

# **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.	Chapter Name	Course Outline	Duration		Learning Outcomes
No.			(Hours)		
			Theory	Lab	
1	Chapter-1	1.0 Introduction			After completion of
	Introduction	1.1 Objectives	3	3	this chapter, the
	to Computer	1.2 Computer and Latest IT gadgets			candidate will be able
		1.2.1 Evolution of Computers & its applications			to
		1.2.2 IT gadgets and their applications			<ul> <li>identify computers,</li> </ul>
		1.3 Basics of Hardware and			IT gadgets and
		Software			explain their
		1.3.1 Hardware			evolution and



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	Charter 2	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 1.4 Summary 1.5 Model Questions and Answers			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	<ul> <li>2.0 Introduction</li> <li>2.1 Objectives</li> <li>2.2 Operating System</li> <li>2.2.1 Basics of Operating system</li> <li>2.2.2 Operating Systems for</li></ul>	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	<ul> <li>3.0 Introduction</li> <li>3.1 Objective</li> <li>3.2 Word Processing Basics</li> <li>3.2.1 Opening Word Processing Package</li> <li>3.2.2 Title Bar, Menu Bar, Toolbars &amp; Sidebar</li> <li>3.2.3 Creating a New Document</li> <li>3.4 Opening Documents</li> <li>3.5 Save and Save As</li> <li>3.6 Print Preview</li> <li>3.7 Printing of Documents</li> <li>3.8 PDF file and Saving a Document as PDF file</li> </ul>	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,				



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		3.4 Text Creation and manipulation			paragraph and
		3.4.1 Document Creation			whole document.
		3.4.2 Editing Text			• Inserting Header
		3.4.3 Text Selection			and Footer on the
		3.4.4 Cut, Copy and Paste			document
		3.4.5 Font, Color, Style and Size selection			• Finding text on a
		3.4.6 Alignment of Text			word document
		3.4.7 Undo & Redo			and correcting
		3.4.8 AutoCorrect, Spelling & Grammar			spellings.
		3.4.9 Find and Replace			Able to insert and
		3.5 Formatting the Text			manipulate tables,
		3.5.1 Paragraph Indentation			enhance table using
		3.5.2 Bullets and Numbering			
		3.5.3 Change case			
		3.5.4 Header & Footer			shading features.
		3.6 Table Manipulation			Can prepare copies
		3.6.1 Insert & Draw Table			of a document
		3.6.2 Changing cell width and height			labels etc for
		3.6.3 Alignment of Text in cell			sending various
		3.6.4 Delete / Insertion of Row, Column and			recipients using
		Merging & Splitting of Cells			Mail Merge.
		3.6.5 Border and Shading			
		3.7 Mail Merge			
		3.8 Shortcut Keys			
		3.9 Summary			
		3.10 Model Questions and Answers			
4.	Chapter-4	4.0 Introduction			After completion of
т.	Chapter 1	4.1 Objectives	4	8	this chapter, candidate
	SPREAD	4.2 Elements of Spread Sheet	1		will have good hands-
	SHEET	4.2.1 Creating of Spread Sheet			on practice on
	OIILL I	4.2.2 Concept of Cell Address [Row and Column]			Basic Knowledge of
		and selecting a Cell			Spreadsheet
		4.2.3 Entering Data [text, number, date] in Cells			Processing, their
		4.2.4 Page Setup			usage, details of
		4.2.5 Printing of Sheet			Spreadsheet
		4.2.6 Saving Spreadsheet			screen.
		4.2.7 Opening and Closing			
		4.3 Manipulation of Cells & Sheet			• Opening, saving
		4.3.1 Modifying / Editing Cell Content			and printing a
		4.3.2 Formatting Cell (Font, Alignment, Style )			Spreadsheet.
		4.3.3 Cut, Copy, Paste & Paste Special			<ul> <li>Spreadsheet</li> </ul>
		4.3.4 Changing Cell Height and Width			creation, inserting
		4.3.5 Inserting and Deleting Rows, Column			and editing data in
		4.3.6 AutoFill			cells, sorting and
		4.3.7 Sorting & Filtering			filtering of data.
		4.3.8 Freezing panes			<ul> <li>Inserting and</li> </ul>
		4.4 Formulas, Functions and Charts			deleting rows
		4.4.1 Using Formulas for Numbers (Addition,			/columns.
		Subtraction, Multiplication & Division)			<ul> <li>Applying basic</li> </ul>
		4.4.2 AutoSum			formulas and
		4.4.2 Autosum 4.4.3 Functions (Sum, Count, MAX, MIN, AVERAGE)			functions.
		4.4.4 Charts (Bar, Pie, Line)			• Prepare chart to
					_
					represent the
		4.5 Summary 4.6 Model Questions and Answers			represent the information in a



