

## Training Schedule

### Basic Computing (608)

(Theory 40 hrs, Practical- 80 hrs)

S.No	Week	Schedule	Topic Name	Instructions to the trainer (Theory)	Instructions to the trainer (Practical)	Learning Outcomes
1	1	Day 1	Computer System (3 hrs (Th) + 2 hrs (Pr))	<ul style="list-style-type: none"> <li>• Explain about computer.</li> <li>• Define hardware and software</li> <li>• Describe the functions and components of a computer</li> </ul>	<ul style="list-style-type: none"> <li>• Engage learners by showing video depicting about application software and system software</li> </ul>	<ul style="list-style-type: none"> <li>• Identify the hardware and software components of the computer</li> </ul>
2	1	Day 2	Operating Systems and its functions (3 hrs (Th) + 2 hrs (Pr))	<ul style="list-style-type: none"> <li>• Explain operating system.</li> <li>• List the functions of operating system.</li> <li>• List open source, proprietary and mobile operating system.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the basic file operations to learners.</li> </ul>	<ul style="list-style-type: none"> <li>• Work on various types of operating system</li> </ul>
3	2	Day 1	Introduction to Internet (2 hrs (Th) + 3 hrs (Pr))	<ul style="list-style-type: none"> <li>• Explain Internet</li> <li>• List the browsers for surfing</li> <li>• Search information on Internet</li> </ul>	Give Demonstration of the following: <ul style="list-style-type: none"> <li>• The process to Connect with Internet</li> <li>• Different ways to connect internet</li> </ul>	<ul style="list-style-type: none"> <li>• Apply different ways to connect to the Internet.</li> </ul>
4	2	Day 2	Digital documentation (2 hrs (Th) + 3 hrs (Pr))	<ul style="list-style-type: none"> <li>• Explain the importance of documentation</li> <li>• Explain the features of document</li> </ul>	Give Demonstration of the following: <ul style="list-style-type: none"> <li>• Create, Save documents</li> <li>• Print necessary pages of the document</li> </ul>	<ul style="list-style-type: none"> <li>• Create, Save and print documents</li> </ul>
5	3	Day 1	Digital Documentation (2 hrs (Th) + 3 hrs (Pr))	<ul style="list-style-type: none"> <li>• Explain the importance of formatting a document with the help of Newspaper,</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the various tools on the formatting toolbar</li> </ul>	<ul style="list-style-type: none"> <li>• Apply various formatting options on the document.</li> </ul>

				Magazine and textbooks		
6	3	Day 1	Create online document (2 hrs (Th) + 3 hrs (Pr))	<ul style="list-style-type: none"> <li>Explain the difference between an online and offline document.</li> <li>Explain the various ways in which an online document can be made.</li> </ul>	<p>Give demonstration of the following:</p> <ul style="list-style-type: none"> <li>Create online document</li> </ul>	<ul style="list-style-type: none"> <li>Distinguish between offline and online documents</li> <li>Create online document</li> </ul>
7	4	Day 2	Spreadsheet (1 hr (Th) + 4 hrs (Pr))	<ul style="list-style-type: none"> <li>Explain the purpose of Spreadsheet taking the example of report card etc.</li> <li>Discuss the various components of the Spreadsheet</li> </ul>	<ul style="list-style-type: none"> <li>Show the various components of a spreadsheet</li> <li>Create and save a spreadsheet</li> </ul>	<ul style="list-style-type: none"> <li>Identify the various components of a worksheet</li> <li>Create and save spreadsheet</li> </ul>
8	4	Day 1	Online Spreadsheet (1 hr (Th) + 4 hrs (Pr))	<ul style="list-style-type: none"> <li>Explain the need and advantages of online spreadsheet.</li> <li>Discuss the various methods that can be used to create an online spreadsheet</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate the process of creating an online spreadsheet</li> </ul>	<ul style="list-style-type: none"> <li>Create online spreadsheet</li> </ul>
9	5	Day 2	Format Spreadsheet (1 hr (Th) + 4 hrs (Pr))	<ul style="list-style-type: none"> <li>Explain the various ways of formatting a spreadsheet with reference to an example such as Result Sheet.</li> <li>Highlight the importance of analysing data.</li> <li>Introduce Charts as a tool to effectively analyse data</li> <li>Discuss the various types of charts that can be used</li> </ul>	<p>Demonstrate</p> <ul style="list-style-type: none"> <li>Use of various formatting tools.</li> <li>process to insert a chart for the data entered</li> </ul>	<ul style="list-style-type: none"> <li>Format the spreadsheet</li> <li>Insert a chart for the data entered.</li> </ul>
10	5	Day 2	Digital presentation	<ul style="list-style-type: none"> <li>Engage learners by showing few</li> </ul>	<p>Demonstrate the</p>	<ul style="list-style-type: none"> <li>Create a well formatted</li> </ul>

