

Face to Face.....

IT - SM Made Simple With OM TRIVEDI



Know Your Faculty

- Faculty Member of ICAI.
- Alumnus of Indian Institute of Management – Kolkata.
- More than 8 years' teaching experience in CA course.
- A renowned author of best-selling CA books, a corporate speaker and an educationist.
- Expert on competition studies, value creation, competitive advantages, management information systems and process improvement techniques.
- Management consultant and advisor to several Indian and multinational companies.
- Worked with eminent MNC's like Thomson, Firewall, Macmillan and McGraw-Hill.
- Partner with LexisNexis India (A Reed Elsevier Group Company) and MD of Carvinowledge Press.
- With an experience of more than a decade in industry, he has huge exposure to the dynamics of various organizations.
- I am still chasing "Perfection".

Author of Best-Selling Books



Plan

Innovate

Learn

Excel

My experience will give you "TOOLS TO CLIMB"

QUICK BITES

Information Technology and Strategic Management

[For CA-Intermediate (IPC) Course]

Om S Trivedi

Faculty Member of ICAI, New Delhi
EPSM – Indian Institute of Management Calcutta (IIMC)

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Quick Bites Information Technology and Strategic Management

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Part-5 Business Process Automation through Application Software

Chapter 11: Business Process Automation through Application Software

Introduction

Through automation, business processes can now be easily extended outside of an organization to encompass suppliers and business partners.

Some of the examples of automation from our real life

- a. **Newspaper:** The delivery boy has used Google maps to chart his/her path to our house.
- b. **Petrol Pump:** Automated machines which fill car's tank and generate computerized bills.
- c. **The milkman:** Mother Dairy uses high degree of technology to ensure that we get the freshest milk.
- d. **School:** The kids going to school find that their test scores are being emailed or sent by SMS to their parents.

Business Applications

Business Application = Business + Application

A is an enterprise that provides products or services desired by customers.

Application is defined as a computer program to fulfill a particular purpose.

Business applications are software or set of software used by business people.

Types	Nature of processing	Source of application	Size and Complexity of Business	Nature of application
Type I	Batch Processing	In-house developed	Small business	Accounting application
Type II	Online Processing	Purchased application	Medium business	Cash Management
Type III	Real-time Processing	Leased	Large business	Manufacturing Applications

Business Process Automation

“Business Process Automation (BPA) is a set of activities or strategies to automate business processes so as to bring benefit to enterprise in terms of cost, time and effort.”

- BPA increases productivity by automating key business processes through computing technology.

Why BPA is needed in Organizations?

- i. Cost Saving
- ii. To create value
- iii. To remain competitive
- iv. Fast service to customers

Objectives of BPA

- i. Confidentiality
- ii. Integrity
- iii. Availability
- iv. Timeliness

Steps in BPA Implementation

Step 1: Define why we plan to implement BPA?	The answer to this question will provide justification for implementing BPA.
Step 2: Understand the rules/regulation under which it needs to comply with?	The underlying issue is that any BPA created needs to comply with applicable laws and regulations.
Step 3: Document the process, we wish to automate.	The current process which are planned to be automated need to be correctly and completely documented at this step.
Step 4: Define the objectives/goals to be achieved by implementing BPA.	This enable the developer and use to understand the reasons for going for BPA. The goals need to be precise and clear
Step 5: Engage the business process consultant.	Once the entity has been able to define the above, the entity needs to appoint an expert, who can implement it for the entity.
Step 6: Calculate the RoI for project.	The answer to this question can be used for convincing top management to say 'yes' to the BPA exercise.
Step 7: Development of BPA	Once the top management grant their approval, the right business solution has to be procured and implemented covering the necessary BPA.
Step 8: Testing the BPA.	Before making the process live, the BPA solutions should be fully tested

Delivery Channels

Delivery channel refers to the mode through which information or products are delivered to users.

Importance of Delivery Channels

- To be aware of 'what information is required for effective delivery of products or services.'
- To plan an overall information management and communications strategy.

Information Delivery Channel: How to choose one?

