

**Gujarat Technological University**  
**MAM (Masters in Applied Management) – Dual degree Programme**  
**Semester I**

**Subject Code:4110505**

**Subject Name: computer Application**

**1. Course Objective:**

To introduce the concepts of information technology and their application in management decision making.

**2. Course Duration:** The course duration is of 50 sessions of 60 minutes each, i.e. 50 hours.

**3. Course Contents:**

<b>Module No:</b>	<b>Module Content</b>	<b>No. of Sessions</b>	<b>Marks (70 external exam)</b>
I	<b>Components of Computer</b> -Hardware & Software - Operating systems -Directories and File properties. Definition, characteristics, history, computer terminology, computer organization, <b>Computer Fundamentals:</b> input & output devices, storage devices (including latest devices), classifications of computers (including current computer systems), binary conversions and ASCII code, introduction to computer virus.	10	17
II	<b>MS OFFICE</b> -Introduction to WORD, POWERPOINT and EXCEL. <b>WORD</b> -Creating a new document with templates & Wizard -Creating own document Opening/modifying a saved document -converting files to and from other document formats Using keyboard short-cuts & mouse -Adding symbols & pictures to documents - headers and footers -Finding and replacing text - spell check and Grammar check -Formatting text - paragraph formats -adjusting margins, line space - character space -Changing front type, size -Bullets and numbering -Tables -Adding, editing, deleting tables -Working within tables Adding, deleting, modifying rows and columns -merging & splitting cells. Mail Merge usage.	10	17

III	<b>EXCEL</b> -Working with worksheets -cells -Entering, editing, moving, copying, cutting, pasting, transforming data -Inserting and deleting of cells, rows & columns -Working with multiple worksheets -switching between worksheets -moving, copying, inserting & deleting worksheets -Using formulas for quick Calculations -Working & entering a Formula - Formatting a worksheet -Creating and editing charts -elements of an EXCEL chart -Selecting data to a Chart -Types of chart -chart wizard -Formatting chart elements -Editing a chart –Printing charts.	10	18
IV	<b>POWERPOINT</b> -Creating new presentations -Auto content wizard -Using template –Blank presentation -Opening existing presentations -Adding, editing, deleting, copying, hiding slides -Presentations - Applying new design -Adding graphics -Using headers and footers Animating text -Special effects to create transition slides -Controlling the transition speed Adding sounds to slides -Using action buttons. <b>Introduction to MS Access and Outlook</b> <b>Networking &amp; Internet:</b> Computer networks, networking technology, components of network. Internet – Basic terms, software and hardware requirement for internet, process of internet working, internet tools, Email- components and working.	10	18
V	<b>Practicals</b> : Simple problems to be done in WORD, EXCEL and POWERPOINT using all the above mentioned topics.	10	20 Marks (CEC)

#### 4. Teaching Methods:

The course will use the following pedagogical tools:

- (a) Role plays
- (b) Case discussion.
- (c) Projects/ Assignments/ Quizzes/ Class participation etc

## 5. Evaluation:

The evaluation of participants will be on continuous basis comprising of the following Elements:

A	Projects/ Assignments/ Quizzes/ Class participation etc	Weightage 20% (Internal Assessment- 20 Marks)
B	Two Internal Examinations	Weightage 10 % (Internal Assessment-10 Marks)
C	End –Semester Examination	Weightage 70% (External Assessment-70 Marks)

## 6. Reference Books:

1. DOS commands in easy steps, HarshadKotecha, Dreamtech Press, New Delhi, 2000.
2. WORD 2000, Guy Hart Davis, BPB Publications, New Delhi, 1999.
3. WORD 2000:fast& easy, Diane Koers, BPB Publications, New Delhi, 2000.
4. Microsoft WORD 2000:Training Guide, Maria Reid, BPB Publications, New Delhi, 2000
5. Exploring Microsoft Office XP, John Breeden and Michael Cheek, BPB Publications, New Delhi, 2001.
6. MS Office by Pierce, Prentice Hall of India, New Delhi, 2007
7. MS Office: Plain & Simple, Jerry Joyce, and Marianne Moon, Prentice Hall of India, New Delhi, 2007.
8. S Office: Step by Step, Joyce Cox, Prentice Hall of India, New Delhi, 2007.

