Semester II

MBG5201   INFORMATION TECHNOLOGY FOR MANAGERS

Course Code	MBG5201	Semester	II
Course Title	**INFORMATION TECHNOLOGY FOR MANAGERS**		
Credits	3	Type	Core

The course provides basic computer and advanced Microsoft office skills

Course Description

The course will acquaint students with IT applications in the business decision-making process and introduce them to the use of IT in day-to-day activities.

Course Outcome

By the end of the course, students are expected to be able to:

Knowledge gained

➢ Understand the changes in the E-Commerce world
➢ Introduce students to Information Technology, its uses, and its impact in business.

Skill gained

Learn the computer-based smart skills to manage the business efficiently

Familiarize various communication systems and networking.

Competency gained

➢ Let the students be experts in the latest MS Office.
➢ Be adapted to various SQL and other related techniques.

Course Structure

The following is a detailed syllabus. …..

Module I

Information Technology: Application of information technology, uses of information technology, impact of information technology on business. Information System Resources-Computer basics (H/w & S/w)

Module II

Communication Systems and Networking, - Internet – How internet works -World Wide Web

Module III

Word processing with MS word - starting MS word - MS Environment - working with word documents - working with text - working with tables - checking spelling and grammar - printing document - creating mailing lists- mail and merge. Making presentation with MS

Powerpoint - starting MS Powerpoint - MS Powerpoint Environment - working with PowerPoint - working with different views - designing presentations

Module IV

Concept of spreadsheet and MS Excel - starting MS Excel - MS Excel Environment - working with Excel – workbook. Preparation of charts and graphs with excel - working with a workbook. Working with functions – Summary statistics -Macros. Sort and filter commands.- Introduction to SQL.

Module V

E-commerce: Infrastructure for e-commerce, communication networks for e-commerce, payment systems in e-commerce, the impact of E-commerce on Business Information Systems for E-Commerce, Mobile Commerce, Legal and Ethical Issues in E-commerce and M-commerce.

Testing & Evaluation (if any)

- Assignments

- Case analysis/ Problems

- Seminar/Project

- Discussions/ Group activity

- Internal Assessment

References

1. Sanjay Saxsena-A First Course in Computer- Vikas Publishing House.
2. Sanjay Saxsena- MS Office 2000- Vikas Publishing House,
3. Rajaraman, V- Essentials of E-Commerce Technology- PHI Learning
4. S. J. JOSEPH, P. T- E-Commerce : An Indian Perspective- 4th Ed- PHI Learning
5. Laudon Kenneth and Laudon Jane- Management Information Systems-A Contemporary perspective- PHI
6.https://www.slideshare.net/munishsingla71/e-commerce-ppt-10713485
7.https://www.slideshare.net/sushovan93/networking-ppt-29223825