

തീയതി. 10.03.2020

പത്ര കുറിപ്പ്


കൊട്ടാരക്കര ഐ.എച്ച്.ആർ.ഡി എഞ്ചിനീയറിംഗ് കോളേജിൽ കുറഞ്ഞ ഫീസിൽ പ്രസ്ഥകാല കമ്പ്യൂട്ടർ കോഴ്സുകളായ MS-Office, Computerised Office Management, Desktop Publishing, C, C++, Web Designing, IT Master എന്നിവ ഉടൻ ആരംഭിക്കുന്നു. യോഗ്യത IT Master കോഴ്സിന് 8-10 ക്ലാസ്സ്, മറ്റ് കോഴ്സുകൾക്ക് SSLC/ തത്തുല്യ പരീക്ഷ.

വിശദവിവരങ്ങൾക്ക് കോളേജ് വെബ് സൈറ്റ് സന്ദർശിക്കുക.

[www.cckottarakkara.ihrd.ac.in](http://www.cckottarakkara.ihrd.ac.in)

ഫോൺ നമ്പർ: 0474.2453300, 9995680910

SLNo	Course	Eligibility	Fees
1	Short-term Course on MS-Office & Internet	SSLC or equivalent	Rs. 1,500/-+GST applicable
2	Certificate Course on Computerised Office Management	SSLC or equivalent	Rs. 1,000/- + GST applicable
3	Certificate Course in desktop Publishing	SSLC Passed + Computer Awareness	Rs. 1,500/- + GST applicable
4	Short-term Course on Programming in C	SSLC or equivalent	Rs. 3,000/- + GST applicable
5	Short-term Course on Programming in C++	SSLC or equivalent	Rs. 3,500/- + GST applicable
6	Short-term Course on Web Designing	SSLC or equivalent	Rs. 5,000/- + GST applicable
7	Short-term Course on IT Master	8 <sup>th</sup> Standard or above	Rs. 3,500/- + GST applicable

  
പ്രിൻസിപ്പൽ



**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**  
(Established by Govt. of Kerala)  
Thiruvananthapuram, Kerala.

## **Short-term Course on MS-Office & Internet**

*[Scheme 2011]*

Course Code : ST1101.

1. Aim: To give required training in office automation packages to give necessary hands on training in MS-Office software, so that the student will have employment opportunity in private business firms and also for self employment.
2. Duration of the course : 60 Hrs. (with in 3 months period)
3. Eligibility for admission : SSLC or equivalent
4. Sanctioned Intake : 40 students/batch
5. Course Fee : Rs. 1,500/-+GST applicable.
6. Eligibility for Certificate :
  - i) Student shall have minimum 75% attendance during the course.
  - ii) Student shall pass the evaluation test conducted by the training centre.

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Director

[Course Code : ST1101]



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

**Short-term Course on MS-Office & Internet**

[Scheme 2011] Duration: 60 Hrs.

**Module 1 : Windows** (10 Hrs)

Computer fundamentals, DOS commands, introduction to windows, GUI, Operation of mouse, click, double click, drag, selection, desktop, taskbar, icon, start button, paint, word pad, files, folders, explorer, control panel

**Module 2 : MS-Word** (20 Hrs)

Word processing package, features, MS Word menu, Windows parts, creating document, Saving, Editing  
Formatting text – Selection, Copying, Moving, Deleting, Inserting, Undo, Redo, Line spacing, Newspaper Column.  
Formatting Paragraph - Margins, Bullets & Numbering, Edit menu, Headers, Footers, Page layout.  
Tables – Creation, Editing, Formatting, Table insertion, Document with table.  
Mail merge, Template Creation.

**Module 3 : MS-Excel** (15 Hrs)

Electronics Spread sheet, Features, Menu, Cells, Rows, Columns, saving worksheet, selecting cells, entering, copying formula, auto sum, functions, re-arranging, worksheet moving, copying, deleting, sorting.

Formatting cells & cell contents, insert/ delete row, column, freezing, splitting, hide/ unhide, cell protection.