## 7. Session Plan:

Session Nos.	Topics to be covered
1-3	<b>Components of Computer</b> -Hardware & Software -Operating systems - Directories and File properties.
4-6	Definition, characteristics, history, computer terminology, computer organization,
7-10	<b>Computer Fundamentals:</b> input & output devices, storage devices (including latest devices), classifications of computers (including current computer systems), binary conversions and ASCII code, introduction to computer virus.
11-12	<b>MS OFFICE</b> -Introduction to WORD, POWERPOINT and EXCEL.
13-14	<b>WORD</b> -Creating a new document with templates & Wizard -Creating own document Opening/modifying a saved document -converting files to and from other document formats
15-16	<b>WORD</b> - Using keyboard short-cuts & mouse -Adding symbols & pictures

	to documents -headers and footers -Finding and replacing text -spell check and Grammar check
17-18	<b>WORD-</b> Formatting text paragraph formats -adjusting margins, line space -character space -Changing front type, size -Bullets and numbering
19-20	Tables -Adding, editing, deleting tables -Working within tables Adding, deleting, modifying rows and columns -merging & splitting cells. Mail Merge usage.
21-23	<b>EXCEL</b> -Working with worksheets -cells -Entering, editing, moving, copying, cutting, pasting, transforming data
24-26	Inserting and deleting of cells, rows & columns -Working with multiple worksheets -switching between worksheets -moving, copying, inserting & deleting worksheets
27-30	Using formulas for quick Calculations -Working & entering a Formula - Formatting a worksheet -Creating and editing charts : Selecting data to a Chart -Types of chart -chart wizard -Formatting chart elements -Editing a chart -Printing charts.
31-32	<b>POWERPOINT</b> -Creating new presentations -Auto content wizard - Using template -Blank presentation
33-34	Opening existing presentations -Adding, editing, deleting, copying, hiding slides -Presentations -Applying new design -Adding graphics -
35-37	Special effects to create transition slides -Controlling the transition speed Adding sounds to slides -Using action buttons.
38-39	<b>Introduction to MS Access and Outlook</b> <b>Networking &amp; Internet:</b> Computer networks, networking technology, components of network. Internet –
40	Basic terms, software and hardware requirement for internet, process of internet working, internet tools, Email- components and working.
41-50	<b>Practicals</b> : Simple problems to be done in WORD, EXCEL and POWERPOINT using all the above mentioned topics.

## FOUNDATION OF HUMAN SKILLS

### SEMISTER V

**PAPER I** : (New syllabus will be implemented from June 2012 onwards)

#### OBJECTIVES:

- 1.To develop different human skills among students.
- 2.To enhance quality behavior.
- 3.To increase Emotional Quotient by learning values.

## **UNIT I Basics Of Human Skills**

Introduction to Human skills, Types of human skills – Reading, Writing, Listening, Speaking. Basic abilities – Muscular, sensor, mental, social and conceptual. Use of basic abilities in organizational life .12 Lectures

## **UNIT II Understanding Self And Others**

Understanding self and others through Johari Window. Journey of self discovery. Analysis of strength and weakness. Goal settings to overcome weakness. **Learning** - Concepts, Principles of learning, learning through reinforcement, learning through feedbacks, learning by observations, learning through experience. 14 Lectures

## **UNIT III Human Attitudes And Values**

Attitudes - concept, components of attitudes. The attitude formation process . Values- importance of values, sources of values, five universal values (Truth, Righteous conducts, Peace, Love, Non-violence) & sub values. 12 Lectures

## **UNIT IV Communication**

Meaning- Four functions of communication - control, Motivation, Emotional expression, Information, Characteristics of communication. Written communication- preparation of Resume. Oral communication- Facing an Interview. 10 Lectures

**Note:** Practical sessions may be conducted to improve the skills of students.

## **FOUNDATION OF HUMAN SKILLS**

### **SEMISTER VI**

**PAPER II:** (New syllabus will be implemented from June 2012 onwards)

## **UNIT V New Skills In Management**

Creative style – Emotional Intelligence (E.Q.) – Leadership skills, work style- sales competencies, sports mental skills, conflict management, stress management, Team role skills critical thinking skills, computing skills. 12 Lectures

## **UNIT VI Personality**

Meaning- Aspects of personality, Development of personality: Erikson's eight life stages, Jung's Personality Theory, Traits influencing organizational behavior. Locus of control. Problem solving styles. 12 Lectures

## **UNIT VII Skills Development**

Decision making skills, Methods used to develop decision making skills- In the basket, Business games, case studies. **Interpersonal skills** - Meaning, Methods Used to develop interpersonal skills - role playing, Behavior modeling, sensitivity Training, Transactions Analysis – structural Insight. 12 Lectures

## **UNIT VIII Utilizations of skills**

Career Management – Career stages model, basic career –Anchors – Security, Autonomy, creativity, Functional competence, Managerial Competence, factors affecting career choices, career opportunities in management. 12 Lectures

**Note:** Practical sessions may be conducted to improve the skills of students.

### **Reference Books**

Basic Managerial Skills For All E.H. McGrath ,(Prentice Hall of India Ltd.)

Human Values For Managers Chakraborty

Organizational Behavior Through Indian Philosophy M.N. Mishra  
(Himalaya Publishing House)

Total Quality Management S.D. Bagade (Himalaya Publishing House)

Organizational Behavior Luthans Fred

Education to Human Values Tilak Raj Bhardwaj ,(A Mittal Publication)