

Computer Applications for Business

Topics covered :

1. Introduction, What is MIS?, Definition, Meaning, Examples, Relevance, Data & Information
2. Organizations, Management and Network Enterprises. Case Study
3. Role of Information Systems in today's business environment, Globalization, TPS, DSS, IT Infrastructure, Role of CTO CIO
4. Hardware, Software – System & Application, MS Office – MS Word – Templates, Formats, Mail Merge
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.
6. IF Function, Financial formulas such as PV, FV, PMT. Goal Seek. Filter & Advanced Filter
7. Preparing Google Forms, Pivot Table & Pivot Chart, Page Set Up, Protection, Freeze Panes, One Practical Example of Data Analysis
8. HLookup, VLookup, Lookup, Multiple Tables, Median, Mode Functions
9. Statistical Formulas: - ANNOVA, Histogram. MS PowerPoint – Various options to make an effective presentation
10. Database – MS Access
11. Group Presentations on different topics

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>

Microsoft Office Tutorials