

## DIPLOMA IN FOOD AND BEVERAGE SERVICE

**Eligibility:** Senior Secondary (10+2) or equivalent.

**Duration:** One Year + six months in industry

**Teaching hours per week:** 35 Hours

**Effective teaching:** 34 weeks

**Industrial training:** 24 weeks after the annual examinations.

### TEACHING AND EXAMINATION SCHEME

No.	Subject code	Subject	Hours per week	Term Marks*
<b>THEORY</b>				
1	DFB-01	Food Service	5	100
2	DFB-02	Beverage Service	5	100
3	DFB-03	Food & Beverage Control	2	50
4	DCS-01	Hygiene & Sanitation	2	50
5	DCS-03	Business Communication	2	50
TOTAL			16	350
<b>PRACTICAL</b>				
5	DFB-11	Food Service	8	100
6	DFB-12	Beverage Service	8	100
7	DCS-11	Computer Awareness	1	-
8	DCS-12	Library	2	-
TOTAL			19	200
<b>GRAND TOTAL</b>			<b>35</b>	<b>550</b>

\*Term Marks will comprise 30% Mid Term Marks & 70% End Term Exam Marks.

### **RULES AT A GLANCE**

NO.	TOPIC	REQUIREMENT
1.	Attendance required to become eligible for exam	75% in aggregate
2.	Minimum pass marks for each theory subject	40%
3.	Minimum pass marks for each practical subject	50%
4.	Maximum duration to pass/clear all subjects/ papers	03 academic years

### **FOOD SERVICE (DFB-01)**



**TIME ALLOTTED: 05 HOURS PER WEEK**

**MAXIMUM MARKS: 100**

<b>ACTIVITY</b>	<b>MAXIMUM MARKS</b>
<b>Marks for attendance</b>	<b>5</b>
<b>Mid-term exam marks</b>	<b>25</b>
<b>Total (Incourse Assessment Marks)</b>	<b>30</b>
<b>End term exam marks</b>	<b>70</b>
<b>Total</b>	<b>100</b>

**Learning objectives:** This course shall take the learner through the basic concepts of Food Service. At the end of this course the student shall be able to identify the basic styles of service. Differentiate catering establishments, appreciate table laying skills and methods used in the restaurant.  
The course is planned for candidates to develop knowledge, inputs required at the entry and supervisory level of a star hotel.

<b>UNIT</b>	<b>CONTENT</b>	<b>HOURS ALLOTTED</b>	<b>WEIGHTAGE FOR EXAM</b>
1	<b>Hospitality Industry and the waiter</b> <ul style="list-style-type: none"><li>• History of catering</li><li>• Catering establishments</li><li>• What professional waiters do differently</li><li>• Inter and intra departmental co-operation</li></ul>	10	05%
2	<b>Classification and use of F&amp;B Equipment</b> <ul style="list-style-type: none"><li>• Types, care and uses of Tableware, Hollowware, Crockery, Glassware, Linen, Furniture and special Equipment used in the F&amp;B service department</li></ul>	15	10%
3	<b>The F&amp;B Service department</b> <ul style="list-style-type: none"><li>• Staff organisation</li><li>• Duties and Responsibility of the waiter</li><li>• The Butler<ul style="list-style-type: none"><li>➤ Role</li><li>➤ Special skills</li><li>➤ Duties</li></ul></li><li>• Significance of a pantry<ul style="list-style-type: none"><li>➤ Layout</li><li>➤ Equipment</li><li>➤ Functions</li><li>➤ Silver polishing</li></ul></li><li>• Outlets in a F&amp;B Department- Restaurant, Bar, Banquet, Poolside, Coffee shop, Pastry shop, Night club</li></ul>	15	10%



