**Syllabus**

This course covers Instructional Designing theories, basic IT skills using application software tools, case study based functional use of IT skills in teaching – learning.

This course offers the following modules:

* [Computer Basics](http://ww3.mkcl.org/msacit/syllabus.html#cb)
* [Operating System (Windows 7)](http://ww3.mkcl.org/msacit/syllabus.html#os)
* [Internet](http://ww3.mkcl.org/msacit/syllabus.html#inet)
* [Word Processing (Microsoft Word 2013)](http://ww3.mkcl.org/msacit/syllabus.html#wp)
* [Spreadsheet (Microsoft Excel 2013)](http://ww3.mkcl.org/msacit/syllabus.html#sp)
* [Presentation Graphics (Microsoft PowerPoint 2013)](http://ww3.mkcl.org/msacit/syllabus.html#pr)
* [Personal Information Manager (Microsoft Outlook 2013)](http://ww3.mkcl.org/msacit/syllabus.html#pim)
* [Database Management System (Microsoft Access 2013)](http://ww3.mkcl.org/msacit/syllabus.html#dbms)
* [Instructional Design & Storyboarding](http://ww3.mkcl.org/msacit/syllabus.html#ids)
* [Computer Ethics, Privacy and Security](http://ww3.mkcl.org/msacit/syllabus.html#ethics)
* [ICT for School](http://ww3.mkcl.org/msacit/syllabus.html#ict)
* [Novice-Friendly Language](http://ww3.mkcl.org/msacit/syllabus.html#nfl)
* [Office Suites](http://ww3.mkcl.org/msacit/syllabus.html#office)
* [Famine Eradication](http://ww3.mkcl.org/msacit/syllabus.html#famine)

**Computer Basics**

* Overview of computers
* Uses of computer
* Using mouse comfortably
* Using keyboard for typing
* Understanding Input, Process and Output
* Computer Hardware and Software
* Computer Ergonomics

**Operating System (Windows 7)**

* Overview of Operating System
* Basic Operations
	+ How to start a computer
	+ How to logoff and hibernate a laptop
	+ How to connect a headset to computer
	+ Learn to interact with computers
* Personalizing Desktop
	+ Changing the Desktop Background
	+ Applying a Screen Saver
	+ Applying Themes
* File and Folder Management : How to better manage files and folders
* Using Accessories
	+ Creating pictures with MS Paint
	+ Using Notepad to create a text document
	+ Using WordPad to decorate a document
	+ Windows Media Player
	+ Calculator
	+ Sticky Notes
	+ Tablet PC Input Panel
	+ Games
	+ Math Input Panel
* Language Settings
	+ How to set other languages on computer
* Enhance the performance of computer
* Using Disk Clean-up
	+ Using Disk Defragmenter
	+ Using Windows Update
	+ Protecting your computer against viruses
* Making IT Work for You
	+ Connecting your computer to a projector
	+ Using Sound Recorder
	+ Writing a CD
	+ Taking a backup of mobile data
	+ Connecting other devices to the computer
	+ Scanning QR code
	+ Protecting computer against viruses
	+ Sending and receiving eFax
	+ File Compression and Decompression

**Internet**

* Basic Operations
	+ Overview of Internet
	+ Internet Concepts
	+ Working with browsers
	+ Know about WWW, URL, Search Engines
* Digital Access and Online Services
	+ Searching and downloading information
	+ Searching information on Wikipedia
	+ Using JustDial to find online services
	+ Subscribing and reading newspapers online
	+ Typing text in the regional language
	+ Using Google Maps
	+ Working with Google Apps
	+ Online Ticket Booking
	+ Listening music and watching videos
	+ Apply for PAN Card/Passport /Aadhar Card online
	+ Pay electricity bill and service tax online
	+ Booking gas refill online
	+ Downloading eBooks
* Digital Communication
	+ Creating and operating an Email account
	+ Managing email account password
	+ Interacting with peoples using social media
	+ Sending short messages to mobile
	+ How to do Voice Typing
* Use of eCommerce
	+ Opening and accessing a net banking account
	+ Online shopping with Flipkart
	+ Buying the best computer by comparing prices
* Online Collaboration
	+ Sharing photo album on SlideShare and Picasa
	+ Uploading and sharing videos on YouTube
	+ Joining hobby groups online
	+ Upload resume on a job portal
	+ Building network for professional up-gradation
	+ Organizing Video Workshop
	+ Accomplishing certification course online
	+ Uploading and viewing videos online
	+ Introduction to different mobile messaging apps
	+ Using Google Hangout
	+ Social Media Activities
* Digital Etiquette
* Cyber Securities
* Cyber Law
* Wikipedia
	+ Introduction To Wikipedia
	+ How to register
	+ How to edit Wikipedia
	+ How to edit Wikipedia
	+ Article Creation
	+ How to format an article
	+ How to add sources
	+ How to link articles
	+ What is talk page?
	+ How to use the history link
	+ Wiki-Projects

