

Part B
Program: Bachelor of Business Administration (Semester III)

Code of the course	Title of the course / Subject	Total no. of periods
BBA-	Computer Application I	45

Course outcomes

Students will be able to –

1. Familiarised with basic theoretical DBMS concept
2. Develop basic skill of electronic DBMS with MS. Access s/w
3. Use of spreadsheet package for businesses

Unit	Topic	No. of Periods
Unit I	DBMS (Database Management System) 1.1 Concept of DBMS 1.2 Objectives, Advantages and Limitation of DBMS 1.3 DBMS Models 1.4 Architecture of DBMS	9
Unit II	Working with MS Access 2.1 Introduction to MS Access Software 2.2 Elements of MS Access software 2.3 Various database fields in MS Access 2.4 Procedure of creating and saving Database in MS Access	9
Unit III	Advance features of MS Access 3.1 Create Form (simple/form wizard) 3.2 Form Header and footer 3.3 Create report (simple/report wizard) 3.4 Procedure of applying query in DBMS	9
Unit IV	Working with MS Excel (Spread sheet) 4.1 Introduction to MS excel 4.2 Basic components of MS Excel 4.3 Creating and saving Procedure of DBMS in Excel 4.4 Editing and formatting Database in excel	9
Unit V	Formulas and Functions with MS Excel 5.1 Mathematical functions Sum, SQRT(square root), Round, Power 5.2 Statistical functions Average, Min, Max, count, count average 5.3 Logical and Conditional Formulas IF, SUMIF, COUNTIF, COUNTBLANK 5.4 Inserting Table, Graph, Image, Design	9

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BBA-	Computer Application - I (Practical)	30

Note: Total no. of 1 to 16 practical

List of practical

1. Simple Student's DBMS with MS Access
2. Customer's DBMS with MS Access
3. Friends DBMS with MS Access
4. Relatives DBMS with MS Access
5. Market DBMS with MS Access
6. Prepare simple form with MS Access
7. Prepare survey form for any product
8. Prepare admission form for Yoga class
9. Prepare online purchase form of any product
10. Prepare simple hotel bill with graph in MS Excel
11. Prepare college receipt with graph in MS Excel
12. Prepare Mark Sheet with graph in MS Excel
13. Prepare electricity bill with MS Excel
14. Prepare catalogue of mobile phone with MS Excel
15. Prepare shopping Bill with MS Excel
16. Prepare cricket players list with Age with MS Excel

Books Recommended:-

1. Microsoft Office Excel 2007 Free Text Book at BOOKBOON.COM
2. Curtis D. Fry "Microsoft Excel 2007 Step by Step" Published by Microsoft Press
3. MS OFFICE (BPB)
4. Pradeep K. Sinha and PritiSinha's "Fundamentals of Computing" BPB Publication.
5. Alexis Leon and Mathews Leon's Fundamentals of Information Technology "Published by Leon Vikas.
6. Dr. Uday S. Kale "ekfgrhra=Kku o O;kolkf;dekfgrhpslaLdj.k" Sainathprakashan Nagpur.
7. Prof. S. M. Kolte, "ekfgrhra=Kku o O;kolkf;dekfgrhpsizfdz; kPimpalapur& co. publisher, Nagpur.
8. Information technology and business data processing by Dr. Sanjay B. Kadu and Dr. Ranjana Mahajan

Division of Marks for Practical's

Record Preparation	10 Marks
Practical Performance	10 Marks
Viva-Voce	10 Marks
Marks Description	10 Marks
Practical Total	40 Mark