

1	Name of Syllabus	C. C. In Information Technology (101104)																																									
2	Max.Nos of Student	25 Students																																									
3	Duration	6 Month																																									
4	Type	Part Time																																									
5	Nos Of Days / Week	6 Days																																									
6	Nos Of Hours /Days	4 Hrs																																									
7	Space Required	Practical Lab = 200 Sq feet Class Room = 200 Sq feet TOTAL = 400 Sq feet																																									
8	Entry Qualification	S.S.C. appeared																																									
9	Objective Of Syllabus/ introduction	<ul style="list-style-type: none">• Excellent knowledge of Computer Fundamentals• Good practical applications of various office tools including Lotus smart suit.• Good knowledge of Internet Applications.																																									
10	Employment Oppertunity	A successful candidate can be able to do following <ul style="list-style-type: none">• Work efficiently in the field of IT related applications• Manage internet related operational jobs.																																									
11	Teacher’s Qualification	1) Diploma in IT or Computer science																																									
12	Training System	<table><tr><th colspan="7">Training System Per Week</th></tr><tr><th colspan="2">Theory</th><th colspan="2">Practical</th><th colspan="3">Total</th></tr><tr><td colspan="2">06 hrs</td><td colspan="2">18 hrs</td><td colspan="3">24 hrs</td></tr></table>							Training System Per Week							Theory		Practical		Total			06 hrs		18 hrs		24 hrs																
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13	Exam. System	<table><tr><th>Sr. No.</th><th>Paper Code</th><th>Name of Subject</th><th>TH/PR</th><th>Hours</th><th>Max. Marks</th><th>Min. Marks</th></tr><tr><td>1</td><td>10110411</td><td>Information Technology</td><td>TH-I</td><td>3 hrs.</td><td>100</td><td>35</td></tr><tr><td>2</td><td>10110421</td><td>Operating System & Ms-Office</td><td>PR-I</td><td>6 hrs.</td><td>200</td><td>100</td></tr><tr><td>3</td><td>10110422</td><td>Networking & Internet</td><td>PR-II</td><td>3 hrs.</td><td>100</td><td>50</td></tr><tr><td></td><td></td><td>Total</td><td></td><td></td><td>400</td><td>185</td></tr></table>							Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks	1	10110411	Information Technology	TH-I	3 hrs.	100	35	2	10110421	Operating System & Ms-Office	PR-I	6 hrs.	200	100	3	10110422	Networking & Internet	PR-II	3 hrs.	100	50			Total			400	185
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2	10110421	Operating System & Ms-Office	PR-I	6 hrs.	200	100																																					
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Information Technology

Theory :- I

1) **Fundamental of Computers & Operating Systems**

- A) Introduction to Computer : Definition of Electronic Digital Computer & their characteristics like : speed, accuracy, storage, diligence, automation & versatility, structure of computer : Block diagram & functions of different units of computer.
- B) Categories of Computers : Micro, Mini, Mainframe, Super Computers, Functional difference between various types of microprocessors: INTEL 8088, 8086, 80286, 80386, 80486, Pentium Centralized, Decentralized, Distributed Computer systems, General concept of Interrupts, multitasking, multiprogramming, multiprocessing.
- C) Representation of data : Binary Number System, conversion from 10 BASE to 2 BASE system, ASCII Code, word & word size.
- D) Hardware / Software : Definition of hardware / software, Application & system software, high level & low level language, comparative study of interpreters & compilers source code & object code.
- E) Input / Output Devices : VDU, Keyboard, scanners, plotters, mouse, modem: modulation demodulation, study of various categories of printers.
- F) Secondary Storage Devices : Tapes, Floppy disk, Hard disks, zip drives, CD-ROM Drives, Cartridge, back tapes, tracks, sectors, clusters, magnetic recording technology, quick access method, effect of capacity of permanent storage & RAM on the speed of processing.
- G) Security & Safety Of Data.
 - SECURITY : Like Passwords, Write Protections
 - SAFETY : Like Monthly, Weekly Backup, Concept Of Virus & Preventive Measures.
- H) Disk Operating System (DOS):
 - Study of ROM-BIOS, The process of booting (post, initialize, booting), system area of disk (boot sector, fat, root directory), data area of disk. Use and importance of autoexec.bat file & config.sys file, Types & needs of formatting, internal & external commands, good & bad commands, study of commonly used dos commands like dir, type, cls, copy, erase, del, tree diskcopy, format, md, cd, rd, backup, restore, copy con, copy, edit, deltree, xcopy, rename, Creating batch files.

