Syllabus
Certificate In Information Technology
Duration : 06 months

Sl.No.	NAME	CONTENTS
	Paper I	
	Unit:1	Basic Concept of Information, Difference between data and Information, Introduction to Data Communication, Concepts of frequency, Amplitude, bandwidth, analog and digital signals.
	Unit:2	Introduction, Characteristics of computers, History of computers, Generations of Computers, Classifications of Computers, Computer Applications, Architecture of Computers, Computer Memory, I/O Units, Operating Systems.
	Unit: 3	**MS Office:** MS Word, MS Powerpoint, MS Excel, MS Access.
	Paper II	
	Unit:1	Need of Software, Types of Software, Programming Language, Machine Language, High-Level-Language.
	Unit:2	**Internet:** Introduction, What is internet?, How does it work?, Internet Protocols, TCP/IP, HTTP, FTP, POP, Domain Concept and Name System, How can I connect to internet?, Host terminal networking Connections, Individual Computer TCP/IP Link, the limitations of a slip or PPP account, Dial Up or On Demand TCP/IP link through LAN, Dedicated Link connection, Tools and services on internet, E-Mail, Usenet and New groups, What is FAQ?, Browsing the Internet, What is Gopher?
	Unit:3	**Internet Tools:** Introduction to e-mail, What about Privacy?, e-mail addressing, Components of e-mail, message composition, FTP and Telnet, How to use FTP?, Microsoft Internet Explorer, Building your Web Page, Creating a secure Website, Implementing Firewalls, Forms of attack requirements of secure Firewalls, Methods of restricting Access, IP Address, Domain Naming System, TCP/IP Configuration.
	Paper III	Practical on MS Office and Internet