

## Basic Computer Course [BCC]

### Objective:

The course is designed to aim at imparting a basic level appreciation programme for the common man. After completing the course

- the incumbent will be able to use the computer for basic purposes of preparing his personnel / business letters
- Will be able to create data and basic operation with data using spreadsheet.
- Will be able to create and use basic presentation
- Will be able to view information on Internet (the web)
- Will be able to create email account and send / receive emails
- Will be able to use Digital Financial Services
- Will be able to use Social Media, e-Governance and their usage etc.

The course will allow common man or housewife to be part of computer users list by making them Digitally Literate. This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology.

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

### Duration:

**36 Hours - (Theory: 14 hrs + Practical: 22 hrs )**

**This course can also be offered as 6 days full time intensive course.**

### Eligibility:

No minimum qualification is required for applying and appearing for the examination in Basic Computer Course (BCC).

### Detailed Syllabus and Learning Outcome:

S. No.	Chapter Name	Course Outline	Duration (Hours)		Learning Outcome
			Theory	Lab	
1	<b>Chapter-1 Introduction to Computer</b>	1.0 Introduction 1.1 Objectives 1.2 Computer and Latest IT gadgets 1.2.1 Computers & its applications 1.2.2 IT gadgets and their applications 1.3 Basics of Hardware and Software 1.3.1 Hardware 1.3.1.1 Central Processing Unit 1.3.1.2 Input devices 1.3.1.3 Output devices	2	1	After completion of this chapter, the candidate will be able to: <ul style="list-style-type: none"> <li>• Aware about computers, IT gadgets and their applications.</li> <li>• Get familiar with various input, output and hardware components of a computer along with</li> </ul>

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		<p>1.3.1.4 Computer Memory &amp; storage 1.3.1.5 Connecting Keyboard, Mouse, Monitor and Printer to CPU 1.3.2 Software 1.3.2.1 Application Software 1.3.2.2 Systems Software 1.3.2.3 Mobile Apps 1.4 Summary 1.5 Model Questions and Answers</p>			<p>storage devices.</p> <ul style="list-style-type: none"> <li>• Get familiar with how the keyboard, mouse, monitor and printer are connected to CPU</li> <li>• Get familiar with various types of softwares used for computer and mobile apps.</li> </ul>
2	<b>Chapter-2 Introduction to Operating</b>	<p>2.0 Introduction 2.1 Objectives 2.2 Operating System 2.2.1 Operating Systems for Desktop and Laptop 2.2.2 Operating Systems for Mobile Phone and Tablets 2.3 User Interface for Desktop and Laptop 2.3.1 Task Bar 2.3.2 Icons &amp; Shortcuts 2.3.3 Running an Application 2.4 Operating System Simple Setting 2.4.1 Using Mouse 2.4.2 Changing System Date and Time 2.4.3 Changing Display Properties 2.4.4 To Add or Remove Program and Features 2.5 File and Folder Management 2.6 Types of File Extensions 2.7 Summary 2.8 Model Questions and Answers</p>	2	2	<p>After learning this chapter, candidate will:</p> <ul style="list-style-type: none"> <li>• Well acquainted with Operating System and its applications for both desktop and mobile devices.</li> <li>• able to identify various desktop screen components and modify display properties, date, time etc.</li> <li>• able to add and remove new program and features, manage files and folders.</li> <li>• Get aware of various types of file extensions.</li> </ul>
3.	<b>Chapter-3 Word Processing</b>	<p>3.0 Introduction 3.1 Objective 3.2 Word Processing Basics 3.2.1 Opening Word Processing Package 3.2.2 Title Bar, Menu Bar, Toolbars &amp; Sidebar 3.2.3 Creating a New Document 3.3 Opening and Closing Documents 3.3.1 Opening Documents 3.3.2 Save and Save As 3.3.3 Closing Document 3.3.4 Using The Help 3.3.5 Page Setup 3.3.6 Print Preview 3.3.7 Printing of Documents 3.3.8 PDF file and Saving a Document</p>	2	4	<p>After completion of this chapter, candidate will have</p> <ul style="list-style-type: none"> <li>• Basic Knowledge of Word Processing, their usage, details of word processing screen.</li> <li>• Opening, saving and printing a document including pdf files.</li> <li>• Document creation, formatting of text, paragraph and whole document.</li> <li>• Inserting Header and Footer on the document</li> </ul>

