

| GANPAT UNIVERSITY | | | | | | | | | |
|--|-------------|--------------|--|----|-------------------------------------|-----------|----|-----------|-------|
| FACULTY OF MANAGEMENT STUDIES | | | | | | | | | |
| Programme | MBA | Branch/Spec. | Agribusiness / Business Analytics / Financial Services / International Business / Logistics and Supply Chain Management / Pharmaceuticals/Healthcare and Hospital Management/Technology Management/IEV | | | | | | |
| Semester | I | | | | Version | 1.0.0.0 | | | |
| Effective from Academic Year | | 2026-27 | | | Effective for the batch Admitted in | | | July 2026 | |
| Subject code | IAE507CLM | Subject Name | | | Computer Literacy for Managers | | | | |
| Teaching scheme | | | | | Examination scheme (Marks) | | | | |
| (Per week) | Lecture(DT) | | Practical(Lab.) | | Total | | CE | SEE | Total |
| | L | TU | P | TW | | | | | |
| Credit | 2 | 0 | 0 | 0 | 2 | Theory | 25 | 25 | 50 |
| Hours | 2 | 0 | 0 | 0 | 2 | Practical | | | |
| Pre-requisites: | | | | | | | | | |
| Objective: To develop essential computer competencies among management students with practical proficiency in Microsoft Word, Excel, and PowerPoint for managerial applications. | | | | | | | | | |
| Course Outcome: After learning this Course, students will be able to; | | | | | | | | | |
| CO1: Explain the fundamental concepts of computer systems, operating environments, and digital tools used in business organizations. | | | | | | | | | |
| CO2: Prepare professional business documents, reports, and official correspondence using Microsoft Word with appropriate formatting and documentation standards. | | | | | | | | | |
| CO3: Apply Microsoft Excel functions and data analysis tools to organize, analyze, and interpret business data for managerial decision-making. | | | | | | | | | |
| CO4: Design and deliver structured, visually effective managerial presentations using Microsoft PowerPoint. | | | | | | | | | |
| Theory syllabus | | | | | | | | | |
| Unit | Content | | | | | | | | Hrs |

Note: Version 1.0.0.0 (First Digit= New syllabus/Revision in Full Syllabus, Second Digit=Revision in Teaching Scheme, Third Digit=Revision in Exam Scheme, Forth Digit= Content Revision)

L=Lecture, TU=Tutorial, P= Practical/Lab., TW= Term work, DT= Direct Teaching, Lab.= Laboratory work

CE= Continuous Evaluation, SEE= Semester End Examination

| | | |
|--|---|----|
| 1 | Fundamentals of Computer Systems and Digital Environment: Introduction to Computers: Evolution and Types. Components of Computer System: Hardware and Software. Operating Systems: Functions and Features. File Management and Data Storage. Basics of Internet and Web Browsing. Email Communication and Netiquette. Introduction to Cloud Computing. Overview of Digital Transformation in Business | 5 |
| 2 | Microsoft Word for Managerial Documentation: Introduction to Microsoft Word Interface and Tools. Creating and Formatting Business Documents. Page Layout, Margins, Headers and Footers. Styles, Themes and Document Design. Working with Tables and Charts. Inserting Images, SmartArt and Shapes. Mail Merge for Business Communication. Preparing Professional Reports and Letters. Document Review: Track Changes and Comments. Printing and Exporting Documents (PDF) | 10 |
| 3 | Microsoft Excel for Managerial Data Analysis: Introduction to Excel Interface and Workbook Structure. Data Entry and Formatting Techniques. Basic Formulas and Functions (SUM, AVERAGE, IF, COUNT, VLOOKUP). Sorting and Filtering Data. Conditional Formatting. Data Validation. Creating Charts and Graphs. Pivot Tables (Basic Level). Budget Preparation and Financial Statements (Basic). Introduction to Simple Data Analysis for Managers | 10 |
| 4 | Microsoft PowerPoint for Managerial Presentations: Introduction to PowerPoint Interface and Slide Management. Creating and Designing Professional Slides. Slide Layouts and Themes. Inserting Text, Images, Tables, Charts, and SmartArt. Slide Transitions and Animations. Slide Master and Template Design. Embedding Audio and Video. Presenting Slides Effectively. Exporting and Sharing Presentations. Best Practices for Managerial Presentations | 5 |
| Material will be provided by the faculty experts. | | |

Note: Version 1.0.0.0 (First Digit= New syllabus/Revision in Full Syllabus, Second Digit=Revision in Teaching Scheme, Third Digit=Revision in Exam Scheme, Forth Digit= Content Revision)

L=Lecture, TU=Tutorial, P= Practical/Lab., TW= Term work, DT= Direct Teaching, Lab.= Laboratory work

CE= Continuous Evaluation, SEE= Semester End Examination