

SEC: Computer Application for Business

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course Title & Code	Credit Distribution of The Course			Eligibility Criteria	Prerequisite(s) of the Course (if any)
	Lecture	Tutorial	Practical / Practice		
Computer Application for Business	0	0	2	10 + 2 from a recognized board in any stream	Nil

LEARNING OBJECTIVES (LO)

LO-1 To provide working knowledge in the Office Automation tools.

Course OUTCOMES (CO)

At the end of the course, a student will be able to –

CO-1 Demonstrate usage of text processing with the help of MS Word Application.

CO-2 Analyse data with the usage of MS Excel Application.

CO-3 Create and present a presentation prepared with the help of MS PowerPoint.

Syllabus of [COSE111L]

Unit 1: MS Word and MS PowerPoint (15 lectures)

1. Chart Creation on Elements of Indian Financial System
2. Speeches (Formatting: Font, Paragraph, Bullet, Border, Shading, Page Setup, Header, Footer, Insert, Comment, Hyperlink, Bookmark, Page Break, Page Number, Tools, Auto Text)
3. Business/Corporate Letters (Mail Merge, Mailing Labels)
4. Curriculum Vitae (Templates, Wizards)
5. Slideshow Creation

[Projects: Annual General Meeting Shareholder Letter, Letterhead, Resume, Receipt, Mail Merge (15 employees), Book Index Page, Table (Tabs), Mail Merging Exercises, Letters, Applications, Notices. Quiz, Transitions, Slide Auto Timing, Topical PPT, Animations, Product Advertisement, and Department Association Activities.]

Unit 2: MS Excel (15 lectures)

1. Finance Functions (Worksheet Creation)
2. Graph on Class Performance
3. IF Function in Letter Grade Assignments
4. Statistical Analysis (Mean, Median, Mode, Standard Deviation)
5. Data Manipulation (Filter, Sort, Conditional Filter)

6. Pivot Tables, Table Formatting, Borders

[Projects: Chart Creation (Details), Examination Results, Attendance Calculation, Mark Sheet, Inventory Management, Data Charts, Formula Usage, Data Shifting, Cash Management, Accounting.]

Suggestive Readings:

- Microsoft Office 2019 for Dummies by Wallace Wang, Wiley India Pvt Ltd
- The Microsoft Office 365 Bible: The Most Updated and Complete Guide to Excel, Word, PowerPoint, Outlook, OneNote, OneDrive, Teams, Access, and Publisher from Beginners to Advanced by James Holler