- a. More than just the intranet
- b. Understand staff needs and environment
- c. Traditional Channel need to be formalized

Controls in BPA

Control is defined as policies, procedures, practices and organization structure that are designed to provide reasonable assurance that business objectives are achieved and undesired events are prevented or detected and corrected.

Objectives of Control

- a. Authorization
- b. Completeness
- c. Accuracy
- d. Validity
- e. Physical Safeguards and Security
- f. Error Handling
- g. Segregation of Duties

Application Controls

- Application controls are the controls on the sequence of processing events.
- These controls cover all phases of data right from data origination to its final disposal.

Internal Controls

The plan of enterprise and all the methods and procedures adopted by the management of an entity to assist in achieving management's objective of ensuring, as far as practicable, the orderly and efficient conduct of its business, including adherence to management policies, the safeguarding of assets, prevention and detection of fraud and error, the accuracy and completeness of the accounting records, and the timely preparation of reliable financial information.

Types of Application Control

Boundary Controls

Controls in the boundary subsystem have three purposes –

- to establish the identity and authenticity of would-be-users of a computer system;
- to establish the identity and authenticity of computer-system resources that users wish to employ; and
- to restrict the actions undertaken by users who obtain computer resources to a set of authorized actions.

Major types of controls exercised in the boundary subsystem:

- Cryptographic Controls
- Access Controls

An access control mechanism processes users' requests for resources in three steps:

- Identification
 - Authentication
 - Authorization
- Personal Identification Numbers (PIN)
 - Plastic Cards
 - Digital Signatures

Input Controls

These are responsible for ensuring the accuracy and completeness of data that are input into an application system.

Input controls are important since substantial time is spent on inputting data which involves human intervention and are therefore prone to errors and fraud.

Types of Input Control Techniques

- i. Source Document Control
- ii. Data Coding Controls
- iii. Batch Controls
- iv. Validation Controls

Communication Controls

Components in the communication subsystem are responsible for transporting data among all the other subsystems within a system and for transporting data to or receiving data from another system. Three types of exposure arise in the communication subsystem.

- a. As data is transported across a communication subsystem, it can be impaired through attenuation, delay distortion, and noise.
- b. The hardware and software components in a communication subsystem can fail.
- c. The communication subsystem can be subjected to passive or active subversive attacks.
 - Physical Component Controls
 - Line Error Controls
 - Flow Controls
 - Link Controls
 - Topological Controls
 - Channel Access Controls
 - Internetworking Controls

Process Controls

- Data processing controls perform validation checks to identify errors during processing of data.
- They are required to ensure both the completeness and accuracy of the data being processed.
 - Run-to-run Totals
 - Reasonableness Verification
 - Edit Checks
 - Field Initialization
 - Exception Reports
 - Existence/Recovery Controls

Output Controls

- Storage and Logging of Sensitive and Critical Forms
- Logging of Output Program Executions
- Controls over Printing
- Report Distribution and Collection Controls
- Retention Controls
- Existence/Recovery Controls

Database Controls

- Sequence Check Transaction and Master Files
- Ensure all records on files are processed
- Process multiple transactions for a single record in the correct order

"Learn Today, Lead Tomorrow"

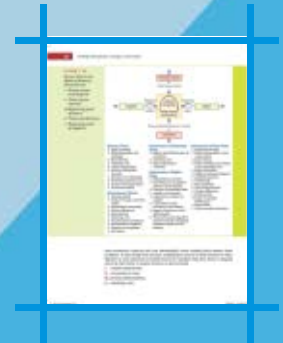
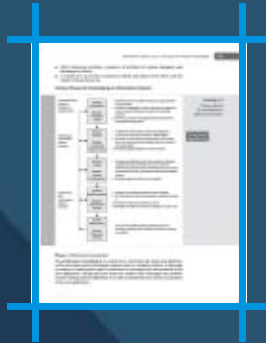
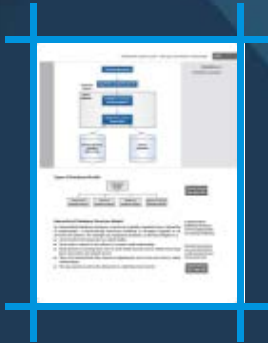
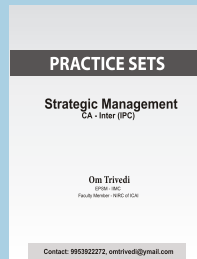
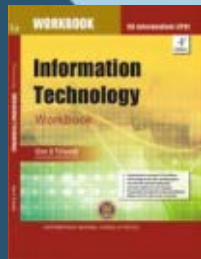
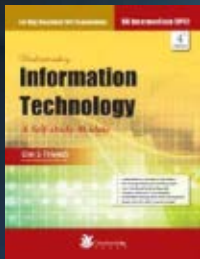
Advantage You



