

|                              |                                                         |
|------------------------------|---------------------------------------------------------|
| <b>Branch Name:</b>          | MANAGEMENT                                              |
| <b>Program Code:</b>         | MS201                                                   |
| <b>Course Name:</b>          | Computer Applications in Management (Non-Credit Course) |
| <b>Course Code:</b>          | 2MS2010291T                                             |
| <b>Pre-requisite Course:</b> | Information Systems for Managers                        |

**Course Objectives:**

- 1) To make students aware about the use of office applications more effectively.
- 2) The course is expected to improve students' various skills such as; computer based analytical skills, visual presentation skills and document editing skills.
- 3) The students will be able to have hands on experience on various application software used for office automation like document editor, Spread sheet, Presentation and Internet for day-to-day problem solving.

**Teaching and Examination Scheme:**

| Teaching Scheme<br>(Hours per week) |                 |                  |        | Evaluation Scheme (Marks) |                          |                          |                          |                  |
|-------------------------------------|-----------------|------------------|--------|---------------------------|--------------------------|--------------------------|--------------------------|------------------|
| Lecture<br>(L)                      | Tutorial<br>(T) | Practical<br>(P) | Credit | Theory (Marks)            |                          | Practical (Marks)        |                          | Total<br>(Marks) |
|                                     |                 |                  |        | University<br>Assessment  | Continuous<br>Assessment | University<br>Assessment | Continuous<br>Assessment |                  |
| -                                   | 2               | 2                | -      | -                         | -                        | -                        | -                        | -                |

**Text Books:**

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

**Reference Books:**

| Sr.<br>No. | Books                                                                           |
|------------|---------------------------------------------------------------------------------|
| 1          | Fundamentals of Computers, V. Rajaraman, 3rd Edition, PHI Publications          |
| 2          | Kumar, K. And Rajkumar, S. Computer Applications in Business. Tata McGraw-Hill. |

**List of Open Source Software/learning website:**

1. <http://www.computerhope.com/shortcut/word.htm>
2. <https://support.office.com/en-us/article/Excel-shortcut-and-function-keys->

**LAB/Practical**

1. Understanding Word Processing: (MS-WORD)
2. Using Spread Sheet: (MS-Excel), Making Small Presentation: (MS-Power Point)
3. Introduction to Internet, WWW and Web Browsers:

**Course Learning Outcomes (CLO):** On completion of this course, the students will be able to:

| <b>CLO</b> | <b>Description</b>                                                                                                                                   | <b>Bloom's Taxonomy Level</b> |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| CLO1       | To understand the concept of input and output devices of Computer and how it works and recognize the basic terminology used in computer programming. | 2 Understanding               |
| CLO2       | To understand and able to know computer hardware, software and the internet.                                                                         | 1 Remembering                 |
| CLO3       | To Apply various MS-Excel commands for Basic calculations.                                                                                           | 3 Applying                    |
| CLO4       | To Apply knowledge and evaluate the role of Computer Applications in supporting various levels of Business.                                          | 3Applying,4Analyze            |
| CLO5       | Access and interpret the relationship between Organizations, Information Systems and Business Processes.                                             | 5 Evaluate                    |
| CLO6       | To use Computer Applications ethically, safety, securely and legally.                                                                                | 3 Applying                    |

#### **Mapping of CLOs with Pos & PSOs**

| <b>Course</b>            | <b>Program Outcomes(POs)</b> |            |            |            |            |            |            |            | <b>Program Specific Outcomes(PSOs)</b> |             |
|--------------------------|------------------------------|------------|------------|------------|------------|------------|------------|------------|----------------------------------------|-------------|
| <b>Learning Outcomes</b> | <b>PO1</b>                   | <b>PO2</b> | <b>PO3</b> | <b>PO4</b> | <b>PO5</b> | <b>PO6</b> | <b>PO7</b> | <b>PO8</b> | <b>PSO1</b>                            | <b>PSO2</b> |
| <b>CLO1</b>              | H                            |            |            |            |            |            |            |            |                                        |             |
| <b>CLO2</b>              |                              | H          |            |            |            |            |            |            |                                        |             |
| <b>CLO3</b>              |                              |            | H          |            | M          |            |            | H          | H                                      |             |
| <b>CLO4</b>              | M                            |            |            | M          |            |            |            |            |                                        |             |
| <b>CLO5</b>              |                              |            |            |            | M          |            |            |            |                                        | H           |
| <b>CLO6</b>              |                              |            |            |            |            |            |            | M          |                                        |             |

**H: High, M: Medium, L: Low**

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