



## Gujarat Council of Vocational Training Gandhinagar



1. Name of Course:

Computer Hardware Mainatnace

N.C.O. No. for Skills Covered:  
(Please refer National Classification of  
Occupations -2004 available  
on www.dget.nic.in)


2. Engineering OR Non-engineering: Non -Engineering

3. No. of students per batch: 20

4. Duration in Hours. : 616 Hours : 16 Weeks : 4 Months.

5. Duration in Month: 4 month @ 42 hours/Week.

6. Examination Scheme:

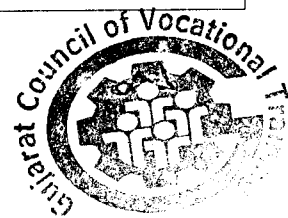
No.	Name of Subject	Teaching Hours during full course.	Maximum Marks. (Excluding Sessional)	Minimum Marks required for Passing (Excluding Sessional).	Sessional Marks if any.
Subject-1	Theory ( 176 hours ) & Soft Skills ( 88 hours )	264	100 (150)	40 (60)	
Subject-2	Practical	352	300	180	
Subject-3					
Subject-4					
Subject-5					

7. Entry qualification for Trainee:

Minimum entry qualification (Essential):	10 <sup>th</sup> pass
Desirable:	10 <sup>th</sup> pass

3. Minimum qualification for Trainer:

Minimum qualification (Essential):	Diploma Hardware & Networking ,
Desirable:	Diploma Hardware & Networking





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3. Syllabus Committee Member: Computer Hardware Maintenance

Sr. No	Name	Organization	Designation	Technical Qualification	Experience in Years	Signature
1.	Mr. Rajesh Chadha	GIZ-IS, India Branch	Technical Expert	B.E. - I.C.	20	
2.	Lt.col.A.Sekar	Atul Institute Of Vocational Excellence	Director	MSC (Chemistry) MA(English)	30 Years	
3	Mr. Jignesh Patel	Atul Ltd	<i>Mys-IT</i>	<i>B.E.(Mech)</i>	<i>12 yrs</i>	
4	Mr. Rakesh Kurmi	Atul Ltd	<i>Manager-IT Infrastructure</i>	<i>Diploma in Computer Technology</i>	24	
5	Mr. J. C. Chaudhari	<i>Principal Z-I.V. (W)</i>	<i>Principal</i>	<i>B.P.E.</i>	24	
6.	Ms. V. S. Patel	<i>I.T.I Valsad(W)</i>	<i>S.I.COPA</i>	<i>M.C.A.</i>	3 years	



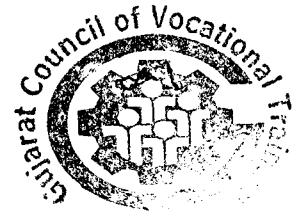


10. **Terminal Skills of trainee:** (Should be well defined and having reference to NCO):

The trainee, after successful completion of training, will have following skills...

1. Write, Edit and Print documents using MS Word and Excel.
2. Do the tabulation of data.
3. Prepare presentations using MS Power Point.
4. Use Internet & e-mail.
5. To type the data with minimum 50 words per minute speed.
6. Competency to Assemble of computers
7. Develop ability to install the peripheral devices of a PC
8. Repair computers up to card level
9. Install different software on computers

(please attach separate sheet, if more space is required)





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11. Approximate cost of Tools  
/ Equipments / Machinery for  
Starting one batch of the course:

Rupees  
7,00,000/-

Reference Year  
2014

12. Area required for practical / Workshop for one batch.

111.55 Sq. Meter

13. Minimum Power connection required

3.45 K.W.

14.1 No of items in Standard list of Machinery:

As per list

14.1.1. Page NO from \_\_\_ to \_\_\_.

14.2 No of items in Standard list of Shop outfit:

As per list

14.2.1. Page NO from \_\_\_ to \_\_\_.

14.3 No of items in Standard list of Trainee Toll-Kit:

As per list

14.3.1. Page NO from \_\_\_ to \_\_\_.

\*\*\*\*\* FOR OFFICIAL USE \*\*\*\*\*

Approved by GCVT in ~~Governing Body~~ meeting on

: 12-12-2014

Syllabus implemented w.e.f. admission session

: Next session

Revision History : 1. Revision No..... Revision Date.



