

Programme: MBA Tourism & Travel Management

MBT5193 INFORMATION TECHNOLOGY FOR MANAGERS

Course Code	MBT5193	Semester	I
Course Title	Information Technology for Managers		
Credits	NIL	Type	Audit

Course Description

The course acquaints the students with IT applications in the business decision-making process with different technical skill development modules.

Course Outcome

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

- CO1: Demonstrate the basic uses of IT in the day-to-day activities of an organization.
- CO2: Understand the Internet and its application.
- CO3: Learn about MS office packages.
- CO4: Illustrate basic data representation with the usage of excel and its applications.
- CO5: Enable the students to play a vital role in the field of management with technical skills.

Course Structure

The following is a detailed syllabus of Information Technology for Managers.

Module I: Information Technology

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

Module II: Communication Systems and Networking

Internet – How the internet works, World Wide Web, Application areas of the internet.

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 presentations 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 graph with excel - working with the 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 ecommerce, payment systems in E-commerce, impact of E-commerce on Business Information Systems for E- Commerce, Mobile Commerce, Legal and Ethical Issues in E-commerce and M-commerce.

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References

- Sanjay Saxsena, A First Course in Computer, Vikas Publishing House.
- Sanjay Saxsena, MS Office 2000- Vikas Publishing House.
- Rajaraman,V, Essentials of E-Commerce Technology- PHI Learning.
- Laudon Kenneth and Laudon Jane- Management Information Systems-*A Contemporary perspective*- PHI.
- Saxena Sanjay, Chopra P – Computer Applications in Management - Vikas Publishing House, New Delhi.