

TKM COLLEGE OF ARTS & SCIENCE, KOLLAM

DEPARTMENT OF ISLAMIC HISTORY

BASIC COMPUTER APPLICATIONS

SYLLABUS

Duration: 30 Hours

Aim:

The aim of the course is to generate qualified manpower in the area of Information Technology (IT) which will enable students to work seamlessly at any Offices, whether Govt. or Private or for future entrepreneurs in the field of IT.

Syllabus:-

Introduction to Computer System.

Basic Computer Concept - Characteristics of Computers,
Computer Organisation - Central Processing Unit - Processor Speed, Cache, Memory, RAM, ROM, Booting.

Memory- Mass Storage Devices: USB thumb drive. Managing disk Partitions, File System Input.

Devices - Keyboard, Mouse, joystick, Scanner, web cam, Output Devices- Monitors.

Printers – Dot matrix, inkjet, laser, Multimedia.

System Software - Application Software, Windows OS: Windows XP Vs Windows 7, Windows 10.

Microsoft Office

MS Word - MS Excel - MS PowerPoint - Internet & its usage.

Google Workspace – Google Docs, Forms, Presentation, Sheet

Features of major LMS platforms: Moodle, Google, Campus Technology