Drawing Graph, types of graphs, title, legends – saving, if comment, moving, copying between sheets

**Module 4 : MS-Power Point** (5 Hrs)

Introduction, slide selection, inserting pictures, animation

**Module 5 : Internet** (10 Hrs)

www, DNS, website, E-mail, chat, search engines

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**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**  
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**Certificate Course on  
Computerised Office Management**

*[Scheme 2011]*

Course Code : ST1102

*(Special training programme conducted as per tie-up with MCIP, Corporation of Thiruvananthapuram)*

1. Aim: To give required training in Computerised office management packages and master supporting skills.
2. Duration of the course : 110 Hrs. (Within 3 months period)
3. Eligibility for admission : SSLC or equivalent
4. Intake : 40 students/batch
5. Course Fee : Rs. 1,000/-+GST applicable.
6. Eligibility for Certificate :
  - i) Student shall have minimum 75% attendance during the course.
  - ii) Student shall pass the evaluation test conducted by the training centre.

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[Course Code : ST1102]



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

## Certificate course in Computerised Office Management

[Scheme 2011]

### Module 1: Introduction to Windows

Windows Basics, The user interface, Windows accessories, Miscellaneous Windows features, Files and Folders, Windows Explorer, Control panel.

**Module 2: MS Word** Word processing features, Document Preparation, Formatting a document, Creating Tables, Macros, Mail Merge, Printing a document.

**Module 3: MS Excel** Excel Work Books, Entering Data, Editing, Worked with named Ranges, Creating formulas, Excel charts, Excel Database, Macros, Data Analysis, if, analysis, Printing.

**Module 4: Microsoft Access** What is a Database, Creating Tables, Assigning field names, Data types, designing a table, Basics of queries, Working with criteria, Relational Queries, Sorting, Working with Forms, placing bound controls, changing colors and effects, Working with Reports, Reports types, Printing.

**Module 5: Microsoft PowerPoint** Overview and Users of Power Point, Creating a Presentation, Slide layout, Slide design, Creating a Presentation using, Normal, Slide, Outline, Slide Sorter, Slide Show, Notes, Slide Master, Controlling Transitions between Slides, Animating Different Parts of a Slide, Inserting a Motion Clip, Including Sounds in Slides, Showing a Presentation, Rehearsing/ Timing a Presentation.

### Module 6: Introduction to PageMaker

Introduction, Traditional Publishing process, Hardware and software requirements, Working with a publication, Drawing tools, Text tool, Fonts, Colors, Importing Graphics, Story Editor, Style Sheets, Long Documents Features, Utilities.

### Module 7: Internet Technology

Basics of Computer Communications, Network topologies, Evolution of Internet, Equipments required for internet Connection, World Wide Web, Web Browser, Search engines, E-Mail Concepts, Searching & Chatting.

### Module 8: DOS

Concept of Disk Operating Systems and simple DOS commands, date, time, cd, md, copy, ren, del, copy con, type

### Module 9: Introduction to Linux

Concept of open and free software, Survey of Linux distribution, Starting a terminal, file and directory commands, cat, ls, cp, mkdir, cd, rmdir, passwd etc, Familiarization to open office components, open office writer, open office calc, open office impress.

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## **Certificate Course in DESKTOP PUBLISHING**

[Scheme 2011]

Course Code : ST1501

*(Special training programme conducted as per tie-up with MCIP, Corporation of Thiruvananthapuram)*

1. Aim: To give required training in desktop publishing packages and master supporting skills.
2. Duration of the course : 110 Hrs. (Within 3 months period)
3. Eligibility for admission : SSLC Passed + Computer Awareness
4. Intake : 30 students/batch
5. Course Fee : Rs. 1,500/-+GST applicable.
6. Eligibility for Certificate :
  - i) Student shall have minimum 75% attendance during the course.
  - ii) Student shall pass the evaluation test conducted by the training centre.

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**Certificate course in Desktop Publishing**  
*[Scheme 2011]*

**Module 1: MS-Word**

Familiarization of word processing using Ms-word

**MODULE 2: Adobe PageMaker 7.0:**

Introduction to desktop publishing, Introduction to Page Maker advantages, Using the mouse - Components of the Page Maker window, Creating Publications, Creating a new document, Setting the margins, Setting the page size, Changing the page orientation, Setting page numbers, Changing the page size view, Creating new document windows, Displaying the rulers, Changing the rulers, Using rulers, Using guidelines, Positioning guidelines, Adding guidelines to master pages, Aligning to guidelines, Displaying guidelines, Locking guidelines, Formatting types, Changing character specification, Saving your documents, Developing paragraph, Formatting paragraph, Creating frames, Converting other objects to frames, Threading and Unthreading text, Threading additional text, Threading text to different page, Unthreading text blocks, Rethreading text blocks, Making text blocks, Disappear without deleting, Selecting and dragging text, Editing, deleting text, cut copying and pasting text, Viewing the contents of clipboard, using undo and revert, adding design elements, Introduction to auto flow, PageMaker plug-ins, Drop cap, Change case, Bullets and Numbering, Adding design elements.