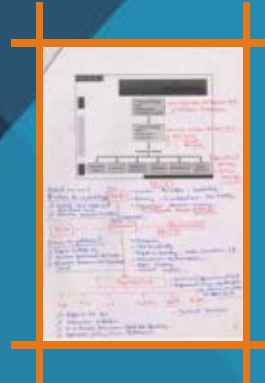
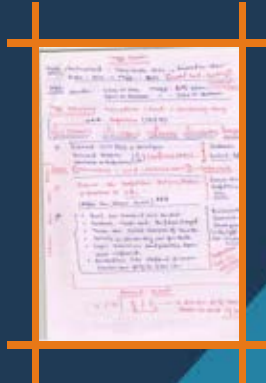
Concept Based Teaching

- Comprehensive coverage in 42 lectures
- Corporate example with Real Life Cases
- Complete coverage of SM, PM, Summary Notes and Charts

Well Designed Study Kit



Class Notes in Work Books



Memory Techniques

- Smart use of "Memory Codes" for memorization of concepts.

"Innovate through Motivation"

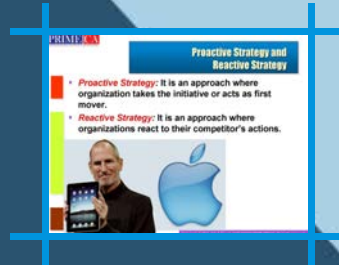
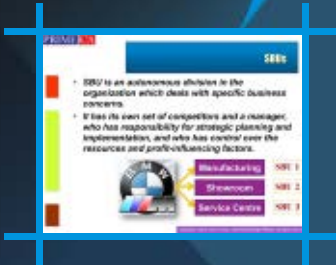
Advantage You



Audio Visual Techniques

- Use of PPTs in class at appropriate places for concept clarity.
- Smart use of Animated Videos and Videos Cases to facilitate easy learning of concepts.

PPTs



Animated Videos

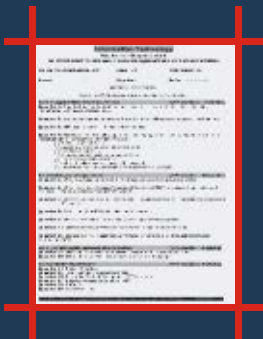
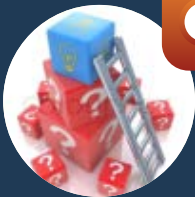


Corporate Videos Caselets



Class Test, Quick Bites, LMR, & Paper Analysis

- Chapter - wise Level I and II class tests.
- Charts and summary notes in the form of "Quick Bites" for quick revisions.
- LMR "Last Minute Revision" topics are provided just 2 days before the examination.



Class Tests



Quick Bites



LMR



Paper Analysis

"Plan to win with our study"

Advantage You



Collaboration Tools for You

- Apart from teaching in the Classroom, we facilitate you with several modes of interaction through modern interfaces and technologies.



- Social media interactions for revision and query resolutions.
- Use of Facebook Live for revision of each chapters.



- WhatsApp Groups for each batch to share all class notes, supplementary materials, etc. and query resolutions.

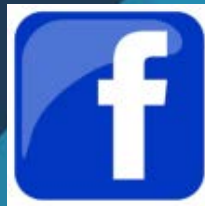


- Telephonic interaction to resolve doubts everyday between 8 to 10 pm on Om Sir's personal number.

