

Binod Bihari Mahto Koyalanchal University, Dhanbad

Syllabus of SEC (Skill Enhancement Course)- Digital Education

Semester – I

No Internal Examination will be conducted

Full Marks 75

Pass Marks - 30

Credit – 3

Unit – 1: Introduction to Computer (10 Lectures)

Introduction, Objectives, Computer and Latest IT gadgets, Computers & its applications, IT gadgets and their applications, Basics of Hardware and Software, Hardware, Central Processing Unit, Input devices, Output devices, Computer Memory & storage, Connecting Keyboard, Mouse, Monitor and Printer to CPU, Software, Application Software, Systems Software, Mobile Apps

Unit – 2: Introduction to Operating System (10 Lectures)

Introduction, Objectives, Operating System, Operating Systems for Desktop and Laptop, Operating Systems for Mobile Phone and Tablets, User Interface for Desktop and Laptop, Task Bar, Icons & Shortcuts, Running an Application, Operating System Simple Setting, Using Mouse, Changing System Date and Time, Changing Display Properties, To Add or Remove Program and Features, File and Folder Management, Types of File Extensions

Unit – 3: Introduction to linux (10 Lectures)

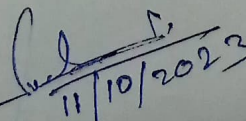
Introduction to Linux, History and development of Linux, Basic concepts and terminology, Linux installation and configuration, Hardware requirements, Partitioning and file systems, Installation methods, Linux command, line interface, Basic commands and utilities, File management, User and group management

Unit – 4: Word Processing (15 Lectures)

Introduction, Objective, Word Processing Basics, Opening Word Processing Package, Title Bar, Menu Bar, Toolbars & Sidebar, Creating a New Document, Opening and Closing Documents, Save and Save As, Using The Help, Page Setup, Print Preview, Printing of Documents, PDF file and Saving a Document as PDF file, Text Creation and manipulation, Text Selection, Cut, Copy and Paste, Font, Color, Style and Size selection, Alignment of Text, Undo & Redo, AutoCorrect, Spelling & Grammar, Find and Replace, Bullets and Numbering, Change case, Header & Footer, Table Manipulation, Insert & Draw Table, Changing cell width and height, Alignment of Text in cell, Delete / Insertion of Row, Column and Merging & Splitting of Cells, Border and Shading, Shortcut Keys

Recommended Books:

1. Introduction to Computer Science, Second Edition, Pearson Publications.
2. Computer Fundamentals by Puneet kumar and Sushil Bhardwaj, Kalyani Publishers
3. LibreOffice 5.2 Getting started Guide by Libre Office documentation Team


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