CURRICULUM SYLLABUS

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STAR TIME TECHNOLOGY CENTER is a technology based nonprofit organization that empowers low-income residents with technical skills. We provide training in Microsoft Office, Software & Hardware, Programming, Cyber Security, Web Applications, Information Systems, Networking and Fiber Optics. Our training is given by expert real time development experienced trainers, and we enable every student of ours to do their own real time projects by the end of the course.

STAR TIME TECHNOLOGY CENTER
BASIC COMPUTER COURSE SYLLABUS

The topics covered in STAR TIME TECHNOLOGY CENTER Basic Computer Course are parts of computers, computer networks, the internet, computer hardware & software, and many more. The complete list of topics and a detailed basic computer course syllabus are mentioned below. – 16 weeks course

TOPICS	SUBTOPICS
Computer Applications & Basics – (weeks 1&2)	Introduction, Basic Applications of Computer, Components of Computer, Computer Hardware & Software
Computer Operating System – (weeks 3&4)	Basics of Operating System, Linux, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management
Word Processing – (weeks 5&6)	Introduction, Printing a File, Document Creation & Editing, Saving, Text Formatting
Microsoft Excel & using Spreadsheets – (weeks 7&8)	Introduction, Rows, Columns & Cells, Basics Excel Formulas and Functions
Introduction to Internet, WWW & Web Browsers - (weeks 9 & 10)	Basics of Computer Networks, Internet, Search Engine, URLs, How to Use Web Browser
Communications & Collaboration –(weeks 11&12)	Basics of Email, How to Use Email, Instant Messaging, Format an Email
Making Small Presentation – (weeks 13&14)	How to Create, Edit, Format, or Delete Slides, Make a Slideshow, Save a Presentation, Printing of Presentation
Banking (Basics & Services) – (weeks 15&16)	How to Save Money, use ATM, Importance of Banks, Bank Services & Schemes

STAR TIME TECHNOLOGY CENTER
3-MONTH COMPUTER BASIC COURSE SYLLABUS

STAR TIME TECHNOLOGY 3-MONTH Computer Basic course covers computer fundamentals, overview, MS-DOS, Windows 11, and more. The detailed syllabus for the 3-month computer basic course including the topics and sub-topics is given below in the table.

FUNDAMENTALS OF COMPUTERS

INTRODUCTION	INPUT/OUTPUT & PROCESSING (CPU)
INPUT/OUTPUT & PROCESSING (CPU)	MEMORY DEVICE
TYPES OF COMPUTERS	CHARACTERISTICS OF COMPUTER
HISTORY & GENERATION	APPLICATIONS OF COMPUTER

WINDOWS

BASIC TERMINOLOGY & TYPING	DESKTOP SETTINGS & CONTROL PANEL
MS DOCS	MS PAINT
WORDPAD	ACCESSORIES & MULTIMEDIA

EMAIL & INTERNET

INTRODUCTION	EMAIL ACCOUNT & ITS FUNCTIONS
SEARCH ENGINE	SURFING WEB PAGES
BASICS OF SOCIAL NETWORKING SITE	

VIRUS

GENERAL INTRODUCTION	ANTIVIRUS UTILITIES

APPLICATION SOFTWARE

MICROSOFT WORD	MICROSOFT POWERPOINT
MICROSOFT EXCEL	

PRACTICALLY PERFORMED ACTIVITIES

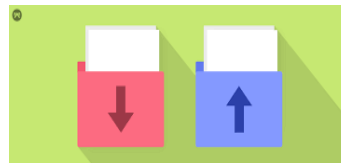|	
WINDOWS 11 OVERVIEW	COPYING TO JUMPDRIVE
BASICS OF AUDIO/VIDEO EDITING	FUNDAMENTALS OF HARDWARE & NETWORKING
FORMATTING HARD DISK	INSTALLING WINDOWS

STAR TIME TECHNOLOGY CENTER BASIC COMPUTERS CURRICULUM FOR SENIORS

Course Description: This course teaches basic computer knowledge about how computers work and how to use them. This include typing, learning keyboard commands, powering a computer on and off, knowing how to connect and disconnect the Internet to a computer. This curriculum helps you to understand different operating systems and application software. — 3-month course