4	<b>Preparation for service</b> <ul style="list-style-type: none"> <li>• Mise-en-place</li> <li>• Mise-en-scene</li> <li>• Rules of laying a table</li> <li>• Basics of tray set up</li> </ul>	15	10%
5	<b>Menu and courses</b> <ul style="list-style-type: none"> <li>• Types of menu</li> <li>• Basic courses of a French Classical Menu Hors de oeuvre, Potage, Poisson, Entrée, Relevee, Sorbet, Roti, Legumes, Entremet, Savoury, Dessert, Café</li> <li>• Service, examples, cover, accompaniments and sideboard requirements for dishes from the above courses</li> </ul>	20	15%
<b>MID TERM EXAM</b>			
6	<b>Forms of service</b> <ul style="list-style-type: none"> <li>• Silver</li> <li>• American</li> <li>• Russian</li> <li>• Trolley</li> <li>• Buffet</li> <li>• Cafeteria</li> <li>• Family</li> <li>• QSR</li> <li>• English</li> <li>• Room Service</li> </ul>	20	15%
7	<b>Breakfast Service</b> <ul style="list-style-type: none"> <li>• Cover, examples and menu and service of <ul style="list-style-type: none"> <li>➤ Continental BF</li> <li>➤ American BF</li> <li>➤ English BF</li> <li>➤ Indian BF</li> <li>➤ Buffet</li> </ul> </li> </ul>	15	10%
8	<b>Kitchen Stewarding</b> <ul style="list-style-type: none"> <li>• Role</li> <li>• Hierarchy</li> <li>• Equipment</li> </ul>	10	05%
9	<b>Function Catering</b> <ul style="list-style-type: none"> <li>• Banquets</li> </ul>	15	10%



	<ul style="list-style-type: none"> <li>➤ Types</li> <li>➤ Seating</li> <li>➤ Menu</li> <li>• Out Door Catering</li> <li>• Events</li> </ul>		
10	<b>Specialised F&amp;B Catering</b> <ul style="list-style-type: none"> <li>• Airline catering</li> <li>• Hospital catering</li> <li>• Cruise line catering</li> <li>• Railway Catering</li> <li>• Catering services in Armed forces</li> <li>• Welfare Catering</li> </ul>	15	10%
<b>TOTAL</b>		<b>150</b>	<b>100%</b>



## BEVERAGE SERVICE (DFB-02)

**TIME ALLOTTED: 05 HOURS PER WEEK**

**MAXIMUM MARKS: 100**

ACTIVITY	MAXIMUM MARKS
<b>Marks for attendance</b>	<b>5</b>
<b>Mid-term exam marks</b>	<b>25</b>
<b>Total (Incourse Assessment Marks)</b>	<b>30</b>
<b>End term exam marks</b>	<b>70</b>
<b>Total</b>	<b>100</b>

**At the end of this course a student shall be able to:**

- Define and classify different alcoholic and non-alcoholic beverages.
- Differentiate different beverages on the menu.
- Match wines with Indian & International food items.
- Understand alcohol strength of drinks.
- Understand effect of alcohol on human body.
- Appreciate bar operations.

UNIT	CONTENT	HOURS ALLOTTED	WEIGHTAGE FOR EXAM
1	<b>Non-alcoholic beverages</b> <ul style="list-style-type: none"> <li>• Classification: Stimulating, Energizing, Refreshing</li> <li>• Brands</li> <li>• Service</li> </ul>	10	05%
2	<b>Wines</b> <ul style="list-style-type: none"> <li>• Classification</li> <li>• Production</li> <li>• New world vs Old world wines</li> <li>• Grape varieties</li> <li>• Brand names</li> <li>• Service of Red, white, sparkling wines</li> <li>• Aperitif wines: Service and popular brands</li> <li>• Fortified wines: Service and popular brands</li> </ul>	20	15%
3	<b>Spirits</b> <ul style="list-style-type: none"> <li>• Whisky, Rum, Gin, Vodka, Brandy, Tequila                             <ul style="list-style-type: none"> <li>➤ Classification</li> <li>➤ Brands</li> <li>➤ Service</li> </ul> </li> </ul>	20	15%
4	<b>Liqueurs</b> <ul style="list-style-type: none"> <li>• Classification</li> </ul>	10	10%



