



Course on Computer Concepts [CCC]

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. 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.

Duration:

90 Hours - (Theory: 30 hrs + Practical: 60 hrs)

This course can also be offered as 10 days' full time intensive course.

Eligibility:

No minimum qualification is required for applying and appearing for the examination in Course on Computer Concepts [CCC].

Job Role:

Computer Operator, Data Entry Operator and Social Media Operator

Detailed Syllabus and Learning Outcome:

S.	Chapter Name	Course Outline	Durat	ion	Learning Outcomes
No.			(Hour	s)	
			Theory	Lab	
1	Chapter-1	1.0 Introduction			After completion ofthis
	Introduction	1.1 Objectives	2	4	chapter, the candidate
	to Computer	1.2 Computer and Latest IT gadgets			will be ableto
		1.2.1 Evolution of Computers & its applications			 identify computers,
		1.2.2 IT gadgets and their applications			IT gadgets and
		1.3 Basics of Hardware and Software			explain their
		1.3.1 Hardware			evolution and



		<u>Course on Computer Concepts I</u>			
		1.3.1.1 Central Processing Unit			applications.
		1.3.1.2 Input devices			 Get familiar with
		1.3.1.3 Output devices			various input,
		1.3.1.4 Computer Memory & storage			output and
		1.3.2 Software			hardware
		1.3.2.1 Application Software			components of a
		1.3.2.2 Systems Software			computer along
		1.3.2.3 Utility Software			with storage
		1.3.2.4 Open source and Proprietary Software			devices.
		1.3.2.5 Mobile Apps			Get familiar with
		1.4 Summary			various types of
		1.5 Model Questions and Answers			softwares, utilities
					used for computer
					and mobile apps.
2	Chapter-2	2.0 Introduction			After learning this
	Introduction	2.1 Objectives	3	4	chapter, candidate will
	to Operating	2.2 Operating System			be
	System	2.2.1 Basics of Operating system			Well acquainted
	bystem	2.2.2 Operating Systems for Desktop and Laptop			with Operating
		2.2.3 Operating Systems for Mobile Phone and			System and its
		Tablets			applications for
		2.3 User Interface for Desktop and Laptop			both desktop and
		2.3.1 Task Bar			mobile devices.
		2.3.2 Icons & shortcuts			able to identify
		2.3.3 Running an Application			various desktop
		2.4 Operating System Simple Setting			screen components
		2.4.1 Using Mouse and Changing its Properties			and modify various
		2.4.2 Changing System Date and Time			properties, date,
		2.4.3 Changing Display Properties			time etc.
		2.4.4 To Add or Remove Program and Features			able to add and
		2.4.5 Adding, Removing & Sharing Printers			remove new
		2.5 File and Folder Management			program and
		2.6 Types of file Extensions			features, manage
		2.7 Summary			files and folders.
		2.8 Model Questions and Answers			Well versed with
					printing and know
					various types of file
					extensions.
3.	Chapter-3	3.0 Introduction			After completion ofthis
٥.	F	3.1 Objective	4	8	chapter, candidate will
	WORD	3.2 Word Processing Basics			have
	PROCESSING	3.2.1 Opening Word Processing Package			• In depth
		3.2.2 Title Bar, Menu Bar, Toolbars & Sidebar			Knowledge of Word
		3.2.3 Creating a New Document			Processing, their
		3.3 Opening and Closing Documents			usage, details of
		3.3.1 Opening Documents			word processing
		3.3.2 Save and Save As			screen.
		3.3.3 Closing Document			Opening, savingand
		3.3.4 Using The Help			printing a
		3.3.5 Page Setup			document
		3.3.6 Print Preview			including pdf files.
		3.3.7 Printing of Documents			 Document creation,
		3.3.8 PDF file and Saving a Document as PDF file			formatting of text,
					Tormatting or text,



