Navodaya Computer Saksharta Mission ®

A National Literacy Programme of Information Technology & Skill Development

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Computer Society of India

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Ministry of HRD (Department of Higher Education) Courses Registered Under CR Act

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CCC

Certificate in Computer Concept

COURSE CODE : CC-041

COURSE CONTENT & SYLLABUS

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CCC
Certificate in Computer Concept

COURSE CONTENTS

Course code – CC-041   **Eligibility : 8TH Class & Above**

Duration : 3 Month

SUBJECT CODE – NFC

Computer Fundamentals   **Fundamental of computer**

Operating System (WINDOWS XP/W7)

Microsoft office

  Elements of Word Processing (Word)

  Spread Sheets (Excel)

  Making Small Presntations (Power point)
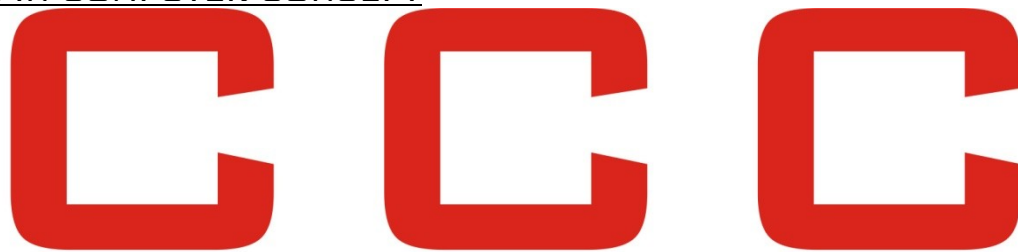
Computer Communication and Internet & E-mail

WWW and Web Browsers

Introduction of Networking

Types of Networking

Uses of Networking

English & Hindi Typing

CERTIFICATE IN COMPUTER CONCEPT

CCC
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COURSE SYLLABUS

INTRODUCTION OF COMPUTER

A. FUNDAMENTAL OF COMPUTER
- A-1 History of computer
- A-2 Development of computer
- A-3 Types of computer
- A-4 Input & output device
- A-5 Memory
- A-6 Personal computer

B. OPERATING SYSTEM
- B-1 Introduction of windows xp, 2007, 2008
- B-2 Function of operating system
- B-3 Types of operating system
- B-4 User interface (e.g.:-taskbar, icon, start menu)

C. DESIGN TOOLS & PROGRAMMING LANGUAGE
- C-1 Introduction of design tools
- C-2 Introduction of flow chart
- C-3 Introduction of programming language

D. ELEMENTS OF WORD PROCESSING
- D-1 Introduction of word processing
  - D-1.1 Steps of word processing
  - D-1.2 opening word processing packages
  - D-1.3 menu bar
  - D-1.4 using shortcut
  - D-1.5 using buttons/tools
- D-2 opening, closing & printing documents
  - D-2.1 opening documents
  - D-2.2 save & save as
  - D-2.3 page set-up
  - D-2.4 printing & preview
- D-3 document creation & manipulation
  - D-3.1 document creation
  - D-3.2 editing text

