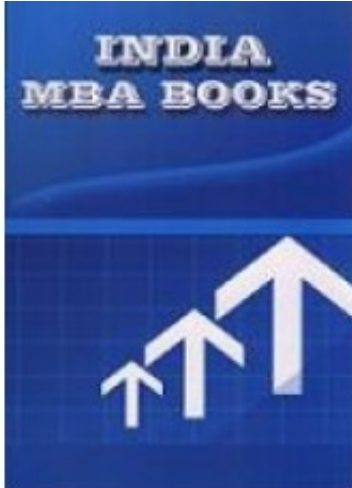


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PREVIEW OF CHAPTERS SYLLABUS

COMPUTER APPLICATIONS IN MANAGEMENT

Objective: The objective of this course is to provide an insight into basic features of Computer Systems and their Applications in Managerial Decision Making.

Unit-I: Introduction to Computer Concepts – Elements of computer – Characteristics of a

Computer – Classification of Computers – Basic Computer Architecture – Input-output

Devices

Unit-II Software Concepts: Types of software – Software: its nature and qualities — Windows Operating System Functions -

Unit-III: MS Office- Applications of MS Word in Business Correspondence: letters, tables,

mail merge, labels

Applications of MS Excel: Graphs and Charts – Calculation of various financial functions -

Ms Access: Tables and Queries

Unit-IV: MS Power Point: Introduction – Toolbar, their Icons and Commands – Navigating

in Power point - Creation of slides, animation, and templates - Designing

Presentations –

Slide show controls – Making notes on Pages and Handouts – Printing Presentations

–

Customizing Presentations - Auto content Wizard.

Unit-V: Computer Networks: Overview of a Network – Communication processors

–

Communications Media – Types of Network – Network Topologies- Network protocols –

Network Architecture.

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