

SKILL DEVELOPMENT CENTRE ,COMPUTER CENTRE
UNIVERSITY COLLEGE OF SCIENCE

I. Skill Course: Information and Communication Technology Skills

Practical training on following topics and to acquire the skills mentioned must be provided to the participants of the course

Lab Work & Lecture: 40 hrs.

Use of Video & Online Resources: 3 hrs

Lab Assignments : 40 hrs

Skill Tests: 20 hrs

Topics	Lab work and Skills
Identification of various components of a computer system	Identify Mother board, CPU, Memory, various ports and connectors, drives, keyboards, mouse, types of monitors and its connection to computer, hardware specifications Skill: Identification of various components of a PC and writing specification of a computer
Operating a computer system	Desktop, using help, Mycomputer, folders and files, word pad, copy, save and print Skill: Operation of a PC
Word Processing	Creating New documents, Entering text, saving, closing and opening files, editing & formatting, Cut, Copy and paste, search and replace, insert page number, date, picture, page layout, spell and grammer check, headers and footer, footnoting,table of contents, table,mail merge, mailing labels using Menu items etc. Skill:Preparation of a given document.

<p>Spreadsheet</p>	<p>Creating and editing a Workbook, using charts, managing workbook. Candidates should be trained to create, enter and edit data, save and close workbook, change column width, moving, centering and merging cells, using formulae, using functions, formatting worksheet, creating charts,printing.</p> <p>Skill: Preparation of Invoice, balance sheet, plotting selected columns of a table etc.</p>
<p>Database Management System</p>	<p>Creating a database, modifying table, creating forms, queries and reports Candidates should be trained in creating, data entry, close and open table and database, customizing and inserting fields, sorting, form wizard, adding records, using queries, creating and printing reports.</p> <p>Skill: PrepareTelephone directory, catalogue and making queries and required reports</p>
<p>Presentation Graphics</p>	<p>Creating, modifying and refining presentation, using advanced presentation features.</p> <p>Skill: Prepare a good presentation on given topic</p>
<p>Internet and Personal Information Management</p>	<p>Internet & Intranet, Browsers and finding information, URL's, search services, e-mail, checking internet connection.</p> <p>Using calendar for appointment, creating and managing task, address book and its management.</p> <p>Skill: Creation of mailing list, preparing</p>

	appointment and tasks
Web Authoring & IT work	<p>Creating a web page using HTML editor, Modifying and refining web page, inserting hyperlink, changing theme and layout, Inserting images, publishing web page.</p> <p>Skill: Creating and Publishing a web page</p> <p>Installation of Software including antivirus software, Printer and other devices. Installing and using image Scanner, CD writing, creating PDF files, Using FTP, using Google Drive</p> <p>Skill: Preparing a PC for office by installing necessary software</p>