MB106.1: Information Technology Application for Management

Course Objectives:

- The Information Technology focuses on preparing students meeting their needs within an organizational and societal context through the selection, creation, application, integration and administration of computing technologies.
- This course prepares the student to become skilled in networks and communications systems, databases, Internet and Web technologies, security and project management, and have a strong grasp of business concepts and technical communications.

Unit-I: Computer Concepts & Application:

Introduction to Computer Concepts: History, Classification, Computer Hardware, Software. Information Systems, Computer Based Information System, Trends in IT Evolution, Types of Information Systems, Impact of IT on Organization & Jobs.

Unit-II: Intelligent Systems in Business:

Introduction to Artificial Intelligence & Intelligent Systems - Expert Systems, Other Intelligent Systems. Intelligent Agents, Virtual Reality, Ethical & Global Issues of Intelligent Systems.

Unit-III: Microsoft Word:

Introduction to Word Processing: Creating, Editing & Saving Documents, Formatting Features of Word Processing. Working with Tables, Working with Graphs, Mail Merging, Previewing, Printing a Document, Spell Check & Grammar Check.

Unit-IV: Microsoft Excel & PowerPoint:

Introduction to Electronic Spread Sheet: Creating, Naming & Saving of Worksheets, Data Entry- Manual & Automatic, Formatting Features, Types of Built Function, Graphs, and Data Management Files. Presentation Software: Presentation Basics, Creating, Saving & Displaying the Presentation.

Unit-IV: Computer Security:

Need for Security, Security Threat & Attack Malicious Software, Hacking Security Services Security Mechanisms Cryptography, Digital Signature, Firewall types of Firewall Identification or Authentication Biometric Techniques- Other Security Measures Security Policy.

Suggested Books:

1. Alexis Leon & Mathew Leon, Introduction to Computers, Tata McGraw Hill-2001
2. Barbara C. Mc. Nurlin & Ralph H. Srague, Information System Management in Practice.
3. S. Sudaimuthu and S. Anthony Raj, Computer Application of Business.
4. Arpit Gopal and Chandrani Singh, E-World-Emerging trends in Information Technology.
5. Turban Rainer and Potter- Introduction to Information Technology- John Wiley & Sons, INC.

Course Outcomes:

The learning outcomes are for computer science. students are exposed to:

- Be able to apply knowledge of computing and mathematics appropriate to the discipline
- Be able to analyze a problem, and identify and define the computing requirements appropriate to its solution
- Be able to design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs
- Be able to function effectively on teams to accomplish a common goal
- Understand professional, ethical, legal, security and social issues and responsibilities
- Be able to communicate effectively
- Be able to analyze the local and global impact of computing on individuals, organizations, and society
- Recognize the need for and an ability to engage in continuing professional development
- Be able to use current techniques, skills, and tools necessary for computing practice
- Be able to use and apply current technical concepts and practices in the core information technologies
- Be able to identify and analyze user needs and take them into account in the selection, creation, evaluation and administration of computer-based systems
- Be able to effectively integrate IT-based solutions into the user environment
- Understand best practices and standards and their application
- Be able to assist in the creation of an effective project plan