Centre for Management Studies
Dibrugarh University

Course Code : 30300 [BBA]
Course Name : Computer Applications
Course Type : Core
Prerequisites : None
Objective : The objective of this course is to give an introduction to modern computer systems and highlight the role played by it in managing today's business.
Evaluation : *Internal assessment*: 25 marks (1 Sessional Examination – 5 marks; 1 Practical Examination – 15 marks, Attendance – 5 marks); *End Semester Examination*: 75 marks
Instructor : Himadri Barman (himadri@cmsdu.org; https://himadri.cmsdu.org)

Detailed Course Outline

Unit: I: Computer Systems: Different number systems – binary, octal, decimal, hexadecimal, and their conversion; Codes used in computers - BCD, EBCDIC, ASCII, Gray code, Unicode and their importance; Computer – definition, Hardware/software concepts, Generation, Classification; Elements of digital computer - CPU and its functions; I/O devices - basic concepts, various input and output devices; Memory – types, Secondary storage devices; Software – its importance, types; Operating System Concepts.

Unit II: Business Application Software: Word Processors - role of word processors in creating, editing, formatting and printing of documents, Features of MS Word; Electronic Spreadsheets – its importance in accounting, finance and marketing functions of business, Features of MS Excel; Presentation tools – its importance, Features of MS PowerPoint; DBMS environment – important concepts, especially that of an RDBMS, Features of MS Access; Financial Accounting Software – need and features, Features of Tally.

Unit III: Computer and Networks: Data communication – need, concepts, terminologies; Networks – concepts, topologies, devices; Communication Protocols; Security issues [only elementary things to be covered]

Unit IV: Internet Technologies: Internet-concept, history and development, Internet terminologies, IP Addresses, Email and Web Sites, Search Engines; Concepts of intranets and extranets; Net etiquettes.

Unit V: Programming Overview: Program logic – use of flowcharts, algorithms and pseudo-codes, Program testing, debugging and documentation, Structured Programming concepts; Object Oriented Programming using Visual Basic 6.0 – introduction, data types, variables and menus.

Suggested Books:
1. Barman, Himadri – Foundations *of* IT and Computers, 2nd Edition, Mahaveer Publications
2. Bharihoke, Deepak – Fundamentals of Information Technology, Excel Books
3. Introduction to Information Technology – ITL Education Solutions Ltd., Pearson