

Semester 1- Basic of Computer Application (Vocational)

Syllabus 2024-25

1.0 Introduction

1.1 Objectives

1.2 What is Computer?

1.2.1 Basic Applications of Computer

1.3 Components of Computer System

1.3.1 Central Processing Unit

1.3.2 Keyboard, mouse and VDU

1.3.3 Other Input devices

1.3.4 Other Output devices

1.3.5 Computer Memory

1.4 Concept of Hardware and Software

1.4.1 Hardware

1.4.2 Software

1.4.2.1 Application Software

1.4.2.2 Systems software

1.5 Concept of computing, data and information, connecting keyboard, mouse, monitor and printer to CPU

2.0 Checking power supply

2.0.1 Summary

2.0.2 Model Answers

2.0.3 Introduction

2.0.4 Objectives

2.0.5 Basics of Operating System

2.2.1 Operating system

2.2.2 Basics of popular operating system (LINUX, WINDOWS)

2.3 The User Interface

2.3.1 Task Bar

2.3.2 Icons

2.3.3 Menu

2.3.4 Running an application

2.4 Operating System Simple Setting

2.4.1 Changing System Date and Time

2.4.2 Changing Display Properties

2.4.3 To Add or Remove a Windows Component

2.4.4 Changing Mouse Properties

2.4.5 Adding and removing Printers