D-3.3 TEXT SELECTION

D-3.4 CUT, COPY, PASTE

D-3.5 TEXT AND PARAGRAPH DELETION

D-4 TEXTS FORMATTING

D-4.1 TEXT FONT & SIZE CHANGE

D-4.2 ALIGNMENT OF TEXT

D-4.3 CASES CHANGING

D-4.4 ALIGNMENT OF PARAGRAPH

D-4.5 SPACING & COLORING OF PARAGRAPH

D-4.6 BULLETS & INDENTATION

D-5 UPADATION OF PAGE LAYOUT

D-5.1 CHANGE OF ORIENTATION OF PAGE

D-5.2 CHANGE OF SIZE OF PAGE

D-5.3 CREATIONS OF COLUMNS

D-5.4 IMPLEMENT WATERMARKS, PAGE COLOR AND BORDERS

D-6 VIEW & REVIEW DOCUMENT

D-6.1 CHANGE IN LAYOUT

D-6.2 SHOW/HIDE RULERS & GRIDS

D-6.3 IMPLEMENT ZOOM VIEW

D-6.4 REVIEW OF DOCUMENT SUCH AS CHECKING
SPELLING & GRAMMAR

D-6.5 IMPLEMENT THE ASURUES, COMMENT

D-7 MAILING DOCUMENT

D-7.1 MAIL MERGE PROCESS

D-7.2 PRINTING & SENDING OF MAILS

D-7.3 CREATION OF ENVELOPS, LETTERS & LABELS

D-8 TABLE MANIPULATION

D-8.1 DRAW TABLE

D-8.2 CHANGING CELL WIDTH & HEIGHT

D-8.3 ALIGNMENT OF TEXT IN CELL

D-8.4 DELETION/INSERTION OF ROW & COLUMN

D-8.5 BORDER & SHADING

E. SPREAD SHEETS (EXCEL)

E-1 INTRODUCTION OF MS EXCEL

E-1.1 CREATION OF WORKBOOK

E-1.2 OPENING OF SPREADSHEET

E-1.3 SAVING OF SPREADSHEET

E-1.4 PRINTING OF SPREADSHEET

E -2 MANIPULATIONS OF CELLS

E-2.1 ENTERING TEXTS & DATES

E-2.2 EDITING WORKSHEET DATA

E-2.3 INSERTING & DELETING ROW, COLUMN & SHEETS

E-2.4 CHANGING CELL HEIGHT & WIDTH

E-2.5 FORMATTING OF ROW, COLUMN & SHEETS

E-2.6 IMPLEMENTING SORTING & FILTERING

E -3 FUNCTION & CHARTS

E-3.1 USING FORMULAE'S

E-3.2 USING FUNCTION

E-3.3 USING CHART

E -4 VIEW & REVIEW OF WORKSHEET

E-4.1 APPLYING DIFFERENT LAYOUTS OF WORKSHEET

E-4.2 SHOW/HIDE RULER, GRIDLINES, HEADING

E-4.3 VERIFY SPELLING & GRAMMAR

E-4.4 IMPLEMENT THESAURUS & COMMENTS

F. MAKING SMALL PRESNTATIONS (POWER POINT)

F-1 INTRODUCTION OF PRESENTATION

F-1.1 OPENING PRESENTATION

F-1.2 SAVING PRESENTATION

E-1.3 PRINTING PRESENTATION

F -2 CREATION OF PRESENTATION

F-2.1 CREATING A PRESENTATION USING A TEMPLATE

F-2.2 CREATING A BLANK PRESENTATION

F-2.3 ENTERING & EDITING TEXT

F-2.4 INSERTING & DELETING SLIDES IN A PRESENTATION

F -3 PREPARATIONS OF SLIDES

F-3.1 ADDING PICTURE, CLIPART, SHAPES

F-3.2 INSERT TABLE, CHART, SMART ART, WORD ART

F-3.3 INSERTING OTHER OBJECTS

F -4 FORMATION OF PRESENTATION

F-4.1 WORKING WITH COLOR & TEXTURES

F-4.2 CHANGE FONT & SIZE OF TEXT

F-4.3 CHANGE ALIGNMENT

F-4.4 IMPLEMENT BULLETS, NUMBERING & INDENTATION

F-4.5 SPACING & CASE CHANGE

F -5 VIEW & REVIEW OF PRESENTATION

F-5.1 IMPLEMENTATION OF LAYOUT

F-5.2 SHOW & HIDE RULERS & GRIDLINES

F-5.3 REVIEW OF PRESENTATION SUCH AS SPELLING CHECK & GRAMMAR

F-5.4 IMPLEMENT THESAURUSES AND COMMENT

F -6 DESIGNING & ANIMATION OF PRESENTATION

F-6.1 IMPLEMENTATION OF ORIENTATION

F-6.2 IMPLEMENTATION OF THEMES & BACKGROUND

F-6.3 IMPLEMENTATION OF ANIMATION & SLIDE TRANSITION

F-6.4 IMPLEMENTATION OF MOVIE & SOUND

F -7 SLIDE SHOWS

F-7.1 RUNNING A SLIDE SHOW

F-7.2 TRANSITION & SLIDE TIMING

F-7.3 AUTOMATING A SLIDE SHOW

G. COMPUTER COMMUNICATION AND INTERNET & E-MAIL

G-1 INTRODUCTION OF COMMUNICATION

G-1.1 TYPES OF COMMUNICATION
G-1.2 PROCESS OF COMMUNICATION
G-1.3 ONLINE & OFFLINE OF COMMUNICATION

G-2 INTRODUCTION OF E-MAIL

G-2.1 USING OF E-MAIL
G-2.2 PROCESS OF SENDING & RECEIVING OF E-MAIL
G-2.3 PROCESS OF ATTACHMENT OF DOCUMENT WITH E-MAIL
G-2.4 CREATION & LOGIN PROCESS OF E-MAIL ACCOUNT
G-2.5 DIFFERENT TRANSMISSION MEDIUM

H. WWW AND WEB BROWSERS

H-1

H-1.1 Introduction of Web Browser
H-1.2 Introduction of popular Web browsing Software
H-1.3 Configuring Web Browser

H-2 SEARCH ENGINE

H-2.1 Introduction of Search Engine
H-2.2 Surfing/ searching of contents
H-2.3 Downloading/Uploading
H-2.4 printing the webpage

I. INTRODUCTION OF NETWORKING

I-1 INTRODUCTION OF NETWORK

I-1.1 TYPES OF NETWORK
I-1.2 TYPES OF NETWORK TOPOLOGY

I-2 INTRODUCTION OF INTERNET

I-2.1 BASIC STRUCTURE OF INTERNET ARCHITECTURE
I-2.2 INTRODUCTION OF INTERNET SERVICE PROVIDER
I-2.3 INTRODUCTIONS OF INTERNET PROTOCOLS

I-3 SERVICE ON INTERNET

I-3.1 World Wide Web & Websites
I-3.2 Internet Services
I-3.3 Communications on Internet

I-4 PREPARING COMPUTER FOR INTERNET ACCESS

I-4.1 ISP's such as Dial-up/Broadband/Wi-Fi
I-4.2 Access Techniques