

HS-CIT Course Syllabus

1. Course Curriculum

The learning topics covered under HS-CIT include - Basics of Computers, Operating System and widely used Application Software's like Word Processing, Spreadsheet, Presentation Graphics, Database Management Systems, Personal Information Manager, Internet, Programming Introduction etc.

The course structure, various skills and competencies covered under HS-CIT course are given below.

Practical Skills

HS-CIT Curriculum for Practical Skills			
Sr No	Chapter Name	Topic	Skills
1	All About Computers	Introduction to Computers, Getting Started With Computers, The Keyboard	What is a Computer? Generations of Computers Types of Computer Systems Components of a Computer System Hardware Software Memory Starting Up Logging In Graphical User Interface What is a Mouse Using a Mouse Types of Mice Other Pointing Devices What is a Keyboard Complex Script keyboard layouts Entering Data Keyboard Shortcuts How the Keyboard works
2	Operating System (MS Windows 7)	Windows Basics Organizing Your Work Using Applications	What is an Operating System? Microsoft Windows Other Operating Systems Introduction to Windows Using Windows Date and Time Settings Working with Windows Using Help Working with Multiple Windows Shutting down Windows Files and Folders Using Computer Working with Folders Working with Files Using Shortcuts Using Notepad Using WordPad Creating a graphic using Paint Copying between Applications

HS-CIT Curriculum for Practical Skills			
Sr No	Chapter Name	Topic	Skills
			Previewing, Printing and Saving Documents Cleaning up the desktop Using Calculator
3	Word Processing (MS Word 2010)	Overview of Word Processing Creating and Editing a Document Revising and Refining a Document Creating Reports and Tables Changing the Display of the Document Using Mail Merge Using Standard Templates Case Studies by Experts in the form of Socially Useful and Productive Outputs (SUPW)	What is Word Processing? Introduction to Microsoft Word Creating New Documents Entering Text Moving through Text Auto Correct Saving, Closing and Opening files Navigating a Document Editing a Document Formatting a Document Working with graphics Previewing and Printing a Document Revising a Document Moving and Copying Selections Working with Multiple Documents Controlling Document Paging Finding and Replacing text Inserting the Current Date Modifying Page Layout Paragraph Formatting in detail Character Formatting in detail Creating Lists Using Hyperlinks Adding an AutoText entry Using AutoShapes Editing while previewing Inserting Objects Creating and Modifying an Outline Saving to a new folder Hiding Spelling and Grammar errors Formatting Documents automatically Creating a Table of Contents Formatting a Document Section Footnoting a document section Footnoting a document Adding Bookmarks Formatting picture layout Referencing figures Creating a Simple Table Sorting a List Creating Headers and Footers Checking the document Updating the Table of Contents Printing Selected Pages Creating Newsletter Style Columns Using Word Art Inserting Symbols Adding a Drop Cap Using Mail Merge Printing Mailing Labels Preparing and Printing envelopes

HS-CIT Curriculum for Practical Skills			
Sr No	Chapter Name	Topic	Skills
			<ul style="list-style-type: none"> Merging for sending emails using Outlook Using a Template from Word Selecting the Template type Adding details and saving as .doc file Language setting in Windows Using Hindi language in Word
4	Spreadsheet (MS Excel 2010)	<ul style="list-style-type: none"> Overview Creating and Editing Using Charts Using Charts Managing a workbook Overview of Spreadsheets Managing a workbook Case Studies by Experts in the form of Socially Useful and Productive Outputs (SUPW) 	<ul style="list-style-type: none"> Brief Introduction Features of Microsoft Excel Parts of a worksheet Navigating the Excel worksheet Creating a new workbook Entering and editing data Changing Column Width Saving , closing and opening a workbook Moving cells Centering and Merging cells Using formulae Duplicating cell contents Using functions Formatting the worksheet Working with Graphics Entering the date Previewing and printing Learning about charts Creating a chart Correcting errors Working with sheets Managing large sheets Forecasting values Customizing print settings What is an electronic spreadsheet?
5	Database (MS Access 2010)	<ul style="list-style-type: none"> Overview Creating a database Modifying a table Creating Forms Queries and reports Overview of Database Management System Case Studies by Experts in the form of Socially Useful and Productive Outputs (SUPW) 	<ul style="list-style-type: none"> Brief Introduction Introduction to Access Creating a new database Creating a Table Entering and editing data Changing column width Preview and print a table Close and open a table and database Customizing and inserting fields Finding and replacing data Sorting records Using form wizard Adding records in a form Using queries Creating reports Modifying report design Printing a report Creating report from query What is a database? Introduction to DBMS Creating a new database Creating a table