			(2 hrs (Th) + 3 hrs (Pr))	<p>effective presentations using YouTube</p> <ul style="list-style-type: none"> <li>• Highlight the importance of an effective presentation</li> <li>• Explain the role of formatting in the presentation</li> </ul>	<ul style="list-style-type: none"> <li>• components of a Presentation software</li> <li>• process of creating presentation</li> <li>• process of formatting a presentation</li> </ul>	presentation
11	6	Day 1	Digital presentation (2 hrs (Th) + 3 hrs (Pr))	<ul style="list-style-type: none"> <li>• Explain the need and advantages of online presentation.</li> <li>• Discuss the various methods that can be used to create an online presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the process of creating an online spreadsheet</li> </ul>	<ul style="list-style-type: none"> <li>• Create online presentation.</li> </ul>
12	6	Day1	Digital Presentation – adding animations (1 hr (Th) + 4 hrs Practical hours)	<ul style="list-style-type: none"> <li>• Explain the meaning of animation.</li> <li>• Show presentations that have used animations and highlight how animations can help in capturing audience interest.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the process of inserting animations in a presentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Create an effective presentation on any topic using the features of the presentation software.</li> </ul>
13	7	Day 2	Introduction to e-storage (1 hr (Th) + 4 hrs (Pr))	<ul style="list-style-type: none"> <li>• Listing the e-storage applications <ul style="list-style-type: none"> <li>✓ Google drive</li> <li>✓ One drive</li> <li>✓ Drop box</li> <li>✓ Digital locker</li> </ul> </li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Store and retrieve the files from e-Storage apps</li> </ul>	<ul style="list-style-type: none"> <li>• Store, organize and retrieve the data on cloud</li> </ul>
14	7	Day 1	Mailing and Messaging Services (1 hr (Th) + 4 hrs (Pr))	<ul style="list-style-type: none"> <li>• Highlight the advantages of E-mail.</li> <li>• Explain the operations performed on an E-mail (prepare, forward and reply etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Create an email account</li> </ul>	<ul style="list-style-type: none"> <li>• Compose and send an E-mail by carefully observing e-etiquettes</li> </ul>

				<ul style="list-style-type: none"> <li>• Explain E-etiquettes</li> </ul>		
15	8	Day2	Email (2 hrs (Th) + 3 hrs (Pr))	<ul style="list-style-type: none"> <li>• Explain attachments and their importance.</li> <li>• Discuss the different types of attachments.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the process of attaching resources to an E mail.</li> <li>• Learner should be able to send the document, spreadsheet and presentation created on week 11 and 12 using e-mail id created.</li> </ul>	<ul style="list-style-type: none"> <li>• attach resources to an email</li> <li>• Send email to multiple recipients.</li> <li>• Receive email</li> <li>• View sent mails</li> </ul>
16	8	Day 2	Messaging Services (1 hr (Th) + 4hrs (Pr))	<ul style="list-style-type: none"> <li>• Discuss the use of Messaging services and apps (Skype, Windows Live Messenger, Messenger, WhatsApp)</li> </ul>	<p>Demonstrate the following:</p> <ul style="list-style-type: none"> <li>• installation of any one commonly used Messaging service.</li> <li>• usage of apps</li> </ul>	<ul style="list-style-type: none"> <li>• Explain the importance of messaging services.</li> <li>• Install a Messaging service</li> <li>• Send and receive messaging services</li> </ul>
17	9	Day 1	Social Networking (1 hr (Th) + 4 hrs (Pr))	<ul style="list-style-type: none"> <li>• Explain the concept of social networking</li> <li>• List social networking sites and its usage <ul style="list-style-type: none"> <li>• Facebook</li> <li>• LinkedIn</li> <li>• Twitter</li> <li>• Blog</li> <li>• Wiki</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Create an account in any social networking websites</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate responsibly while using social networking sites</li> </ul>
18	9	Day 1	Secure the system (1 hr (Th) + 4 hrs (Pr))	<ul style="list-style-type: none"> <li>• Discuss cyber law and security</li> <li>• Explain e-waste and harmful effects of it.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the various ways to Secure the system</li> </ul>	<ul style="list-style-type: none"> <li>• Take measures to secure the system</li> </ul>
19	10	Day 1	Introduction to E-services (1 hr (Th) + 4 hrs (Pr))	<ul style="list-style-type: none"> <li>• List of e-services initiated by Government.</li> <li>• List the various e-services used</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate Institution Initiatives (online registration,</li> </ul>	<ul style="list-style-type: none"> <li>• Use e-services with respect to the requirements</li> </ul>

