COMPUTER LITERACY PROGRAMME

SYLLABUS

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A) Break up of Theory and Practical hours

S.No	Subject	Theory	Lab
1.	Introduction to Computers	6	0
2.	Operating System: Concepts Win 98- Win 2000/2003- Win NT- Linux	6	0
3.	Personal Productivity Software: MS Word/MS Excel	10	20
4.	Personal Productivity Software: MS Access/MS Power Point	10	20
5.	Introduction to Multimedia	2	4
6.	Desktop Publishing	4	10
7.	Networking Concepts	4	4
8.	Internet and its Applications	4	10
9.	Creating WebPages	6	10
10.	Introduction to Tamil Word Processor- Tamil Browser and Tamil E-mail	8	12
	Total	60	90

150

B) Detailed Syllabus

1. Introduction to Computers:

What is a Computer? - History of Computers- Generation of Computers- Types of Computers- Benefits and Applications of Computers

Components and Working of Computers: The Hardware- Computer Block Diagram- Input- Output Devices

Hardware Configuration & Software Installation : Concepts- Managing Hardware- Inside the System unit- Memory(RAM/ROM)-Storage Media- Introduction to Software- Data Organization- Cyber Laws.

2. Operating System: Concepts Win 98- Win 2000/2003- Win NT- Linux:

Win 98: Introduction and Advantages- Files- Organization of data- Windows Explorer- Working with Folders- Managing Files/Folders- Find Files/ Folders- Sharing a Folder- Creating Shortcuts. Using Applications in Win98- System Tools (Control Panel) - Shutdown

WinNT- Win2000- Win2003: User Interface- Features- Shutdown

Linux: History- Advantages- Logging in/ out- File System- Types of Users- Directory Commands

3. **Personal Productivity Software:MS Word/ MS Excel**
MS Office: Basic Concepts- Features- Equation Editor
MS Word: Introduction to Word 2000- Formatting Documents- Inserting
Objects- Creating Tables- Mail Merge.
MS Excel: Introduction to Excel 2000- Functions and Function Wizards-
Formulae- Formatting- Chart & Objects.

4. **Personal Productivity Software: MS Access/MS Power Point**
MS Access: Concepts of DBMS/RDBMS- Creating Databases& tables-
Modifying the Database- Data Retrieval- Relationship- Reports.
MS PowerPoint: Basic Concepts- Creating/Saving / Closing Presentations-
Formatting- Inserting Clipart- Transition Effects- Animation Effects- Viewing
Presentation

5. **Introduction to Multimedia:**
Multimedia- Uses- Categories- Multimedia Software- Sounds and Pictures-
Use of Sound & Images in Multimedia- Applications- Virtual Reality.

6. **Desktop Publishing:**
Introduction- Publisher Environment- Help Options- Creating Publication-
Page Properties- Using Text Frames- Adding Pictures- Formatting and Editing
Text using Tools- Multi-page Publication

7. **Networking Concepts:**
Basic Concepts- Need for Networking- Types of Networks- OSI Model-
Networking Devices- Topology – Bus- Star- Ring-Protocols – TCP/IP-
Network Configuration & Security- Network Administration.

8. **Internet and its Applications:**
Basic Concepts- Origin of Internet- ISP- Domain Naming System- ISDN and
PPP- TCP/IP- Introduction to different types of Browsers
Email and FTP:
Introduction- Email Fundamentals- Email Client-Server- Email Address-
Sending& Receiving Mail- Internet Tools- FTP usage.

9. **Creating WebPages:**
Introduction- Tools for Web Development- Introduction to HTML- HTML
tags- Structure of an HTML Document- Creating a simple HTML page-
Formatting the Web Page- Body Element- Information Type Elements-
Character Formatting Elements- Hyperlinks- Image Elements- Front Page.

10. **Introduction to Tamil Word Processor** using suitable Software like
Ponmozhi- Padhami (Sakthi Office).
Introduction to Tamil Browsers using suitable Software
Introduction to Tamil E-Mail using suitable Software