



**Certificate Course on Information Technology**  
**Department of Computer Science**  
**Lalit Chandra Bharali College, Guwahati-781011**

**Course Title:** Certificate in Information Technology (CIT)

**Eligibility Criteria:** 10+2 passes from any recognized board of school education.

**Course Duration:** The Certificate course is of 6 months course containing two modules of three months duration. Students on completion of module-1 will get a 3 months certificate in Information Technology.

**Course Objective:** The objective of the course is to enable students to acquire the knowledge pertaining to fundamentals of Information Technology (ICT resources and IT Tools). After completing the course, the students will acquire the eligibility for different Govt./Public/Private sector jobs.

**COURSE STRUCTURE:** The course provides an excellent introduction to the IT industry and interactive exposure to personal computers, hardware, software, Operating System, Office Automation Tools. Students will get opportunity to participate in hands-on activities and lab based learning to become familiar with various software components and discover best practices in maintenance and safety.

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>
<b>CIT-01</b>	<b>Basic Computer skills</b>	<b>60</b>
<b>CIT-02</b>	<b>System Maintenance &amp; Networking</b>	<b>60</b>

The students have to devote most of the time allotted to each module of the course for the practical session.

**Course Evaluation:** For evaluation of students 70% weightage is given to Practicals and 30% weightage to Theory examinations. In order to pass, the learner has to score 60% marks in aggregate.

**Course Fee:** The course fee is Rs. 5000/- . Students have to pay Rs. 3000/- to the College for the first module and remaining Rs. 2000/- have to be paid for the second module.

**Course Delivery Mechanism:** In-Person delivery mechanism is used for Theory and Practical Sessions. Study materials will be provided using Electronic media.

## CIT-01: Basic Computer Skills

### Unit 1: Introduction

Logical and Physical Structure of Personal Computer. Software and its types. Computer Memory and its types. cache memory and other high speed memories. Virtual memory. Various types of external memories and associated file systems. cache memory and other high speed memories. Types of operating systems and their versions.

### Unit 2: Word Processing and Spread Sheet

**Word processing skills:** 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. Creating Tables and Charts, Document Templates and Wizards etc.

**Spreadsheet(Excel) skills:** 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. Formatting a Worksheet: Formatting Cells – changing data alignment, changing date, number, character or currency format, changing font, adding borders and colors,

**Powerpoint skills:** Creating, Opening and Saving Presentations, Creating the Look of 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

### Keyboard typing

Learning typing skill with Assamese and English Language.

## **CIT-02: System Maintenance & Networking**

### **Unit 1: Installation of Software**

Installation of System Software e.g. Windows and Linux. Installation of Application software in windows and LINUX environment. Resolving installation dependencies, uninstalling of application software's, dual booting of operating systems, basics of Windows registry and Linux file system hierarchy. Working with Windows and Linux Commands.

### **Unit 2: Trouble Shooting and Maintenance**

Diagnosis and trouble shooting of personal computers, approaches to solve problems related to - peripheral equipments, software installation etc..Managing faulty components. Security issues threats.

Identifying file system malfunctioning, vulnerability to Computer viruses, using various diagnostic tools like..disk defragmentation, cleanup, and optimization techniques, File system Checks.

### **Unit 3**

#### **Basics of Networking**

Introduction to LAN, MAN WAN, PAN, Networking Connecting devices- Hub, switch, router gateway. Transmission medias and its types, MAC address, IP address and its classes, Configuring a LAN in windows and Linux Platforms using a L2 switch, Network cable crimping. Starting and stopping network services, Exploring Linux Commands- *ifconfig, ifup, ifdown, ping, netstat, iproute etc..*

### **Unit 4 Internet Literacy**

Concept of Internet, various web browsers, setting up the browsers, availing services though internet like, Electronic Mail, document transformation, compression, merging and editing, gathering data through Google forms, archiving data.