2



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2. Revision No..... Revision Date.

3. Revision No..... Revision Date.



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Standard List of Machinery - Equipment / Shop-outfit / or Trainee Toolkit

For Trade of **Computer Hardware Maintenance**

Sr. No.	Description of Item with detailed specifications	Item type i.e. Machinery / Equipment OR Shop Outfit OR Trainee Toolkit	Quantity Required per one Batch of Students	Quantity Required per one Batch of Students for Instructor	Total Quantity Required (Total of previous two columns)
1.	Server Computer (Latest configuration)	Equipment	1 No		1 No
2.	Computers (Latest configuration)	Equipment	20 Nos		20 Nos
3.	Laser Printer	Equipment	1 No		1 No
4.	UPS	Equipment	For all computers		For all computers
5.	Internet		For all computers		For all computers
6.	Computer repairing tool kits	Toolkit	1 Nos.		1 Nos.
7.	Vacuum Cleaner (small size)	Equipment	1 Nos.		1 Nos.
8.	Soldering Station	Equipment	1 Nos.		1 Nos.
9.	Spare Motherboards, Processor & Memory Modules	Toolkit	Yes		Yes
10.	Expansion Cards used in computers (SCSI, TV Tuner, Ethernet)	Toolkit	2 Nos.		2 Nos.
11.	Networking tools such as Hub, Switch, Modem, Router, crimping tool	Toolkit	Yes		Yes
12.	CD Writer (1 – Internal; 1 – External)	Equipment	1 Set		1 Set
13.	Dot Matrix Printer 132 Cols	Equipment	1 Set		10 no
14.	Old Computers (Spare)	Equipment	10 no		10 no
15.	Old laser printers	Equipment	Yes		
16.	<b>Softwares</b>				
17.	Windows 7 software (down gradable to Windows XP)	Softwares	Yes		Yes





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18.	Windows Server 2007	Softwares	1 Nos.	-	1 Nos.
19.	Micro Soft Office 2010 (down gradable to office 2007)	Softwares	1Nos		20 Nos
20.	Antivirus software client version	Softwares	20 No		20 No
21	Antivirus software Server version	Softwares	1 No		1 No

(As many sheets as required should be used to accommodate all items)





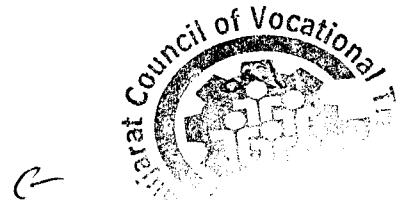
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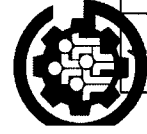
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Name of Syllabus: Computer Hardware Maintenance  
Sector: Information Technology  
Terminal Competency

Unit #	Module (Basic Computer)	Contents	Practical to be carried out	No. of Weeks
1	Introduction to Computer	<ul style="list-style-type: none"><li>• Basic concepts of computer.</li><li>• History of Computers.</li><li>• Basic computer operations.</li><li>• Software &amp; Hardware.</li><li>• Components of Hardware Peripherals.</li></ul>	<ul style="list-style-type: none"><li>• Switching on computer and shutdown the computer properly need to be taught.</li><li>• Computer peripherals need to be shown physically.</li></ul>	1 week
2	Introduction to Windows XP	<ul style="list-style-type: none"><li>• The operating system.</li><li>• Start-up, logon and shutdown.</li><li>• The windows.</li><li>• Handling mouse and the key board.</li><li>• Ways to open and close the windows.</li></ul>	<ul style="list-style-type: none"><li>• Practice of various aspects discussed in theory on computer.</li></ul>	
3	Desktop & Customisation of Desktop	<ul style="list-style-type: none"><li>• Get to know the windows XP desktop.</li><li>• Task bar and start button.</li><li>• Icons and shortcuts and Creation of shortcuts</li><li>• Organising the icons on the desktop.</li><li>• Date and Time settings</li></ul>	<ul style="list-style-type: none"><li>• Practice on creation of short cuts, changing date and time, changing of screen saver, changing of background, screen appearance, Themes and resolution of screen.</li></ul>	





