsoft.com/enable/training/>
2. <http://www.baycongroup.com/word.htm>
3. <http://excelexposure.com/>