

Annexure- 1

Fundamentals of Computer and IT				
Unit 1	Fundamental of Computer		Theory Hrs.	Practical. Hrs.
		Introduction and objectives of Computer	5	10
		Development of Computer System		
		Types of Computers, characteristics and limitation		
		Generation of Computer		
		Types of PC's desktop. Laptop. Notebook. Workstation & their Characteristics.		
		Components of Computer System		
		Types of PC, Desktop, Laptop, Notebook		
Unit 2	Input & Output Device			
		Keyboard, Mouse, Trackball, Joystick, Digitizing tablet, Scanners, Camera	5	10
		Types of Monitor, video Standards, VGA, SVGA, Types of Screen		
		Printers and its types		
		Audio/video input output Display and Sound		
		Graphical Processing Unit (GPU) and Port		
		Hard Drive, Discs, cards		
		E-Accessible options		
Unit 3	Operating system			
		Application Software's		
		Basics of Networking	5	10
		Basics of MS Office		
		Word, Excel, power point,		
		Animation and videos making		
		Virtual communication		
		Telecommuting (ICT)		
		Security and Safety of Computer, Laptop		