BASIC INTELLIGENCE AND RMEMBRANCE TEST

200- INFORMATION TECHNOLOGY

SYLLABUS: LEVEL ONE (THEORY)

- **COURSE STRUCTURE:**

UNIT NO.	UNIT NAME	PRACTICAL MARKS	THEORY MARKS	TOTAL
1	Basics of Information Technology	00	08	08
2	Web Designing	15	10	25
3	Cyber law	00	08	08
4	Database Management	13	08	21
5	Digital Documentation	10	08	18
6	Electronic Spreadsheet	12	08	20
TOTAL		50	50	100

- **UNIT O1: BASICS OF INFORMATION TECHNOLOGY. [08 MARKS]**
1. Definition of IT and ICT
2. To understand concepts like data and information.
3. Different types of Operating Systems with its features and uses
4. Architecture of Computer System
5. Units of Memory
6. Concepts related to Internet and Network with its types
7. Recent trends, IT Enabled Services and careers in IT

- **UNIT 02: WEB DESIGNING [10 MARKS]**
1. Working of web
2. Components of web
3. Basics related to tags & text-formatting tags
4. Heading levels
5. Inserting Images in a webpage & creating hyperlinks
6. Forms and tables in HTML

- **UNIT 03: CYBER LAW [8 MARKS]**
1. Introduction to Cyber Law.
2. Ethics and Morals.
3. Cyber crime and its examples.
4. Cyber Safety and Security

5. IT Act 2000.

- **UNIT 04: DATABASE MANAGEMENT [8 MARKS]**
1. Appreciate the Concept of Database Management
2. Create and Edit Tables using Wizard and SQL Commands
3. Perform Operations on Table
4. Retrieve Data Using Query
5. Create Forms and Reports Using Wizard

- **UNIT 05: Digital Documentation [8 MARKS]**
1. Create and Apply Styles in the document
2. Options to insert image to document from various sources.
3. Options to modify, resize, crop and delete an image.
4. Drawing objects and its properties. Creating drawing objects and changing its properties.
5. Resizing and grouping drawing objects. Positioning image in the text.
6. Create and customize table of contents
7. Advance concept of mail merge in word processing, Creating a main document.
8. Creating the data source
9. Entering data in the fields, Merging the data source with main document, Editing individual document.
10.   Printing a letter and its address label

- **UNIT 06: Digital Spreadsheet [8 MARKS]**
1. Analyse data using scenarios and goal seek
2. Link Data and Spreadsheets
3. Share and review a spreadsheet
4. Create and use Macros in spreadsheet