

COMPUTER LITERACY PROGRAMME

NAGAR COLLEGE 2015

A New Age has risen with the dawning of the new Millennium—the “Information Age”. We are now marching into a new era where information technology is simply indispensable. The ability to use a computer is likely to become as much as important as the ability to read and write. To step into unknown territory, computer is the key. As the computer helps people to produce fast and efficient work, gradually the computer has become a central part of every job. It is thus undeniable that being computer literate is a must. Otherwise, one would feel incapacitated.

With the computer, the Internet is made possible. With just a click of the mouse, one can be able to improve on what he or she like. In addition, the Internet provides cheap and fast communication. With the help of computers, distant learning is made possible by logging on to the Internet. This facility not only helps to save one’s money but also one’s time as one study at one’s own pace and ability.

Students need a high level of computer literacy both to succeed at tomorrow’s jobs as well as to create tomorrow’s innovations. It is critical, then, that colleges should teach about computers so that their students can find these machines useful in many tasks, and can adapt to different, advanced, or newer computer experiences.

With this perspective Nagar College is going to introduce a 3 months Certificate Course in Computer Literacy. Newly admitted students will be enrolled for the first phase of this programme and accordingly the Part II and Part III students will be included into this programme just after completion of their University Examination.

Duration of the Course:

Theory: 25 Hours

Practical: 50 Hours

The Syllabus for the said Course will be as follows:

UNIT- I: INTRODUCTION

1. Historical evolution of computers,
2. characteristics of computers,
3. Capabilities and limitations of computers.
4. Information storage in computers: ASCII, Unicode.

5. Computer generations.
6. Types of computers: PCs, desktop, Laptop, palmtop etc.
7. Definition: Hardware, Software and Firmware.
8. Applications of computers: Computers and their impact on society, computer in education, commercial data processing, public utilities, and computers in home and computer application of the future.

UNIT-II: COMPUTER ORGANIZATION

1. Block diagram of computer identifying their components and functions.
2. Central Processing Unit - Processor Speed, Cache.
3. Concept of primary & secondary memory: Primary memory – RAM, ROM, EPROM etc.
Secondary Memory—Magnetic tapes, Magnetic Disk, Hard Disk, Compact Disk, DVD, USB Hard Drives, USB Flash Drive.
4. Input Devices : Keyboard, Mouse, Light pen, Joystick, Touch Panels, Scanner (OMR, OCR, MICR etc.), Voice Recognition System, Portable hand held terminals for data collection.
5. Output Devices: Monitors, Printers (Serial, Line, Page, Inkjet Laser Printer), Plotters, Voice Generation System, Monitors

UNIT-III: INFORMATION REPRESENTATION

1. Number Systems, Binary Arithmetic, Representation of Integer and Real Numbers, Concept of Codes: BCD Codes, Error detecting and correcting codes (Parity Bit Codes), Character Representation – ASCII, EBCDIC, Unicode.

. UNIT- IV

1. Types of Software: Application Software, System Software, Translators, System Utilities.
2. Types of Languages: Machine Language, Assembly Language, High-Level Language -their Features, Advantages and Disadvantages.
3. Operating System: Definition, need, Operating System services, functions of operating system as resource manager.

UNIT- V: OPERATING SYSTEM

1. Microsoft Windows- An overview of different versions of Windows, Basic Windows elements, File management through Windows.
2. Using essential accessories: System tools - Disk cleanup, Disk defragmenter, Entertainment,
3. Games, Calculator, Imaging - Fax, Notepad, Paint, WordPad.
4. Command Prompt- Directory navigation, path setting, creating and using batch files.
5. Drives, files, directories, directory structure.
6. Application Management: Installing, uninstalling, running applications.
7. Specifics on Hard drive repartitioning and booting a Linux system.

UNIT-VI: MS-WORD

1. Basic features of Word Processing, File-New, Open, Save, Print, Close, Page Setup, Edit-Find, Replace, Cut, Copy, Paste etc., Checking and correcting spellings.
2. View-various layouts, Zooming, Header, Footer, Toolbars, Insert-Variety types of objects, Files, Symbols, Date, Time etc,
3. Format-Variety Styles, Auto format, Paragraph formatting, Bullets and numbering etc.
4. Tools- Spell Checking, Word Count, Auto Correct, Languages etc,
5. Tables- Insert, Delete, Update, Auto format and different operations on tables, Windows and Help.
6. Selecting text, Editing text, Finding and replacing text, printing documents, Creating and Printing Merged Documents

UNIT- VII: MS - EXCEL

1. Excel worksheet, data entry, editing, cell addressing, ranges, commands, menus, copying & moving cell content, inserting & deleting rows and column, column formats, cell protection, printing, creating, displaying & printing graphs.
2. Mathematical, Logical, statistical, text, financial, Date and Time functions,
3. Charts and Graphs - Creating, Previewing, Modifying Charts

UNIT- VIII: MS- POWERPOINT

1. Introduction, PowerPoint elements -templates, wizards, views, colour schemes.
2. PowerPoint menus options, sub-options, preparing presentation using different tools, working with drawing, templates, dialog boxes, building slides and slide shows.

UNIT – IX: INTERNET

1. Concepts: Internet, internet and Intranet differences among them.
2. About Internet and Its Working, Business use of Internet, Services Offered by Internet, Evolution of Internet, Internet Service Provider (ISP), Windows Environment for Dial Up Networking (Connecting to internet).

UNIT- X

1. Email: Basic Introduction, Advantages and Disadvantage.
2. Structure of an E-Mail Message, Working of E-Mail (sending & receiving messages), Managing Email (creating new folders, deleting messages, forwarding messages, filtering messages).

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The tentative schedule for the 1st phase of the programme:

DATE	GROUP	NAME OF TEACHER	ROOM NO.	TIME
08/09/2015	A & B	AS	HALL	1.30 – 3.30
	C & D	J S	RJSS	1.30 – 3.30
	E & F	RI	R-17	1.30 – 3.30
09/09/2015	A & B	AS	HALL	2.00 – 3.00
	C & D	J S	RJSS	2.00 – 3.00
	E & F	KM	R-17	2.00 – 3.00
17/09/2015	A & B	AS	HALL	1.30 – 3.30
	C & D	SKT	RJSS	1.30 – 3.30
	E & F	KM	R-17	1.30 – 3.30
22/09/2015	A & B	AS	HALL	1.30 – 3.30
	C & D	SKT	RJSS	1.30 – 3.30
	E & F	KM	R-17	1.30 – 3.30
23/09/2015	A & B	AS	HALL	1.30 – 3.30
	C & D	SKT	RJSS	1.30 – 3.30
	E & F	KM	R-17	1.30 – 3.30