

Vikram University, Ujjain

Board of studies in Computer science (Faculty of Engineering Science)

SYLLABUS of

Certificate Course in MIS

Exclusively for University Teaching Department (ICS,VUU)

Certificate Course in MIS

PROGRAMME of UTD (ICS,VUU)

(Effective from Academic Session 2020-21)

[Modified as according to the provision of “Ordinance”]

COURSE STRUCTURE

Certificate Course in Management Information System

Paper code	Title of Paper	Theory External Marks	Min. Pass marks	Internal Marks	Min. Pass marks	Total
CM-101	Management Information System	75	27	25	09	100
CM- 102	Enterprises Resource Planning	75	27	25	09	100
CM-103	Internship/Industrial Training/Project Work	<u>150</u>	<u>54</u>	50	28	200
	Total	<u>300</u>		100		400

CM 101 - Management Information System

UNIT 1

Management Concept: Managements, Administration, Organization Management and Administration, Difference and Relationship between Organizations, importance of Management, characteristics of Management

UNIT 2

Scientific Management, Principles of Management, Process of Management, Functions of Management, Levels of Management, Project Management

UNIT 3

Decision Making: Introduction and Definition, Types of Decision, Techniques of Decision Making, Decision making under uncertainty, Decision Making under risk

UNIT 4

Managerial Economics: Introduction of Managerial Economics- Factors Influencing Manger,, Micro and Macroeconomics, Theory of the Cost Theory of the Firm Theory of Production Function, Production System

UNIT 5

Input-Output Analysis, Micro Economics Applied to plants and industrial undertakings, Productivity, Factors affecting Productivity, Increasing Productivity of Resources.

Reference Books:

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| 1. The Practice of Management | :Peter Drucker, Harper and Row |
| 2. Essentials of Management | :Koontz Prentice Hall of India |
| 3. Management | :Staner Prentice Hall of India |
| 4. Principle & Practice of Management | :T.N. Chhabra ; Dhanpat Rai New Delhi |
| 5. Industrial Organisation& Engineering Economics | :T.R.Banga& S.C. Sharma, Khanna Publishers |
| 6. Industrial Engineering & Management | :O.P. Khanna, Dhanpat Rai |
| 7. Managerial Economics | : Joel Dean : Prentice Hall of India |

CM 103 - Enterprises Resource Planning

UNIT 1

Overview of business Functions: Business function in an Organisation, material management, scheduling, shop floor control, forecasting, accounting and finance, human resources, Productivity management. **Typical business Processes:** Core Processes, Product control, sales order Processing, purchases, administrative Process, human resource, finance, Support processes, marketing, strategic Planning, research & development.

UNIT 2

Problems in traditional functional view Need for integrated process views information as a resource. motivation for ERP. **Evolution of information systems:** Electronic Data Processing (EDP) systems, management information systems, Executive information Systems, Information needs of Organization, ERP as an integrator of information needs at various levels, Decision making involved at the above level.

UNIT 3

ERP Models/Functionality: Sales order Processing, MRP scheduling, forecasting, maintenance, distribution, finance. Features of each of the models, description of data flows across each module, Overview of the supporting databases, technologies required for ERP. **Implementation Issues:** Pre implementation issues, financial justification of ERP, evaluation of commercial software, during implementation issues, reengineering of various business processes, education and training, project managements, Post implementation issues, performance measurement.

UNIT 4

Introduction to organisations and individuals, what is an organization, components of organization, nature and variety of organisation (in terms of objectives, structure etc.) models of analyzing organisation phenomena. Organisational and business variables, organisation in the Indian context, institutions and structures, basic roles in an organisation etc., perception attitudes, motives (achievement, power and affiliation). Commitment: Value creativity and other personality factors. Profile of a manager and an entrepreneur.

UNIT 5

Interpersonal and group processes, Interpersonal trust, understanding the other person from his/her point of view, interpersonal communication, listening, Feedback counselling, transactional analysis, self-functioning. team decision making, team conflict resolution, team problem solving. Organisational structure and integrating interpersonal and group dynamics elements of structure. Function of structure, determinants of structure, dysfunctionalities of structures, structure technology, environment people relationship, principles underlying design of organisation, organisational change, integrating cases.

Reference Books:

1. Dr. U. K. Singh and Gaurav Agrawal, Enterprise Resource Planning, Shiva Prakashan, Indore
2. V.K. Garg and N.K. Venkitakrishnan, Enterprise Resource Planning Practices Prentice Hall
3. J.Kanter, Managing with information, Prentice Hall(I) 1996, New Delhi
4. S-Sadagopan, Management Information Systems, Prentice Hall(I) 1996 New Delhi,
5. Dwivedi R.S. "Human Relations and Organisational Behaviour A Global Perspective" Macmillan India Ltd. Delhi 1995.
6. Arnold J. Robertson Laven and Cooper Cary. L. "Work Psychology: Understanding Human Behaviour in the Workplace" Macmillan India Ltd. Delhi 1996.