INTRODUCTION TO IT SYSTEMS

COURSE CONTENT	CODE	SYLLABUS
BASIC COMPUTER & INTERNET SKILLS	1	1.1 General understanding of various computer components: Block Diagram of Computer 1.1.1 CPU, Memory, Display, Keyboard, Mouse 1.1.2 HDD and Pen Drive 1.1.3 Peripheral Devices (Printers, Scanners, Web camera & Barcode Reader) 1.2 Computer Languages: Machine, Assembly & High-level Language 1.3 Computer & Communication: Meaning of Web Address, URL, IP address, E-mail 1.4 Awareness about Digital India portals (state and national portals) and college portals.
OPERATING SYSTEMS	2	2.1 Introduction and Definition Operating Systems 2.2 Brief Introduction to Types of Operating Systems 2.3 OS Installation: 2.3.1 MS Windows 2.4 Brief Introduction to Unix Shell
BASICS OF WEB DEVELOPMENT	3	3.1 CSS: Introduction 3.1.1 Font Attributes 3.1.2 Colour, Background 3.2 Making basic personal webpage

COURSE CONTENT	CODE	SYLLABUS
OFFICE TOOLS	4	4.1 Open Office Writer: 4.1.1 Writer Interface 4.1.2 Starting, Opening, Saving, Closing & Printing a document 4.1.3 Selecting, Cutting, Pasting, Finding & Replacing a text 4.1.4 Formatting Paragraph 4.1.5 Checking Spelling & Autocorrect 4.2 Open Office Spreadsheet (Calc): 4.2.1 Spreadsheets, Sheets & Cell 4.2.2 Starting, Opening, Saving, Closing, Printing a Spreadsheet 4.3 Open Office Impress: 4.3.1 Adding Animation in Slide 4.3.2 Printing Slide Show
INFORMATION SECURITY BEST PRACTICES	5	5.1 Desktop & Smartphone security: Password, pattern lock, Two Step authentication (OTP), Biometric Authentication 5.2 Computer Viruses: Scanning & Removing 5.3 Guidelines for: 5.3.1 Setting up a Secure password 5.3.2 Wi-fi security