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SIDDHARTHA INSTITUTE OF TECHNOLOGY
(Autonomous)
Kanuru, Vijayawada – 520 007
(AICTE approved, NBA accredited and ISO 9001:2008 certified Institution)
(Permanent affiliation to JNTUK, Kakinada)
(Effective for students admitted into first year MBA in 2012-13)

BA2L1 –Information Technology

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

Text 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
3. Groff, SQL 2/e, The Complete Reference, TMH, 2003.
4. Nilesh Shah, Database Systems using ORACLE: A simplified guide to SQL and PL/SQL, Second edition, PHI.
5. Sandani tally9-.

References

1. Elaine Marmel, MS Office Project 2003 bible, Wiley Publications.
2. Lynnn Beigh, Head first SQL, O'Reilly.
3. Mary Pyefinch, SQL from the ground up, TATA McGraw-Hill.