

Branch Name:	MANAGEMENT
Program Code:	MS301
Course Name:	Digital Skills for Professionals
Course Code:	3MS3010106P
Pre-requisite Course:	None

Course Objectives:

1. Understand the fundamentals of computers, digital technologies, and their applications in academic and business environments.
2. Develop proficiency in using digital productivity tools for creating professional documents, spreadsheets, and presentations.
3. Apply digital communication and online collaboration tools effectively for learning and workplace interactions.
4. Demonstrate awareness of cybersecurity, digital ethics, and responsible use of internet and emerging digital technologies.
5. Utilize AI-enabled productivity tools and digital solutions to enhance efficiency, creativity, and problem-solving in academic and business tasks.

Teaching and Examination Scheme:

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture (L)	Tutorial (T)	Practical (P)	Credit	Theory (Marks)		Practical (Marks)		Total (Marks)
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
-	1	2	2	-	-	-	50	50

Subject Contents:

Module No.	Contents	Total Hours	Weightage (%)
1	Computer Fundamentals and Digital Productivity: Introduction to computers and digital technologies, types of computers and digital devices, hardware components and peripheral devices, system software and application software, operating system basics, file and folder management, internet fundamentals and web browsing, digital information search techniques, Microsoft Word/Google Docs for professional document creation and formatting, Microsoft Excel/Google Sheets for data entry, basic formulas, functions, and charts.	15	50%
2	Digital Communication and Emerging Technologies Microsoft PowerPoint/Google Slides and presentation design, digital communication and email etiquette, cloud computing and online collaboration using Google Drive, OneDrive and Microsoft Teams, online meetings using Google Meet and Zoom, cybersecurity fundamentals, password management and safe internet practices, digital ethics and responsible digital citizenship, introduction to Artificial Intelligence and Generative AI, AI productivity tools (ChatGPT, Microsoft Copilot, Google Gemini and Canva AI) for learning and business applications, practical digital business applications and mini project.	15	50%

Text Books

1. Sinha, P.K. & Sinha, Priti. Computer Fundamentals. BPB Publications
2. Vermaat, Shelly Cashman & Misty. Microsoft Office 365 & Office 2021. Cengage Learning (Latest Edition)

Reference Book

1. Joan Lambert. Microsoft Office Step by Step. Microsoft Press.
2. Brian Underdahl. Digital Literacy for Dummies. Wiley.
3. Reynolds, George. Information Technology for Management. Cengage Learning

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

CLO	Description	Bloom's Taxonomy Level
CLO1	Explain computer fundamentals, operating systems, software, and digital technologies.	Understand
CLO2	Create professional business documents using digital productivity tools.	Apply
CLO3	Develop spreadsheets and perform basic business data analysis.	Apply
CLO4	Design professional presentations and communicate effectively using digital collaboration platforms.	Apply
CLO5	Demonstrate safe, ethical, and responsible use of digital technologies including cyber security practices.	Apply

Mapping of CLOs with Pos & PSOs

Course Learning Outcomes	Program Outcomes (POs)								Program Specific Outcomes (PSOs)	
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CLO1	H	M	L	L	L	-	-	L	M	L
CLO2	H	H	M	L	-	-	-	M	H	H
CLO3	H	H	M	L	L	-	-	M	H	H
CLO4	H	H	H	L	-	M	L	M	H	M
CLO5	M	H	M	M	M	L	-	M	M	M

H: High, M: Medium, L: Low