**Module 3: Adobe Photoshop**

Introduction, Getting stock image tools, Getting images into Photoshop, Creating new images, Selecting colors and display, Saving and developing image code, Selecting tools, path, mask, editing, layers, filter, Saving and developing images, retouching a photography, Remove a stain from a photo, Remove blemishes, Rubbing out an unwanted person, Repairing the cracked photography, Cloning a pattern, Cropping an image, Making things appear small-Wrinkled photograph, Faded photograph, Working with fixed media, Familiarization with CorelDraw, Adding graphics to your document, Adding lines, Changing lines specification, Adding shapes, Changing shape Specification, Changing line and fill specification together (fill & stroke), Changing round corners, Creating drops shadow boxes, Text wrap, Changing PageMaker options, Adjusting margins, Setting and adjusting columns, Setting unequal width columns, Creating headers and footers, Creating graphics in PageMaker, Rotating text, skewing and mirroring objects with the control palette, Setting up Master page Templates, Creating custom page sizes, Creating custom boarders, Creating newspaper template, Creating new Master page, Saving an existing page as a master, Setting up custom styles, Defining styles, Creating, editing, removing styles, Copying styles, Layers palette, Moving and creating objects, Printing Selecting a printer, Printing your document, Printing document dialog box options, Using Pagemakers default color palette, Opening color palette, Adding color to text, Working with color graphics, Defining custom colors, Creating text screens, Using story editor, How the story editor names stories, Switching between story editor and layout editors, closing story editor and placing the story editor, Difference between story editor and layout editors, Checking your spelling, Starting the speller, Correcting the misspelled words, Correcting duplicate words, Adding words to the different dictionaries, Correcting duplicate words, using find features – Using the change feature – Creating an index- Using page maker help.

**Module 4: Illustrator**

Illustrator Overview – Graphics overview- Raster – Vector – Printing – Creating new drawings and opening old ones- Page setup- Rulers, grids and guidelines – Smart guides – Smart guide preferences – Selecting an object – Templates – Illustrator's design tools- Grid - Art board/workspace- Setting preferences/customizing – Saving work – Exporting work as a bitmap.

**MODULE 5:Corel Draw**

Tools in detail - Understanding Vector Graphics & Colors- Setting & Familiar with Corel Draw environment – Working with Corel draw tools & multiple pages – Understanding menus of Corel Draw, basic object creation, editing and alignments of objects- Adjustments, transformation & Corrections of objects, Importing images & Placing images, Using of fonts & giving text effects, Pattern & Logo designing, designing techniques, Printing text & Objects.

**MODULE 6:Adobe Acrobat**

Introduction – Document files – Images- Graphics – Spreadsheets – Limitations of the existing document files – PDF files & formats – Features of Acrobat reader – Using Acrobat reader – Reading PDF files – Features of Acrobat Writer – Using Acrobat Writer – Conversion of text files, images, graphics, spread sheet etc. Comparison of PDF with original file – Portability of PDF.

**Module 7: Internet Technology**

Basic of Computer communications – Network Models – Evolution of internet equipment required for internet connection – World Wide Web –email concepts, searching and chatting – Key board practice (Malayalam)

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## **Short-term Course on PROGRAMMING IN C**

[Scheme 2018]

Course Code : ST1803

1. Aim: To give required training in programming in C language and master programming skills.
2. Duration of the course : 75 Hrs. (Within 3 months period)
3. Eligibility for admission : SSLC or equivalent
4. Intake : 40 students/batch
5. Course Fee : Rs. 3,000/-+GST applicable.
6. Eligibility for Certificate :
  - i) Student shall have minimum 75% attendance during the course.
  - ii) Student shall pass the evaluation test conducted by the training centre.

