

TEACHING PLAN

ICT SKILL DEVELOPMENT

DAYS WAISE SYLLBUS

Incharge – Neha Sabarwal

S.NO	TOPIC	PPT	VEDIOS	NOTES
	UNIT - I			
1	INTRODUCTION & NEED OF COMPUTER			
2	IMPORTANCE, NATURE & ADVANTAGES OF COMPUTER			
3	IMPORTANCE OF COMPUTER EDUCATION IN ELEMENTARY SCHOOL			
4	IMPORTANCE OF COMPUTER EDUCATION IN SECONDARY SCHOOL			
5	IMPORTANCE OF COMPUTER EDUCATION IN HIGHER LEVEL SCHOOL			
6	CONCEPT OF INFORMATION & COMMUNICATION TECHNOLOGY			
7	NEED & SCOPE OF INFORMATION & COMMUNICATION TECHNOLOGY			
	UNIT - II			
8	COMPUTER HARDWARE FUNDAMENTALS			
9	ANATOMY FUNDAMENTALS			
10	INPUT DEVICES			
11	OUTPUT DEVICES			

12	STORAGE DEVICES			
13	DISPLAY DEVICES			
14	TYPES OF COMPUTER			
15	COMPUTER NETWORK			
16	MEANING & TYPES OF SOFTWARE			
17	SYSTEM SOFTWARE			
18	APPLICATION SOFTWARE			
19	MEANING & IMPORTANCE OF OFF LINE LEARNING			
20	ON- LINE LEARNING			
21	SYNCHRONOUS			
22	ASYNCHRONOUS			
	UNIT - III			
23	MEANING OF OPERATING SYSTEM			
24	TYPES & IMPORTANCE OF OPERATING SYSTEM (DOS & WINDOWS)			
25	INTRODUCTION TO OFFICE APPLICATIONS			
26	WORD PROCESSING			
27	SPREADSHEET			
28	PRESENTATIONS			
29	DATABASES			
30	DRAWING TOOLS			

31	MULTIMEDIA TOOLS			
32	FILE FORMATS & CONVERSION			
33	UTILITY TOOLS			
34	MEANING OF VIRUS			
35	TYPES & CAUSES OF VIRUS			
	UNIT - IV			
36	INTERNET:- NEED & IMPORTANCE			
37	NETWORKING:- TYPES			
38	NETWORKING:- IMPORTANCE			
39	SOCIAL SITES:- BLOG ITS NEED			
40	IMPORTANCE & ADVANTAGES			