

# Course on Computer Concepts

## Course on Computer Concepts

**80 Hours Online Course**

**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**

### 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.

### 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.

### Course Fees

Rs. 2000/- incl. GST & all other charges.

### Certificate

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

### Methodology

- ✓ Instructor-led live classes.
- ✓ Instructor-led hands-on lab sessions.
- ✓ Content Access through e-Learning portal.
- ✓ Assessment and Certification

### 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	<ul style="list-style-type: none"> <li>Computer and IT gadgets</li> <li>Evolution of Computers</li> <li>Hardware and Software, CPU, Input / Output devices</li> </ul>	Day #02	<ul style="list-style-type: none"> <li>Computer Memory &amp; storage</li> <li>Software</li> <li>Application/System/ Utility</li> <li>Open source/Proprietary S/w</li> <li>Mobile Apps</li> </ul>	Day #03	<ul style="list-style-type: none"> <li>Operating System</li> <li>Basics of OS , Setting</li> <li>OS for Mobile Phone &amp; Tablets</li> <li>Task Bar</li> <li>Running an Application</li> </ul>
Day #04	<ul style="list-style-type: none"> <li>Mouse Properties</li> <li>System Date &amp; Time</li> <li>Display Properties</li> <li>Program and Features</li> <li>Adding, Removing &amp; Sharing Printers</li> <li>File Management, Extensions</li> </ul>	Day #05	<ul style="list-style-type: none"> <li>Word Processing Basics</li> <li>Ribbon &amp; Tabs</li> <li>Creating a New Document</li> <li>Opening, Save &amp; Save As</li> <li>Page Setup</li> <li>Printing/Preview Documents</li> <li>Saving as PDF file</li> </ul>	Day #06	<ul style="list-style-type: none"> <li>Editing Text</li> <li>Text Selection</li> <li>Cut, Copy and Paste</li> <li>Font, Color, Style and Size</li> <li>Alignment of Text</li> <li>Undo &amp; Redo</li> </ul>
Day #07	<ul style="list-style-type: none"> <li>AutoCorrect, Spelling &amp; Grammar</li> <li>Find and Replace</li> <li>Paragraph Indentation</li> <li>Bullets and numbering</li> </ul>	Day #08	<ul style="list-style-type: none"> <li>Table Manipulation</li> <li>Insert &amp; Draw Table</li> <li>Alignment of Text in cell</li> <li>Delete / Insertion of Row, Column</li> </ul>	Day #09	<ul style="list-style-type: none"> <li>Header &amp; Footer</li> <li>Merging/Splitting</li> <li>Border and Shading</li> <li>Mail Merge</li> </ul>
Day #10	<ul style="list-style-type: none"> <li>Elements of Spread Sheet</li> <li>Creating of Spread Sheet</li> <li>Concept of Cell Address</li> <li>Entering Data [text, number, date] in Cells</li> </ul>	Day #11	<ul style="list-style-type: none"> <li>Saving Workbook</li> <li>Opening and Closing</li> <li>Page Setup</li> <li>Printing of Worksheet</li> <li>Formatting Cell</li> </ul>	Day #12	<ul style="list-style-type: none"> <li>Cut, Copy, Paste &amp; Paste Special</li> <li>Inserting and Deleting Rows, Column</li> <li>AutoFill, Sorting &amp; Filtering</li> <li>Freezing panes</li> </ul>
Day #13	<ul style="list-style-type: none"> <li>Formulas, Functions and Charts</li> <li>AutoSum</li> </ul>	Day #14	<ul style="list-style-type: none"> <li>Functions (Sum, Count, MAX, MIN, AVERAGE)</li> <li>Charts (Bar, Pie, Line)</li> <li>Creating a Presentation (Blank/Template)</li> </ul>	Day #15	<ul style="list-style-type: none"> <li>Inserting and Deleting Slides</li> <li>Saving a Presentation</li> <li>Master Slide</li> <li>Printing Slides and Handouts</li> </ul>
Day #16	<ul style="list-style-type: none"> <li>Set Up for presentation</li> <li>Aesthetics to Slides &amp; Printing</li> <li>Color &amp; Line Style</li> <li>Adding Movie &amp; Sound</li> <li>Headers, Footers and Notes</li> </ul>	Day #17	<ul style="list-style-type: none"> <li>Basic of Computer Networks</li> <li>LAN and WAN</li> <li>Network Topology</li> </ul>	Day #18	<ul style="list-style-type: none"> <li>Internet &amp; WWW</li> <li>Website Address &amp; URL</li> <li>IP Address and ISP</li> <li>IP/MAC/IMEI of various devices</li> </ul>
Day #19	<ul style="list-style-type: none"> <li>Popular Web Browsers</li> <li>Popular Search Engines</li> <li>Downloading Web Pages</li> </ul>	Day #20	<ul style="list-style-type: none"> <li>Structure and uses of E-mail</li> <li>Social Networking &amp; e-Commerce</li> <li>Netiquettes</li> </ul>	Day #21	<ul style="list-style-type: none"> <li>Facebook, Twitter, LinkedIn, Instagram, Instant Msg..</li> <li>Introduction to Blogs</li> <li>Basics of E-commerce</li> </ul>
Day #22	<ul style="list-style-type: none"> <li>e-Governance Services</li> <li>Accessing e-Governance Services on Mobile Using "UMANG APP"</li> <li>Digital Locker</li> </ul>	Day #23	<ul style="list-style-type: none"> <li>Digital Financial Tools</li> <li>Understanding OTP and QR Code</li> <li>UPI, AEPS, USSD</li> </ul>	Day #24	<ul style="list-style-type: none"> <li>Card, eWallet, PoS, Net Banking</li> <li>NEFT, RTGS, IMPS</li> <li>Online Bill</li> </ul>
Day #25	<ul style="list-style-type: none"> <li>Introduction to Future skills</li> <li>IoT, Big Data, Cloud Computing</li> <li>Virtual Reality, 3D Printing</li> <li>Robotics Process</li> </ul>	Day #26	<ul style="list-style-type: none"> <li>Blockchain Technology</li> <li>Cyber Security</li> <li>Securing PC</li> <li>Securing Smart Phone</li> </ul>	Day #27	<ul style="list-style-type: none"> <li>Questions &amp; Answer Session</li> </ul>

### Course Coordinator

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