

LEARN FAST SERIES

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1ST time, the book contains features that **enhance readability, study, & learning**, further it also provide you a solid foundation **to produce your answers in the examination with highest accuracy**.

Following **RADICALLY DISTINCTIVE & UNPARALLEL FEATURES** make the book **unique** in itself.

➤ **FULLY MEMORY CODE / MNEMONIC BASED - TO FACILITATE QUICK GRASP OVER THE SUBJECT :**

Memory **Code** is a simple English dictionary WORD (developed by using the first latter of a key point), this way, you can remember/master this subject in "TIME MUCH LESS THAN AVERAGE OR USUAL & keep subject at **your** fingertips furthermore presentation of such ANS in exam with high accuracy is no more a tough NUT to crack.

Mnemonics (Memory Codes) have been provided at/in all possible places/parts.

IMPORTANCE OF COMPUTERS IN MIS -

Computers are good at rapid and accurate calculations, manipulation, storage and retrieval but less good at unexpected or qualitative work or where genuine judgment is required.

Effect of using computer for MIS can be listed as below:

1. **High-speed data processing/retrieval** - results in time-saving and better decision- making. Wide-ranging data maybe refined using single computer command.
2. **Integration of working of different information subsystem** - like production, finance, HR, common

**Memory Code:
HI CAMPUS
Mnemonics
(Memory Codes)
have been provided
at/in all possible
places/parts.**

database by which whole organization can be viewed as single unit.

3. **Complexity of system design/operation increases** - because it involves expert programming techniques, however various software are present in the market which help experts in development and designing. At operational level, remembering commands/shortcuts requires more time and practice.
4. **Additional data Security** - by way of facilities like READ ONLY that prevents modification of any kind.
5. **More comprehensive information on business matters** because of extended connectivity.
6. **Productiveness of information system increase** - Information requirements of every level of management are handled and that too with speed.
7. **User-friendliness** is possible by making information processing a personalized function.
8. **Scope of analysis widened** as use of computers enables obtaining multiple types of Information..... **refer to Booklet (Self Study Guide to MICS)**

.....the computers can not be said to be essential but they can be very useful. The study of MIS is not about the use of computers, it is about the provision and use of information relevant to the users.

.....For diagram & remaining part of Answer refer to Booklet (**Self Study Guide to MICS chapter 3A, Para 3.9, and Page 17**)

CHARACTERISTICS OF AN EFFECTIVE MIS –

SSG (Self Study Guide) to MICS Chapter 3, Para 3.5, Page 14

LINK To LEARN	Characteristics	DESCRIPTION
H	Heavy planning- element	Refer to Self Study Guide to MICS chapter 3A, Para 3.5, Page 14
I	Integrated	
F	Flexibility	
I	Information as a resource	
M	Management- oriented	
	Management directed	
U	User-friendly	
S	Subsystem concept	
I	Information relevance	
C	Common data base	
	Common data flow	



Memory Code:
HI - FI MUSIC

FACTORS TO BE CONSIDERED WHILE SELECTING A COMPUTER SYSTEM -
 (Self Study Guide to MICS Chapter 9, Pare 9.2, and Page 52)

The various factors to be considered in selection of a computer system are categorized below:

HARDWARE FACTORS:

- Hardware price
- Availability of modularity
- Latest technology
- Firmness of delivery dates
- Performance of hardware in terms of speed, capacity and throughput

Memory Code:
HALF – PENCE
(A sum equal to
half penny)

- End-users demand
- Network connectivity
- Compatibility with existing system
- Effective running live of proposed hardware

To judge the capabilities and special features of hardware, literature supplied by various manufacturers should be critically examined. In case of non-availability **refer to Booklet (Self Study Guide to MICS)**

SOFTWARE FACTORS:

- Firmness of delivery dates on promised software
- In-built help programs
- Availability of programming language
- Network capability
- Compatibility with the existing hardware available
- Ease of use and modification
- Efficiency and reliability

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SERVICE FACTORS:

- Maintenance service facility
- Operating systems bugs, if any
- Assistance in relation to programming
- Assistance in relation to conversion from manual to computerized system
- Training facility and quality of training to be provided
- Expansion capability of the system in future
- Documentation facility
- Disaster management back-up systems for contingency planning measures

Memory Code:
MOATED

ECONOMIC FACTORS:

- Cost comparisons
- Acquisition methods
- Return on investment

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CAR

REPUTATION OF MANUFACTURER:

- Financial stability
- Record of keeping promises

STEPS IN SELECTING A COMPUTER SYSTEM:

..... refer to Booklet (Self Study Guide to MICS) Chapter 9, Pare 9.2, and Page 52.