		3.4 Text Creation and manipulation			paragraph and
		2.4.1 Degument Cuestion			
		3.4.1 Document Creation			whole document.
		3.4.2 Editing Text			• Inserting Header
		3.4.3 Text Selection			and Footer on the
		3.4.4 Cut, Copy and Paste			document
		3.4.5 Font, Color, Style and Size selection			• Finding text on a
		3.4.6 Alignment of Text			word document
		3.4.7 Undo & Redo			
		3.4.8 AutoCorrect, Spelling & Grammar			
		3.4.9 Find and Replace			spellings.
		3.5 Formatting the Text			Able to insert and
		3.5.1 Paragraph Indentation			manipulate tables,
		S 1			enhance table using
		<u>o</u>			borders and
		3.5.3 Change case			shading features.
		3.5.4 Header & Footer			Can prepare copies
		3.6 Table Manipulation			of a document
		3.6.1 Insert & Draw Table			labels etc for
		3.6.2 Changing cell width and height			sending various
		3.6.3 Alignment of Text in cell			recipients using
		3.6.4 Delete / Insertion of Row, Column and			Mail Merge.
		Merging & Splitting of Cells			Maii Meige.
		3.6.5 Border and Shading			
		3.7 Mail Merge			
		3.8 Shortcut Keys			
		3.9 Summary			
		3.10 Model Questions and Answers			
1 (Chapter-4	4.0 Introduction			After completion ofthis
4.	Chapter-4		3	9	chapter, candidate will
	SPREAD	,	3	9	
	_	4.2 Elements of Spread Sheet			have good hands- on
3	SHEET	4.2.1 Creating of Spread Sheet			practice on
		4.2.2 Concept of Cell Address [Row and Column]			 Basic Knowledge of
		and selecting a Cell			Spreadsheet
		4.2.3 Entering Data [text, number, date] in Cells			Processing, their
		4.2.4 Page Setup			usage, details of
		4.2.5 Printing of Sheet			Spreadsheet
		4.2.6 Saving Spreadsheet			screen.
		4.2.7 Opening and Closing			Opening, savingand
		4.3 Manipulation of Cells & Sheet			printing a
		4.3.1 Modifying / Editing Cell Content			Spreadsheet.
		4.3.2 Formatting Cell (Font, Alignment, Style)			Spreadsheet
		4.3.3 Cut, Copy, Paste & Paste Special			
		4.3.4 Changing Cell Height and Width			creation, inserting
		4.3.5 Inserting and Deleting Rows, Column			and editing data in
		4.3.6 AutoFill			cells, sorting and
		4.3.7 Sorting & Filtering			filtering of data.
		4.3.8 Freezing panes			 Inserting and
					deleting rows
					/columns.
		4.4.1 Using Formulas for Numbers (Addition,			• Applying basic
		Subtraction, Multiplication & Division)			formulas and
		4.4.2 AutoSum			functions.
		4.4.3 Functions (Sum, Count, MAX, MIN, AVERAGE)			Prepare chart to
		4.4.4 Charts (Bar, Pie, Line)			_
		4.5 Summary			•
		4.6 Model Questions and Answers			illiorillation in a
					represent the information in a



