

3rd SEMESTER
SKILL ENHANCEMENT COURSE (SEC)
BAF318S2: BASIC COMPUTER

CREDITS: THEORY: 2, PRACTICAL: 2

THEORY (2 Credits): Marks: Max (30) Min (12)

Unit I: Computer Fundamentals

- Introduction to Computer
- What is Computer System
- Input Devices
- Output Devices
- Processing Devices

Unit II: Computer Memory

- Introduction to Memory Units
- Types of Memory
- Storage Devices.

PRACTICAL (2 Credits) Marks: Max (30) Min (12)

Unit III MS Word

- Introduction to MS Word
- Functions and Features of MS Word
- Working in MS Word

Unit IV MS Excel

- Introduction to MS Excel
- Features of MS Excel
- Formatting worksheet in Excel
- Formulae and Functions in MS Excel

Prescribed book: *My Bits & Bytes Computer Series (6)*