



## Model Curriculum

Standalone NOS Title: Course on Computer Concepts

Standalone NOS Code: NIE/ITS/N0201

Standalone NOS Version: 1.0

NSQF Level: 2

Model Curriculum Version: 1.0

NIELIT Bhawan, PSP Pocket Plot No 3, Sector 8 Dwarka, Dwarka, New Delhi, Delhi 110077



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## Training Parameters

<b>Sector</b>	Information & Technology
<b>Occupation</b>	IT Support
<b>Country</b>	India
<b>NSQF Level</b>	2
<b>Aligned to NCO/ISCO/ISIC Code</b>	4131.0600- Computer Operator 4132.0401- Data Entry Machine Operator 4132.0402- Domestic Data Entry Operator 4113.35- Data Entry Operator, 2432.0201- Digital Marketing/Social Media Manager 3322.1702- Social Media Operator and digital Marketing
<b>Minimum Educational Qualification and Experience</b>	No formal education (May require ability to read and write)
<b>Pre-Requisite License or Training</b>	Nil
<b>Minimum Job Entry Age</b>	NA
<b>Last Reviewed On</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQC Approval Date</b>	31/08/2023
<b>Standalone NOS Version</b>	1.0
<b>Model Curriculum Creation Date</b>	31/08/2023
<b>Model Curriculum Valid Up to Date</b>	31/08/2026
<b>Model Curriculum Version</b>	1.0
<b>Duration of the Course</b>	90 Hours

## Program Overview

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. After completing the course, the incumbent will be digitally literate and will be able to:

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

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

This course is designed to provide individuals with a well-rounded understanding of computer usage for both professional and everyday life applications. It covers various topics, from essential computer components and file management to various software tools like word processors and spreadsheets. Participants will also gain proficiency in navigating computer networks and using the internet for content search, email, and collaboration.

Additionally, the course offers insights into e-Governance applications, enhances existing skills, and introduces the concept of social networking. Participants will learn how to leverage digital financial services, gain a fundamental understanding of cyber security, and stay updated on emerging technology trends.

Furthermore, the financial literacy module will empower individuals to make informed decisions about various financial services and government schemes. In essence, this course equips participants with essential digital skills and knowledge to excel in both personal and professional contexts in the digital age

## Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the qualifications.

Module Details	NOS Details	Theory Duration	Practical Duration	OJT Mandatory Duration	Total
Course on Computer Concepts NOS Code: (NIE/ITS/NO 201)	The course equips individuals with essential computer skills, IT hardware, software, internet usage, e-Governance, social networking, digital finance, basic cyber security, and financial literacy to excel in both personal and professional digital contexts.	30	60	- -	90
<b>Total Duration</b>		<b>30</b>	<b>60</b>	<b>0</b>	<b>90</b>

### Scope

The scope covers the following:

- Operating Computer & Internet
- Office Automation Tools and Digital Financial Services
- Cyber Security and Future Skills Technology

### Elements and Performance Criteria

#### *Operating Computer & Internet*

To be competent, the user/individual on the job must be able to:

**PC1.** Familiar with the hardware/software components and handling of computer

**PC2.** Interfacing basic parts of computer and change system Settings

**PC3.** File and Folder management

**PC4.** Use emails, e-commerce websites and e-Governance Services

- *Office Automation Tools and Digital Financial Services*

To be competent, the user/individual on the job must be able to:

**PC5.** Create and print document with formatting styles and text manipulations

**PC6.** Create a spreadsheet and use of functions, formula for calculations and preparations of charts

**PC7.** Design Presentations as per the requirement of Target Audience, Transition and Animation and adding aesthetics.

**PC8.** Use of Digital Financial Tools and internet banking. Fund transfer using NEFT, IMPs, RTGS, Use of eWallet etc.

- *Cyber Security and Future Skills Technology*

To be competent, the user/individual on the job must be able to:

**PC9.** Secure PC and Mobile devices by using basic security features

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Broad knowledge of parts of computer and its settings
- KU2.** How to send email and use of social networking /e-commerce websites
- KU3.** Drafting and printing formatted and aligned document/letters
- KU4.** How to create, edit and print a spreadsheet for calculations and data series for data analysis
- KU5.** How to present work/reports effectively
- KU6.** How to secure PC and browser and phones from cyber threats

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Follow instructions, guidelines and procedures
- GS2.** Listen effectively and communicate information accurately
- GS3.** Apply formatting features to achieve desired results
- GS4.** Understanding the components of a computer system and being capable of configuring system settings as per requirements.
- GS5.** Proficiency in using emails, e-commerce websites, and e-Governance services for professional communication and online transactions.
- GS6.** Creating and managing professional documents and letters, ensuring proper formatting and alignment.
- GS7.** Using spreadsheets for data analysis, calculations, and generating reports to support decision making.
- GS8.** Designing presentations that meet the specific needs of target audiences, utilizing transition and animation effects, and adding aesthetic elements for professional presentations.
- GS9.** Using digital financial tools for professional purposes, including internet banking, fund transfer, and e-Wallets