	<ul style="list-style-type: none"> <li>• Colour and flavour</li> <li>• Famous brands at least 10</li> </ul>		
5	<b>Cocktails</b> <ul style="list-style-type: none"> <li>• Classification</li> <li>• Rules of making cocktails</li> <li>• Recipe of 20 classical cocktails</li> </ul>	15	10%
<b>MID TERM EXAM</b>			
6	<b>Beer</b> <ul style="list-style-type: none"> <li>• Classification</li> <li>• Service</li> <li>• Storage</li> <li>• Brands</li> </ul>	15	10%
7	<b>Liquor</b> <ul style="list-style-type: none"> <li>• Alcohol and the human body</li> <li>• Strength of drinks</li> <li>• Pouring measure</li> </ul>	15	10%
8	<b>Bar</b> <ul style="list-style-type: none"> <li>• Layout</li> <li>• Permitted hours</li> <li>• Opening and closing duties</li> <li>• Age and Alcohol</li> <li>• Bar Frauds</li> <li>• Types</li> <li>• Responsible Service and trends</li> </ul>	15	10%
9	<b>Food and wine harmony</b> <ul style="list-style-type: none"> <li>• Matching wines with international menu</li> <li>• Matching wines with Indian menus</li> </ul>	15	10%
10	<b>Retail beverage outlets</b> <ul style="list-style-type: none"> <li>• Coffee baristas</li> <li>• Chai Bars</li> <li>• Pubs</li> <li>• Juice bars</li> <li>• Operations in FOH, MOH, BOH</li> </ul>	15	10%
<b>TOTAL</b>		<b>150</b>	<b>100%</b>



## FOOD & BEVERAGE CONTROL (DFB-03)

**TIME ALLOTTED: 02 HOURS PER WEEK**

**MAXIMUM MARKS: 50**

ACTIVITY	MAXIMUM MARKS
<b>Marks for attendance</b>	<b>2½</b>
<b>Mid-term exam marks</b>	<b>12½</b>
<b>Total (Incourse Assessment Marks)</b>	<b>15</b>
<b>End term exam marks</b>	<b>35</b>
<b>Total</b>	<b>50</b>

**Learning objectives:** To help students to understand the complexities of controlling the Cost, Food & Beverage products, labour and revenue in Food & Beverage operations and maximizing profit without sacrificing the quality or quantity of the food or beverage which goes to the guest.

UNIT	CONTENT	HOURS ALLOTTED	WEIGHTAGE FOR EXAM
1	<b>Cost and Sales Concept</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Cost Concepts</li> <li>• Sales Concepts</li> <li>• Cost to Sales Ratio: Cost Percent</li> </ul>	06	10%
2	<b>Control Process</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Control</li> <li>• The Control Process</li> <li>• Control Systems</li> <li>• Cost Benefit Ratio</li> </ul>	06	10%
3	<b>Control Cycle</b> <ul style="list-style-type: none"> <li>• Purchasing</li> <li>• Receiving</li> <li>• Storing</li> <li>• Issuing</li> </ul>	09	15%
4	<b>Menu Engineering &amp; Analysis</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Menu Engineering</li> <li>• Menu Analysis</li> </ul>	09	15%
<b>MID TERM EXAM</b>			
5	<b>Controlling Food Sales</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• The goals of sales control</li> </ul>	08	15%



	<ul style="list-style-type: none"> <li>• Optimizing the number of customers</li> <li>• Maximising the profit</li> <li>• Controlling Revenue</li> <li>• Revenue Control using manual means</li> <li>• Revenue Control using computers</li> </ul>		
6	<b>Beverage Control</b> <ul style="list-style-type: none"> <li>• Beverage Purchasing-Receiving-Storing – Issuing Control</li> <li>• Beverage Production Control</li> <li>• Inventory turnover</li> <li>• Beverage Sales Control</li> <li>• Guest Checks and Control</li> </ul>	14	20%
7	<b>Labour Control</b> <ul style="list-style-type: none"> <li>• Labour Cost Considerations</li> <li>• Establishing Performance Standards</li> <li>• SOP</li> <li>• Standard Staffing Requirements</li> <li>• Preparing job descriptions</li> <li>• Training Staff</li> <li>• Monitoring Performance</li> <li>• Taking Corrective action to address discrepancies between standards and performance</li> </ul>	08	15%
TOTAL		60	100%



