

SARDAR PATEL UNIVERSITY
Programme: BBA (Information Technology Management)
Semester: III
Syllabus with effect from: June-2012

Paper Code: UM03CBB104	Total Credit:3
Title of Paper: Business Information System	

Unit	Description in detail	Weighting (%)
I	BIS, MIS and related Systems Introduction to Data, Information, Classification of Information, Characteristics of Information, Communication System, Communication methods, Concepts of IT, BIS and MIS, IT & Information System, Office Support System, Computer & MIS - Data Processing System, Characteristic of DPS, Functions of MIS, Problems with MIS, Knowledge Requirement for MIS (7 areas), DSS, EIS, ES and 4GL, Case Study - Communication	25%
II	Planning & Planning Tools Introduction to Planning and planning terms, Objectives, Problems with Planning, Type and source of planning information, Tools of planning, (Introduction only), Introduction to Pert-CPM, Case Study - Planning	25 %
III	Directing Concept of Directing, Principles of Directing, Nature and Causes of Human Relations Problems, Model of Organization structure, organizational behavior, organization as a system, Case Study - Directing	25 %
IV	Controlling Concept of controlling management, Control cycle, Different Feedback loops, Principles of controlling, Multiple control feedback, Scope of management control, Total quality management, Total Quality Control, Case Study – Controlling	25%

Basic Text & Reference Books:

- Management Information System – By T Lucey, 8th Edition BPB Publication
- Organizational & Management – By Agarwal, Tata McGraw Hill Publishing Company Ltd.
- MIS - By W.S. Jawadekar, Tata McGraw Hill Publishing Company Ltd.

