SARDAR PATEL UNIVERSITY
Programme & Subject: Bachelor of Education
Semester: I
Syllabus with Effect from: June-2013

Paper Code: UE01FBED01	Total Credit: 3
Title Of Paper: Computer Fundamentals in Education	

Unit	Description in Detail	Weightage (%)
I	**Computer & Its Concept** **Computer** Concept History and development **Types & parts of Computer** Types Parts (Hardware, Software and memory) **Devices of Computer** Input devices Output devices	30%
II	**Importance & application of Computer** **Importance of Computer** For teachers For students **Computer Application in School** Administration Library **Application of Computer** In Education In other field	30%
III	**Microsoft Office** **Microsoft Words** Basic Concepts Application (Question paper, material development) **Microsoft Excel** Basic concepts Application (Formulas, charts) **Microsoft PowerPoint** Basic concepts Application (E-plan)	40%