**Notes 1 for Class 1**

**Topics - Course Introduction, Administrative Stuff, Rules of Participation, Computing Resources etc.**

1. **About CAB Paper**

**Subject -** This subject aims at enhancing the computation skills of students particularly in connection with solving business problems.The syllabus includes topics that promote the learning of documentation, presentations, spreadsheets and databases. The syllabus is a revised one and is expects students to be trained for many of advance features. This is one of the courses that will not only be useful during graduation, but also help you after graduation at your workplace. I believe that a student irrespective of the level

1. **Teaching Learning Process**

**Schedule and resources –** Students can find the schedule and resources at the following course website:

Course Website: <http://people.du.ac.in/~vmadan/CAB2017>

The website will display the schedule, topics, notes, assignments and any kind of references. The schedule does not take any factor (like holiday, leave, college fest, medical reasons etc.) into account and therefore in case a class is conducted due to any reason, the students are expected to learn the topics and try to solve the problems on their own. Students are encouraged to ask their doubts on the common group in case they encounter any problems/doubts.

**Teaching Pedagogy (Methodology) –** This course is based on solving problems or carrying out tasks in a smarter way using computers. So this paper will primarily be driven by solving problems which will be given to you to be solved before, during and after the class. A class will include less of lecturing and more of hands-on activities with a lot of discussion on the topics/problems. Students are expected to attempt solving the problems before coming to the class and bring problems in the class room. The contents have been presented in a manner which promotes a lot of reading and self-exploration.

**Student Participation –** Students are advised to refer the course website for accessing material related to a particular class and try to solve the problems before coming in the classroom. While solving a particular problem, students should put sufficient efforts to solve the problem on their own before asking someone or consulting the solution.

**Student-Faculty Communication –** The following google group is created for communication needs/queries between faculty and students.

Google Group: <https://groups.google.com/forum/#!forum/cab2017/new>

Students are required send their information (roll number, email address, class, section etc.) to my email address ([vikasmadan.srcc@gmail.com](mailto:vikasmadan.srcc@gmail.com)) so that they can be enrolled in the group. Although, we will primarily use the goggle group for most of the students-faculty communications, but sometimes a class representative may be helpful to consolidate some information about the students.

1. **Computing Resources**

Although most of the classes/practicals will be conducted in labs, students are strongly advised to bring their own laptops in order to maintain a regular progression of their course work. Access to lab computers can be made through the loginid and password obtained from the computer center.

1. **Examinations (To be confirmed)**

This subject will be evaluated in the form of 3 components - 1) Work Book for 20 marks, 2) Practical Exam of 3 hours for 70 marks and 3) viva voce for 10 marks. The practical exam will be of 3 hours. As workbook is an evidence of the work done by a student throughout the semester, students are advised to maintain their work so that it can be compiled in the form of a work book at the end of the semester. There is no internal assessment in this paper. (To be confirmed)

Class 1 Activities

<http://www.skilledup.com/articles/jobs-excel-power-users>

<https://www.naukri.com/analytics-sas-macro-vba-excel-jobs>

<http://www.monsterindia.com/ms-excel-sas-r-jobs.html>

Some Warm up Exercises