

## Certificate Course in IT skills workshop --specially designed for teachers

Duration: 4 Week

Certificate on completion

**Special Offer** Course Fee:

**Rs. 700/- Net**

Interactive Doubt Resolution

### Overview

#### **Objective:**

Information Technology (IT) has been a contributor to numerous changes for organizations in terms of operations, approaching a customer, digital solutions, and working methodologies. Organizations have understood the importance of IT as an integral part of the infrastructure to thrive in the competitive market. But with rapid changes in the domain comes the demand for skilled talent to recognize the industry's needs and cultivate relevant skills.

The course is designed to equip a working person, job-seekers and self-employed person to use computers for professional as well as day to day use. It provides theoretical background as well as in depth knowledge of Computer Software/ packages , digital financial tools ,e-governance services and knowledge of designs or creates graphics to meet basic promotional needs.

#### **Outcome of Course:**

- After completing the course the Learner's will be digitally literate and will be able to:
- Learn how to work with Canva
- Create images and graphics with Canva online graphic design software.
- Effective use of tools and elements in Canva
- Design a Poster and banner using various features
- Will be able to perform basic operation with word.
- Will be able to create data and basic operation with data using spreadsheet.
- Will be able to create and use basic power point presentation
- Will be able to view information on Internet (the web)
- Will be able to create google forms and collect data through this
- Will be able to use Digital Financial Services
- Will be able to use Social Media, e-Governance and their usage etc.
- Will be able to use Cyber Security Skill.

#### **Minimum Eligibility Criteria**

Basic computer knowledge is required for this course

## Syllabus

### **Week -1**

#### **Module -1 Computers & Software Application**

##### **Unit -1**

- Introduction to Computers
- Introduction to Operating System & Software

##### **Unit-2 Word operations**

- Word Processing Basics
- Title Bar, Menu Bar, Toolbars & Sidebar
- Creating a New Document
- Creating, Opening and saving Documents
- Print Preview .Printing of Documents
- PDF file and Saving a Document as PDF
- Cut, Copy and Paste
- Font, Color, Style and Size selection
- Alignment of Text , Find and Replace
- AutoCorrect, Spelling & Grammar
- Bullets and Numbering
- Header & Footer
- Insert & Draw Table

##### **Unit -3 Excel operations**

- Creating ,opening & saving of Spread Sheet
- Concept of Cell Address [Row and Column] and selecting a Cell
- Entering Data [text, number, date] in Cells
- Page Setup
- Printing of sheet
- Formatting Cell (Font, Alignment, Style)
- Cut, Copy, Paste & Paste Special
- Changing Cell Height and width
- Inserting and Deleting Rows, Column
- AutoFill
- Formulas, Functions and Charts

- Using Formulas for Numbers (Addition, Subtraction, Multiplication & Division)
- Functions (Sum, Count, MAX, MIN, AVERAGE)
- Pivot Table

#### **Unit -4 Power Point Presentation**

- Creating & saving Presentation
- Inserting & Editing Text on Slides
- Inserting and Deleting Slides in a Presentation
- Inserting Table
- Adding ClipArt Pictures
- Inserting Other Objects
- Presentation of Slides
- Running a Slide Show
- Transition and Slide Timings
- Automating a Slide Show
- Printing Slides and Handouts

#### **Unit -5**

- Practical session
- Query Resolution

### **Week -2**

## **Module -2 Introduction to Internet, Social Media and Google Forms**

#### **Unit -1**

- Basic of Computer Networks
- Concept of Internet & WWW
- Applications of Internet
- Website Address and URL
- ISP and Role of ISP
- Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering)
- Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.)
- Popular Search Engines
- Searching on Internet

### **Unit-2**

- Social Networking & e-Commerce
- Facebook, Twitter, LinkedIn, Instagram
- Instant Messaging (WhatsApp, Facebook Messenger, Telegram)
- Netiquettes

### **Unit-3**

- Google Forms
- Survey Form
- Event Registration
- Evaluation Form

### **Unit -4**

- Templates
- Budget Template
- Certificate
- Time Sheet
- Project Tracking

### **Unit-5**

- Practical session
- Discussion Session

## **Week -3**

### **Module -3 Working with Canva**

#### **Unit -1**

- Information about Canva.
- Elements of design.

#### **Unit -2**

- Principles of design.
- Color Theory.
- Typography.

### **Unit-3**

- Photo backgrounds
- Shapes
- Illustrations, icons and lines

### **Unit -4**

- Finding stock photos
- Layouts

### **Unit -5**

- Design a Poster and Use Smart Mockup Feature
- Design a Brochure

### **Week -4**

#### **Unit -6**

- Social Media Banners
- Template

#### **Unit-7**

- Practical session
- Query Resolution

## **Module -4 e-Governance Services & Digital Financial Applications**

### **Unit-1**

- Overview of e-Governance Services like Railway Reservation, Passport, eHospital [ORS]
- Accessing e-Governance Services on Mobile Using “UMANG APP”
- Adhaar,GeM and Digital Locker

### **Unit-2**

- Digital Financial Tools
- Understanding OTP [One Time Password]
- QR [Quick Response] Code
- UPI [Unified Payment Interface]

### **Unit-3**

- AEPS [Aadhaar Enabled Payment System]
- USSD[Unstructured Supplementary Service Data]
- Card [Credit / Debit]
- eWallet
- PoS [Point of Sale]

### **Unit -4**

- Internet Banking
- National Electronic Fund Transfer (NEFT)
- Real Time Gross Settlement (RTGS)
- Immediate Payment Service (IMPS)
- Online Bill Payment

### **Future Skill and Cyber Security In IT**

- Introduction of Cyber Security
- Need of Cyber Security
- Categories of Cyber crime
- Types of Cyber crime
- Types of Security tools
- Advantage of Cyber Security
- Safety tips to Cyber Crime

### **Training Mode - Online**

- Recorded Video
- Online Live Training
- Practical Session
- Interactive Session
- Write to us – Clear your doubt
- Soft Copy of Course Material
- Quizzes and Question- Answer session
- Counseling and Mentoring of students in all the requisite areas.