

Programme: Master of Business Administration

Semester II

MBAGE 201-18

COMPUTER APPLICATIONS FOR BUSINESS

Objective: The purpose of this course is to provide a through exposure to the operating and office management tools available in different packages. A student can be exposed to the working knowledge of Windows based operating systems and software packages such as Windows-95, 98, 2000-Professional, windows -XP and MS - Office.

Course Outcomes (COs)

Sr. No.	At the end of the course, the student will be able to:
CO1	Develop understanding of computer fundamentals, functions and their classifications.
CO2	Develop a clear understanding and knowledge about the functioning of a Computer software and window operating system.
CO3	Demonstrate proficiency in Microsoft word & Excel.
CO4	Apply formatting and editing features to enhance worksheets.
CO5	Use styles, themes, and conditional formats to customize worksheets.
CO6	Apply the concepts of data base and Access for editing Data; managing reports and labels, Managing Multiple Tables.

(Source: IKGPTU Syllabus for Master of Business Administration (Affiliated Colleges), 2021. <https://ptu.ac.in/wp-content/uploads/2022/08/MBA-Upto-4th-Sem.-2021-onwards-affiliated-colleges.pdf>)