COMPUTER FUNDAMENTALS

&

BASIC INTERNET

Offered by

MORIGAON COLLEGE, MORIGAON

2020-2021

Computer Fundamentals & Basic Internet

DESCRIPTION & OBJECTIVES OF COURSE COMPUTER FUNDAMENTALS & BASIC INTERNET:

1. DESCRIPTION

This basic computer skills course will provide the student with an understanding of the most popular, current technologies used at home and in the workplace. They will become computer literate in this hands-on course while he learn to access, create, save and manage documents, spreadsheets and emails and use the Internet effectively. We demystify terminology and impart best practice skills for productive and secure use of hardware and software.

AIM

This course aims to familiarize the student with computers and Microsoft Windows, while learning basic computer, mouse and keyboard skills in a supportive classroom environment.

OUTCOMES

By the end of this course, you should be able to:
1. Appropriately start up and shut down your computer
2. Navigate the operating system and start applications
3. Perform basic functions of file management
4. Perform basic functions in a word processor and spreadsheet
5. Manage print settings and print documents
6. Receive and send emails
7. Use a web browser to navigate the Internet.

OBJECTIVES:

The main objectives of the course are to:
1. Introduce students to the digital world. Follow the developments in computer hardware and software from the initial steps of generation to modern and future time.
2. Introduce the components of an information system, i.e., hardware, software, data, networks, facilities, personnel, services and partners.
3. Closely examine information system's hardware. Specifically consider the processing unit, input and output devices, and primary and secondary storage. Examine the technology and analyze its characteristics.
4. Examine information systems in organizations. Explore different types of software: applications, system software.
5. Introduce data communications. Focus on local area networks and consider security issues.
6. Explore the Internet, web resources and their use.
7. Address information systems security, and issues relating to ethics, and crime in the computer world.

2. Eligibility :

The course is meant for the Intermediate in any stream Passed Exam, for the purpose of eligibility and can apply.

3. Duration of the Course

S.No.	Course	Semester	Duration
1.	Certificate in Computer Fundamentals & Basic Internet	1 (One)	Six Month (6 Month)

4. No. of students to be admitted: 20 (twenty)

5. Course & Scheme of Examination

Course Code	Course Title	Credits
CFBI101	Fundamentals of Computer	3
CFBI102	Computer Networking & Internet	3

7. Practical Training

Being a practical oriented program, the focus will be more on practical training. TheCandidate shall undergo practical training of the computer laboratory.

8. Requirement to appear for examination

Candidate should put in a minimum of 75% attendance to appear for theexaminations.

9. Passing Criteria

The Passing Criteria for the candidates should score at least 36% marks in each subject and 40% marks in aggregate. A candidates failing in any one of the subjecthas to reappear for that particular component in the back examinations.

10. Details of Syllabus

Course Code: CFBI101
Course Title: Fundamentals of Computer
Course credits: 3
Course Objectives:

The primary objective of this course is

- To understand the fundamentals & concepts of computers
- To give the students a hands on experience on GUI

- To impart the basics of Desktop Publishing

Course contents/Syllabus:

	Weightage (%)
Module 1: Fundamental & Basics of Computer	
Introduction to computer, History of computer, Computer Generation, Characteristics of computers, Application of computer, Components of computer, hardware, Software , Types of Software, Use of System & Application Software, Assembler, compiler, interpreter, computer languages , Data processing : concepts of data processing, Definition of Information and data, Basic data types, Storage of data/Information as files, Representation of data/Information	25%
Module 2: Operating System & its GUI	
Operating system and basics of Windows ,The User Interface: Using Mouse and Moving Icons on the screen ,The My Computer Icon ,The Recycle Bin , Status Bar, Start and Menu & Menu selection, Running an Application , Windows Explorer Viewing of File, Folders and Directories . Creating and Renaming of files and folders ,Openingand closing of different Windows ,Windows Setting: Control Panels, Wall paper and Screen Savers Setting the date and Sound ,Concept of menu Using Help ,Advanced Windows: Using right Button of the Mouse , Creating Short cuts , Basics of Window Setup ,Notepad	25%
Module 3:Input & Output Devices	
Input / Output Devices: Keyboards, mouse, joysticks, trackballs,digitizer, voice-recognition, optical-recognition, scanners, terminals, point-of-sale terminals, machine-vision systems. Hard-copy devices: Impact printers - DMPs, Daisy-wheel printers. Line-printers. Non- impact printers - Inkjet, Laser, Thermal; Plotters. Memory & Mass Storage Devices: Characteristics of memory systems, types of memory, RAM, ROM, magnetic disks - floppy disk, hard-disk; optical disks - CD, CD-I, CD-ROM: Magnetic tapes; Concepts of Virtual and Cache memory	25%
Module 4: introduction to Desktop Publishing	
Introduction to Desktop Publishing, Merits & Demerits of Desktop Publishing, Design Principles of Desktop Publishing, Comparative Analysis between DTP and traditional composing processes, Typography, Hardware Requirements of DTP, General Text Organization. Designing Common Media Publications	25%

Course Code: CFBI102

Course Title: Computer Networking & Internet
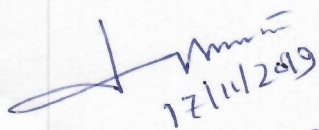
Course credits: 3

Course Objectives:

The primary objective of this course is

- To understand the fundamentals & concepts of Computer networks
- To give the students a hands on experience on Internet

Course contents/Syllabus:

	Weightage (%)
Module 1: Introduction to Networking	
Introduction, basics of computer networks, Advantages of computer networks, types of computer networks, LAN,WAN & MAN, Concept of Internet, Application of internet: www, email, telnet, mailing List, FTP, Basic Internet terminology: Modem, Internet Protocol, TCP, ISP, Internet ACCESS Techniques, Getting connected to Internet	25%
Module 2: WWW & Web Browser	
Introduction to WWW, Web browsing software's, Popular Web browsers, Popular Search Engines, Accessing Web Browser: File menu, Edit menu, tools menu, Help menu, Address bar, Status bar, Explorer bar, Using Favorites folder, Downloading web pages, Saving & printing Web pages, Surfing the Web, Elements of web: web Browser, web page, web site, Web Address, Links, Understanding URL, Domain Name System: IP Address, Using E-Governance Website	25%
Module 3: Introduction to Communication through E-Mail	
Basics of E-mail, Working of Email, Advantages & Limitations of Email, Email Addressing: Header, Body, Attachments, signature, carbon copy, Blind Carbon Copy, Bounced Mail, Opening E-mail Accounts, Mailbox: Inbox & Outbox, Creating & sending new E-mail Messages, Replying E- mail Messages, Forwarding an Email message, Sorting & searching E-Mail, Handling SPAM	25%
Module 4: E-Publishing	
Introduction, E-book Reader, Economics of E-Publishing, Applications of E-Publishing, Advantages & Disadvantages of E-Publishing	25%

17/11/2019

Principal & Secretary
Morigaon College

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