

**COURSE NO. AECC - 2**  
**BASIC COMPUTER SKILLS**

**COURSE OBJECTIVES:**

1. To enable students to understand basic computer concepts related to day-to-day environment.
2. To know the different input and output devices that makes a computer operational.
3. To understand Information systems and Word processors.

**COURSE OUTCOMES:**

Upon the Completion of the course, students will be able to:

1. Identify basic terms, concepts, and functions of computer system components.
2. Select and use the appropriate software application to complete a particular task such as Word, Processing skills to create, save, modify business documents
3. Identify basic concepts and procedures for creating, viewing, and managing files, and folders for different operating systems.
4. Identify basic concepts of organization and procedures for creating and viewing will software presentation such as PowerPoint.

**UNIT – I: INTRODUCTION TO COMPUTATION AND COMPUTERS:**


Introduction to Computation and Computers-Components of computer CPU-Types of Memory-Types of computers - Software- Hardware Definition. Introduction To Input Devices - Input devices (keyboard, MICR, OCR, OMR)- Graphic input devices (Mouse, Graphic Tablet, Joystick), output devices (Printers - Impact & non-impact printer)- Introduction to Software-classification of software - Evolution of operating system- Functions of operating system-Types of operating systems

**UNIT - II: INTRODUCTION TO WORD PROCESSING:**

Creating - Editing and saving documents - Formatting features of word processing - Working with tables and graphs - Preview and printing documents. Word Process : Presentation – Preparing slideshows - Creating, Editing and Saving slide shows - Templates - Animations – Built-in presentations - Customised presentations

**SUGGESTED BOOKS**

1. A.K.Sharma, Computer Fundamentals, University Press.
2. Alexis Leon & Mathews Leon Introduction to Computers, Tata Mc Graw Hill,
3. Turban, Rainer, Potter, Introduction to Information Technology, John Wiley & Sons
4. Anita Goel, Computer Fundamentals, Pearson, Anita Goel
5. Raja Raman, Fundamentals of Computers, PHI
6. Tulasi Ram, Basics of Computer Skills, HPH
7. Srivastav, Fundamentals of Computers and Information System, Wiley
8. Renuka and others, Basics of Computer Skills, PBP

  
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