



Semester: I	
Paper Name: IT Applications for Business	
Type: Skill Enhancement Course	Code: S1BMS2314
Credit: 3	Full Marks: 50

LEARNING OBJECTIVES:

- To develop clear understanding about application of computers in business.
- To enable students, have idea about data storage and how companies manage it.
- To instil the importance of data mining in industry.
- To understand the significant role played by cloud computing.
- To develop the skills so that students can perform data analysis.
- To develop the skills so that business documents, reports, mails etc. can be handled by students.

LEARNING OUTCOMES:

On successful completion of the course the learner will be able to:

- To have fundamental knowledge of data management.
- To equip a student to do documentation activities.
- To develop the knowledge for data analysis and representation.
- To make a student capable of presenting his work in a professional manner.
- To develop the skills to enable a student to store, manipulate and process data using Structured Query Language (SQL).

DETAILED SYLLABUS:

Unit No	Unit Name	Topics (# Lectures)	
1	Word Processor	<ul style="list-style-type: none"> • Features of Word Processor - Entering text, Formatting (Font, Paragraph & Page), editing & saving a document, finding, and replacing text, creating hypertext links, Drop cap. • Working with Tables - Inserting, filling, and formatting a table, • Tools - Language Checking Tools, Mail Merge including linking with Spreadsheet & Database, Autocorrect, Macro, Tracking. 	4L
2	Introduction to Database Management System	<p>Designing business applications using Wizard & SQL (DDL & DML):</p> <ul style="list-style-type: none"> • Table creation and modification (Create, Alter, Drop), Setting the constraints (Primary Key & Foreign Key), Data manipulation (Select, Insert, Update, Delete). Report and Forms. 	8L
3	Electronic Spreadsheet for Business	<ul style="list-style-type: none"> • Basics of electronic spreadsheet – Data presentation, Sorting, common mathematical functions Designing simple invoice, Graphical representation of simple data, linking data through cell references, Defining Name Feature • Introduction to Financial and Logical functions – Calculation of Rate of Return on Investment, Calculation of current investments / future investments, EMI Calculation, calculations based on criteria. 	10L

		<ul style="list-style-type: none"> • Designing Basic Financial Model Using electronic spreadsheet. • Setting Criterion on Data - Data Validation, Conditional Formatting • String Functions – Basic functions (Upper (), Lower(), Trim(), Right(), Left(), Len(), Mid()) • Introduction to Statistical Functions – Basic Functions (Mean, Median, Mode, Standard Deviation, Correlation, Regression) • Advanced Financial Functions – Depreciation Calculation (SLN(), DB()), Loan Amortization Table with ISPMT()) • Data analysis tools – Lookup functions, What-if analysis (Goal Seek, Scenario). • Advanced Features – Macro, Pivot Table, External data handling 	
4	On-Screen Presentation	Application of Onscreen presentation – Creation, saving, addition and deletion of slides – Placing objects (graphs, images & links) on Slide - Use of Templates – Setting Custom animation and slide transition features – Setting up the Slide show.	2L

SUGGESTED TEXT BOOKS/ READING MATERIALS:

1. *Introduction to Information Technology, ITL Education, Pearson Education*
2. *Information Technology for Management, Ramesh Behl, McGraw Hill*
3. *Information Technology and Its Applications in Business, Reema Thareja, OUP*
4. *Management Information Systems, Girdhar Joshi, OUP*