

COASS - 102 Basic Computer Skills and Internet

Total Credit- 06

Max. Marks- 100

Block 1-

Unit 1- Introduction to Information Technology- I

[Generating Information, Accessing Information, Surveillance, Changing the way we communicate, what is Information Technology (IT), Impact of Information and Communication Technology (ICT) on Society, Threats to Information Systems, Computer Technology in Work and Play, Education and Technology, Business and Technology, Social Interactions and Relationships, Man- Machine Connection, An Example– Man Machine Practical Application, Summary]

Unit 2- Introduction to Information Technology- II

[First Generation Computer, Second Generation Computer, Third Generation Computer, Fourth Generation Computer, Fifth Computer Generation Computer, Sixth Generation, Computers and Video Games, Types of Computer Systems, Computer Hardware and Peripherals, Process and Storage Devices, Mother Board, Expansion Cards, Storage Devices, Memory, Units of Storage, Secondary Storage Devices]

Unit 3- Introduction to Information Technology- III

[General Purpose Computer System, Embedded Computer Systems, The Control Unit (CU), Arithmetic and Logic Unit (ALU), Processing Data, Read Only Memory (ROM), Function of the Machine Cycle]

Unit 4- Operating System and Software

[Operating Systems, Utility Programs and Language Translators, Types of Operating Systems, Functions of an Operating System, Managing computer resources, managing files and memory, maintaining security, Managing tasks, User Interface, Utility Programs, Application Software, Proprietary Versus Open-Source Software]

Block 2-

Unit 5- Disk and File Management

Disk and File Management Operations, Root Folder and Sub-folders, Activity 1: Using the Directory Window, Creating and Deleting Folders, Disk and File Management Software, Activity 3 - Disk and File Management Operations]

Unit 6- Input, Output and Storage Devices

[Data Input, The Keyboard, Pointing Devices, Data Entry at Source, Softcopy Output Devices, Hardcopy Output Devices, Other Types of Printers, Terminals- As Input and Output Devices, Storage Devices]

Unit 7- Basics of Computer Networks

Communications, Collaboration and Sharing, Transaction Processing, Information Retrieval, Electronic Mail and Electronic Messaging, Efficient and Effective Communication, Connecting Computers, Communication System Components, Network Topologies, Local Area Network (LAN), Peer-to-Peer Networks, Client-Server Networks, Metropolitan Area Network (MAN), Wide Area Network (WAN), Internet Services and Benefits, Connecting to the Internet, Dial-Up Internet Connection, Other Internet Connections, Web Browsers, Search Engines, World Wide Web- Basic Terminology]

Unit 8- Basics of Internet and World Wide Web

[Evolution of Internet, The World Wide Web, Using the Internet, Setting Set Up to Use the Internet, Different Internet Connections, Selecting an ISP, Searching the Internet,

Beyond Browsing and E-mail, Instant Messaging and Text Messaging, Online Shopping: Amazon and More, Online Banking, social media, Blogs, Wikis, and Other Types of Online Writing, Online Gaming, Video Chatting]

Block 3-

Unit 9- Computer Security Threat and Safety Tips

[Unauthorized Access and Control Systems, Computer Sabotage, Security Software, Online Theft and Fraud, Protecting Against Online Theft and Fraud, Personal Safety, Protecting Against Cyberbullying, Cyberstalking, and Other Personal Safety Concerns, Safety Tips for Adults, Safety Tips for Children and Teens, Using Your Computer in A Safe Way]

Unit 10- Information Systems

[What is an Information System? Types of Information Systems, Data Mining, Data Mining Techniques, Computer-aided design/computer-aided manufacturing, Decision Support Systems, Artificial Intelligence, IBM Watson and Cognitive Computing]

Unit 11- Introduction to System Development Life Cycle (SDLC)

[System Development Approaches, Traditional Approach, Iterative Approach, The End-User Development Approach]

Unit 12- Intellectual Property Rights and Ethics

[Intellectual Property Rights (IPR), Ethics, History of Computer Ethics, Computers and Your Health, Emotional Health, Internet Addiction, Cyberbullying]

Block 4-

Unit 13- E-Office Management Tools- I

[Introduction, Objectives of e-office, Basic infrastructure pre-requisites for e-office, components of e-office, e-file management system, Formatting & Editing document, creating portable documents]

Unit 14- E-Office Management Tools- II

[Introduction to Google Docs, photos, etc., Application of DigiLocker, how to use Digi Locker? Sharing documents over internet]

Unit 15- Fundamentals of Internet

[Introduction to Google Sheets- steps to use Google sheets, Introduction to Google docs- steps to use Google docs, Introduction to Google Slides- steps to use Google Slides, Introduction to Google Drive- steps to use Google Drive. Introduction to Google forms- steps to use, Discussion forum, Blogs, Newsgroup, etc.]

Unit 16- Office Meetings

[Notice, Agenda, Resolutions, Minutes and confirmation of the Minutes. Abbreviations and terms used in Business Correspondence]

Block 5-

Unit 17- Management Information Systems

[Need, Purpose and Objectives, Information as a strategic resource, Use of information for competitive advantage, Information Management and Decision Making, Models of Decision Making- Classical, Administrative and Herbert Simon's Models]

Unit 18 E-Governance

[Governance: An Introduction, Importance and applications of e-governance, Benefits of E-governance, Types of Interactions in E-Governance, E-Governance Projects in India, Challenges of E-Governance in India]

Unit 19- Basics of Right to Information- I

[Definition, Movement of RTI, Public Authority, role of public information officer]

Unit 20- Basics of Right to Information- II

[procedure for seeking information, appeal, sample of RTI application, sample of RTI appeal, etc., Center and state information commission- power and functions]