

SYLLABUS
C. Voc. (Technology Enabled Education) / D. Voc. (Technology Enabled Education)
SEMESTER- I

Course Name- ICT Resources and Applications- I
Course Code- CVTEE- 101 / DVTEE- 101

Total Credit- 4

Maximum Marks- 100

BLOCK -1

Unit 1

Fundamentals of Digital Computer- I [Definition of computer, components of computer, evolution, generation and classification of computers, Application of computers]

Unit 2

Fundamentals of Digital Computer- II [Representation of data in computer: bits and bytes, computer memory, primary and secondary memory]

Unit 3

ICT Resources and Applications- An Introduction- I [Hardware Resources and peripherals]

BLOCK -2

Unit 4

ICT Resources and Applications- An Introduction- II [Software Resources and programming languages, installation and management]

Unit 5

ICT Resources and Applications- An Introduction- III [Miscellaneous tools and advance resources]

Unit 6

Introduction to Text Editor (MS Word)- I [Starting MS-Word, Basic of MS-Word, Entering and saving text in a document, closing the MS-Word, opening of an existing document, copy and cut (move), working with a document, finding a particular pattern, Inserting objects into a document, etc.]

BLOCK -3

Unit 7

Introduction to Spreadsheet (MS Excel)- I [Starting of MS Excel, title bar, tabs, tool bar, formula bar, status bar, Exiting MS-Excel, working with Work Book, Creating a new Workbook, Working with cells, Merging of cells, Inserting a Row and Column, Deleting a row and column, saving a workbook, closing a workbook]

Unit 8

Introduction to MS Power point- I [Starting MS-PowerPoint, Title bar, menu bar, tool bar, status bar, Different types of Views, Exiting MS- PowerPoint, Creating Slides, Creating a new Presentation, Working with slides, creating/Inserting new slides, Applying Design Templates, Applying custom animation, Applying slide transition, saving a presentation, running a presentation, closing a presentation, opening an existing presentation]

Unit 9

Fundamentals of Internet- I [Concept of Internet, Applications of Internet, Connecting to the Internet, Basic of Computer Networks, Understanding URL, Search Engines, The Internet as an Educational tool, etc]

BLOCK -4

Unit 10

Layered Architecture of Internet and protocols- I [History of Internet, Types of Network, Brief introduction to TCP/IP suite and OSI model]

Unit 11

E-Content Development [Introduction, tools and techniques of e-content development, benefits and importance of e-content development, Introduction to basic HTML, Website planning for e-content/ etutorials, etc.]

Unit 12

E-Governance [Governance: An Introduction, Importance and applications of e-governance, Benefits of E-governance, Types of Interactions in E-Governance, E-Governance Projects in India, Challenges of E-Governance in India]