**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