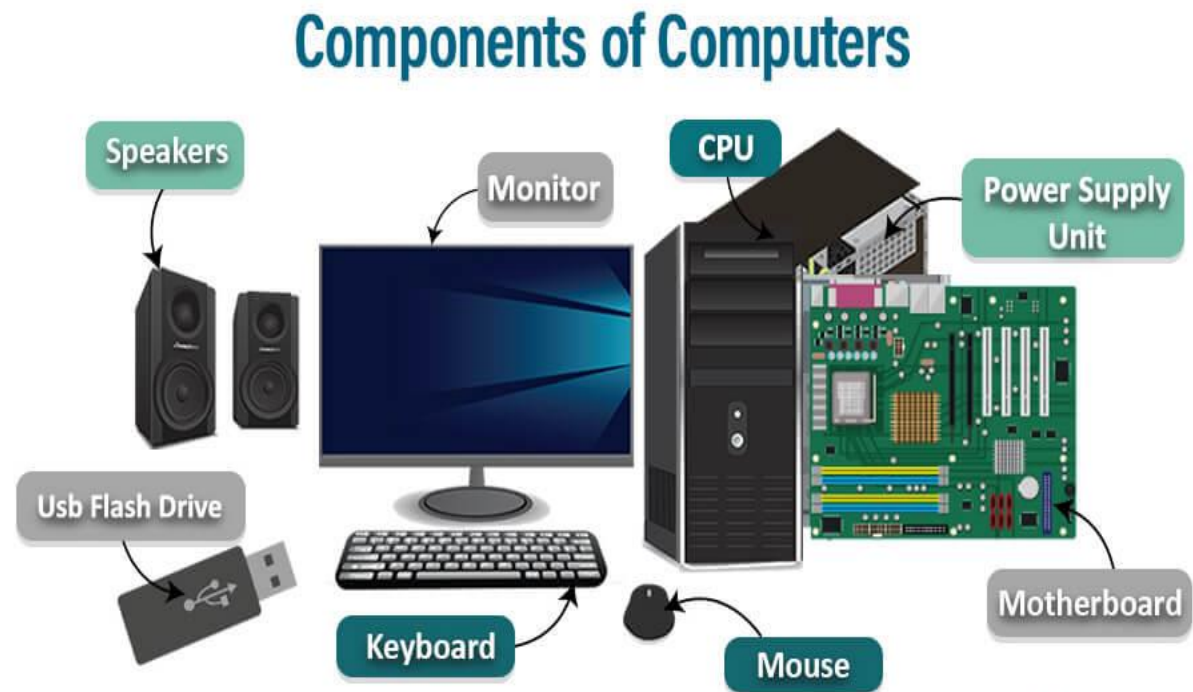### These structured lessons will complement and reduce the burden of your everyday efforts :

- **Basic Computer Skills (week 1)**
- **Knowledge of computer parts, i.e., mouse, USB port, earphone jack and camera (week 2)**
- **Confidence in navigating around in PCs and mobile devices (week 3)**
- **Opening and closing files and applications (week 4)**
- **Basic internet browsing – (week 5)**
- **Basic email usage i.e., creating an email address, sign in, receiving and replying   (week 6)**
- **Creating, saving and printing documents and spreadsheets (week 7)**

- **Understanding storage concepts like files, folders and compression –(week 8)**
- **Understanding basic network concepts like connection, uploading and downloading – (week 9)**
- **Understanding security risks like malware, file security and online security – (week 10)**
- **Adjusting settings in PCs and mobile devices – (week 11)**
- **Use of social media networks like Facebook and Instagram – (week 12)**
- **Use of online collaboration tools like video calls, IM and online calendars – (week 12)**

STAR TIME TECHNOLOGY CENTER HARDWARE SYLLABUS I

Course Description : Students will learn to build computers, troubleshoot hardware and software problems, networking, and basic electronics related to computer hardware. - 11 weeks course

- **FUNDAMENTALS OF COMPUTER (week 1)**
- **HOW DOES A COMPUTER WORK (week 2)**
- **HARDWARE PART OF COMPUTER (week 3)**
- **MEMORY OF COMPUTER (week 4)**
- **COMPUTER ASSEMBLING (week 5)**
- **COMPUTER TROUBLESHOOTING (week 6)**
- **HOW TO MAKE BOOTABLE PENDRIVE (week 7)**
- **COMPUTER INSTALLATION (week 8)**
- **BASIC AND CONTROL PANEL SETTING (week 9)**
- **HOW TO CREATE NEW USER (week 10)**
- **HOW TO IMPROVE COMPUTER SPEED (week 11)**

Components of Computers

Speakers

Monitor

CPU

Power Supply Unit

Usb Flash Drive

Keyboard

Mouse

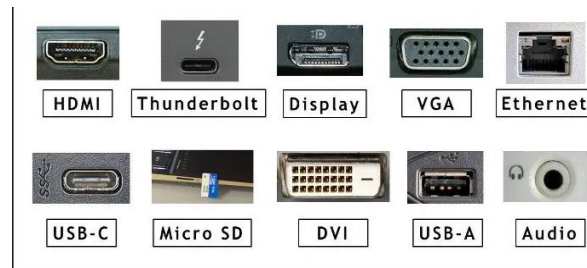Motherboard

STAR TIME TECHNOLOGY CENTER
HARDWARE SYLLABUS II

Course Description : This course teaches about the combination of physical components or parts that makes the computer system. Physical components include monitor, keyboard, mouse, hard disk drive, graphic card, RAM, motherboard, etc. Students also learn "Networking", which is the field of computer science that allows computers to exchange data or information. – 3-month course