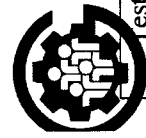


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Windows XP Explorer	<ul style="list-style-type: none"><li>Starting windows Explorer.</li><li>Applications of windows explorer.</li><li>Applications of folders in windows.</li></ul>	<ul style="list-style-type: none"><li>Practice on the following areas</li><li>Opening of Widows Explorer.</li><li>Selecting of files and deleting of files.</li><li>Creating and deleting of folders.</li><li>Moving and changing names of files and folders.</li><li>Files and folders properties.</li><li>View the hidden files.</li><li>Knowing types of various types of files and their extensions.</li><li>Sharing folders and modifying the types of folders.</li></ul>	
5	Searching	<ul style="list-style-type: none"><li>Various ways of searching</li></ul>	<ul style="list-style-type: none"><li>Searching for files and folders.</li><li>Searching for hardware.</li><li>Searching for people.</li></ul>
6	Recycle bin	<ul style="list-style-type: none"><li>Get to know the recycle bin and its applications.</li></ul>	<ul style="list-style-type: none"><li>Restoring the files or folders.</li><li>Emptying recycle bin.</li><li>Customizing recycle bin.</li></ul>
8	Accessories	<ul style="list-style-type: none"><li>Various accessories available in Windows XP.</li></ul>	<ul style="list-style-type: none"><li>Using calculator (standard / scientific).</li><li>Using Paint.</li><li>Using notepad and WordPad.</li></ul>
9	Internet concepts	<ul style="list-style-type: none"><li>Fundamentals of internet and surfing internet (URL).</li><li>Fundamentals of E-mail and creation of E-mail ID.</li></ul>	<ul style="list-style-type: none"><li>Surfing internet.</li><li>Searching in Internet.</li><li>Creating E-mail ID.</li><li>Visiting various websites and downloading data from them.</li><li>Receiving and sending of E-mails.</li></ul>
<b>TEST</b>			
<ul style="list-style-type: none"><li>Separate theory and practical tests to be conducted.</li><li>Practical test must cover all the operations broadly.</li></ul>			



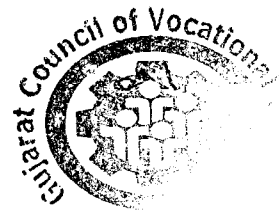
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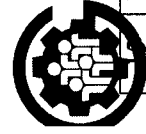


Test to be performed by each individual and evaluated and defects need to be identified and explained in the class.

10	Introduction to Microsoft word 2007	<ul style="list-style-type: none"><li>• Getting known to Microsoft Word 2007.</li><li>• Various screen elements of word 2007.</li><li>• Proper ways to save a document.</li><li>• Difference between save and save As.</li></ul>	<ul style="list-style-type: none"><li>• Creation of new word document.</li><li>• To attach a template to document.</li><li>• Creation of header and footer.</li><li>• Modification, deletion of header &amp; footer.</li><li>• Automatic storing of document while working.</li></ul>	1 week
12	Document formatting in Word 2007	<ul style="list-style-type: none"><li>• What is and how to use Drop caps?</li><li>• How to add shading to draw readers attention?</li><li>• Various word styles and themes used in word 2007.</li><li>• Template and its applications.</li><li>• Page breaks.</li></ul>	<ul style="list-style-type: none"><li>• Add borders to the word documents.</li><li>• Adjustment of horizontal size of characters in document.</li><li>• Inserting the page breaks.</li><li>• Creation of new template.</li><li>• Working with various styles and themes of word 2007.</li></ul>	
13	Working with graphics	<ul style="list-style-type: none"><li>• Clip art and word art.</li><li>• Various options available in picture / Graphics editing and their applications.</li></ul>	<ul style="list-style-type: none"><li>• Adding a picture to a document.</li><li>• Crop a word 2007 picture.</li><li>• Wrap a word 2007 picture with text.</li><li>• Adding a word art to a document.</li></ul>	
14	Controlling page appearance and proofing of document.	<ul style="list-style-type: none"><li>• Various options effect page appearance.</li><li>• Section breaks and applications.</li><li>• Various options involved in proofing of document.</li></ul>	<ul style="list-style-type: none"><li>• Setting up page margins.</li><li>• Setting up a page size and orientation.</li><li>• Applying page background colour and water mark to a document.</li><li>• Inserting a section breaks.</li><li>• Proofing a document.</li></ul>	

