



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 mathematical, financial and statistical data storage and management.
- To develop the skills so that students can perform data analysis.
- To develop the skills so that business documents, reports, students can handle mails etc.

LEARNING OUTCOMES:

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

- To have fundamental knowledge of data representation and management.
- To equip a student to do documentation activities.
- To develop the knowledge for data analysis.
- To support efficient business decision-making and communication.

DETAILED SYLLABUS:

Unit No	Unit Name	Topics (# Lectures)	
1	Word Processor	• Features of Word Processor - Entering text, Formatting (Font, Paragraph & Page), Editing & Saving a document, Finding and replacing texts with criteria, Using watermarks, Creating hypertext links, and 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 Changes.	8L

		Specialized Tools – References - Table of Contents, Footnotes, Citations & Bibliography, Captions, Index, and Table of Authorities.	
2	Electronic Spreadsheet for Business	- Basics of Electronic Spreadsheet – Data presentation, Formatting and sorting, Common mathematical functions, Common logical functions, Mathematical and Logical functions with conditions, Designing simple invoice, Graphical representation of simple data, Linking data through cell references, Defining name feature, Creating hyperlinks. - Setting Criterion on Data - Data validation, Conditional formatting. - Introduction to Financial Functions – Calculation of rate of return on investment, Calculation of current investments / future investments, EMI calculation, Loan amortization table, Calculations based on criteria. - Designing basic Financial Model Using electronic spreadsheet. Advanced Financial Functions – Depreciation calculation (SLN (), DB (), DDB ()). - String Functions – Basic functions (Upper (), Lower(), Proper(), Trim(), Right(), Left(), Len(), Mid(), Value()). - Lookup Functions (VLookup(), Hlookup(), Match(), Index()). - Data Analysis Tools –What-if analysis (Goal seek, Scenario, Data table). - Advanced Features – Macro, Pivot table, External data handling. - Introduction to Statistical Functions – Basic functions (Mean, Median, Mode, Standard Deviation, Descriptive Statistics, Correlation, Simple Regression).	16L

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*