## Module Details

### Terminal Outcomes:

- Able to identify the basic components of computers and terminology
- Create documents using word processor, spreadsheet & presentation software
- Understand computer networks, and browse the internet, content search, email and collaborate with peers
- Use e-Governance applications; and use computer to improve existing skills and learn new skills
- Understanding Social Networking platform
- Using internet for Digital Financial services
- Develop introductory knowledge of Cyber Security
- Develop knowledge about Future skills

<b>Duration: 30:00</b>	<b>Duration: 60:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>• Identify computers, IT gadgets, and explain their evolution and applications.</li><li>• Understand various types of software, utilities, and mobile apps.</li><li>• Acquaintance with Operating Systems for desktop and mobile devices.</li></ul>	<ul style="list-style-type: none"><li>• Get familiar with various input, output, and hardware components of a computer along with storage devices.</li><li>• Get familiar with various types of softwares, and utilities used for computer and mobile apps.</li></ul>

<ul style="list-style-type: none"> <li>• Identification of desktop screen components and modification of properties.</li> <li>• In-depth Knowledge of Word Processing.</li> <li>• Basic Knowledge of Spreadsheet Processing.</li> <li>• Basic Knowledge of PowerPoint presentations.</li> <li>• Understanding various types of networks and topologies.</li> <li>• Overview of the Internet and browsers.</li> <li>• Knowledge of device identification on local networks and the Internet.</li> <li>• Email communication, social networking, instant messaging, and blogs.</li> <li>• Cybersecurity awareness and securing PC and mobile devices.</li> <li>• Latest trends and technologies in ICT.</li> <li>• Use of Artificial Intelligence in present and future scenarios.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to identify various desktop screen components and modify various properties, date, time, etc.</li> <li>• Able to add and remove new programs and features, and manage files and folders.</li> <li>• Well-versed with printing and know various types of file extensions.</li> <li>• Opening, saving, and printing a document, including PDF files.</li> <li>• Document creation, formatting of text, paragraph, and the whole document.</li> <li>• Inserting Header and Footer on the document.</li> <li>• Finding text on a Word document and correcting spellings.</li> <li>• Able to insert and manipulate tables, and enhance tables using borders and shading features.</li> <li>• Can prepare copies of a document, labels, etc., for sending to various recipients using Mail Merge.</li> <li>• Opening/saving a Spreadsheet, Spreadsheet creation, inserting and editing data in cells, sorting and filtering of data, inserting and deleting rows/columns, applying basic formulas and functions, and preparing charts.</li> <li>• Running a slide show with various transitions.</li> <li>• Get an overview of the Internet, its applications, and various browsers available to access the Internet.</li> <li>• Connect to the Internet using various modes of connections/devices available.</li> <li>• Can search for information on the Internet on various topics.</li> <li>• Download and print web pages.</li> <li>• Create an email account, compose an email, reply to an email, and send the email along with attachments.</li> <li>• Get familiar with e-Governance Services, e-Commerce, and Mobile Apps.</li> <li>• Know the Digital Financial Tools.</li> <li>• Digital Locker usage and document storage.</li> </ul>
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<b>Classroom Aids:</b> LCD Projector/Smart Board Pin-up Board WhiteBoard, Markers
<b>Tools, Equipment and Other Requirements</b>
Classroom Students Chair Students Table Desktop computer with accessories Desk jet printer

## Annexure

### Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialisation	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialisation	Years	Specialisation	
B.Tech	Computer Science/Electronics and Communication/ allied branches	-	-	-	-	-
MCA	Computer Application	-	-	-	-	-
BCA/ B.Sc	Computer Application	-	-	-	-	-
NIELIT O-Level	Information Technology	-	-	-	-	-
NIELIT A-Level	Information Technology	-	-	-	-	-
Any Graduate+ Diploma (at least 6 months)	Diploma in Computer Software (at least 6 months)	-	-	-	-	-



PGDCA	Information Technology/ Computer Science	-	-	-	-	-
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Trainer Certification	
Domain Certification	Platform Certification
Trainer Qualification should be Level 4 or above in a relevant domain as per NCrF	

**Assessors Requirements**

Assessor Prerequisites
NIELIT conducts centralized online examinations through its safe and secure assessment platform. The questions for the assessment are prepared by the subject matter experts from leading Universities.

Assessor Certification	
Domain Certification	Platform Certification
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