SYLLABUS FOR

BASIC COMPUTER SKILLS

OBJECTIVE:

The course is designed to impart a basic level understanding of working of a computer and its usage. After completing the course the students will be able to use the computer for basic purposes preparing to one's personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc.

UNIT-1

Knowing computer: Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Connecting keyboard, mouse, monitor and printer to CPU, Checking Power Supply.

Operating Computer using GUI Based Operating System: Functions of Operating System; Basics of Popular Operating Systems(Linux, Windows); The User Interface: Status Bar, Using Menu and Menu-selection, Running an Application, Simple settings: Date And Time, Display Properties, Add Or Remove A Windows Component, Changing Mouse Properties, Adding and removing Printers, File and Directory Management: Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

Understanding Word Processing: Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.

Unit-2

Using Spread Sheet: Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, Printing of Spread Sheet.

Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show

Introduction to Internet, WWW and Web Browsers: Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing software, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website, Using internet for Research.

Communications and collaboration: Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.

Suggested Reading :

1. Introduction to Computers, Peter Norton, Mc GrawHill , 2012.
2. Using Information Technology, Brian K williams, StaceyC.Sawyer, Tata Mc GrawHill.

Web Resources :

1. https://online.stanford.edu/courses/soe-ycscs101-sp-computer-science-101
2.https://www.extension.harvard.edu/open-learning-initiative/intensive-introduction-computer-science