



Dr. V. N. Bedekar Institute of Management, Thane
Teaching Plan (MMS/PGDM)
Academic Year (2018-2019)

Programme Name: PGDM

Term: I

Name of the subject: Computer Applications for Business

Maximum marks: 100

No. of Sessions: 10

Name of the Faculty: Sandeep Moghe

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Email: smoghe@vpmthane.org

Weblink:

Learning Objectives:

- ✓ To provide an insight into basic features of Computer Systems and their Applications in Managerial Decision Making.
 - ✓ To learn how Information systems are one of the major tools available to business managers for achieving operational excellence, developing new products and services, improving decision making, and achieving competitive advantage.
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Reference Books:

Management Information Systems: MANAGING THE DIGITAL FIRM TWELFTH EDITION Kenneth C. Laudon *New York University*
Jane P. Laudon *Azimuth Information Systems* Prentice Hall

Turban, Rainer and Potter (2003). **Introduction to Information Technology**. John Wiley and sons

E-books for Microsoft Office

<https://support.office.com>

DR VN BRIMS/REC/ACA/05



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Microsoft Office Tutorials

Plan:

Session No	Topics to be covered	Books referred/ Recommended/ References-Print/Articles/ News/Research papers/ Online database/ Software /Simulations used	Learning outcomes	Evaluation of Students understanding by MCQs, Quiz, Short Test
1	Introduction, What is MIS?, Definition, Meaning, Examples, Relevance, Data & Information	Management Information Systems: MANAGING THE DIGITAL FIRM TWELFTH EDITION Kenneth C. Laudon <i>New York University</i> Jane P. Laudon <i>Azimuth Information Systems</i> Prentice Hall Turban, Rainer and Potter (2003). Introduction to Information Technology. John Wiley and sons	Learning how Information systems are one of the major tools available to business managers for achieving operational excellence, developing new products and services, improving decision making, and achieving	Questions – Answers



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			competitive advantage.	
2	Organisations, Management and Network Enterprises. Case Study: - THE NEW YANKEE STADIUM	Management Information Systems: MANAGING THE DIGITAL FIRM TWELFTH EDITION Kenneth C. Laudon <i>New York University</i> Jane P. Laudon <i>Azimuth Information Systems</i> Prentice Hall Turban, Rainer and Potter (2003). Introduction to Information Technology. John Wiley and sons	To know practical implementation of MIS in the corporate world.	Case Study: - THE NEW YANKEE STADIUM LOOKS TO THE FUTURE
3	Role of Information Systems in today's business environment, Globalization, TPS, DSS, IT Infrastructure, Role of CTO CIO	Management Information Systems: MANAGING THE DIGITAL FIRM TWELFTH EDITION Kenneth C. Laudon <i>New York University</i> Jane P. Laudon <i>Azimuth Information Systems</i> Prentice Hall Turban, Rainer and Potter (2003). Introduction to Information Technology. John Wiley and sons	To have an in-depth look at how today's business firms use information technologies and systems to achieve corporate objectives.	Video Case: Global E-Business PeopleSoft : A Collaborative Global Workforce
4	Hardware, Software – System & Application, MS Office – MS Word – Templates, Formats, Mail Merge	Management Information Systems: MANAGING THE DIGITAL FIRM TWELFTH EDITION Kenneth C. Laudon <i>New York University</i> Jane P. Laudon <i>Azimuth Information Systems</i> Prentice Hall Turban, Rainer and Potter (2003). Introduction to Information Technology. John Wiley and sons	To provide an insight into basic features of Computer Systems and their Applications in Managerial Decision Making.	Practical Assignment in MS Word



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5	MS Excel – Introduction, Use, Mark sheet preparation – Functions such as Sum, Average, Min, Max, Count, CountIF, Pass, Fail, Sorting, and Different Most Frequently Used Shortcut Keys.	E-books for Microsoft Office https://support.office.com Microsoft Office Tutorials	Learning many ways to use Excel formulas to decrease the amount of time we spend in Excel and increase the accuracy of the data and reports.	Excel Data for Practice is one xls file which is made available to all the students & hands on session is to be conducted during lecture after every topic.
6	IF Function, Financial formulas such as PV, FV, PMT. Goal Seek. Filter & Advanced Filter	E-books for Microsoft Office https://support.office.com Microsoft Office Tutorials	Understanding the application of Formulas with specific criteria which leads to better data handling & decision making.	Excel Data for Practice is one xls file which is made available to all the students & hands on session is to be conducted during lecture after every topic.
7	Preparing Google Forms, Pivot Table & Pivot Chart, Page Set Up, Protection, Freeze Panes, One Practical Example of Data Analysis	E-books for Microsoft Office https://support.office.com Microsoft Office Tutorials	How to do Data Gathering, Storing and Data Analysis? How to Protect the Data?	Excel Data for Practice is one xls file which is made available to all the students & hands on session is to be conducted during lecture after



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				every topic.
8	HLookup, VLookup, Lookup, Multiple Tables, Median, Mode Functions	E-books for Microsoft Office https://support.office.com Microsoft Office Tutorials	How to look for a specific a record quickly in one and multiple tables as well which help in faster data retrieval	Excel Data for Practice is one xls file which is made available to all the students & hands on session is to be conducted during lecture after every topic.
9	Statistical Formulas: - ANNOVA, Histogram. MS PowerPoint – Various options to make an effective presentationMic	E-books for Microsoft Office https://support.office.com Microsoft Office Tutorials	Learn and use statistical formulas and options to make the proper use of PowerPoint to make presentation more effective.	Internal Test
10	Database – MS Access	E-books for Microsoft Office https://support.office.com Microsoft Office Tutorials	How to do and use Database Management application	Practical Test in IT Lab



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2. Practical Approach : Other activities (At least 4 distinct activities)

Sr. No.	Activity Name	Topic Covered	Learning outcomes	Source
1	Role Play			
2	Industry Visit			
3	Academic Projects			
4	Book Review			
5	Group Discussion			
6	Business Quiz / Business News sharing			
7	Videos / Simulation	Video Case- PeopleSoft: A Collaborative Global Workforce	To have an in-depth look at how today's business firms use information technologies and systems to achieve corporate objectives.	Management Information Systems: MANAGING THE DIGITAL FIRM TWELFTH EDITION Kenneth C. Laudon <i>New York University</i> Jane P. Laudon <i>Azimuth Information Systems</i> Prentice Hall
8	Use of software and Labs	Microsoft Word, Excel, PowerPoint, Access	To provide an insight into basic features of Computer Systems and their Applications in Managerial Decision Making.	
9	Any other activity			



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Evaluation:

I) Internal:

Component	Details	Marks
Class Test	Internal Test: - One Theoretical test of 10 Marks and second practical test of 20 Marks	30
Presentation		
Case Study		
Participation	Students Participation in the Case Study discussion during the lecture	5
Others	Students Attendance	5

Signature of Faculty

Signature of the Co-ordinator