Information Technology Lab

Course Code	21BA1LI	Year	I	Semester	I
Course Category	Lab	**Branch**	Business Administration	**Course Type**	Theory
Credits	2	**L-T-P**	0-0-4	**Prerequisites**	Basic accounting and computer knowledge
Continuous Internal Evaluation	25	Semester End Evaluation	50	**Total Marks**	75

Course Outcomes	
Upon successful completion of the course, the student will be able to:	
CO1	**Apply** MS Word and MS Power Point for presentation	**L3**
CO2	**Apply** MS Excel for presentation	**L3**
CO3	**Analyze** the data using MS Excel	**L3**
CO4	**Apply** Tally for preparation of final accounts	**L3**
CO5	**Analyze** the data of different departments / masters by using tally Accounting Package.	**L4**

Contribution of Course Outcomes towards achievement of Program Outcomes & Strength of correlations (3-High, 2-Medium, 1-Low)												
	PO1	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**	**PO7**	**PO8**	**PO9**	**PO10**	**PO11**	**PSO1**	**PSO2**
CO1	3	-	3	3	3	-	-	-	-	-	-	3	-
CO2	3	-	3	3	3	-	-	-	-	-	-	3	-
CO3	3	3	3	3	3	-	-	-	-	-	-	3	-
CO4	3	3	3	3	3	-	-	-	-	-	-	3	-
CO5	3	3	3	3	3	-	-	-	-	-	-	3	-

SYLLABUS		
Unit No.	Contents	Mapped CO
I	**Introduction to MS word and MS Power Point:** Creating, editing, saving and printing text documents; Font and paragraph formatting; Simple character formatting; Inserting tables, smart art, page breaks ; Using lists and styles; Working with images; Using Spelling and Grammar check; Understanding document properties; Mail Merge. **Ms. Power Point:** Opening, viewing, creating, and printing slides; Applying auto layouts; Adding custom animation; Using slide transitions; Graphically representing data: Charts & Graphs; Creating Professional Slide for Presentation.	CO1
II	**Introducing Spreadsheet:** Choosing the correct tool; Creating and Saving; Spreadsheet workspace; Managing the workspace; Entering and editing data; Data entry; Selecting cells; Saving time when entering data. Presenting a spreadsheet; Number and date/time format tools; Percentages; Dates and Times; Currency; Text; Performing calculations; Basic arithmetic; Using	CO2 CO3

	functions; Replicating formulae; Absolute cell addressing; References between worksheets.		
III	**Data Analysis using Excel**: Descriptive and Graphs, Bi-variate statistics, Uni-variate statistics, Multi-variate Analysis.	CO2 CO3
IV	**Basic of Accounting:** Type of Accounts, Rules of Accounting, Principles of concepts and conventions, double entry system, book keeping Mode of Accounting, Financial Statements, Transaction, Recording Transactions. Getting the functional with Tally, Creation and setting up of company in Tally.	CO4
V	**Inventory in Tally:** Stock – groups – Stock Categories - Godowns / Location Units of Measure - Stock Items - Creating Inventory Masters for National Traders.	CO5
Case Study Compulsory. Relevant cases have to be discussed in each unit.		

Learning Resources
Text Books:
1. Crawley, M. J. (2006), Excel 2019 All-In- Lokesh Lalwani Master the New Features Of Excel 2019
2. Manish Nigam, Advance Excel 2019 Training Guide: Tips and Tricks To Kick Start Your Excel Skills, BPB Publications; First edition (1 January 2019).
e- Resources & other digital material:
1. www.Booksboon.com