

**HINDUSTAN COLLEGE OF SCIENCE AND TECHNOLOGY,
FARAH, MATHURA**

MBA Department

HCST/MBA/2022

Date: 24-08-2022

NOTICE

All the students are hereby informed that the department of MBA is going to organize a training course in "Essential Computing Skills for Managers" (36 hrs. teaching+ practice session) in the department from 03-09-2022.

All students of the 1st year are required to register themselves before the commencement of the course. For any queries, you can talk to the course coordinator.

R. Pandey

**Mr. Raja Pandey
Course Coordinator**

R. Pandey

**Mr. Raja Pandey
Head of Department**

**HEAD
MBA Department
Hindustan College of Science & Technology
Farah, Mathura**

P. B. ...

**Director
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HINDUSTAN COLLEGE OF SCIENCE & TECHNOLOGY,
FARAH -MATHURA

MBA DEPARTMENT



Value Added Course
VMBA003 – Essential Computing Skills for Managers

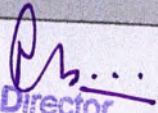
3 Sep, 2022 – 31 Dec, 2022 - Every Saturday: 1:00 PM – 3:00 PM



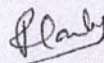
By

Dr. Raja Pandey
Assistant Professor, MBA Department
Hindustan College of Science & Technology

Registration Dates
26 Aug 2022 – 13 Sept 2022
For Registration: Please contact
Mr. Keshav, office Assistant
MBA Department


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MBA DEPARTMENT

Value Added Course
VMBA003 – Essential Computing Skills for Managers

3 Sep, 2022 – 31 Dec, 2022 - Every Saturday: 1:00 PM – 3:00 PM



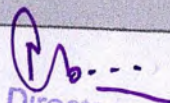
Course Objectives

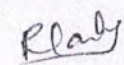
The main objective of this value added course are as follows:

1. To make students aware about computers, proper file and folder management techniques in a variety of environments
2. To make students understand and navigate Internet as well as importance and qualities of ethical business research.
3. To enable students work proficiently in MS Word & MS Excel.
4. To inculcate capability among students for creating effective presentations through MS PowerPoint.

Course Syllabus

Units	Details	Course Out comes
1	Introduction to computers awareness about proper file and folder management techniques .	CO1
2	Access and navigate the internet analyze the importance and qualities of ethical business research.	CO2
3	Introduction to MS Word, organizing images & information in a Word document, perform a mail merge.	CO3
4	MS Excel: Creating Charts, Macros, Pivot Tables, Basic formatting & Layout.	CO4
5	MS PowerPoint : Creating a ppt, Modify custom template presentation, Use internet tools to enhance PowerPoint presentations.	CO5


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Value Added Course

VMBA003 – Essential Computing Skills for Managers

3 Sep, 2022 – 31 Dec, 2022 - Every Saturday: 1:00 PM – 3:00 PM



Course Outcomes

- CO1 Elucidate usage of computers for enhancing managerial efficiency
- CO2 Acquire knowledge of the usage & navigation of the internet.
- CO3 Recognize importance and qualities of ethical business research.
- CO4 Develop proficiency in MS Word & MS Excel.
- CO5 Inculcate the art of creating effective presentations using PowerPoint.

CO-PO Mappings

CO5	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
CO1	3	2									2		2	
CO2	3	2								2			2	
CO3	3			3						2	2	2	2	2
CO4			2	3			2					2		2
CO5			2	3			2							2
Average	3	2	2	3			2			2	2	2	2	2

Evaluation Criteria: Evaluation of Practical assignments, Group project, Viva/Quiz

Rb...
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Rlb



SHARDA
GROUP

HINDUSTAN COLLEGE OF SCIENCE & TECHNOLOGY, FARAH -MATHURA
MBA DEPARTMENT

Value Added Course



Program Schedule

VMBA003 – Essential Computing Skills for Managers
3 Sep, 2022 – 31 Dec, 2022 - Every Saturday: 1:00 PM – 3:00 PM