## HYGIENE AND SANITATION (DCS-01)

**TIME ALLOTTED: 02 HOURS PER WEEK**

**MAXIMUM MARKS: 50**

ACTIVITY	MAXIMUM MARKS
Marks for attendance	2½
Mid-term exam marks	12½
<b>Total (Incourse Assessment Marks)</b>	<b>15</b>
<b>End term exam marks</b>	<b>35</b>
<b>Total</b>	<b>50</b>

**LEARNING OBJECTIVES:** After completion of the subject a student will be able to:

1. Understand Food Microbiology, Food Contamination and Spoilage;
2. Follow sanitary procedure during food handling;
3. Understand the importance of personal hygiene
4. Analyse critical control points; and
5. Practice laws governing the food safety and standards

No	CONTENT	TIME ALLOTTED	WEIGHTAGE FOR EXAM
1	<b>FOOD MICROBIOLOGY</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Microorganism groups important in food microbiology                             <ul style="list-style-type: none"> <li>- Viruses</li> <li>- Bacteria</li> <li>- Fungi (Yeast &amp; Molds)</li> <li>- Algae</li> <li>- Parasites</li> </ul> </li> <li>• Factors affecting the growth of microbes</li> <li>• Beneficial role of Microorganisms</li> </ul>	10	15%
2	<b>FOOD CONTAMINATION AND SPOILAGE</b> <ul style="list-style-type: none"> <li>• Classification Of Food</li> <li>• Contamination And Cross Contamination</li> <li>• Spoilages Of Various Food With The Storing Method</li> </ul>	05	10%
3	<b>SANITARY PROCEDURE FOLLOWED DURING FOOD HANDLING</b> <ul style="list-style-type: none"> <li>• Receiving,</li> <li>• Storage,</li> <li>• Preparation,</li> <li>• Cooking,</li> <li>• Holding, and</li> </ul>	10	20%



	<ul style="list-style-type: none"> <li>• Service Of The Food</li> </ul>		
<b>MID TERM EXAM</b>			
4	<b>SAFE FOOD HANDLER</b> <ul style="list-style-type: none"> <li>• Personal Hygiene discussing all the standard.</li> <li>• Hand Washing Procedure</li> <li>• First Aid definition, types of cuts, wounds, lacerations with reasons and precautions.</li> </ul>	10	15%
5	<b>HAZARD ANALYSIS CRITICAL CONTROL POINT</b> <ul style="list-style-type: none"> <li>• Introduction to HACCP</li> <li>• History</li> <li>• Principles of HACCP</li> </ul>	10	15%
6	<b>FOOD SAFETY STANDARDS AUTHORITY OF INDIA (FSSAI)</b> <ul style="list-style-type: none"> <li>• Introduction to FSSAI</li> <li>• Role of FSSAI</li> <li>• FSSAI Compliance</li> </ul>	05	15%
7	<b>GARBAGE DISPOSAL</b> <ul style="list-style-type: none"> <li>• Different Methods</li> <li>• Advantages and disadvantages</li> <li>• Municipal Laws and Swachh Abhiyan</li> </ul>	10	10%
	<b>Total</b>	<b>60</b>	<b>100%</b>



## BUSINESS COMMUNICATION (DCS-03)

TIME ALLOTTED: 02 HOURS PER WEEK

MAXIMUM MARKS: 50

ACTIVITY	MAXIMUM MARKS
Marks for attendance	2 ½
Mid-term exam marks	12 ½
Total (Incourse Assessment Marks)	15
End term exam marks	35
Total	50

### LEARNING OBJECTIVES:

#### Knowledge

1. Understand the fundamental principles of effective business communication
2. Identify different forms of communication
3. Evaluate the difference between the types of communication
4. Understand the concept of body language and its correct use

