GOVERNMENT OF THE PUNJAB

TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY
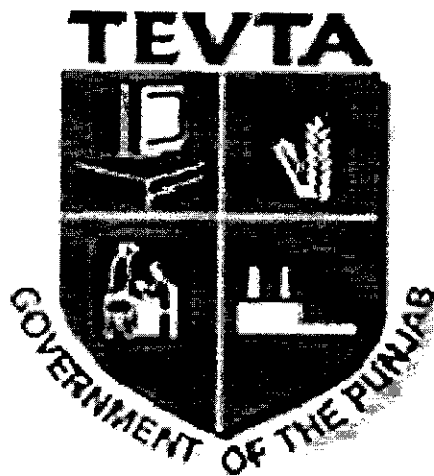
TEVTA

CURRICULUM FOR

I.T FUNDAMENTALS

For
(3 – Months Courses)

Developed April 2016

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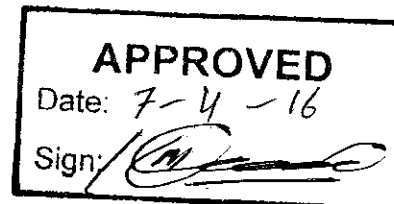
CURRICULUM SECTION
ACADEMICS DEPARTMENT
96-H, GULBERG-II, LAHORE
Ph # 042-99263055-9, 99263064
gm.acad@tevta.gop.pk, manager.cur@tevta.gop.pk

TRAINING OBJECTIVES

This course will enable the pass outs to get familiar with Computer Operation. The trainee will be able to operate computer, could type his documents like applications, letters, and reports, the trainee would also be able to email his write ups as well.

- Know the components of the computer and their working.
- Familiarize themselves with common Operating systems.
- Gain adequate proficiency in typing on computer keyboard (40 W.P.M)
- Send and receive his email etc. using Internet and Electronic mail.

CURRICULUM SALIENTS

Name of Course	I.T Fundamentals
Entry Level	Middle preferably Matric
Duration of course	3-Months
Total Training Hours	20 Contact Hours
Training Methodology	Practical 80% Theory 20%
Medium of Instruction:	Urdu / English

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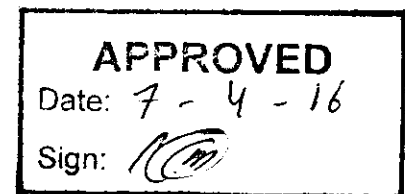
SKILL COMPETENCY DETAILS

On successful completion of this course the trainee should be able to:-

1.   Switch on/off the computer as per procedures.
2.   Operate the computer and run software package.
3.   Work with Disk Operating System.
4.   Have acquaintance with windows 7 operating system.
5.   Type, format and print documents using Microsoft Word (English).
6.   Retrieve information from the Internet.
7.   Send and receive messages through E-mail.

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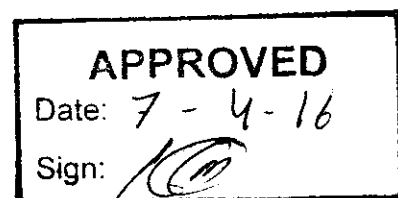
KNOWLEDGE PROFICIENCY DETAILS

On successful completion of this course, the trainee should be able to:-

1.   Operate a computer and understand its general working.

2.   Explain some Windows Commands, some of Windows Objects and their use.

3.   Describe various techniques to improve computer typing.

4.   Understand Internet basics and its applications to retrieve information.

5.   Describe electronic mail (e-mail) and its functioning.

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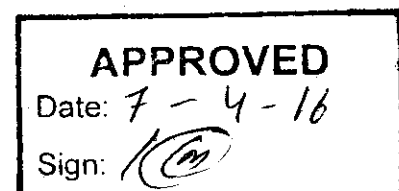
SCHEME OF STUDIES
I.T Fundamentals
(For 3 - Months Course)

S.No	Main Topics	Theory Hours	Practical Hours	Total Hours
1.	Introduction to Computers	1	4	5
2.	Typing - Microsoft Word	2	6	8
3.	Internet & Electronic Mail	1	6	7
	Total	**04**	**16**	**20**

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DETAIL OF COURSE CONTENTS
I.T Fundamentals
(For 3 – Months Course)

