MBA I Year	MBA-C108		Semester-I		
	Computer Applications In Management				
Time Allotted for End Semester Examination	Marks Allotted for Internal Assessment	Marks Allotted for End Semester Examination (ESE)	Maximum Marks (MM)	Total Credits	Maximum Hours
3 Hrs.	**30 (20+10)**	**70**	**100**	**03**	**40**

OBJECTIVE: The purpose of this paper is to develop a basic understanding of computers & management information system and their use in the business organizations. The students are required to know only basics of hardware and software.

- Evolution of Computers, Computer Generations, Basic Computer organization, Classification of Computers. Lab **(1 hour)**   **(7 hours)**
- Input Devices, Processor and Memory Hierarchy. Read Only Memory. Ram, Rom and CPU Interaction. Types of Secondary Storage Devices. Magnetic Tape. Magnetic Disk. Types of Magnetic Disks, Optical Disk. Magneto-Optical Storage Devices. Universal Serial Bus, Mass Storage Devices, Output devices . Lab **(1 hour)**   **(7 hours)**
- Computer Software, Application Software Packages. Basics of Word Processing package (MS.Word), Spreadsheet Package (MS.Excel), Presentation Graphics Package (MS.PowerPoint), Basics of PageMaker Basics of CorelDraw, Adobes Photoshop. Lab **(1 hour)**   **(7 hours)**
- Business Data Processing – Definition, Data Storage, Hierarchy, Standard Methods of Organizing Data, Database Management System, Computer Networks (LAN and WAN only) Computer Security: Computer Security. Malicious Programs. Cryptography. Digital Signature. Firewal. User Identification and Authentication. Data Backup and Recovery.   Lab **(1 hour)**   **(7 hours)**
- Internet-Brief History, Web page, Website Browsers, URL, Hypertext, IS Web server application-e-mail Instant messaging, Internet telephony, Video conferencing, Role of IT in Business, Information Systems-Introduction, Definition and Categories. Lab **(1 hour)**   **(7 hours)**

SUGGESTED READINGS:
1. Goel, A. (2010). *Computer Fundamentals.* Pearson Education, New Delhi.
2. Leon, A., & Leon, M. (2005). *Principles of IT*. Vikas Publishing House Pvt. Ltd. New Delhi.
3. Madan, S. (2011). *Student's Guide to IT*. Taxmann Allied Services Pvt. Ltd, New Delhi.
4. Madan, S.(2006). *Introduction to Essential* Tools. Mayur Paperbacks,Noida.
5. Murthy, C.S.V. (2001). *Management Information Systems – Text & Applications*. Himalaya Publishing House, New Delhi.
6. McLeod, Raymond, Schell, & George, P. (2007). *Management Information System* (10th ed.). Pearson Education Inc, USA..
7. Prasad,L.M. & Prasad,Usha. (2010). *Management Information Systems*. Sultan Chand & Sons, New Delhi.
8. Rainer, Turban & Potter. (2005). *Introduction to Information Technology*. John Wiley & Sons Inc.USA.
9. Sinha, P. K., & Sinha, U. (2004). *Computer Fundamentals (*3rd Ed). BPB Pulications, New Delhi.

NOTE: The list of cases, specific references and books including recent articles will be announced in the class by concerned teacher from time to time.