Information Technology Bridge course (12 Hrs)

Syllabus

1. What is Social Networking ?	**1 Hr.**

1.0 Introduction

1.1 Overview

1.2 Advantage and disadvantages

1.3 Types of social networking sites

2. E-mail	**1 Hr.**

2.0 Creating mail account

2.1 How to Communicate via e-mail

2.2 Use Various facilities like upload, download etc

2.3 Identify common measure for securing e-mail

3. Blog Software	**1 Hr.**

3.0 What is a Blog?

3.1 Example of blog

3.2 How it works

3.3 Use of blog

4. Social Networking Websites	**1 Hr.**

Facebook

1. Introduction to Facebook
2. Sign up for Facebook and use Facebook
3. How to use various facility with Facebook
4. Create a Facebook "page" for your business

Twitter

1. Introduction to Twitter
2. Sign up for Twitter and use of Twitter
3. How to use various facility with Twitter

LinkedIn

1. Introduction to Twitter

2. Sign up for Twitter and use of Twitter
3. How to use various facilities with LinkenIn   Other sites……

5.	**Instant Messaging**	**1 Hr.**

5.0 Introduction to IM

5.1 How to Use it (yahoo messenger, rediff and other chat tools)

6.	**E-Banking**	**1 Hr.**

6.0 Introduction

6.1 Advantages

6.2 Use of e-banking

6.3 How to Use

6.4 What are requirements of e-banking

6.5 Mobile banking

6.6 Security precaution

7.	**Antivirus software**	**1 Hr.**

7.0 What is virus

7.1 Types of virus

7.2 What is anti-virus?

7.3 Example of anti-virus softwares?

7.4 How to install antivirus software in computer?

7.5 How to use antivirus software and its various tools

7.6 What is fishing and anti-fishing

7.7 How to secure your data

7.8 Keep your computer secure and update

8.	**Basic Networking**	**1 Hr.**

8.0 Introduction

8.1 Types of networks

8.2 Types of Hardware devices of LAN and Wi-Fi network

8.3 How to install LAN network

8.4 How to install Wi-Fi network

8.5 Identify various ways of securing online and network transaction

9.	**Remote Computing**	**1 Hr.**

9.0 Introduction

9.1 Advantages

9.2 Net-meeting

9.3 How to connect remote computer using remote desktop, team viewer, and Net-meeting software

9.4 Introduction of Web-conference(Skype)

10. **Basic Hardware Troubleshooting**	**1 Hr.**

10.0   Recognizing Hardware problems and troubleshooting

10.1   Operating System installation

10.2   How to install internal external devices (e.g.: printer, scanner, network

card etc.)

11. **Indic IME Software**	**1 Hr.**

11.0   Introduction

11.1   How to install and configure

11.2   Working with shruti fonts

12. **Searching**	**1 Hr.**

12.0   How to use various search engines (google, yahoo, aol)

12.1   How to search various contents on internet?

Infrastructure Require

- Broadband /wi-fi Internet connection

- Licence Softwares like antivirus, operating system(windows xp/vista/win 7), Indic IME, team-viewer,

- Free downloaded softwares like yahoo messenger, skype