Certificate Course in Computer Application in Business Management

Academic Year 2022-2023

A) Course Objectives:

1. Understand computer components, hardware, software, and basic applications.

2. Gain skills in using GUI-based operating systems for file and folder management.

3. Develop proficiency in word processing, text manipulation, and formatting.

4. Learn spreadsheet fundamentals, including cell manipulation, formulas, and charts.

5. Create, design, and present slides using presentation software with animations.

6. Understand internet concepts, networking basics, search engines, and URLs.

7. Utilize electronic communication tools such as email, document collaboration, and instant messaging.

B) Course Outcomes:

CO1: Demonstrate the ability to operate a computer and manage files in a GUI environment.

CO2: Effectively create, format, and print word processing documents.

CO3: Manipulate and organize data in spreadsheets, using formulas and generating charts.

CO4: Develop and deliver professional presentations with animations.

CO5: Navigate the internet, use search engines, and understand networking concepts.

CO6: Set up and manage email accounts, send attachments, and collaborate on documents.

CO7: Apply proper netiquette in electronic communication and collaboration tools.

Syllabus

Sr. No	Unit Name	Topic
1.	**Introduction to Computer and GUI Based Operating System**	• What is Computer, Basic Applications of Computer; Components of Computer System, input/output Devices, Computer Memory, Concepts of Hardware and Software • **GUI Based Operating System:** • What is an Operating System; • The User Interface, Use of Common Icons, • Status Bar, Use of Menu and Menu selection, • Running an application, • Viewing of File, Folders and Directories.

		• Creating and renaming of files and folders. Opening and closing of different Windows; Using help.
2.	**Word Processing**	• Word Processing Basics. • Opening and closing of documents. • Text creation and Manipulation. • Formatting of text; Table handling. • Spell check, language setting, Printing of word document
3.	**Spread Sheet**	• Basics of Spreadsheet. • Manipulation of cells. • Formulas and Functions. • Editing of Spread Sheet,. • Preparing Charts, Printing of Spread Sheet
4.	**Presentation**	• Basics of presentation software. • Creating Presentation. • Preparation and Presentation of Slides. • Applying Animation Effects.
5.	**Introduction to Internet, WWW and web browsers**	• Basic of Computer networks. • LAN, MAN, WAN; • Concept of Internet; Applications of Internet; connecting to internet. • What is ISP? • Knowing the Internet. • Search Engines. Understanding URL; Domain name; IP Address.
6.	**Communications and Collaboration**	• Basics of electronic mail. • Getting an email account. • Sending and receiving emails. • Sending attachments. • Accessing sent emails. Using Emails. Document collaboration; Instant Messaging; Netiquettes.

Head, Department of BBA