

EMPHASIS:

- Learning to be familiar with various units of a Computer System assembly.

CONTENTS:

- Fundamentals of Computers. Terms used, Operating Systems - DOS and WINDOWS.
- Terminology of Windows, creating icons, shortcut key. File Manager in windows.
- Introduction to M.S. Office Software as a tool for word-processing, spreadsheet, charts (line, bar, and pie charts)
- Presentation by Power Point.
- Advanced Computer Aided Design