

Open Basic Education Course

(Curriculum)

Basic Computer Skills (B-104)

Level- 'B'

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 for our benefit. This course in Basic computer skill at level 'B' 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 –

- Have successfully completed the Basic computer skills course at level 'A' or have similar competence.
- Recognize all the parts of computer & its attachments like printer etc.
- Know use of all the parts of computer and other attachments.
- Know how to use a computer.
- Know usage of paint-brush application in computer, its usage and to be able to use it to make and color images.
- Use word program successfully to type letters and applications .
- Be able to make folders to keep and save files.

3. Objectives

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

3.1 General Objectives

After successfully completing this course the learner will be able to use a computer independently and make with ease tables, pictures & documents, type letters and mail them, make presentation using a spreadsheet and make calculations using it, take printouts, make presentation using texts on

computer, use internet to access information, be aware of need for computer & internet security, also be aware of ways to detect and protect from malware & viruses, to know about benefits and threats of internet and internet enabled services.

3.2 Special Objectives

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

- Insert tables, pictures etc. into the document.
- To type document in Hindi.
- To send a single document to many people.
- Use spreadsheet to solve simple Mathematical problems and take a printout.
- Effectively place text, images/pictures & tables while making a presentation.
- Demonstrate the functioning of internet and effectively use it to search information and give and receive information.
 - Explain the benefits of email and to send mails to others

4. Brief Description of the Course

This course has been divided into seven 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 seven lessons. The course is divided on the basis of study hours and marks allocation as following.

Sl. No.	Lesson	Study Time	Marks
1.	Revision	10 hours	10
2.	Word Processing: Specialties	15 hours	15
3.	Spread sheet	15 hours	15
4.	Presentation	15 hours	15
5.	Internet & its Benefits	15 hours	15
6.	Computer Security	15 hours	15
7.	E-Mail	15 hours	15
Total		100 hours	100

6. Course Description

Lesson-1: Revision

What is computer & what are its usages, different parts of computer and their functioning, what are operating systems & their functioning, making documents, letters, applications with aid of a computer and sending them.

Lesson-2: Word Processing:

Specialties What is word processor and what are its usages, making a table using word processor and filling the data in the table, changing the typing fonts& making documents in Hindi and other languages, sending the document to many people personally.

Lesson-3: Spread Sheet

What is Spread Sheet and how it is used? Making spread sheet, different parts of spread sheet, mathematical formulae and equations available on spread sheet and using them, filling data in spread sheet and making corrections.

Lesson-4: Presentation

What is presentation? For what is it used and how? Ways of making presentations, presenting after making a presentation, inserting picture, graph and text in the presentation, formatting the presentation, adding, correcting, changing material in presentation, sequencing the presentation properly.

Lesson-5: Internet and Its Benefits

What is internet? History and benefits of internet, practical usages of internet, connecting with the internet, world wide web (www), website & webpage, opening the websites, collecting information from websites, reading online newspapers.

Lesson-6: Computer Security

Need for Computer and Internet security, available ways of protection, rules for making and keeping password securely, what is computer virus? Dangers of virus and ways of protection from virus.

Lesson-7: E-Mail

What is E-mail? Address of email or E-mail address, functioning of E-mail, difference between general post/mail and E-mail, benefits of E-mail, E-mail account, address book, and sending E-mail message, file attachment.

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 appear in 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, as well as on general understanding. There will be objective questions, very short answer questions, short answer questions and long answer questions.