(Annexure H-9)

SYLLABUS

COMPUTER RELATED COURSE

of

Bachelor of Business Administration Hons. /

Bachelor of Business Administration (Honours) – Airlines and Airport Management

(Semester – I)

Credit Based Continuous Evaluation Grading System (CBCEGS)

Session: 2024-25

The Heritage Institution

KANYA MAHA VIDYALAYA JALANDHAR (Autonomous)

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

Bachelor of Business Administration Hons. / Bachelor of Business Administration (Honours) – Airlines and Airport Management
Semester I

COMPUTER APPLICATIONS FOR BUSINESS

(Session 2024-25)

Credit Based Continuous Evaluation Grading System (CBCEGS)

Bachelor of Business Administration Hons. Semester I / Bachelor of Business Administration (Honours) – Airlines and Airport Management Semester I										
Course Code	**Course Title**	**Course Type**	**Hours per week**	**Credit**		**Marks**				**Examination Time (in Hours)**
			L-T-P	**L-T-P**	**Total**	**Total**	**Ext.**		**CA**	
							L	**P**		
BBRM-1127 /	Computer Applications for Business	SEC	2-0-2	2-0-1	3	75	40	20	15	3+3

Bachelor of Business Administration Hons. (Semester – I) /

Bachelor of Business Administration (Honours) – Airlines and Airport Management
Semester I

(Session 2024-25)

COURSE CODE: BBRM-1127
COMPUTER APPLICATIONS FOR BUSINESS

COURSE OUTCOMES

After passing this course the student will be able to:

CO1: Comprehend the basic knowledge of computer, its components, Input/Output and memory devices of computer.

CO2: Articulate various internal and external commands used in Disk Operating System.

CO3: Apply word processing software to create, edit and format documents.

CO4: Manage spreadsheets and presentations using associated application software.

Bachelor of Business Administration Hons. (Semester – I) /

Bachelor of Business Administration (Honours) – Airlines and Airport Management
Semester I

(Session 2024-25)

COURSE CODE: BBRM-1127
COMPUTER APPLICATIONS FOR BUSINESS

Examination Time: 3+3 Hours	**Max. Marks: 75**
	Theory:40
L-T-P	**Practical: 20**
2-0-1	**CA:15**

Instructions for Paper Setter -

Eight questions of equal marks (10 Marks) are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

UNIT- I

Computer Fundamentals: Definition of computer, Components of a computer system, Brief history of evolution of computers and generation of computers.

Internal and External Memory Storage: RAM, ROM, PROM, EPROM. Commonly used Input / Output/Memory storage devices: Punched Card, VDU, CRT. Difference between Hardware & Software. Types of software system. Software & Application software, Interpreter.

UNIT-II

Operating System: Definition, Types of operating on the Basis of processing. Introduction to various types of operating system such as windows & DOS Overview and Anatomy of windows, Working with files and folder in windows. Basic Commands of Internal & External commands in DOS.

UNIT-III

Word Processor: Overview, Creating, Saving, Opening, Importing, Exporting and Inserting files. Formatting pages, paragraphs and sections. Indents and outdates. Creating lists and numbering. Heading Styles, Fonts and size editing, positioning& viewing text. Finding and replacing text, inserting page breaks, page numbers, book marks, symbols & dates. Using tabs and tables Header, Footer & Printings.

UNIT-IV

Spreadsheet: Worksheet overview. Entering information. Worksheet. Opening and saving workbook. Formatting number and texts. Protecting cells. Producing Charges and printing operations graphs.

Presentation: Presentation Basics Menus and Toolbars, Opening and saving and existing presentation creating and saving a presentation using auto content wizard. Design Template Blank Presentation. The slides sorter view. Insert slides from another presentation. Inserting pictures and graphics. Slide show, printing, slides.

References:

1. Peter Norton, Introduction to Computers, Tata McGraw-Hill, 2006.
2. Sanjay Sexana, A First Course in Computers, Vikas Publishing House, New Delhi, 2015.
3. V. Rajaraman, Neeharika Adabala, Fundamentals of Computers, PHI Learning, 2015.
4. Dr. S.S Srivastava., MS-Office, Firewal Media, New Delhi, 2008.
5. Anshuman Sharma, A book of Fundamentals of Information Technology, Lakhanpal Publishers, 5th Edition.

Note: The latest editions of the books should be followed.