

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

			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			