BBA4.7: Computer Applications in Business

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
2 Credits	2 hours	32 hours

Pedagogy: Classroom lectures, Lab, Seminars, and Assignments.

Course Objectives:

1. The objectives of computer applications in business include improving efficiency, enhancing productivity, and enabling better decision-making.
2. Businesses utilize computers for tasks like data processing, communication, and automation to streamline operations and gain a competitive edge.

Course Outcomes: On successful completion of the course, the Students will be able

To understand with essential computer literacy and hands-on skills in office automation tools (MS Word, Excel, PowerPoint), enabling them to efficiently use digital tools in business environments.

Module No 1: Introduction to Computers and M S Word	**12 hours**
Characteristics of Computers, Classification of Computers: **Word Processing**: Introduction to word Processing, Word Processing concepts, Use of Templates, Working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Auto text; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, **Tables**: Inserting, filling and formatting a table; Inserting Pictures and Video; **Mail Merge**: including linking with Database; Printing documents	
Module No. 2: M S Excel	**12 hours**
Concept of Spreadsheet: Managing of Worksheets , Formatting, Entering Data, Printing worksheet, Worksheet Concepts, Methods of building a workbook, Important features of Excel, Saving Workbook, Editing in workbook, Entering data in a cell, Formula copying, Moving data from selected cells, Rearranging worksheet, Project evolving multiple spreadsheets.	
Module No 3: Power point Presentation	**8 hours**
Preparing Presentations: Basics of presentations- Slides, Fonts, Drawing, Editing; **Inserting**: Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow. Creating Business Presentations using above facilities.	

Skill Development Activities:

1. MS-Word: Letter writing and Bio-Data , Resume.
2. MS_Excel : Creating Work-Sheet, data entry, use of Formulas, graph generations.
3. Preperation of Mark Statement, Sales Report, Salary Statement.
4. Write the steps for creating presentations having at least four slides related motivating the salesmen.

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References:

1. S. Salaimuthu and Anthony Raj- Computer Applications in Business , Himalaya Publishing House.
2. V. Rajaram- Fundamnetals of Computers , S. Chand and Co.
3. R. Rameshwaram- Computer Applications in Business, S. Chand and Co.
4. Sanjay Saxena- A First Course in Computers , Vikas Publishing House.
5. Balaguruswamy- Introduction to Computers, Tata McGraw Hill Publication, New Delhi.
6. Parameshwaran- Computers in Business , Sultan Chand & Sons.

Note: Latest edition of books may be used.

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