Format for syllabus Development of skill Development Course

Title	of Course			evelopment		
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Sub Se	ector-		and the second s	E	S. 1.7.	Contraction
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ratur	e of course.	Independent/ P	rogressive			
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Name	of suggesti	ve sector Skill Co	uncil		X x x x X x x	
Expect	ted fees of t	the course- Fee/F	Paid	. Vocal	ional Co	ruse (1
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Numbe	er of Saata	60	Industry		N/A 2000 I	5
	Code			Credits- 021	1 Theory 2.5	
Max N	Marks10	0Minimum Ma	arks48		1 Theory, 2 Prac	ctical)
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industr	y, company	V etc for Practica	l/ training/ internship/OJT	Comb	vere & somies p	Hwere
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ne anie	to get Job	after completing	this course in (Please specify	. 04	tice see	tian o
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Syllabu	5			1 - Trace	empary	(00.2
Unit	Topics	General/Skill				
			Theory/Practical/OJT/Interns	hip/training	No of theory	No of skill
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Format for syllabus Development of skill Development Course

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Course Pre-requisites:

- No pre-requisite required, open to all
- To study this course, a student must have the subject...... In class/12th/ certificate/ diploma
- If progressive, to study this course a student must have passed previous courses of this series.

Suggested equivalent online courses:

Any remarks/suggestions:

Notes:

- Number of units in Theory/Practical may vary as per need
- Total credits/semester-3(it can be more credits, but students will get only 3 credit/ semester or 6 credits/ Year
- Credits for Theory =01 (Teaching Hours =15)
- Credits for Internship/OJT/Training/Practical=02(Training Hours=60)

Detailed Syllabus

Computer Appreciation

Characteristics of Computers, Input, Output, Storage units, CPU, Computer System, Binarynumber system, Binary to Decimal Conversion, Decimal to Binary Computer Organization

Central Processing Unit - Processor Speed, Cache, Memory, RAM, ROM, Booting, Memory- Secondary Storage Devices: Floppy and Hard Disks, Optical Disks CD-ROM, DVD, Mass Storage Devices: USB thumb drive. Managing disk Partitions, File System Input Devices - Keyboard, Mouse, joystick, Scanner, web cam, Output Devices- Monitors, Printers - Dot matrix, inkjet, laser, Multimedia- What is Multimedia, Text, Graphics, Animation, Audio, Images, Video; Multimedia Application in Education, Entertainment, Marketing. Names of common multimedia file formats, Computer Software- Relationship between Hardware and Software; System Software, Application Software, Compiler, names of some high level languages, free domain software.

Operating System

Microsoft Windows- An overview of different versions of Windows, Basic Windows elements, File management through Windows. Using essential accessories: System tools — Disk cleanup, Disk defragmenter, Entertainment, Games, Calculator, Imaging — Fax, Notepad, Paint, WordPad. Command Prompt- Directory navigation, path setting, creating and using batch files. Drives, files, directories, directory structure. Application Management: Installing, uninstalling, Running applications. Linux- An overview of Linux, Basic Linux elements: System Features, Software Features, File Structure, File handling in Linux: H/W, S/W requirements, Preliminary steps before installation, specifics on Hard drive repartitioning and booting a Linux system.

Word Processing

Word processing concepts: saving, closing, Opening an existing document, Selecting text, Editing text, Finding and replacing text, printing documents, Creating and Printing Merged Documents, Character and Paragraph Formatting, Page Design and Layout.

Editing and Profiling Tools: Checking and correcting spellings. Handling Graphics, Creating Tables and Charts, Document Templates and Wizards.

Spreadsheet Package

Spreadsheet Concepts, Creating, Saving and Editing a Workbook, Inserting, Deleting Work Sheets, entering data in a cell / formula Copying and Moving from selected cells, handling operators in Formulae, Functions: Mathematical, Logical, statistical, text, financial, Date and Time functions,

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Using Function Wizard.

Formatting a Worksheet: Formatting Cells - changing data alignment, changing date, number, character or currency format, changing font, adding borders and colors, Printing worksheets, Charts and Graphs - Creating, Previewing, Modifying Charts.

Integrating word processor, spread sheets, web pages.

Presentation Package

Creating, Opening and Saving Presentations, Creating the Look of Your Presentation, Working in Different Views, Working with Slides, Adding and Formatting Text, Formatting Paragraphs, Checking Spelling and Correcting Typing Mistakes, Making Notes Pages and Handouts, Drawing and Working with Objects, Adding Clip Art and other pictures, Designing Slide Shows, Running and Controlling a Slide Show, Printing Presentations.

