SYLLABUS OF CERTIFICATE COURSE ON CAPACITY BUILDING IN IT FOR GIRLS

Course conducted by
Kerala State Information Technology
Mission (KSITM)
in association with
Sree Narayana College for Women
Kollam

SREE NARAYANA COLLEGE FOR WOMEN, KOLLAM
In Collaboration with Kerala State IT Mission
Course title: - Capacity Building in IT for Girls

Course details and objectives-

Certificate programs usually have a very short duration and are like crash courses that are meant for quick updation or gaining of skills needed to acquire a job or progress in a particular job. This course in an initiative of the Kerala State Information Technology Mission (KSITM) which is an autonomous nodal IT implementation agency of the Department of Electronics and Information Technology, Government of Kerala. The programme aims to identify and provide IT Training to aspiring students and thereby improve their IT skills as well as employability. Technology is expanding the boundaries of our social circles and therefore a knowledge of the same is highly advisable for all individuals. This is our key motivation behind introducing the course in our campus.

Information and communication technologies (ICT) play a significant role in all aspects of modern society. ICT have changed the way in which we communicate with each other, how we find needed information, work, conduct business, interact with government agencies, and how we manage our social lives.

The role that ICT play in various aspects of society and socioeconomic development, such as in education and training, administration, organizational relationships, project management, delivery of services, and medical care.

Main objectives of the course :-

◆ To understand the conceptual building blocks necessary to understand the basics of Information Technology

◆ To create basic awareness among students in computer programmes useful for day to day life.

◆ To impart the significant role of Information and communication technologies (ICT) in all aspects of modern society.

◆ To acquaint them to the practical dimension of Information technology

Course Structure

Duration: 90 Hours (3 Months) Theory: 30 hrs + Practical: 50+ Tutorial:10 hrs. The classes are scheduled for one hour during all the five working days and the class timings will be arranged before or after regular classes.

Units	Theory	Tutorials	Practical
1. Introduction to computer	4	2	5
2. Operating system	3	1	5
3. Word Processing	8	2	10
4. Spread Sheet	6	1	15
5. Power point	4	1	10
6. Internet	3	1	5
7. WWW	1	1	5
8. Communications	1	1	5
Grand Total	**30**	**10**	**50**

Detailed Syllabus	
I.	**Introduction to Computers** 1.1. What is Computer? 1.1.1 Basic Applications of Computers 1.1.2 Generations of computers 1.2. Components of Computer System 1.2.1. Central Processing Unit 1.2.2. Keyboard, mouse and VDU 1.2.3. Other Input devices 1.2.4. Other Output devices 1.2.5. Computer Memory 1.3. Concept of Hardware and Software 1.3.1. Hardware 1.3.2. Software 1.4. Bringing computer to life 1.4.1. Connecting keyboard, mouse, monitor and printer to CPU, Checking power supply
II	**Operating System** Introduction 2.1. Objectives 2.2. 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 2.4 File and Directory Management 2.4.1. Creating and renaming of files and directories
III	**Word processing** Introduction 3.1. Objectives 3.2. Word Processing Basics

	3.2.1. Opening Word Processing Package
	3.2.2. Menu Bar
	3.2.3. Using The Help
	3.2.4. Using The Icons Below Menu Bar
	3.3. Opening and closing Documents
	3.3.1. Opening Documents
	3.3.2. Save and Save as
	3.3.3. Page Setup
	3.3.4. Print Preview
	3.3.5. Printing of Documents
	3.4 Text Creation and manipulation
	3.4.1. Document Creation
	3.4.2. Editing Text
	3.4.3. Text Selection
	3.4.4. Cut, Copy and Paste
	3.4.5. Spell check
	3.5. Formatting the Text
	3.5.1 Font and Size selection
	3.5.2 Alignment of Text
	3.5.3 Paragraph Indenting
	3.5.4 Bullets and Numbering
	3.5.5 Changing case
	3.6 Table Manipulation
	3.6.1 Draw Table
	3.6.2 Changing cell width and height
	3.6.3 Alignment of Text in cell
	3.6.4 Delete / Insertion of row and column
	3.6.5 Border and shading
IV	**Spreadsheet**
	Introduction
	4.1. Objectives
	Elements of Electronic Spread Sheet
	4.2.1 Opening of Spread Sheet

	4.3.1 Numbers and Dates
	4.3.2 Creating Text, Number and Date Series
	4.3.3 Editing Worksheet Data
	4.3.4 Inserting and Deleting Rows, Column
	4.3.5 Changing Cell Height and Width
	4.3.6 Tables
	4.3.7 Graphs
V	**Power point Presentations**
	Introduction
	5.1. Objectives
	5.2 Basics
	5.2.1 Using PowerPoint
	5.2.2 Opening A PowerPoint Presentation
	5.2.3 Saving A Presentation
	5.3 Creation of Presentation
	5.3.1 Creating a Presentation Using a Template
	5.3.2 Creating a Blank Presentation
	5.3.3 Entering and Editing Text
	5.3.4 Inserting And Deleting Slides in a Presentation
	5.4 Preparation of Slides
	5.4.1 Inserting Word Table or An Excel Worksheet
	5.4.2 Adding Clip Art Pictures
	5.4.3 Inserting Other Objects
	5.4.4 Resizing and Scaling an Object
	5.5 Presentation of Slides
	5.5.1 Viewing A Presentation
	5.5.2 Choosing a Set Up for Presentation
	5.5.3 Printing Slides and Handouts
	5.6 Slide Show
	5.6.1 Running a Slide Show
	5.6.2 Transition and Slide Timings
	5.6.3 Automating a Slide Show
VI	**Internet**

	Introduction
	6.1. Objectives
	6.2 Basic of Computer Networks
	6.2.1. Local Area Network (LAN)
	6.2.2. Wide Area Network (WAN)
	6.3. Internet
	6.3.1 Concept of Internet
	6.3.2Applications of Internet
	6.3.3Connecting to the Internet
	6.3.3Troubleshooting
VII	**World Wide Web**
	Introduction
	7.1 Objectives
	7.2 World Wide Web (WWW)
	7.3 Web Browsing Softwares
	7.3.1 Popular Web Browsing Softwares
	7.4 Search Engines
	7.4.1 Popular Search Engines / Search for content
VIII	**Communications-Email**
	8.2 Basics of E-mail
	8.2.1 What is an Electronic Mail
	8.2.2 Email Addressing
	8.3 Using E-mails
	8.3.1 Opening Email account
	8.3.2 Mailbox: Inbox and Outbox
	8.3.3 Creating and Sending a new E-mail
	8.3.4 Replying to an E-mail message
	8.3.5 Forwarding an E-mail message
	8.3.6 Sorting and Searching emails