**IS-125 Computer Applications in Business**

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| Resource Person: | Hamza Wazir Khan |
| Email:  | hamza.khan@umt.edu.pk |
| Contact Hours: | Tuesday : 11:00 AM till 2:00 PMThursday : 11:00 AM till 2:00 PMFriday : 11:00AM till 2:00 PM |
| Office Address: | 1N3 Room # 6 |
| Programme: | Cohort |
| Section: | C18 |
| Semester: | Spring |
| Course Pre-requisites: | N/A |
| Credit Hours: | 3 |
| Course Type: | Lab |
| Venue/Day/Time: | Mon/thur 9-30-10:45 (Section C18) 2N10 |
| Course URL (if any): |  |

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| **Course Description:** |
| Computer Applications in Business is a comprehensive course in business office practices with emphasis on industry standard computer operation and applications.  The course is designed for adult learners and uses computer based instruction with individualized or cooperative work/study groups. |

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| **Course Teaching Methodology:** |
| Lecture, hands-on training, practical assignments, group work, and presentations |

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| **Programme Educational Objectives (POs):** |
| PO-1 | To provide our graduate with a broad-based education that will form the basis for personal growth and life-long learning with a quality technical education that will equip them for productive careers in the field of business information systems and management |
| PO-2 | The participants of this program will get the unique knowledge and experience of bothInformation Systems and Business. This uniqueness develop participants to deliver moreefficiently in this technology era. |
| PO-3 | To provide students clout on best use of Information Systems for cutting the cost, time and resources in order to amplify the revenue by restructuring the business processes and by engaging conceptual, analytical and managerial competencies transformed by outcome based learning experience. |
| PO-4 | It enables them to put their knowledge and skills into practice on a real-lifeproblem. The degree has been designed to produce information, big data and business sense graduates and equips them for new business-critical information system and big data roles. |

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| **Programme Learning Outcomes (PLOs):****After completing this degree programme, students shall be able to:** |
|  | **Mapping the PLOs with POs** |
| PLO-1 | Student must feel comfortable with the basic terminologies of computer and computer related products and understand the basics of computer hardware. |  |
| PLO-2 | Students must learn to use collaboration tools to share information |  |
| PLO-3 | Students are expected to work within MS Windows environment without facing problems. |  |
| PLO-4 | Students must be able to perform tools of MS Office in developing various business documentations, calculations, and presentations. |  |
| PLO-5 | Student must expected to perform integration of various tools. |  |

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| **Course Objectives (COs)** |
| CO-1 | Understand basics of information technology & computers |
| CO-2 | Use of collaboration tools to share information |
| CO-3 | Use of word processing to develop business documents |
| CO-4 | Use of spreadsheets for business calculations |
| CO-5 | Understand the concept of design presentation materials |
| CO-6 | Integration of various business tools for solving complex problems |

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| **Course Learning Outcomes (CLOs):****After completing this course, students shall be able to:** |
|  | **Mapping the CLOs with PLOs** |
| CLO-1 | Know about the basics of computer’s hardware, software and basic operations | CO-1, PLO-1 |
| CLO-2 | Learn the basics of operating system to perform daily routines tasks with computer | CO-1, PLO-1, PLO-3 |
| CLO-3 | Able to use basics group collaboration tools to share and collect information  | CO-2, PLO-2 |
| CLO-4 | Learn different techniques to format business documents such as letter, memo, business report, etc. in a professional way | CO3, PLO-4 |
| CLO-5 | Use of various functionalities of basic spreadsheet including setup and analyze itemized list of numbers such as the various types of budgets or financial statements | CO4, PLO-4 |
| CLO-6 | Develop an effective and professional presentation by learning different techniques of formatting, editing, and animation | CO5, PLO-4 |
| CLO-7 | Able to perform to transfer data from one application to other to develop an integrated application by using various contents available in different applications or files.  | CO6, PLO-5, PLO-3 |