Thiruvananthapuram  
April 12, 2018

Sd/-  
Director



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

SHORT-TERM COURSE ON PROGRAMMING IN C

[Scheme 2018] Duration: 75 Hrs.

**Module I: Introduction (30 Hrs)**

- a) Concept of Hardware and software
- b) Introduction to Number Systems-Binary, Decimal, Octal, hexadecimal
- c) C character set, tokens, Data Types, Variables and Constants
- d) Operators and Expressions,
- e) Basic structure of C program,
- f) Types and Declarations: Types- character, integer, floating point, void, enumerated.
- g) Conditional statements and loops - Declarations – structure-multiple names scope, initialization.
- h) Function declaration, argument passing, return value
- i) Recursive functions
- j) Arrays -one and two dimensional
- k) Pointers - new, delete operators - pointer to arrays
- l) Sorting-Selection sort, Bubble sort
- m) Searching - Linear search, Binary search
- n) Pointer to void and pointer to function.

**Module II: Data structures (20 Hrs)**

- a) Data structures – Data Structure, Classification of data structures, Operations on data structures
- b) Stack, Implementation of Stack, Concept of Operations on Stack.
- c) Queue, Implementation of queue, Concept of Operations on queue, Concept of Circular queue.
- d) Concept of Linked List, Concept of Implementation of linked list
- e) Algorithms- bubble sort, merge sort, quick sort

**Module III: Structure and Pointers (15 Hrs)**

- a) Structures-Defining a Structure, declaring structure variables, accessing structure elements, passing structure to Functions as value and reference argument/parameter, Function returning structure,
- b) Array of structures, passing an array of structure as an argument/ a parameter to a function.

**Module IV: Data File Handling (10 Hrs)**

- a) Need for a data file, Types of data files – Text file and Binary file;
- b) Basic file operations on text file: Creating/Writing text into file, Reading and Manipulation of text from an already existing text File (accessing sequentially);
- c) Binary File: Creation of file, writing data into file, searching for required data from file, Appending data to a file, Insertion of data in sorted file, Deletion of data from file, Modification of data in a file;

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**Short-term Course on  
PROGRAMMING IN C++**

[Scheme 2018]

Course Code : ST1804

1. Aim: To give required training in programming in C++ language and master programming skills.
2. Duration of the course : 75 Hrs. (Within 3 months period)
3. Eligibility for admission : SSLC or equivalent
4. Intake : 40 students/batch
5. Course Fee : Rs. 3,500/-+GST applicable.
6. Eligibility for Certificate :
  - i) Student shall have minimum 75% attendance during the course.
  - ii) Student shall pass the evaluation test conducted by the training centre.

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April 12, 2018

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**Module I: Introduction (20 Hrs)**

- a) Concept of Hardware and software
- b) Introduction to Number Systems-Binary, Decimal, Octal, hexadecimal
- c) C++ character set, tokens, Data Types, Variables and Constants
- d) Operators and Expressions.
- e) Basic structure of C++ program,
- f) Types and Declarations: Types- Boolean, character, integer, floating point, void, enumerated.
- g) Conditional statements and loops - Declarations – structure-multiple names scope, initialization.
- h) Function declaration, argument passing, return value
- i) Recursive functions
- j) Arrays -one and two dimensional
- k) Pointers - new, delete operators - pointer to arrays
- l) Sorting Techniques-Selection sort, Bubble sort
- m) Searching Methods-Linear search, Binary search-constants, reference pointer,
- n) Pointer to void and pointer to function.

**Module II: Object Oriented Programming (20 Hrs)**

- a) Object Oriented Programming: Concept of Object Oriented Programming-**abstraction**, encapsulation, inheritance, and polymorphism Classes- Object - private, public, protected variables.
- b) Function overloading, operator overloading
- c) Friend function, derived classes, polymorphism, virtual function, Friend function
- d) Functions inside and outside a class-scope resolution operator (::) files and streams Library functions for file and string operations

**Module III: Data structures (20 Hrs)**

- a) Data structures – Data Structure, Classification of data structures, Operations on data structures
- b) Stack, Implementation of Stack, Concept of Operations on Stack.
- c) Queue, Implementation of queue, Concept of Operations on queue, Concept of Circular queue.
- d) Concept of Linked List, Concept of implementation of linked list
- e) Algorithms- bubble sort, merge sort, quick sort