Data Base Operations

Data Manipulation-Concept: Database, Relational Database, Integrity. Operations: Creating, dropping, manipulating table structure. Manipulation of Data: Query, Data Entry Form, Reports.

Information Technology and Society

Indian IT Act, Intellectual Property Rights – issues. Application of information Technology in Railways, Airlines, Banking, Insurance, Inventory Control, Financial systems. Hotel management, Education, Video games, Telephone exchanges, Mobile phones, Information kiosks, special effects in Movies.

Practical

Recommded books

P.K. Sinha and P. Sinha, "Foundations of Computing", BPB Publication, 2008. Sagman S, "MS Office for Windows XP", Pearson Education, 2007. ITL Educational Society, "Introduction to IT", Pearson Education, 2009. Miller M, "Absolute Beginners Guide to Computer Basics", Pearson Education, 2009.

(15)

To be added with already approved Voc. Course already computer Application for sem. I titled computer Application for sem. I

VOCATIONAL COURSE

ON

COMPUTER APPLICATION

(SEM-2)

Re Roll Sharing

Title of the Course : Computer Application

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Nodal Department of HE1 to run course : Christ Church College, Kanpur

Broad Area/Sector : Computer Application

Sub Sector : Libre Office

Nature of the Course : Independent

Duration

Aligend NSQF Level : Foundation

Name of Proposed Skill Partner : UPTEC Computer Consultancy Ltd.

Job Prospectus : Office Executive/Assistant, Call Center Executive/

6 Months

Compulsory to Maximum state level clerical Jobs.

UNIT	TOPIC	GENRAL/SKILL DEVELOPMENT	THEORY/ PRACTICAL/ INTERNSHIP /TRAINING	NO. OF THEORY HOURS	NO. OF SKILLS HOURS
l	Promo of LibreOffice Suite > LibreOffice promo > Features of LibreOffice > Uses of LibreOffice > LibreOffice formats > LibreOffice tutorials in Spoken Tutorial > Applications of LibreOffice	General	Theory	2	
2	What is Writer? > Introduction of Writer	General	Theory	1	
	 Parts of the main Writer window Title bar, Menu bar, Sidebar, Toolbars, Rulers & Status Bar How to create new document 	Skill Development	Practical		2
3	Working with Text Basics > Introduction > Selecting, cutting, copying & pasting the text > Finding & Replacing the Text > Checking Spelling & Grammar > Using Auto Correct & Auto Text	Skill Development	Practical		4
4	Formatting Text & Pages	General	Theory	1	

	 Formatting Paragraphs Formatting Characters Auto Formatting Formatting Numbered or bulleted list Inserting Page Break Changing Page Break Creating Headers & Footers Defining Borders and Backgrounds 	Skill Development	Practical		4
5	Printing, Exporting & Emailing ➤ Quick export to PDF ➤ Page setup & Print Preview ➤ Controlling Printing	Skill Development	Practical		2
6	What is Mail Merge	General	Theory	1	
	 Creating a form letter How to Prepare data How to create documents Editing merged documents 	Skill Development	Practical		2
7	Introduction to Tables > Create simple & complex table > Editing & deleting table contents > Merging of two Tables > Updating of Tables	Skill Development	Practical		4

8	Images & Graphics				
	Creating & Editing of Images				
	Adding Images to documents	Skill Development	Practical		2
	Cropping & Resizing Images	•			
	Rotating & Drawing Images				
9	Introduction to Libre Office Calc	General	Theory	2	-
	➤ What is Calc,				
	About spreadsheets, sheets and				
	cells.				
	Basic features – parts of main				
	Calc window - Title & Menu				
	Bar, Standard Toolbar,				
	Formatting Toolbar, Formula				
	Bar, Status Bar				
	What is a cell, row, column,				
	 Create new document, enter data 				
	in one cell, save in Calc(CSV				
	and other				
	formats), opening/closing				
	document.				
	Save as ods, csv, xls, xlsx and				
	export to PDF				
10	Working with Cells				
	How to enter numbers, text,				
	numbers as text, date and time in	Skill Development	Practical		4
	Calc.	Skiii Developinent	Fractical		
	➤ How to use the Format Cells				
	dialog box.				

