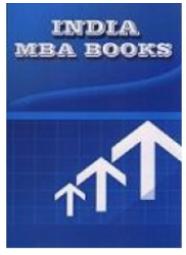# COMPUTER APPLICATIONS IN MANAGEMENT

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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 –
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