- **FUNDAMENTALS OF COMPUTERS (week 1)**
- **MICROPROCESSORS (week 2)**
- **MOTHERBOARDS (week 3)**
- **RAM, SMPS (week 4)**
- **DIFFERENT PORTS AND COMPONENTS (week 5)**
- **ADD-ON CARDS – (week 6)**
- **MONITORS – (week 6)**
- **OPERATING SYSTEM – (week 7)**
- **SOFTWARE INSTALLATION – (week 8)**
- **DISK MANAGER (DM) – (week 9)**
- **STORAGE DEVICES, VIRUSES – (week 10)**
- **ASSEMBLING OF COMPUTER – (week 11)**
- **TROUBLE SHOOTING OF COMPUTER – (week 12)**

COMPUTER OPERATING SYSTEM

TYPES OF LAPTOP PORTS
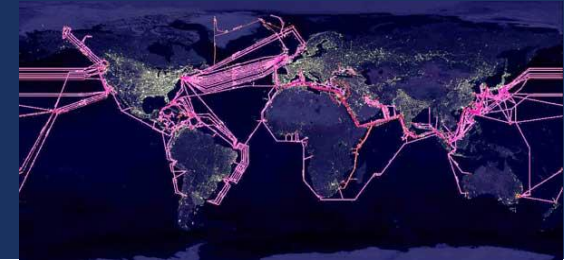

STORAGE DEVICES

VIRUS

STAR TIME TECHNOLOGY CENTER
BASIC FIBER OPTICS SYLLABUS

Are you curious about fiber optics and wonder where it's used and how it works? Are you managing a fiber project and want to understand what is involved? Does your organization use fiber optics and you'd like to know more about how it works? This introductory course is intended for you. Not too technical, just an overview, but a good starting place for everyone interested in fiber optics. – 3-month course

Fiber Optics in Communications and How It Works

Objectives: From this Basic Fiber Optics Course, you should learn:

- The history of fiber optics in communications
- What types of communications systems use fiber?
- How fiber optics is used in many areas of communications
- How are communications signals transmitted over optical fibers?

TOPICS COVERED IN THIS 3- MONTH COURSE

- ➢ **Fiber Optic Jargon - (week 1)**
- ➢ **How Optical Fiber Works – (week 1)**
- ➢ **Fiber Optic Color Codes – (week 2)**
- ➢ **Fiber Optic Connector Identification –(week 2)**
- ➢ **Fiber Optic Connector Inspection And Cleaning (week 3)**
- ➢ **The Mysterious dB of Fiber Optics – (week 4)**
- ➢ **Reading An OTDR Trace –(week 5)**

- ➢ **Fiber Optic Link Loss and Power Budgets – (week 6)**
- ➢ **Fiber Optic Media Conversion – (week 7)**
- ➢ **Fiber Optic Cable Bend Radius – (week 8)**
- ➢ **Fiber Optic Cable Midspan Access and Fiber Optic Network Restoration – (week 9 and 10)**
- ➢ **Reference Cables For Fiber Optic Testing – (week 11)**
- ➢ **Fiber Optic Attenuators - (week 12)**

AUTHORIZED TEST CENTER – COMING SOON !

STAR TIME TECHNOLOGY CENTER is an authorized test center for a worldwide network of test centers and partnerships within virtually every industry that delivers high-stakes exams, empowering professions to certify and license individuals who safeguard and advance their communities across the globe. We are prepared with courseware, scenario-based labs, practice tests and more. We offer a variety of services for Real Estate, Insurance, Construction, Barber, Cosmetology and other professional licenses and certifications.

- ✓ Authorized Pearson Vue Test Center
- ✓ Authorized Prometric Test Center
- ✓ Authorized PSI Test Site

EXAMS OFFERED AT OUR TEST CENTER

National Council of Architectural Registration Boards (NCARB) – for Architect, Engineer or Land Surveyor Certification

National Council of State Boards of Engineering Examiners (NCEES). –for Architect, Engineer or Land Surveyor Certification

PSI EXAMS – Theory Examination - for Barber, Cosmetologist, Esthetician, Hair Braiding or Manicurist Certification

PSI EXAMS - National and State General Construction Examination- for General Construction Contractor Certification

PSI EXAMS - for Licensed Master Electrician Certification

PSI EXAMS – for Master Mechanic (HVAC) Certification

PSI EXAMS –for Master Plumber Certification

PSI EXAMS – for Real Estate Appraiser Certification

PEARSON VUE -ASSOCIATION OF SOCIAL WORKS BOARD (ASWB) EXAM for Social Worker Certification