

## CENTER FOR DATA ANALYSIS AND MANAGEMENT



The official definition provided for data management by DAMA (The Data Management Association) International, the professional organization for those in the data management profession, is: "Data Resource Management is the development and execution of architectures, policies, practices, and procedures that properly manage the full data lifecycle needs of an enterprise." SMS, through its Center for Data Analysis and Management, endeavors to prepare

professionals who fulfill the requirement and contribute towards the growth of their organization and the industry.

School of Management sciences which has been awarded more than once, by World HR Congress and other such bodies, for its industry centric, innovative curriculum, is the leader in designing and implementing course curriculum as per industry requirement. Center for Data Analysis and Management has been instituted to proactively design and implement programs, which prepare the student managers for the industry. The programs, contents, and curriculum are dynamic in nature and keep the best interest of student and the industry in mind. The practical, case oriented, workshop based training methodology ensures that concepts are well understood and competency to implement them in real life situation is developed.

The center focuses in imparting skills in database analysis and management, but SMS has set its objective at providing human resources to the industry, with best professional competency, the center has programs to develop other computing skills necessary for managers. Skills in project management software, MS-Project, or Personal Information Management and productivity management software like MS-Outlook, Presentation software MS-Power Point and Word processing software – MS-Word.

The center is coordinated and managed by Mr. Krishna Kant Bajpai, Reader in Management and General Management (Systems). Mr Bajpai has extensive industry, IT and academic experience of over 20 years and has designed and implemented many corporate training programs in the field of IT and Management.

# IT COMPETENCY DEVELOPMENT PROGRAM (ITCDP) FOR MANAGERS

## ITCDP-1

Entry Profile: Competency to work in Windows, basic understanding of Microsoft Office interface

S.N.	Module		Content	Hrs.	26
1	1	Start with MS-Word	Introduction to IT for managers, MS-WORD, functionality, Creating a Basic Document, Editing a Document, Formatting Text in a Word Document, Formatting Paragraphs in a Word Document, Inserting Tables in a Word Document, Inserting Special Characters and Graphical Objects, Managing Lists, Creating Customized Formats with Styles and Themes, Automating the Mail Merge, Collaborating on Documents, Adding Reference Marks and Notes, Securing a Document	2	The content shall referred to during the course of the program
2	2	Start with Excel	Introduction to Excel 2010 , Excel Rows and Columns, Enter text and numbers in a Cell, Edit text in a Cell, Centre text and numbers, Font Formatting, change the colour of a Cell, Saving work, Currency Symbols, Merge Cells AutoFill in Excel 2010, Simple Addition Formula, The SUM Function, Copy and Paste, Paste Special, Multiply in Excel 2010 Add a Comment to a Cell	3	
3	3	Functions	The Average Function, The Date Function, Time Functions in Excel, A TimeTable Project , Financial Functions, VLOOKUP, HLOOKUP	4	
4	4	Macros	Creating Macro, Using the macro recorder	1	
5	5	Conditions Logic in Excel	The IF Function, Conditional Formatting, CountIF, SumIF	6	
6	6	Creating Charts	Inserting a Chart, Overview of the Chart Tools Tab, Understanding the Parts of a Chart, Changing the Chart Style, Resizing and Moving the Chart	6	
7	7	Smart Art & Objects	Inserting SmartArt, Adding Text to a Diagram, Resizing and Moving the Diagram, Resetting the Diagram, Adding Pictures from Your Computer, Adding Clip Art, Adding Text Boxes, Drawing Shapes, , Inserting Drawing Objects, Object Linking and Embedding, About the Contextual Tabs	4	

## ITCDP-2

Entry Profile: Having experience of using Excel, thorough understanding of excel environment  
(Competency in ITCDP-1)

