**Course on Computer Concepts [CCC]**

**Objective:**

The course is designed to equip a person to use computers for professional as well as day to day use. It provides

Theoretical background as well as in depth knowledge of Software/ packages. After completing the course the

Incumbent will be digitally literate and will be able to:

• Acquire confidence in using computers in Office and General Life;

• Will be able to identify the basic components of computers and terminology;

• Understand file management;

• Create documents using word processor, spreadsheet & presentation software;

• Understand computer networks, and browse the internet, content search, email and collaborate with

 Peers;

• Use e-Governance applications; and use computer to improve existing skills and learn new skills

• Understanding Social Networking platform

• Using internet for Digital Financial services

• Develop knowledge about Futureskills

The module on financial literacy will enable the individuals to understand the various financial services and be

aware of the various schemes of Government.

**Duration:**

**80 Hours - (Theory: 32 hrs + Practical: 48 hrs )**

**This course can also be offered as 10 days full time intensive course.**

**Eligibility:**

No minimum qualification is required for applying and appearing for the examination in Course on Computer Concepts [CCC].

**Job Role :**

**Computer Operator, Data Entry Operator and Social Media Operator.**

**Detailed Syllabus and Learning Outcome:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No** | **Chapter Name** | **Course Outline** | **Duration (Hours)** | **Learning Outcomes** |
| **Theory** | **Lab** |
| 1 | Chapter-1 Introduction to Computer | 1.0 Introduction1.1 Objectives1.2 Computer and Latest IT gadgets 1.2.1 Evolution of Computers & its applications 1.2.2 IT gadgets and their applications1.3 Basics of Hardware and Software 1.3.1 Hardware 1.3.1.1 Central Processing Unit 1.3.1.2 Input devices 1.3.1.3 Output devices 1.3.1.4 Computer Memory & storage 1.3.2 Software 1.3.2.1 Application Software 1.3.2.2 Systems Software 1.3.2.3 Utility Software 1.3.2.4 Open source and Proprietary Software 1.3.2.5 Mobile Apps | 3 | 3 | After completion ofthis chapter, thecandidate will be ableto• identify computers,IT gadgets andexplain theirevolution and applications.• Get familiar withvarious input,output andhardwarecomponents of acomputer alongwith storagedevices.• Get familiar withvarious types ofsoftwares, utilitiesused for computerand mobile apps. |
| 2 | Chapter-2 Introduction to Operating System | 2.0 Introduction 2.1 Objectives2.2 Operating System 2.2.1 Basics of Operating system 2.2.2 Operating Systems for Desktop and Laptop 2.2.3 Operating Systems for Mobile Phone andTablets2.3 User Interface for Desktop and Laptop 2.3.1 Task Bar 2.3.2 Icons & shortcuts 2.3.3 Running an Application2.4 Operating System Simple Setting 2.4.1 Using Mouse and Changing its Properties 2.4.2 Changing System Date and Time 2.4.3 Changing Display Properties 2.4.4 To Add or Remove Program and Features 2.4.5 Adding, Removing & Sharing Printers2.5 File and Folder Management2.6 Types of file Extensions | 3 | 4 | After learning thischapter, candidate willbe• Well acquaintedwith OperatingSystem and itsapplications forboth desktop andmobile devices.• able to identifyvarious desktopscreen componentsand modify variousproperties, date,time etc.• able to add andremove newprogram andfeatures, managefiles and folders.• Well versed withprinting and knowvarious types of fileextensions |
