Indian Institute of Management Indore

Executive Post Graduate Program in E-GOVERNANCE

2013-14

Title of the Course: IT Lab   **Credits: 4**

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COURSE DESCRIPTION AND OBJECTIVES:

This course IT Lab aims at equipping the participants with essentials so that they can use computers and communication technology for attaining their managerial objectives. The course will empower them in end-user computing. It will help them in building skills using popular, widely available & well-accepted spreadsheet, and database management to support the processes of decision-making in various functional areas of management. This course also covers the fundamentals of database management systems

PEDAGOGY:

Demonstrations, Lectures, and Lab exercises
All Students are expected to bring their laptops to class for sessions 1 to 11 and also for the last 3 sessions.

EVALUATION:

Component	Weightage
Mid-term	30%
End term	70%
Total	**100%**

TEXT BOOK:
Recommended Reading

Database Systems Concepts 6th Edition
Author: Abraham Silberschatz, Henry F. Korth, S. Sudarshan
Publisher: Tata McGraw-Hill Education (2011)

SCHEDULE OF SESSIONS:

Module 1: Basic Excel Skills

Module Objective(s): Learn basic excel skills.

Sessions 1: Sorting, Formatting
Sessions 2: Graphing
Sessions 3: Functions (String, Math and Error Functions)
Sessions 4 & 5: HLookup &Vlookup

Sessions 6: Advanced Functions (Match, Index)
Sessions 7: Data table, Conditional Formatting

Module 2: Advanced Excel Skills
Module Objective(s):Learn advanced excel skills

Sessions 8: Pivot Table, What If analysis,
Sessions 9: Import data into excel, Data Analysis Tool Pack
Sessions 10: Solver, Goal Seek
Sessions 11: Macros (recording)

Module 3: DBMS Concepts

Module Objective(s):To provide an understanding of database concepts and its use in querying and reporting.

Session 12: Introduction to database systems
Readings: Slides will be given in class

Session 13: Database Design and the E-R Model
Readings: Slides will be given in class

Session 14: Relational Database Design
Readings: Slides will be given in class

Session 15: Storage and File Structure
Readings: Slides will be given in class

Session 16: Transactions& Concurrency Control
Readings: Slides will be given in class

Session 17: Data Recovery
Readings: Slides will be given in class

Session 18, 19 & 20: SQL querying (Using Microsoft Access)
Readings: Slides will be given in class