#### Competencies

5. Apply effective communication in today's business world
6. Use correct form of communication depending on business situation and circumstances
7. Organise ideas and express in writing and speaking
8. Participate effectively in groups with emphasis on listening, critical and reflective thinking and responding
9. Avoid common body language mistakes

#### Mindset

10. Understand the importance of specifying audience and purpose, and to select appropriate communication choices

No	CONTENT	TIME ALLOTTED	WEIGHTAGE FOR EXAM
1	<b>Introduction to Business Communication</b> <ul style="list-style-type: none"><li>• Definition</li><li>• Objectives</li><li>• Principles of effective communication</li><li>• Importance of good communication</li></ul>	10	20%
2	<b>Types of communication</b> <ul style="list-style-type: none"><li>• Formal</li><li>• Informal</li><li>• Verbal</li></ul>	05	10%



	<ul style="list-style-type: none"> <li>• Written</li> <li>• Horizontal</li> <li>• Vertical</li> </ul>		
3	<b>Essentials of good business letter and types of letters – Official, D.O</b>	05	15%
4	<b>Letter writing</b> <ul style="list-style-type: none"> <li>• Circular</li> <li>• Memo</li> <li>• Notice</li> <li>• U.O. Note</li> <li>• Applications</li> <li>• Bio-data (C.V.)</li> <li>• Covering letter</li> <li>• Invitations</li> <li>• Greetings</li> <li>• Apologies</li> </ul>	10	20%
<b>MID TERM EXAM</b>			
5	<b>Communication with guest and Body language</b> <ul style="list-style-type: none"> <li>• Effective Speaking – Polite and effective enquiries &amp; responses, Addressing a group</li> <li>• Listening and note taking skills</li> <li>• Body language- Importance &amp; application</li> </ul>	10	15%
6	<b>Speech Improvement</b> <ul style="list-style-type: none"> <li>• Pronunciation, stress, accent</li> <li>• Importance of speech in hotels</li> <li>• Common phonetic difficulties</li> <li>• Connective drills exercises</li> <li>• Introduction to frequently used foreign sounds</li> </ul>	10	10%
7	<b>Electronic modes of communication:</b> <ul style="list-style-type: none"> <li>• Use of telephone</li> <li>• Taking telephonic orders</li> <li>• Telephone etiquette's</li> <li>• Fax</li> <li>• E-mail and protocol</li> <li>• Responsible social media</li> </ul>	10	10%
<b>TOTAL</b>		60	100%



## FOOD SERVICE PRACTICAL (DFB-11)

**TIME ALLOTTED: 08 HOURS PER WEEK**

**MAXIMUM MARKS: 100**

ACTIVITY	MAXIMUM MARKS
<b>Marks for attendance</b>	<b>5</b>
<b>Mid-term exam marks</b>	<b>25</b>
<b>Total (Incourse Assessment Marks)</b>	<b>30</b>
<b>End term exam marks</b>	<b>70</b>
<b>Total</b>	<b>100</b>

**Learning Objective:** - This course is envisaged to develop skills related to professional food service in aspiring candidates. At the end of this course a student shall be able to.

1. Explain different types of F&B equipment
2. Handle and maintain equipment according to accepted standards
3. Deliver quality food service in the training restaurant.

UNIT	CONTENT	HOURS ALLOTTED
1	Familiarization with F&B Equipment	20
2	<ul style="list-style-type: none"> <li>• Importance of sanitation and hygiene</li> <li>• Care, cleaning and polishing of F&amp;B equipment</li> <li>• Mise-en-place and mise-en-scene for different meal periods</li> <li>• Pantry preparations and service</li> </ul>	25
3	<ul style="list-style-type: none"> <li>• Laying and relaying of table cloth</li> <li>• Napkin folding</li> </ul>	25
4	<ul style="list-style-type: none"> <li>• Handling of service spoon and service fork</li> <li>• Water service</li> <li>• Service using trays and salvers</li> <li>• Silver service</li> <li>• Clearance</li> </ul>	25
5	<ul style="list-style-type: none"> <li>• Laying and service of special Table d'hôte menu</li> <li>• Laying and service of breakfast set up on trays</li> </ul>	25
<b>MID TERM EXAM</b>		
6	<ul style="list-style-type: none"> <li>• Service Sequence- Greeting, seating, order taking, serving and bill presenting</li> <li>• Briefing and de briefing</li> </ul>	40
7	<ul style="list-style-type: none"> <li>• Organizing buffets</li> <li>• Banquet seating plan practice</li> </ul>	30





