



<b>Semester: III</b>
<b>Course name: INFORMATION TECHNOLOGY SKILLS FOR BUSINESS (PRACTICAL)</b>
<b>Course code: S2BC230311P</b>
<b>Course Credits: 3</b>
<b>Pedagogy: Classrooms lecture with hands-on demonstration, Case studies, Assignments</b>
<b>Course Description:</b> This course includes a comprehensive set of Information Technology (IT) skills tailored explicitly for the fast-paced and evolving demands of the business world. It focuses on practical applications of essential IT skills vital for effective business management. This course is divided into two modules - Spreadsheet Applications (70% weightage in terms of marks) and Computerized Accounting (30% weightage in terms of marks) to provide hands-on proficiency in spreadsheet management, data analysis, and computerized accounting.
<b>Learning Objectives:</b> The course aims to help learners to acquire conceptual knowledge of; LO1. Spreadsheet management including basic formulas, formatting, and data validation techniques LO2. Advanced spreadsheet functions, logical operations, and automation using macros LO3: Creation, formatting, and customization of various charts, pivot tables, and interactive dashboards for effective data representation LO4: Advanced statistical analysis techniques, predictive modeling for data-driven decision-making LO5: Company creation, ledger management, and creation of opening balance sheets in Computerized Accounting LO6: Creating and managing stock items, stock groups, units of measurement, manufacturing voucher and executing inventory transactions, including the transfer of materials across different godowns LO7: Execution of various transaction types and order processing along with application of GST regulations, ensuring compliance with tax requirements in computerized accounting.
<b>Course Outcomes:</b> On successful completion of the course, students will be able to: CO1. Demonstrate proficiency in managing and manipulating business data using spreadsheet features. CO2. Showcase competence in utilizing advanced spreadsheet functions and automation techniques to streamline tasks. CO3: Create visually appealing and interactive data representations through charts, tables, and dashboards CO4: Apply advanced data analysis techniques to make informed decisions based on statistical insights and predictive modeling CO5: Demonstrate creation and management of company accounts, ledgers, and opening balance sheets CO6: Showcase skills in creating and managing stock items, facilitating efficient inventory control CO7: Demonstrate the ability to process various transactions and manage order processing effectively and apply GST regulations, ensuring compliance with tax requirements in computerized accounting.



Unit No.	Unit Name	Topics	Nos. of lectures
<b>MODULE A: SPREADSHEET APPLICATIONS</b>			
1	<b>Spreadsheet Features for Business Data Management</b>	Overview of Basic Formulas, Formatting, Printing. Functions; Cell References; Data Validation Techniques; Sorting and Filtering Data, Data Cleaning and Handling Errors; Creating links among the worksheets and workbooks	5
2	<b>Advanced Features in Spreadsheet</b>	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	15
3	<b>Business Data Visualization and Dashboard Creation</b>	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	10
4	<b>Advanced Data Analysis Techniques</b>	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
<b>MODULE B: COMPUTERIZED ACCOUNTING</b>			
5	<b>Basic Concepts</b>	Company creation; Ledger creation; Creation of opening Balance Sheet; Backup & Restore	3
6	<b>Inventory</b>	Creation of Stock Items, Stock Group, Units of Measurement, Godown, Transfer of materials across Godown, Manufacturing Voucher (Bill of Materials)	5
7	<b>Transactions</b>	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



**SUGGESTED TEXT BOOKS/ READING MATERIALS:**

1. Ken Bluttman, Microsoft Excel Formulas & Functions for Dummies, Wiley
2. Leonardo L Wright, Excel 2023: A Comprehensive Guide to become an Expert on Excel 2023 With All-in-One Approach, Eclectic Editions Limited
3. Wayne Winston, Microsoft Excel 2019: Data Analysis & Business Model, Microsoft Press
4. Greg Harvey, Excel 2016 All-In-One for Dummies: Autodesk Official Press Paperback
5. Jordan Goldmeier, Advanced Excel Essentials, APress
6. Manohar Hansa Lysander, Data Analysis and Business Modelling Using Microsoft Excel, PHI
7. 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
8. Tax Sarthi, Accounting in Tally Prime, Notion Press
9. Roshan Lodha, Computerised Accounting System & E-Filing of Tax Return, Lawpoint Publications
10. Asok K Nadhani, Mastering Tally PRIME: Training, Certification & Job, BPB Publications

**E-Resources:**

<https://support.microsoft.com/en-us/excel>

<https://www.excel-easy.com/>

<https://exceljet.net/>

<https://www.contextures.com/>

<https://help.tallysolutions.com/tally-prime/>

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