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| **Assurance of Learning and Assessment Items:***Specify Assessment Items that will assure student learning through application and achieve objectives of specific PLOs / COs / CLOs* |
| **Assessment Item** | **Application/ Objectives****PLO / CO / CLO** |
| Quiz | **CLO-1, CLO-2, CLO-3, CLO-4, CLO-5** |
| Assignment/Practical | **CLO-4, CLO-5, CLO-6** |
| Presentation | **CLO-6** |
| Project | **CLO-4, CLO-5, CLO-6, CLO-7** |
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| **Assessment Structure and Grading Policy\*:** |
| **Assessment Item** | **Weight (%)** | **Execution Plan** |
| Assignment/Practical | 12.5 |  |
| Quiz | 12.5 |  |
| Mid-term exam | 25 | One-time assessment |
| Class Participation | 5 |  |
| Presentation | 5 |  |
| Project | 10 |  |
| Final exam | 40 | One-time assessment |
| **Total**  | **100** |  |
| **Notes – Norms and Important Class Policies:** *(such as submission guidelines, academic honesty, make-up policy, code of conduct)* **Regularity and Punctuality** Regularity and punctuality will be very strictly observed. Attendance might be taken twice in combined sessions for this purpose. * UMT’s attendance policy for six absences out of thirty sessions is strictly adhered to. This includes the leaves that you get approved from your Batch Advisor against any permissible reason.
* Regarding punctuality, you will be marked present only if you arrive in the class within five minutes of the scheduled time.
* If your group is making a presentation and you are not present, you get a zero. No make up Quizzes or Assignments are allowed.
* Deadlines are to be strictly observed for projects; however, resource person might accept a delayed report with deductions in grade.
* All submission of assignments and projects must be through LMS.

**Class Participation** Positive, healthy and constructive class participation will be monitored for each class. Particular emphasis will be given to participation during the presentation sessions. The manner in which the question is asked or answered will also be noted. Your behaviour, as business executives in the class will contribute to the class participation marks. **Presentations**After careful analysis, resource person will constitute the groups to achieve balanced heterogeneity among groups, for group assignments/projects and will have the final decision in this regard. Every member of the group is expected to be able to handle all aspects of the assignments. Groups are not allowed to choose presenters for various parts of the presentations; instead resource person will nominate them. Individuals will be judged for their understanding of the topic through question handling. Q/A section of the presentations will way heavily for grading of assignments/ projects.**Word of advice**Assignments / projects are very demanding and time consuming. Since you might be exposed to the real corporate environment, the ensuing reality checks could be demoralizing and frustrating. So you must learn to handle the intra group conflicts and any clash of interests. Unless you start working on the assignments / projects right away from the very first day you are likely to miss the dead lines. **Participant Responsibilities:**Student should be responsible enough to practice whatever they have learnt during class sessions. They should also implement it to other subjects as well. They are expected to come prepared in the class.**Honesty Policy:**Students are expected to show honesty as far as their assessments are concerned. Whatever they submit to the teacher, it should be their own effort. Any student found any kind of plagiarism will lead to a grade F for that particular assessment. The case may also be forwarded to disciplinary committee.   |

*\*Rubrics for all assessments (including mid and final exams) will be provided separately to the students.*