Youtube Channel



Strategy Classes



Om Trivedi
IT-SM Classes



Prime CA



Students' Helpdesk

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Prof. OM TRIVEDI

Faculty Member of ICAI, EPSM-IIM

Author & Corporate Speaker

IT - SM

Batches for November 2017 and May 2018

"Sun Risers"

Subjects	Start Date	Days	Finish Date	Timings	Lectures	Venue
IT Then SM	21 st April, 2017	M/W/F	21 st July, 2017	6.30 to 9.30 am	42-44	NIRC of ICAI
SM Then IT	9 th June, 2017	M/W/F	27 th Aug., 2017	6.30 to 9.30 am	42-44	NIRC of ICAI
IT Then SM	24 th July, 2017	M/W/F/S	24 th Sep., 2017	6.30 to 9.30 am	42-44	NIRC of ICAI

"Smart 40"

Subjects	Start Date	Days	Finish Date	Timings	Lectures	Venue
IT Then SM	25 th May, 2017	T/T/S	31 st Aug., 2017	2.30 to 5.30 pm	42-44	Laxmi Nagar

"Game Changers"

Subjects	Start Date	Days	Finish Date	Timings	Lectures	Venue
IT Then SM	29 th May, 2017	M/W/F/S	11 th Aug., 2017	2.30 to 5.30 pm	42-44	Laxmi Nagar
SM Then IT	6 th July, 2017	M/W/F/S	8 th Sep., 2017	2.30 to 5.30 pm	42-44	Laxmi Nagar
IT Then SM	12 th June, 2017	DAILY	30 th July, 2017	5.30 to 8.30 pm	42-44	Laxmi Nagar
SM Then IT	6 th July, 2017	DAILY	31 st Aug., 2017	5.30 to 8.30 pm	42-44	Laxmi Nagar
IT Then SM	4 th Aug., 2017	DAILY	16 th Sep., 2017	5.30 to 8.30 pm	42-44	Laxmi Nagar

"Fast Track Revision" for Nov. 2017 Attempt

Options	Dates	Days	Timings	Venue
Option 1	29 th , 30 th Sep. and 1 st Oct.	Fri./Sat./Sun.	8.30 am to 4.30 pm	Laxmi Nagar
Option 2	6 th , 7 th and 8 th Oct.	Fri./Sat./Sun.	8.30 am to 4.30 pm	Laxmi Nagar

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OM TRIVEDI CLASSES

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IT - SM

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Lecture Schedules for November 2017 Batches

“INFORMATION TECHNOLOGY”

Parts	Chapters	Name of the Chapters	Lectures	Caselets	Video Cases
PART-I Business Process Management and IT	Chapter 1	Introduction to Business Process Management	2	5	3
	Chapter 2	Business Process Management Implementation and Role of IT	2	3	1
	Chapter 3	Business Process Mapping Systems	3	0	0
PART-II Information Systems and IT Fundamentals	Chapter 4	Introduction to Information Systems	2	2	1
	Chapter 5	Computing Technologies	3	5	2
	Chapter 6	Information System Layers, life Cycle and Modern Technologies	2	4	1
PART-III Telecommunication and Networks	Chapter 7	Telecommunications and Networks	4	2	1
	Chapter 8	Internet and Other Technologies	1	3	0
PART-IV Business Information Systems	Chapter 9	Introduction to Business Information Systems	1	1	1
	Chapter 10	Specialized Business Information Systems	2	4	2
PART-V Business process automation	Chapter 11	Business Process Automation through Application Software	2	6	0

“STRATEGIC MANAGEMENT”

Chapters	Name of the Chapters	No. of Lectures	No. of Caselets	No. of Video Cases
Chapter 1	Business Environment	4	14	12
Chapter 2	Business Policy and Strategic Management	2	4	3
Chapter 3	Strategic Analysis	3	9	6
Chapter 4	Strategic Planning	3	5	4
Chapter 5	Formulation of Functional Strategies	2	7	15
Chapter 6	Strategic Implementation and Control	4	11	4
Chapter 7	Reaching Strategic Edge	2	5	3

“Study Kit”