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		<p>as PDF file</p> <p>3.4 Text Creation and manipulation</p> <p>3.4.1 Document Creation</p> <p>3.4.2 Editing Text</p> <p>3.4.3 Text Selection</p> <p>3.4.4 Cut, Copy and Paste</p> <p>3.4.5 Font, Color, Style and Size selection</p> <p>3.4.6 Alignment of Text</p> <p>3.4.7 Undo &amp; Redo</p> <p>3.4.8 AutoCorrect, Spelling &amp; Grammar</p> <p>3.4.9 Find and Replace</p> <p>3.5 Formatting the Text</p> <p>3.5.1 Paragraph Indentation</p> <p>3.5.2 Bullets and Numbering</p> <p>3.5.3 Change case</p> <p>3.5.4 Header &amp; Footer</p> <p>3.6 Table Manipulation</p> <p>3.6.1 Insert &amp; Draw Table</p> <p>3.6.2 Changing cell width and height</p> <p>3.6.3 Alignment of Text in cell</p> <p>3.6.4 Delete / Insertion of Row, Column and Merging &amp; Splitting of Cells</p> <p>3.6.5 Border and Shading</p> <p>3.7 Shortcut Keys</p> <p>3.8 Summary</p> <p>3.9 Model Questions and Answers</p>			<ul style="list-style-type: none"> <li>Finding text on a word document and correcting spellings.</li> <li>Able to insert and manipulate tables, enhance table using borders and shading features.</li> </ul>
4.	<p><b>Chapter-4</b></p> <p><b>Working with Spreadsheet</b></p>	<p>4.0 Introduction</p> <p>4.1 Objectives</p> <p>4.2 Elements of Spread Sheet</p> <p>4.2.1 Creating of Spread Sheet</p> <p>4.2.2 Concept of Cell Address [Row and Column] and selecting a Cell</p> <p>4.2.3 Entering Data [text, number, date] in Cells</p> <p>4.2.4 Page Setup</p> <p>4.2.5 Printing of sheet</p> <p>4.2.6 Saving Spread sheet</p> <p>4.2.7 Opening and Closing</p> <p>4.3 Manipulation of Cells &amp; Worksheet</p> <p>4.3.1 Modifying / Editing Cell Content</p> <p>4.3.2 Formatting Cell (Font, Alignment, Style )</p> <p>4.3.3 Cut, Copy, Paste &amp; Paste Special</p> <p>4.3.4 Changing Cell Height and</p>	2	4	<p>After completion of this chapter, candidate will have good hands-on practice on</p> <ul style="list-style-type: none"> <li>Basic Knowledge of Spreadsheet Processing, their usage, details of Spreadsheet screen.</li> <li>Opening, saving and printing a sheet.</li> <li>Worksheet creation, inserting and editing data in cells.</li> <li>Managing Cell heights and automatically filling the values using AutoFill</li> <li>Inserting and deleting rows /columns.</li> <li>Applying basic</li> </ul>

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		<p>Width</p> <p>4.3.5 Inserting and Deleting Rows, Column</p> <p>4.3.6 AutoFill</p> <p>4.4 Formulas, Functions and Charts</p> <p>4.4.1 Using Formulas for Numbers (Addition, Subtraction, Multiplication &amp; Division)</p> <p>4.4.2 AutoSum</p> <p>4.4.3 Functions (Sum, Count, MAX, MIN, AVERAGE)</p> <p>4.5 Summary</p> <p>4.6 Model Questions and Answers</p>			formulas and functions.
5.	<p><b>Chapter-5</b></p> <p><b>Creating Presentations</b></p>	<p>5.0 Introduction</p> <p>5.1 Objectives</p> <p>5.2 Creation of Presentation</p> <p>5.2.1 Creating a Presentation Using a Template</p> <p>5.2.2 Creating a Blank Presentation</p> <p>5.2.3 Inserting &amp; Editing Text on Slides</p> <p>5.2.4 Inserting and Deleting Slides in a Presentation</p> <p>5.2.5 Saving a Presentation</p> <p>5.3 Manipulating Slides</p> <p>5.3.1 Inserting Table</p> <p>5.3.2 Adding ClipArt Pictures</p> <p>5.3.3 Inserting Other Objects</p> <p>5.3.4 Resizing and Scaling an Object</p> <p>5.4 Presentation of Slides</p> <p>5.4.1 Choosing a Set Up for Presentation</p> <p>5.4.2 Running a Slide Show</p> <p>5.4.3 Transition and Slide Timings</p> <p>5.4.4 Automating a Slide Show</p> <p>5.4.5 Printing Slides and Handouts</p> <p>5.6 Summary</p> <p>5.7 Model Questions and Answers</p>	2	3	<p>After completion of this chapter, candidate will have good hands-on practice on</p> <ul style="list-style-type: none"> <li>• Basic Knowledge of presentations.</li> <li>• Opening/saving a presentation and printing of slides and handouts.</li> <li>• Manipulate slides to enhance the look of the slides as well as whole presentation by inserting a picture, objects, formatting etc.</li> <li>• Running a slide show with various transitions.</li> </ul>
6.	<p><b>Chapter-6</b></p> <p><b>Introduction to Network &amp; Internet</b></p>	<p>6.0 Introduction</p> <p>6.1 Objectives</p> <p>6.2 Basic of Computer Networks</p> <p>6.2.1 Local Area Network (LAN)</p> <p>6.2.2 Wide Area Network (WAN)</p> <p>6.3 Internet</p> <p>6.3.1 Concept of Internet &amp; WWW</p> <p>6.3.2 Applications of Internet</p> <p>6.3.3 Website Address and URL</p> <p>6.3.4 ISP and Role of ISP</p> <p>6.3.5 Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering)</p>	1.5	1.5	<p>After completion of this chapter, candidate will be able to:</p> <ul style="list-style-type: none"> <li>• Gather knowledge of various types of networks.</li> <li>• Get an overview of Internet, its applications and various browsers available to access the internet.</li> <li>• Connect to Internet</li> </ul>

