

DOEACC (N.I.E.L.I.T)

Under Ministry of Communications and Information Technology, Government of India

Course on Computer Concepts (CCC)

Duration of the Course

2-3 Months.

Theory: 25 hrs + Practical: 50 hrs. This course can also be offered as 10 days full time intensive course.

Syllabus Outline

1. Introduction to computer
2. Introduction to GUI Based Operating System
3. Elements of Word Processing
4. Spreadsheets
5. Introduction to Internet & WWW and web browsers
6. Communication and Collaboration
7. Making small presentations
8. Application of Digital Financial Services

DETAILED SYLLABUS

1. Introduction to computer

- 1.0 Introduction
- 1.1 Objectives
- 1.2 What is Computer?
- 1.3 Components of Computer System
- 1.4 Concept of Hardware and Software
- 1.5 Representation of Data/Information
- 1.6 Concept of Data processing
- 1.7 Applications of IECT
- 1.8 Summary

2. Introduction to gui based operating system

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Basics of Operating System
- 2.3 The User Interface
- 2.4 Operating System Simple Setting
- 2.5 File and Directory Management
- 2.6 Types of files
- 2.7 Summary

3. Elements of word processing

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Word Processing Basics
- 3.3 Opening and closing Documents
- 3.4 Text Creation and manipulation
- 3.5 Formatting the Text
- 3.6 Table Manipulation
- 3.7 Summary
- 3.8 Model Questions and Answers

4. Spread sheet

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Elements of Electronic Spread Sheet
- 4.3 Manipulation of Cells
- 4.4 Function and Charts
- 4.5 Summary
- 4.6 Model Questions and Answers

5. Computer communication and internet

- 5.0 Introduction
- 5.1 Objectives
- 5.2 Basics of Computer Networks
- 5.3 Internet
- 5.4 Services on Internet
- 5.5 Preparing Computer for Internet Access.
- 5.6 Web Browsing Software
- 5.7 Configuring Web Browser
- 5.8 Search Engines
- 5.9 Summary

6. Communication and collaboration

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Basics of E-mail
- 6.3 Using E-mails
- 6.4 Advance email features
- 6.5 Instant Messaging and Collaboration
- 6.6 Summary
- 6.7 Model Questions and Answers

7. Making small presentations

- 7.0 Introduction
- 7.1 Objectives
- 7.2 Basics
- 7.3 Creation of Presentation
- 7.4 Preparation of Slides
- 7.5 Providing Aesthetics
- 7.6 Presentation of Slides
- 7.7 Slide Show
- 7.8 Summary

8. Application OF digital financial services

- 8.0 Introduction
- 8.1 Objectives
- 8.3 Why savings are needed?
- 8.4 Drawback of keeping cash at home
- 8.5 Why Bank is needed
- 8.6 Banking Products
- 8.7 Documents for opening account
- 8.8 Banking Services Delivery Channel-i
- 8.9 Banking Services Delivery Cahnnel – ii
- 8.10 Insurance
- 8.11 Various Scheme
- 8.12 Bank on your mobile