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ताळगांव पठार
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भारत 2023 INDIA
(Accredited by NAAC)

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GU/Acad –PG/BoS -NEP/2023/239   Date:27.07.2023

Ref: GU/Acad –PG/BoS -NEP/2022/339/24 dated 19.08.2022

CIRCULAR

In supersession to the above referred Circular, the updated approved Syllabus with revised Course Codes of the **Master of Business Administration (M.B.A.)** Programme is enclosed.

The Dean/ Vice-Deans of the Goa Business School are requested to take note of the above and bring the contents of the Circular to the notice of all concerned.

ASHWIN VYAS LAWANDE
Digitally signed by ASHWIN VYAS LAWANDE
Date: 2023.07.27 13:48:25 +05'30'

(Ashwin Lawande)
Assistant Registrar – Academic-PG

To,
1. The Dean, Goa Business School, Goa University.
2. The Vice-Deans, Goa Business School, Goa University.

Copy to:
1. The Chairperson, Board of Studies in Management Studies.
2. The Programme Director, Management Studies Discipline, Goa University.
3. The Controller of Examinations, Goa University.
4. The Assistant Registrar, PG Examinations, Goa University.
5. Directorate of Internal Quality Assurance, Goa University for uploading the Syllabus on the University website.

MGA-503   Basic Computing Tools for Management   2 Credits

Prerequisites for the course:	Nil	
Objective:	To introduce the fundamental Informational Technology Skills required to work in any organisation	
Content:	**Unit I** **Writing and Presentation Tools** Creating reports, citations, indexing, Bibliography, Cross Referencing, inserting tables and pictures, macros, mail-merge. Creation of multimedia presentations	**15 hours**
	Unit II **Computational Tools** Use of general functions, creation of visual tools, data validation, use of filters, data sorting, creating formulas, use of statistical functions, use of finance functions, macros, Management Information System as a decision support system	**15 hours**
Pedagogy:	Lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study/ Case Studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.	
Learning Outcomes	An ability to use IT tools in making managerial decisions, reporting and presenting them.	
References/Readings	1. Francisco Innaeillo, Excel for business, Atlantic Publisher, Latest Edition. 2. John Limbart& Frye, Microsoft Office 2016 Step by Step, PHI, Latest Edition.	