Raghunath Girls' Post Graduate College, Meerut

Aptech Learning Center & Aptech Aviation Academy- R.G.(P.G.) Computer Centre

Skill Development Course

Title of course- Fundamental of - Computer and IT (V0001006)

Syllabus

Paper Title: Fundamental of - Computer and IT (Theory) MS-Office (Practical)

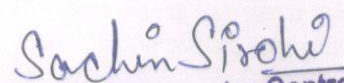|	
Nodal Department of HEI to run course	Department of Vocational Studies
Broad Area/Sector-	IT
Sub Sector-	Computer Basic/ Data Entry Operator
Nature of course - Independent / Progressive	Independent
Name of suggestive Sector Skill Council	IT SECTOR SKILL
Aliened NSQF level	
Expected fees of the course –Free/Paid	As Mutually Decided by College & PCE (Aptech)
Stipend to student expected from industry	NA
Number of Seats-…………	As suggested by college
Course Code………………	Credits- 03 (1 Theory, 2 Practical)
Max Marks……… Minimum Marks………	
Name of proposed skill Partner (Please specify, Name of industry, company etc for Practical /training/ internship/OJT	Aptech Learning Center (Authorized Meerut Center as PCE)
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company etc.)	Student will be able to get job of Typing, Computer Office Work, MS-Office (Word, Excel, PowerPoint), Internet Surfing, Email

Syllabus

Unit	Topics	General/ Skill component	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total-15 Hours=1 credit)	No of Practical Hours (Total-60 Hours=2 credits)
I	**Fundamental of Computer** Introduction and objectives of Computer. Development of Computer System. Types of Computers, characteristics and limitation. Generation of Computer. Types of PC's desktop, Laptop, Notebook, Workstation & their Characteristics. Component of Computer System. Types of PC, Desktop, Laptop, Notebook.	**Skill**	**Theory**	5	20
II	**Input & Output Device** Keyboard, Mouse, Trackball, Joystick, Digitizing tablet, Scanners, Camera. Types of Monitor, video Standards, VGA, SVGA, Types of Screen. Printers and its types. Audio\video input output Display and Sound. Graphical Processing unit(GPU) and Port. Hard Drive, Discs, cards. E-Accessible options	**Skill**	**Theory/ Practical**	5	20
III	**Operating system** Application Software's Basics of Networking Basics of MS Office Word, Excel, powerpoint	**Skill**	**Theory / Practical**	5	20

Sachin Sirohi

R.G. (P.G.) Computer Centre
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Principal

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Animation and video making Virtual communication Telecommuting (ICT) Security and Safety of Computer, Laptop				

Suggested Readings: As suggested by college or University.

Suggested Digital platforms/ web links for reading- www.aptechmeerut.com www.aptechlearning.com www.aptechaviationacademy.com

Suggested OJT/ Internship/ Training/ Skill partner – Aptech Learning Center, Meerut

Suggested Continuous Evaluation Methods: **Total Marks: 25, House Examination/Test**: 10 Marks

Written Assignment/Presentation/Project / Term Papers/Seminar: 10 Marks

Class performance/Participation: 5 Marks

Course Pre-requisites:

- Intermediate in any stream

Suggested equivalent online courses: Aptech Learning Center, Meerut

Any remarks/ suggestions: Teaching mode / Study Material will be available in English Language Only.

Notes:
- Number of units in Theory/Practical may vary as per need
- Total credits/semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/ year
- Credits for Theory =01 (Teaching Hours = 15)
- Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)

Sachin Sisohi

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