

## **ANNEXURE ‘C’**

### **IFTM UNIVERSITY School of Business Management**

#### ***Module for Computer Basics***

Students with no elementary or restricted computer experience will benefit the most from the activities of this program. At the beginning of the program, the students will require individual assistance but with time and acquired skills, less individual assistance is expected.

#### **OBJECTIVE OF THE MODULE**

This program is meant for those students who have low-level literacy in computer use and only partial understanding of the functions of a computer. And so the students are introduced to this program to improve computer literacy.

#### **MODULE OUTCOMES**

Students completing this module will be able to:

- Understand basic computer terminology;
- Identify components of a computer and peripheral devices;
- Perform the basic computer functions by using a desktop or a laptop;
- Develop an understanding of word processing capabilities of a computer;
- Understand the concept and usage of the Internet and e-mails;
- Use the acquired skills to pursue employment opportunities;
- Enhance their computer literacy.

***Mr. Nikhil Gupta***

**[Module Facilitator]**

## Module Structure

S. No.	Objectives	Course Content	Duration
1	<p><b>Introduction to the world of Computers:</b></p> <p>Acquire the ideas of how computer works by understanding the basic functions of input, output and storage devices.</p>	<p>1.1 Computer functions;</p> <p>1.2 Computer software;</p> <p>1.3 Input, Processing and Output;</p> <p>1.4 Computer Equipment</p>	6 Hours
2	<p><b>Computer and Word Processing:</b></p> <p>To get familiar with the keyboard layout and acquire keyboard skills by performing simple editing, formatting and printing functions in word processors as well as learn to save and retrieve files.</p>	<p>2.1 Getting to Know the Keyboard;</p> <p>2.2 Saving and Retrieving files;</p> <p>2.3 Making Changes and Corrections</p>	6 Hours
3	<p><b>Using the Internet:</b></p> <p>Connect to the Internet and browse information and understanding about Internet and electronic mail and some of their usage.</p>	<p>3.1 Accessing the Internet;</p> <p>3.2 Basic Navigation;</p> <p>3.3 Opening Image Files;</p> <p>3.4 Points to Note When Accessing a Web Page.</p>	6 Hours
4	<p><b>IT Applications and Implications:</b></p> <p>To learn the application of Information Technology (IT) in our daily life, the use of IT tools and software and also understand the legal and ethical responsibilities when using IT.</p>	<p>4.1 The application, privacy and moral issues of Information Technology</p>	6 Hours
5	<p><b>Using E-mail:</b></p> <p>To understand the concept of e-mail, setting up an e-mail address and to write, send, read, reply to, forward and print e-mails.</p>	<p>5.1 Create, save, delete, send, read, reply, forward and print a mail;</p> <p>5.2 Use address book or mailing list to send e-mail to a group of recipients</p>	6 Hours