I) **MICROSOFT WINDOWS 98 OR NT OR HIGHER.**

- a. **The windows environment** :- Structure of a simple window, exploring the desktop, the start button, My computer, using help, taskbar, working with multiple windows, printing documents, menus, dialog boxes, icons, views and switching views maximizing, minimizing, restoring, resizing, moving, closing window, parent & child window creating icons / shortcuts.
- b. **Accessories** :- Notepad, wordpad, paint, character map, clipboard viewer, Media Player, Phone Dialer, Calculator, Fundamentals of bad sectors, cross linked files, lost file fragments. Using scandisk, disk properties, disk cleanup, system file checker, knowledge of backup and restore.

- c. **Customizing Windows :-** Setting colour, patterns, wallpapers, and screen savers, date and time, mouse, keyboard.
- d. **Managing Files And Folders :-** Selecting multiple files/folders, using windows explorer, copy and moving files/folders, using the recyclebin, by-passing the recyclebin globally, creating / renaming files/folders, finding lost files/folders using quick view, opening documents viewing hidden files, file properties.
- e. **Working With Programs :-** Starting and closing programs, using run command, adding start menu program, using startup folder, starting programs minimized, install & uninstall program, cut copy & paste operation, running MS-DOS application .

INTRODUCTION TO MS-OFFICE-2000

The office shortcut bar. Managing files with office application, key combination, cut, copy, paste, object linking and embedding, drag & drop editing, customising toolbars & the menubar, undo/redo, spell-checking, working with dictionaries, auto-correct, templates & wizards.

A. M.S. WORD :- Working with text.graphics and text boxes inserting & sizing pictures, normal view, online layout view, page layout view, print preview, outline view, split screen view, zooming the view, character formatting, paragraph formatting. Language formatting, flowing text, borders & shading, creating / applying / modifying / removing styles, using style gallery, setting margins, paper size paper orientation, creating & deleting section, using autoformat, setting headers, footers, footnote, endnote, using print dialog box, printing documents. Creating, Formatting, removing columns, drawing table with draw table button, inserting table with insert table button / insert table command, connecting text to table, table to text, adding & deleting cells, rows and columns, formatting table, editing text in a table, sorting table informations, calculations in table, merging & splitting cells. Mail-merge : Creating the main document specifying data source, creating new data source, using an existing data file, using excel as a data source, adding merge field to the main document, setting merge option with merge dialog box, sorting, filtering records to be merge, using word fields for conditional mail merge, merging data. Using outlines, promoting and demoting items, auto format, using heading numbering, find and replace, autotext, autocorrect, automatic bullet and numbering, inserting / updating caption, using autocaption, using bookmarks, using letter wizards, track changes. Recording, running, deleting macro, assigning macros to keyboard shortcuts, menubar and toolbars, creating templates, using wizards, creating hyperlinks, using master page, using word document as an attachment to E-mail, linking part of excel worksheet in word document.

B. M.S. EXCEL

Spread sheet, Work sheet and work book, structure of excel screen, adding / deleting / renaming / rearranging worksheet, creating a spread sheet, entering various types of data, viewing worksheet, zoom split, freezing panes for screen view, selecting a range, naming a cell or range, formatting data - number formatting, alignment, font formatting, border formatting, using patterns and colours, protection, autoformatting, creating / applying / modifying / deleting / merging styles in worksheet, adding comments, headers and footers. Printing from excel, printing range of cells, using print preview, chart terms and basics, creating / modifying / moving / resizing / deleting / editing chart. Using the chart toolbar. Using macro to create charts. Basics of formulas and function, creating a formula, copying & moving formula, absolute and relative reference. Working with functions, using function wizard, recording / running / editing / deleting macros. Global macros, using templates. Using track changes, goal seek, scenarios, auditing, using data sort, filter, form, subtotals, validation, table, text to column, consolidate, group & outline, getting external data in worksheet, creating templates.

