



Dr. V. N. Bedekar Institute of Management, Thane
Teaching Plan (MMS/PGDM)
Academic Year (2017-2018)

Programme Name: MMS

Semester: I

Name of the subject:

Maximum marks:

No. of Sessions: 13

Name of the Faculty: Amarkant Jain

Mobile No: +91-9769117300

Email: Amarkant.jain@gmail.com

Weblink:

Learning Objectives:

Immediate: To empower students to be efficient and effective in understanding technology and applying the same in all their projects during the 2- year program and be better prepared for their respective placement opportunities with a high employability quotient.

Short Term: To be able to easily apply techniques and tools understood during the 13 sessions and enhance productivity in their respective professional careers.

Long Term: To be agile enough to appreciate and understand the impact of technology in business and seamlessly adapt themselves with the latest trends in technology.

Reference Books:

Since this is a technology subject and we need students to appreciate, understand and apply what they learn in class in their day-to-day work environment, I am suggesting to refer this website (which is a blog, written in a book style) which answers all possible issues for managers using technology in business and enhancing their productivity. Dr. Nitin Paranjape, one of the most respected efficiency expert has authored this. A must read and follow.

<https://efficiency365.com/>



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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 to Technology in Business	https://www.ency365.com	Scope and pace of Technology in Business	Questions & Interactions
2	MS-PowerPoint basics		Setting the base level	Questions & Interactions
3	MS-PowerPoint – making effective presentations, animations, graphs		Tools and tips for effective PPTs	Exercise
4	MS-PowerPoint – making presentations on self		Presentation Skills	Presentations made by students
5	MS-Word basics		Setting the base level	Questions & Interactions
6	MS-Word key efficiency tools – Tables, Mail merge		Tools and tips for effective documents	Exercise
7	MS-Word – making self CVs		Effective Letter writing & CV making	Cover letter & CVs made by students
8	MS-Excel basics		Setting the base level	Questions & Interactions
9	MS-Excel key efficiency tools – Formulas, Functions, Conditional Formatting		Tools and tips for effective working in excel	Exercise
10	MS-Excel-Basic Analytics		Understanding analytics	Questions & Interactions
11	Pivot Tables		Applying analysis tools	Exercise
12	Graphs		Displaying data effectively	Exercise
13	Introduction to Dash boards		Effective Decision Making	Exercise



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2. Practical Approach : Other activities (Atleast 4 distinct activities)

Sr. No.	Activity Name	Topic Covered	Learning outcomes	Source
1	Role Play	Presentation skills	How to present better	PPT on SELF
2	Industry Visit			
3	Academic Projects	Drafting Skills in MS Word	How to make effective letters and CVs	CVs of SELF & covering letters to companies
4	Book Review	Everything about MS Office	Trouble shooting in MS Office	efficiency365
5	Group Discussion	Work scenarios	Application of MS Office at work	Industry experience
6	Business Quiz / Business News sharing	Changing Trends	Impact of Technology on Business	News papers & portals
7	Videos / Simulation	Future Skills	How to keep one updated	Various videos
8	Use of Softwares and Labs	MS Office	Productivity, efficiency and effectiveness at work	Industry experience
9	Any other activity			



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Evaluation:

I) Internal:

Component	Details	Marks
Class Test		
Presentation		
Case Study		
Participation		
Others		

Signature of Faculty

Signature of the Co-ordinator