**Module IV: Structure and Pointers (15 Hrs)**

- a) Structures-Defining a Structure, declaring structure variables, accessing structure elements, passing structure to Functions as value and reference argument/parameter, Function returning structure,
- b) Array of structures, passing an array of structure as an argument/ a parameter to a function.
- c) Introduction to Files

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## **Short-term Course on Web Designing**

[Scheme 2018]

Course Code : ST1805

1. Aim: To give required training in web site designing and master supporting programming skills.
2. Duration of the course : 90 Hrs. (Within 3 months period)
3. Eligibility for admission : SSLC or equivalent
4. Intake : 40 students/batch
5. Course Fee : Rs. 5,000/-+GST applicable.
6. Eligibility for Certificate :
  - i) Student shall have minimum 75% attendance during the course.
  - ii) Student shall pass the evaluation test conducted by the training centre.

Thiruvananthapuram  
April 12, 2018

Sd/-  
Director



**SHORT-TERM COURSE ON WEB DESIGNING**

[Scheme 2018] Duration: 90 Hrs.

**Module I: Web Technology (15 Hrs)**

- a) Need of secure communications.
- b) Web server and web hosting.
- c) static and dynamic web pages.
- d) the difference between programming languages and scripts.
- e) different types of scripting languages.
- f) different types of scripting languages.
- g) the basic HTML tags.
- h) Lists fundamental HTML tags and attributes.
- i) Classifies HTML tags.
- j) Identifies the formatting tags and attributes.
- k) Identifies the similarities and differences among formatting tags.
- l) Uses the tags <PRE> and <DIV>.
- m) Provides scrolling to the objects and contents in a web page.
- n) Uses <FONT> Tag to make text attractive.
- o) Uses comments in HTML.
- p) Inserts images into html documents.

**Module II: Web Designing using HTML (10 Hrs)**

- a) Distinguishes various types of lists available in HTML.
- b) Links various web pages and sections within a webpage.
- c) Embeds various audio, video files in a webpage.
- d) Embeds inline audio video.
- e) Lists various tags and attributes in creating a table.
- f) Compares tags such as TD TH and their attributes and uses.
- g) Illustrates the creation of Table.
- h) Illustrates the use of frames and framesets.
- i) Creates frames.
- j) Explains the use of forms in HTML.
- k) Lists the use of forms in html and its components.
- l) Creates a webpage with all the features discussed so far.

**Module III: Client Side Scripting Using javascript (15 Hrs)**

- a) Distinguishes the use of client side and sever side scripting language.
- b) Explains the need of client side scripting language.
- c) Identifies the importance of JavaScript as the client side scripting language.
- d) Uses JavaScript functions in a web page.
- e) Explains different data types in JavaScript.
- f) Uses correct variables in JavaScript.
- g) Uses appropriate control structures in program codes.
- h) Uses appropriate built-in functions in JavaScript.
- i) Explains the method to access document elements using javascript.
- j) Creates JavaScript functions that handle values in text boxes and combo boxes.

### **Module III: Web Hosting (10 Hrs)**

- a) Describes the use of a web server and the concept of web hosting.
- b) Classifies different types of hosting.
- c) Explains the ways to buy hosting space.
- d) Registers a domain and hosts a website using FTP client software.
- e) Explains the features of free hosting.
- f) Identifies the use of Content Management Systems.
- g) Describe the need for responsive web design.

### **Module IV: Database Management System (15 Hrs)**

- a) Recognizes the need for files.
- b) Identifies the major limitations of the conventional file management system.
- c) Lists and explains the different advantages of the database management system.
- d) Lists the various components of the DBMS and explains their purpose.
- e) Recognizes the types of users and their roles in the DBMS environment.
- f) Explains the levels of data abstraction and data independence in DBMS.
- g) Explains the relational model by citing examples.
- h) Uses the different terminologies in RDBMS appropriately.
- i) Applies and evaluates the various operations in relational algebra.

