



**DHANALAKSHMI SRINIVASAN
COLLEGE OF ARTS AND SCIENCE FOR WOMEN**

(Autonomous)

Affiliated to Bharathidasan University, Tiruchirappalli
(Nationally re-accredited with 'A' Grade by NAAC)
Perambalur-621212, Tamil Nadu.




(For the Candidates Admitted From the Academic Year 2020-2021 Onwards)

Application Oriented Course Syllabus for MBA

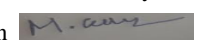
Semester	Course	Course Title	Course Code	Instru. Hours/ Week	Credit	Exam Hours	Marks		Total
							Intl	Extrn	
I	Application Oriented Course - I	IT Skills for Managers	20PBA1A1	3	3	3	25	75	100
II	Application Oriented Course - II	Advanced Spreadsheet Application for Managers	20PBA2A2	3	3	3	25	75	100

1. University Representative : Dr.L.Arokiam 

2. Subject Expert : Dr.V.Anita sofia 

3. Industry Corporate Sector/Allied Area Representative : Mr.M.Manoharan 

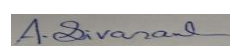
4. Principal's Nominee from Alumnae : Ms.K.Lavanya 

5. Chair Person : Dr.M.Chandrasekaran 


Members :


1. Mrs.S.Gowri : 

2. Mrs.M.Kamarunisha 

3. Mrs.A.Sivasankari 

4. Mrs.R.Kayalvizhi 

5. Mrs.R.Jothi 

6. Ms.P.Anitha 

7. Mrs.G.Mahalakshmi

APPLICATION ORIENTED COURSE - I

IT SKILLS FOR MANAGERS

Semester: I

Course Code : 20PBA1A1

Total Periods: 30

Max.Marks:75

Credit :3

Exam Hrs :3

Objective:

This course aims to provide a through update of Information Technology Used in Business Organization and also to Develop Understanding of Managerial Aspects so as to use Information Technology

UNIT I

(7 Periods)

HARDWARE MANAGEMENT : Historical Review – Types of Computers – Computer Peripherals – Input Technologies and Devices – Output Technologies and Devices – Storage Technologies and Devices – Future Scenario – Management Considerations in Acquisition, Maintenance, Controlling, Replacement of Hardware.

UNIT II

(6 Periods)

SOFTWARE MANAGEMENT: System Software Management – Overview of Operating Systems, Network Management Programs, Database Management Programs, Servers, System Utilities, Performance and Security Monitors, System Development Programs, Managerial Considerations in Selection, Maintenance, Controlling, Replacement of Software.

UNIT III

(6 Periods)

NETWORKING MANAGEMENT :Networking Trends – Intranet and Internet – Overview of Networking Alternatives, Networking Types, Networking Media, Networking Processors, Networking Software, Networking Architecture and Networking Protocols.

UNIT IV

(5 Periods)

DATA MANAGEMENT: Database Concepts and Development – Types of Database – Application Development through DBMS – Database Administration Data Resource Management – Data Warehouse and Data Mining – Database crash and Data Recovery Practices and Technologies.

UNIT V

(6 Periods)

PEOPLE MANAGEMENT: IT Organization of a Large Corporation – Selection and Recruitment(campus, lateral job, search engines, referrals, social media) – Training(ILT module based & project based self learning online webinar and video conference training – Retention(critical resource retention & holding, appraisal measurement and management key factors) – Performance Measurement.

TEXT BOOKS

- 1) Laudon & Dass, Management Information System 11th Edition, Pearson.
- 2) Obrien, Marakas, Behl, Management Information System, Tata McGraw Hill Education Private Ltd.9th Ed.s on Microsoft Office Excel 2007.

APPLICATION ORIENTED COURSE - II

ADVANCED SPREAD SHEET APPLICATION FOR MANAGERS

Semester: II

Course Code : 20PBA2A2

Total Periods: 30

Max.Marks:75

Credit :3

Exam Hrs :3

Objective: To Familiarize Students with Basic to Intermediate Skills for Using Excel in Business Applications. To Gain Proficiency in MS Excel Utilities and in Creating Solutions for Data Management and Reporting.

UNIT I

(7 Periods)

Create a Workbook, Enter Data in a Worksheet; Format a worksheet, Format numbers in a worksheet, Create an Excel table, Filter data by using an Auto Filter, Sort data by using an Auto Filter. Using Help (F1), Key Board Shortcuts. Formatting Cells, Name Manager. Visualizing Data Using Conditional Formatting: Apply Conditional Formatting. Print a Worksheet, Using Print Preview & Other Utilities.

UNIT II

(6 Periods)

Working With Dates & Time - Creating Formulas that Manipulate Text – Upper, Proper, Lower, Concatenate, Text to Column. Create a Formula - Use a Function in a Formula. Creating a formula for V Look up, H Look up, Match & Index.

UNIT III

(5 Periods)

Introduction to Formulas such PV, PMT, NPER, RATE, Creating Balance Sheet, Investment Calculations, Depreciation Calculations. Chart your data, Creating Spark line Graphics, Using Insert Tab Utilities.

UNIT IV

(6 Periods)

Using Custom Number Formats: Right Click, Format Cells Window. Using Data Tab and Data Validation: Getting external Data, Remove Duplicates, Apply data Validation & Using Utilities from Data Tab. Protecting Your Work: Using Review Tab Utilities. Performing Spreadsheet What-If Analysis: Create a Macro, Activate and use an add-in.

UNIT V

(6 Periods)

Analyzing Data with the Analysis Tool Pak: Anova, Correlation, Covariance, Descriptive Statistics, Histogram, Random Number Generation, Rank and Percentile, Regression, T-Test, Z-Test. Create Data for Pivot, Analyzing Data with Pivot Tables, Producing Report with a Pivot Table.

TEXT BOOK

1. John Walkenbach, Excel 2010 Bible (with CDROM), John Wiley & Sons, 2010 Edition.

REFERENCE BOOK

1. Greg Harvey, Excel 2007 for Dummies, New Perspectives on Microsoft Office Excel 2007.