

TELANGANA UNIVERSITY, NIZAMABAD
B.A (CBCS/UG COMMON CORE) SEMESTER – III
SKILL ENHANCEMENT COURSE
SUBJECT: BASIC COMPUTER SKILLS – I
PAPER-3.1A
2 CREDITS (2 HOURS PER WEEK)

UNIT –I:

Block Diagram of Computer – CPU - Input/output Units- Storage Units – Primary and Secondary Storage Devices The CPU and Main Memory, Data Representation, Micro Computer System Unit, Input & Output Devices, Keyboard, Pointing devices, Source data entry devices, Soft copy output, Hardcopy output.

UNIT – II:

MS Word & Word Processing: Meaning and features of word processing – Advantages and applications of word processing. Creating, saving and closing a document. Text and paragraph formatting, applying Bullets and Numbering – Find and Replace – Insertion of Objects, Date and Time, Headers, Footers and Page Breaks – Auto Correct –Spelling and Grammar checking – Graphics,

BASIC READING LIST:

1. Williams B.K. Sawyer et.al., "Using. Information Technology", Sixth Edition, Tata McGraw Hill, 2006.
2. Aksoy & DeNardis " Introduction to Information Technology", Cengage Learning, 2006.
3. Dennis P. Curtin & Kim Folley, et.al., Introduction to Information Technology. The breaking Wave", Tata McGraw Hill, 1998.
4. ITL Edn Solutions Ltd. "Introduction to Information Technology", Pearson Education, 2005.
5. Microsoft Office excel 2003 step by step: Frye, PHI.
6. Introduction to Information technology: Rajaaman, PHI

TELANGANA UNIVERSITY, NIZAMABAD
B.A (CBCS/UG COMMON CORE) SEMESTER – III
SKILL ENHANCEMENT COURSE
SUBJECT: *E- GOVERNANCE AND INITIATIVES*
PAPER-3.1B
2 CREDITS (2 HOURS PER WEEK)

UNIT –I:

E- Governance- Definitions- scope of e-governance,- importance of e-governance, - advantages and disadvantages of e-governance.

UNIT –II:

E-Governance services- E-seva, Mee- Seva, Government- Government (G-G), Government to public (G-P), Government to Citizens (G-C), Government to Business (G-B),), Government to privates institutions (G-P)

TELANGANA UNIVERSITY, NIZAMABAD
B.A (CBCS/UG COMMON CORE) SEMESTER – IV
SKILL ENHANCEMENT COURSE
SUBJECT: BASIC COMPUTER SKILLS – II
PAPER-4.1A
2 CREDITS (2 HOURS PER WEEK)

UNIT –I:

Features of MS Excel – Spread sheet / worksheet, workbook, cell, cell pointer, cell address etc., Insertion and deletion of worksheet. Cell range–Formatting–Auto Fill–Formulas and its advantages. Meaning and Advantages of functions, different types of functions available in Excel Charts, Graphs

UNIT – II:

Introduction to Internet – Advantages, Browsers, Websites, Web Addresses, Surfing on the Internet, Use of Internet in Research, Communications – FAX, Voice mail, and Information Services – E Mail – Creation of email id.

BASIC READING LIST:

1. Introduction to Information Technology: Rajaraman, PHI
2. Fundamentals of Computers 4/E: Rajaraman, PHI
3. Fundamentals of Computers: P. Mohan, Himalaya Publishing House
4. Information Technology: Dennis P. Curtin, McGraw Hill International
5. Fundamentals of Information Technology: Saha et al, Himalaya
6. Microsoft Office Excel 2003 step by step: Frye, PHI

TELANGANA UNIVERSITY, NIZAMABAD
B.A (CBCS/UG COMMON CORE) SEMESTER – IV
SKILL ENHANCEMENT COURSE
SUBJECT: RURAL DEVELOPMENT
PAPER-4.1B
2 CREDITS (2 HOURS PER WEEK)

UNIT –I:

Rural Development institutions- village panchayats, village development committees, village cooperatives , Self Help Groups, DWACRA, MGNREG'S, NCRI, rural financial cooperatives.

UNIT –II:

Rural development schemes implementing by the central and state governments.