



Course Code: <b>SWCC-CCSA</b>	Course Name: <b>Certificate in Computer Science &amp; Application (6 Months)</b>	No. of Classes & Marks		
		Theory: 40	Practical: 60	Total: 100
<b>Unit I: Computer Basics</b> Introduction to computers, Components of a computer, Input output Devices, Generations of computer, Computer languages, Software and types, Operating System.				
<b>Unit II: Using a Computer</b> Operating a Computer, Identification and Use of Different Ports in a Computer, Using a keyboard, Mouse, Printer etc.				
<b>Unit III: Memory</b> Introduction, Types of Computer Memory, RAM, ROM, Cache Memory.				
<b>Unit IV: Windows Accessories</b> WordPad, Notepad, Paint, Snipping tools, Windows Picture Manager, Sticky Notes etc.				
<b>Unit V: Introduction to Ms Office.</b>				
<b>Unit VI: Using the Internet</b> Introduction to internet, browsers, search engines, surfing the internet, email etc.				
<b>Books:</b> 1. Bittu Kumar, "Computer Basics: For Children, Beginners and Intermediate Users" 2. "OBJECTIVE Computer Awareness", Arihant Experts.				