| 3. | Chapter-3 WORD PROCESSING | 3.0 Introduction3.1 Objective3.2 Word Processing Basics3.2.1 Opening Word Processing Package3.2.2 Title Bar, Menu Bar, Toolbars & Sidebar3.2.3 Creating a New Document3.3 Opening and Closing Documents 3.3.1 Opening Documents 3.3.2 Save and Save As3.3.3 Closing Document 3.3.4 Using The Help 3.3.5 Page Setup 3.3.6 Print Preview 3.3.7 Printing of Documents 3.3.8 PDF file and Saving a Document as PDF file 3.4 Text Creation and manipulation 3.4.1 Document Creation 3.4.2 Editing Text 3.4.3 Text Selection 3.4.4 Cut, Copy and Paste 3.4.5 Font, Color, Style and Size selection 3.4.6 Alignment of Text 3.4.7 Undo & Redo 3.4.8 AutoCorrect, Spelling & Grammar 3.4.9 Find and Replace3.5 Formatting the Text 3.5.1 Paragraph Indentation 3.5.2 Bullets and Numbering 3.5.3 Change case 3.5.4 Header & Footer3.6 Table Manipulation 3.6.1 Insert & Draw Table 3.6.2 Changing cell width and height 3.6.3 Alignment of Text in cell 3.6.4 Delete / Insertion of Row, Column andMerging & Splitting of Cells 3.6.5 Border and Shading3.7 Mail Merge | 4 | 8 | After completion ofthis chapter, candidatewill have• In depthKnowledge of WordProcessing, theirusage, details ofword processingscreen.• Opening, savingand printing adocumentincluding pdf files.• Document creation,formatting of text, paragraph andwhole document.• Inserting Headerand Footer on thedocument• Finding text on aword documentand correctingspellings.• Able to insert andmanipulate tables,enhance table usingborders andshading features.• Can prepare copiesof a documentlabels etc forsending variousrecipients usingMail Merge. |
| 4. | Chapter-4 SPREAD SHEET | 4.0 Introduction4.1 Objectives4.2 Elements of Spread Sheet4.2.1 Creating of Spread Sheet4.2.2 Concept of Cell Address [Row and Column]and selecting a Cell4.2.3 Entering Data [text, number, date] in Cells4.2.4 Page Setup4.2.5 Printing of Sheet4.2.6 Saving Spreadsheet4.2.7 Opening and Closing 4.3 Manipulation of Cells & Sheet4.3.1 Modifying / Editing Cell Content4.3.2 Formatting Cell (Font, Alignment, Style )4.3.3 Cut, Copy, Paste & Paste Special4.3.4 Changing Cell Height and Width4.3.5 Inserting and Deleting Rows, Column4.3.6 AutoFill4.3.7 Sorting & Filtering4.3.8 Freezing panes4.4 Formulas, Functions and Charts4.4.1 Using Formulas for Numbers (Addition,Subtraction, Multiplication & Division)4.4.2 AutoSum4.4.3 Functions (Sum, Count, MAX, MIN, AVERAGE)4.4.4 Charts (Bar, Pie, Line) | 4 | 8 | After completion ofthis chapter, candidatewill have good handson practice on• Basic Knowledge ofSpreadsheetProcessing, theirusage, details ofSpreadsheetscreen.• Opening, savingand printing aSpreadsheet.• Spreadsheetcreation, insertingand editing data incells, sorting andfiltering of data.• Inserting anddeleting rows/columns.• Applying basicformulas andfunctions.• Prepare chart torepresent theinformation in a pictorial form. |
| 5. | Chapter-5 Presentation | 5.0 Introduction5.1 Objectives5.2 Creation of Presentation 5.2.1 Creating a Presentation Using a Template 5.2.2 Creating a Blank Presentation 5.2.3 Inserting & Editing Text on Slides 5.2.4 Inserting and Deleting Slides in aPresentation 5.2.5 Saving a Presentation5.3 Manipulating Slides 5.3.1 Inserting Table 5.3.2 Adding ClipArt Pictures 5.3.3 Inserting Other Objects 5.3.4 Resizing and Scaling an Object 5.3.5 Creating & using Master Slide5.4 Presentation of Slides 5.4.1 Choosing a Set Up for Presentation 5.4.2 Running a Slide Show 5.4.3 Transition and Slide Timings 5.4.4 Automating a Slide Show5.5 Providing Aesthetics to Slides & Printing 5.5.1 Enhancing Text Presentation 5.5.2 Working with Color and Line Style 5.5.3 Adding Movie and Sound 5.5.4 Adding Headers, Footers and Notes 5.5.5 Printing Slides and Handouts | 4 | 8 | After completion ofthis chapter, candidatewill have good handson practice on• Basic Knowledge ofPowerPointpresentations.• Opening/saving apresentation andprinting of slidesand handouts.• Manipulate slidesto enhance the lookof the slides as wellas wholepresentation byinserting a picture,objects, multimediaformatting etc.• Running a slideshow with varioustransitions. |