HS-CIT Curriculum for Practical Skills			
Sr No	Chapter Name	Topic	Skills
			Entering and editing table data Changing column width Close, open a table and database Inserting fields Sorting records Using queries Using Reports
6	Internet	Internet Basics Navigating the Web Finding Information on the Web Communication Using E-Mail Internet Basics Navigating the Web Finding Information on the Web Finding Information on the Web Communication Using E-Mail Case Studies by Experts in the form of Socially Useful and Productive Outputs (SUPW)	What is Internet? What is WWW? Information Flow over the Internet How do we connect? Browsers Using URL's Creating and using favorites Using forms Print and save web pages Using search services Google Using Web e-mail Services Using news groups Using messengers for instant messaging What is Internet? What is WWW? Information Flow over the Internet How do we connect? Open Source Browsers Using URLs Creating and using favorites Using forms Print and save web pages Using search services Google Using Web e-mail Services Using news groups
7	Presentation Graphics (MS Powerpoint 2010)	Overview of Presentation Graphics Creating a Presentation Modifying and Refining Presentation Using Advanced Presentation Features Overview of Presentation Graphics Creating a Presentation Modifying and Refining a Presentation Using Advanced Presentation Features Case Studies by Experts in the form of Socially Useful and Productive Outputs (SUPW)	Introduction to Presentation Graphics Using the AutoContent Wizard View and edit a presentation Save and open a presentation Check spellings Delete, Move, and Insert slides Size and move placeholders Run a slide show Change Fonts and Formatting Inserting clips and clip art Preview And Print A Presentation Find and Replace Text Create and Enhance a Table Modify graphics objects and create a text box Changing the Presentation Design and Color Scheme Change slide and title masters Hide the Slide Footer

HS-CIT Curriculum for Practical Skills			
Sr No	Chapter Name	Topic	Skills
			Duplicate and hide slides Create and Enhance AutoShapes Adding animation, sound, transition and effects Control and annotate a slide show Create speaker notes Check style consistency Document a file Print scaled and framed handouts Creating a new presentation from existing slides Delivering Presentations Adding Action Buttons
8	Personal Information Manager (MS Outlook 2010)	Getting started Using the Address Book Overview of Personal Information Managers Getting Started with Mozilla Calendar Using the Address Book Case Studies by Experts in the form of Socially Useful and Productive Outputs (SUPW)	Introduction to Microsoft Calendar Using Calendar Creating an Appointment Creating a recurring appointment Creating an event Changing the calendar view Creating a task list Categorizing tasks Sorting tasks Using a task timeline Updating the task status Printing tasks and calendar items Creating Notes What is an Address Book in Outlook Adding Contacts Removing Contacts Importing & Exporting Contacts Searching Address Books Creating and editing mailing lists
9	Making IT Work for You	CD Writing Virus Protection Listening to Music TV Tuner Card PC to Mobile- Sending SMS Active Desktop	What is CD Writing Burning a CD using Windows XP Erasing a CD Other CD Burning Software What is a Computer Virus? Virus Protection System Requirements Downloading Music Prevent Online Piracy Listening to Music Online What is a TV Tuner Card? What is SMS? What is an Active Desktop? Enabling the Active Desktop Adding a New Active Desktop Item