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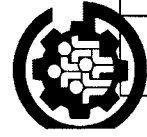
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Working with Mail merge	<ul style="list-style-type: none"><li>• Concept of mail merge and application of mail merge.</li></ul>	<ul style="list-style-type: none"><li>• Creation of mail merge letter in Word.</li><li>• Creation of Email merges in word.</li><li>• Creation of merged envelopes and merge mailing labels.</li></ul>	
16	Designing a form in Word 2007	<ul style="list-style-type: none"><li>• Purpose of designing a form.</li></ul>	<ul style="list-style-type: none"><li>• Create forms those users complete or print in Word.</li></ul>
17	Creation and customising of tables and macros	<ul style="list-style-type: none"><li>• Understanding the rows and columns of tables.</li><li>• Applications of Macros.</li><li>• Creation of Index table in word.</li><li>• Track mode and its applications.</li></ul>	<ul style="list-style-type: none"><li>• Creation of tables, editing of tables.</li><li>• Creation of headings.</li><li>• Inserting the table of contents.</li><li>• Editing in track mode.</li><li>• Adding comments.</li></ul>
<b>TEST</b> <ul style="list-style-type: none"><li>• Separate theory and practical tests to be conducted.</li><li>• Practical test must cover all the operations broadly.</li><li>• Test to be performed by each individual and evaluated and defects need to be identified and explained in the class.</li></ul>			
18	Introduction to Microsoft Excel 2007	<ul style="list-style-type: none"><li>• Getting started with Excel 2007.</li><li>• Knowing the Excel screen elements.</li><li>• Excel 2007 help feature.</li><li>• Status bar.</li><li>• About the Excel paste special option.</li></ul>	<ul style="list-style-type: none"><li>• Creation of new Excel spread sheet.</li><li>• Entering data in the Excel sheet</li><li>• Editing the data in the Excel sheet.</li><li>• Moving from one place to another place in a work sheet.</li><li>• Changing the spread sheet cells background colour and text colour.</li></ul>
19	Formatting and customizing cells	<ul style="list-style-type: none"><li>• Number formatting.</li><li>• Cell alignment options and applications.</li><li>• Prevention of cell editing and its applications.</li></ul>	<ul style="list-style-type: none"><li>• Cell alignment options.</li><li>• Adding header and footer to spread sheets.</li><li>• Turning off the cell editing.</li><li>• Merge and unmerge cells in spread</li></ul>

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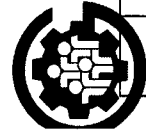




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20	Creating and formatting tables	<ul style="list-style-type: none"><li>• Tables and its applications in Excel 2007</li></ul>	<p>sheet.</p> <ul style="list-style-type: none"><li>• Creation of Excel templates.</li><li>• Inserting a table in spread sheet.</li><li>• Formatting the table in Excel 2007.</li></ul>
21	Formulas and Functions	<ul style="list-style-type: none"><li>• How to write formula in Excel 2007?</li><li>• Application of various functions in spread sheet.</li></ul>	<ul style="list-style-type: none"><li>• Writing formula in excel.</li><li>• Applying of various functions like If, Then, Now, Product, Max, Cell, Radians, Date and count functions with application examples.</li></ul>
22	Creating and formatting Excel charts	<ul style="list-style-type: none"><li>• Various types of charts and its applications.</li></ul>	<ul style="list-style-type: none"><li>• Creation of charts like pie chart, bar chart etc.</li><li>• Creation of chart titles and legends</li></ul>
23	Cell referencing	<ul style="list-style-type: none"><li>• What is cell referencing?</li><li>• Difference between relative and absolute cell referencing.</li></ul>	<ul style="list-style-type: none"><li>• Creation of cell referencing in the same work sheet.</li><li>• Creation of cell referencing in another work sheet.</li><li>• Creation of cell referencing by using link cells.</li><li>• Changing a cell reference to another cell reference.</li><li>• Changing a cell reference to named range.</li><li>• Switching between relative, absolute and mixed references.</li></ul>
24	Printing with Excel 2007	<ul style="list-style-type: none"><li>• Printing and page setup options.</li></ul>	<ul style="list-style-type: none"><li>• Print preview in Excel.</li><li>• Printing Excel work sheet.</li><li>• Printing the multiple areas of work</li></ul>

