



Semester: III				
Course Title: INFORMATION TECHNOLOGY SKILLS FOR BUSINESS (PRACTICAL)				
Course Code: S2BC230311P			Credits: 3	
Classes/week : 4			Marks: 100	
Category: SEC				
Theory/Practical/Composite : Practical				
No. of Units : 4				
<p>Course Overview: This course provides learners with a comprehensive understanding of Information Technology skills for business, emphasizing practical applications in modern organizational contexts. It covers spreadsheet-based data management, including basic formulas, formatting, and data validation, along with advanced functions, logical operations, and automation using macros. The course also introduces data visualization techniques through charts, pivot tables, and interactive dashboards, and examines advanced data analysis methods such as descriptive statistics, correlation, regression, and predictive tools. In addition, it explores computerized accounting, including company and ledger creation, inventory management, transaction processing, and GST compliance. This course is divided into two modules—Spreadsheet Applications (70% weightage) and Computerized Accounting (30% weightage)—to provide hands-on proficiency in spreadsheet management, data analysis, and computerized accounting, enabling learners to manage, analyze, and interpret business data effectively in real-world scenarios.</p>				
Course Outcomes: By the end of this course, learners will be able to:				
CO1: Explain fundamental spreadsheet features and identify key components such as basic formulas, cell referencing, formatting, and data validation techniques for effective business data management.				
CO2: Apply advanced spreadsheet functions, logical operations, lookup tools, and macros to automate and streamline business data processing tasks.				
CO3: Analyze business data by organizing and presenting it through charts, pivot tables, and interactive dashboards to identify patterns and insights..				
CO4: Evaluate business scenarios and design data-driven solutions using statistical techniques such as correlation, regression and forecasting tools to support data-driven decision-making.				
CO5: Apply computerized accounting concepts to create companies, manage ledgers, prepare balance sheets, and handle inventory operations efficiently.				
CO6: Analyze and execute various business transactions, including order processing and GST implementation, ensuring accuracy and compliance with regulatory requirements.				
Prerequisites: A basic understanding of computer fundamentals and accounting concepts is expected to effectively grasp the concepts of Information Technology Skills for Business; no prior exposure to advanced spreadsheet applications or computerized accounting systems is required.				
SYLLABUS				
Unit with Topic Name	Content	Number of Classes	CO Mapping	Cognitive Level
MODULE A: SPREADSHEET APPLICATIONS				
I. Spreadsheet Features for Business Data Management	Overview of Basic Formulas, Formatting, Printing. Functions; Cell References; Data Validation Techniques;	04	CO1	K1 (Remember) K2(Understand)



	Sorting and Filtering Data, Data Cleaning and Handling Errors; Creating links among the worksheets and workbooks			
II. Advanced Features in Spreadsheet	Advanced functions (IF, SUMIF, COUNTIF, AVERAGEIF, nested functions); Logical functions (AND, OR, NOT, IFERROR); Lookup and reference functions (VLOOKUP, HLOOKUP, INDEX, MATCH); Advanced Financial functions; Text functions for data manipulation; Array formulas for complex calculations; Macro recording for automating repetitive tasks	18	CO2	K3 (Apply)
III. Business Data Visualization and Dashboard Creation	Creating, Formatting and Customizing Charts (Bar, Line, Pie, Scatter, Pivot charts) for better representation; Pivot tables: Creating, Modifying, Filtering, and Sorting; Creating Interactive Dashboards with Slicers and Timelines	08	CO3	K4 (Analyze)
IV. Advanced Data Analysis Techniques	Statistical Analysis: Descriptive Statistics, Correlation, Regression, Time-Series, Scenario Manager and Goal Seek for Predictive Analysis, Data Tables and what-if analysis, Forecast Sheet	15	CO4	K5 (Evaluate) K6 (Create)
MODULE B: COMPUTERIZED ACCOUNTING				
V. Basic Concepts	Company creation; Ledger creation; Creation of opening Balance Sheet; Backup & Restore	02	CO5	K3 (Apply)
VI. Inventory	Creation of Stock Items, Stock Group, Units of Measurement, Godown,	06	CO5	K3 (Apply)



	Transfer of materials across Godown, Manufacturing Voucher (Bill of Materials)			
VII. Transactions	Basic voucher types - Payment, Receipt, Contra, Journal; Cost Centre, Cost Category; Order Processing – Purchase Order Processing, Sales Order Processing; Purchase Bill and Sales Invoice Creation; Tax implementation – GST (Interstate & Intrastate)	12	CO6	K4 (Analyze)
** Hands-on demonstrations for each unit will be conducted using real-world business use cases across functional domains such as Marketing, Sales, Operations, Supply Chain, Finance, and Human Resource Management to ensure practical understanding and application of concepts.				
Text Books				
1. Ken Bluttman, Microsoft Excel Formulas & Functions for Dummies, Wiley				
2. Manohar Hansa Lysander, Data Analysis and Business Modelling Using Microsoft Excel, PHI				
3. Leonardo L Wright, Excel 2023: A Comprehensive Guide to become an Expert on Excel 2023 With All-in-One Approach, Eclectic Editions Limited				
4. Tax Sarthi, Basic Accounting & Inventory :Tally Prime Book, Notion Press				
5. Roshan Lodha, Computerised Accounting System & E-Filing of Tax Return, Lawpoint Publications				
Suggested Readings				
1. Wayne Winston, Microsoft Excel 2019: Data Analysis & Business Model, Microsoft Press				
2. Greg Harvey, Excel 2016 All-In-One for Dummies: Autodesk Official Press Paperback				
3. Jordan Goldmeier, Advanced Excel Essentials, APress				
4. CA Manmeet Singh Mehta, Microsoft Excel Professional 2021 Guide: Complete Excel Reference, Loads of Formulas and Functions, Shortcuts, and Numerous Screenshots to Become an Excel Expert, BPB Publications				
5. Asok K Nadhani, Mastering Tally PRIME: Training, Certification & Job, BPB Publications				
Web Resources				
1. https://support.microsoft.com/en-us/excel				
2. https://www.excel-easy.com/				
3. https://exceljet.net/				
4. https://corporatefinanceinstitute.com/resources/excel/advanced-excel-formulas-must-know/				
5. https://help.tallysolutions.com/tally-prime/				

**Latest edition of the book and latest version of the software are recommended.



Course outcomes (COs) and Cognitive Level Mapping

COs	CO Description	Cognitive levels
CO1	Explain fundamental spreadsheet features and identify key components such as basic formulas, cell referencing, formatting, and data validation techniques for effective business data management.	K1 (Remember) K2 (Understand)
CO2	Apply advanced spreadsheet functions, logical operations, lookup tools, and macros to automate and streamline business data processing tasks.	K3 (Apply)
CO3	Analyze business data by organizing and presenting it through charts, pivot tables and interactive dashboards to identify patterns and insights.	K4 (Analyze)
CO4	Evaluate business scenarios and design data-driven solutions using statistical techniques such as correlation, regression and forecasting tools to support data-driven decision-making.	K5 (Evaluate) K6 (Create)
CO5	Apply computerized accounting concepts to create companies, manage ledgers, prepare balance sheets and handle inventory operations efficiently.	K3 (Apply)
CO6	Analyze various business transactions, including order processing and GST implementation, ensuring accuracy and compliance with regulatory requirements.	K4 (Analyze)