	 How to Navigate between cells and in between sheets. How to select items in rows, columns and sheets. 				
11	Working with Sheets ➤ Inserting and Deleting rows and columns Calc. ➤ Inserting and Deleting Sheets in Calc. ➤ Renaming Sheets	Skill Development	Practical		2
12	Formatting Data	General	Theory	1	
	 Borders, Color, Formatting Text, Increasing Cell Size Formatting multiple lines of text, numbers, fonts, cell borders, cell background Automatic Wrapping and Using manual breaks Merging cells, rows and columns, issues with using merge cells. Shrinking text to fit the cell 	Skill Development	Practical	-	4
13	Working with Data & Basic Data Manipulation	General	Theory	4	
	 Speed up using Fill tools and Selection lists 	Skill Development	Practical	-	8

	 Paste and paste special (values, transpose) Pasting a spreadsheet into writer as a table • Introduction to Formulas – Sum, Average, basic formula (=a*b+c) Subtotal Different kinds of functions available in spreadsheet Sorting by Columns Filtering Data - Basics 				
14	Introduction to Libre Office Impress	General	Theory	1	
	 Basic Features Different Toolbars Save as MS PowerPoint and other formats PDF Export open MS Office Documents Reopen the file which we saved 	Skill Development	Practical	-	2
15	Creating & Viewing Presentation				
	 Creating a presentation document Bbasic formatting Inserting Slides Copying Slides Using Tabs Font size and Color, Viewing Presentation document Views options – Normal, 	Skill Development	Practical	-	8

	Outline, Master Layout > Uses of different view options > Master Pages Task Option under Master Pages Write notes in impress.				
16	Slide Design & Custom Animation	General	Theory	2	
	 Slide Creation Slide Show Slide Transition Automatic Show (with Preset Timings) Use of Escape button Adding sound in slides Sorting of slides Setting speed Use of Notes Printing of Notes Use of Font Effects Use of drawing toolbar Filling up the color Printing of notes Use of Slide placeholder 	Skill Development	Practical	-	12

Suggested Readings:

- 1. Getting Started with LibreOffice 6.0 Paperback Import, 14 February 2019 by Libreoffice Documentation Team (Author)
- 2. Getting Started with LibreOffice 5.0 (English, Paperback, Documentation Team Libreoffice)

VOCATIONAL COURSE ON COMPUTER APPLICATION (SEM-3)

Title of the Course : Computer Application

Duration : 6 Months

Nodal Department of HE1 to run course : Christ Church College, Kanpur

Broad Area/Sector : Computer Application

Sub Sector : Web-Page

Nature of the Course : Independent

Aligend NSQF Level : Foundation

Name of Proposed Skill Partner : UPTEC Computer Consultancy Ltd.

Job Prospectus : Webpage Designing, Webpage Developer

UNIT	TOPIC	GENRAL/SKILL DEVELOPMENT	THEORY/ PRACTICAL/ INTERNSHIP/ TRAINING	NO. OF THEORY HOURS	NO. OF SKILLS HOURS
1	Getting Acquainted with HTML > Introduction to the Web Development > What is HTML > How to Write HTML Code	General	Theory	1	-
2	HTML Tags	General	Theory	1	-
	 HTML Tags Head Tags Title Tags Body Tags Saving an HTML Page 	Skill Development	Practical		4
3	Formatting Tags	General	Theory	1	
	 Adding a New Paragraph Adding a Line Break Inserting Blank Space Preformatted Text Changing a Page's Background Color Headings Horizontal Lines 	Skill Development	Practical		2

4	Lists Tag	General	Theory	1	-
	 Numbered (Ordered) Lists Bulleted (Unordered) Lists Definition Lists, Nested Lists 	Skill Development	Practical	-	2
5	Links & Images Tags	General	Theory	1	
	 How to create Links Text Links Image Links Opening a Page in a New Window or Tab Linking to an Area on the Same Page (Bookmarks) Linking to an E-mail Address Linking to Other Types of Files. Introduction to Images for Web pages Adding Images to Web pages Resizing an Image Resizing an Image Alternative (ALT) Text 	Skill Development	Practical		4
6	Creating Tables	General	Theory	1	
	 Inserting a Table Table Borders Table Headers Complex Table 	Skill Development	Practical	-	2
7	Creating Forms	General	Theory	1	

