

# COTTON COLLEGE STATE UNIVERSITY

## One Credit Course Syllabus

for

## BASIC COMPUTER LITERACY

Paper Code: BCL 101CMP  
BASIC COMPUTER LITERACY

Credits: 1  
(16 lectures)

**The practical components are embedded in the lecture modules**

### **Introduction to Computers [3 lectures]**

A brief history of computers; components of a computer: CPU, MEMORY and I/O devices; Present and futuristic applications; Concept of hardwares and softwares; Communication between devices; Binary state and storing information;

Demonstration of computer components;

### **The Operating System [2 lectures]**

Introduction to OS: objective; Familiarization with GUI based popular OS: Windows & LINUX OS; Files, Folders and their organization; Some notions about file-extensions and header information; Some good practices;

Simple exercises: setting up preferences for a PC;

### **Introduction to the Internet [2 lectures]**

**Basic concepts:** History of the internet; Accessing the Internet: basic requirements and techniques; concept of ISP, IPs, Gateway, WAN and LAN.

**e-mail:** opening an e-mail account; basic concepts of user accounts and passwords; avoiding vulnerabilities posed by phishers: good and bad practices;

Simple exercises: composing, replying, forwarding emails; attaching documents;

### **Web Browsing [2 lectures]**

Introduction to web-browsers; setting up browsers for connecting to the internet;  
Introduction to Google search engine; Open-source materials on the web;

Practical exercises;

### **Introduction to Office-based Computer Applications [5 lectures]**

Usefulness of platform-independent utilities -- The Open Office package:

- 1. Word processing:** Using text editors for preparing documents;
- 2. Data organization and analysis:** Using spread-sheet for data analysis.
- 3. Making Presentations**

*Project on the above three applications.*

### **Communicating with remote devices [2 lectures]**

Demonstration of tools and techniques for communication with remote devices: ssh, ftp, VNC;

### **Recommended readings:**

1. Miller, M. (2010). *Absolute Beginner's Guide to Computer Basics*. 1st ed. Indianapolis, Ind.: Que.
2. Jain, V. (2006). *Computer for Beginners*. Delhi: Pustak Mahal