| 6. | Chapter-6 INTRODUCTI ON TO INTERNET AND WWW | 6.0 Introduction6.1 Objectives6.2 Basic of Computer Networks6.2.1 Local Area Network (LAN)6.2.2 Wide Area Network (WAN)6.2.3 Network Topology6.3 Internet6.3.1 Concept of Internet & WWW6.3.2 Applications of Internet6.3.3 Website Address and URL6.3.4 Introduction to IP Address6.3.5 ISP and Role of ISP6.3.6 Internet Protocol6.3.7 Modes of Connecting Internet (Hotspot, WiFi, LAN Cable, Broadband, USB Tethering)6.3.8 Identifying and uses of IP/MAC/IMEI ofvarious devices6.4 Popular Web Browsers (Internet Explorer/Edge,Chrome, Mozilla Firefox, Opera etc.)6.5 Exploring the Internet 6.5.1 Surfing the web 6.5.2 Popular Search Engines 6.5.3 Searching on Internet 6.5.4 Downloading Web Pages 6.5.5 Printing Web Pages | 3 | 4 | After completion ofthis chapter, candidatewill be able to:• Gather knowledgeof various types ofnetworks andtopologies.• Get an overview ofInternet, itsapplications andvarious browsersavailable to accessthe internet.• Connect to Internetusing variousmodes ofconnections/devices available.• Get knowledge ofdeviceidentification onlocal network aswell as on Internetfor both Desktop and MobileDevices.• Can searchInformation on theInternet on varioustopics.• Download andprint web pages |
| 7. | Chapter-7 E-mail, Social Networking and e-Governance Services | 7.0 Introduction7.1 Objectives7.2 Structure of E-mail7.3 Using E-mails 7.3.1 Opening Email account 7.3.2 Mailbox: Inbox and Outbox 7.3.3 Creating and Sending a new E-mail 7.3.4 Replying to an E-mail message 7.3.5 Forwarding an E-mail message 7.3.6 Searching emails 7.3.7 Attaching files with email 7.3.8 Email Signature7.4 Social Networking & e-Commerce7.4.1 Facebook, Twitter, LinkedIn, Instagram 7.4.2 Instant Messaging (WhatsApp, FacebookMessenger, Telegram) 7.4.3 Introduction to Blogs 7.4.4 Basics of E-commerce 7.4.5 Netiquettes7.5 Overview of e-Governance Services like RailwayReservation, Passport, eHospital [ORS]7.6 Accessing e-Governance Services on Mobile Using“UMANG APP”7.7 Digital Locker | 3 | 6 | After completion ofthis chapter, candidatewill be able to:• Create an emailaccount, composean email, reply anemail and send theemail along withattachments.• Get familiar withSocial Networking,Instant Messagingand Blogs.• Get familiar with eGovernanceServices, eCommerce andMobile Apps. |
| 8. | Chapter-8 DIGITAL FINANCIAL TOOLS AND APPLICATION S | 8.0 Introduction8.1 Objectives8.2 Digital Financial Tools8.2.1. Understanding OTP [One Time Password]andQR [Quick Response] Code 8.2.2 UPI [Unified Payment Interface] 8.2.3 AEPS [Aadhaar Enabled Payment System]8.2.4 USSD[Unstructured Supplementary ServiceData] 8.2.5 Card [Credit / Debit] 8.2.6 eWallet 8.2.7 PoS [Point of Sale]8.3 Internet Banking 8.3.1 National Electronic Fund Transfer (NEFT) 8.3.2 Real Time Gross Settlement (RTGS) 8.3.3 Immediate Payment Service (IMPS)8.4 Online Bill Payment | 4 | 4 | After completion ofthis chapter, candidatewill be able to:• Know the DigitalFinancial Tools.• Get Knowledge ofInternet BankingModes.• Get familiar with eGovernanceServices, eCommerce andMobile Apps.• Use the DigitalLocker and will beable to storedocuments inDigital Locker. |
| 9. | Chapter-9 Overview of Futureskills & Cyber Security | 9.0 Introduction to Futureskills9.1 Introduction to9.1.1 Internet of Things (IoT)9.1.2 Big Data Analytics 9.1.3 Cloud Computing 9.1.4 Virtual Reality 9.1.5 Artificial Intelligence 9.1.6 Social & Mobile 9.1.7 Blockchain Technology 9.1.8 3D Printing/ Additive Manufacturing 9.1.9 Robotics Process Automation9.2 Cyber Security 9.2.1 Need of Cyber Security 9.2.2 Securing PC 9.2.3 Securing Smart Phone | 4 | 3 | After completion ofthis chapter, candidatewill be familiar withthe :• Latest trends andtechnologies inupcoming fieldsin IECT.• Will be able tounderstand needof Cyber Securityand will be able tosecure their PCand Mobiledevices by usingbasic securityfeatures. |
| **Total Hours = 80** | 32 | 48 |  |