Information and Communication Technology (Foundation Course)

	Syllabus		Session Objective	Methodology Adopted	Key Learning Points & Key Experiences	
1.	COMPUTER HARDWARE/ SOFTWARE, INTERNET, E-mail and Workflow Automation	2	To understand the basic components of computer hardware. Difference between hardware and software. Switch on/off the computer system. To understand the different input/output devices, Different types of memories, different types of storage media etc. To send and receive emails. To surf the Internet. To use Workflow Automation Software	Lecture-cum-Demonstration	Introduction to Computer, Internet, E-mail Work Flow Automation	
2.	WINDOWS OS and Typing Tutor	1	To tell the different parts of windows. To create a folder. To open any program. To shut down the system properly. To be able to locate the different keys in the keyboard. To know the use of SHIFT, CTRL and ALT combination keys. To load the package from network neighborhood into their hostel computers. To change the practice lessons.	Lecture-cum-Demonstration sessions and Hands-on sessions	Introduction to Windows OS and Typing Tutor - An Introduction	
3.	MS - WORD	2	To open MS-WORD, create a new document, open an existing document, save a document, and do basic formatting and different tool bars. To run spelling and grammar. To use the advance features of word, like inserting word art, clip art, table, draw a table, apply border and shading, bullets, etc. To break the split the document into number of columns. To use the mail merge facility of word.	Lecture-cum-Demonstration sessions, Hands-on sessions, Take Home exercises and Class evaluation	Introduction to MS WORD Using MS WORD's advanced features	
4.	MS - POWER POINT	3	To open MS-POWERPOINT, create a blank presentation and save a presentation. To know the demote /promote levels. To apply text preset animation and slide transition effect on different slides. To learn the different views of Power Point and know the functions of different views. To know to insert a clip art and word art in a slide.	Lecture-cum-Demonstration sessions, Hands-on sessions, Take Home exercises and Class	Introductions to POWER POINT Using Power Point Advanced features of Power Point	

			To know to apply the advance features of Power Point like, hyperlink, master slide, changing of colors, summary slides etc.	evaluation		
5.	MS - EXCEL	4	To know the basic definition of a spreadsheet, different tool bars of excel, row, column and cell concepts. To know the different type of data can be entered in a spreadsheet To know the concepts of user-defined formula and in-built functions. To know the basic operations in a spreadsheet. To know how to draw different types of charts To know how to use excel to calculate income tax. To know the basic in-built statistical, mathematical and other functions.	Lecture-cum-Demonstration sessions, Hands-on sessions, Take Home exercises and Class evaluation	Introduction to EXCEL Using Excel Advanced features of EXCEL	
7.	MS - ACCESS	4	To know how to create a worksheet, do simple calculations and draw a chart using Access. To know how to create a database, how to identify parameters, different types of data, how to create a data structure. To know how to open a blank and existing database, how to enter data in a table. To know how to perform queries in a table.	Lecture-cum-Demonstration sessions, Hands-on sessions, Take Home exercises and Class evaluation	Introduction to Database Management System Using ACCESS	
8.	MS Projects	2	To understand and use MS Projects for Project Management exercises like Planning, Scheduling, Optimizing & resource allocation and leveling	Exercises	Introduction to MS Projects Drawing and Network Resource allocation and Scheduling	
9.	Networking, Communication and Latest Technology	4	To understand the different types of networks, its topology, and its protocol and how message travel in a network. To understand the basic concepts of communication and latest trends in communication technology	Lecture Sessions	Basics of Networking Communication Technology Latest Trends in computer Hardware and Software Technology	
10.	Freeware Linux	2	To learn about freeware especially Linux To familiarize the trainees with Linux OS and application packages		Freeware Linux OS Linux application packages Use of Linux software	
	Total Sessions	24				