Course on Computer Concepts

CCC
Course on Computer Concepts

Digital India
Power To Empower

Course on Computer Concepts
80 Hours Online Course

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. The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government.

Eligibility

Any-one who wants to learn the Computer Concepts and wants to appear in online exam for CCC certification can join the course. There is no minimum eligibility, defined.

Duration

5 Weeks 2 Days /80 Hrs. (3 Hrs. per day)
Timing: - 09:30 AM to 12:30 PM &
02:00 PM to 05:00 PM

Prerequisite

- ✓ Candidate must have computer / laptop with Minimum 2 GB RAM
- ✓ Open Source Operating System *(Ubuntu 16.04 or above)*
- ✓ Open Source Office Package *(Libre Office 06.10 or above)*
- ✓ Internet connection with good speed.

Certificate

Online Certificate will be provided by NIELIT HQ if qualified in the online exam, which are conducted Every Month by NIELIT HQ.

Course Fees

Rs. 1200/- incl. GST & all other charges.

How to Apply?

Step-1: Read the course structure & course requirements carefully.

Step-2: Visit the Registration portal and click on apply button.

Step-3: Create your login credentials and fill up all the details, see the preview and submit the form.

Step-4: Login with your credentials to verify the mobile number, email ID and then upload the documents, Lock the profile and Pay the Fees online, using ATM-Debit Card / Credit Card / Internet Banking / UPI etc.

Course Content

Day	Topic	Day	Topic	Day	Topic
Day #01	• Computer and IT gadgets • Evolution of Computers • Hardware and Software, CPU, Input / Output devices	Day #02	• Computer Memory & storage • Software • Application/System/ Utility • Open source/Proprietary S/w • Mobile Apps	Day #03	• Operating System • Basics of OS , Setting • OS for Mobile Phone & Tablets • Task Bar • Running an Application
Day #04	• Mouse Properties • System Date & Time • Display Properties • Program and Features • Adding, Removing & Sharing Printers • File Management, Extensions	Day #05	• Word Processing Basics • Ribbon & Tabs • Creating a New Document • Opening, Save & Save As • Page Setup • Printing/Preview Documents • Saving as PDF file	Day #06	• Editing Text • Text Selection • Cut, Copy and Paste • Font, Color, Style and Size • Alignment of Text • Undo & Redo
Day #07	• AutoCorrect, Spelling & Grammar • Find and Replace • Paragraph Indentation • Bullets and numbering	Day #08	• Table Manipulation • Insert & Draw Table • Alignment of Text in cell • Delete / Insertion of Row, Column	Day #09	• Header & Footer • Merging/Splitting • Border and Shading • Mail Merge
Day #10	• Elements of Spread Sheet • Creating of Spread Sheet • Concept of Cell Address • Entering Data [text, number, date] in Cells	Day #11	• Saving Workbook • Opening and Closing • Page Setup • Printing of Worksheet • Formatting Cell	Day #12	• Cut, Copy, Paste & Paste Special • Inserting and Deleting Rows, Column • AutoFill, Sorting & Filtering • Freezing panes
Day #13	• Formulas, Functions and Charts • AutoSum	Day #14	• Functions (Sum, Count, MAX, MIN, AVERAGE) • Charts (Bar, Pie, Line) • Creating a Presentation (Blank/Template)	Day #15	• Inserting and Deleting Slides • Saving a Presentation • Master Slide • Printing Slides and Handouts
Day #16	• Set Up for presentation • Aesthetics to Slides & Printing • Color & Line Style • Adding Movie & Sound • Headers, Footers and Notes	Day #17	• Basic of Computer Networks • LAN and WAN • Network Topology	Day #18	• Internet & WWW • Website Address & URL • IP Address and ISP • IP/MAC/IMEI of various devices
Day #19	• Popular Web Browsers • Popular Search Engines • Downloading Web Pages	Day #20	• Structure and uses of E-mail • Social Networking & e-Commerce • Netiquettes	Day #21	• Facebook, Twitter, Linkedin, Instagram, Instant Msg.. • Introduction to Blogs • Basics of E-commerce
Day #22	• e-Governance Services • Accessing e-Governance Services on Mobile Using "UMANG APP" • Digital Locker	Day #23	• Digital Financial Tools • Understanding OTP and QR Code • UPI, AEPS, USSD	Day #24	• Card, eWallet, PoS, Net Banking • NEFT, RTGS, IMPS • Online Bill
Day #25	• Introduction to Future skills • IoT, Big Data, Cloud Computing • Virtual Reality, 3D Printing • Robotics Process	Day #26	• Blockchain Technology • Cyber Security • Securing PC • Securing Smart Phone	Day #27	• Questions & Answer Session

Course Coordinator

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