## BEVERAGE SERVICE PRACTICAL (DFB-12)

**TIME ALLOTTED: 08 HOURS PER WEEK**

**MAXIMUM MARKS: 100**

ACTIVITY	MAXIMUM MARKS
<b>Marks for attendance</b>	<b>5</b>
<b>Mid-term exam marks</b>	<b>25</b>
<b>Total (Incourse Assessment Marks)</b>	<b>30</b>
<b>End term exam marks</b>	<b>70</b>
<b>Total</b>	<b>100</b>

**Learning Objectives:** At the end of this course a candidate shall be able to;

1. Use different types of glassware to serve different alcoholic and Non - alcoholic beverages.
2. Prepare cocktails according to accepted standards.
3. Render different type of beverage service as per SOP.
4. Practice responsible service of liquor.
5. Do formal banquet arrangements

UNIT	CONTENT	HOURS ALLOTTED
1	<ul style="list-style-type: none"> <li>• Service of Tea and coffee</li> <li>• Service of Non-alcoholic beverages</li> <li>• Serving from the coffee machine</li> <li>• Service of coffee variations</li> </ul>	25
2	<ul style="list-style-type: none"> <li>• Wine service – Service of Table wines, Sparkling wine, Aromatized wines and Fortified wines.</li> <li>• Food and wine harmony</li> <li>• Wine appreciation</li> </ul>	30
3	<ul style="list-style-type: none"> <li>• Service of hard liquors</li> <li>• Service of liqueurs</li> </ul>	25
4	Preparation and service of classical cocktails	20
5	Service of different types of beer	20
<b>MID TERM EXAM</b>		
6	Raising of toast and setting up formal banquet arrangements	30
7	Setting up a bar	30
8	Preparation of garnishes and mixes for the bar	20
9	Storage of wines, beer and spirits	20
10	Responsible Service of Liquor <ul style="list-style-type: none"> <li>• Preventing trouble</li> <li>• Complaints and Refusal of Service</li> <li>• Potential Problem Situations</li> </ul>	20



	<ul style="list-style-type: none"> <li>• Reacting to Trouble</li> <li>• Recording Incidents</li> </ul>	
<b>Total</b>		<b>240</b>

**MARKING SCHEME FOR EXAMINATION  
BEVERAGE SERVICE PRACTICAL (DFB-12)**

**Maximum Marks                      100    Pass Marks                      50**

**Part 'A' 20 Marks**

	<b>MARKS</b>
1. Uniform & Grooming	: 05
2. Journal	: 10
3. Viva	: 10
<b>Total</b>	<b>: 25</b>

**Part 'B' 75 Marks**

	Marks
a) Mise-en-place	: 20
b) Service of tea/coffee	: 20
c) Service of wine/beer	: 15
d) Service of hard liquor/cocktails	: 20
<b>Total</b>	<b>: 75</b>

**Note:-**

1. The examination should test skills and knowledge of the students by assigning sets of tasks as listed in the practical syllabus under each category.
2. The student must ensure that sideboard contains everything necessary for service.
3. During table service each guest should pose one question to the candidate on the item being served. The invigilators can brief guests prior to service.

## COMPUTER AWARENESS (DCS-11)

**TIME ALLOTTED: 01 HOURS PER WEEK**

**MAXIMUM MARKS: Nil**

**Learning Objectives:-** After the completion of Computer Awareness subject, the Students will be able to:

1. Understand computer and its hardware & software.
2. To produce word document with proper for matting
3. To work on an excel sheet with basic functions.
4. Brows on net and communicate through e-mail
5. Prepare small power point presentations.

