



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
SHORT TERM COURSE FOR HIGH SCHOOL STUDENTS

VTP01 Vacation Training programme on Computer Basics & Skills

(Scheme: 2016)

Total Duration: 25 Hours(2 weeks) Eligibility : Class VIII,IX,X Course fee : Rs. 2,000/-

Overall Objective: To impart basic ideas & practical skills in computer basics and skills in word processing, presentations, networking and image editing.

1. Introduction

Block diagram - Functional units – Hardware – Software - Concept of Binary number system - Types of computers – Desktop, Server, Laptop, Palmtop, Concept of machine, assembly & high level languages, Over view of the basic components – CPU- Keyboard – Mouse – Display – RAM & ROM–Secondary Storage devices- Operating System - Boot strapping - POST - purpose of OS (2 Hrs)

2. Working with Operating System (Windows/Linux)

Familiarisation of Windows Desktop, Folder & File manipulation, Understanding file formats, Windows utilities-Notepad, Paint, CD/DVD Burning, Working with Sound and movie files-Sound recorder-playing movie and audio files, Transferring files through USB using HDD/Flash drives/Memory cards/Smart phones, User Account creation, Power options-Installing and removing programs – Device manager-Installing and using printer-Virus protection – Firewall – Malware-Adware-Spyware – Disk Maintenance- Defrag (5 Hrs)

3. Introduction to Word Processing

Basic Formatting, Layout, Text, Paragraph Styles and Formatting, Finding and Replacing Text, Editing and Proofing Text, Spell check and correction, Grammar check and correction, How to add picture to the documents, Table Handling Formatting the Tables, Inserting, filling and formatting a table (5 Hrs)

4. Introduction to presentations

Make presentations, Create a new slide Add slides and Create a Slide master ,Changing layout for slide ,running a slide show, Saving a presentation ,changing the order of slides , changing the coloring scheme , change background , Adding transitions to slides, special effects, slide timings setup, Add tables and charts, Insert a picture, Insert audio and video, Add motion path, Edit motion path, Remove animation (5 Hrs)

Networking and Internet

Networking Concepts-Network Switches, Network cables(UTP Cat5/Cat6), RJ45 Connector, Information Outlet, Types of Internet Connections-Dial-up-Fixed Broadband-Mobile Broadband-Wireless Hotspots, Internet address, www, browser, Search Engines, Search Techniques, email, Blog, Facebook, Twitter, YouTube, Cyber attacks-spam-phishing, Cyber Law, Cyber Security (2 Hrs)

5. Basics of Image Editing

Loading Image, Resolution, Colour modes, Foreground and Background Colour, Familiarisation of Tools, Cropping, Filters, Transformation Working with layers, Managing Text. (5Hrs)



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
SHORT TERM COURSE FOR HIGH SCHOOL STUDENTS

VTP03 Vacation Training programme on English Communication & Soft Skills
(Scheme: 2016)

Total Duration: 25 Hours(2 weeks) Eligibility : Class VIII,IX,X Course fee : Rs. 2,000/-

Overall Objective: To impart basic ideas in English Communication, soft skills and create an awareness in Career opportunities.

1. English Communication & Soft Skills

Communication Skills- Basic English Grammar, Non-Verbal-body language-gestures-postures-voice modulation, Vocabulary Building and Vocabulary Building Activities, Pronunciation(accent neutralization), Non-verbal-Debate-Paraphrasing - Discussion-Role play-Extempore-Public speaking

Report Writing-Creative Writing, Email Writing, Notices & Advertisements, Group Dynamics-Team building, Test anxiety, Enhancing academic performance, Time management, Positive Attitude, Self Esteem.

(22 Hrs)

2. Career Guidance (What after Plus Two & What after Tenth)

How to choose right career options, Various job related professional courses in India and Abroad, Various other courses and higher education options in India and Abroad

(2 Hrs)
