

Syllabus for Certificate Program in

Rajasthan State Certificate of Information Technology

Unit 1

1. Introduction to Information Technology: Characteristics of computers, applications of computers, evolution and generation of computers, types of computers, micro, mini, mainframe and super computer, Architecture of a computer system: CPU, ALU, Memory (RAM,ROM families), cache memory, input/output devices, pointing devices.

2. Concept of Operating system: types of operating systems, need of OS, batch processing, multi-processing, Single user & Multi user OS, distributed and time sharing operating systems, Process and memory management concept,

3. Word Processing:- Software MS Word, Entering Editing and Formatting Text, Document Formats, (Page Size and Orientation, Headers and Footers, Columns and Sections, Page Layout), Spelling and Grammar Checkers, Thesaurus, Find the Replace, Cut and Paste, Tables and Formatting tables, Mail Merge, Styles and Templates.

Spreadsheet Program:- MS Excel Entering data, Labels, Values, Dates, Formulas, Cell references, Formats, Function, Templates, Charts and Maps, Analyzing data in a spreadsheets.

Unit 2

1. Microsoft Access:-Database, Entering data into the database. Creating Database tables, editing data. Viewing Records, Sorting records. Querying a database, generating reports.

2. Presentation Software:- Creating and Viewing a Presentation. Managing Slideshows, Navigating through a Presentation. Using Hyperlinks, Advanced Navigation with Action Setting and Action Buttons, Applying and Modifying Designs, Insertion (Graphics, Multimedia, Animation)

3. Internet: Concepts, email services, world wide web, web browsers, search engines, Type of networks, LAN, MAN and WAN, concept of bridges and routers, gateways and modems. ISDN and leased lines, Teleconferencing and videoconferencing.

Reference Books:

1. Introduction to computer Science, IITL Education solution Limited, R&D Wing, PEARSON Education.
2. Rajaraman V. –Fundamental of Computers, Prentice Hall of India Pvt. Ltd., New Delhi.
3. Computer Fundamentals by P.K. Sinha; BPB Publication, New Delhi 8.
4. Prescribed book and syllabus of RS-CIT and VMOU.