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| **Weekly Sessions Plan:** |
| **Week** | **Topics / Contents** | **Activity** | **Application/Objectives****PLO / CO / CLO** |
|  | Module 1: Basics |  |  |
| 1 | Computer Basics such as hardware, software, it’s working, etc. Basics of MS Windows 10 |  | CLO-1, CLO-2 |
| 2 | Using LMS, upload assignment, view reports, Use of collaboration tools, Attending Zoom meeting, creating zoom meeting, Invite for meeting, Google Drive, Sharing information | Practical-1 | CLO-3 |
|  | Module 2: Documents in Business |  |  |
| 3 | Documents in MS Word, Document Types, Create Single Page Document, Using Mail Merge, Create Contact List, Using Paragraph setting, Page Margin | Quiz-1 | CLO-1, CLO-4 |
| 4 | Multi-page documents, understanding to apply heading levels, Table of Content, Insert Picture, Tables, etc. Creating Table of Figures/Tables, Header & Footer, Cover Page, Page Numbering | Practical-1 | CLO-1, CLO-4 |
| 5 | Format Document, Font, Color, Size, List, Bullets, etc., Page Break, Use of column in creating Magazine, Column Break, Section Break, Page Size, Use Text Box and WordArt for Highlights | Practical-3Quiz-2 | CLO-4 |
|  | Module 3: Presenting Data |  |  |
| 6 | Creating Presentation in MS PowerPoint, Use of objects, such as Image, Table, Screenshots, SmartArt, etc. Slide Transition, Object Animation in slide. | Practical-3 | CLO-6 |
| 7 |  Google Form, Creating Form, Sharing to collect data, Download collected data.  | Project-1Presentation | CLO-3 |
| 8 | Mid Term Project Presentation |  |  |
|  | Module 4:Performing Calculations |  |  |
| 9 | Basic Concepts of MS Excel, Rows and Columns, handling workbooks, Formatting Cell, Cell Addressing, Cell Naming | Practical-4 | CLO-1, CLO-5 |
| 10 | Import data from external sources such as Text, Web, etc. CSV files, Use of delimiters, Use of Filters to search data, Data Sorting | Practical-5Quiz-3 | CLO-3, CLO-5 |
| 11 | Basic computation in MS Excel, Use of Built-in Functions such as SUM, Count, MIN, MAX, Average. Use of IF function, understanding the logical expression and operators,Conditional formatting  | Practical-6 | CLO-5 |
| 12 | Fetch data from a dataset by using VLookUp function, Understanding the Financial functions such as PMT, CUMIPMT, CUMPRINC, NPER, etc | Practical-7 | CLO-5 |
| 13 | Chart, Chart Types, PIE Chart, Line Chart, Bar Chart, Chart Settings, Chart Parameters, Modify data range, Pivot Table, Pivot Chart | Quiz-4 | CLO-5 |
|  | Module 5: Advance tools for data processing  |  |  |
| 14 | Image editing in Photoshop, Color adjustment, crop image, resize image, use of common filters | Practical-8 | CLO-1 |
| 15 | Introduction about Office365, Google Docs, Sharing documents, Synchronizing documents within devices, Use of OneNote for group collaboration | Pracical-9 | CLO-1, CLO-7 |
| 16 | Final Project Presentation | Project-2 Presentation |  |
| 17 | Final Term Examination |  |  |
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| **Primary Text Book (s):** |
| 1. **Microsoft Office 2019 Step by Step 1st Edition** by [Joan Lambert](https://www.amazon.com/s/ref%3Ddp_byline_sr_book_1?ie=UTF8&field-author=Joan+Lambert&text=Joan+Lambert&sort=relevancerank&search-alias=books) (Author), [Curtis Frye](https://www.amazon.com/Curtis-Frye/e/B001IGLPPO/ref%3Ddp_byline_cont_book_2)

Discovering Computers Complete: Your Interactive Guide to the Digital World, 2016 Edition By Shelly Cashman |
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| **Reference / Supplementary Reading (s):** |
| Office 365 All-in-One For Dummies 1st Edition by Peter Weverka Hands on notes * Tool Tutorials
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| **Useful Online / Web Resources:** |
| * [Google Docs Editors Community](https://support.google.com/docs/community?hl=en)
* [Microsoft 365 Training](https://support.microsoft.com/en-us/training)
* [Quick Start Guides for Windows 10, Surface Book, and Microsoft Edge](https://support.microsoft.com/en-gb/microsoft-edge/quick-start-guides-for-windows-10-surface-book-and-microsoft-edge-4e603411-16ad-73f7-0923-5aa3d327bb59)
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