

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

**1. Rationale**

India is a rapidly growing and developing nation. The growth should be multifaceted and 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 for our benefit. This course in basic computer skill is centered on knowledge about computers and application of that knowledge in everyday life.

**2. Prerequisites for the course**

Before entering this course the learner is expected to –

- Be curious and interested in acquiring skills related to computers.
- Be desirous of using the computer skills learnt in the course in everyday life.

**3. Objectives**

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

**3.1 General Objectives**

By completing this course the learners will be able to independently deal with computers and know about various parts of computers. They can be able to use a computer to perform basic tasks that a computer can do.

**3.2 Special Objectives**

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

1. Identify various parts of computer
2. Demonstrate the basic functions of a computer
3. Recognize various input and output instruments of computer
4. Use paint, brush and play games on computer
5. Practice and work on word processing software

**4. Brief Description of the Course**

This course has been divided into six lessons. Each lesson explains various parts of computer, its uses and applications using that knowledge.

## 5. Course Structure

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

Sl. No.	Lesson	Study Time	Marks
1.	Introduction to Computer	20 hours	20
2.	Functioning of Computer	15 hours	15
3.	Input, Output & Storage Devices	15 hours	15
4.	Operating System	20 hours	20
5.	Paint, Brush & Computer Games	15 Hours	15
6.	Word Processing	15 hours	15
	Total	100 hours	100

## 6. Course Description

### Lesson -1: Introduction to Computer

Introduction to Computer, qualities, Usage, Development, types of Computer, starting and shutting down a computer, precautions to be taken while using a computer for maintenance and upkeep.

### Lesson-2: Functioning of Computer

What is computer software and hardware, different software used in computers, different languages of computer, and lexicon of computer

### Lesson-3: Input, Output & Storage Devices

Input device and its types, Output device and its types, Printer and its types, Speaker and plouters

### Lesson-4: Operating System

What are Operating System, How to work on operating system, different parts of desktop, and making file folder and up folder

### Lesson-5: Paint, Brush & Computer Games

What are paint and brush application, how to open paint-brush application on computer, different tools for paint-brush, making pictures and colouring them on paint-brush, saving the file, opening and closing, playing games on computer.

### Lesson-6: Word Processing

What is word processing programme, opening and closing word processing programme, typing text, making corrections in typed text, formatting the text, saving text as file or document, closing the document, opening already existing files.

## **7. Scheme of Study**

This course is essentially for self-study. The course material has been prepared keeping in mind the social, psychological & intellectual conditions of the intended learners. As the course is designed for self-study therefore at the end of each lesson, questions related to the lesson are given, so that learners are able to develop concepts as well as learn to express them well through writing.

Learners also have the option of attending contact classes at their AIs, learners will be able to clarify any subject related doubts in these classes as well as discuss them with their peer group. Learners can also clarify their subject related problems at 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 scrutiny/ question paper is provided after every four lessons, which contains questions related to those four lessons. 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 be subjected to 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 of questions based on lessons and concepts in them, as well as on general understanding. There will be objective questions, very short answer questions, short answer questions and long answer questions.