

COURSE TITLE	COMPUTER SKILLS - 2
COURSE CODE	04AH0505
COURSE CREDITS	2

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

- 1 Utilize advanced features of Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) to enhance business productivity and efficiency.
- 2 Analyze how to structure, query, and manage data in databases. They will gain proficiency in using SQL (Structured Query Language) to perform data retrieval and manipulation for business decision-making.
- 3 Develop the ability to analyse and interpret data to derive actionable business insights. They will be proficient in using analytics tools such as Excel, Google Analytics, and Power BI to support data-driven decisions.
- 4 Equipped to identify and address common cyber security risks in business environments.
- 5 Apply best practices for remote work and digital collaboration.

Pre-requisite of course:NA

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
2	0	0	50	30	20	0	0

Contents : Unit	Topics	Contact Hours
1	Advanced Computer Applications Advanced Microsoft Office Suite: - Advanced document formatting, creating and managing templates, Advanced formulas, Designing professional presentations, Efficient email management, Introduction to Database Management Systems (DBMS): Overview of DBMS concepts, SQL for querying databases, advanced data manipulation techniques (JOIN, sub queries, indexing), Data Analytics and Business Intelligence: - Excel for advanced data analysis, Google Analytics, Tableau for data visualization, Introduction to Power BI, Create dashboards for strategic insights, Collaboration Tools: - Understanding Usage of platforms such as Zoom, Microsoft Teams, Slack, Asana, and Trello in business operations. Overview of Google Cloud, Microsoft Azure, Amazon AWS	15

Contents : Unit	Topics	Contact Hours
2	Business Information Systems Overview of Business Information Systems: - Definition and components of Business Information Systems, Types of information systems, Role of IS in decision-making, problem-solving and competitive advantage, Customer Relationship Management (CRM) Systems: - Importance of CRM concepts, strategies and importance in business growth, Types of CRM systems (Operational, Analytical, Collaborative), Features of popular CRM software (Sales force, Hub Spot), Supply Chain Management (SCM) Systems: - Introduction to Supply Chain Management (SCM), Role of SCM software (SAP, Oracle SCM, Microsoft Dynamics), Emerging Technologies in Business Information Systems:- Cloud computing and its impact on information systems, Artificial Intelligence (AI) and machine learning applications in business	15
Total Hours		30

Textbook :

- 1 Microsoft Office 365: In Practice, Randy Nordell, McGraw-Hill Education, 2022
- 2 Excel 2019 for Business Statistics, Thomas J. Quirk, Pearson Education, 2021
- 3 Fundamentals of Computer Programming and IT, Ashok Namdev Kamthane, Rohit Khurana, Pearson India, 2023

References:

- 1 Introduction to Cloud Computing: Principles and Applications, Introduction to Cloud Computing: Principles and Applications, S. Sumathi and S. N. Sivanandam, Springer, 2024
- 2 Basic Computer Skills (BCom Telangana Univ), Basic Computer Skills (BCom Telangana Univ), K. Maheshwari, Himalaya Publishing House, 2021

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					
Remember / Knowledge	Understand	Apply	Analyze	Evaluate	Higher order Thinking / Creative
20.00	30.00	25.00	15.00	10.00	0.00

Instructional Method:

- 1 PPT, Board work, Case study.