Course Title: Information Technology Lab

Course Code : 17BA1LI   External Marks : 50
Lab/Practice : Lab   Internal Marks : 25
Credits : 2   Contact Periods : 4
Year/Semester : I year/I semester

Course Objectives

The objectives of this practical course seek:
1. Use of modules for training to enable capabilities with productivity tools including Word, Excel, Power Point and Access.
2. Use of Database tools to introduce the creation and manipulation of tables by which students can gain knowledge in commands like MySQL.
3. To enhance problem solving and programming skills in in accounting with 'Tally'.
4. To become familiar with Online Trading Systems.

Course Outcomes

The students shall be able to become:
1. Match with parts of 'Word' in 'windows', to create and save documents, to set pages, create headers and footers. And use various formatting features.
2. Demonstrate with parts of Excel window, to create and save a workbook with single and/or multiple worksheets, to apply operations on range of cells using built-in formulae, etc.
3. Develop with parts of PowerPoint win, to create and save a new presentation, apply design templates to a presentation, to insert, edit and delete a slide, etc.
4. Use the knowledge of in MS Access and do calculations and manipulations on a given project.
5. Experiment with locating and using information in relation to financial information, demonstrate ability to integrate and record knowledge through the use of 'Tally' and apply this knowledge in the financial markets.

1. Create your resume with covering letter and send to the different organizations in MS-Word.

2. Prepare presentations for mini projects assigned for course work of first semester.

3. Create a marks sheet for 10 students indicating marks of 5 subjects, average, remarks/ status of the student using excel

4. Spread sheet showing the monthly payments with changing interest rate over a period of loan. For example home loans and personal loans using excel.

5. Create a pay roll system of a company having different departments with temporary and regular contract employees using MS Access.

6. Different commands &queries (DDL, DML) in SQL.

7. Accounting package –Tally.

8. Introduction of online financial services including online trading systems, routers, Bloomberg, websites of regularity institutions like SEBI. Understand how a major industrial system works in trading, searching and downloading financial data.

Reference Books

1. Carl Chartfield PMP, MS office Project 2007 step by step, Timothy Johnson MCP, PHI Publications
2. Edward C Willett, Microsoft Office 2003 bible, Wiley dream tech Groff, SQL 2/e, The Complete Reference, TMH, 2003.
3. Nilesh Shah, Database Systems using ORACLE:A simplified guide to SQL & PL/SQL, 2nd
4. Ed, PHI.
5. Sandani tally9-.
6. Elaine Marmel, MS Office Project 2003 bible, Wiley Publications.
7. LynnnBeigh, Head first SQL, O'Reilly.
8. Mary Pyefinch, SQL from the ground up, TATA McGraw-Hill.