

**DR MPS MEMORIAL  
COLLEGE OF BUSINESS STUDIES, AGRA**

**INSTRUCTIONAL PLAN (MODIFICATION PROPOSED – SUBJECT TO STUDENTS PARTICIPATION AND INTERACTION)**

**Faculty: Pawan Kumar Gupta**

**ALLOCATED LECTURES ARE BASED ON STUDENT INTERACTION AND PARTICIPATION. SESSIONS REQUIRED MAY VARY, DEPENDING ON CLASS ATTENDANCE AND STUDENT INVOLVEMENT.**

**LAST SESSION TOOK 44 LECTURES TO COMPLETE THE SYLLABUS.**

**First Semester: Aug 2018**

**Course No.   KMB108   Course Title:   Computer Applications and Management Information System**

**Textbook: (Book Bank – Given to Student)**

1. Fundamental of Computer Mr. Naveen K Mittal; Mr.Pankaj Sharma, Anand Pub
2. Fundamental of Computer Mr. P.K. Sinha
3. C.S.V Murthy , Management Information Systems, Himalaya Publishing House, New Delhi

**Other specific Books: (Reference)**

1. Leon A and Leon M - Introduction to Computers ( Vikas, 1st Edition).
2. ITL ESL – Introduction to Information Technology (Pearson, 2nd Edition).

**Detailed Plan for Lectures:**

<b>Lecture No. Each Lecture of 45 Minutes Duration</b>	<b>Topic</b>	<b>Chapters/ Sections of Textbook/ Other Reference</b>
<b>1-3</b>	Hardware: (a) Input devices - keyboard, printing devices, voice speech devices, scanner, MICR, OMR, Bar code reader, digital camera etc.	Ref 2
<b>4-6</b>	(b) Output devices - Visual Display Unit, printers, plotters etc.(c) Storage Devices – Magnetic storage devices, Optical storage devices, Flash Memory etc.	Ref 2
<b>7-8</b>	Software: Introduction; Types of software with examples; Introduction to languages, compiler, interpreter and assembler.	Ref 1

<b>9-11</b>	Operating System: Definition, Functions, Types and Classification, Elements of GUI based operating system-Windows-Use of menus, tools and commands of windows operating system.	Ref 1
<b>12-17</b>	Network and Internet: Types of computer networks (LAN, WAN and MAN), Networktopologies, EDI	Ref 1
<b>18-19</b>	Internet: Netiquettes, Architecture & Functioning of Internet	Notes Given to Students
<b>20-22</b>	Basic services over Internetlike WWW, FTP, Telnet, Gopher, IP addresses, ISPs, URL, Domain names, WebBrowsers, Internet Protocols, Search engines, e-mail.	Notes Given to Students
<b>23-27</b>	<b>Use of MS-Office:Word:</b> Paragraph formatting, Page formatting, Header and footer,Bullets and numbering, Finding and replacing text, Mail merge, Macros, Cell referencing, Ranges.	Notes Given to Students
<b>28-31</b>	<b>Excel:</b> Formulae, Functions, Auto sum, Copying formula, Formatting data, creatingcharts, creating Database, sorting data, filtering. <b>Power Point:</b> Formatting text on slides, Inserting charts, adding tables, Clipping, Slide animation, Slide shows.	Ref 1
<b>32-36</b>	Concept of Data and Information, Operations Support System OSS, MSS,TPS,PCS	Notes Given to Students
<b>37-38</b>	ECS, MIS, DSS, EIS	Notes Given to Students
<b>39-40</b>	Applications: Enterprise Resource Planning (ERP), Customer Relationship Management(CRM)	Notes Given to Students
<b>41</b>	Security and Ethical Challenges Of IT	Ref 3
<b>42</b>	Business Ethics, Technology Ethics	Ref 3
<b>43-44</b>	Cyber Crime and Privacy Issues, Cyber Laws, IT Act 2000	Notes Given to Students

### Details of Assignments Planned:

#### Assignment 1:-

PPT's:-

1. Input device : Keyboard, mouse, light-pen, touch, VDU.
2. Storage Devices : Primary and Secondary Storage devices-RAM, ROM
3. Computer languages-Machine language Assembly language, High-levellanguages, Compilers & Interpreters,Characteristics of good language
4. Computer Networks
5. Applications Of Artificial Intelligence

#### Assignment 2:-

PPT's:-

1. Operating System & Internet : Definition and functions of O.S. Batch Processing, Multiprocessing, Multiprogramming, time sharing, On-line process, Real time process
2. Introduction to window-98, Internet & its uses, terminology of internet
3. Browser, Search engines, E-Mail, Video conferencing

4. Enterprise Resource Planning (ERP)
5. Customer Relationship Management (CRM)
6. Cyber Crime and Privacy Issues
7. Classification of Information System.

**Scheme for Class Assessment: (out of 50):**

<b>INT. EXAM {A}</b>	<b>ATTENDENCE {B}</b>	<b>TEACHER ASSESMENT {C}</b>	<b>TOTAL MARKS=A+B+C</b>
<b>30</b>	<b>10</b>	<b>10</b>	<b>50</b>

**Note: Students are suggested to solve last 3 Years University Question Paper.**