

**Computer related Courses
of
Bachelor of Medical Laboratory Science
Semester - I
Credit Based Continuous Evaluation Grading System
(CBCEGS)**

Session: 2026-27



**The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

Bachelor of Medical Laboratory Science

Semester - I

Session: 2026-27

Credit Based Continuous Evaluation Grading System (CBCEGS)

Bachelor of Medical Laboratory Science Semester - I										
Course Code	Course Title	Course Type	Hours per week	Credit		Marks			Examination Time (in Hours)	
			L-T-P	L-T-P	Total	Total	Ext.			CA
							L	P		
BMLM-1130	Basics of Computer Applications	SEC	1-0-2	1-0-1	2	100	40	30	30	3+3

Bachelor of Medical Laboratory Science Semester - I

Session 2026-27

COURSE CODE: BMLM - 1130

BASICS OF COMPUTER APPLICATIONS

Course Outcomes:

On Completion of this course, the student will be able to:

CO1: Identify the basic components and functions of computer hardware and software

CO2: Comprehend the basics of Operating system and User Interface.

CO3: To work with Word documents and apply various formatting techniques, page setup, creation of tables and other functions required in day-to-day word processing tasks. To be able to make presentations, adding graphics, charts, audio, video and applying various themes and transition effects required for making an effective PowerPoint presentation.

CO4: To work with the basics of Internet and E-Mail.

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COURSE CODE: BMLM - 1130
BASICS OF COMPUTER APPLICATIONS

Examination Time: (3+3) Hours
L-T-P: 2-0-1
Credit: 3

Max. Marks: 100
Theory: 40
Practical: 30
CA: 30

Instructions for Paper Setter -

- Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D).
- Questions of Sections A-D should be set from Units I-IV of the syllabus respectively.
- Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

UNIT I

Introduction to Computers: Generations of computers, Applications of computers, Parts of a Computer, I/O devices, computer uses in healthcare

UNIT II

Basics of Operating System: Introduction to OS, Features of Windows OS, File management, User interface basics.

UNIT III

Microsoft Word and PowerPoint: Introduction to Word, Typing medical documents, formatting, tables, inserting images, Introduction to PowerPoint, slide creation. Microsoft Excel, Access: Introduction to Excel and Access, Entering data, basic formulas, formatting cells, simple charts.

UNIT IV

Internet & Email: Definition, types of network, using browsers, opening email, attaching reports, basic internet safety.

Computers in Healthcare: Electronic health record, Hospital Information System basics, digital patient records, lab reporting usage

References / Textbooks:

1. Sinha P.K., “Computer Fundamentals”, BPB Publications
2. Norton Peter, “Introduction to Computers”, McGraw Hill Education
3. Rajaraman V (Author), Adabala N, “Fundamentals of Computers”, Prentice Hall India Learning Private Limited
4. V. Rajaramana, Computer basics and programming, PHI Learning Pvt. Ltd.
5. Michael Miller, Computer Basics and Absolute Beginner's Guide, Que Publishing