APPONIX academy SINCE 2013

Diploma in Computer Education

Duration: 6 Months

Syllabus with Duration

1. ## History and Evolution of Computers

   - Generations of Computers
   - Early Computing Devices
   - Milestones in Hardware and Software

2. ## Introduction to Computers

   - Definition and Characteristics of Computers
   - Types of Computers: Desktop, Laptop, Tablet, Server
   - Applications of Computers in Daily Life

3. ## Components of a Computer System

   - Input Devices: Keyboard, Mouse, Scanner
   - Output Devices: Monitor, Printer, Speakers
   - Storage Devices: HDD, SSD, Pen Drive, CD/DVD

4. ## Operating System Basics

   - Types of Operating Systems: Windows, Linux, macOS
   - Functions of an Operating System
   - Starting, Shutting Down, and Restarting a Computer
   - Creating and Managing Folders and Files
   - Using the Desktop, Taskbar, and Start Menu

5. Control Panel and System Settings

- Add/Remove Programs
- User Account Management
- Date/Time, Language Settings
- Display and Sound Settings

6. Virus and Antivirus

- What is a Computer Virus?
- Types of Viruses
- Antivirus Software and Scanning
- Safe Computing Practices

7. Networking and Internet Basics

- What is a Network?
- Ethernet and Wireless Networking Basics
- Understanding IP Addressing and DNS (Basic Level)
- Network Devices: Router, Modem
- Web Browsers Overview (Chrome, Firefox, Edge)
- Using Search Engines Effectively (Google Search Techniques)

8. Internet Usage and Email

- Creating an Email ID
- Sending, Receiving, and Replying to Emails
- Forwarding and Adding Attachments
- Email Etiquette and Spam Awareness

9.Peripheral Devices and Printing

- Installing and Using Printers
- Printer Settings and Troubleshooting
- Scanners and External Storage

10. Basic Cybersecurity Awareness

- Password Safety
- Identifying Phishing Emails
- Secure Internet Practices

APPONIX

11. Introduction to Cloud and Online Storage

- Google Drive, OneDrive Basics
- Uploading and Sharing Files

12. Basic Productivity Tools Overview

- Brief Intro to MS Word, Excel, PowerPoint
- Using Notepad and WordPad
- Taking Screenshots and Using Snipping Tool

13. Final Practice / Q&A / Assessment

- Recap, practice tasks, assessment and viva

APPONIX