

SARASWATI MAHILA MAHAVIDHYALAYA, PALWAL

LESSON-PLAN

Class: BBA-1st Year

Semester: EVEN

Subject: Computer Application in Management

Session: 2021-22

Lecture Number	Topic
1-20	UNIT-1
	Introduction to Computers – History, basic anatomy,
	Types of computers, classification of computers; hardware and software.
	Operating system, memory, input/output devices;
	Networking – Advantage, types, devices and network connection, wireless networking;
	Virus and firewalls.
1-20	UNIT-2
	Introduction to information technologies; www,
	Search engines, web browsers, IP addressing,
	Web hosting and web publishing, Internet applications in business,
	Chatting and e-mailing; computer applications, advantages and limitations,
	Use in offices, education, institutions, healthcare.
1-20	UNIT-3
	Data, information and types;
	Information systems,
	Types – MIS, TPS, OAS, DSS,
	Expert systems,
	Executive information systems.

Lecture Number	Topic
1-15	UNIT-4
	Multimedia applications in business;
	Marketing and advertising;
	Web applications of multimedia.

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