

# Syllabus

For

## **Diploma in Computer Training Course for Teachers(DCTCT)**

Total Duration : 2 Year

Bhavan's Tripura Teacher Training College  
Anandanagar

Effective From Session **July 2017 - 2019**

Issued by

**The Computer Point**

An ISO 9001 : 2008 Certified Institute

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**Diploma in Computer Training Course for Teachers(DCTCT)** is an information technology computer science course. Computer Teacher Training mainly focuses on the basis and fundamental aspects of computer both for the purpose of teaching and training. **Diploma in Computer Training Course for Teachers** course prepares the learners for a specialized career in Teaching and Training. The contents are designed in such a way that it not only provide the learner computer knowledge but also learn how to transfer this knowledge to his students effectively. The duration of the course is two year and the course divided into two modules.

### Syllabus For Computer DCTCT Course

Sl No	Subjects	Marks			Total Marks	
		Theory	Practical			
1.	<b>1<sup>st</sup> Semester</b>					
	Compute Organization and system designing	50	150	25	200	350
	Operating System ( windows 7 )	-		25		
	Ms-Word	20		25		
	Ms-Excel	20		25		
	Ms-Access	20		25		
	Ms-PowerPoint	20		25		
	Internet and HTML	20		25		
	<b>Project</b>	<i>Viva</i> = 10 <i>Project work</i> = 10 <i>Sessional</i> = 5		25		
<b>Duration :</b> July 2017 to December 2017 <b>Examination Date :</b> 3 <sup>rd</sup> week of December,2017						
2	<b>2<sup>nd</sup> Semester</b>					
	EPC 3					
	Theory : 50 Project : 25 Assessment : 25	-		-		
	Page designing with Photoshop	50	100	25	50	150
	Computer Programming Language	50		25		
<b>Duration :</b> January,2019 to April 2019 <b>Examination Date :</b> 1 <sup>st</sup> week of April 2019						
<b>Total Marks</b>			<b>250</b>		<b>250</b>	<b>500</b>

**Examination Date for 1<sup>st</sup> Semester :**

**Paper I :** 3<sup>rd</sup> week of December, 2017

### **1<sup>st</sup> Semester Syllabus**

#### **Compute Organization and System Designing**

**Theory Class :** 8 Classes 2 Hours.

**Practical Class :** 2 Class 2 Hours

Data, Information, Type of Computers, Computer system, Computer Generations, I/O Devices, Memory, Units of Memory, Storage devices, Software, Type of Software, Computer Languages, Virus, Anti virus, Hacking concept, Numbering System, Basic Concepts of Operation System and its functions, Type of OS, CUI and GUI, Folder, File, Computer Network system and designing, Communication Media: ( Wired Technologies- Co-Axial, Ethernet Cable, Optical Fiber, Wireless- Blue Tooth, infrared, Microwave, Radio Link, Satellite Link ), Network Devices : ( Modem, Hub, Switch, Repeater, Gateway and their functions ), Type of network, Network Topologies, Protocols.

#### **Word Processing ( Msword )**

**Theory Class :** 3 Classes 2 Hours.

**Practical Class :** 5 Class 2 Hours

Introduction to a word Processor, Creating and Saving a document, Editing and Formatting a document, Header Footer, Page setting, Tab Setting, Inserting picture, document etc, Printing , Mail Merging and all Short cut key commands.

#### **Spreadsheet ( Ms-Excel )**

**Theory Class :** 2 Classes 2 Hours.

**Practical Class :** 5 Class 2 Hours

Introduction to Ms Excel, Addressing Cells, Save worksheet and workbook, Manipulation of Cells, Function and Charts, Shortcut Keys.

## **Database ( Ms-Access )**

**Theory Class :** 2 Classes 2 Hours.

**Practical Class :** 4 Class 2 Hours

Introduction to Ms-Access, Database, Type of Database, Create Table, Form, Quarry, Report, Relationship.

## **Making Presentations**

**Theory Class :** 1 Classes 2 Hours.

**Practical Class :** 3 Class 2 Hours

Introduction, Creation of Presentation, Preparation of slides, Slide Show.

## **Internet & HTML**

**Theory Class :** 2 Classes 2 Hours.

**Practical Class :** 4 Class 2 Hours

Introduction, Surfing, Create e-mail account, Send e-mail, receiving email, Attachment, Online banking system, Make webpage.

## **Viva Voce**

The questions can be asked from any portion of the syllabus covered during all topics.

## **Project works**

Submit a good presentation programme.

## **Sessional**

Minimum 75% percentage in the classes.

**Examination Date for 2<sup>nd</sup> Semester :**

**Paper II :** 1<sup>st</sup> Week or April 2019 ( Theory )  
/ /2019 (Practical )

**2<sup>nd</sup> Semester Syllabus**

**Accordingly NCRT Syllabus of EPC 3**

Theory : 50, Project : 25 Assessment : 25

**Page designing with Photoshop**

**Theory Class :** 1 Classes 2 Hours.

**Practical Class :**

Design a page with PageMaker, How to make a question set in PageMaker, Design a school magazine, Introduction to Photoshop.

**Computer Programming Language**

**Theory Class :** 8 Classes 2 Hours.

**Practical Class :** 8 Class 2 Hours

Introduction of Programming Language, Flowchart, Data Types, Variables, Basic Program, Control Structures ( If, if -else, Switch ) looping structure ( while, do..while and for ).

**Types of Questions and Distribution of Marks**

**1<sup>st</sup> Semester : ( PST : Problem Solving Test )**

MCQ type questions : 1 x 150 = 150

**2<sup>nd</sup> semester : ( Pen Paper Test )**

- |                                   |             |
|-----------------------------------|-------------|
| 1) Fill in the blanks             | 1 x 5 = 5   |
| 2) Write True or False            | 1 x 5 = 5   |
| 3) Multiple choice                | 1 x 10 = 10 |
| 4) Answer in one or two sentences | 1 x 10 = 10 |
| 5) Write the Programs             | 4 x 5 = 20  |

**Prescribed Books:**

- A) Fundamental and OS, P.K Sinha, B) O-Level, Satish Jain
- C) Information Technology, Sumita Arora
- D) CCC computer Concepts, BPB publication, Prof. Satish Jain