

**SWARNANDHRA COLLEGE OF ENGINEERING AND TECHNOLOGY
(AUTONOMOUS)
SEETHARAMPURAM, NARSAPUR-534280, WG - DT, AP
DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION**

TEACHINGPLAN

Course Code	Course Title	Year / Sem.	Branch	Hr/week	Academic Year	Semester Start Date
20MB2L02	IT Lab(Spread sheets and SQL)	I/II	MBA	6	2024-25	02-02-2026

S.NO	EXERCISE/PROGRAM	Proposed Number Labs
EXERCISE-1		
1	Introduction to Information Technology, Classification of Software.	1
EXERCISE-2		
2	Basics of MSWord.	1
EXERCISE-3		
3	Basics of MS PowerPoint.	1
EXERCISE-4		
4	The MS Excel Interface	1
EXERCISE-5		
5	Formatting cells, Data Entry-Inserting, Deleting, Selecting in Excel.	1

EXERCISE-6		
6	Copying, Cutting and Pasting.	1
EXERCISE-7		
7	Methods of Applying Formulas and Basic Calculations.	1
EXERCISE-8		
8	Conditional Formatting, Cell Referencing and Addressing.	1
EXERCISE-9		
9	Conditional Functions, IF Functions, Lookup Functions in Excel.	1
EXERCISE-10		
10	Sorting and Filtering Data in Excel.	1
EXERCISE-11		
11	Demonstrating Statistical Functions and Financial Functions in Excel.	1
EXERCISE-12		
12	Different Types of Charts Preparation and representation	1
EXERCISE-13		
13	Introduction to SQL- SQL Commands	1
EXERCISE-14		
14	Data Types, Creating Tables in Excel.	1

EXERCISE-15

15

SQL Constraints, Functional Queries.

Lab Internal Examination


Faculty


Head of the Department


Principal