

<b>INSTITUTE</b>	<b>FACULTY OF MANAGEMENT STUDIES</b>
<b>PROGRAM</b>	<b>BACHELOR OF BUSINESS ADMINISTRATION (HONS.)</b>
<b>SEMESTER</b>	<b>1</b>
<b>COURSE TITLE</b>	<b>COMPUTER ESSENTIALS &amp; OFFICE APPLICATIONS</b>
<b>COURSE CODE</b>	<b>04BB0104</b>
<b>COURSE CREDITS</b>	<b>4</b>

**Course Outcomes:** After completion of this course, student will be able to:

- 1 Understand Fundamental Structure of a Computer System
- 2 Understand & Use Word Processor Utilities for Business using MS Word
- 3 Understand & Use Spreadsheet Utilities for Business using MS Excel
- 4 Understand & Design Presentations using MS Powerpoint
- 5 Use Google Workspace Utilities

**Pre-requisite of course:**NA

#### Teaching and Examination Scheme

<b>Theory Hours</b>	<b>Tutorial Hours</b>	<b>Practical Hours</b>	<b>ESE</b>	<b>IA</b>	<b>CSE</b>	<b>Viva</b>	<b>Term Work</b>
4	0	0	0	30	20	25	25

<b>Contents : Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
1	<b>COMPUTER ESSENTIALS</b> Structure of a Computer System – Input / Output Devices – Hardware & Software – Operating System – Files – Folders (Directories) – Copying / Removing / Renaming Files & Folders – Using Basic Applications like Calculators, Notepad, Paintbrush – Changing Settings for Display & Themes – Using Various Browsers for Surfing Internet	4
2	<b>MICROSOFT WORD ESSENTIALS</b> Word Screen Elements – Quick Access Toolbar – Basic Formatting (Fonts, Format Painter, Bullet & Numbering, Alignment, Line Spacing) – Inserting Page Breaks & Blank Pages – Adding Cover Page – Creating Table – Inserting Picture, Shapes, Symbols & Icons, watermark, Headers & Footers – Page Numbering – Setting Margins – Paper Orientation & Size – Table of Content – Footnotes & Endnotes – Citations & Bibliography – Mail Merge – Proof reading – Page Setup & Printing	12

<b>Contents : Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
3	<b>MICROSOFT EXCEL ESSENTIALS</b> Excel Interface, Copying, Moving & Hiding Worksheets – Insert, Hide & Unhide Columns & Rows – All about Formatting (Alignment, Borders, Text Size & Font, Text Wrap, Merge & Centre, Number Formatting), Creating Table – Basic Excel Formulas – Order of Precedence – Absolute & Relative Cell Referencing – Freeze Panes – Paste Special – Protecting Worksheet & Specific Ranges – Find & Replace Values - Math Functions (SUM, ROUND, SUBTOTAL), Statistics Functions (COUNT, COUNTA, COUNTBLANK, AVERAGE, MAX, MIN, MEAN, MEDIAN, MODE) – Text Functions (LEFT, RIGHT, MID, PROPER, UPPER, LOWER, TRIM, CONCATENATE) – Logical Functions (IF, OR, AND) - Sort & Filter Data – Conditional Formatting – Data Validation – Text to Column - Creating Basic Charts – Page setup & Printing	18
4	<b>MICROSOFT POWER POINT ESSENTIALS</b> Power Point Interface – Quick Access Toolbar – Ribbons – Inserting different types of Slides & Duplicating Slides – Inserting Images, Shapes, Smart Art & Icons, Inserting Table & Charts – Formatting Table & Charts – Inserting Hyperlinks - Animation – Timeline Creation - Slide Transitions – Proofing tools	12
5	<b>GOOGLE WORKSPACE ESSENTIALS FOR BUSINESS</b> Google Applications – Doc – Sheet – Slides – Meet – Groups – Calendar – Creating Forms with multiple sections & Creating Quiz through Google Forms, Using Google Drive -Collaborating through Google Applications	4
<b>Total Hours</b>		<b>50</b>

**Textbook :**

- 1 Fundamental of Computers , P.K.Sinha , B.P.B. Publications , 2020
- 2 Microsoft Office 2019 Inside Out , Joe Habraken , Pearson, 2018
- 3 Microsoft Excel 2019 Formulas and Functions, Paul McFedries, Pearson , 2019

**References:**

- 1 Excel 2019 Bible , Excel 2019 Bible , Michael Alexander , Wiley , 2019
- 2 Information Technology, Information Technology, Curtin, Foley, Sen, Martin,, Information Technology, Tata MC Graw Hill, 2007

**Suggested Theory Distribution:**

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery and evaluation

<b>Remember / Knowledge</b>	<b>Understand</b>	<b>Apply</b>	<b>Analyze</b>	<b>Evaluate</b>	<b>Higher order Thinking</b>
20.00	30.00	25.00	15.00	10.00	

**Instructional Method:**

- 1 Theory

**Supplementary Resources:**

- 1 <https://edu.gcfglobal.org/en/>
- 2 YOUTUBE.COM
- 3 <https://www.tutorialspoint.com/>
- 4 [https://www.youtube.com/watch?v=HC13M8FGINc&list=PLmkaw6oRnRv8UYcRLpxon4rPQm\\_pud8nd](https://www.youtube.com/watch?v=HC13M8FGINc&list=PLmkaw6oRnRv8UYcRLpxon4rPQm_pud8nd)
- 5 <https://www.vmaker.com/tutorial-video-hub/microsoft-tutorial-videos/microsoft-office-tutorial/>
- 6 <https://www.electricteacher.com/>
- 7 <https://www.tutorialspoint.com/>
- 8 <https://edu.gcfglobal.org/en/>
- 9 [https://www.youtube.com/watch?v=HC13M8FGINc&list=PLmkaw6oRnRv8UYcRLpxon4rPQm\\_pud8nd](https://www.youtube.com/watch?v=HC13M8FGINc&list=PLmkaw6oRnRv8UYcRLpxon4rPQm_pud8nd)