

Choice Based Credit Transfer Course on Women Studies Syllabus

Course name: Women & Digital Literacy

**Course code: WS1011
L-1, T-1, P-1, Cr-3**

Rationale:

The course will help the students to understand the role and importance of Computer & Information Technology.

The course will also focus on the literacy and skill development in the field of computer technology, more specifically for girl students.

DETAILED SYLLABUS

1. Understanding Information & Communication Technology, Women, Work & Career

2. Knowing Computer

2.0 Introduction

2.1 Objectives

2.2 What is Computer?

2.2.1 Basic Applications of Computer

2.3 Components of Computer System

2.3.1 Central Processing Unit

2.3.2 Keyboard, mouse and VDU

2.3.3 Other Input devices

2.3.4 Other Output devices

2.3.5 Computer Memory

2.4 Concept of Hardware and Software

2.4.1 Hardware

2.4.2 Software

2.4.2.1 Application Software

2.4.2.2 Systems software

2.5 Concept of computing, data and information

2.6 Applications of IECT

2.6.1 e-governance

2.6.2 Entertainment

2.7 Bringing computer to life

2.7.1 Connecting keyboard, mouse, monitor and printer to CPU

2.7.2 Checking power supply

2.8 Summary

2.9 Model Answers

3. Introducing to Internet, WWW and Web Browser

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Basic of Computer Networks
 - 6.2.1 Local Area Network (LAN)
 - 6.2.2. Metropolitan Area Network. (MAN)
 - 6.2.2 Wide Area Network (WAN)
- 3.3 Internet
 - 3.3.1 Concept of Internet
 - 3.3.2 Applications of Internet
 - 3.3.3 Connecting to the Internet
 - 3.3.4 Troubleshooting
- 3.4 World Wide Web (WWW)
- 3.5 Web Browsing Software
 - 3.5.1 Popular Web Browsing Software
- 3.6 Search Engines
 - 3.6.1 Popular Search Engines / Search for content
 - 3.6.2 Accessing Web Browser
 - 3.6.3 Using Favorites Folder
 - 3.6.4 Downloading Web Pages
 - 3.6.5 Printing Web Pages
- 3.7 Understanding URL
- 3.8 Surfing the web
 - 3.8.1 Using e-governance website
- 3.9 Summary
- 3.10 Model Answers

3. Women and cyber security.

- 3.0 Introduction
- 3.1 Cyber Crimes
- 3.2 Fishing
- 3.3 Cracking
- 3.7 Summary
- 3.8 Model Answers

4. Understanding Word Processing

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Word Processing Basics
 - 4.2.1 Opening Word Processing Package
 - 4.2.2 Menu Bar
 - 4.2.3 Using the Help
 - 4.2.4 Using the Icons below Menu Bar
- 4.3 Opening and closing Documents
 - 4.3.1 Opening Documents
 - 4.3.2 Save and Save as
 - 4.3.3 Page Setup
 - 4.3.4 Print Preview
 - 4.3.5 Printing of Documents

4.4 Text Creation and manipulation

4.4.1 Document Creation

4.4.2 Editing Text

4.4.3 Text Selection

4.4.4 Cut, Copy and Paste

4.4.5 Spell check

4.4.6 Thesaurus

4.5 Formatting the Text

4.5.1 Font and Size selection

4.5.2 Alignment of Text

4.5.3 Paragraph Indenting

4.5.4 Bullets and Numbering

4.5.5 Changing case

4.6 Table Manipulation

4.6.1 Draw Table

4.6.2 Changing cell width and height

4.6.3 Alignment of Text in cell

4.6.4 Delete / Insertion of row and column

4.6.5 Border and shading

4.7 Summary

4.8 Model Answers

5. Using Spread Sheet

5.0 Introduction

5.1 Objectives

5.2 Elements of Electronic Spread Sheet

5.2.1 Opening of Spread Sheet

5.2.2 Addressing of Cells

5.2.3 Printing of Spread Sheet

5.2.4 Saving Workbooks

5.3 Manipulation of Cells

5.3.1 Entering Text, Numbers and Dates

5.3.2 Creating Text, Number and Date Series

5.3.3 Editing Worksheet Data

5.3.4 Inserting and Deleting Rows, Column

5.3.5 Changing Cell Height and Width

5.4 Formulas and Function

5.4.1 Using Formulas

5.4.2 Function

5.5 Summary

5.6 Model Answers

6. SPSS: Basic Inroduction.

7. Communication and Collaboration

- 7.0 Introduction
- 7.1 Objectives
- 7.2 Basics of E-mail
 - 7.2.1 What is an Electronic Mail?
 - 7.2.2 Email Addressing
- 7.3 Using E-mails
 - 7.3.1 Opening Email account
 - 7.3.2 Mailbox: Inbox and Outbox
 - 7.3.3 Creating and sending a new E-mail
 - 7.3.4 Replying to an E-mail message
 - 7.3.5 Forwarding an E-mail message
 - 7.3.6 Sorting and Searching emails
- 7.4 Document collaboration
- 7.5 Instant Messaging and Collaboration
 - 7.5.1 Using instant messaging
 - 7.5.2 Instant messaging providers
 - 7.5.3 Netiquettes
- 7.6 Summary
- 7.7 Model Answers

8. Making Small Presentation

- 8.0 Introduction
- 8.1 Objectives
- 8.2 Basics
 - 8.2.1 Using PowerPoint
 - 8.2.2 Opening a PowerPoint Presentation
 - 8.2.3 Saving a Presentation
- 8.3 Creation of Presentation
 - 8.3.1 Creating a Presentation Using a Template
 - 8.3.2 Creating a Blank Presentation
 - 8.3.3 Entering and Editing Text
 - 8.3.4 Inserting and Deleting Slides in a Presentation
- 8.4 Preparation of Slides
 - 8.4.1 Inserting Word Table or an Excel Worksheet
 - 8.4.2 Adding Clip Art Pictures
 - 8.4.3 Inserting Other Objects
 - 8.4.4 Resizing and Scaling an Object
- 8.5 Presentation of Slides
 - 8.5.1 Viewing a Presentation
 - 8.5.2 Choosing a Set Up for Presentation
 - 8.5.3 Printing Slides and Handouts
- 8.6 Slide Show
 - 8.6.1 Running a Slide Show
 - 8.6.2 Transition and Slide Timings
 - 8.6.3 Automating a Slide Show
- 8.7 Summary
- 8.8 Model Answers

References:

1. **Ruth Wood field.** *Women, Work and Computing.* **Cambridge University Press: UK, 2000**
2. **Dodge Mark, Swinford Echo, Couch Andrew, Schorr Ben M., Melton Beth, Rusen Ciprian Adrian, Legault Eric.** *Microsoft Office Professional 2013 Step by Step.* **PHI Learning, 2014**
3. **Tanenbaum Andrew S.** *Computer Networks.* **Pearson Professional Education. 2002**
4. **Jane Margolis and Allan Fisher,** *Unlocking The Clubhouse: Women in Computing,* **MIT press, 2002**
5. **5. P.K. Sinha,** *Computer Fundamentals,* **BPB Fundamentals, 2004**
