

Module No.	Topics	No. of sessions
1	INTRODUCTION TO COMPUTER Introduction to computer and its types. Input and output devices. Storage devices: hard disk drives, floppy disk drives, CD-ROMs and DVDs, System software and application software	3
2	BASICS OF PROGRAMMING USING C LANGUAGE Introduction to concepts of programming Writing simple c programs, printing patterns on screen. Data types and variables- int, float, char, string etc. Operators and expressions- arithmetic operators, logical operators, increment and decrement operators and assignment operators. Control Structures: conditional statements and looping statements.	12
3	LEARNING BASICS OF PHOTO EDITING Improve your photographs, maximize images for web and print, build image collages, and develop creative projects with photo editing software painting and drawing tools.	6
4	LEARNING BASICS OF ANIMATION	7
	Animation: create frames, layers and folder, use of tools, use of colors and symbols. Basics of animation: moving line, bouncing ball.	
5	MICROSOFT EXCEL Introduction of excel. Sheets, moving with sheets, drag and drop method, copying and moving data, formatting numbers, functions like sum, average, headers and footers, creating charts, more commands.	8
6	MICROSOFT POWER POINT Introduction of power point. Presentation by Auto content Wizard, Creating and saving a new Presentation, Moving the text, Changing the Color, Adding pictures to the background, Duplicating slides, Deleting slides, Adding audio, adding video effects, Adding effects and animation.	8
7	MICROSOFT WORD Introduction to word. Microsoft word screen, creating a document, saving the file, formatting the text, alignment of text, applying fonts, spell checking, closing of files, save as option, creating chart, replace text, creating table, modifying table.	6
8	INTRODUCTION TO VARIOUS GOOGLE SERVICES Introduction to Gmail. Create and access account in Gmail, send attachments and mails, Access Google drive, Upload files and folders and share with others. Creating sharing sheets in Google. Creating Google forms. Subscribe in Google Alerts. Introduction to various websites for e-Learning.	6