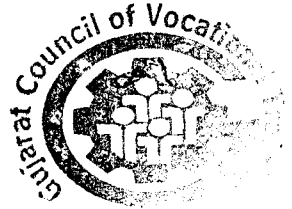


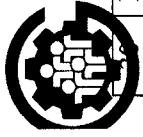
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25	Other features in Excel 2007	<ul style="list-style-type: none"><li>• Customization of Quick access toolbar and advantages.</li></ul>	book	<ul style="list-style-type: none"><li>• Customise quick access tool bar.</li><li>• Viewing multiple work sheets at a same time.</li><li>• Protecting Spread sheet with password.</li><li>• Creation of data validation rules.</li></ul>	
<b>TEST</b> <ul style="list-style-type: none"><li>• Separate theory and practical tests to be conducted.</li><li>• Practical test must cover all the operations broadly.</li><li>• Test to be performed by each individual and evaluated and defects need to be identified and explained in the class.</li></ul>					
26	Introduction to Microsoft PowerPoint 2007	<ul style="list-style-type: none"><li>• Getting known to PowerPoint 2007.</li><li>• Various screen elements of PowerPoint 2007.</li><li>• Proper ways to save a presentation.</li><li>• Difference between ppt ,pptx and PPS extensions.</li></ul>		<ul style="list-style-type: none"><li>• Creation of new power point slide.</li><li>• To attach a template to presentation.</li><li>• Creation of header and footer.</li><li>• Modification, deletion of header &amp; footer.</li></ul>	½ week
27	Working with graphics	<ul style="list-style-type: none"><li>• Clip art and word art.</li><li>• Various options available in picture / Graphics editing and their applications.</li></ul>		<ul style="list-style-type: none"><li>• Adding a picture to a document.</li><li>• Crop a word 2007 picture.</li><li>• Adding a word art to a document.</li></ul>	
28	Preparing presentations	<ul style="list-style-type: none"><li>• Various things to be considered during preparation of presentation.</li><li>• Concept of delay in presentation.</li></ul>		<ul style="list-style-type: none"><li>• Preparation of presentation.</li><li>• Preparation of a slide show with various delays and with various animations.</li><li>• Setup a custom slide show and rehearse with timings.</li></ul>	½ week

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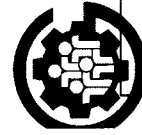




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Printing with PowerPoint	<ul style="list-style-type: none"><li>• Printing of presentations and Handouts.</li></ul>	<ul style="list-style-type: none"><li>• Print preview in PowerPoint with various options.</li><li>• Printing presentations and handouts.</li><li>• Printing the multiple slides of presentation.</li></ul>	2 week
31 Creating and formatting tables	<ul style="list-style-type: none"><li>• Tables and its applications in PowerPoint 2007</li></ul>	<ul style="list-style-type: none"><li>• Inserting a table in slide.</li><li>• Formatting the table in PowerPoint 2007.</li></ul>	
32 Editing of PowerPoint slides in track mode.	<ul style="list-style-type: none"><li>• Track mode and its applications.</li></ul>	<ul style="list-style-type: none"><li>• Editing in track mode.</li><li>• Adding comments, deleting comments.</li></ul>	
33 Other features in PowerPoint 2007	<ul style="list-style-type: none"><li>• Creation of templates.</li><li>• Various themes and colour schemes in PowerPoint.</li><li>• Application of Slide master and notes master.</li></ul>	<ul style="list-style-type: none"><li>• Creation of various templates.</li><li>• Practice with various slide master options and notes master options.</li></ul>	
<b>TEST</b> <ul style="list-style-type: none"><li>• Separate theory and practical tests to be conducted.</li><li>• Practical test must cover all the operations broadly.</li><li>• Test to be performed by each individual and evaluated and defects need to be identified and explained in the class.</li></ul>			
35 Rapid typing software.	<ul style="list-style-type: none"><li>• Introduction to Rapid typing software.</li><li>• Various features of Rapid typing software.</li></ul>	<ul style="list-style-type: none"><li>• Practice on Letters, syllables, Words Digits, Symbols and Text Typing using Rapid typing software.</li><li>• Practice on rapid typing software need to be done till they achieve a speed of minimum 50 words per minute.</li><li>• Sequence of lessons given in the software can be followed for easy learning</li></ul>	