C. M.S. POWERPOINT

Creating a presentation, using autocontent wizard, using template. Working with five views. Creating & editing slides. Entering / pasting / selecting / formatting text, promoting & demoting paragraphs, changing layout of a slide, modifying slide master changing design template, creating notes pages, previewing slide show, hyperlink.

Inserting graph / chart / picture / Org chart in presentation, drawing objects, autosshapes, working with borders, files, shadows and 3D effects.

Setting preset / custom animation, using action setting, assigning transitions and timings, creating builds slides, setting slide timing, using slide master, setting up slide show, using the meeting minder, packing up a presentation, unpacking a presentation, creating a template for future use.

V.LOTUS SMARTSUIT

Using lotus smartcenter / drawers, starting an application from the smartcenter / from suitstart / from start menu

A. LOTUS 1-2-3

Working with sheet, general structure of sheet, types of data, entering data, formulas, inserting named ranges in formula, using functions, testing for conditions, defining and naming styles, applying style to range, using style gallery, using objects in sheets, selecting print and page setup options, charting data, editing a chart, transposing data, working with macros, using / creating smartmaster, copying wordpro table / freelance graphics table in 1-2-3 sheet.

B. WORD-PRO

Concept of WYSIWYG, smartcorrect feature, layout view, draft view, page sorter view, using special views, using fast format feature inserting special characters & symbols, formatting document, using headers & footers, inserting hard page break, find & replace, selecting print options. Creating / modifying documents, creating / editing frames, importing pictures, adding captions, specifying document sections / document divisions, creating a master document, creating a table of contents, creating an index using tables.

Creating newspaper columns, mail-merge, using fields, using smartmaster, creating smartmasters, embedding 1-2-3 range in wordpro document, copying a freelance graphics tables into a word pro document.

C. FREELANCE GRAPHICS

Structure of freelance graphics window, planning a presentation, creating presentation, getting guidance and tips, using smartmaster, adding table / chart to presentation, writing speaker notes, printing from print dialog box inserting clippart, diagram, pictures on a page, editing pictures with edit points mode, using click here text box format, inserting a logo, creating screen show, adding movie to a screen show, specifying transition, using smartmaster, creating a smart master, copying 1-2-3 chart to a freelance

I-LEAP / AKRUTI / SHREE LIPI

- i) Introduction to word processing in Indian Languages.
- ii) Using ILeap / akruti / shree lipi
 - A) Page setup
 - B) Creating columns
 - C) Tabulation text
 - D) Aligning and sizing frames
 - E) Designing page layouts
 - F) Printing.

II. NETWORKING & INTERNET

- A. Introduction to data communication & networking, NIC (Network Interface Card), NOS (Network Operating Stets), NFS (Network File System) NAC (Network Access Controller) Modem, Bridge, Bandwidth, Baud rate, Bus, Hub, Client-Server Concept, dedicated / nondedicated servers, nodes, workstation, File server, Smart Terminal, Dumb Terminal, NAK (Negative Acknowledgement)
- B. **Introduction To Network Topologies :-** Logical & Physical Topology, Bus Topology, Ring Topology, Star Topology, Tree Topology.
- C. **Network Categories :-** Classified by message capacity, classified by transmission rate, classified by range, classified by types of nodes, classified by relationships among nodes, classified by topology, classified by access possibilities, classified by Architecture.
- D. **Connection Mechanism :-** Connector and its functions, connector shapes, connector genders, connector D type, connector T type, connector N-series, connector fibber-OPTIC connector RJ-XX, Login, Logout, Polling, Locking - File Locking, Record Locking, Logical Locking, Physical Locking.
- E. Concept of Internet WWW, ISP, Internet Protocols, TCP/IP, HTTP, FTP, TELNET, BROWSERS, WEB PAGE, WEB SERVER, WEB SITE, HOME PAGE, Dynamics Web Site, URL, Interactivity, Intranet, Firewall, IP Addresses, Routers, Email Addresses, Domain Names, Dynamic Verses Static Web, Portal, Cookies, Usenet, IRC, Gateways, Factors affecting speed of data transfer over internet, M.S. outlook express: messaging, scheduling, addressbook.
- F. Web surfing, sending and receiving E_mail, sending word document as an attachment.