UNIT	CONTENT	HOURS ALLOTTED
1	<p><b>KNOWING COMPUTER</b></p> <ul style="list-style-type: none"> <li>• What is computer?                             <ul style="list-style-type: none"> <li>➤ Basic Applications of Computer</li> </ul> </li> <li>• Components of Computer System                             <ul style="list-style-type: none"> <li>➤ Central Processing Unit</li> <li>➤ Keyboard, mouse and VDU</li> <li>➤ Other Input devices</li> <li>➤ Other Output devices</li> <li>➤ Computer Memory</li> </ul> </li> <li>• Concept of Hardware and Software                             <ul style="list-style-type: none"> <li>➤ Hardware</li> <li>➤ Software                                     <ul style="list-style-type: none"> <li>❖ Application Software</li> <li>❖ Systems software</li> </ul> </li> </ul> </li> <li>• Concept of computing, data and information</li> <li>• Applications of IECT                             <ul style="list-style-type: none"> <li>➤ e-governance</li> <li>➤ Entertainment</li> </ul> </li> <li>• Bringing computer to life                             <ul style="list-style-type: none"> <li>➤ Connecting keyboard, mouse, monitor and printer to CPU</li> <li>➤ Checking power supply</li> </ul> </li> </ul>	4
	<p><b>OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM</b></p> <ul style="list-style-type: none"> <li>• Basics of Operating System                             <ul style="list-style-type: none"> <li>➤ Operating system</li> <li>➤ Basics of popular operating system (LINUX, WINDOWS)</li> </ul> </li> <li>• The User Interface                             <ul style="list-style-type: none"> <li>➤ Task Bar</li> <li>➤ Icons</li> <li>➤ Menu</li> <li>➤ Running an Application</li> </ul> </li> <li>• Operating System Simple Setting                             <ul style="list-style-type: none"> <li>➤ Changing System Date And Time</li> </ul> </li> </ul>	4



	<ul style="list-style-type: none"> <li>➤ Changing Display Properties</li> <li>➤ To Add Or Remove A Windows Component</li> <li>➤ Changing Mouse Properties</li> <li>➤ Adding and removing Printers</li> <li>• File and Directory Management <ul style="list-style-type: none"> <li>➤ Creating and renaming of files and directories</li> </ul> </li> </ul>	
	<p><b>UNDERSTANDING WORD PROCESSING</b></p> <ul style="list-style-type: none"> <li>• Word Processing Basics <ul style="list-style-type: none"> <li>➤ Opening Word Processing</li> <li>➤ Menu Bar</li> <li>➤ Using The Help</li> <li>➤ Using The Icons Below Menu Bar</li> </ul> </li> <li>• Opening and closing Documents <ul style="list-style-type: none"> <li>➤ Opening Documents</li> <li>➤ Save and Save as</li> <li>➤ Page Setup</li> <li>➤ Print Preview</li> <li>➤ Printing of Documents</li> </ul> </li> <li>• Text Creation and manipulation <ul style="list-style-type: none"> <li>➤ Document Creation</li> <li>➤ Editing Text</li> <li>➤ Text Selection</li> <li>➤ Cut, Copy and Paste</li> <li>➤ Spell check</li> <li>➤ Thesaurus</li> </ul> </li> <li>• Formatting the Text <ul style="list-style-type: none"> <li>➤ Font and Size selection</li> <li>➤ Alignment of Text</li> <li>➤ Paragraph Indenting</li> <li>➤ Bullets and Numbering</li> <li>➤ Changing case</li> </ul> </li> <li>• Table Manipulation <ul style="list-style-type: none"> <li>➤ Draw Table</li> <li>➤ Changing cell width and height</li> <li>➤ Alignment of Text in cell</li> <li>➤ Delete / Insertion of row and column</li> <li>➤ Border and shading</li> </ul> </li> </ul>	5
	<p><b>USING SPREAD SHEET</b></p> <ul style="list-style-type: none"> <li>• Elements of Electronic Spread Sheet <ul style="list-style-type: none"> <li>➤ Opening of Spread Sheet</li> <li>➤ Addressing of Cells</li> <li>➤ Printing of Spread Sheet</li> <li>➤ Saving Workbooks</li> </ul> </li> <li>• Manipulation of Cells <ul style="list-style-type: none"> <li>➤ Entering Text, Numbers and Dates</li> <li>➤ Creating Text, Number and Date Series</li> <li>➤ Editing Worksheet Data</li> <li>➤ Inserting and Deleting Rows, Column</li> <li>➤ Changing Cell Height and Width</li> </ul> </li> <li>• Formulas and Function</li> </ul>	5



