

Subject Code: 1MS2010291	Subject Title: Computer Applications in Management (Non-Credit Course)
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1. Course Objectives and Outline:

The blooming technology has taken deep roots in every field nowadays. It is impossible for anyone to imagine a world without high modern computing environment. This course is included with the objective of making students use office applications more effectively. The course is expected to improve students' various skills such as; computer based analytical skills, visual presentation skills and document editing skills.

2. Teaching Scheme (Hours per week)

Lecture (Hrs.)	Tutorial	Practical	Credit	Evaluation Scheme (Marks)		Total
				University Assessment	Continuous Assessment	
-	2	2	-	-	-	-

3. Course Pedagogy

Pedagogy for this course includes seminars and laboratory sessions. Students shall be asked to complete computer based assignments and they have to prepare small reports which needs the use of spreadsheet, document editor and presentation slides. It is recommended to give a joint assignment of this course with regular courses (such as Financial Management, Research Methodology etc.).

4. Suggested Readings

a. Web-Links

- <http://www.computerhope.com/shortcut/word.htm>
- <https://support.office.com/en-us/article/Excel-shortcut-and-function-keys-1798d9d5-842a-42b8-9c99-9b7213f0040f>

5. Evaluation of students

This being a non-credit course, students shall not be evaluated on the basis of traditional examination. For successful completion of the course, students have to complete all the assignments and obtain "S" (satisfactory) grade from their faculty mentor(s). A student obtaining "U" (unsatisfactory) grade has to repeat the course in the next immediate semester and has to obtain "S" grade.