

Subject Code: 1MS3010307

Subject Title: Computer Application In Management

1. Course Overview

This course deals with the basic computer application in management. This basic computer skills course will provide students with an understanding of the most popular, current technologies used at home, colleges and in the workplace. Students will become computer literate in this course while they learn to access, create, save and manage documents, spreadsheets and emails and use the Internet effectively. They understand the terminology and impart best practice skills for productive and secure use of hardware and software.

2. Course Objectives

Objective of this subject is to make the students understand the functioning of office application software. It will help the student to have hands on experience on various application software used for office automation like Document editor, Spreadsheet, Presentation and Internet for day-to-day problem solving, in particular for creating business documents, data analysis, graphical representation, web communication.

After completing the course is able to use the computer for basic purposes of preparing his personnel or business reports, viewing information on Internet (the web), sending mails, using internet banking services etc. This allows students to be also a part of computer users list by making them digitally literate. This helps the small business communities, students to maintain their small account using the computers and enjoy in the world of Information Technology.

3. Teaching Scheme (Hours per week)

Lecture	Tutorial	Practical	Credit	Evaluation Scheme				Total
				University Assessment		Continuous Assessment		
				Theory	Practical	Theory	Practical	
3	0	2	4	30	30	20	20	100

4. Syllabus:

Module No.	Contents	Total Hours	Weight (%)
1	Knowing computer: What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information;	7	20

	Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.		
2	Understanding Word Processing: (MS - Word) Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.	8	20
3	Using Spread Sheet: (MS - Excel) Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.	12	20
4	Making Small Presentation: (MS - PowerPoint) Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.	10	20
5	Introduction to Internet, WWW and Web Browsers: Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website	8	20

List of Practical	
1.	Knowing Computer
1.1	Create file and folder.
1.2	Use windows explorer, Recycle Bin and restore file.
1.3	Sort the file and folders according to size in descending order.
1.4	Use of control panel, reset time and list installed Hardware and Software.
1.5	Use of Printer.
2.	Understanding Word Processing: (MS - Word)
2.1	Prepare your introduction, type word "Introduction" in Word art., use Various functions like save document, use Spelling and grammar check tool, Use synonyms and Thesaurus to correct spelling, change font style, size, color, make underline and blink effect, increase the character spacing, use print preview, Use various formatting tools like Setup the page margins, use different align, apply the borders around the page, apply shading, apply page break after two paragraphs. Use header footer feature.
2.2	View the document of (practical no. 2.1) in 1. Outline view, 2. Reading layout view, 3. Web layout, 4. Print layout, 5. Thumbnail.
2.3	Insert a table in the document with four columns and five rows, 1st row should contain heading like Photo, Name, E-mail ID, and Address, Insert at least four records. All the content should be center aligned, Make use of auto text of your name, count the word function, Save document using password.
2.4	You want to wish Diwali greetings to friends and customers residing in your city, Use mail merge to prepare letter to all your clients.
2.5	Create a macro that generates a letterhead for your company.
3.	Using Spread Sheet: (MS - Excel)

3.1	Create workbook and enter your employees data, use various function like fill series, wrap text, freeze pan.
3.2	Create attendance report in spreadsheet with using various logical functions.
3.3	Create workload calculation using charts in spreadsheet.
3.4	Prepare Salary statement with using various function of spreadsheet.
3.5	Prepare Billing statement and Stock statement in Spreadsheet.
3.6	Create Mark sheet of students and use filtering and sorting and conditional formatting function.
4.	Making Small Presentation: (MS - PowerPoint)
4.1	Create presentation slide of overview of your organization and use various function like different lay outs, design template, hide and delete slide, apply password and other formatting.
4.2	Prepare presentation of product profile and give sound and animation effects.
5	Introduction to Internet, WWW and Web Browsers:
5.1	Write email for post of Marketing executive and send your resume to with attached file.
5.2	Find the computer terminology with the help of search engine and prepare detail note.

5. Suggested Readings

Text Books

Author /s	Publication	Title
Dr. A.M.Patel , Pankaj Pandya, Kiran Desai: Fundamentals of Computer & Its Application Part-I	Jalaram Publication, Ahmedabad	Fundamentals of Computer & Its Application Part-I

6. Evaluation Scheme

Sr. No.	Component	Weight
1	University Examination * For the written examination, the open book examination may be opted by the paper setter appropriately	60%
2	Internal Assessment -Depending on the need and objectives of the subject, internal assessment should include minimum three of the following sub-components; <i>Class Test, Quiz, Assignments, Case Presentation, Class Participation, Projects, Team/Individual Assignments.</i> -The weightage of a sub-component should not exceed 50% of internal assessment component weight. -The bifurcation of sub-components shall be communicated by the instructor before commencement of the academic sessions.	40%