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| **Program: Bachelor of Management Studies (2023-24)** | **Semester: I** |
| **Course: Information Technology in Business Management I** | **Course Code:**  |
| **Teaching Scheme** | **Evaluation Scheme** |
| **Lecture (Hours per week)** | **Practical (Hours per week)** | **Tutorial (Hours****per week)** | **Credit** | **Continuous Assessment (CA)**  | **Semester End Examinations (SEE)**  |
| **2** | **-** | **-** | **2** |  **20**  | **30** |
| **Learning Objectives:**1. Understand the role of information technology in modern business management
2. Acquire basic knowledge of web development technologies
3. Recognize importance of statistical data and its trendline in business decision making
4. Identify common threats and understand the data protection regulations
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| **Course Outcomes:**After completion of the course, learners would be able to:CO1: Discuss the role of e-commerce in the modern digital landscapeCO2: Demonstrate proficiency in utilizing data analysis tools and add-ins available in Excel CO3: Apply security objectives to protect and safeguard business information and assets |
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| **Outline of Syllabus: (per session plan)** |
| **Module** | **Description** | **No of Hours** |
| 1 | Fundamentals of Information Technology | 10 |
| 2 | Data Analysis | 10 |
| 3 | Security, Data Privacy, and Protection | 10 |
| **Total** | 30 |
| **Practicals** | **-** |

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| **Unit** | **Topic** | **No. of Hours** |
| **Module 1** | **Fundamentals of Information Technology**Chapter 1: Computer Hardware and Software* Basics of computer hardware
* Computer software - Operating system, Application software and system software, Types of operating system, Functions and objectives of operating system
* Working with Windows and Linux operating system (Basic commands on cmd)

Chapter 2: Networks and Communication Technologies* The Internet, Intranet and Extranet
* Data transfer over the internet
* Basics of computer networks, types of networks and network topologies
* Network protocols (TCP/IP, OSI, WiFi, Ethernet)

Chapter 3: Web Technologies and Applications* World Wide Web
* Client server architecture
* Web development technologies - HTML and CSS
* Building and hosting websites
* Ecommerce and online businesses
 | 10 |
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| **Module 2** | **Data Analysis**Chapter 1: Statistical Analysis and Forecasting* Role of statistics in business decision making
* Statistical functions in excel
* Using excel charts for visualizing statistical data - box plots, histograms, scatter plots
* Adding trendlines and data labels
* Creating and evaluating forecasts in excel

Chapter 2: Excel Data Modelling and What-If Analysis* Importance of data-driven decision making
* Hide and goal seeking
* What-If analysis
* Data analysis tools and add-ins
 | 10 |
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| **Module 3** | **Security, Data Privacy, and Protection**Chapter 1: Data Privacy and Protections* Overview of data privacy and protection regulations (GDPR, HIPAA CCPA)
* Risks and consequences of data breaches
* Data backup and recovery
* Data retention and destruction
* Setting permission and restrictions on file access

Chapter 2: Security in cyberspace* Security objectives
* Threats and cybercrimes
* Enabling security through cryptography, firewalls, VPN, and SSL
* Cybersecurity measures and best practices for businesses
 | 10 |

**Note:**

**A case study based on Excel is mandatory.**

**This must be included as the Internal Assignment for students**

 **Textbook:**

1. Computer Fundamentals, V. Rajaraman, PHI
2. Microsoft Excel 2019 All-in-One for dummies, Greg Harvey, Wiley

 **Reference Books:**

1. Fundamental of Information Technology, Srivastava Cheton
2. Network Security William Stallings, Prentice Hal
3. Computer Networks Forouzon, Tata McGraw-Hill
4. Introduction to CyberSecurity : Guide to the World of CyberSecurity
5. Data Privacy: Principles and Practice, William Stallings and Lawrence Brown

**Total Marks allotted: 50 marks**

1. **Details of Continuous Assessment (CA)**

40% of the total marks per course.

Marks allotted for CA is **20 marks.**

Breakup of the 20 Marks is as follows:

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| **Continuous Assessment** | **Details** | **Marks** |
| **Component 1 (CA-1)**  | Internal class test (online or offline)* 2 Class tests will be taken for each course
* Marks scored will be computed as the Average of the marks scored by the learner in the 2 Class tests carrying 10 Marks each
 | **10 marks** |
| **Component 2 (CA-2)** | Presentations/Project Work/ Viva-Voce/ Book Review/ Field visit & its presentations/ Entrepreneurship Fair/ Documentary filming/ Assignments/ Group Discussions Etc. | **10 marks** |

**b) Details of Semester End Examination (SEE)**

60% of the total marks per course.

Marks allotted for SEE is **30 Marks.**

Duration of examination will be **One Hour.**

**QUESTION PAPER FORMAT**

 All Questions are compulsory

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| **Q. No.** | **Particulars** | **Marks** |
| Q.1. | 1. Answer in brief

OR B) Answer in brief |  8   |
| Q.2. | 1. Answer in brief

OR B) Answer in brief |  8   |
| Q.3. | 1. Answer in brief

OR B) Answer in brief |  8   |
| Q.4. | Case study/application based questions |  6 |

 

Signature Signature

(Program Chairperson & Vice Principal) (Principal)