**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 Introduction  1.1 Objectives  1.2 Computer and Latest IT gadgets  1.2.1 Evolution of Computers & its applications  1.2.2 IT gadgets and their applications  1.3 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 of  this chapter, the  candidate will be able  to  • identify computers,  IT gadgets and  explain their  evolution and applications.  • Get familiar with  various input,  output and  hardware  components of a  computer along  with storage  devices.  • Get familiar with  various types of  softwares, utilities  used for computer  and mobile apps. | |
| 2 | Chapter-2 Introduction to Operating System | 2.0 Introduction  2.1 Objectives  2.2 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 and  Tablets  2.3 User Interface for Desktop and Laptop  2.3.1 Task Bar  2.3.2 Icons & shortcuts  2.3.3 Running an Application  2.4 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 Printers  2.5 File and Folder Management  2.6 Types of file Extensions | 3 | 4 | After learning this  chapter, candidate will  be  • Well acquainted  with Operating  System and its  applications for  both desktop and  mobile devices.  • able to identify  various desktop  screen components  and modify various  properties, date,  time etc.  • able to add and  remove new  program and  features, manage  files and folders.  • Well versed with  printing and know  various types of file  extensions | |
| 3. | Chapter-3  WORD PROCESSING | 3.0 Introduction  3.1 Objective  3.2 Word Processing Basics  3.2.1 Opening Word Processing Package  3.2.2 Title Bar, Menu Bar, Toolbars & Sidebar  3.2.3 Creating a New Document  3.3 Opening and Closing Documents  3.3.1 Opening Documents  3.3.2 Save and Save As  3.3.3 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 Replace  3.5 Formatting the Text  3.5.1 Paragraph Indentation  3.5.2 Bullets and Numbering  3.5.3 Change case  3.5.4 Header & Footer  3.6 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 and  Merging & Splitting of Cells  3.6.5 Border and Shading  3.7 Mail Merge | 4 | 8 | After completion of  this chapter, candidate  will have  • In depth  Knowledge of Word  Processing, their  usage, details of  word processing  screen.  • Opening, saving  and printing a  document  including pdf files.  • Document creation,  formatting of text, paragraph and  whole document.  • Inserting Header  and Footer on the  document  • Finding text on a  word document  and correcting  spellings.  • Able to insert and  manipulate tables,  enhance table using  borders and  shading features.  • Can prepare copies  of a document  labels etc for  sending various  recipients using  Mail Merge. | |
| 4. | Chapter-4  SPREAD  SHEET | 4.0 Introduction  4.1 Objectives  4.2 Elements of Spread Sheet  4.2.1 Creating of Spread Sheet  4.2.2 Concept of Cell Address [Row and Column]  and selecting a Cell  4.2.3 Entering Data [text, number, date] in Cells  4.2.4 Page Setup  4.2.5 Printing of Sheet  4.2.6 Saving Spreadsheet  4.2.7 Opening and Closing  4.3 Manipulation of Cells & Sheet  4.3.1 Modifying / Editing Cell Content  4.3.2 Formatting Cell (Font, Alignment, Style )  4.3.3 Cut, Copy, Paste & Paste Special  4.3.4 Changing Cell Height and Width  4.3.5 Inserting and Deleting Rows, Column  4.3.6 AutoFill  4.3.7 Sorting & Filtering  4.3.8 Freezing panes  4.4 Formulas, Functions and Charts  4.4.1 Using Formulas for Numbers (Addition,  Subtraction, Multiplication & Division)  4.4.2 AutoSum  4.4.3 Functions (Sum, Count, MAX, MIN, AVERAGE)  4.4.4 Charts (Bar, Pie, Line) | 4 | 8 | After completion of  this chapter, candidate  will have good handson practice on  • Basic Knowledge of  Spreadsheet  Processing, their  usage, details of  Spreadsheet  screen.  • Opening, saving  and printing a  Spreadsheet.  • Spreadsheet  creation, inserting  and editing data in  cells, sorting and  filtering of data.  • Inserting and  deleting rows  /columns.  • Applying basic  formulas and  functions.  • Prepare chart to  represent the  information in a pictorial form. | |
