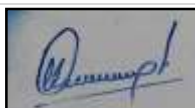


BBA I Year	BBA-A206		Semester-II		
	Computers Applications in Management				
Time Allotted for End Semester Examination	Marks Allotted for Internal Assessment	Marks Allotted for End Term Examination(ESE)	Maximum Marks (MM)	Total Credits	Maximum Hours
3 Hrs.	30(20+10)	70	100	04	40

	Course Outcomes:	Mapped Program Outcomes
CO.1	Understand and use current technology, techniques, skills and tools necessary for professional practice in Business.	PO.1, PO.2, PO.3
CO.2	Prepare presentations related to business management i.e., sales, revenue, marketing strategies and production etc.	PO.1, PO.2, PO.3, PO.7
CO.3	Analysis of business data as per requirement using MS Excel.	PO.3, PO.4 , PO.5, PO.6
CO.4	Writing business letters, applications, notes, summary etc. using Microsoft Editor.	PO.3, PO.5, PO.6
CO.5	Demonstrate the presentation skills using MS PowerPoint and implementation of accounting concepts using MS Excel.	PO.5, PO6, PO7

- Introduction to Computer-Characteristics of Computers, The Computer System, Parts of Computers); Computer H/W Setup, Configuration, Networking, Mobile H/W Device and types wireless Networking; Operating System- Introduction to Operating Systems, An overview of various Computer & Mobile OS & Application (UN IX / Linux, DOS, Windows, Android, windows mobile, iOS Like), Features of latest Windows Operating Systems & its Management & Networking (Installation, backup, security, User control), Usage of payment gateways. **(8 Hours)**
- Introduction to essential tools: Introduction to facilities & commonly used features of:
 - a) Word: Working with word document, Inserting, filling and formatting a table, Mail Merge including linking with Access Database, Creating Macros -Sending E-mail from Word Import / Export of files Converting Word Document to Web Document, PDF files Hyperlinks; OLE Security features in MS-Word - Protection of Documents - Password for Documents - Checking for viruses in macros, referencing, creating bibliography, manage sources and citations, review documents.
 - b) PowerPoint: Preparing Presentations, Slides, Handouts, Speaker's Notes - Outlines - Media Clips - Charts - Graphs, Adding the Transitions to the Slide Show - Special effects in detail, - Setting Slide timings.
 - c) Excel: Creating a work book, Rearranging Worksheet, Organizing Charts and graphs, Ranges and Functions & Formulae: Mathematical, Statistical Financial Functions such as NPV (Net present value), Future value, IRR (Internal Rate of Return), EMI (Equated Monthly Installments, Compounding Yearly, periodic and monthly) - Auto Calculate Using Names in a Formula, Formula Editing, Macros, Consolidation of Data & Data Analysis - Sorting List, Filter & More Filtering Techniques - Consolidate data in multiple worksheets - What-if analysis, Goal Seek Scenario Manager, Solver, Lookup Function - Sub Totals, Nested-IF, Statistical Analysis; Data Validation & Protection - Create a dropdown list from a range of cells - Apply data validation to cells - Copy data validation setting, remove data validation - Find cell that have data validation, protect cell data, using password to protect sheet and workbook. - Use validation to create dependent list; Pivot table Reports & Pivot Chart Reports. **(15 Hours)**
- Using MS Excel for Data Analysis & Reporting Features: Using spreadsheet for following purposes and making reports: → Loan & Lease statement → Ratio Analysis. → Payroll statements → Capital Budgeting. Depreciation Accounting → Graphical representation of data → Frequency distribution and its statistical parameters → Correlation and Regression **(15 Hours)**



- Business Data Processing – Definition, Data Storage, Hierarchy, Standard Methods of Organizing Data, Database Management System. Computer Networks (LAN and WAN only). Data Backup and Recovery (2 Hours)

SUGGESTED READINGS:

1. Goel, A. (2010). *Computer Fundamentals*. Pearson Education, New Delhi.
2. Madan, S. (2011). *Student's Guide to IT*. Taxmann Allied Services Pvt. Ltd, New Delhi.
3. McLeod, Raymond, Schell, & George, P. (2017). *Management Information System* (10th ed.). Pearson Education Inc, USA..
4. Prasad,L.M. & Prasad,Usha. (2017). *Management Information Systems*. Sultan Chand & Sons, New Delhi.
5. Rainer, Turban & Potter. (2005). *Introduction to Information Technology*. John Wiley & Sons Inc.USA.
6. Gelinas, Ulric J., and Steve G. Sutton,(2015). *Accounting Information System*, South Western Thomson Learning

NOTE:The list of cases, specific references and books including recent articles will be announced in the class by concerned teachers from time to time.

