TECHNICAL SKILLS FOR BUSINESS MANAGEMENT LABORATORY

I Semester: MBA								
Course Code	**Category**	**Hours / Week**			**Credits**	**Maximum Marks**		
		L	**T**	**P**	**C**	**CIA**	**SEE**	**Total**
CMBC13	**Core**	0	0	2	1	30	70	100
Contact Classes: Nil	**Tutorial Classes: Nil**	**Practical Classes: 28**				**Total Classes: 28**		

I. COURSE OVERVIEW:

The principle aim of the course is to help the students gain a well-rounded introduction to it for manager's laboratorylearning and its significance in their day to day life. Moreover, the course pays special attention to develop understand and implement computer programs in the areas related to algorithms, system software, multimedia, web design, big data analytics, and networking for efficient analysis and design of computer-based systems of varying complexity., career building and different methods of jobsearching.

II. COURSE OBJECTIVES:
The students will try to learn:

I. The application of statistical tools to research problem / projects.
II. The statistical tools for decision making.
III. Hands on experience in working with MSExcelforhypotheses testing.
IV. Different types of formulas and functions in MSExcel.
V. The results report preparation for better decision making.

COURSE OUTCOMES:
After successful completion of the course, students will be able to:

CO 1: Narrate the functions in MS-Office to prepare presentations.
CO 2: Analyzestatistical packages to evaluate organizational data.
CO 3: Identify, formulate, and solve managerial problems by creating templates.
CO 4: Ability to apply management fundamentals in working with data.
CO 5: Summarize various formats in business instructions.
CO 6: Enhance the knowledge of contemporary issues securing data from external sources.
CO 7: Examine the impact of managerial solutions in a global, economic, environmental, and societal context.
CO 8: Illustrate various parts of corporate reports and business proposals.
CO 9: Discuss the strategies of self-analysis to build a better career.
CO 10: Ensuring measures of dispersion for data analysis.

IV. SYLLABUS:

WEEK-1	INTRODUCTION TO STATISTICAL PACKAGES

MS - EXCEL/SPSS: Introduction, uses, functions and features of Statistical Packages, Getting started with excel/SPSS.

WEEK-2	HIGHLIGHTS AND MAIN FUNCTIONS

Home, Insert, page layout, formulas, Data, review, view, add-inns, Using help function, Customizing the Quick Access Toolbar.

WEEK-3	INTRODUCTION TO CREATING AND USING TEMPLATES

Entering, Editing, Copy, Cut, Paste, Paste Special, Formatting Data and Using the Right Mouse Click, Saving, Page Setup, and Printing, Using Headers and Footers.

WEEK-4	BASICS OF WORKING WITH DATA

Manipulating Data, using Data Names and Ranges, Filters and Sort and Validation Lists.

WEEK-5	USING AND FORMATTING TABLES

Using and Formatting Tables, Basic Formulas and Use of Functions, Data Analysis Using Charts and Graphs, Managing, Inserting, and Copying Worksheets.

WEEK-6	DATA FROM EXTERNAL SOURCES

Securing the Document, Advanced Formulas and Functions, Worksheet Features, Data Analysis using Pivot Tables and Pivot Charts.

WEEK-7	DATA ANALYSIS -I

Tabulation, bar diagram, Multiple Bar diagram, Pie diagram, Measure of central tendency: mean, median, mode.

WEEK-8	MEASURE OF DISPERSION

Variance, standard deviation, Coefficient of variation. Correlation, regression lines.

WEEK-9	DATA ANALYSIS -II

T-test, F-test, ANOVA one-way classification, chi square test, independence of attributes.

WEEK-10	TIME SERIES

Forecasting Method of least squares, moving average method. Inference and discussion of results.

WEEK-11	VARIOUS FORMATTING STYLES IN LaTeX-PART - I

Using LaTeX to create project certificate. Features to be covered: - Formatting Fonts in word, Drop Cap in word.

WEEK-12	VARIOUS FORMATTING STYLES IN LaTeX-PART - II

Applying Text effects, Using Character Spacing, Borders and Colors, Inserting Header and Footer, Using Date and Time option in LaTeX.

WEEK-13	GRAPHICS AND TABLES IN LaTeX-PART - I

Create LaTeX documents with images and image caption at centre alignment

WEEK-14	GRAPHICS AND TABLES IN LaTeX-PART - II

Table with thick border and tablecaption with centre alignment, row height, and content with cell centre alignment.

Text Books:

1. Gross Debra, "Succeeding in Business with Microsoft Excel - 2013: A Problem Solving Approach", Cengage Learning, 1st Edition, 2014.
2. Paul Mcfedries, "Excel 2013 Formulas and Functions", Pearson Education, 1st Edition, 2013.
3. Dodge Mark, Stinson Craig, "Microsoft Excel 2013 Inside Out", Prentice Hall of India, 1st Edition, 2013.

Reference Books:

1. Giridhar Joshi, "Management Information Systems", Oxford University Press, Revised 1st Edition, 2013.
2. Lisa Miller, "MIS Cases: Decision Making with Application Software", Pearson Education, Revised 1st Edition, 2011.
3. Guy Hart Davis, How to do everything with Microsoft Office Excel, Tata McGraw Hill, Revised 1st Edition, 2010.

Web References:
1. http://www.abebooks.com/servlet/SearchResults?isbn.pdf. 2. http://www.amazon.in/Succeeding-Business-Microsoft-Excel-2013 3. http://ctan.org/pkg/bibtopic
E-Text Books:
1. http://www. http://www.chegg.com/textbooks/succeeding-in-business 2. http://www.cengage.com.au/product/title/succeeding-in. 3. http://www.amazon.com › … › Computers & Technology ›Software 4. http://www books.google.com › … › Desktop Applications ›Spreadsheets