

Open Basic Education Course (Curriculum)
Basic Computer Skills (C-104)
Level- 'C'

1. Rationale

India is a rapidly growing and developing nation. The growth should be multifaceted and even for it to be meaningful for all. With the advent of computers the world moved to a new age-cyber age. The unprecedented amount of growth that the world has seen since information technology revolution is unparalleled in history. Computers have taken over almost all spheres of human existence be it Offices, Homes, Hospitals, Railway stations, Universities or Schools. Therefore it is imperative for all of us to have computer skills, if not advanced at least basic skills, so that we are able to handle computers properly and to our benefit. This course in Basic computer skill at level 'C' is centered on knowledge about computers and application of that knowledge in everyday life. It will help the learners in achieving further knowledge and skills in computers.

2. Prerequisites for the course

Before entering this course the learner is expected to –

- Have successfully completed the Basic computer skills course at level 'B' or have similar competence.
- Recognize all the parts of computer & its attachments like printer etc. and use them.
- Use computer and operating system.
- Be aware of internet and threat and dangers involved in working on it. The learner is also expected to know about the remedies for internet threats like viruses and malware etc.

3. Objectives

The general and specific objectives of this course are as follows-

3.1 General Objectives

After successfully completing this course learners will be able to-

- Use computer with better skills and perform complex tasks using a computer.
- Draw pictures, write texts, and make charts, documents, spread sheets and presentations using computer applications.

- Use different mathematical formulae while working on spreadsheets, will be able to download sound and video clips from internet and use them in presentations.
- Explain how to search internet information related to job prospects and further studies, application processes and also apply online

3.2 Special Objectives

After successfully completing this course the learner will be able to-

- Use tabs and indentations for making the documents orderly and beautiful.
 - Demonstrate how to fill information after making column.
 - Use the page setup application and print the documents in orderly way .
 - Describe how to see print preview of the document files before taking printouts.
 - Explain how to incorporate charts and formulae in spreadsheets.
 - Use the power point template and include sound and video files in power point slides.
 - Learn more attractive way of making presentations.
 - Understand different types of network .
 - Explain different components and usages of internet .
 - Analyse mass use of internet like video conferencing, social networking, and e-commerce.
 - Illustrate about different components, benefits and instruments of multimedia •
- Indicate how to apply for jobs online.

4. Brief Description of the Course

The course has been designed in such a way that before embarking on new information in each lesson the learner gets an opportunity to understand and revise what he/she has learnt so far. The course also tells about the benefits of learning and using computers in practical life situations and how to acquire it. Job prospects related to knowledge of computers have also been discussed in the course. This course has been developed in easy language, descriptions and examples used in the lessons have been taken from general day to day life. This course is meant for distance learning mode.

5. Course Structure

This course comprises of total 100 study hours. It has nine (9) lessons. The course is divided on the basis of study hours and marks allocation as following-

Sl. No.	Lesson	Study Time	Marks
1.	Revision	06 hours	08
2.	Word Processing	16 hours	12
3.	Spreadsheet	16 hours	12
4.	Presentation	16 hours	12
5.	Computer Network	10 hours	12
6.	Internet	16 hours	12
7.	Multimedia	05 hours	12
8.	Internet Banking	10 hours	12
9.	Prospects of Jobs in Computer Sector	05 hours	08
Total		100 hours	100

6. Course Description

Lesson-1: Revision

Introduction to computers, operating system, word processing, spreadsheet, presentation, computer security, internet, e-mail.

Lesson-2: Word Processing

Introduction to word processing, intend of word processing, tabs and indentation, page setup, print preview, printing, word art.

Lesson-3: Spreadsheet

Introduction, intend, types of charts, inserting the charts, formula and functions (only basic).

Lesson-4: Presentation

Introduction, intend, making presentations using the template, inserting audio clip, inserting video clip, slide transition, customized animation.

Lesson-5: Computer Network

What is computer network and what are its usages? Functioning of a computer network, types of network, network tools, network connections.

Lesson-6: Internet

Introduction, intend, categorization of the websites, benefits of internet, video conferencing, social networking, e-governance, e-commerce, chatting, instant messaging.

Lesson-7: Multimedia

Introduction, intend, elements of multimedia, scope of multimedia-education, entertainment, marketing, fashion etc. instruments of multimedia- (1) C.D. ROM, (2) speaker, mike, (3) hard disk.

Lesson-8: Internet Banking

What is e-banking, types of e-banking, benefits from e-banking, precautions while making e-banking transactions, contribution of e-banking in development and business growth.

Lesson-9: Prospects of Job in Computer sector

Availability of jobs in computer sector, job search using computer and internet.

7. Scheme of Study

This course is essentially for self-study. The course material has been designed keeping in mind the social, psychological & intellectual conditions of the learners. At the end of each lesson, questions related to the lesson are given, so that learners are able to understand concepts as well as learn to express them. Learners also have the option to attending contact classes at their AAs, learners will be able to clarify any subject related doubts in these sessions and discuss difficult topics with their peer group. Learners can also clarify their subject related problems at the literacy centre and adult education centre.

8. Scheme of Evaluation

8.1 Self-Assessment

Learner can keep doing their evaluation throughout the course. For this purpose a practice paper is provided after every lesson, which contains questions related to the lesson. Learners can answer these questions and then evaluate their answers by looking at the correct answers provided at the end. This is the self-evaluation method adopted for this course.

8.2 External Assessment

After completing the course the learner will appear for external evaluation. The method for this evaluation is written examination, which will consist of 100 marks. The duration of this exam will be three hours and question paper will comprise questions based on lessons and concepts in them. The questions will be objective type, very short answer type, & short answer type.