S. No	Detail of Topics	Theory Hours	Practical Hours
1	**Introduction to Computers**	1	4
	1.1 What is a computer- Definition, functions and general features?		
	1.2 What is Hardware – 1.2.1 Computer parts and units 1.2.1.1 Input Unit - Keyboard, Mouse etc. 1.2.1.2 Central Processing Unit 1.2.1.3 Output Unit		
	1.3 What is Software – 1.3.1 Electronic Parts of a Pc it is 1.3.1.1 Software and Its types 1.3.1.2 System Software, Application Software		
	1.4 Working with windows Operating System 1.4.1 How does windows desktops work?		
	1.5 What are the Icons, Shortcuts and other graphic, 1.5.1 How to see computer contents on different drives etc		
2	**Typing and Word processing (MS Word)**	2	6
	2.1 Proper way of typing correct and speedy - getting familiar with the keys		
	2.2 Where to type in computer? How to save a file? How to get it back? Where to find your saved work?		
	2.3 How to get it printed?		
3	**Emailing and Internet Surfing**	1	6
	3.1 How to go to Internet, what is required for an internet connection etc.		
	3.2 How to use email? How to search on web? Etc		
	3.3 How to make new email account, login and logout an email account etc.?		
	Total	**04**	**16**

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LIST OF PRACTICALS
I.T Fundamentals
(For 3 - Months Course)

S. No.	Name of Practical
1.	Turn On/Off and setting of power supply
2.	Accessing The Desktop
3.	Using of Icons and Shortcuts
4.	Setting / customizing the desktop
5.	Viewing the contents of computer – Directory
6.	Copying, Deleting and Moving Files in a folder
7.	Working with different Applications
8.	Opening MS Word for typing
9.	First lesson of Typing A S D F
10.	Second Lesson of typing J K L ;
11.	Third Lesson U I O P
12.	Fourth Lesson R E W Q
13.	Fifth Lesson N M , .
14.	Sixth Lesson V C X Z
15.	Seventh Lesson All letter using R index Finger
16.	Eighth Lesson All letter using L index Finger
17.	Formatting in MS Word Bold, Italic etc.
18.	Using Internet
19.	Opening Email, making new account
20.	Sending Receiving Emails

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LIST OF LABS

➢   Computer Lab

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LIST OF TOOLS AND EQUIPMENT
I.T Fundamentals
(For 3 - Months Course)

Name of Trade	I.T Fundamentals
Duration of Course	3 - Months

Sr. No.	Tools / Equipment	Quantity
1.	Desktop computer (Specifications as per notification issued by MIS Section, TEVTA)	26 (1 for each student & 1 for the teacher)
2.	Printer (Laser)	01
3.	Scanner	01
4.	Internet Connection (At least 1 MB speed)	01
5.	UPS 10 KVA	01
6.	Air Conditioner 1 ½ Ton	02
7.	Multimedia Projector	01

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LIST OF CONSUMABLE MATERIAL
I.T Fundamentals
(For 3 - Months Course)

S. No.	Item	Quantity
1.	Printing Paper	As per requirement
2.	Printer Toner	As per requirement

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MINIMUM QUALIFICATION OF TEACHER

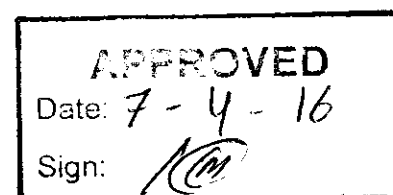➤   DAE CIT/ BCS from HEC recognized university.

REFERENCE BOOKS

➢ Introduction to Computer by Peter Norton

➢ 2007 Microsoft® Office System Step by Step by Joyce Cox, Steve Lambert and Curtis Frye

➢ Internet and E-mail with Windows 7 by Studio Visual Steps

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EMPLOYABILITY OF PASS-OUTS

The pass outs of this course may find job / employment opportunities in the following areas / sectors:

i)   Computer Operator

ii)   Data Entry Operator

iii)   Composer

iv)   Data Processing Operator

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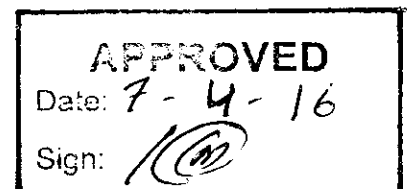
CURRICULUM DEVELOPMENT COMMITTEE

Mr. Salman Tariq   Convener
HOD CIT, Sr. Instructor,
GCT, Raiwind Road,
Lahore.

Mr. Muhammad Ali Butt   Member
Instructor,
GTTI, Mughalpura,
Lahore.

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