

GANPAT UNIVERSITY									
FACULTY OF SOCIAL SCIENCES AND HUMANITIES									
Programme	Bachelor of Arts				Branch/Spec.	Psychology			
Semester	III				Version	1.0.0.0			
Effective from Academic Year	2026-27				Effective for the Batch admitted in	July 2025			
Course Code	BSEC201	Course Name			Computer Application in Management				
Teaching Scheme					Examination Scheme (Marks)				
(Per week)	Lecture (DT)		Practical (Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	00	00	02	00	02	Theory	00	00	00
Hours	00	00	04	00	04	Practical	25	25	50
Pre-requisites									
English Proficiency									
Course Objective:									
To acquire proficiency in Office applications (Word, Excel, PowerPoint, and mail) to enhance productivity and efficiency in day-to-day operations at business and academics.									
Course Outcomes									
On successful completion of the course, the students will be able to:									
CO1	Evaluate, select, and use office productivity software appropriate to a given situation.								
CO2	Perform office automation tasks like (writing documents in Word, preparing reports, calculating in Excel)								
CO3	Perform the primary level of data analysis using tools of excel like pivot tables charts and graphs								
CO4	Understand and solve the problem using productivity tools of office automation								
Theory Syllabus									
Unit	Content							Hrs.	
1	Microsoft Word and Email communication: Importance of information, overview of components and its functions of computer, ribbon, Introduction to Microsoft Word, formatting, labeling, table to content, Editing document using, track changes, Mail merge, labeling, printing, labels, and merged document, macro, Google email overview, creating labels, filters, use of Google calendar, Google Drive, Google forms							15	
2	Microsoft Excel and PowerPoint: Introduction to Excel, row, column, difference between function and formula, arithmetic functions, type of error, and how to read and interpret error. Date and time function, text function, logical function (and, or not), If condition, count if, sum if average if, count ifs, sum ifs, average if, conditional formatting, sorting, filtering, graphs, and charts. Pivot table, pivot chart, VLOOKUP, PowerPoint presentation tools, view of slides, creating a master slide, creating templates, inserting images, graphs and video in the slide							15	
Exam: Practical Exam (100%)									
Practical Content									
Practical, assignments and tutorials are based on above syllabus.									
Text Books									
1	A practical manual will be available from the respective faculty for practice exercises								
Reference Books									
1	Excel 2016 Bible by John Walkenbach by Wiley								
2	Microsoft Excel 2016 Data Analysis and Business Modelling by Wayne L. Winston – Wiley Publication								
3	Business Analytics using Excel 2016								
4	Robert G. Pascall; Mastering Google Sheets: A Step-by-Step Handbook for Beginners to Simplify Data Analysis, Boost Productivity, and Unlock Your Full Spreadsheet Potential								
ICT/MOOCs Reference									

1	https://www.coursera.org/projects/introduction-microsoft-excel														
2	https://www.coursera.org/learn/microsoft-excel-work-smarter														
Mapping of CO with PO and PSO:															
Course Outcome (CO) No.	PO-CO Mapping								PSO-CO Mapping						
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	
CO1	3	2	1	1	1	3	1	1	1	2	3	2	1	1	
CO2	3	3	1	2	2	3	1	1	1	2	3	2	2	1	
CO3	3	2	3	1	2	3	1	2	1	3	3	1	2	2	
CO4	3	2	2	1	1	3	1	2	1	3	3	2	2	2	