

|                              |                                     |
|------------------------------|-------------------------------------|
| <b>Branch Name:</b>          | Management                          |
| <b>Program Code:</b>         | MS301                               |
| <b>Course Name:</b>          | Computer Applications in Management |
| <b>Course Code:</b>          | 2MS3010307P                         |
| <b>Pre-requisite Course:</b> | Information Technology 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               | 4                | 4      | --                        | --                       | 50                       | 50                       | 100              |

**Subject Contents:**

| Sr.<br>No. | Topic                                                                                                                                                                                                                                                                                                                                                                                             | Total<br>Hours | Weightage<br>(%) |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------|
| 1          | <b>Knowing computer:</b><br>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; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.                | 7              | 20               |
| 2          | <b>Understanding Word Processing:</b><br>(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          | <b>Using Spread Sheet: (MS - Excel)</b><br>Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.                                                                                                                                                                                                                               | 12             | 20               |
| 4          | <b>Making Small Presentation: (MS - PowerPoint)</b><br>Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.                                                                                                                                                                                   | 10             | 20               |
| 5          | <b>Introduction to Internet, WWW and Web Browsers:</b><br>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 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b>         | <b>Knowing Computer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>2.</b>         | <b>Understanding Word Processing: (MS - Word)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>3.</b>         | <b>Using Spread Sheet: (MS - Excel)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>4.</b>         | <b>Making Small Presentation: (MS - PowerPoint)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>5.</b>         | <b>Introduction to Internet, WWW and Web Browsers:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                   |

### Text Books:

| Sr. No. | Books                                                                                                                                                                          |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Fundamentals of Computer & Its Application Part-I Dr. A.M.Patel , Pankaj Pandya, Kiran Desai: Fundamentals of Computer & Its Application Part-I Jalaram Publication, Ahmadabad |

### 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)

3. Making Small Presentation: (MS-Power Point)
4. 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 Computers and how it works and recognize the basic terminology used in computer programming. | 2 Understanding               |
| CLO2       | To understand and be 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.                                           | 3 Applying, 4 Analyze         |
| CLO5       | Access and interpret the relationship between Organizations, Information Systems and Business Processes.                                              | 5 Evaluate                    |
| CLO6       | To use Computer Applications ethically, safely, 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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