

## **Awareness in Computer Concepts (ACC)**

### **OBJECTIVE:**

By undergoing the Awareness in Computer Concepts (ACC), one should be able to acquire basic knowledge on computer & its usage by understanding the following skills:

- How to operate the elements of a computer
- Perform operations on the computer
- Access the Internet and finding information of interest
- Register for a web-based e-mail account and use it
- Make bill payments, send money orders and use other application using Internet
- Create, edit and format documents using a word processor

### **COURSE DURATION:**

20 hours

### **ELIGIBILITY:**

No minimum qualification is required for applying and appearing for the examination in Awareness of Computer Concepts (ACC).

Certificate could be awarded to the candidates after completion of the course.

### **COURSE SYLLABUS of ACC:**

<b>Module1 - How to operate the elements of a computer:</b>
Operate the elements of a computer including power chord, power switch, network connecting cable, USB ports, Mouse (click , click and drag, double click, right click (for the context menu)), Keyboard (some of the more common letters, enter, backspace, shift, tab and arrows), interface icons, GUI Elements (use the menu, resize a window, minimize a window, maximize a window, move a window, locate items in Start Menu, using the scrollbar) Editing Options (copy, paste, cut, undo, redo, spell check)
<b>Module2 - Perform operations on the computer:</b>
Perform operations including switching on the computer, logging in, locating a file, opening a file, printing a document, storing a file with proper extension, creating a folder/ sub folder in a volume on hard disk and desk top, shifting files from one folder to another, shutting off the computer under Windows O.S.
<b>Module3 - Access the Internet and finding information of interest:</b>
Access the Internet, use a search engine, and find information on a topic of interest
<b>Module4 - Register for a web-based e-mail account and use it:</b>
Register for a web-based e-mail account, log in and log out of an e-mail account, access email with

attachments, reply to an e-mail, forward an e-mail and delete an e-mail message
<b>Module5 - Make bill payments, send money orders and use other application using Internet:</b>
Make bill payments, send money orders, book train and bus tickets, bank transactions, and pension transactions, seek information on agricultural operations and land records, and interact with employment exchange, municipalities, gram panchayats, police and passport offices.
<b>Module6 - Create, edit and format documents using a word processor:</b>
Word Processing Basics, Creating, Editing and Formatting of text, Saving and Printing of word document

**ALLOCATION OF TOTAL HOURS FOR EACH CHAPTER:**

<b><u>Modules</u></b>		<b><u>Allocated Hours</u></b>
<u>Module1</u>	<u>How to operate the elements of a computer</u>	<u>3</u>
<u>Module2</u>	<u>Perform operations on the computer</u>	<u>3</u>
<u>Module3</u>	<u>Access the Internet and finding information of interest</u>	<u>2</u>
<u>Module4</u>	<u>Register for a web-based e-mail account and use it</u>	<u>2</u>
<u>Module5</u>	<u>Make bill payments, send money orders and use other application using Internet</u>	<u>5</u>
<u>Module6</u>	<u>Create, edit and format documents using a word processor</u>	<u>5</u>
	<b><u>Grand Total</u></b>	<b><u>20</u></b>