				<p>by institutions such as registration, online admit card, result etc.</p> <ul style="list-style-type: none"> <li>• Explain benefits of e-services</li> </ul>	<p>result declaration etc.)</p>	
20	10	Day 2	<p>Assistive Technologies for differently abled persons (3 hrs (Th) + 2 hrs (Pr))</p>	<ul style="list-style-type: none"> <li>• Discuss the assistive technologies tools for differently abled persons</li> <li>• List the assistive tools</li> <li>• Use the assistive tools</li> </ul>	<p>Demonstrate the use of assistive technologies such as Text to speech. Speech to Text, Magnifier etc on the computer system.</p>	<ul style="list-style-type: none"> <li>• Use various assistive technologies to aid differently abled</li> </ul>
21	11	Day 1	<p>Customer Services (2 hrs (Th) + 3 hrs (Pr))</p>	<ul style="list-style-type: none"> <li>• Listen carefully to callers / visitors queries.</li> <li>• Comply with relevant standards, policies, procedures and guidelines when dealing remotely with queries.</li> </ul>	<p>Conduct a role play to explain the various ways to:</p> <ul style="list-style-type: none"> <li>• Communicate with customers.</li> <li>• Greet customers and verify their details.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate effectively with customers</li> </ul>
22	11	Day 2	<p>Customer Services (1 hr (Th) + 4hrs (Pr))</p>	<ul style="list-style-type: none"> <li>• Explain the importance of a customer to an organization/business</li> <li>• Highlight the importance of effective communication in ensuring good customer services</li> <li>• Discuss various ways to keep cordial relations with the customer</li> </ul>	<ul style="list-style-type: none"> <li>• Form team of 5 to 10 learners and give a task of resolving the queries raised by customers.</li> <li>• The teams formed above should enact a role play emphasis on team work</li> </ul>	<ul style="list-style-type: none"> <li>• Work efficiently as a team member</li> </ul>
23	12	Day 1	<p>Troubleshooting (2 hrs (Th) + 3</p>	<ul style="list-style-type: none"> <li>• Explain the various parts of a</li> </ul>	<ul style="list-style-type: none"> <li>• Troubleshooting the system</li> </ul>	<ul style="list-style-type: none"> <li>• To diagnose and Troubleshoot hardware and</li> </ul>

			hrs (Pr))	<ul style="list-style-type: none"> <li>computer</li> <li>• Discuss the problems that people face while working on a computer system</li> <li>• Highlight the importance of troubleshooting to work efficiently</li> </ul>	<ul style="list-style-type: none"> <li>• Diagnose and solve hardware/s software faults etc</li> </ul>	software faults
24	12	Day 2	Workplace practices and work management (2 hrs (Th) + 3 hrs (Pr))	<ul style="list-style-type: none"> <li>• Explain the concept of workplace</li> <li>• Highlight the importance of following policies and rules.</li> <li>• Explain the various ways to manage stress and anger at work place</li> </ul>	<ul style="list-style-type: none"> <li>• Form team of 5 learners. The team should enact a role play with emphasis on cordial work environment at their workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain a healthy, safe and secure work environment</li> </ul>