



(Shri Ramkrishna Seva Mandal's)
ANAND COMMERCE COLLEGE

An Autonomous College (2025-26 to 2034-35)
(Affiliated to Sardar Patel University)
NAAC ACCREDITED 'A' GRADE (3.04 CGPA)



ISO 9001:2015

Syllabus as per NEP 2020 with effect from the Academic Year 2025-26

**Bachelor of Business Administration
Information System Management
BBA (ISM) Semester – I**

Course Code	UB01MABBI01	Title of the Course	Computer Application in Business
Total Credits of the Course	4	Hours per Week	4

Course Objectives:	<ul style="list-style-type: none">• Gain familiarity with the concepts and terminology used in the development, implementation and operation of business application systems.• Explore various methods that Information Technology can be used to support existing businesses and strategies.• Investigate emerging technology in shaping new processes, strategies and business models.• Achieve hands-on experience with productivity/application software to enhance business activities.• To develop the skill of using computer applications software for solving problems.
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Course Content		
Unit	Description	Weightage*(%)
1	Introduction to MS Office 2010: <ul style="list-style-type: none">• Introduction to GUI• Ribbon and Tabs,• Saving File and Opening File• Save as and Open Dialog Boxes• File Properties• Locking File with password and removing password.	20%
2.	Introduction to Word Processor: <ul style="list-style-type: none">• Pc software Classification Usage of Word Processor• Creation & Editing of document• Formatting Text & Paragraph	20%

	<ul style="list-style-type: none"> • Basic Utilizing Indention • Bullets & Numbering • Spacing • Page Numbering etc. • Find & Replace Facility Inserting Date & time, • Picture, Symbol, Word Art etc. <p>Special Print Features:</p> <ul style="list-style-type: none"> • Page setup • Header & Footer • Zooming, print Preview etc. • Mail Merge Table Creation • Cell Splits & Merge Function –Sum, Avg, Min, Max 	
3.	<p>Advanced Spreadsheet Features:</p> <ul style="list-style-type: none"> • Formatting of Rows & Columns Hide • Unhide, Delete, Insert, Copy, Paste, Resize • Functions Syntax & Meaning of Avg, Count, Max, Min, Sum, Product, Int, Round, Trunk • String: Len, Upper, Lower, Mid. <p>Logical</p> <ul style="list-style-type: none"> • If, And, Or, Not Charts. 	20%
4.	<p>Presentation Tools Creating a Presentation:</p> <ul style="list-style-type: none"> • Insert Delete Slide • Different Slide View • Editing Slide Formatting • Slide Transition & animation. 	20%
5.	<p>Database Tool:</p> <ul style="list-style-type: none"> • Introduction to Microsoft Access • Opening and Running Access • Creating a Database through Templates • Creating Blank Database • Creating Tables • Understanding Fields and its Data Types • Understanding Field Properties • Saving the Database • Understanding Queries • Creating SELECT Query • Selecting Fields. 	20%

Teaching-Learning Methodology	Teaching & Learning methods include class participation, Practical demonstration, Practical Implementation, or combinations of these.
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Internal and / or External Examination Evaluation

Sr. No.	Details of the Evaluation / Exam Pattern	50 Marks (%)	25 Marks (%)
1	Class Test (at least one)	15 (30%)	10 (40%)
2	Quiz (at least one)	15 (30%)	05 (20%)
3	Active Learning	05 (10%)	----
4	Home Assignment	05 (10%)	05 (20%)
5	Class Assignment	05 (10%)	----
6	Attendance	05 (10%)	05 (20%)
Total Internal (%)		50 (100%)	25 (100%)
College External Examination (%)		50 (100%)	25 (100%)

Course Outcomes: Having completed this course, the learner will be able to	
1.	Students know how to save and open existing files.
2.	Students know how to create and edit the documents in MS WORD file.
3.	Students know how organizational and technological systems work and operate effectively using various functions in MS EXCEL.
4.	Students understand present the presentations and animated images by using MS POWER POINT.
5.	Students know how to make database file and use in the projects and reports design and queries access by using MS ACCESS.

Suggested References:	
Sr.No.	References
1.	Microsoft Office 2010: By Bittu_Kumar,(V&S Publications) · 2013
2.	Microsoft Office 2010 on demand, By Steve_Johnson (Que Publication)· 2010.
3.	Katherine Murray: Master of Power Point 2000 (BPB Publication).
4.	Microsoft PowerPoint 2010 Step by Step. By Joan Lambert, Joyce Cox(Microsoft Press) · 2010
5.	Microsoft Access 2010 Step by Step, By Joan Lambert, Joyce Cox(Microsoft Press) · 2010
6.	Microsoft Word 2013 Step by Step By Joan Lambert, Joyce Cox (Microsoft Press) · 2013
Digital resources to be used if available as reference material.	

Digital Resources.

1. https://www.tutorialspoint.com/computer_fundamentals/pdf/computer_applications.pdf
2. https://books.google.co.in/books?id=hJQ3DwAAQBAJ&printsec=frontcover&dq=ms+office+2010+book+pdf+free+download&hl=en&newbks=1&newbks_redir=1&sa=X&ved=2ahUKEwi3rLuD0oSNAXXcyzgGHVnQNPwQ6AF6BAgNEAM
3. https://www.google.com/search?kptab=editions&sa=X&ved=2ahUKEwi1y7_L5P-NAXU23TgGHcQeN-YQmBZ6BAgMEAk&q=inpublisher:%22V%26S+Publishers%22&tbm=bks
4. <https://www.google.com/search?kptab=editions&sa=X&ved=2ahUKEwjr2pji5v-NAXU74zgGHYN8MjQQmBZ6BAgKEAk&q=inauthor:%22Steve+Johnson%22&tbm=bks>



Chairman
BOS of Computer Science
Anand Commerce College



Academic Coordinator
Anand Commerce College



Principal
Anand Commerce College