Session	Date	Time	No of Hours	Session Topic	Resource Person
1	3/9/2022	1:00 PM- 3:00 PM	2	Introduction to computers;basic computer concepts and definitions	Dr. Raja Pandey
2	10/9/2022	1:00 PM- 3:00 PM	2	Navigate programs locate files and folders	Dr. Raja Pandey
3	17/09/2022	1:00 PM- 3:00 PM	2	Discuss proper file and folder management techniques	Dr. Raja Pandey
4	24/09/2022	1:00 PM- 3:00 PM	2	Working with files in a variety of environments	Dr. Raja Pandey
5	1/10/2022	1:00 PM- 3:00 PM	2	Access and navigate the internet	Dr. Raja Pandey
6	8/10/2022	1:00 PM- 3:00 PM	2	Perform basic web searches	Dr. Raja Pandey
7	15-10-2022	1:00 PM- 3:00 PM	2	Discuss the importance and qualities of ethical business research	Dr. Raja Pandey
8	22-10-2022	1:00 PM- 3:00 PM	2	Narrow a search to find more useful results	Dr. Raja Pandey
9	29-10-2022	1:00 PM- 3:00 PM	2	Modify Text, create files in MS Word	Dr. Raja Pandey
10	5/11/2022	1:00 PM- 3:00 PM	2	Create tables to organize information in a Word document	Dr. Raja Pandey
11	12/11/2022	1:00 PM- 3:00 PM	2	Perform a mail merge	Dr. Raja Pandey
12	19/11/2022	1:00 PM- 3:00 PM	2	Basic Formatting and Layout in MS Excel	Dr. Raja Pandey
13	26/11/2022	1:00 PM- 3:00 PM	2	Analyze data with Excel	Dr. Raja Pandey
14	3/12/2022	1:00 PM- 3:00 PM	2	Add and format graphic create & modify Charts	Dr. Raja Pandey
15	10/12/2022	1:00 PM- 3:00 PM	2	Modify PowerPoint custom template presentation	Dr. Raja Pandey
16	17/12/2022	1:00 PM- 3:00 PM	2	Create Tables and use colours in MS Excel	Dr. Raja Pandey
17	24/12/2022	1:00 PM- 3:00 PM	2	Change slide transition effects	Dr. Raja Pandey
18	31/12/2022	1:00 PM- 3:00 PM	2	Creating effective presentations using PowerPoint.	Dr. Raja Pandey
Total Number of Hours covered			36		

[Signature]
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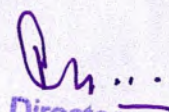
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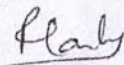
Hindustan College of Science and Technology - Mathura