Theoretical Skills

HS-CIT Curriculum for Theory Topics			
Sr. No	Chapter Name	Topics	Concepts
1	Information Technology, The Internet, and you	Information System , Wireless revolution, Connectivity	Information Systems, people, Software, System software, Application Software, Hardware, Types of computer, Microcomputer hardware, Data, Connectivity, the wireless revolution, and the internet, A look to the future, Discuss : Multiple choice , Matching, and Open ended questions
2	The Internet, the web, and electronic commerce	The Internet and the web, Internet Access, Communication, Search tools, Electronic Commerce, Web utilities	Web storefronts, web auctions, security, Telnet, FTP, Plug-ins, filters,: Blocking spam, A Look to the Future : Internet , Search Engines, Met search tools, Specialized search engines
3	Basic application software	Application Software, Word Processors, Spreadsheets, Database Management Systems, Presentation Graphics ,Integrated Packages, Software suites ,sharing data between application	Common features, web-based applications, Overview of various application software, Features and case studies
4	Specialized Application software	Specialized Applications, Graphics, Audio and Video, Multimedia, Web authoring, Emerging applications	Desktop Publishing, Image editors, Illustration programs, Image galleries, Graphics suites, Video editing software, Audio editing software, What is Multimedia?, Links and buttons, Developing Multimedia presentations, Multimedia authoring programs, Web site design, web authoring programs, Virtual Reality, Knowledge based (expert) systems, Robotics, Digital Video Editing, A Look to the future : Emotions and Robots, Discuss : Multiple choice , Matching, and Open ended question
5	System software	System software, Operating systems, Operating systems, Device Drivers,	Types of System software, Operating system functions, features, categories, Windows, Mac OS, Unix and Linux, Windows utilities, Utility suites, Device drivers, Add printer wizard, Windows update, Virus protection and Internet security, A look to the future : IBM's new supercomputer, Discuss : Multiple choice , Matching, and Open ended questions
6	The System Unit	System Unit, System board, Microprocessor, Memory, System clock, Expansion cards and slots, Ports,	System Unit, Electronic data and instructions, Binary, Microprocessor, Microprocessor chips, Specialty processors, Memory, RAM, ROM, CMOS,

HS-CIT Curriculum for Theory Topics			
Sr. No	Chapter Name	Topics	Concepts
			System clock, Expansion slots and cards, Plug and play cards, Bus lines, Expansion buses, ISA, PCI, AGP, USB, HPSB, Ports, Standard Ports, cables, Power Supply, Making IT work for you : TV tuner cards and video clips, A look to the future :
7	Input and Output	Input devices, Output devices,	What is input?, Keyboard entry, types of keyboards, Pointing devices, Mouse, Types of Mouse, Joystick, Touch screen, light pen, Styles, Scanning Devices, Optical scanners, Bar code scanners, Character and Mark recognition devices, Image capturing devices, What is output?, Monitors, Features of Monitors, types of monitors, CRT monitors, Flat panel monitors, other monitors, e-books, data projectors, HDTV, Printers, Features of printers, types of printers, Inkjet printer, Laser printer, thermal printer, other
8	Secondary Storage	Storage, Hard disks, Hard disks, Optical disk,	storage type, Floppy disks, traditional floppy disk High capacity disks, Hard disk, Internal hard disk, Hard disk cartridges, hard disk packs, Hard disk performance enhancement, Optical disks, Compact disc, Digital versatile disc, Solid state storage, Internet hard drives, magnetic tape, mass storage devices, Making IT work for you : Music from the internet, A look to the future : Blue Ray Technology
9	Communications and networks	Communication, Communication channels, Connection Device, Bandwidth, Networks, Network Architecture, Strategies, Organization internets	Connectivity, The Connectivity, The wireless revolution, Communication systems, Communication Channels, Physical connections, wireless connections, Infrared, Broadcast radio, Microwave, Satellite, GPS, Connection Devices, Modem, Connection service, types of connections, Data Transmission, Bandwidth and its categories, Protocols, Networks, Specialized terms in computer network, Network types, LAN, MAN, WAN, Home Network, Network Architecture, topology, star topology, ring topology, bus topology, hybrid network, network strategies, terminal network system, Client server network systems, Peer to peer network systems, Organizational internets : Intranets and Extranets, Firewall

Computerized Typing Test will be conducted at the time of Final Online examination and details of which will be mentioned in the certificate

2. Software Tools

There is Microsoft track: Windows 7, Microsoft Office 2010, and Internet Explorer. Medium is English and Hindi.