

BCACFOT - 5N101
[W.e.f. 2020-21 Admitted Batch]

Semester-I

Computer Fundamentals and Office Tools

Semester	Course Code	Course Title	Hours/Week	Hours	Credits
I	C1	Computer Fundamentals and Office Tools	4	60	4

Course Objectives:

- To introduce the concepts of computer fundamentals and their applications for the efficient use of office technology in a business environment.
- To introduce the fundamentals of computing devices and reinforce computer vocabulary, particularly with respect to personal use of computer hardware and software.
- To provide hands-on use of Word, Excel and PowerPoint.

Course Outcomes:

- Describe the usage of computers and why computers are essential components in business and society.
- Identify categories of programs, system software and applications. Organize and work with files and folders.
- Compose, format and edit a word document and working with macros.
- Create work sheets and using various functions.
- Make presentations and inserting multimedia in them.

Syllabus

UNIT - I

Introduction: Characteristics of Computer, The evolution of Computers, The Computer Generations.

Basic Computer Organization: Input Unit, Output Unit, Storage Unit, Arithmetic Logic Unit, Control Unit, Central Processing Unit.

Secondary Storage Devices: Magnetic Disk, Optical Disk. Magneto optical Disk, Mass Storage Devices, Flash Drive and Other related Concepts.