MBA Department

CLASS TIME TABLE FOR ODD SEMESTER 2022

I Period Section ->	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
	A	B	A	B	A	B	A	B	A	B	A	B
1st Period 9.40 to 10.30	I	FAM SS	BC RP	BC RP	ME KS	ME KS	BS&A MS	MM SS	FAM SS	FAM SS	BS&A MS	
	III	HV&E Shantanu		HV&E Shantanu		TM KS	IE Shashi Shekhar		HV&E Shantanu			
2nd Period 10.30 to 11.20	I	PDP	PDP	BS&A MS	MM SS	BC RP	FAM SS	BC RP	ME KS	BS&A MS		VMBA 002 (Value Added Course) 10.00 AM To 12.00PM
	III	SM KS		SM KS		PDP		IE Shashi Shekhar		BS&A MS	ME KS	
3rd Period 11.20 to 12.10	I	PDP	PDP	DT RP	BC RP	BS&A MS	MM SS	AI&ML / EID Faculty / Shashi Shekhar		IE Shashi Shekhar		Retail & Merchandising Management
	III	AI&ML / EID Faculty / Shashi Shekhar		IAPM MS		PDP		FAM SS	MM SS	MCOB RP	MCOB RP	
4th Period 12.10 to 1.00	I	MM SS	MCOB RP	MM SS	MCOB RP	FAM SS	BC RP	MA MS		CB&MC SS		
	III	IE Shashi Shekhar		FPTM MS		IAPM MS		ME KS	BC RP	MCOB RP	MCOB RP	
1.00 to 1.30	Lunch Hours											
5th Period 1.30 to 2.20	I	BC RP	MM SS	ME KS	DT RP	MM SS	ME KS	BS&A MS	DT RP	PDP	PDP	
	III	ERLL KS		TM KS		AI&ML / EID Faculty / Shashi Shekhar		IAPM MS		DABD / IBM KS		VMBA 003 (Value Added Course) 01.00 PM To 03.00PM
6th Period 2.20 to 3.10	I	MCOB RP	FAM SS	MCOB RP	BS&A MS	Counselling		DT RP	BS&A MS	PDP	PDP	
	III	DABD / IBM KS		CB&MC SS		ERLL KS		SM KS	FPTM MS			
7th Period 3.10 to 4.00	I	IT Skills AP	Min Project KS	Sports		Sports	IT Skills AP	Sports		ME KS	FAM SS	
	III	MA MS		ERLL KS		DABD / IBM KS		FPTM MS		MA MS		
8th Period 4.00 to 4.50	I	Min Project KS	IT Skills AP	Min Project KS		IT Skills AP	Sports	Min Project KS		Min Project KS		
	III	STPR SS		STPR SS		STPR SS		STPR SS		STPR SS		


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Department of MBA

Value Added Course - Registration sheet

Course Name: Essential Computing Skills for Managers

Course Code: VMBA 003

Session 2022-23 (Year 2022)

Session 2022-23			From: September, 2022 to December, 2022		
Sr. No.	Roll No.	Name	Department	Semester	Signature of Student
1	2200640700001	Akarsh Gupta	MBA(HCST)	Ist	Akarsh Gupta
2	2200640700002	Akash Kumar	MBA(HCST)	Ist	Akash Kumar
3	2200640700003	Arya Sharma	MBA(HCST)	Ist	Arya
4	2200640700004	Ashish Sharma	MBA(HCST)	Ist	Ashish
5	2200640700005	Ayushi Agrawal	MBA(HCST)	Ist	Ayushi
6	2200640700006	Bhagat Singh Tarkar	MBA(HCST)	Ist	Bhagat
7	2200640700007	Chetan Sharma	MBA(HCST)	Ist	Chetan
8	2200640700008	Chhavi Srivastava	MBA(HCST)	Ist	Chhavi
9	2200640700009	Divyansh	MBA(HCST)	Ist	Divyansh
10	2200640700010	Jeetu Sagar	MBA(HCST)	Ist	Jeetu
11	2200640700011	Lavish Kumar	MBA(HCST)	Ist	Lavish
12	2200640700012	Malvika Singh	MBA(HCST)	Ist	Malvika
13	2200640700013	Mohini Mudgal	MBA(HCST)	Ist	Mohini mudgal
14	2200640700014	Navneeta Singh	MBA(HCST)	Ist	Navneeta
15	2200640700015	Nidhi Bulchandani	MBA(HCST)	Ist	Nidhi
16	2200640700016	Rahul Naroliya	MBA(HCST)	Ist	Rahul
17	2200640700017	Rahul Verma	MBA(HCST)	Ist	Rahul
18	2200640700018	Ritanshi Agarwal	MBA(HCST)	Ist	Ritanshi
19	2200640700019	Sakshi Goyal	MBA(HCST)	Ist	Sakshi Goyal
20	2200640700020	Sandeep Tomar	MBA(HCST)	Ist	Sandeep
21	2200640700021	Shivansh Kashyap	MBA(HCST)	Ist	Shivansh Kashyap
22	2200640700022	Shubham Kumar	MBA(HCST)	Ist	Shubham
23	2200640700023	Shwet Mudgal	MBA(HCST)	Ist	Shwet Mudgal
24	2200640700024	Shweta Sharma	MBA(HCST)	Ist	Shweta
25	2200640700025	Vanshika Agarwal	MBA(HCST)	Ist	Vanshika
26	2200640700026	Yogita Upadhyay	MBA(HCST)	Ist	Yogita

