

# Integrated Diploma in Business & Financial Management (IDBFM)

## DCA

### ➤ Fundamental of Computer

Introduction of Computer, Evolution of the Computer, Computer Generations, Types of Computer, Characteristics of Computers, Classification of Computers, Basic Applications of Computer, Components of a Computer System, Computer Memories System, Input / Output Devices, Concept of Hardware & Software, Binary System, Digital Number System, Computer Virus & Vaccines / Anti-Virus, Network, IECT, E-Governance, Exercise

### ➤ MS-DOS

Introduction of MS-DOS, File Naming, Internal Commands, External Commands, Exercise

### ➤ MS-Windows – 7

Introduction, Different Versions of Windows 7, Basic Elements of Opening Screen, Elements of a window, Windows Accessories, WordPad, Notepad, MS-Paint, Calculator, Character Map, Control Panel, Switching between two windows, Searching Files/Folders, Windows Explorer, Folder, Recycle Bin, Start Menu, Use of Network, Disk Defragment, Personal Folders, Shortcut Keys, Exercise

### ➤ MS-Windows - 10

Introduction, Release, New Features, User Interface and desktop, System and Security, Online Services and functionality, Multimedia and Gaming, DirectX 12, System Requirements, Exercise.

### ➤ Internet

Introduction, WWW, Web Browsing Software, Configuring Web Browser, Search Engines, Downloading Web Page, About E-mail, Using E-mail, Handling Spam, Social Networking, Send SMS on Mobile, Exercise

### ➤ Multimedia

Introduction of Multimedia, VGA, Sound Card, Use of Removable Disk, CD/ DVD, Burning, Exercise

### ➤ HTML

Intro of HTML, Different Tags, Creating Lists, Formatting of Text, Creating Hypertext Links, Table, Exer.

### ➤ Assignment & Project

### ➤ Model Questions

## MS- Office 2013

### ➤ Introduction to MS-Office 2013

Introduction of MS- Office, Installation of MS-Office, First View of Microsoft Office 2010, New File Extensions etc.

### ➤ MS Word

Intro of MS-Word, Menus, Advanced Formatting, Editing Document, Table in Document, Insert the Object, Mail Merge, Saving Document, Printing Document, Shortcuts Keys, Exercise.

➤ **MS Excel**

Introduction to MS-Excel, Menus, Operator & Functions, Cell Formatting, Working with formulas and cell referencing, Auto sum, Formatting to worksheet, Graphic Objects, Chart, Database, Sorting, Filtering, Scenario Manager, List Box, Goal Seek, Validation, Macro, Printing Worksheet, Shortcut Keys, Exercise.

➤ **MS Power point**

Introduction to MS- PowerPoint, Menus, Formatting, Drawing, Editing slides, Changing templates, Slide Layouts, Inserting Clipart, Sound and Movies into Slides, Add, Rearrange and Delete Slides, Printing in Microsoft Power Point, Understanding Animation and Action Buttons, Exercise.

➤ **MS-Access**

Introduction to MS-Access, Menus, Create a Database Using Template, Create Table, Form, Query, Report, Pages and Macro, Table Sorting and Filtering, Database Security, Exercise.

➤ **MS-Publisher**

Introduction to MS- Publisher, Menus, Create a Certificate, Greetings Card through Template.

➤ **Company Law & Secretarial Practice**

➤ **Corporate Communication**

➤ **Opted Module (You have to choose any one)**

a) **Taxation & Audit**

b) **Capital Market Operation**

c) **Retail Operation**

➤ **Assignment & Project**



**Course Code:- LT26**

**Duration:- One Year**