



Gujarat Council of Vocational Training Gandhinagar



कौशलम् बलम्

1. Name of Course:

Information Technology Bridge Course (ITBC)

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: 10 Students

4. Duration in Hours. : 12 Hrs.

5. Duration in Month/ Days: 6 Days @ 2 hours.

6. Examination Scheme: GCVT

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	3	100	40	0
Subject-2	Practical	9	300	180	0

7. Entry qualification for Trainee:

Minimum entry qualification (Essential):	Person having knowledge of Computer / IT and Min. age is 14 Years
Desirable:	

8. Minimum qualification for Trainer:

Minimum qualification (Essential):	Degree / Diploma in Computer Field from recognized University / Board. Qualify Guest Faculty from Affiliated Govt. / Pvt. Colleges / Technical Institutes. Final Year Student from B.E/ B.TECH/ M.C.A. or ITI COPA passed with 70% or more then 70%.
Desirable:	





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9. Syllabus Committee Member:

Sr. No.	Name	Organization	Designation	Technical Qualification	Experience in Years	Signature
1.	Mr. H. B. Kabariya	GCVT	GI	BSC Computer Science	10	
2.	Mr. K. A. Parmar	ITI Tarsali	SI	BSC Computer Science	3	
3.	Smt. R. H. Patel	ITI Gandhinagar	GI	BSC Computer Science	16	
4.	Mr. H. V. Parmar	ITI Gandhinagar	SI	MCA	10	
5.	Mr. D. V. Mehta	ITI Dahod	GI	B. Tech (Comp)	10	

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. After Completing the course the trainee should have able to computer literate.
2. The trainee should able to preparing his personal/ business letters.
3. The trainees should communicate information on Internet.

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

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

Rupees: 08 Lakhs
Appx.

Reference Year:
2012-13





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12. Area required for practical / Workshop for one batch

400 Sq. Ft. Minimum

13. Minimum Power connection required

3.45 K.W.

14.1 No of items in Standard list of Machinery:

3

14.1.1. Page NO from 4 to 4.

14.2 No of items in Standard list of Shop outfit :

4

14.2.1. Page NO from.4to 4

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

-

14.1.1. Page NO from -

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

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

: 21-06-2012

Syllabus implemented w.e.f. admission session

: New session

Revision History :

1. Revision No..... Revision Date.

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 Basic Computer Course.

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.	Latest Processor, Quad Core 32/64 Bit Processor(306 Ghz or Higher, 4MB 4-Core/8-Threads, Turbo up to 3.46 Ghz or Higher Network Card: Integrated Gigabit Ethernet(10/100/1000): RAM 8GB Dual Channel DDR3.1333MHzSDRAM Memory Expandable up to 8 GB. Cache: L3Smart 8MB Cache Speed 2.3 MHz or Higher. 1 Terabyte HDD, 22" TFT Monitor DVD Writer and Key Board, USB Optical Mouse	Machinery	10	1	11
2.	Windows 7 OS	Shop Outfit	10	1	11
3.	Ms Office INDIC IME	Shop Outfit	10	1	11
4.	Latest Licensed Anti Virus Software (10 User)	Shop Outfit	1		1
5.	24 PORT SWITCH FOR LAN	Machinery	1	0	1
6.	Internet Connectivity	Shop Outfit	1		
7.	Chair and Table for Trainer and Trainees	Furniture	10	1	11



Information Technology Bridge course (12 Hrs)

Syllabus

1. What is Social Networking ?	1 Hr.
1.0 Introduction	
1.1 Overview	
1.2 Advantage and disadvantages	
1.3 Types of social networking sites	
2. E-mail	1 Hr.
2.0 Creating mail account	
2.1 How to Communicate via e-mail	
2.2 Use Various facilities like upload, download etc	
2.3 Identify common measure for securing e-mail	
3. Blog Software	1 Hr.
3.0 What is a Blog?	
3.1 Example of blog	
3.2 How it works	
3.3 Use of blog	
4. Social Networking Websites	1 Hr.
Facebook	
1. Introduction to Facebook	
2. Sign up for Facebook and use Facebook	
3. How to use various facility with Facebook	
4. Create a Facebook "page" for your business	
Twitter	
1. Introduction to Twitter	
2. Sign up for Twitter and use of Twitter	
3. How to use various facility with Twitter	
LinkedIn	
1. Introduction to Twitter	



2. Sign up for Twitter and use of Twitter
3. How to use various facilities with LinkedIn Other sites.....

5. Instant Messaging	1 Hr.
5.0 Introduction to IM	
5.1 How to Use it (yahoo messenger, rediff and other chat tools)	
6. E-Banking	1 Hr.
6.0 Introduction	
6.1 Advantages	
6.2 Use of e-banking	
6.3 How to Use	
6.4 What are requirements of e-banking	
6.5 Mobile banking	
6.6 Security precaution	
7. Antivirus software	1 Hr.
7.0 What is virus	
7.1 Types of virus	
7.2 What is anti-virus?	
7.3 Example of anti-virus softwares?	
7.4 How to install antivirus software in computer?	
7.5 How to use antivirus software and its various tools	
7.6 What is fishing and anti-fishing	
7.7 How to secure your data	
7.8 Keep your computer secure and update	
8. Basic Networking	1 Hr.
8.0 Introduction	
8.1 Types of networks	
8.2 Types of Hardware devices of LAN and Wi-Fi network	
8.3 How to install LAN network	
8.4 How to install Wi-Fi network	
8.5 Identify various ways of securing online and network transaction	
9. Remote Computing	1 Hr.
9.0 Introduction	
9.1 Advantages	
9.2 Net-meeting	



C-395

9.3 How to connect remote computer using remote desktop, team viewer, and Net-meeting software

9.4 Introduction of Web-conference(Skype)

10. Basic Hardware Troubleshooting **1 Hr.**

10.0 Recognizing Hardware problems and troubleshooting

10.1 Operating System installation

10.2 How to install internal external devices (e.g.: printer, scanner, network card etc.)

11. Indic IME Software **1 Hr.**

11.0 Introduction

11.1 How to install and configure

11.2 Working with shruti fonts

12. Searching **1 Hr.**

12.0 How to use various search engines (google, yahoo, aol)

12.1 How to search various contents on internet?

Infrastructure Require

- Broadband /wi-fi Internet connection
- Licence Softwares like antivirus, operating system(windows xp/vista/win 7), Indic IME, team-viewer,
- Free downloaded softwares like yahoo messenger, skype

