

Basic Computer Course

Objective of the Course:	The course is designed to aim at imparting a basic level appreciation program. After completing the course Will be able to view information on Internet (the web) Will be able to create email account and send / receive emails Will be able to use Digital Financial Services Will be able to use Social Media, e-Governance and their usage etc.
Pre-requisite:	Some basics of computer
Expected Outcomes of the Course:	After studying this subject, students will get knowledge of functional units, number System, devices, and memory & its storage.
Course Nature : (Theory / Practical / Field based)	Theory
Eligibility Criteria	12 th pass or equivalent

Course Syllabus (In Detail):	Unit I Introduction 1. What is Computer 2. History of Computer 3. Types of Computers 4. Block diagram of computer and functional units Unit II Components of Computer 1. Hardware Components 1.1. Input Device 1.2. Output Device 2. Software Components 2.1. What is Software? 2.2. Types of Software Unit III Introduction to Operating System 1. Introduction 2. Objectives 3. Operating System 3.1. Operating Systems for Desktop and Laptop 3.2. Operating Systems for Mobile Phone and Tablets 4. User Interface for Desktop and Laptop 4.1. Task Bar 4.2. Icons & Shortcuts 4.3. Running an application 5. Operating System Simple Setting 5.1. Using Mouse 5.2. Changing System Date and Time 5.3. Changing Display Properties 5.4. To Add or Remove Program and Features 6. File and Folder Management 7. Types of File Extensions Unit IV Computer Networking 1. What is network? 2. Types of Networks 3. Uses of Network Unit V Number System 1. Introduction to various number system 2. Conversion of various number system 2.1. Decimal to Binary 2.2. Binary to decimal 2.3. Octal to Decimal 2.4. Decimal to Octal 2.5. Hexadecimal to Decimal 2.6. Decimal to Hexadecimal
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	Unit VI Concepts of Internet 1. Internet 2. Applications of Internet 3. ISP and Role of ISP 4. Modes of Connecting Internet (Hotspot, Wi- LAN Cable, Broadband, USB Tethering) 5. Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.) 6. Exploring the Internet 7. Surfing the web 8. Popular Search Engines 9. Searching on Internet Unit VII: E-mail, Social Networking, and e- Governance Service 1. Objectives 2. Structure of E-mail 3. Using E-mails 3.1. Opening Email account 3.2. Mailbox: Inbox and Outbox 3.3. Creating and Sending a new E-mail 3.4. Replying to an E-mail message 3.5. Forwarding an E-mail message 4. Social Networking & e-Commerce 4.1. Facebook, Twitter, LinkedIn, Instagram 4.2. Instant Messaging (WhatsApp, Facebook Messenger, Telegram) 5. Accessing e-Governance Services on Mobile Using “UMANG APP” 6. Digital Locker Unit VIII: Digital Financial Tools and Applications 1. Objectives 2. Digital Financial Tools 2.1. Understanding OTP [One Time Password]and QR [Quick Response] Code 2.2. UPI [Unified Payment Interface] 2.3. AEPS [Aadhaar Enabled Payment System] 2.4. USSD[Unstructured Supplementary Service Data] 2.5. Card [Credit / Debit] 2.6. eWallet 2.7. PoS [Point of Sale] 3. Internet Banking
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Reference Books	1. How computer work: Ron White – Tech media 2. Introduction to computers: 4th Edition – Peter Norton 3. Fundamentals of Computers: V. Rajaraman 4. Computer Fundamentals: Pradeep K. Sinha & Priti Sinha (BPB) 5. Introduction to Networking Rechar McMohan Tata McGraw Hill Publication 6. HTML Black Book – Steven Holzner – Dreamtech Press 7. Computer Network Fundamentals and application – R S Rajesh Vikas Publication
Exam Pattern: (MCQ / Written / Practical /	HTML for the world wide web, Fifth Edition, with XHTML MCQ