MALLA REDDY COLLEGE
OF ENGINEERING & TECHNOLOGY
(AUTONOMOUS INSTITUTION - UGC, GOVT. OF INDIA)

PREFACE *for*

INFORMATION TECHNOLOGY FOR MANAGERS

(I YEAR I SEMESTER)

MBA

SCHOOL OF MANAGEMENT STUDIES
AUTONOMOUS

ICET CODE MLRD

PREFACE *for*

INFORMATION TECHNOLOGY FOR MANAGERS
(I YEAR I SEMESTER)

Academic Year   : 2020-21
Name of the Subject   : INFORMATION TECHNOLOGY FOR MANAGERS
Prescribed Textbook   : Computer Applications in Management Sanjay Saxena and Prathpreet Chopra, Vikas Publishing, A First Course in Computers (Based on Windows 8 and Ms-Office 2013), Sanjay Saxena, Vikas Publishing
Nature of the Subject   : Common Paper

COURSE AIM

It helps the students to enhance the knowledge in system applications and to be a technical expertise in domain. It creates the awareness of technology impact in decision making and its significance in business management.

COURSE OUTCOME

It provides basic knowledge about software which can aid to advance student's presentation skills by using technological tools like MS-Word, MS-Excel and MS-PowerPoint. It also helps students to understand the flow of information through various network systems for better communication, usage of Smart tools and applications in recent trends.

UNIT-I: SOFTWARE CONCEPTS

Types of software – Software: its nature and qualities – Operating Systems - features of Microsoft Windows and Linux.

Objective   To provide the familiarity of basic hardware and software components of computer technology.

Outcome   To understand the basic things to identify for the use of computer technology.

Overview   It is necessary to learn types of software which exhales the knowledge of students while they work on system. It needs upgrade version to do work more accurate and speedy. The main aim of this unit to have a better understanding about operating systems that plays a key role in any category of Personal Computer. This unit explains the different hardware and software mechanism and operating systems. After completing this unit student can have the basic knowledge about the computers and its usage with its peripheral devices.

UNIT-II: MS OFFICE- APPLICATIONS

MS Word in Business Correspondence: letters, tables, mail merge, labels. Applications of MS Excel: Graphs and Charts – Calculation of various financial functions.

Objective   To facilitate the compatibility of student for computer usage in their professional way.

Outcome   The students are able to use the computer to perform various functions like creating documents, graphs, mails etc.,

Overview   In today's world to convey message to business units required technology which performs faster than postcard. So, word helps in documentation, mailing, and

converting into tabular format of all information.   Excel helps all calculation parts by using different inbuilt functions and it provides in a graphical presentation too. This unit helps student to communicate in a very professional way through technical edges and also perform certain functions for effective data modulation.

UNIT-III: MS-POWER POINT

Introduction – Toolbar, their Icons and Commands – Navigating in Power point - Creation of slides, animation, and templates - Designing Presentations – Slide show controls – Making notes on Pages and Handouts – Printing Presentations – Customizing Presentations - Auto content Wizard.

Objective   To enhance the presentations skills via computer technology.
Outcome   The students are able to use different functional keys for improvement of their presentations.
Overview   Even if you have plenty of thoughts of the content, this unit helps you to beautify your thoughts in a presentation mode. It gives foreground presentation to perform in an effective manner of your ideas by using slides, animations, slideshows, and making of notes. In view of business presentation your can exhibit product details, sales forecasting, sales performance, employee performance, financial performance, etc.

UNIT-IV: COMPUTER NETWORKS

Overview of a Network – Communication processors – Communications Media – Types of Network – Network Topologies- Network protocols – Network Architecture. Recent developments.

Objective   To give knowledge about various phases in the computer networks and its significance.
Outcome   It can develop ideas relating to the technology and communication edge with different external ends.
Overview   It provides enormous knowledge on networks communication to understand centralized, distributed or collaborative computing. The student can easily understand the basic concepts of workstations or terminals, data sharing, hardware sharing resources sharing or network sharing. It can also provide a distinguished knowledge on LAN, WAN, WLAN, MAN, SAN, CAN, PAN, etc.

UNIT-V: SMART TOOLS & APPS

Mobile Banking, smart cards, Pay TM, On-line payment Apps, Knowledge and Information Sharing Apps, Digitisation, IOT, Hot Spot, Cloud based Services, Big Data Analytics features.

Objective   To create awareness about the upgraded technologies in the present world.
Outcome   The students gain knowledge about business related apps and online technology computer technology.
Overview   It provides the basic awareness on various apps related to banking and sales.
Students are able to know how to utilise the services provided by different organisations in safe and secured environment.