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IT WORKSHOP				

COURSE OUTCOMES:

At the end of the Course, Student will be able to:

1. Identify the components of a personal computer and Install Operating System.
2. Send email messages (with or without attachments)
3. Prepare their own Presentation / Documentation using Office Tools
4. Create Interactive Visual Programs Using Scratch.
5. Develop Static web site Applications

WEEK	TOPIC
1	KNOWING OF COMPUTER Identification of peripherals of a PC, Laptop, and Smart Phones: Prepare a report containing the block diagram along with the configuration of each component and its functionality, Input/ Output devices, I/O ports and interfaces, main memory, cache memory and secondary storage technologies, digital storage basics, networking components and speeds.
2	OPERATING SYSTEMS Functions of OS, Types, OS simple setting : Changing system date and time, display properties, to add or remove a window component and changing mouse properties File and Directory Management : Creating and renaming of files and directories, MS-DOS Commands
3	INTERNET SERVICES Web Browser usage and Advanced settings like LAN, Proxy, Content, Privacy, Security, Cookies, Extensions/ Plug-in, Antivirus installation , Configuring a firewall, blocking pop-ups , Email creation and usage.
4	Practice on Microsoft-Word
5	Practice on Microsoft-PowerPoint
6	Practice on Microsoft-Excel
7	Creating pdf documents.
8	CLOUD BASED COLLABORATION TOOLS Store, sync, and share files with ease in the cloud using Google Drive Manage event registrations, create quizzes, and analyze responses using Google Forms
9&10	STATIC WEB PAGE DESIGNING Basic HTML Tags,Table Tags,List Tags,Image Tags, Forms