Mandatory Course 8: Computer Applications for Business

Course Type:	SE: Skill enhancement course	Course Credits:	4
Course Code:	C1SE501	Course Duration:	60 Hours

Course Objectives:

- To have the basics practical skills of information Technology (Hardware - Software, Database, Networking, Communication Technology) with its application and usage.

Course Outcomes:

- CO1: Understanding formatting, layout, and productivity tools in MS Word and PowerPoint to create professional business documents and presentations.
- CO2: Apply Design structured and visually engaging presentations using advanced PowerPoint features and demonstrate effective presentation skills.
- CO3: Apply the use Excel tools for data formatting, formula application, charting, and basic data analysis for informed decision-making.,
- CO4: Create business insights using advanced Excel techniques and SQL queries for dynamic data analysis and MIS reporting.
- CO5: Analyse Effectively communicate using email platforms and integrate MS Office and SQL tools to deliver a comprehensive business-oriented project.

Unit/ Module	Content	CO Mapping	Hours Assigned
1	Introduction to Microsoft Office Suite, Digital tools and Cloud-based collaboration	CO1	4
2	MS Word: Paragraph Formatting, Page Layout, Lists, Headers/Footers, Styles	CO1, CO2	4
3	MS Word: Business Templates, Table of Contents, Mail Merge, Document Proofing	CO1, CO2	4
4	PowerPoint: Slide Layouts, Themes, Transitions, SmartArt, Media Insertion	CO2, CO3	4
5	PowerPoint: Slide Master, Animations, Timings, Presentation Skills	CO2, CO3	4

6	Excel: Cell Referencing, Data Formatting, Sorting, Filtering	CO3, CO4	4
7	Excel: Formulas (SUM, IF, COUNTIF), VLOOKUP, Automating Sheets	CO3, CO4	4
8	Excel: Charts (Line, Bar, Pie), Sparklines, Data Labels and Formatting	CO3, CO4	4
9	Excel: Pivot Tables, Grouping, Slicers, MIS Report Generation	CO3, CO4	4
10	Advanced Excel: Data Validation, Conditional Formatting, Dashboards	CO4, CO5	4
11	SQL: SELECT Queries, WHERE, ORDER BY, GROUP BY, Filtering	CO4, CO5	4
12	SQL: Joins, Aggregates, Query-Based MIS Reports	CO4, CO5	4
13	Gmail/Outlook: Interface, Filters, Calendar Invites, Auto-replies	CO5	4
14	Writing Effective Emails: Structure, Tone, Etiquette, Peer Review	CO5	4
15	Capstone Project: Integration of Word, Excel, PPT, SQL & Email Communication	CO4, CO5	4

Textbooks:

1. Work-study by ILO

Reference Books:

1. Rajaraman, V. (2004). Introduction to Information Technology.PHI.
2. Turban, Rainer and Potter (2003). Introduction to information technology.John Wiley and sons
3. Sinha, P.K., Priti Sinha (2002). Foundation of computing.BPB Publications.
4. Ram, B. (2003). Computer Fundamentals. New Age Publication.