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Department of MBA

Value Added Course - Attendance sheet

Course Name: Essential Computing Skills for Managers Course Code: VMBA 003

Session 2022-23 (Year 2022)

Session wise Attendance Sheet

S. No.	Roll No.	Name	SEM	Signature of the Students																
				1 3-Sep	2 10-Sep	3 17-Sep	4 24-Sep	5 1-Oct	6 8-Oct	7 15-Oct	8 22-Oct	9 29-Oct	10 5-Nov	11 12-Nov	12 19-Nov	13 26-Nov	14 3-Dec	15 10-Dec	16 17-Dec	17 24-Dec
1	2200640700001	Akarsh Gupta	I	Akarsh	Akarsh	Akarsh	Akarsh	Akarsh	Akarsh	Akarsh	Akarsh	Akarsh	Akarsh	Akarsh	Akarsh	Akarsh	Akarsh	Akarsh	Akarsh	Akarsh
2	2200640700002	Akash Kumar	I	Akash	Akash	Akash	Akash	Akash	Akash	Akash	Akash	Akash	Akash	Akash	Akash	Akash	Akash	Akash	Akash	Akash
3	2200640700003	Arya Sharma	I	Arya	Arya	Arya	Arya	Arya	Arya	Arya	Arya	Arya	Arya	Arya	Arya	Arya	Arya	Arya	Arya	Arya
4	2200640700004	Ashish Sharma	I	Ashish	Ashish	Ashish	Ashish	Ashish	Ashish	Ashish	Ashish	Ashish	Ashish	Ashish	Ashish	Ashish	Ashish	Ashish	Ashish	Ashish
5	2200640700005	Ayushi Agrawal	I	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi	Ayushi
6	2200640700006	Bhagat Singh Tarkar	I	Bhagat	Bhagat	Bhagat	Bhagat	Bhagat	Bhagat	Bhagat	Bhagat	Bhagat	Bhagat	Bhagat	Bhagat	Bhagat	Bhagat	Bhagat	Bhagat	Bhagat
7	2200640700007	Chetan Sharma	I	Chetan	Chetan	Chetan	Chetan	Chetan	Chetan	Chetan	Chetan	Chetan	Chetan	Chetan	Chetan	Chetan	Chetan	Chetan	Chetan	Chetan
8	2200640700008	Chhavi Srivastava	I	Chhavi	Chhavi	Chhavi	Chhavi	Chhavi	Chhavi	Chhavi	Chhavi	Chhavi	Chhavi	Chhavi	Chhavi	Chhavi	Chhavi	Chhavi	Chhavi	Chhavi
9	2200640700009	Divyansh	I	Divyansh	Divyansh	Divyansh	Divyansh	Divyansh	Divyansh	Divyansh	Divyansh	Divyansh	Divyansh	Divyansh	Divyansh	Divyansh	Divyansh	Divyansh	Divyansh	Divyansh
10	2200640700010	Jeetu Sagar	I	Jeetu	Jeetu	Jeetu	Jeetu	Jeetu	Jeetu	Jeetu	Jeetu	Jeetu	Jeetu	Jeetu	Jeetu	Jeetu	Jeetu	Jeetu	Jeetu	Jeetu
11	2200640700011	Lavish Kumar	I	Lavish	Lavish	Lavish	Lavish	Lavish	Lavish	Lavish	Lavish	Lavish	Lavish	Lavish	Lavish	Lavish	Lavish	Lavish	Lavish	Lavish
12	2200640700012	Malvika Singh	I	Malvika	Malvika	Malvika	Malvika	Malvika	Malvika	Malvika	Malvika	Malvika	Malvika	Malvika	Malvika	Malvika	Malvika	Malvika	Malvika	Malvika
13	2200640700013	Mohini Mudgal	I	Mohini	Mohini	Mohini	Mohini	Mohini	Mohini	Mohini	Mohini	Mohini	Mohini	Mohini	Mohini	Mohini	Mohini	Mohini	Mohini	Mohini
14	2200640700014	Navneeta Singh	I	Navneeta	Navneeta	Navneeta	Navneeta	Navneeta	Navneeta	Navneeta	Navneeta	Navneeta	Navneeta	Navneeta	Navneeta	Navneeta	Navneeta	Navneeta	Navneeta	Navneeta
15	2200640700015	Nidhi Bulchandani	I	Nidhi	Nidhi	Nidhi	Nidhi	Nidhi	Nidhi	Nidhi	Nidhi	Nidhi	Nidhi	Nidhi	Nidhi	Nidhi	Nidhi	Nidhi	Nidhi	Nidhi
16	2200640700016	Rahul Naroliya	I	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul
17	2200640700017	Rahul Verma	I	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul
18	2200640700018	Ritanshi Agarwal	I	Ritanshi	Ritanshi	Ritanshi	Ritanshi	Ritanshi	Ritanshi	Ritanshi	Ritanshi	Ritanshi	Ritanshi	Ritanshi	Ritanshi	Ritanshi	Ritanshi	Ritanshi	Ritanshi	Ritanshi
19	2200640700019	Sakshi Goyal	I	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi
20	2200640700020	Sandeep Tomar	I	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep
21	2200640700021	Shivansh Kashyap	I	Shivansh	Shivansh	Shivansh	Shivansh	Shivansh	Shivansh	Shivansh	Shivansh	Shivansh	Shivansh	Shivansh	Shivansh	Shivansh	Shivansh	Shivansh	Shivansh	Shivansh