S.No.	Module	Topic	Content	Hrs.	26
1	1	Personal Information Manager (MS-Outlook)	Using the Outlook 2010 Ribbon, <b>Getting Started</b> , The program window, The Help system, The To-Do Bar, <b>E-mail</b> -E-mail accounts, E-mail messages, Address Books, E-mail and Contact Management, <b>Working with tasks</b> - Managing tasks, Appointments and Events, Calendar Snapshots, Meeting Requests and Responses, Customizing Outlook, Personal folders, The organize panel, Signatures, Voting buttons, <b>Folders</b> - The notes folder, The journal folder, The calendar folder, The contacts folder	3	
2	2	Managing, Grouping & Outlining Data	Transporting Data from Rows to Columns, Using the Text to Columns Feature, Checking for Duplicates, Creating Data Validation Rules, Consolidating Data Grouping Data, Adding Subtotals, Viewing Grouped and Outlined Data	3	
3	3	Data Processing	Data Tables, Absolute Cell References, Named Ranges	4	
4	4	Pivot Tables & Pivot Charts	Using the PivotTable Wizard, Rearranging PivotTables , Using the PivotTable toolbar, Creating PivotCharts, Using Slicers to manipulate PivotTables	6	
5	5	Using Analytical Options	Using Goal Seek, Using the Solver add-in, Working with scenarios, Creating and saving scenarios, Viewing scenarios	6	
6	6	Using Data Validation & Database Function	Data Forms, Drop Down Lists, Adding Customized Error Messages, Setting criteria for entry of text, values and dates, DSUM, DAVERAGE, DCOUNT	3	
7	7	Misc. Features	Web Integration, Hyperlinks, Reference other Worksheets	1	

## ITDCP-3

### Workshop in Business Modeling

Entry Profile: Competency in ITDCP-1 & ITDCP-2 Module & Selection after screening (Batch Size 24)

24

1	Day 1	Functions & Techniques Revisited	Range Names, Lookup, Index, Match, Various functions, Data Validation and Analytical Tools
2	Day 2	Model Case 1 & 2	Model Cases demonstrated discussed and walked through the session
3	Day 3	Model Case Exercise in Groups	Model Cases given to Group of participants for solution
4	Day 4	Presentation	Group Presentations

## ITDCP-4

### Workshop in MS-Project

Entry Profile: Competency in MS-Office product usage and Project Management Concepts & Selection after screening (Batch Size 24)

24

1	Day 1	Introduction to Project management & working with tasks	Introduction, Why use Project Management Software? , What is Microsoft Project?, Overview of Microsoft Project, Menus, Toolbars, Getting Help within Microsoft Project, Context Sensitive Help and Help Index, Wizards, Scheduling, Developing the WBS and Outlining, Creating Tasks and Milestones, Defining Durations, Making Dependencies, Entering Constraint Dates for Tasks, Managing Schedule Conflicts, Changing the Work Time (Calendars), Class Exercise #1 - Setting up and Planning Your First Project
2	Day 2	Schedules and Network Diagrams	Working with the Schedule, Using and defining Filters, Changing Views, Using the Network Diagram, Working with Tables, Using the Global File and the Organizer to set standards and exchange Views, Customizing Microsoft Project, Class Exercise #2 - Working with your schedule
3	Day 3	Resource Management & Tracking	Resources, Defining Resources, Assigning Resources, Identifying Resource Conflicts using the many Resource Views, Managing Resource Conflicts, Class Exercise #3) - Assigning and Managing Resources, Tracking Projects, Setting the Baseline, Setting the Status Date, Updating the Project, Rescheduling the Project, Comparing the Baseline Plan vs. the Current Plan
4	Day 4	Reports, Views and Multiple Project Handling	Reporting, Printing Views, Printing Reports, Multi-Project Planning, Consolidating Project Schedules, Integrating Multiple Projects (creating cross-project dependencies), Managing Resources across Multiple Projects (creating and using Resource Pools), Class Exercise #4 - Updating, Reporting and Working with Multiple Projects