

S.P Jain College, Sasaram

Add-on Course in

FUNDAMENTAL OF COMPUTER

With Computer Lab



Course Code:- ICT Fundamental OF COMPUTER

Duration:- 36 Hour's

Program Co-ordinator:- Ramchandra Singh
Department Of BCA



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Department of B.C.A.

S. P. Jain College, Sasaram

(A constituent unit of V. K. S. U., Ara)

Sasaram, Rohtas (Bihar) - 821 115

Ref. No. :

Date :

Overviews

ICT Fundamental certificate course is an essential part of our daily life. Almost everything around us are associated with computer, software like Microsoft application Office, hardware, Invention in technology is directly associated with the computer science. That's the reason to study this subject. This course is generic in nature, anyone from any discipline can opt this course to learn computer basics to all students. This course deals with fundamentals of computer & Internet. Which includes generations of computer, evolution and development of microprocessor, input and output devices, primary and secondary storage devices, DOS, etc. It also deals with the hardware and software aspects of the computer like operating system window 10, MS application software Office and system software. It provides an overview of functions and working of central processing unit, motherboard and other peripherals and vital uses of internet in online learning education system, searching etc.

SYLLABUS

Corse Index	Topics Name	Time	Class Type
C31CT-1	Fundamental of Computer	05 Hours	3 Hours Theory + 2 Hours Practical
C31CT-2	DOS (Disk Operation System)	05 Hours	3 Hours Theory + 2 Hours Practical
C31CT-3	Microsoft Windows Operating System (Window 10)	04 Hours	2 Hours Theory + 2 Hours Practical
C31CT-4	Microsoft Office Word	05 Hours	3 Hours Theory + 2 Hours Practical
C31CT-5	Microsoft Office Excel	05 Hours	3 Hours Theory + 2 Hours Practical
C31CT-6	Microsoft Office Power Point	04 Hours	3 Hours Theory + 1 Hours Practical
C31CT-7	Internet & Emailing	04 Hours	3 Hours Theory + 1 Hours Practical
C31CT-8	Print , Scanning, Copy	04 Hours	2 Theory + 2 Practical

Fee Structure:- As per our governing body S.P Jain College, Sasaram has been decided to No any charges/ fees of All Certificate courses.

Deigned & Developed By:- As per our Board of Study (BOS) S.P Jain College, Sasaram instructions contribution by Ramachandra Singh (H.O.D BCA).

Program Co-ordinator

Ramchandra Singh.
(H O.D BCA)