

## CP-108: COMPUTER APPLICATIONS IN MANAGEMENT

### Objectives

The objectives of this course include developing an appreciation of different software and hardware systems available in the industry among the participants and build up the experience of computer usage in business organizations with specific reference to commercial data processing systems.

### Course Contents

- I. Computers - An Introduction - Computers in Business; Components of a Computer System; Generations of Computers and Computer Languages;
- II. Artificial Intelligence (AI), AI Tools -An Overview. Indian Computing Environment - Its Strength and Weaknesses. PC-Software Packages - An Introduction Disk Operating System and Windows; Word Processing Software.
- III. Introduction to a spreadsheet software; Creation of spreadsheet applications; Range, Formulas, Functions, Data Base Functions in spreadsheet; Graphics on Spreadsheet. PresentationGraphics, Creating a Presentation on a PC.
- IV.. Data Files Types/Organizations; Master & Transaction File; Relevance of Data Base Management Systems and Integration of Applications; Basics of Data Processing; Data Hierarchy & Data File Structures. Application Portfolio Development. Management of Data Processing Systems in Business Organisation. Models of Data Processing, Software Development Process.
- V. Flow Charting; Input-Process-Output Analysis; Report Generation & Label Generation; Programming Concepts; Use of Files in Programming. Data Communications; Networking - LAN & WANS. E-commerce, E-Banking.

### Suggested Readings :

1. Burch, John and Grudnitski Gary. *Information Systems: Theory and Practice*. 5th ed., New York, John Wiley, 1989.
2. David, Van Over. *Foundations of Business Systems*. Fort Worth, Dryden, 1992.
3. Eliason, A L. *On-line Business Computer Applications*. 2nd ed., Chicago, Science Research Associates, 1987.
4. Estrada, Susan. *Connecting to the Internet*. Sebastopol, C A, O'Reilly, 1993.
5. John, Moss Jones. *Automating Managers: the Implications of Information Technology for Managers*. London, Pinter, 1990.
6. Long, L. *Computers, Englewood Cliffs, New Jersey, Prentice Hall Inc., 1986*.
7. Summer, M. *Computers Concepts and Uses*. 2nd ed., Englewood Cliffs, New Jersey, Prentice Hall Inc., 1988.

The list of cases and specific references including recent articles will be announced in the class at the time of launching of the course.