

## COURSE ON COMPUTER CONCEPTS (CCC)

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| <b>Course Name</b>             | COURSE ON COMPUTER CONCEPTS (CCC)    |
| <b>Course Code</b>             | 2020/ITES/NIELIT/03883               |
| <b>Starting Date of Course</b> | 25/09/2023                           |
| <b>Last Date to Apply</b>      | 15/09/2023                           |
| <b>Course Coordinator</b>      | Mr. Bhargav Deshmukh, Mob.9049565944 |

### Course Objective

This course is designed to impart a basic level IT Literacy for the common man. This programme has essentially been conceived with an idea of giving an opportunity to the common man to attain computer literacy and 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.

### Course Outcome

After completing this course the incumbent will be digitally literate and will be able to

- Acquire confidence in using computers in Office and General Life;
- identify the basic components of computers and terminology;
- understand file management;
- Create documents using word processor, spread sheet & presentation software;
- Understand computer networks, and browse the internet, content search, email and collaborate with peers;
- Use of e-Governance applications; and can use computer to improve existing skills and learn new skills
- Use Social Networking platform
- Use of internet for Digital Financial services - Develop knowledge about Future skills.

## Course Structure:

| Sr. No. | Topic  | Duration(Hours) |           | Total  |
|---------|--|-----------------|-----------|--------|
|         |  | Theory          | Practical |        |
| 1       | Chapter-1 Introduction to Computer                                   | 3 Hrs           | 3 Hrs     | 6 Hrs  |
| 2       | Chapter-2 Introduction to Operating System                           | 3 Hrs           | 4 Hrs     | 7 Hrs  |
| 3       | Chapter-3<br>WORD PROCESSING   | 4 Hrs           | 8 Hrs     | 12 Hrs |
| 4       | Chapter-4<br>SPREAD SHEET  | 4 Hrs           | 8 Hrs     | 12 Hrs |
| 5       | Chapter-5<br>Presentation  | 4 Hrs           | 8 Hrs     | 12 Hrs |
| 6       | Chapter-6<br>INTRODUCTI ON TO<br>INTERNET AND WWW                    | 3 Hrs           | 4 Hrs     | 7 Hrs  |
| 7       | Chapter-7<br>E-mail, Social Networking<br>and e- Governance Services | 3 Hrs           | 6 Hrs     | 9 Hrs  |
| 8       | Chapter-8<br>DIGITAL FINANCIAL TOOLS<br>AND APPLICATION              | 4 Hrs           | 4 Hrs     | 8 Hrs  |
| 9       | Chapter-9<br>Overview of Future skills &<br>Cyber Security           | 4 Hrs           | 3 Hrs     | 7 Hrs  |

## Course Content:

### Chapter-1 Introduction to Computer

Introduction Objectives, Computer and Latest IT gadgets, Evolution of Computers & its applications, IT gadgets and their applications, Basics of Hardware and Software, 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 Questions and Answers.

### Chapter-2 Introduction to Operating System

Introduction, Objectives, Operating System, Basics of Operating system, Operating

Systems for Desktop and Laptop, Operating Systems for Mobile Phone and Tablets, User Interface for Desktop and Laptop, Task Bar, Icons & shortcuts Running an Application, 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

### **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, Text Creation and manipulation, Document Creation Editing Text, Text Selection, Cut, Copy and Paste, Font, Color, Style and Size selection, Alignment of Text, Undo & Redo, AutoCorrect, Spelling & Grammar, Find and Replace, Formatting the Text, Paragraph Indentation, Bullets and Numbering, Change case, Header & Footer, Table Manipulation, Summary, Model Questions and Answers

### **Chapter-4 SPREAD SHEET**

Introduction, Objectives, Elements of Spread Sheet, Creating of Spread Sheet, Concept of Cell Address [Row and Column] and selecting a Cell, Entering Data [text, number, date] in Cells, Page Setup, Printing of Sheet, Saving Spread sheet, Opening and Closing, Manipulation of Cells & Sheet, Modifying / Editing Cell Content, Formulas, Functions and Charts, Using Formulas for Numbers (Addition, Subtraction, Multiplication & Division), AutoSum, Functions (Sum, Count, MAX, MIN, AVERAGE), Charts (Bar, Pie, Line), Summary, Model Questions and Answers

### **Chapter-5 Presentation**

Creation of Presentation, Creating a Presentation Using a Template, Inserting & Editing Text on Slides, Inserting and Deleting Slides in a Presentation, Saving a Presentation Manipulating Slides, Inserting Table, Adding ClipArt Pictures, Inserting Other Objects Resizing and Scaling an Object, Creating & using Master Slide, Presentation of Slides Providing Aesthetics to Slides & Printing, Enhancing Text Presentation, Working with Color and Line Style, Adding Movie and Sound, Adding Headers, Footers and Notes Printing Slides and Handouts, Summary, Model Questions and Answers

### **Chapter-6 INTRODUCTION TO INTERNET AND WWW**

Basic of Computer Networks, Local Area Network (LAN), Wide Area Network (WAN), Network Topology, Internet, Concept of Internet & WWW, Applications of Internet, Website Address and URL, Introduction to IP Address, ISP and Role of ISP, Internet Protocol, Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB

Tethering), Identifying and uses of IP/MAC/IMEI of various devices , Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.)  
Downloading Web Pages, Printing Web Pages

### **Chapter-7 E-mail, Social Networking and e- Governance Services**

Structure of E-mail, Using E-mails, Opening Email account, Email Signature, Social Networking & e-Commerce, Facebook, Twitter, LinkedIn, 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.

### **Chapter-8 DIGITAL FINANCIAL TOOLS AND APPLICATION**

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

### **Chapter-9 Overview of Future skills & Cyber Security**

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

### **Course Fees**

- Nil for SC/ST
- 4000/- for others

### **Important Dates**

- Last date for submitting application : 15/09/2023
- Start Date: 25/09/2023

**Note: Admission will be on first come basis**