	 About Forms Text Boxes Text Areas Check Boxes Menu Lists Radio Buttons The Submit Button The Reset Button 	Skill Development	Practical	-	2
6	Adding Audio and Video				
	 About Video and Audio Files Adding Audio Adding Video Using YouTube to Display Video 	Skill Development	Practical		2
9	Cascading Style Sheets	General	Theory	1	
	 CSS Syntax Inline CSS Internal CSS External CSS Creating an External CSS ID and Class 	Skill Development	Practical		4
10	Working With Text in CSS & Borders	General	Theory	1	
	 Text Alignment & Color Fonts & Font Size Margin & Padding 	Skill Development	Practical		4

	How to create Text BorderTypes of Borders				
11	Creating Backgrounds in CSS	General	Theory	2	
	How to Create Border				
	Background Colors & Gradients				
	Linear Gradient	Skill Development	Practical		4
	Radial Gradient				
	Conical Gradient				
12	Adding a Navigation Bar in CSS	General	Theory	1	
	Colors & Images				
	Image Opacity				
	How to Create Navigation Bar				3
	Vertical Navigation Bar				
	Horizontal Navigation Bar				
13	How to create Division of Page	General	Theory	1	
	➤ Div Tag				
	> Padding				
	➤ Margin of Div Tag	Skill Development	Practical		4
	➤ How to Create Login Page Using	•			
	Div Tag				
14	Getting Acquainted with JavaScript	General	Theory	2	
	&The Makeup of JavaScript	General	Theory	2 ,	

•

	 Introduction to JavaScript The <script></script> Tag JavaScript Statements External JavaScript What are JavaScript Variables? Creating (Declaring) Variables Local Variables and Global Variables Exploring JavaScript Data Types 	Skill Development	Practical		10
15	JavaScript Conditions, Loops	General	Theory	2	
	 IF & Switch Conditions JavaScript Loops For Loop While Loop Do while Loop Break & Continue 	Skill Development	Practical		6
16	JavaScript Operators & Functions			1	
	 JavaScript Function Definition and Syntax JavaScript Operators 				4

Suggested Readings:

- 1. Creating Web Pages For Dummies by Bud E. Smith, Arthur Bebak
- 2. Web Designing and Publishing by Prof. Satish Jain and M. Geetha Iyer
- 3. Mastering Html, Css & Javascript Web Publishing by Laura Lemay (Author), Rafe Colburn (Author), Jennifer Kyrnin

VOCATIONAL COURSE ON COMPUTER APPLICATION (SEM 4)

UNIT	TOPIC	GENER KILL		THEORY/PRATI CAL/INTERSHI	NO. OF THEORY	NO. OF SKILLS	
LINITE	TONG		8				
Job Pro	:	Data Analytics and Network Structure					
Name o	of Proposed Skill Partner	:	UPT	EC Computer Con	sultancy Ltd		
Aligeno	d NSQF Level	:	Foundation				
Nature	of the Course	:	Independent				
Sub Sec	ctor	:	Artificial Intelligence and Internet of Things				
Broad Area/Sector : Computer Application							
Nodal I	Department of HE1 to run course	:	Chris	st Church College,	Kanpur		
Duratio	on	:	6 Months				
Title of the Course : Computer Application							

UNIT	TOPIC	KILL	THEORY/PRATI CAL/INTERSHI P/TRAINING	NO. OF THEORY HOURS	NO. OF SKILLS HOURS
UNIT 1	INTRODUCTION TO INTELLIGENCE AND ARTIFICIAL INTELLIGENCE				
	IntroductionObjectives	General	Theory	6	

UNIT 2	 Some Simple Definition of A.I. Definition by Eliane Rich Definition by Buchanin and Shortliffe Another Definition by Elaine Rich Summary INTELLIGENT AGENTS				
OMI 2	➤ Introduction ➤ Objectives ➤ Definitions Agents and Rationality ➤ Example: A boundary following robot ➤ Task Environment of Agents ➤ Rationality vs. Omniscience ➤ Autonomy and learning capability of the agent PEAS(Performance, Environment, Actuators, Sensors) Example An Automated Public Road Transport Driver Different Types of Task Environments ➤ Fully Observable vs. Partially Observable	General	Theory	15	

