

Code: BMS 106

Module: Basic Computer Applications

| Sessions | Topics |
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| 1 – 3 | Basic Computer Architecture: Fundamentals of Computer, Block Diagram of PC, peripheral devices of PC and their functions |
| 4 – 6 | Number System & Data representation: Decimal number system, Binary number system, Decimal to Binary conversion, Binary operations. Octal number system & conversion. Octal to decimal, Binary to Octal & Vice versa. |
| 7 – 10 | Operating System: Introduction & Classification of Software, working principle of MS DOS (Some basic internal and external commands and functions such as creating files) Windows and its components – Accessories, Program Manager, Main Desktop Icons. |
| 11 – 13 | MS Office: Introduction to Word Processing – invoking MS Word – create, edit, save document, cut & paste operations on blocks of text, headers and footers, Mail Merge, Printer Setup. Introduction to Excel, concept of worksheet, making charts & graphs, performing calculations. |
| 14 – 15 | Adobe Photoshop and Corel Draw: an introduction. |
| 16 – 20 | Basic Computer Application Lab: Knowledge of WINDOWS 98 and later versions , Familiarity with MS Office, Internet Explorer, Prepare a Power Point Slide Presentation on any relevant topic from the field of Media, Open Sources |

Suggested Book List:

- Computer Fundamentals – P. K. Sinha
- Computer Fundamentals – B. Ram