

Course Name- IT and Management Information System**Course Code-MS 106****Course Credits-6**

Course Objective- The objective of the course is to familiarize the students with the basics of computer, its operations, processing and storage and utility of information technology in managerial applications.

Block I Introduction to Computers**Unit I Computers – An introduction**

Computers – An introduction – Computers in Business; Elements of Computer System Setup

Unit II Components of Computer System and Indian Computing Environment

Components of Computer System and Indian Computing Environment, Role of Computers in Management

Unit III Generation of Computer

Computer Technology and Programming Languages

Unit IV Number System and Computer Arithmetic**Block II Hardware and Software****Unit V Types of Computers**

(Analog, Digital Hybrid, Micro and Mini computers, Main Frame Computers and Super Computer)

Unit VI Input/ Output Units**Unit VII Hardware Troubleshooting****Unit VIII Operating System Concepts****Unit IX Software –Languages and Packages****Unit X Data Files**

Types, Master and Transactional File, Management of Data Processing Systems in Business Organisations.

Blocks III Software Packages**Unit XI MS Office**

Introduction to MS Office, MS Word – Text Manipulation, Usage of Spell Checks, Text Formatting, Picture and Tables Insertion

Unit XII MS Excel**Unit XIII MS Power Point and MS Access****Unit XIV Management of Data Processing Systems in Business Organisations**

Block IV Networking**Unit XV Introduction to Networking**

Introduction to Networking –LAN, WAN,etc, Uses of Computer Network, Network Structure, Topology-Star, BUS, RING etc.

Unit XVI Internet and Intranet

Internet and Intranet –World Wide Web, IP Address, Different Applications of Internet

Unit XVII Basics of Information Security**BLOCK V Management Information System****Unit XVIII Introduction to MIS**

Management Information System (MIS) – Definition, Characteristics, Subsystem of MIS (Activity and Functional Subsystems), MIS and Top Management

Unit XIX Structure of MIS

Structure of MIS (Conceptual and Physical Structure), MIS Planning and Control

Unit XX MIS Master Plan – Content and Description

MIS Master Plan – Content and Description, Nolan Stage Model, Three Stage Model (by Bowman, Davis and Wetherbe)

Unit XXI Organizational Information Requirements Analysis and Resource Allocation stage**Unit XXII Limitations of MIS**

Myths of MIS, Pitfalls of MIS, Limitations of MIS

Unit XXIII Development and Implementation of MIS

Development and Implementation of MIS: System Development Life Cycle, Different Approaches (Waterfall, Prototyping, Evolutionary Approaches, Risk Based Approaches)

Unit XXIV Decision Support System

Decision Support System (Definition, Relationship with MIS, Evolution of DSS, Characteristics, Classification, Objectives, Components, Functions and Development of DSS.)

Unit XXV Management Information System –Problem and Suggestions

Recent tools for MIS problems and Artificial Intelligence for MIS problems

Suggested Readings-

1. .Rajaraman, V., “Principles of Computer Programming”, Prentice Hall of India, New Delhi.
2. Rajaraman, V., “Computer Fundamentals”, Prentice Hall of India, New Delhi.
3. Murthy C.S.V., “Fundamentals of Computer Technology”, Himalaya Publishers, Mumbai.
4. Saxena S., “A first course in computers” , Vikas Publishing House Pvt. Ltd., 2003
5. Kakkar and Sharma, “An Introduction to Computer”, Himalaya Publishers.

6. Gordon B Davis & Margrethe H Olson : Management Information Systems–
Conceptual Foundations, Structure and Development , Tata Mcgraw- Hill
7. Efraim Turban & Jay E Aronson : Decision Support Systems and Intelligent Systems,
Pearson Education
8. Kelkar, Management Information System, PHI
9. Arora & Bhatia, Management Information System, Excel Books
10. Stair, Principles of Information System, 6th ed, Thomson Learning