	Environment
	Static vs. Dynamic
	Environment
	➤ Deterministic vs. Stochastic
	Environment
	➤ Episodic vs. Sequential
	Environment
	➤ Single agent vs. Multi-agent
	Environment
	➤ Discrete vs. Continuous
	Environment
	Some Examples of Task
	Environments
	Crossword Puzzle
	➤ Medical Diagnosis
	➤ Playing Tic-tac-toe
	➤ Playing Chess
	Automobile Driver Agent
	The Structure of Agents
	➤ SR (Simple Reflex) Agents
	Model Based reflex Agents
	➤ Goal-based Agents
	> Utility-based Agents
* D ***	► Learning Agents
UNIT 3	,
	Microcontrollers

INTER-VINICETION	General	Theory	8	
INTRODUCTION	General	Theory	0	
SENSORS				
CLASSIFICATION OF SENSORS				
TYPES OF SENSORS				
➤ Position				
Occupancy and motion				
Velocity and Acceleration				
➤ Force				
> Acoustic				
➤ Humidity				
> Light				
Radiation				
Temperature				
> Chemical				
► Image				
> Optical				
➤ Gas				
➤ Ultrasonic				
> Hall				
Infrared sensors(IR)				
➢ Biosensors				
Micro and Nanosensors				
ACTUATORS				
CLASSIFICATION OF				
ACTUATORS				
➤ Electrical Actuators				
➤ Electromechanical Actuators				
➤ Electromagnetic Actuators				
> Hydraulic Actuators				

	Pneumatic Actuators				
	Smart Materials Actuators				
	Microactuators				
	IOT APPLICATIONS				
UNIT 4					
	INTRODUCTION TO ARDUINO	General	Theory	5	
	TYPES OF ARDUINO BOARDS				
	Arduino Uno				
	Arduino Leonardo				
	Arduino 101				
UNIT 5	ARDUINO IDE	Skill	Practical		7
		Development			
	Features of Arduino IDE				
	How to download and				
	Install Arduino IDE?				
	PARTS OF ARDUINO IDE				
	Menu Bar				
	Text Editor				
	Output Pane				
	WRITING/EDITING				
	CODE IN SKETCH				
	COMPILING-DEBUGGING				
	UPLOADING AND RUNNING				
	FILE				
I D HTC	ROLE OF SERIAL MONITOR				
UNIT 6	LED PROGRAMMING				
	Arduino board	General	Theory	3	
	> Breadboard				

	> LED			
	OPEN YOUR FIRST SKETCH	Skill	Practical	5
	➤ Void setup()	Development		3
	Void loop()			
	VARIABLES			
	INDENTIFIERS			
	KEYWORDS			
	BUILT-IN DATA TYPES			
	VARIABLE SCOPE			
	PREPROCESSOR DIRECTIVE			
	➤ The =include directive			
	The =define directive			
UNIT 7				
	CONCEPT			
	OPERATORS	Skill	Practical	17
	 Arithmetic Operators 	Development	Tructical	1 /
	 Relation and Logical 	20. cropment		
	Operation			
	Assignment Operation			
	Pointer Operation			
	Bitwise Operation			
	CONDITIONAL STATEMENTS			
	AND LOOPS			
	DECISION MAKING USING			
	RELATIONAL OPERATORS			
	> The if statement			
	The if-else statement			
	I ne 11-else statement			

UNIT 8	 ➤ The condition operator(?:) ➤ Nested if-else Statement ➤ The switch statement LOGICAL CONNECTIVES LOOPS ➤ While loop ➤ do- while loop ➤ for loop ➤ nested loops ➤ infinite loops ➤ THE break STATEMENT ➤ THE continue STATEMENT PROJECT USING IOT			
	 Write a program sequential LED ON-OFF. Write a program to interface bottom and LED so that Led-blink glow one button is press. Write a program to interface keypad with arduino board and display the key press on serial monitor. Write a program to interface LED's on pin number 11, 12, and 13 and 	Skill Development	Practical	9

Total Ho	blink alternatively at delay of 1 second. > Automatic Attendance and Classroom Environmental Monitoring > Write a program to sense soil moisture using soil moisture sensor. > Write a Program to sense water using water sensor. > Write a program to interface buzzer with arduino board to buzz ONOFF with the delay of 1 sec.		37	38
1 otal Ho	urs-73			

Recommended Books: -

- 1. Rich E. & Knight K. (1991). Artificial Intelligence. Tata McGraw-Hill Publishing Company Limited
- 2. IOT and Publishing by Prof. Satish Jain.
- 3. Russell S. & Norvig P, Artificial Intelligence: A Modern Approach (Second Edition), (Pearson Education, 2003).