			course on computer concepts j			nictorial form
	Chantar F	F 0	Introduction			pictorial form.
5.	Chapter-5	5.0	Introduction	4		After completion of
		5.1	Objectives	4	8	this chapter, candidate
	D	5.2	Creation of Presentation			will have good hands-
	Presentation		5.2.1 Creating a Presentation Using a Template			on practice on
			5.2.2 Creating a Blank Presentation			Basic Knowledge of
			5.2.3 Inserting & Editing Text on Slides			PowerPoint
			5.2.4 Inserting and Deleting Slides in a			presentations.
			Presentation			• Opening/saving a
			5.2.5 Saving a Presentation			presentation and
		5.3	Manipulating Slides			printing of slides
			5.3.1 Inserting Table			and handouts.
			5.3.2 Adding ClipArt Pictures			Manipulate slides
			5.3.3 Inserting Other Objects			to enhance the look
			5.3.4 Resizing and Scaling an Object			of the slides as well
			5.3.5 Creating & using Master Slide			as whole
		5.4	Presentation of Slides			presentation by
			5.4.1 Choosing a Set Up for Presentation			inserting a picture,
			5.4.2 Running a Slide Show			objects, multimedia
			5.4.3 Transition and Slide Timings			formatting etc.
			5.4.4 Automating a Slide Show			Running a slide
		5.5	Providing Aesthetics to Slides & Printing			show with various
			5.5.1 Enhancing Text Presentation			transitions.
			5.5.2 Working with Color and Line Style			transitions.
			5.5.3 Adding Movie and Sound			
			5.5.4 Adding Headers, Footers and Notes			
			5.5.5 Printing Slides and Handouts			
		5.6	Summary			
		5.7	Model Questions and Answers			
6.	Chapter-6	6.0	Introduction			After completion of
		6.1	Objectives			this chapter, candidate
	INTRODUCTI	6.2	Basic of Computer Networks	3	4	will be able to:
	ON TO		6.2.1 Local Area Network (LAN)			Gather knowledge
	INTERNET		6.2.2 Wide Area Network (WAN)			of various types of
	AND WWW		6.2.3 Network Topology			networks and
		6.3	Internet			topologies.
			6.3.1 Concept of Internet & WWW			Get an overview of
			6.3.2 Applications of Internet			Internet, its
			6.3.3 Website Address and URL			applications and
			6.3.4 Introduction to IP Address			various browsers
			6.3.5 ISP and Role of ISP			available to access
			6.3.6 Internet Protocol			the internet.
			6.3.7 Modes of Connecting Internet (Hotspot, Wi-			Connect to Internet
			Fi, LAN Cable, Broadband, USB Tethering)			using various
			6.3.8 Identifying and uses of IP/MAC/IMEI of			modes of
			various devices			connections/device
		6.4	Popular Web Browsers (Internet Explorer/Edge,			s available.
			me, Mozilla Firefox, Opera etc.)			Get knowledge of
		6.5	Exploring the Internet			device
			6.5.1 Surfing the web			identification on
			6.5.2 Popular Search Engines			local network as
			6.5.3 Searching on Internet			well as on Internet
			6.5.4 Downloading Web Pages			for both Desktop
			6.5.5 Printing Web Pages			ioi botti besktop



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		6.6 Summary 6.7 Model Questions and Answers			and Mobile Devices.  Can search Information on the Internet on various topics.  Download and
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 7.8 Summary 7.9 Model Questions and Answers	3	6	print web pages.  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 e-Governance Services, e-Commerce and Mobile Apps.
8.	Chapter-8  DIGITAL FINANCIAL TOOLS AND APPLICATION S	<ul> <li>8.0 Introduction</li> <li>8.1 Objectives</li> <li>8.2 Digital Financial Tools</li> <li>8.2.1. Understanding OTP [One Time Password]and</li></ul>	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 e-Governance Services, e-Commerce and Mobile Apps.  • Use the Digital Locker and will be able to store documents in Digital Locker.





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9.	Chapter-9	9.0 Introduction to Futureskills			After completion of
		9.1 Introduction to	4	3	this chapter, candidate
		9.1.1 Internet of Things (IoT)			will be familiar with
	Overview of	9.1.2 Big Data Analytics			the:
	Futureskills &	9.1.3 Cloud Computing			<ul> <li>Latest trends and</li> </ul>
	Cyber	9.1.4 Virtual Reality			technologies in
	Security	9.1.5 Artificial Intelligence			upcoming fields
		9.1.6 Social & Mobile			in IECT.
		9.1.7 Blockchain Technology			• Will be able to
		9.1.8 3D Printing/ Additive Manufacturing			understand need
		9.1.9 Robotics Process Automation			of Cyber Security
		9.2 Cyber Security			and will be able to
		9.2.1 Need of Cyber Security			secure their PC
		9.2.2 Securing PC			and Mobile
		9.2.3 Securing Smart Phone			devices by using
		9.3 Summary			basic security
		9.4 Model Questions and Answers			features.
Tota	Total Hours = 80			48	

For practical purpose latest version of Free Open Source Ubuntu & LibreOffice may be used.