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) Theory	Lab	Learning Outcomes
1	**Chapter-1 Introduction to Computer**	• Introduction • **Objectives** • Computer **and** Latest IT **gadgets** • **Evolution of Computers & its applications**	3	3	After completion of this chapter, the candidate will be able to

		• IT **gadgets and their applications** • **Basics of Hardware and Software** • **Hardware**		• identify computers, IT gadgets and explain th eir evolution a nd

		• Central Processing Unit
		• Input devices
		• Output devices
		• Computer Memory & storage
		  • Software
		     • Application Software
		     • Systems Software
		     • Utility Software
		     • Open source and Proprietary Software
		     • Mobile **Apps**
		• Summary
		• Model Quesfions and Answers
				applicafions.
				• Get familiar with various inp ut, output an d hardware components of a computer alo ng with stora ge devices.
				• Get familiar with various types of softwares, utilities used for computer and mobile apps.

2	Chapter-2 Introduction to **Operating** System	• Introduction
		 • Objectives
		• Operafing System
		     • Basics of Operating system
		     • Operating Systems for Desktop and Laptop
		     • Operafing Systems for Mobile Phone and Tablets
		   • User Interface for Desktop and Laptop
		     • Task Bar
		     • Icons & shortcuts
		     • Running an Applicafion
		   • Operating System Simple Setting
		     • Using Mouse and Changing its Properties
		     • Changing System Date and Time
		     • Changing Display Properties
		     • To Add or Remove Program and Features
		     • Adding, Removing & Sharing Printers
		• File and Folder Management
		• Types of file Extensions
		• Summary
		• Model Questions and Answers
			3	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 n ew program a nd features,

				• manage files and folders. • Well versed with printing and know various types of file extensions.

3.	Chapter-3
	
	WORD PROCESSING
		• Introduction
		• Objective
		• Word Processing Basics
		  • Opening Word Processing Package
		  • Title Bar, Menu Bar, Toolbars & Sidebar
		  • Creating a New Document
		• Opening and Closing Documents
		  • Opening Documents
		  • Save and Save As
		  • Closing Document
		  • Using The Help
		  • Page Setup
		  • Print Preview
		  • Printing of Documents
		  • PDF file and Saving a Document as PDF file
			4	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,

		• Summary
		• Model Questions and Answers
					and
					      Mobi le Devices.
					• Can
					      sear ch Informafion on the Internet on various topics.
					• Download
					      a nd print web pages.

7.	Chapter-7
	
	E-mail, Social Networking and e-Governance Services
		• Introducfion
		• Objectives
		• Structure of E-mail
		• Using E-mails
		    • Opening Email account
		    • Mailbox: Inbox and Outbox
		    • Creating and Sending a new E-mail
		    • Replying to an E-mail message
		    • Forwarding an E-mail message
		    • Searching emails
		    • Attaching files with email
		    • Email Signature
		• Social Networking & e-Commerce
		    • Facebook, Twitter, LinkedIn,
			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,

		Instagram • Instant Messaging (WhatsApp, Facebook Messenger, Telegram) • Introduction to Blogs • Basics of E-commerce • Netiquettes • Overview of e-Governance Services like Railway Reservation, Passport, eHospital [ORS] • Accessing e-Governance Services on Mobile Using "UMANG APP" • Digital Locker • Summary • Model Questions and Answers			Instant Messaging and Blogs. • Get familiar with e- Governance Services, e- Commerce a nd Mobile Apps.

8.	Chapter-8
	
	DIGITAL FINANCIAL TOOLS AND APPLICATION S
		• Introduction
		• Objectives
		• Digital Financial Tools
		  • Understanding OTP [One Time Password]and QR [Quick Response] Code
		  • UPI [Unified Payment Interface]
		  • AEPS [Aadhaar Enabled Payment System]
		  • USSD[Unstructured Supplementary Service Data]
		  • Card [Credit / Debit]
		  • eWallet
		  • PoS [Point of Sale]
		• Internet Banking
		  • National Electronic Fund Transfer (NEFT)
		  • Real Time Gross Settlement (RTGS)
		  • Immediate Payment Service (IMPS)
		• Online Bill Payment
		• Summary
		• Model Questions and Answers
			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
					a nd Mobile Apps.
					• Use the Digital Locker and will be able to store documents
					in Digital Locker.

9.	Chapter-9
	
	Overview of Futureskills & **Cyber** Security
		• Introduction to Futureskills
		• Introduction to
		  • Internet of Things (IoT)
		  • Big Data Analytics
		  • Cloud Computing
		  • Virtual Reality
		  • Artificial Intelligence
		  • Social & Mobile
		  • Blockchain Technology
		  • 3D Printing/ Additive **Manufacturing**
		  • Robotics Process Automation
		• Cyber Security
		  • Need of Cyber Security
		  • Securing PC
		  • Securing Smart Phone
		• Summary
		• Model Questions and Answers
			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	

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