

PAPER – III – INFORMATION TECHNOLOGY FOR MANAGERS

Note: Units 3,4 & 5 should be delivered with focus on skills and hence laboratory hours at the rate of 2 hours per week needs to be provided.

UNIT – I – INFORMATION TECHNOLOGY AND BUSINESS:

Information Technology (IT): Definition evolution – role of IT in Business and industry – Component technologies of IT – types of applications – The trends in IT including Hardware, Operating Systems, Software and packages and peripherals.

UNIT – II – APPLICATIONS OF IT:

Networking – I –net technologies – Database technologies – Multimedia and Virtual Reality Technologies – Use of IT in Management Information Systems, Decision Support Systems and Expert Systems. E-Business Applications. Telecommunication and Convergence – Introduction to Enterprise – Wide Systems.

UNIT – III – WINDOWS & WORD PROCESSING:

Using Windows – Using Windows Explorer – Word basics – Formatting text and documents – Working with headers, footers and foot notes- Tabs, Tables and Sorting – Working with Graphics-Templates and Wizards – Creating Macros and Menus –Mail merge.

UNIT – IV – USE OF SPREADSHEET:

Excel basics- Arranging Worksheets – Functions – Chart and its features – Graphics –Command Macros – Worksheet as database – What if Projects.

UNIT – V – DATABASE APPLICATIONS:

Introduction to Access – Creating Databases – Forms – Entering and Editing Data-Finding, Sorting and Displaying Data-Reports, Letters and labels – Relationships – Expressions and Macros – Linking, Importing and Exporting Records.

Text Books:

1. Basantra, “Computers Today” - McGraw Hill Publications.
2. Ron Mansfield, “Working in Microsoft Office” Tata McGraw Hill Publications.

Reference:

1. Sanders, “Computers Today” - McGraw Hill Publications.
2. Daniels N.C., “Information Technology” – Addison Waisely Publications.