		eduloc on computer contects			pictorial form.
5.	Chapter-5	5.0 Introduction			After completion ofthis
		5.1 Objectives	3	9	chapter, candidate will
		5.2 Creation of Presentation			have good hands- on
	Presentation	5.2.1 Creating a Presentation Using a Template			practice on
		5.2.2 Creating a Blank Presentation			Basic Knowledge of
		5.2.3 Inserting & Editing Text on Slides			PowerPoint
		5.2.4 Inserting and Deleting Slides in a			presentations.
		Presentation			 Opening/saving a
		5.2.5 Saving a Presentation			presentation and
		5.3 Manipulating Slides			printing of slides
		5.3.1 Inserting Table			and handouts.
		5.3.2 Adding ClipArt Pictures			 Manipulate slidesto
		5.3.3 Inserting Other Objects			enhance the lookof
		5.3.4 Resizing and Scaling an Object			the slides as well as
		5.3.5 Creating & using Master Slide			whole
		5.4 Presentation of Slides			presentation by
		5.4.1 Choosing a Set Up for Presentation 5.4.2 Running a Slide Show			inserting a picture,
		5.4.3 Transition and Slide Timings			objects, multimedia
		5.4.4 Automating a Slide Show			formatting etc.
		5.5 Providing Aesthetics to Slides & Printing			Running a slide
		5.5.1 Enhancing Text Presentation			show with various
		5.5.2 Working with Color and Line Style			transitions.
		5.5.3 Adding Movie and Sound			
		5.5.4 Adding Headers, Footers and Notes			
		5.5.5 Printing Slides and Handouts			
		5.6 Summary			
		5.7 Model Questions and Answers			
6.	Chapter-6	6.0 Introduction			After completion ofthis
		6.1 Objectives	3	4	chapter, candidate will
	INTRODUCTI	6.2 Basic of Computer Networks			be able to:
	ON TO	6.2.1 Local Area Network (LAN)			Gather knowledge
	INTERNET	6.2.2 Wide Area Network (WAN)			of various types of
	AND WWW	6.2.3 Network Topology 6.3 Internet			networks and
		6.3.1 Concept of Internet & WWW			topologies.
		6.3.2 Applications of Internet			Get an overview of Internet. its
		6.3.3 Website Address and URL			Internet, its applications and
		6.3.4 Introduction to IP Address			various browsers
		6.3.5 ISP and Role of ISP			available to access
		6.3.6 Internet Protocol			the internet.
		6.3.7 Modes of Connecting Internet (Hotspot, Wi-			Connect to Internet
		Fi, LAN Cable, Broadband, USB Tethering)			using various
		6.3.8 Identifying and uses of IP/MAC/IMEI of			modes of
		various devices			connections/device
		6.4 Popular Web Browsers (Internet Explorer/Edge,			s available.
		Chrome, Mozilla Firefox, Opera etc.)			Get knowledge of
		6.5 Exploring the Internet			device
		6.5.1 Surfing the web			identification on
		6.5.2 Popular Search Engines			local network as
		6.5.3 Searching on Internet			well as on Internet
		6.5.4 Downloading Web Pages			for both Desktop
		6.5.5 Printing Web Pages			



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		6.6 Summary			and Mobile
		6.7 Model Questions and Answers			Devices.
					• Can search
					Information on the
					Internet on various
					topics.
					• Download and
					print web pages.
7.	Chapter-7	7.0 Introduction			After completion of this
/	chapter 7	7.1 Objectives	3	6	chapter, candidate will
	E-mail, Social	7.1 Objectives 7.2 Structure of E-mail	3	U	be able to:
	•				
	Networking and e-	9			Create an email
		7.3.1 Opening Email account			account, compose
	Governance	7.3.2 Mailbox: Inbox and Outbox			an email, reply an
	Services	7.3.3 Creating and Sending a new E-mail			email and send the
		7.3.4 Replying to an E-mail message			email along with
		7.3.5 Forwarding an E-mail message			attachments.
		7.3.6 Searching emails			Get familiar with
		7.3.7 Attaching files with email			Social Networking,
		7.3.8 Email Signature			Instant Messaging
		7.4 Social Networking & e-Commerce			and Blogs.
		7.4.1 Facebook, Twitter, LinkedIn, Instagram			Get familiar with e-
		7.4.2 Instant Messaging (WhatsApp, Facebook			Governance
		Messenger, Telegram)			Services, e-
		7.4.3 Introduction to Blogs			Commerce and
		7.4.4 Basics of E-commerce			Mobile Apps.
		7.4.5 Netiquettes			The President of the Pr
		7.5 Overview of e-Governance Services like Railway			
		Reservation, Passport, eHospital [ORS]			
		7.6 Accessing e-Governance Services on Mobile Using			
		"UMANG APP"			
		7.7 Digital Locker			
		7.8 Summary			
		7.9 Model Questions and Answers			
8.	Chapter-8	8.0 Introduction			After completion ofthis
0.	•	8.1 Objectives		_	chapter, candidate will
		8.2 Digital Financial Tools	3	5	be able to:
		8.2.1. Understanding OTP [One Time Password]and			Know the Digital
	DIGITAL	QR [Quick Response] Code			Financial Tools.
	FINANCIAL	8.2.2 UPI [Unified Payment Interface]			Get Knowledge of
	TOOLS AND	8.2.3 AEPS [Aadhaar Enabled Payment System]			Internet Banking
	APPLICATION	8.2.4 USSD[Unstructured Supplementary Service			Modes.
	S	Data]			Get familiar with e-
		8.2.5 Card [Credit / Debit]			Governance
		8.2.6 eWallet			
					Services, e- Commerce and
		8.2.7 PoS [Point of Sale]			
		8.3 Internet Banking			Mobile Apps.
		8.3.1 National Electronic Fund Transfer (NEFT)			• Use the Digital
		8.3.2 Real Time Gross Settlement (RTGS)			Locker and will be
		8.3.3 Immediate Payment Service (IMPS)			able to store
		8.4 Online Bill Payment			documents in
		8.5 Summary			Digital Locker.
		8.6 Model Questions and Answers			