| 5. | Chapter-5  Presentation | 5.0 Introduction  5.1 Objectives  5.2 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 a  Presentation  5.2.5 Saving a Presentation  5.3 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 Slide  5.4 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 Show  5.5 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 of  this chapter, candidate  will have good handson practice on  • Basic Knowledge of  PowerPoint  presentations.  • Opening/saving a  presentation and  printing of slides  and handouts.  • Manipulate slides  to enhance the look  of the slides as well  as whole  presentation by  inserting a picture,  objects, multimedia  formatting etc.  • Running a slide  show with various  transitions. | |
| 6. | Chapter-6  INTRODUCTI ON TO INTERNET AND WWW | 6.0 Introduction  6.1 Objectives  6.2 Basic of Computer Networks  6.2.1 Local Area Network (LAN)  6.2.2 Wide Area Network (WAN)  6.2.3 Network Topology  6.3 Internet  6.3.1 Concept of Internet & WWW  6.3.2 Applications of Internet  6.3.3 Website Address and URL  6.3.4 Introduction to IP Address  6.3.5 ISP and Role of ISP  6.3.6 Internet Protocol  6.3.7 Modes of Connecting Internet (Hotspot, WiFi, LAN Cable, Broadband, USB Tethering)  6.3.8 Identifying and uses of IP/MAC/IMEI of  various devices  6.4 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 of  this chapter, candidate  will be able to:  • Gather knowledge  of various types of  networks and  topologies.  • Get an overview of  Internet, its  applications and  various browsers  available to access  the internet.  • Connect to Internet  using various  modes of  connections/device  s available.  • Get knowledge of  device  identification on  local network as  well as on Internet  for both Desktop and Mobile  Devices.  • Can search  Information on the  Internet on various  topics.  • Download and  print web pages | |
| 7. | Chapter-7  E-mail, Social Networking and e-Governance Services | 7.0 Introduction  7.1 Objectives  7.2 Structure of E-mail  7.3 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 Signature  7.4 Social Networking & e-Commerce  7.4.1 Facebook, Twitter, LinkedIn, Instagram  7.4.2 Instant Messaging (WhatsApp, Facebook  Messenger, Telegram)  7.4.3 Introduction to Blogs  7.4.4 Basics of E-commerce  7.4.5 Netiquettes  7.5 Overview of e-Governance Services like Railway  Reservation, Passport, eHospital [ORS]  7.6 Accessing e-Governance Services on Mobile Using  “UMANG APP”  7.7 Digital Locker | 3 | 6 | After completion of  this chapter, candidate  will be able to:  • Create an email  account, compose  an email, reply an  email and send the  email along with  attachments.  • Get familiar with  Social Networking,  Instant Messaging  and Blogs.  • Get familiar with eGovernance  Services, eCommerce and  Mobile Apps. |
| 8. | Chapter-8 DIGITAL FINANCIAL TOOLS AND APPLICATION S | 8.0 Introduction  8.1 Objectives  8.2 Digital Financial Tools  8.2.1. Understanding OTP [One Time Password]and  QR [Quick Response] Code  8.2.2 UPI [Unified Payment Interface]  8.2.3 AEPS [Aadhaar Enabled Payment System]  8.2.4 USSD[Unstructured Supplementary Service  Data]  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 of  this chapter, candidate  will be able to:  • Know the Digital  Financial Tools.  • Get Knowledge of  Internet Banking  Modes.  • Get familiar with eGovernance  Services, eCommerce and  Mobile Apps.  • Use the Digital  Locker and will be  able to store  documents in  Digital Locker. |
| 9. | Chapter-9  Overview of Futureskills & Cyber  Security | 9.0 Introduction to Futureskills  9.1 Introduction to  9.1.1 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 Automation  9.2 Cyber Security  9.2.1 Need of Cyber Security  9.2.2 Securing PC  9.2.3 Securing Smart Phone | 4 | 3 | After completion of  this chapter, candidate  will be familiar with  the :  • Latest trends and  technologies in  upcoming fields  in IECT.  • Will be able to  understand need  of Cyber Security  and will be able to  secure their PC  and Mobile  devices by using  basic security  features. |
| **Total Hours = 80** | | | 32 | 48 |  |