

Course on Computer Concepts

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

Course Coordinator

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