- **ANECDOTES AND ASIDES** - All the chapters contain Illustrative anecdotes and asides to enliven the study of MICS. Some of these are in the flow of the chapter text; others stand alone to add realism and interest. These notes bring the real world into the text book treatment of MICS. Further they replace the typical lengthy exposition of key concepts (often tedious and boring) with illustrative real events.

TRANSACTION PROCESSING SYSTEMS –

- These are computer and electronics based systems for recording, processing and reporting on day-to-day activities of the organization. *Examples include; ledger keeping, payroll, barcode readers, automatic teller machines (ATMs).*
- These systems also manage supply-chain. *For example purchasing an item at a RELIANCE FRESH STORE generates more than a cash register receipt it also automatically sends a restocking order to the appropriate supplier.*

These systems accumulate information in databases that form the foundation for higher-level systems say, MIS, DSS, and EIS.

..... For diagram & remaining part of Answer refer to Booklet (Self Study Guide to MICS chapter 2, Para 2.1, and Page 11)

ILLUSTRATIVE ANECDOTES AND ASIDES: provided to add realism and interest & to bring the real world into the text book treatment of MICS

➤ **FULLY ANALYZED & SIMPLIFIED TEXT –**

ELECTRONIC GOVERNANCE (SSG to MICS Chapter 16, Para 16.5, Page 94)

Tutorial Note:

Section 6 - provides foundation to e-governance.

&

Sections - 4,5,7,8,9 - make e-governance possible

Relevant provisions are given below

Section 6 - Where any law requires;

- Filing of forms, applications etc with govt.
- Issue of license / permits etc.
- Receipt or payment of money

Such conditions would be deemed to have been satisfied if the same is done in electronic form.

Sections 4, 5, 7, 8, 9 - Where any law requires;

- Printed/written information/matter (Sec.4)
- Signature of person on any information/matter (Sec.5)
- Retention of documents, information, records for any specified period (Sec.7)
- Publication of any rule/regulation/byelaw under notification (Sec.8)

Such requirements shall be deemed to have been satisfied if the same is done in electronic form.

Sec.9 - e-governance is **refer to Booklet (Self Study Guide to MICS)**

.....For simplified commentary over Information Technology Act, 2000, CASE Tools, Audit of Info System & Other Chapters **refer to Booklet (Self Study Guide to MICS chapter 16, 19, 17.....)**

- **ALL-INCLUSIVE WIDE RANGE DIAGRAMS** - for more clarity & better marks-oriented presentation. ... **refer to Booklet.**
- **STEP-WISE BIFURCATION OF LENGTHY CHAPTERS INTO SMALLER SECTIONS TO MAKE LEARNING MORE EASIER WITH TOTAL COVERAGE OF EXAMINATION OBJECTIVES.** ... **refer to Booklet.**
- **MULTI-COLOR PRESENTATION OF THE MOST NOTICEABLE AND IMPORTANT POINTS** - throughout the book, key terms are highlighted in blue print to offer effective revision at 11th Hour. The nearer the examination, the more you should concentrate on the revision of blue print area. ... **refer to Booklet**
- **AUTHOR'S NOTES TO MAKE THE TEXT USER-FRIENDLY AND PROVIDE EVERYTHING YOU NEED WITHOUT OUTSIDE HELP ...** **refer to Booklet**

ALL JUST IN SMALL BOOKLET (Memory Based Edition) suitably titled as self study guide to MICS especially designed for examination purpose (priced at Rs. 165 + Postage charges)

To get more information about the book

SMS MICS with your location (Place of Residence) to 09899006105



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