

MBC011

IT Skills

2 Credits

<u>Prerequisites for the course:</u>	Nil	
<u>Objective:</u>	To introduce the fundamental Informational Technology Skills required to work in any organisation	
<u>Content:</u>	Word Processing Usage, formatting, creating reports, citations, inserting tables and pictures, macros, mail-merge.	6 hours
	Slide Presentations Creation of slides, layouts, properties, slide transmission, use of animation in slides, inserting tables, graphs, pictures, videos, etc. in the slides, creating a slide show.	6 hours
	Spreadsheets Creation of spreadsheets, entering data, use of general functions, creation of various types of graphs, data validation, use of filters, data sorting, creating formulas, use of statistical functions, use of finance functions, macros.	10 hours
	Management Information System as a decision support system	2 hours
<u>Pedagogy:</u>	Lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study/ Case Studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable	

	peer group learning.	
<u>Learning Outcomes</u>	An ability to use IT tools in making managerial decisions, reporting and presenting them.	
<u>References/Readings</u>	<ol style="list-style-type: none"> 1. Francisco Innaeillo, Excel for business, Atlantic Publisher, Latest Edition. 2. John Limbart& Frye, Microsoft Office 2016 Step by Step, PHI, Latest Edition. 	