

SYLLABUS

SKILL ENHANCEMENT COURSE **Computer Applications**

2 CREDITS
50 Marks

OBJECTIVE OF THE COURSE

- Provide students with basic computer skills enabling and enhancing them for placements in varied services – Front desk, Data operation, Publication etc, both in private and government sector.
- Provide students with vocational skills in IT.

Course Outlines

UNIT I: Introduction to Computer System

- a. Basic Computer Concept, Computer Organization
- b. Windows OS
- c. PC Assembly

UNIT II: Microsoft Office 2007

- a. MS Word
- b. MS Excel
- c. MS PowerPoint

UNIT III: Multimedia

- a. Internet & its usage
- b. Photoshop
- c. In Design

NB: Group/ Individual Projects (PC Assembly/ PPT Presentation/ DTP) will be required for Internal Assessment Marks.