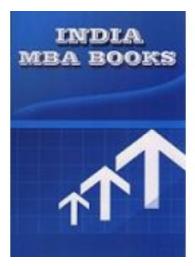
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Hardware Management:

- (a) Historical Review-Types of Computers-Computer Peripherals-Input Technologies and Devices-Output Technologies and Devices-Storage Technologies and Devices-Future Scenario-Managerial consideration in acquisition, maintenance, controlling, replacement of Hardware.
- (b) System Software Management: Overview of Operating Systems, Network Management Programs, Database Management Programs, Servers, System Utilities, Performance and Security Monitors, System Development Programs, Managerial Consideration in Selection, Maintenance, Controlling, Replacement of Software.
- (c) Application Software Management: Overview of General Purpose Application Software such as Software, Suites, Messaging, Groupware, Conferencing Commercial and Corporate Tools and Overview of Application Specific Software such as Programming languages, ERP, e-commerce, CRM, Scientific and Engineering Programs.

UNIT-II

- (a) Networking Management-Networking Trends-Internet Basics-Intranet and Extranet-Overview of Networking Alternatives, Networking Types, Networking Media, Networking Processors, Networking Software, Networking Architecture and Networking Protocols.
- (b) Data Management-Database Concepts and Development-Types of Databases-Application Development through DBMS-Database Administration. Database Resource Management-Data Warehouse and Data Mining-Data Recovery Practices and Technologies.

UNIT-III

- (a) Security Management: Need, Case Studies-Types of Computer Crime-Cyber Law-Tools of Security Management-Security Defenses-System Controls and Audit
- (b) People Management: I.T Organization of a large corporation-Selection and Recruitment-Training-Retention-Performance Measurement.

UNIT-IV

- (a) MS-Word-Creation of Document- Format Document-Text Editing and Saving, Organising Information with Tables and Outlines-Mail Merge-Publishing Documents on Web.
- (b) MS Excel-Creating and Editing Worksheets-Cell Formatting-Creating and using Formulas and Functions-Use of Macros -Sorting and Querying Data-Working with Graphs and Charts.
- (c) MS Power Point-Creation of Slides-Use of Templates and Slide Designs for Creating Power Point Slides- use of Drawings and Graphics. Developing a Professional

Presentation on Business Plans, Institutions, Products, and People etc.

UNIT-V

- (a) Introduction to ERP packages: Various ERP'S, Implementation of ERP, Introduction to SAP
- (b) Internet Basics: Types of Connections, Internet Protocol, IP address, Connectivity to Internet, Wi-Fi Connectivity, Effective Googling, Creation of Web Pages using HTMLS.

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