

“DevBhoomi Divyangjan Gurukul”

ICT Training Programme

Information & Communication of Technology

Syllabus

Theory	Practical	Time duration (T & P) Theory-120hrs + Practical- 280hrs + Revision & Exam- 80 hrs. = 480 Hrs.
Keyboard orientation & Introduction to various accessible Technology.	Typing Practice; Familiarization with various screen readers & Magnifiers.	T-12 Hrs. P- 50 Hrs.= 62
Introduction to Computers and Windows Operating System <ul style="list-style-type: none">➤ Definition, Generations, Types, Advantages and Applications of Computers.➤ Concepts of Hardware and Software.➤ Introduction to the Operating System, Types, & functions of an Operating System, Popular Operating Systems in Use.➤ Key features of Windows O.S➤ Various Input/ Output devices in use and their features.➤ Using Scanner, Printer and Webcam.➤ Introduction to several types of memories and their features.	Computer components and Windows Operating System: <ul style="list-style-type: none">➤ Identification of various components of the computer.➤ Familiarization with Windows O.S desktop, using Icons,➤ Managing files and folders, using removable drives.	T- 30 Hrs. P-12 Hrs.= 42 Hrs.

<p>Assistive Technology:</p> <ul style="list-style-type: none"> ➤ Concept & Use of Assistive Technology for Persons with Visual Impairment. ➤ Introduction to DAISY book reading Hardware & Software. ➤ Use of Instant reading devices; Scanner; OCR Technology; Refreshable Braille Display; Audio Voice Labeler; etc. ➤ Introduction to use mobile phone with assistive technology available for the Persons with visual impairment 	<p>Assistive Technology:</p> <ul style="list-style-type: none"> ➤ Using DAISY book reading Hardware & Software; ➤ Using Scanner with OCR Technology; ➤ Configure & Use of Refreshable Braille Display. ➤ Use of Instant reading devices; Voice Labeler; Mobile etc. 	<p>T-15 Hrs. P-40= 55 Hrs.</p>
<p>Word Processing:</p> <ul style="list-style-type: none"> ➤ Introduction to the various applications in the office. ➤ Introduction to Word features, & Office Button Quick Access Tool Bar, of the Word. ➤ Creating, saving, formatting documents. ➤ Introduction to Set Language, Spelling & Grammar checker, Thesaurus, Bookmark, Go To, Hyperlink, Word Count, & Mail merge. ➤ ☐ Page setup and Printing Documents using word. 	<p>Using Word Processing Software:</p> <ul style="list-style-type: none"> ➤ Familiarization with the Word window components. ➤ Opening, saving, editing & formatting documents using Word. ➤ Inserting and formatting tables. ➤ Using templates, autocorrect tools, Set Language, Spelling & Grammar checker, Thesaurus, Bookmark Hyperlink, Word Count, and the mail merge tool. ➤ Working with Page layout settings and printing documents. 	<p>T-14 Hrs. P-50= 64 Hrs.</p>

<p>Hindi Typing:</p> <ul style="list-style-type: none"> ➤ Unicode- Concept; Features; Compatibility to Assistive Technology. ➤ Introduction to in script Keyboard Layout 	<p>Hindi Typing:</p> <ul style="list-style-type: none"> ➤ Add the Hindi language/font. ➤ Typing practice in script layout by using Unicode font. 	<p>T-10 Hrs. P-35= 45 Hrs.</p>
<p>Spread Sheet Application</p> <ul style="list-style-type: none"> ➤ Introduction to Excel features and Data Types. ➤ Cell referencing. Use of functions of various categories. ➤ Introduction to various functions in major categories of Excel. ➤ Concepts of Sorting, Filtering and Validating Data. ➤ Analyzing data using charts, 	<p>Using Spread Sheet Application</p> <ul style="list-style-type: none"> ➤ Creating, Saving and Formatting Excel Spreadsheets. ➤ Using Excel functions of all major categories. ➤ Using various data types in Excel, Sorting, filtering, validating data & Conditional Formatting. ➤ Modifying Excel Page setup and printing. 	<p>T-14 Hrs. P-35= 49 Hrs.</p>