

“Hands-on Training programme on Modern IT Skills”

Introduction:

Odisha State Open University is going to introduce a “**Hands-on Training programme on Modern IT Skills**”. The duration of the course will be 30 days where learners will get a chance to learn and practice the basic use of Computer and Internet.

Course Type

IT Based Hands-on Training Programme

Duration

04 days a week / 32 Hours

Fees

₹ 500.00 only

Objectives and Outcomes:

We are now living in an era where technology is ubiquitous in all areas of life, and no office, educational and business establishment is without a computer. It is a 'must have' tool for a more effective and quick processing of work.

Most knowledge-based activities depend heavily on the use of technology. IT Skills is the knowledge and ability to use computers and technology efficiently. It can also refer to the comfort level someone has with using computer, Internet and other applications that are associated with computers.

Basic IT skills begin with knowing how and when to use computer in a faster and efficient manner with routine maintenance and how to cope with issue that you face during the usage.

The objective of this Programme is to enable a learners in crafting professional word documents, excel spread sheets, power point presentations using the Microsoft suite of office tools. To acquaint the learners in preparation of documents and presentations with office automation tools.

So After Successful completion of this Programme one will able to know and handle:

1. What is Computer?
2. Different components of a Computer?
3. How to use Word Processing System like Word, Excel and PowerPoint
4. How to maintenance a computer Secure and safe
5. Basics of Internet and data communication between the PC
6. Email and its Security Features and
7. Daily usage of Computer & Internet

Syllabus:

Day-01–Day-02 (Computer and its Components) 04 Hours

Fundamentals of Computer and its types (based on Size and Capacity, Technology), Computing Devices (Hardware Components), Preparation of Bootable Pen drive, Installation of Windows OS (Windows 10), Linux OS (Ubuntu Desktop), Computer Memory Units, Hard-disk Partitioning, Creation of user Account, How to set/reset password for User Account, operation with file and folder, Security features of file and folder, control panel and Check Genuineness of Windows OS.

Day-03 (IT Troubleshooting) 02 Hours

Dual Booting of OS, OS through Virtual Box, Installation of different Application Software (MS-office, Antivirus, PDF Reader, A/V Player, etc.), open source Software, Backup management, PC Restore, how to reset forgotten Password, Compressed file and WinRAR

Day-04 (MS Office & Basics on MS Word) 02 Hours

Day-05 (Features and use of MS Word) 02 Hours

Day-06 (Resume Preparation) 02 Hours

Day-07 (Basics on MS Excel) 02 Hours

Day-08 (Features and use of MS Excel) 02 Hours

Day-09 (Basics on MS PowerPoint) 02 Hours

Day-10 (Daily Usage of PC) 02 Hours

Printer and its types, Printer setup, Scanning, video chat (Web conference), CD Write, paint Tool

Day-11-Day-12 (Networking & Basics of Internet) 04 Hours

Networking Basic, LAN, WAN, MAN, and WIFI, drive sharing, Remote Desktop Sharing, What is Internet, History of Internet, home internet setup, Access Internet, Search in Internet, Create your own website, Google Form, Google Drive, Google Map, Youtube, News, Google Translate, Google Earth

Day-13 (Email & its Security Features) 02 Hours

Create and Send Email, Create Email Attachments, Manage Your Email Account, Examine, features of email (auto reply, 2 step verification)

Day-14- Day-15 (Daily Usage of Internet) 04 Hours

PAN Card Apply, AIR/Bus/Flight/Movie Ticket Reservation, Adhaar Card Info Update, Payment App (PhonePe, Google Pay), Online LPG Refill, Mobile Recharge, WhatsApp on PC, (rest As per Students Request)

Day-16 (Course on Demand) 02 Hours