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### TESTS

- Tests can be conducted on Rapid typing software every three days once to assess the speed of trainees.

**TOTAL**

**7 Weeks**

### Week wise schedule for Computer Hardware

Unit #	Module	Contents	Practical to be carried out	No. of Weeks
1	Basic Electronic components	<ul style="list-style-type: none"> <li>• Basic Electronics</li> <li>• Working principle of resistors, electrodes, diodes, capacitors, LED and transistors</li> <li>• Understand concepts of current, power, voltage, resistance, capacitance.</li> <li>• Components of Hardware Peripherals.</li> </ul>	<ul style="list-style-type: none"> <li>• Learn to identify and test components</li> <li>• Learn use of multi meter to test wiring and take readings.</li> <li>• Learn to use transistor as a switch, amplifier and oscillator</li> <li>• Biasing of transistors</li> <li>• Practice on broadband biasing</li> </ul>	1 week
2	Introduction to digital electronics and computer circuits	<ul style="list-style-type: none"> <li>• Number system</li> <li>• Logic gates</li> <li>• Computer block diagram</li> <li>• Cards used in computers</li> <li>• Chipsets and support circuits</li> <li>• Microprocessors used understand their features and clock speed</li> </ul>	<ul style="list-style-type: none"> <li>• Identification and using different input output devices, cords, cables, connectors FDD connectors, IDE &amp; SCSI Interface, Serial (COM) ports, Parallel (LPT) ports, USB connector, Keyboard and PS/2 connectors.</li> <li>• Checking the fuse, checking output voltage, connecting to Motherboard and other devices.</li> <li>• Installing and replacing the power supply.</li> </ul>	3 week

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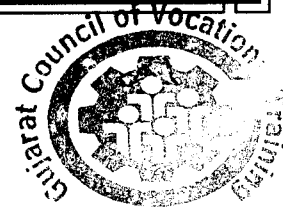


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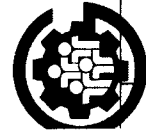


			<ul style="list-style-type: none"><li>To identify and install different Motherboards, Controller Cards, Display cards and Soundcards, AGPs, Fax/Modem card, TV Tuner card, Ethernet card</li><li>Checking and replacing motherboards.</li><li>Installing CPU and memory on Motherboards. Checking and replacing</li><li>BIOS and Battery.</li><li>Understanding coding</li><li>Identification of different processors, their pins. Testing and replacing the processors.</li><li>SMPS block diagram</li><li>Section wise rectifier, switching, output</li><li>section wise detail- IC 494, IC 339</li></ul>	
5	Computer memory	<ul style="list-style-type: none"><li>Different types of Memory used in PCs. Installing and upgrading memory. L1 and L2 cache memory.</li></ul>	<ul style="list-style-type: none"><li>Practice on the Installing and upgrading memory.</li><li>Identification of memory slots and memory chips. Testing the memory slots and chips.</li><li>Circuit tracing and fault finding of both primary and secondary memory</li></ul>	3 weeks
6	Computer drives	<ul style="list-style-type: none"><li>Learn about Hard disk</li><li>Floppy drives</li><li>CD ROM</li></ul>	<ul style="list-style-type: none"><li>ATA, SATA, SCSI drives</li><li>Interface and geometry and partitioning</li><li>Intro to Autoexec.bat, Config.sys</li><li>batch scripting using DOS</li><li>Installing and connecting the HDD,</li></ul>	

