



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
Maulana Azad College



8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA

Phone: 033 2249-3737/2226-7814 e-mail: maulanaazadcollegekolkata@gmail.com

Website: <https://maulanaazadcollegekolkata.ac.in>

Summary Report, Meeting Notice, Meeting Resolution, Course Brochure
/Curriculum, Course outcomes, Evaluation procedure, Sample Certificate

13. Information Technology & Its Application in Business

Summary Report

Course Name: **Information Technology & Its Application in Business**

Course Code: **AD-BCOM-20-21-01**

Organizing Department: **Department of Commerce**

Course Duration: **30 Hours (04.01.2021 - 15.02.2021)**

No. of Enrolled Students: 60

No. of student completed the course: 60

Course Objectives:

The primary objectives of the course are:

- To provide a comprehensive understanding of the role of IT in business operations.
- To develop proficiency in using various IT tools and applications relevant to business activities.
- To enhance analytical and problem-solving skills using IT solutions.
- To prepare students for the IT-driven business world by imparting practical knowledge and hands-on experience.

Learning Outcomes: By the end of this course, students should be able to:

- Describe the fundamental components of IT systems, including hardware, software, and networks.
- Explain how IT infrastructure supports business operations and strategies.
- Identify business challenges and propose IT-based solutions to address them.
- Understand the process of implementing and managing IT projects in a business context.
- Assess current IT trends and their implications for businesses (e.g., cloud computing, big data, AI).
- Evaluate the strategic role of IT in gaining competitive advantage and driving innovation.
- Discuss the importance of IT governance, risk management, and security practices.



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Departmental Meeting Notification

Department of Commerce
Maulana Azad College
8, Rafi Ahmed Kidwai Road, Kolkata-700013


Notice:

Date: 14.11.2020

A departmental meeting will be held in online mode via Google meet platform on 15th November, 2020 at 5.30 p.m. to discuss the following agenda. All faculties are requested to attend the meeting positively.

Agenda:

1. Selection of course coordinator(s).
2. Syllabus formation.
3. Evolution procedure.
4. Issue of certificate


Associate Professor & Head
Department of Commerce
Maulana Azad College
Govt. of West Bengal
Kolkata- 700013

Department of Commerce




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Departmental Meeting Resolution

As per notice dated 14th November, 2020, the departmental meeting held on 15.11.2020 in online mode at 5.30 p.m. All faculty members were joined the meeting timely.

The HOD starts the meeting with the following:

The rapidly evolving business landscape necessitates the integration of Information Technology (IT) to enhance efficiency, competitiveness, and innovation. Recognizing this, Maulana Azad College, Kolkata, has introduced a 30-hour add-on course titled “Information Technology & Its Application in Business” for B.Com. students.

This course aims to equip students with the essential IT skills and knowledge required to thrive in the modern business environment.

All the teachers agreed unanimously for smooth running of the proposed ADD-ON courses to enhance the skills our students.

Selection of course coordinator(s).

After detail discussion, the department has decided that the teachers of this department will act as ADD-ON course coordinator as per following:

Sl. No.	Course Code	Course Coordinators	Duration	Total Hours
1	AD-BCOM-20-21-01	Dr. Keshab Chandra Sinha	04.01.2021– 15.02.2021	30

Evaluation Process:

It has been resolved that the evaluation process consist of the following.

- Question preparation (Theory): Full Marks 100
- For practical paper time of examination 3 Hours.
- Evaluation of answer scripts and Tabulation as decided by the coordinator.



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o **Grade and Marks as per following table:**

Grade Scale	Grade	Performance Indicator
90-100	AA	Outstanding
80-89	A+	Excellent
60-79	A	Very Good
40-59	B	Satisfactory
< 40	D	Disqualified

Issue of Certificate: It has been unanimously decided that

- o Certificates will be issued to students upon successful completion of the courses.
- o The design and content of the certificates will be overseen by the course coordinators.

Syllabus formation:

Module 1: Information Technology and Business [8 Hours]

Date and Information, types of Information System- Transaction Processing System (TPS), Management Information System (MIS), Decision Support System (DSS), Knowledge Management System (KMS) and their implementation at managerial levels

Module 2: Data Organisation [6 Hours]

Character, field, record, file and database, types of data processing systems, File Organizations

Module 3: Database Management System [6 Hours]

Concept of database management system (DBMS), definition, importance of DBMS, important terms of database, types of database, , types of database, basic ideas of Data Warehouse and Data Mining Big data analysis- Concept.

Module 4: Internet and Its Applications [8 Hours]

Meaning of Internet, IPAddress, URL, Domain Name System, Internet Protocols - TCP/IP, UDP, FTP, TELNET[brief ideas only], HTML, DHTML AND XML [Concepts only], Ethical Hacking, Cloud Computing, Mobile Computing, Internet of Things, Ethical issues in Social Networking



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Permission of HOI

The Principal

Date: 16.11.2020

Maulana Azad College, Kolkata

Respected Sir,

This is to convey that the Department of Commerce, Maulana Azad College, has resolved in an online meeting held on 15.11.2020 that an add-on course for the students of Commerce department will be conducted from 04.01.2021 - 15.02.2021 on '**Information Technology & Its Application in Business**'. The details of the proposed course are attached. We Shall remain grateful if you very kindly give permission to pursue the aforesaid course.

With regards,

Yours Faithfully,

Associate Professor & Head
Department of Commerce
Maulana Azad College
Govt. of West Bengal
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Principal
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Sample Certificate

 *Maulana Azad College* 

8, Rafi Ahmed Kidwai Road, Kolkata-700013, India.

No. -----

Course Completion Certificate

*This is to certify that -----, bearing Enrollment No. -----
has actively participated and successfully completed 30 hours add-on course on
“Information Technology & Its Application in Business” organized by the Department of
Commerce in association with IQAC, in the period 4th January, 2021 to 15th February, 2021
and secured grade ----.*


Course Coordinator


IQAC Coordinator


Principal




Principal
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Kolkata-13