

Branch Name:	MANAGEMENT
Program Code:	MS201
Course Name:	Computer Application In Management
Course Code:	3MS2010115P
Pre-requisite Course:	-

Course Objectives:

1. To develop conceptual understanding and practical skills in MS Word, MS PowerPoint, and MS Excel for professional business applications.
2. To familiarize students with modern digital, CRM, communication, and AI tools for Effective collaboration and managerial decision-making.
3. To enhance analytical, problem-solving, and presentation skills through the integration of Computer applications with real-world business processes.

Teaching and Examination Scheme:

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture (L)	Tutorial (T)	Practical (P)	Credit	Theory (Marks)		Practical (Marks)		Total (Mar ks)
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
-	-	4	2	-	-	-	50	50

Subject Contents:

Sr No.	Topic	Total Hours	Weightage (%)
1	MS-Word & MS PowerPoint: MS Word: Interface and navigation, creating and saving documents, formatting text and paragraphs, page layout and sections, headers, footers, and page numbering, border, watermark, adding fonts, line spacing, page break, table splits, references, use of AI, spell checks, mail merge, track changes and comments, creating tables and charts MS PowerPoint: Interface and navigation, creating and saving presentations, slide design and layout, adding text, images, and videos, using SmartArt and charts, designing custom animations and transitions, presenter view and notes, creating interactive presentations, exporting and sharing presentations, converting PPT into JPEG/PDF, slide master, free templates, corporate presentations	15	50
2	MS-Excel: Introduction to spreadsheets, understanding Microsoft Excel, Excel workbook windows, basic spreadsheet skills, Excel help system, opening and closing workbooks, understanding workbook file formats, creating new workbooks, selecting cells, auto sum and auto fill function, cell referencing and request, formatting cells, formatting numbers, placing cell alignment, cell, rows, and columns, understanding worksheets, editing, Copying, and moving cells, page layouts in Excel, proofing workbooks, basic options, ribbons, and toolbar. Defining names in Excel, sorting data, using Excel tables, filtering data in	15	50

	Excel, understanding charts, chart design options and tools, chart format tools, combo charts, functions within Excel, understanding date function, information functions, logical functions, find and replace, headers and footers, adding comments, conditional formatting		
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Text Books:

1. "Microsoft Office 365 for Dummies" by Wallace Wang

Reference Books:

1. "MOS Study Guide for Microsoft Word Exam MO-100" by Joan Lambert
2. "MOS Study Guide for Microsoft PowerPoint Exam MO-300" by Joan Lambert
3. "Microsoft Excel 2019 Step by Step" by Curtis Frye

List of Open Source Software/learning website:

1. Microsoft Office Training Center: Free training resources for Microsoft Word, PowerPoint, and Excel.
<https://support.microsoft.com/en-US/microsoft-365>
2. GCF Global - Microsoft Office Tutorials: Free tutorials for Word, PowerPoint, and Excel.
<https://edu.gcfglobal.org/en/subjects/office/>
3. Coursera - AI For Everyone by Andrew Ng: Free trial and financial aid options available.
<https://www.coursera.org/learn/ai-for-everyone>
4. Microsoft Office Training Center: Free training resources for Microsoft Word, PowerPoint, and Excel.
<https://support.microsoft.com/en-us/training>
5. GCF Global - Microsoft Office Tutorials: Free tutorials for Word, PowerPoint, and Excel
<https://edu.gcfglobal.org/en/subjects/office/>
6. Coursera - Excel Skills for Business Specialization: Offers a free trial and financial aid options.
<https://www.coursera.org/specializations/excel>

LAB/Practical

MS Word – Practical	
1	Introduction to MS Word interface, document creation, saving, and file management
2	Text and paragraph formatting using fonts, spacing, borders, and watermarks
3	Page layout settings: margins, orientation, sections, headers, footers, and page numbering
4	Inserting page breaks and managing multi-page documents
5	Creating, formatting, and managing tables and charts, including table splits
6	Using references, spell check, track changes, comments, and mail merge
7	Applying AI-assisted tools for document editing, summarization, and productivity
MS PowerPoint – Practical Experiments	
8	Creating, saving, and managing presentations using layouts and design themes
9	Inserting and formatting text, images, videos, SmartArt, and charts
10	Designing custom animations and slide transition effects
11	Using Slide Master, presenter view, and speaker notes
12	Developing interactive and corporate presentations using free templates
13	Exporting and sharing presentations; converting PPT to PDF and JPEG formats
MS Excel – Practical Experiments	
14	Introduction to spreadsheet concepts and navigation of Excel interface
15	Workbook management: creating, opening, saving, and understanding file formats
16	Basic spreadsheet operations: cell selection, editing, copying, and moving data
17	Using AutoSum, AutoFill, and cell referencing techniques
18	Formatting cells, numbers, rows, columns, alignment, and page layouts
19	Working with worksheets, ribbons, toolbars, proofing tools, and Excel help system
20	Data management using defined names, sorting, filtering, and Excel tables

21	Creating and customizing charts, including combo charts
22	Applying Excel functions: date, logical, and information functions
23	Using find and replace, headers and footers, comments, and conditional formatting

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

CLO	Description	Bloom's Taxonomy Level
CLO1	Explain the features and functionalities of MS Word, PowerPoint, and Excel for business applications.	Understand
CLO2	Create and format professional documents using MS Word, including tables, references, and mail merge.	Apply
CLO3	Design effective business presentations using MS PowerPoint with appropriate layouts, animations, and multimedia elements.	Apply
CLO4	Use MS Excel for data entry, formatting, and basic data analysis using formulas and functions.	Apply
CLO5	Analyze and visualize data using charts, conditional formatting, and Excel tools such as sorting and filtering.	Analyze
CLO6	Develop integrated business reports and presentations using MS Office tools with effective use of AI features and automation.	Evaluate

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	M	L	L	L	–	–	–	L	L	L
CLO2	M	L	M	M	–	–	–	L	M	M
CLO3	M	L	M	H	–	–	–	L	M	H
CLO4	M	M	M	L	–	–	–	L	H	M
CLO5	M	H	H	M	–	–	–	L	H	H
CLO6	M	M	H	M	L	L	–	M	H	H

H: High, M: Medium, L: Low