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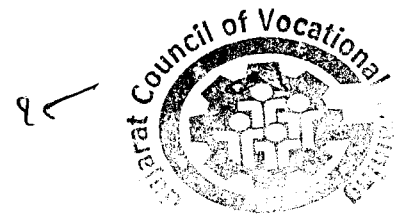




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7	Monitors and keyboard	<ul style="list-style-type: none"><li>• Types of monitors (Mono &amp; Color), Block diagram, CRT, checking the fuses, Adjusting contrast and brightness. LCD Monitors.</li></ul>	<ul style="list-style-type: none"><li>• configuring as master and slave.</li><li>• Using software tools like Scandisk, FDISK, Norton Utilities, Disk Manager etc. to partition, format surface scan and to mark the bad blocks., Formatting</li><li>• checking. and replacing cables ATA, SATA, SCSI cables</li><li>• power and data cable connector, logic card and fault finding</li></ul>	
9	Accessories	<ul style="list-style-type: none"><li>• Keyboard servicing and CMOS set up</li><li>• Types of various printers, interfacing and output</li></ul>	<ul style="list-style-type: none"><li>• Monitor block diagram</li><li>• Monitor SMPS, horizontal, vertical , color sections</li><li>• EHT, yoke and CRT details</li><li>• Fault finding</li></ul>	
10	PC Maintenance	<ul style="list-style-type: none"><li>▪ PC assembling and disassembling, troubleshooting and optimization</li><li>• Software installation and virus protection</li><li>• Lan setting up</li></ul>	<ul style="list-style-type: none"><li>• . Keyboard servicing and optimise CMOS</li><li>• Check printer cables, ports, drivers, self test and output management</li><li>• Learning removal of front panel connection , disassemble and reassemble PC</li><li>• Setting up DOS, windows XP, anti virus software</li><li>• Learn to connect serial and parallel communication networks</li><li>• Setting up of a small LAN, use of router/ switches</li><li>• Configuring IP addresses, sharing resources in LAN, troubleshooting network problems</li></ul>	2 Weeks





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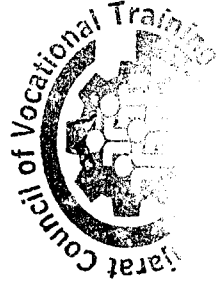
**TEST**

- Separate theory and practical tests to be conducted every week.
- Practical test must cover all the operations broadly.
- Test to be performed by each individual and evaluated and defects need to be identified and explained in the class.

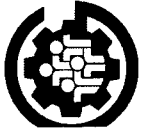
Internal Exam for Final certificate

**TOTAL**

9 Weeks



20



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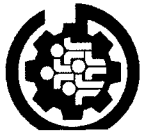


कोशलम् बलम्

### Soft Skills

SR NO	TOPIC	Weeks
1	Personality Development Introduction (Speaking about yourself) Strengths, Weaknesses & Hobbies Role model (Idol)	1 Weeks
2	Communication Skills Nouns, Types of Nouns & Rules of forming Plural Nouns Rules of forming Plural Nouns Verbs Forms of Verbs Team Work Present Tense Verbs	1 Week
3	Future Tense Skill to develop Personal Relations The Sentence Negative Sentences Self Confidence	1 Week
4	Good manner words in English Exclamation words in English Frequently used phrases Team Spirit	1 Week
5	Words often confused Conversation Skills - from books & newspaper articles	1 Week
6		1 Week





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कौशलम् बलम्

7	Group Discussion Speaking about relevant topics in daily life Application for leave Application for job Invitation Interview Conversational Skills - on company visits practical training etc. Speaking in Hindi Interview Questions	1 Week
8	Body Language Writing Short Stories Frame Sentences Positive Attitude	1 Week
9	Imaginative Sentences Names of different items Time Management Health and Hygiene Leadership	1 Week
10	Dressing (Hygiene and Safety) Developing skills in life Key to live a successful life	1 Week
11		1 Week
12		1 Week
13		1 Week
14		1 Week
15		1 Week
16		1 Week



22