

Basics of Computer (BCA 1st Year)

Topic	Number of Hours
<ul style="list-style-type: none">• Operating System• Windows Operating• System Software• Application Software	01
Input Devices <ul style="list-style-type: none">• Key Board• Mouse• Joysticks• Scanner• Web Camera• Bar Code Reader• Optical Card Reader etc.	01
Output Devices <ul style="list-style-type: none">• Monitor• Printer• Speaker	01
Windows Accessories <ul style="list-style-type: none">• Ms-Paint• Note Pad• Word Pad• Calculator• Games	03
MS-Office Word 2007	02
MS-Office Excel 2007	02
MS-Office Power Point 2007	02