

**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR**  
(Established by Govt. of A.P., ACT No.30 of 2008)  
ANANTHAPURAMU – 515 002 (A.P) INDIA



**MASTER OF BUSINESS ADMINISTRATION**  
**MBA; MBA (General Management); MBA (Business Management)**  
**COMMON COURSE STRUCTURE**

Course Code	INFORMATION TECHNOLOGY LAB	L	T	P	C
21E00108		0	1	2	2
<b>Semester</b>		<b>I</b>			
<b>Course Objectives:</b>					
<ul style="list-style-type: none"> <li>➤ To provide knowledge on applications of information technology and</li> <li>➤ To demonstrate the MS Office applications with hands on experience in the lab.</li> <li>➤ To explain and exhibit statistical functions of association, testing hypothesis for the data and analyse and interpret the outcome of the data.</li> </ul>					
<b>Course Outcomes (CO):</b>					
<ul style="list-style-type: none"> <li>➤ Prepare and edit the documents with effective presentation to superiors.</li> <li>➤ Obtain hands of experience in designing and editing the templates and data in the excel sheets with formulae and functions.</li> <li>➤ To test and interpret the business data outcome statistically in an effective and efficient manner.</li> </ul>					
<b>List of Experiments:</b>					
Unit -1 <b>Introduction to Hardware Component:</b> (need to explain using images or videos) Various Input output devices and their usage in corporate world- Memories (RAM/ROM) and its types- Various types of processes- Storage devices Internal vs External Unit 2 <b>Instruction to Operating System</b> (need to explain using videos) – overview of Windows 7/8.2/10/server- Ubuntu – Linux- various versions of Android- iOS – Capturing GPS enabled pictures- tools for filesharing to Mobile to Mobile- System to Mobile Unit – 3 <b>MS WORD I-</b> Over views of various Ribbons- paste special- formatting- usage of Font -Textbox- equations -line spacing – bullets- — page layouts-styles- header and footers – watermark-margins-indent- print preview-split -views- keyboard shortcut keys Unit -4 <b>MS WORD – II</b> Mail Merge- Macros- Designing a company letter pad- Time table – letter writing- overview of power point -preparation of company presentation – Unit – 5 <b>MS Power Point-</b> Creation of slides-Use of templates and slide designs for creating power point slides- use of drawings and graphics. Developing a Professional presentation on Business Plans, Institutions, Products. Power point shortcut keys					
<b>References:</b>					
<ul style="list-style-type: none"> <li>• Cox et all- 2007 Microsoft Office System Step-by- Step, First Edition, PHI.</li> <li>• David Whigam-Business Data Analysis Using Excel, First Edition, Oxford University Press.</li> <li>• Alexisleon, TMH, 2008, Enterprise resource planning.</li> <li>• The Oxford Hand Book of Internet studies, William.H.Dulton, Oxford.</li> </ul>					
Online learning resources/Virtual labs: <a href="https://www.coursera.org/specializations/excel">https://www.coursera.org/specializations/excel</a> <a href="https://www.coursera.org/specializations/everyday-excel">https://www.coursera.org/specializations/everyday-excel</a> <a href="https://www.coursera.org/learn/excel-basics-data-analysis-ibm">https://www.coursera.org/learn/excel-basics-data-analysis-ibm</a>					