

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>



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S Ben Porath



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Job Corps Graded Reading Competencies Course Guide United States. Employment and Training Administration, 1989

EHealth - For Continuity of Care C. Lovis, B. Séroussi, A. Hasman, 2014-09-30 Information technology and the information sciences have been part of our lives for some time now They have revolutionized the healthcare system changing the whole health landscape as well as health culture New devices sources of data and roles for all those involved in healthcare are being developed as a result This book presents the proceedings of the 25th European Medical Informatics Conference held in Istanbul Turkey in August September 2014 The conference aims to present the most recent developments in biomedical informatics The book is divided into 15 sections which include decision support systems and clinical practice guidelines improved healthcare through informatics data analysis mobile health technology and system evaluation and text mining The final two sections present posters from the conference The book will be of interest to all those in the healthcare sector researchers and practitioners alike who develop evaluate or work with information technology *Children's Books in Print*, 2007, 2006 *Books in Print Supplement*, 2002 **Reading Comprehension at Four Linguistic Levels** Clifford Pennock, 1979 *Resources in Education*, 1985 Children's Books in Print R R Bowker Publishing, Bowker, 1999-12

The software catalog microcomputers Menu (Firm) (Fort Collins, Colo.), 1989 **Teacher's Directory of Reading Skill Aids and Materials** Emerald V. Dechant, 1981 **The 1986 Educational Software Preview Guide** California. State Department of Education, 1986 **The Software Encyclopedia 2001**, 2001 **Improving Reading Comprehension Skills** John Langan, Harley F. Anton, Carol H. Bader, 1992 **Instructor**, 1979 **The ETS Test Collection Catalog** Educational Testing Service. Test Collection, 1993 The major source of information on the availability of standardized tests Wilson Library Bulletin Covers commercially available standardized tests and hard to locate research instruments

Working Paper, 1969 El-Hi Textbooks and Serials in Print, 2006 **Conference Proceedings - International Reading Association** International Reading Association, 1967 Proceedings of the Annual Convention International Reading Association, 1967 **Assessing and Guiding Classroom Reading Instruction** Martha Collins, Earl H. Cheek, 1999-06 This text provides classroom teachers with information on developing a systematic procedure for assessing reading skill performance and offers prescriptive instruction The first chapter addresses reading as a language process and establishes the basic conceptual framework The remainder of the text is organized around five steps that should be followed to provide effective reading instruction New to this edition The latest research on teacher instruction for technologically advanced students More emphasis on student assessment versus clinical diagnoses The importance of assessing and guiding reading through language literacy development is stressed *El-Hi Textbooks & Serials in Print*, 2003, 2003

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