

ACHARYA NAGARJUNA UNIVERSITY

REGISTRAR



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No. ANU/Acad./ Commerce/BoS(PG)/Minutes/2016,

Date: 04-8-2016.

PROCEEDINGS OF THE VICE-CHANCELLOR

Sub:- ANU – Academic – Board of Studies (PG) in Commerce & Management Studies – Minutes for the academic year 2016-17 – Approved – Orders – Issued.

Read:- 1. Minutes of the meeting of the Board of Studies (PG) in Commerce & Management Studies held on 08-7-2016.
2. Vice-Chancellor's orders dated 03-8-2016.

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ORDER:

The Vice-Chancellor, having considered the minutes cited under reference (1), has approved the following resolutions:

1. To introduce a new paper entitled "*Strategic Management and Business Policy*" in III semester of M.B.A., replacing the existing Paper-I of III semester "*Business Policy & Strategic Analysis*" and also to introduce another new paper entitled "*Business Analytics*" in IV semester of M.B.A., replacing Paper-I of IV semester "*Corporate Evolution and Strategic Management*", which will be come into existence from the batch of students admitted for the academic year 2016-17.
2. To revise the syllabus of Paper-V of M.Com. I Semester (CM 1.5) "*Information Technology for Business*" incorporating the list of practicals, and to conduct practical exams for 20 marks, theory exams for 50 marks and internal assessment for 30 marks, which will be come into existence from the batch of students admitted for the academic year 2016-17.
3. To authorize the Chairman, Board of Studies (PG) in Commerce & Management Studies, ANU to submit the list of experts for paper setting, valuation and selection committees.

(BY ORDER)


JOINT REGISTRAR
(ACADEMIC)

Encl.: Revised syllabus copy of M.Com. I Semester Paper-V:
"Information Technology for Business"

To

The Chairman, Board of Studies (PG) in Commerce & Management Studies, ANU.

Copies to:

The Principal, University College of Arts, Commerce & Law, ANU.

The Dean, Faculty of Commerce & Management Studies, ANU.

The Head, Dept. of Commerce & Business Administration, ANU.

The Co-ordinator, P.G. & Professional Courses (Exams), ANU.

The Controller of Examinations, ANU.

All the Principals of affiliated colleges of ANU area offering M.Com. & M.B.A. courses.

The In-charge, ANU Website - with a request to upload at appropriate place.

P.A. to Vice –Chancellor/Rector/Registrar, ANU.

CM: 1.5 Information Technology for Business
(Comes into force w.e.f the Academic year 2016-17)

Max marks: 100

Class Room performance (5Marks) + Attendance (5 Marks)-10 marks

Internal (written) -20 marks

Practicals – 20 marks

External (Written) - 50 marks

Unit I- Introduction:

Evolution of Computers- Generations; types of Computers- Hardware and software
– Types of software –Storage Devices data representation for Computers

Unit II- Computer Networks:

Types of Networks- LAN, WAN, MAN- Network Topologies- introduction to Internet- E- Commerce; ERP Evaluation and Growth

Unit III- MS Word & Excel

MS-Word: Creation of Document – Format Document – Text Editing and Saving
– Organizing information with tables and outlines – Mail merge – Index- Printing

MS Excel: Creating and Editing Worksheets – Cell Formatting – Creating and using formulas and functions – Use of Macros – Sorting and Querying data – Working with Graphs and Charts. **(Theory & Practicals)**

Unit IV -Power Point:

Features of power Point- Creation of slides – Use of templates and slide designs – Slide master- Animation Timings Action buttons **(Theory & Practicals)**

Unit V- : MS Access: Create Databases, Tables, Relationships – Create forms to enter data – filter data – use of queries in data manipulation – Generating Reports. **(Theory & Practicals)**

References:

1. Introduction to Computers and Communications, Peter Norton-Sixth Edition-Tata McGraw Hill, 2009.
2. V.Rajaraman – Introduction to Information Technology, Prentice Hall India, 2008.
3. Carver: Doing Data Analysis with SPSS 16.0, 3/e, Cengage, 2009.
4. George: SPSS for Windows Step by Step, 6/e, Pearson Education, 2009.
5. Cox et all – 2007 Microsoft Office System Step – by – Step, First Edition, PHI, 2007.
6. Winston-Microsoft Office Excel 2007 Data Analysis and Business Modeling, First Edition, Prentice Hall India, 2007.
7. Anita Goel, “Computer Fundamentals”, Pearson.
8. Sanjay Saxena & P Chopra, Computer Applications in Management, Vikas.

15/7/16
Chairman, Board of Studies in
Commerce & Business Administration
Acharya Nagarjuna University