

Name of Course	Computer
Marks	50 Marks
Introduction	<p>In this course, students will gain a fundamental understanding of computer technology and usage. The course will cover basic concepts such as disk operating systems, computer languages, modems, and networking. Additionally, students will be introduced to various software packages, including PC Tools, Norton Utilities, graphics software, database software, and spreadsheet packages such as Excel and Lotus. One popular word processor, such as Microsoft Word, will also be covered.</p> <p>Furthermore, students will learn about record-keeping and data analysis of patient and drug data. This will enable them to manage and analyze medical data effectively. By the end of the course, students will have gained practical knowledge and proficiency in the use of computer technology for medical applications.</p>
Learning Outcome	<ul style="list-style-type: none"> • Demonstrate a basic understanding of computer terminology and concepts. • Use a disk operating system and navigate the Windows operating system. • Understand and use computer languages, including programming and scripting languages. • Configure and use modems and basic networking concepts. • Use PC Tools and Norton Utilities for disk maintenance and troubleshooting. • Create and edit basic graphics, databases, and spreadsheets using popular software packages. • Create and format documents using a popular word processing program like Microsoft Word. • Understand the importance of patient data and drug data in the healthcare industry. • Record and analyze patient and drug data using appropriate computer software. • Practice responsible and ethical use of computers, including data privacy and security.

Curriculum

<ol style="list-style-type: none"> 1. Fundamentals basic concepts of computers <ol style="list-style-type: none"> (a) General learning, knowledge, and fluency with computer terms and usage. (b) Disk (c) Disk operating systems and Windows (d) Computer languages (e) Modems and networking 2. Preliminary Introduction of the following packages <ol style="list-style-type: none"> (a) PC Tools (b) Norton Utilities (c) Graphics (d) Database (e) Spreadsheet packages like Excel and Lotus (f) Any one of the popular word processors like Microsoft word 3. Patient Data/Drug Data <ol style="list-style-type: none"> (a) Record keeping (b) Data Analysis