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Hindustan College of Science & Technology

Department of MBA

Value Added Course - Attendance sheet

Course Name: Essential Computing Skills for Managers Course Code: VMBA 003

Session 2022-23 (Year: 2022)

Session wise Attendance Sheet

S. No.	Roll No.	Name	SEM	Signature of the Students																
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
				3-Sep	10-Sep	17-Sep	24-Sep	1-Oct	8-Oct	15-Oct	22-Oct	29-Oct	5-Nov	12-Nov	19-Nov	26-Nov	3-Dec	10-Dec	17-Dec	24-Dec
22	2200640700022	Shubham Kumar Chaudhary	I																	
23	2200640700023	Shwet Mudgal	I																	
24	2200640700024	Shweta Sharma	I																	
25	2200640700025	Vanshika Agarwal	I																	
26	2200640700026	Yogita Upadhyay	I																	

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HINDUSTAN COLLEGE OF SCIENCE & TECHNOLOGY,
FARAH -MATHURA

Certificate of Completion

MBA DEPARTMENT
Academic Session 2022-23

This is to certify that Mr/Ms. Ashish Sharma (Roll No: 2200640700004),
MBA Department has successfully completed 36 hours of Value Added Course VMBA003
titled "Essential Computing Skills for Managers".

Plab
Head of Department

Plab
Course Coordinator

Pb---
Director

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Certificate of Completion

MBA DEPARTMENT
Academic Session 2022-23

This is to certify that Mr/Ms. Akash Gupta (Roll No: 2200640700001),
MBA Department has successfully completed 36 hours of Value Added Course VMBA003
titled "Essential Computing Skills for Managers".

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Head of Department

Plab
Course Coordinator

P. B. S.
Director

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