

**Course : Computer fundamentals and office automation tools**

**Duration : 30 Hrs**

**from : 20-07-22 to 05-08-22**

**Objective :**

- 1) Describe the usage of computers and why computers are essential components in business and society.
- 2) Utilize the Internet Web resources and evaluate on-line e-business system.
- 3) Solve common business problems using appropriate Information Technology applications and systems.

**Course Outcomes**

- Possess the knowledge of basic hardware peripherals.
- Know and use different number systems and the basics of programming.
- Solve basic computational problems with C language.
- Apply the basic concepts into solving broader problems.

Registration o the students : 120

No of theory classes : 20

No of practical sessions : 10

Course content : Basic knowledge of computers , input and output device, generations, types of computers, storage device. Memory device and operating system concepts

Types of operating systems , desktop , different icons on the desktop , folder , file creations cut, copy, paste operations

Ms word basics , file creations ,saving ,copying printing document allighment, table creations , mail merge, header an footer , page no creations etc.

Power point : objective of powerpoint, creation of slides, insert slide animation, slide operations etc. create a power point presentation individual application .







Examinations :

Lab session :