

CENTRAL UNIVERSITY OF JAMMU
DEPARTMENT OF MARKETING AND SUPPLY CHAIN MANAGEMENT

Lecture Plan

Course Title: Application tools for Managers

Faculty: Dr. Naresh Sharma

E-mail: sharmank14@gmail.com

Subject Code: PGSCM1C006T

Course Credit: 2

Semester: 1st

Program: MBA (SCM)

Academic Year: 2016

Course Description:

The objective of this course is to provide an understanding in context with the application and working with operating system and application of relevant software's in business.

Text Books:

- Saxena, S., A First Course in Computers- Vikas Publishing House.
- Sinha, P.K., Computer Fundamentals – BPB Publications

Reference Books:

- Morley, D. Parker, Charles S., Understanding Computers: Today and Tomorrow, Comprehensive Cengage Learnings- 14th Edition
- Mohan, P, Fundamentals of Computers- Himalaya Publishing House

Session Plan (Each session will be of 60 minutes duration)

Session	Topic	Pedagogy
1-2	Computers, its Characteristics, Concept of Hardware, Software and Firmware, Concept of Bit and Byte, Different input and Output Devices.	Presentation and Discussion and Computer Lab
2-4	Software and its Classification, System and Application Software, Concept of Computer Virus, Working with Accessories: notepad, paint, system tools etc., installing and removing applications	Presentation and Discussion and Computer Lab
5-8	Concept of Word Processing, Advantages of Word processing, File menu, Edit menu, View menu, Insert menu, Format menu, Tools menu, Table menu, Windows Menu and Help Menu	Presentation and Discussion and Computer Lab
9-14	Concept of Spread Sheets, Application areas of Excel, Use of Formula bar, Cell addressing/ referencing, File menu, Edit menu, View menu, Insert menu, Format menu, Tools menu, Data Menu, Windows Menu and Help menu.	Presentation and Discussion and Computer Lab
15-18	General Features of Power Point, File menu, Edit menu, View menu, Insert menu, Format menu, Tools menu, Slideshow Menu, Windows menu and Help menu.	Presentation and Discussion and Computer Lab

19-25	General Features of Outlook, Advantages of Using Outlook, Exploring Outlook, Receiving Emails on Outlook, Creating and Sending Emails on Outlook, Scheduling and exploring Calendar in Outlook	Presentation and Discussion and Computer Lab
-------	--	--