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Overview of Future skills and Artificial Intelligence 10.1.2 Big Data Analytics 10.1.3 Cloud Computing 10.1.4 Virtual Reality 10.1.5 Artificial Intelligence 10.1.6 Social & Mobile 10.1.7 Blockchain Technology 10.1.8 3D Printing/ Additive Manufacturing 10.1.9 Robotics Process Automation 10.2 What is Artificial Intelligence 10.4 Why Artificial Intelligence 10.5 Goals of Artificial Intelligence 10.6 Ethics of Artificial Intelligence 10.7 Advantages of Artificial Intelligence 10.9 Application of Al 10.10Types of Artificial Intelligence 10.12Future of Artificial Intelligence 10.12Future of Artificial Intelligence 10.15Future impact of Al in different sectors 10.16 Summary 10.17 Model Questions and Answers	9.	Overview of Cyber Security	9.0 Cyber Security 9.0.1 Needand Goal of Cyber Security 9.0.2 Securing PC 9.0.3 Securing Browser 9.0.4 Securing Email and Social Media Accounts (Facebook, Instagram, Whats App) 9.0.5 Securing Smart Phone 9.1 Summary 9.2 Model Questions and Answers	3	5	After completion ofthis chapter, candidate will be familiar withthe: • Will be able to understand need of Cyber Security and will be able to secure their PC and Mobile devices by using basic security features.
Total Hours = 90 30 60	Total	Future skills and Artificial Intelligence	10.1.1 Internet of Things (IoT) 10.1.2 Big Data Analytics 10.1.3 Cloud Computing 10.1.4 Virtual Reality 10.1.5 Artificial Intelligence 10.1.6 Social & Mobile 10.1.7 Blockchain Technology 10.1.8 3D Printing/ Additive Manufacturing 10.1.9 Robotics Process Automation 10.2 What is Artificial Intelligence (AI)? 10.3 History of Artificial Intelligence 10.4 Why Artificial Intelligence? 10.5 Goals of Artificial Intelligence 10.6 Ethics of Artificial Intelligence 10.7 Advantages of Artificial Intelligence 10.8 Disadvantages of Artificial Intelligence 10.9 Application of AI 10.10Types of Artificial Intelligence: 10.11Subsets of Artificial Intelligence 10.12Future of Artificial Intelligence 10.13Artificial Intelligence (AI) at Present 10.14Myths about Advanced Artificial Intelligence 10.15Future impact of AI in different sectors 10.16 Summary			be familiar withthe: • Latest trends and technologies in upcoming fields in IECT. • Latest trends and use of Artificial Intelligence in present and

 $National\ Institute\ of\ Electronics\ and\ Information\ Technology\ (NIELIT)\ -\ Syllabus\ of\ CCC\ [Revision\ 4\ -\ Implemented\ w.e.f.\ 01^{st}\ October,\ 2023]$

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