	<ul style="list-style-type: none"> <li>➤ Using Formulas</li> <li>➤ Function</li> </ul>	
	<p><b>INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS</b></p> <ul style="list-style-type: none"> <li>• Basic of Computer Networks <ul style="list-style-type: none"> <li>➤ Local Area Network (LAN)</li> <li>➤ Wide Area Network (WAN)</li> </ul> </li> <li>• Internet <ul style="list-style-type: none"> <li>➤ Concept of Internet</li> <li>➤ Applications of Internet</li> <li>➤ Connecting to the Internet</li> <li>➤ Troubleshooting</li> </ul> </li> <li>• World Wide Web (WWW)</li> <li>• Web Browsing Software <ul style="list-style-type: none"> <li>➤ Popular Web Browsing software</li> </ul> </li> <li>• Search Engines <ul style="list-style-type: none"> <li>➤ Popular Search Engines / Search for content</li> <li>➤ Accessing Web Browser</li> <li>➤ Using Favourites Folder</li> <li>➤ Downloading Web Pages</li> <li>➤ Printing Web Pages</li> </ul> </li> <li>• Understanding URL</li> <li>• Surfing the web</li> <li>• Using e-governance website</li> </ul>	4
	<p><b>COMMUNICATIONS AND COLLABORATION</b></p> <ul style="list-style-type: none"> <li>• Basics of E-mail <ul style="list-style-type: none"> <li>➤ What is an Electronic Mail</li> </ul> </li> <li>• Using E-mails <ul style="list-style-type: none"> <li>➤ Opening Email account</li> <li>➤ Mailbox: Inbox and Outbox</li> <li>➤ Creating and Sending a new E-mail</li> <li>➤ Replying to an E-mail message</li> <li>➤ Forwarding an E-mail message</li> <li>➤ Sorting and Searching emails</li> </ul> </li> <li>• Document collaboration</li> <li>• Instant Messaging and Collaboration <ul style="list-style-type: none"> <li>➤ Using Instant messaging</li> <li>➤ Instant messaging providers</li> <li>➤ Netiquettes</li> </ul> </li> </ul>	3
	<p><b>MAKING SMALL PRESENTATIONS</b></p> <ul style="list-style-type: none"> <li>• Basics <ul style="list-style-type: none"> <li>➤ Using PowerPoint</li> <li>➤ Opening A PowerPoint Presentation</li> <li>➤ Saving A Presentation</li> </ul> </li> <li>• Creation of Presentation <ul style="list-style-type: none"> <li>➤ Creating a Presentation Using a Template</li> <li>➤ Creating a Blank Presentation</li> <li>➤ Entering and Editing Text</li> <li>➤ Inserting And Deleting Slides in a Presentation</li> </ul> </li> </ul>	5



	<ul style="list-style-type: none"> <li>• Preparation of Slides <ul style="list-style-type: none"> <li>➤ Inserting Word Table or An Excel Worksheet</li> <li>➤ Adding Clip Art Pictures</li> <li>➤ Inserting Other Objects</li> <li>➤ Resizing and Scaling an Object</li> </ul> </li> <li>• Presentation of Slides <ul style="list-style-type: none"> <li>➤ Viewing A Presentation</li> <li>➤ Choosing a Set Up for Presentation</li> <li>➤ Printing Slides And Hand-outs</li> </ul> </li> <li>• Slide Show <ul style="list-style-type: none"> <li>➤ Running a Slide Show</li> <li>➤ Transition and Slide Timings</li> <li>➤ Automating a Slide Show</li> </ul> </li> </ul>	
		30