**Word Processing (Microsoft Word 2013)**

* Basic Operations
* Creating and Editing documents
* Formatting documents
* Enhancing documents
* Applying Page Setup
* Working with various objects like shapes, SmartArt, Pictures and Tables
* Inserting Header and Footers
* Linking and embedding documents
* Previewing and Printing documents
* Advanced Word Processing
	+ Creating and Editing PDF documents
	+ Comparing two versions of a document
	+ Proofreading of a document using track changes
	+ Including Digital Signature into the document
	+ Inserting ActiveX controls
	+ Using Table of Contents
	+ Using Mail Merge
	+ Protecting a document
	+ Sharing document online
* Creating a web page
* Creating Socially Useful and Productive Works

**Spreadsheet (Microsoft Excel 2013)**

* Creating and editing workbook
* Organizing and formatting worksheets
* Data analysis and management
* Using formulas and functions
* Previewing and printing worksheets
* Advanced Spreadsheet
	+ Managing multiple worksheets
	+ Producing and designing charts
	+ Creating Pivot tables and pivot charts
	+ Importing and exporting data between spreadsheets and other applications
	+ Using advanced functions
	+ Applying conditional formatting
	+ Using data validation
	+ Using sort and filter
* Creating Socially Useful and Productive Works

**Presentation Graphics (Microsoft PowerPoint 2013)**

* Creating and Editing Presentations
* Designing and Enhancing Presentation
* Delivering Presentation
* Advanced Presentation Graphics
	+ Creating videos of presentations
	+ Saving presentation in various formats
	+ Importing and exporting presentations
	+ Using templates
	+ Working with slide master
* Creating Socially Useful and Productive Works

**Personal Information Manager (Microsoft Outlook 2013)**

* Setting up a new email account in Microsoft Outlook
* Sending, receiving, replying, forwarding mail messages
* Including a signature in outgoing message
* Scheduling meetings with others
* Creating contacts, appointments, task list and group contacts

**Database Management System (Microsoft Access 2013)**

* Planning and designing various databases
* Setting appropriate data types and entering data
* Creating forms to add or edit data easily and effectively
* Producing and printing reports
* Importing or exporting data from various applications like Excel, Outlook, and Text file.
* Protecting a database created in MS Access

**Instructional Design & Storyboarding**

* Learning Theories
* Instructional Design Theories
* Instructional Design Models
* Designing Learning
* Learning Through Interactive Media
* Developing Content for Multimedia
* How to read storyboards

**Computer Ethics, Privacy and Security**

* Computer Ergonomics
* Go Green Content
* Cyber Security
* Cyber Law
* Netiquettes

**ICT for School**

* Google Talk
* Graphmatica
* IrfanView
* Using Picasa
* CamStudio
* Stellarium
* Windows Media Player
* VLC Media Player
* Real Media Player
* Audacity
* Zip and unzip files to optimize the size
* GeoGebra

**Novice-Friendly Language**

* Scratch Programming

**Office Suites**

* Open Office – Word Processor
* Open Office - Spreadsheet
* Open Office - Presentation Graphics

**Famine Eradication**

Study Material

* Highly illustrative book called Introduction to Information Technology By Timothy J. O'Leary & Linda I. O'Leary