



# SYLLABUS FOR BASIC COMPUTER COURSE

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## OBJECTIVE

The course is designed to aim at imparting a basic level appreciation programme for the common man . After completing the course the incumbent is able to use the computer for basic purposes of preparing his personnel / business letters ,viewing information on Internet ( the web ), sending mails, using internet banking services etc. This allows a common man or housewife to be also a part of computer users list by making them digitally literate. This would also aid the PC penetration program . This helps the small business communities , housewives to maintain their small account using the computers and enjoy in the world of Information Technology.

## COURSE DURATION

THREE MONTH

## SYLLABUS OUTLINE

**1 . Knowing computer** : What is 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 ; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

**2 . Operating Computer using GUI Based Operating System** : What is an Operating System; Basics of Popular Operating Systems ; The User Interface, Using Mouse ; Using right Button of the Mouse and Moving Icons on the screen , Use of Common Icons, Status Bar , Using Menu and Menu-selection , Running an Application , 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.

**3. 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.

**4 . 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.

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

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

**7 . Making Small Presentation** : Basics of presentation software ; Creating Presentation ; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.