Roll No. ☐☐☐☐☐☐☐☐☐☐☐☐ **Total No. of Pages : 03**

Total No. of Questions : 15

MBA/MBA(IB) (2012 & Onward) (Sem.–1)

INFORMATION TECHNOLOGY FOR MANAGEMENT

Subject Code : MBA-107

Paper ID : [C0107]

Time : 3 Hrs. **Max. Marks : 60**

INSTRUCTION TO CANDIDATES :

1. **SECTION-A contains SIX questions carrying FIVE marks each and students has to attempt any FOUR questions.**
2. **SECTIONS-B consists of FOUR Subsections : Units-I, II, III & IV. Each Subsection contains TWO questions each carrying EIGHT marks each and student has to attempt any ONE question from each Subsection.**
3. **SECTION-C is COMPULSORY carrying EIGHT marks.**

SECTION-A

1. Explain the various network communication devices.

2 Define application and system software.

3 Explain the Octal Number System.

4 Explain various formatting features in MS Excel.

5 Explain the feature of forms in MS Access.

6 Discuss the Block structure of a computer.

SECTION-B

UNIT-I

7 Discuss the characteristics and classifications of computers.

8 Discuss various storage devices in detail.

UNIT-II

9 What do you understand by the term Internet? Discuss the applications of the internet.

10 Discuss the advantages and limitations of various programming languages in detail.

UNIT-III

11 Discuss in detail the advantages of MS Word by discussing the various important features of MS Word.

12 Discuss the use of MS PowerPoint. Explain in detail various steps involved in making a presentation more effective and presentable.

UNIT-IV

13 Explain in detail the steps required for creating queries and reports in MS Access.

14 Explain the term DBMS. Discuss in detail, the applications of DBMS in the present business scenario.

SECTION -C

BUDGETING USING MS EXCEL

Case Study

15 A small private sector firm employed not more than 1000 people and was spread over two adjacent cities. It had deployed Intranet to facilitate communication across the firm.

Problem :

The firm had problem in preparing the budget and forecasting annually. The issues arose due to manual budgeting process followed by the firm, in which several human resources from finance department were engaged for several weeks. Since the firm had multiple offices in several locations of the two cities, it made the process of data collection difficult. Also budgeting was impacted due to this, adding to the complexity of distribution across different locations, which was manual. Further revisions in the budget were slowed down due to slow collection of corrections proposed in the budget and finalising the same. This process was costly due to large number of days for which the finance department was engaged (and worked overtime for several days), courier charges for reception and distribution, untimely delivery, and hence lower quality of the prepared budget. The firm was thus looking for a technology which could be centrally and easily shared and reflect the changes made individually.

Solution :

The firm chose Microsoft Excel based spreadsheet to aid in budgeting process and consolidate the information from different locations of the firm into the master budget. One reason for the choice was ease of availability, usage and highly cost effective compared to other possible solutions. The finance department used formulas embedded in the excel workbook for budgeting calculations, and links to input data from different sources. The workbook could easily be shared across the firm which removed the transportation charges. Also the facility of protecting the workbook by inserting a-password prevented its misuse by unwanted users. And the department could easily track changes in the excel book made by any department This facility of tracking changes and sharing reduced the time, man hours spent to develop the budget and cost to prepare the same drastically. This application also allows the firm to generate reports and statements required by the firm throughout the year and-not just at the closing or start of a financial year. This not only saved the time, but also the cost and labour input of the firm. At the same time, it increased the accuracy of the budget as well.

Questions :

1) What are the issues faced by the firm in the above case?

2) If you are the finance manager in the firm, what solution would you propose in such a situation?

3) Do you think MS Excel is the appropriate solution in the case? Justify your answer.

4) What if the data increases manifold or the firm spreads nationally across several situations? Do you think the solution offered by MS Excel would still be feasible?