Practical – I (Operating System – DOS & Windows & MS - Office)

Sr.No.	Topic Name
1	<p>Disk Operating System (DOS):</p> <p>Study of ROM-BIOS, The process of booting (post, initialise, booting), system area of disk (bootsector, fat, root directory), data area of disk. Use and importance of autoexec.bat file & config.sys file, Types & needs of formatting, internal & external commands, good & bad commands, study of commonly used dos commands like dir, type, cls, copy, erase, del, tree diskcopy, format, md, cd, rd, backup, restore, copy con, copy, edit, deltree, xcopy, rename, Creating batch files</p>
2	<p>MICROSOFT WINDOWS 98 OR NT OR HIGHER.</p> <p>The windows environment :- Structure of a simple window, exploring the desktop, the start button, My computer, using help, taskbar, working with multiple windows, printing documents, menus, dialog boxes, icons, views and switching views maximizing, minimizing, restoring, resizing, moving, closing window, parent & child window creating icons / shortcuts.</p>
	<p>Accessories :- Notepad, wordpad, paint, character map, clipboard viewer, Media Player, Phone Dialer, Calculator, Fundamentals of bad sectors, cross linked files, lost file fragments. Using scandisk, disk properties, disk cleanup, system file checker, knowledge of backup and restore</p>
	<p>Customizing Windows :- Setting colour, patterns, wallpapers, and screen savers, date and time, mouse, keyboard.</p>
	<p>Managing Files And Folders :- Selecting multiple files/folders, using windows explorer, copy and moving files/folders, using the recyclebin, bypassing the recyclebin globally, creating / renaming files/folders, finding lost files/folders using quick view, opening documents viewing hidden files, file properties</p>
	<p>Working With Programs :- Starting and closing programs, using run command, adding start menu program, using startup folder, starting programs minimized, install & uninstall program, cut copy & paste operation, running MS-DOS application .</p>
1	<p>INTRODUCTION TO MS-OFFICE-2000</p> <p>The office shortcut bar. Managing files with office application, key combination, cut, copy, paste, object linking and embedding, drag & drop editing, customising toolbars & the menubar, undo/redo, spell-checking, working with dictionaries, auto-correct, templates & wizards.</p>

	<p>M.S. WORD :- Working with text.graphics and text boxes inserting & sizing pictures, normal view, online layout view, page layout view, print preview, outline view, split screen view, zooming the view, character formatting, paragraph formatting. Language formatting, flowing text, borders & shading, creating / applying / modifying / removing styles, using style gallery, setting margins, paper size paper orientation, creating & deleting section, using autoformat, setting headers, footers, footnote, endnote, using print dialog box, printing documents. Creating, Formatting, removing columns, drawing table with draw table button, inserting table with insert table button / insert table command, connecting text to table, table to text, adding & deleting cells, rows and columns, formatting table, editing text in a table, sorting table informations, calculations in table, merging & splitting cells. Mail-merge : Creating the main document specifying data source, creating new data source, using an existing data file, using excel as a data source, adding merge field to the main document, setting merge option with merge dialog box, sorting, filtering records to be merge, using word fields for conditional mail merge, merging data. Using outlines, promoting and demoting items, auto format, using heading numbering, find and replace, autotext, autocorrect, automatic bullet and numbering, inserting / updating caption, using autocaption, using bookmarks, using letter wizards, track changes. Recording, running, deleting macro, assigning macros to keyboard shortcuts, menubar and toolbars, creating templates, using wizards, creating hyperlinks, using master page, using word document as an attachment to E-mail, linking part of excel worksheet in word document.</p>
2	<p>Microsoft EXCEL</p> <p>Spread sheet, Work sheet and work book, structure of excel screen, adding / deleting / renaming / rearranging worksheet, creating a spread sheet, entering various types of data, viewing worksheet, zoom split, freezing panes for screen view, selecting a range, naming a cell or range, formatting data - number formatting, alignment, font formatting, border formatting, using patterns and colors, protection, auto formatting, creating / applying / modifying / deleting / merging styles in worksheet, adding comments, headers and footers. Printing from excel, printing range of cells, using print preview, chart terms and basics, creating / modifying / moving / resizing / deleting / editing chart. Using the chart toolbar. Using macro to create charts. Basics of formulas and function, creating a formula, copying & moving formula, absolute and relative reference. Working with functions, using function wizard, recording / running / editing / deleting macros. Global macros, using templates. Using track changes, goal seek, scenarios, auditing, using data sort, filter, form, subtotals, validation, table, text to column, consolidate, group & outline, getting external data in worksheet, creating templates.</p>

