

SYLLABUS (30 HOURS)

MODULE 1

Fundamentals – Hardware-familiarizing the mother board, ports, keyboard, mouse, Software - introduction to important software and its uses. How to switch on and shut down a system, how to connect a projector.

MODULE 2

MSOffice – word, power point, excel

Assignment- cv making, marksheet, presentation

MODULE 3

Google search, advanced search, gmail, google drive, google doc, google sheet, google slide, google form, google quiz, google classroom, conversion, compression, google meet.

Assignment- Link google form and google sheet, conduct online survey and analysis

MODULE 4

Online payment, one-time registration in PSC.

MODULE 5

Introduction to Open Educational Resources, OER contents, How to enroll and get certified from leading global universities, MIT OpenCourseWare, Coursera, EdX, Christ OpenCourseWare, IITs & IISC (NPTEL)

** E- certificate will be provided to all students on completion of the course with 50% marks in the final examination and timely submission of assignments.