MBA103: COMPUTING TECHNIQUES

Teaching Scheme Lecture: 2 Hrs/Week Credits: 2	Examination Scheme End Semester Exam – 35 Marks

Course Objectives:

- *to identify computer hardware and peripheral devices*
- *to learn about various internet based applications*
- *to accomplish creating basic documents, spreadsheets, presentations and HTML*

Hours: 15

Unit I (04 hours): Conceptual Framework: Hardware: (a) Input devices - keyboard, Mouse, voice speech devices, scanner, MICR, OMR, Bar code reader, digital camera etc. (b) Output devices- Visual Display Unit, printers, plotter (c) Storage Devices – Magnetic storage devices, Optical storage devices, Flash Memory.

UNIT II (06 Hrs): E-commerce, Smart Card, Debit Card, Credit Card, EDI and its Components, Digital Signature, e-Cash, e-Cheque. Cyber Crime, Social network, E-Mail.

Unit III (05 hours): Communication Technology: Network and Internet: Types of computer networks (LAN, WAN and MAN), Network topologies.

Internet: Netiquettes, Architecture & Functioning of Internet, Basic services over Internet like WWW, FTP, Telnet, Gopher, IP addresses, ISPs, URL, Domain names, Web Browsers, Internet Protocols, Search engines.

Suggested Readings:
1. Using Information Technology Complete Edition-Brian Williams, Stacey Sawyer, TMH
2. Fundamental of Computers-E. Balagurusamy, TMH
3. Computer Fundamentals-Dr. Larry Long- Wiley
4. Computer Fundamentals-Anita Goel, Pearson
5. Microsoft Office professional 2010 step by step –Joan Lambert III, Joyce Cox, Curtis Frye D., Microsoft Press
6. Electronic Commerce : A Manager's Guide– Ravi Kalakota, Andrew B. Whinston, Pearson Education