3	<p>Microsoft POWERPOINT</p> <p>Creating a presentation, using autocontent wizard, using template. Working with five views. Creating & editing slides. Entering / pasting / selecting / formatting text, promoting & demoting paragraphs, changing layout of a slide, modifying slide master changing design template, creating notes pages, previewing slide show, hyperlink.</p> <p>Inserting graph / chart / picture / Org chart in presentation, drawing objects, autosshapes, working with borders, files, shadows and 3D effects.</p> <p>Setting preset / custom animation, using action setting, assigning transitions and timings, creating builds slides, setting slide timing, using slide master, setting up slide show, using the meeting minder, packing up a presentation, unpacking a presentation, creating a template for future use.</p>
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Practical – II (Networking & Internet)

Sr. No.	Topic Name
1	<p>Introduction to Networking</p> <p>Network Devices- Study of NIC, NOS, NFS, , Modem, Bridge, Bandwidth, Baud rate, Bus, Hub, Client-Server Concept, dedicated / non-dedicated servers, nodes, workstation, File server, Smart Terminal, Dumb Terminal,</p>
	<p>Introduction To Network Topologies :- Logical & Physical Topology, Bus Topology, Ring Topology, Star Topology, Tree Topology.</p>
	<p>Connection Mechanism :- Connector and its functions, connector shapes, connector genders, connector D type, connector T type, connector N-series, connector fibber-OPTIC connector RJ-XX, Login, Logout, Polling, Locking - File Locking, Record Locking, Logical Locking, Physical Locking.</p>
2	<p>INTERNET</p> <p>Concept of Internet WWW, ISP, Internet Protocols, TCP/IP, HTTP, FTP, TELNET, BROWSERS, WEB PAGE, WEB SERVER, WEB SITE, HOME PAGE, Dynamics Web Site, URL, Interactivity, Intranet, Firewall, IP Addresses, Routers, Email Addresses, Domain Names, Dynamic Verses Static Web, Portal, Cookies, Usenet, IRC, Gateways, Factors affecting speed of data transfer over internet, M.S. outlook express: messaging, scheduling, addressbook</p>
	<p>Web surfing, sending and receiving E_mail, sending word document as an attachment.</p>

INTRODUCTION TO INFORMATION TECHNOLOGY APPLICATIONS

(Lecture - Demonstration)

A) Introduction to digital multimedia

a) Using video and Audio CDS

b) Multimedia applications

B) Using 3 D Home

a) Line Drawing

b) 3 D Rendering and walk-through

C) Document Management System (DMS)

a) Document Handling and Scanning

D) Electronic commerce

a) Introduction to E-commerce and its applications

LIST OF TOOLS / EQUIPMENTS / SOFTWARES

Sr.No.	Description of Tools/ Equipment / Software	Nos. Required
1	Pentium class (min 400 MHZ) server with NT 4.0 Configuration; 1 GB RAM; 160 GB HDD, SVGA Colour monitor, 10/100 ethernet card, 48 x CD-ROM drive PCI-VGA card and other appropriate accessories.	One
2	Pentium class network nodes (min 200 MHZ) with 32 MB ram min. 4.3 GB HDD, SVGA colour monitor, PCI-VGA card, ethernet network card and other appropriate accessories.	Five
3	Colour Inkjet printer with 600*600 DPI	One
4	56 KBPS external modem	One
5	MS-Office with latest version	One

REFERENCE BOOKS

Fundamental Of Computers	Rajaraman
ABC'S Of M.S. Office 97	Hart
Mastering WIN 98	Cowart
Mastering Lotus Smartsuit	Eddy
MS Office 97	Shultz
Expert Guide To WIN 98	Minasi
Computer Networks	Tanenbaum
Introduction to Internet	BPB Publication / Techmedia
