

**Programme: Bachelor of Computer Applications**

**Semester I**

**UGCA1906**

**Fundamentals of Computer and IT Laboratory**

*Course Outcomes (COs)*

<b>CO#</b>	<b>At the end of the course, the student will be able to:</b>
CO1	Highlight the features of word processing, spreadsheet and presentation tools
CO2	Identify the right componets for its documents on editor, spread sheet and presentation software.
CO3	Prepare documents and apply formatting.
CO4	select the right tool for different requirements.
CO5	Apply various operations.

(Source: IKGPTU Syllabus for Bachelor of Computer Application (Affiliated Colleges), 2021.  
<https://ptu.ac.in/wp-content/uploads/2021/12/BCA-2021.pdf>)