### **Module V: Structured Query Language (10 Hrs)**

- a) Recognizes the importance and features of Structured Query Language.
- b) Explains the components of SQL. Distinguishes the features of DDL, DML and DCL commands.
- c) Identifies the characteristics of MySQL. Lists different data types and their features.
- d) Explains the effect of different constraints.
- e) Performs operations using DDL commands like CREATE, ALTER, DROP.
- f) Uses DML commands like SELECT, INSERT, UPDATE, DELETE for data manipulation. Identifies various clauses associated with SQL commands and their purpose. Uses operators for setting different conditions.
- g) Lists different aggregate functions and their usage.
- h) Constructs nested queries for information retrieval.

### **Module VI: Server Side Scripting Using PHP (15 Hrs)**

- a) Lists the benefits of using PHP.
- b) Explains the syntax of PHP code.
- c) Illustrates various data types and operators used in PHP.
- d) Constructs code from algorithm using control and looping structures in PHP.
- e) Identifies the difference and use of different types of array.
- f) Designs PHP functions for common tasks.
- g) Describes the client server environment.
- h) Selects the appropriate data submitting methods for different scenarios.
- i) Identifies the role of database connectivity in the creation of dynamic webpages.

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**Short-term Course on IT MASTER**

[Scheme 2019]

Course Code : ST1902

1. Aim: To give required training in basic Computer Hardware and Network maintenance methods. Also to provide necessary hands on training in Computer Hardware, Network troubleshooting and repair, so that the student will have employment opportunity in private service firms and also for self employment.
2. Duration of the course : 60 Hrs. (Within 3 months period)
3. Eligibility for admission : 8<sup>th</sup> Standard or above
4. Intake : 40 Students/batch
5. Course Fee : Rs. 3,500/-+GST applicable.
6. Eligibility for Certificate :
  - i) Student shall have minimum 75% attendance during the course.
  - ii) Student shall pass the evaluation test conducted by the training centre.

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Director



[Course Code : ST1902]



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

**Short-term Course on IT MASTER**

[Scheme 2019] 60 hrs

**Module 1: Knowing computer**

(5 Hrs)

- a) What is Computer, Basic Applications of Computer
- b) Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse
- c) Other input/output Devices
- d) Computer Memory
- e) Concepts of Hardware and Software
- f) Concept of Computing, Data and Information
- g) Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

**Module 2: Operating Computer using GUI Based Operating System**

(5 Hrs)

- a) What is an Operating System
- b) Basics of Popular Operating Systems; The User Interface
- c) Using Mouse; Using right Button of the Mouse and Moving Icons on the screen
- d) Use of Common Icons, Status Bar
- e) Using Menu and Menu-selection
- f) Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders
- g) Opening and closing of different Windows; Using help; Creating Short cuts
- h) Basics of O.S Setup; Common utilities.

**Module 3: Understanding Word Processing**

(15 Hrs- 5hrs.Theory + 10hrs Practical)

- a) Word Processing Basics; Opening and Closing of documents
- b) Text creation and Manipulation, Formatting of text
- c) Table handling
- d) Spell check, language setting and thesaurus
- e) Printing of word document.

**Module 4: Using Spread Sheet**

(15 Hrs- 5hrs.Theory + 10hrs Practical)

- a) Basics of Spreadsheet
- b) Manipulation of cells
- c) Formulas and Functions
- d) Editing of Spread Sheet
- e) Printing of Spread Sheet.

**Module 5: Making Small Presentation**

(7 Hrs-2hrs.Theory + 5hrs Practical)

- a) Basics of presentation software
- b) Creating Presentation; Preparation and Presentation of Slides; Slide Show;
- c) Taking printouts of presentation / handouts.

**Module 6: Introduction to Internet, WWW and Web Browsers**

(5 Hrs)

- a) Basic of Computer networks; LAN,WAN;
- b) Concept of Internet; Applications of Internet; connecting to internet;
- c) What is ISP, Knowing the Internet;
- d) Basics of internet connectivity related troubleshooting,
- e) World Wide Web, Web Browsing software, Search Engines;
- f) Understanding URL; Domain name; IP Address;
- g) Using e-governance website

**Module 7: Communications and collaboration**

(8 Hrs)

- a) Basics of electronic mail; getting an email account, Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration
- b) Instant Messaging
- c) Mobile phone technology- Mobile operating systems-Android, ios, windows-different versions
- d) Mobile apps and Online stores
- e) online products (Google drive, sheets etc)

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Thiruvananthapuram  
11-03-2019

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Director