

COMPUTER FAMILIARITY REQUIREMENTS 24 WEEK MANAGEMENT COURSES

The following knowledge on personal computers and end-user computing will be essential to benefit from the program:

1. Basic knowledge on Personal Computer (PC). You must be comfortable with the use of keyboard, mouse, and USB ports (for pen disk).
2. Elementary knowledge on Windows operating system (Microsoft Windows XP). You should be able to:
 - Use email
 - Create your own folders on any of the drives (C, D, or Pen Drive)
 - Store word processing (doc), power point (ppt), and spreadsheet (xls) files in these folders and retrieve them.
3. Elementary knowledge of spreadsheet software (MS Excel): This is necessary to benefit from the 'Managerial Computing' module as well as to do analysis of case data in other courses.
 - Particularly, you must be familiar with writing formulae in the cells using absolute and relative references cell addresses
 - Use some simple built-in functions (like sum, min, max, average, if).
 - You are also advised to be familiar with table look-up functions (like vlookup, hlookup, index, match); financial functions (npv, irr), statistical functions (average, count, sumif, countif); text functions (left, right, mid, len); and date arithmetic operations and functions (day, month, year, now, today).
 - It will also be useful to be familiar with features like data-tabulation, goal-seeking, data-filters and database functions.

You may refer to any elementary book on MS Excel for this purpose. The more you can cover the better it would be. Otherwise, some of it will have to be learnt there along with the load of normal courses, which as you probably know, is heavy.

4. Familiarity with MS Word for word processing and MS PowerPoint for presentations will be a distinct advantage.
