



**COURSE ON COMPUTER CONCEPT (CCC)**

**1. Introduction to computer**

- What is Computer?
- Components of Computer System
- Concept of Hardware and Software
- Representation of Data/Information
- Concept of Data processing
- Applications of ICT

**2. Introduction to GUI Based Operating System**

- Basics of popular operating system (LINUX, WINDOWS)
- Operating System Simple Setting
- File and Directory Management

**3. Microsoft Word**

- Word Processing Basics
- Opening and closing Documents
- Text Creation and manipulation
- Formatting the Text
- Table Manipulation

**4. Microsoft Excel**

- Elements of Electronic Spread Sheet
- Manipulation of Cells
- Function and Charts

**5. Application of presentations (MS-PowerPoint)**

- Using PowerPoint
- Creation of Presentation
- Preparation of Slides
- Providing Aesthetics
- Presentation of Slides
- Slide Show

**6. Introduction to Internet, WWW and web browsers.**

- Basics of Computer Networks (LAN & WAN)
- Concept of Internet
- Services on Internet
- Preparing Computer for Internet Access
- Web Browsing Software

**7. Communication and Collaboration**

- Basics of E-mail
- Using E-mails
- Advance email features
- Instant Messaging and Collaboration

**8. Overview of Futureskills & Cyber Security**

- Introduction to Futureskills.
- Cyber Security
- Needs of Cyber Security
- Securing Smart Phone

**9. Application of Digital Financial Services**

- Introduction
- Why Savings are needed?
- Why Bank is needed?
- Banking Products
- Documents for Opening Accounts
- Banking Service Delivery Channels
- Internet Banking
- National Electronic Fund Transfer (NEFT), Real Time Gross Settlement (RTGS)
- Insurance
- Various Schemes
- Pradhan Mantri Jan-Dhan Yojana (PMJDY)
- National Pension Scheme
- Public Provident Fund (PPF) Scheme
- Bank on your mobile

**10. LibreOffice**

- Libre Office Writer
- Libre Office Calc
- Libre Office Impress

**11. Edubuntu/Ubuntu**

<b>Qualification</b>	<b>: 10th or Above</b>
<b>Duration</b>	<b>: 3 Months</b>
<b>Course Fees</b>	<b>: `3,500/- (Lumpsum)</b>
	<b>: `4,500/- (Installment)</b>