

GANPAT UNIVERSITY

FACULTY OF MANAGEMENT STUDIES

Programme	Master of Business Administration					Branch/Spec.	Marketing/Finance/HR/International Business/Entrepreneurship/SCM		
Semester	II					Version	1.0.0.2		
Effective from Academic Year			2022-23			Effective for the batch Admitted in		June 2022	
Subject code	3IIB08CSM		Subject Name			Computing Skills For Managers			
Teaching scheme						Examination scheme (Marks)			
(Per week)	Lecture (DT)		Practical (Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	02	00	00	00	02	Theory	-	100	100
Hours	02	00	00	00	02	Practical	-	00	00

Pre-requisites

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Course Objectives

The objectives of this course are to allow student to become productive by using office automation tools and help student to understand and apply spread sheet skills from manager perspective.

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3IIB08CSM.CO1: Demonstrate the ability to create professional business documents and reports using MS Word, incorporating formatting, mail merge, and layout design tools for effective managerial communication.

3IIB08CSM.CO2: Apply data organization techniques such as sorting, filtering, and data normalization in MS Excel to manage and analyze business datasets efficiently.

3IIB08CSM.CO3: Utilize advanced spreadsheet functions including data validation, logical operations, and lookup formulas to support managerial decision0making and problem0solving.

31IB08CSM.CO4: Design analytical tools like Pivot Tables, Goal Seek, Scenario Manager, and Macros to perform predictive analysis and enhance business decision processes.

Theory syllabus

Unit	Content	Hrs
1	Basic of MS Word: Word Insert Menu (Comment, Header, Footer, Page Number, Text Box, Quick parts, Word Art, Date and Time); Design and Page Layout (Themes, Colors, Fonts, Paragraph Spacing, Effects, Water Mark, Page Color, Page Border); Introduction to mail merge; Mail Merge with labeling.	05
2	Basic of MS Excel: Key Components of The Excel User Interface; Navigational Controls; Data Entry, Data Types, Editing and Deleting; Fill Handle; Formulas and Functions (SUM,AUTOSUM,MIN,MAX ,AVERAGE);Absolute Cell References; Calculation across Sheets; Calculation of Date and Time; Formatting: Borders, Alignment Tools, Format Painter, Number Formats, Styles and Themes; Managing rows and columns; Find and Replace; Filtering: Text to Column, Flash Fill, Remove Duplicates, Consolidate; Sorting; Conditional Formatting; Print Preview; Orientation, Margins and Scale; Page Breaks; Headers and Footers; Basic Chart Types: Pie, Column and Line Chart; Move and Resize Charts; Change Chart Types and Styles; Modify Chart Elements.	10
3	Advanced MS Excel: Data Validation; Creating Drop Down List; Using Formulas in Data Validation; Logical Functions: IF, AND , OR, NOT,TRUE, NESTED IF; Lookups: CHOOSE; Approximate Matches: Range VLOOKUP; Exact Matches: Exact Match VLOOKUP; Finding a Position: MATCH.	10

4	Pivot Table And Pivot, Advance Pivot Table Option, (Change Source, Filed Settings), Design Report, Slicers, Name Manager, Goal Seek, Scenario Manager, Macro.	05
Practical Content		
Text Book		
1.	Excel 2019 Bible by Michael Alexander , Richard Kusleika , John Walkenbach.	
Reference Books		
1.	Excel 2019 Bible by Michael Alexander , Richard Kusleika , John Walkenbach.	
2.	Excel 2019 All-In-One: Master the New Features of Excel 2019 / Office by Lokesh Lalwani	

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

Mapping of CO with PO and PSO:

Semester 2: Course Name: 3IIB08CSM COMPUTING SKILLS FOR MANAGERS							
Course outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7
3IIB08CSM.CO1	1	3	-	2	1	1	1
3IIB08CSM.CO2	1	3	-	2	1	-	2
3IIB08CSM.CO3	1	3	-	2	-	-	2
3IIB08CSM.CO4	1	3	-	2	-	-	2

Semester 2: Course Name: 3IIB08CSM COMPUTING SKILLS FOR MANAGERS			
Course outcomes	PSO1	PSO2	PSO3
3IIB08CSM.CO1	2	3	3
3IIB08CSM.CO2	2	3	3
3IIB08CSM.CO3	2	3	3
3IIB08CSM.CO4	2	3	3