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		<p>6.4 Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.)</p> <p>6.5 Exploring the Internet</p> <p>6.5.1 Surfing the web</p> <p>6.5.2 Popular Search Engines</p> <p>6.5.3 Searching on Internet</p> <p>6.5.4 Downloading Web Pages</p> <p>6.5.5 Printing Web Pages</p> <p>6.6 Summary</p> <p>6.7 Model Questions and Answers</p>			<p>using various modes of connections/devices available.</p> <ul style="list-style-type: none"> <li>• Can search Information on the Internet on various topics.</li> <li>• Download and print web pages.</li> </ul>
7.	<p><b>Chapter-7</b></p> <p><b>E-mail, Social Networking and e-Governance Services</b></p>	<p>7.0 Introduction</p> <p>7.1 Objectives</p> <p>7.2 Structure of E-mail</p> <p>7.2 Structure of E-mail</p> <p>7.3 Using E-mails</p> <p>7.3.1 Opening Email account</p> <p>7.3.2 Mailbox: Inbox and Outbox</p> <p>7.3.3 Creating and Sending a new E-mail</p> <p>7.3.4 Replying to an E-mail message</p> <p>7.3.5 Forwarding an E-mail message</p> <p>7.4 Social Networking &amp; e-Commerce</p> <p>7.4.1 Facebook, Twitter, LinkedIn, Instagram</p> <p>7.4.2 Instant Messaging (WhatsApp, Facebook Messenger, Telegram)</p> <p>7.4.3 Netiquettes</p> <p>7.5 Overview of e-Governance Services like Railway Reservation, Passport, eHospital [ORS]</p> <p>7.6 Accessing e-Governance Services on Mobile Using “UMANG APP”</p> <p>7.7 Digital Locker</p> <p>7.8 Summary</p> <p>7.9 Model Questions and Answers</p>	2	3	<p>After completion of this chapter, candidate will be able to:</p> <ul style="list-style-type: none"> <li>• Create an email account, compose an email, reply an email and send the email along with attachments.</li> <li>• Get familiar with Social Networking, Instant Messaging and Blogs.</li> <li>• Get familiar with e-Governance Services, e-Commerce and Mobile Apps.</li> </ul>
8.	<p><b>Chapter-8</b></p> <p><b>Digital Financial Tools and Applications</b></p>	<p>8.0 Introduction</p> <p>8.1 Objectives</p> <p>8.2 Digital Financial Tools</p> <p>8.2.1. Understanding OTP [One Time Password]and QR [Quick Response] Code</p> <p>8.2.2 UPI [Unified Payment Interface]</p> <p>8.2.3 AEPS [Aadhaar Enabled Payment System]</p> <p>8.2.4 USSD[Unstructured Supplementary Service Data]</p> <p>8.2.5 Card [Credit / Debit]</p> <p>8.2.6 eWallet</p>	1.5	2.5	<p>After completion of this chapter, candidate will be able to:</p> <ul style="list-style-type: none"> <li>• Know the Digital Financial Tools.</li> <li>• Get Knowledge of Internet Banking Modes.</li> <li>• Get familiar with e-Governance Services, e-Commerce and Mobile Apps.</li> <li>• Use the Digital</li> </ul>

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		8.2.7 PoS [Point of Sale] 8.3 Internet Banking 8.3.1 National Electronic Fund Transfer (NEFT) 8.3.2 Real Time Gross Settlement (RTGS) 8.3.3 Immediate Payment Service (IMPS) 8.4 Online Bill Payment 8.5 Summary 8.6 Model Questions and Answers			Locker and will be able to store documents in Digital Locker.
<b>Total Hours = 36</b>			15	21	

For practical purpose latest version of Free Open Source Ubuntu & LibreOffice may be used.