

#### CERTIFICATE- COURSE ON COMPUTER CONCEPTS

COURSE CODE - CCC2202 SESSION - 2021-22

Date: 07/01/2022 to 17/02/2022

Coordinator Shri Shankar Thapa Principal Dr. Aparna Mishra

# CERTIFICATE COURSE (Course on Computer Concept)

**COURSE CODE-CCC2202** 

**Course Duration 03 Month (80 hours)** 

NAME OF COURSE- Course on Computer Concept

**Course Code :- CCC2202** 

**Course Type:- Certificate Course** 

MODE OF CLASS- ONLINE, ZOOM

**OBJECTIVES** 

This course is designed to aim at imparting a basic level IT Literacy programme for the common man. This programme has essentially been conceived with an idea of giving an opportunity to the common man to attain computer literacy thereby contributing to increased and speedy PC penetration in different walks of life. After completing the course the incumbent should be able to the use the computer for basic purposes of preparing his personnel/business letters, viewing information on internet (the web), receiving and sending mails, preparing his business presentations, preparing small databases etc.

#### **COURSE OUTCOMES:-**

- 1. Understand the basics of computer hardware and software.
- 2. Learn to operate a computer and use basic software applications.
- 3. Develop skills in typing and keyboarding.
- 4. Understand computer networking and internet concepts.
- 5. Learn to use email and other online communication tools.

#### **PROGRAM OUTCOMES:-**

- 1. Graduates will be able to effectively use computers and technology in their personal and professional lives.
- 2. Graduates will have a strong foundation in computer concepts and terminology.
- 3. Graduates will be able to adapt to new technologies and software applications.
- **4.** Graduates will develop critical thinking and problem-solving skills through hands-on computer experience.

**5.** Graduates will be prepared for further education or training in computer-related fields.

#### **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 knowledge about Futureskills

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:**

80 Hours - (Theory: 32 hrs + Practical: 48 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

Principal
Chandrakanti Ramawati Dev

# Course on Computer Concepts [CCC] Detailed Syllabus and Learning Outcome:

S. N o.	Chapter Name	Course Outline	Dura on (Hou		Learning Outcomes
1	Chapter-1 Introductio nto Computer	<ul> <li>1.0 Introduction</li> <li>1.1 Objectives</li> <li>1.2 Computer and Latest IT gadgets</li> <li>1.2.1 Evolution of Computers &amp; its applications</li> <li>1.2.2 IT gadgets and their applications</li> <li>1.3 Basics of Hardware andSoftware</li> <li>1.3.1 Hardware</li> </ul>	ry 3	3	After completion of this chapter, the candidate will be ableto  • identify computers, IT gadgets and explain their
					evolution an d

		Course on Computer Concept	<u>3   CC</u>	<u> </u>	
		1.3.1.1 Central Processing Unit 1.3.1.2 Input devices 1.3.1.3 Output devices 1.3.1.4 Computer Memory & storage 1.3.2 Software 1.3.2.1 Application Software 1.3.2.2 Systems Software 1.3.2.3 Utility Software 1.3.2.4 Open source and Proprietary Software 1.3.2.5 Mobile Apps 1.4 Summary 1.5 Model Questions and Answers			applications.  Get familiar withvarious input, output  an dhardware components of a computer  alo ng with  stor agedevices.  Get familiar with various types of softwares, utilities used for computer and mobile apps.
2	Chapter-2 Introductio nto Operating System	2.0 Introductio  n  2.1 Objectives  2.2 Operating System  2.2.1 Basics of Operating system  2.2.2 Operating Systems  forDesktop and  Laptop  2.2.3 Operating Systems for Mobile Phone andTablets  2.3 User Interface for Desktop and Laptop  2.3.1 Task Bar  2.3.2 Icons & shortcuts  2.3.3 Running an Application  2.4 Operating System Simple Setting  2.4.1 Using Mouse and Changing its Properties  2.4.2 Changing System Date and Time  2.4.3 Changing Display Properties  2.4.4 To Add or Remove Program and Features  2.4.5 Adding, Removing & Sharing Printers  2.5 File and Folder Management  2.6 Types of file Extensions  2.7 Summary  2.8 Model Questions and Answers	3	4	After learning this chapter, candidate will be  • Well acquainted with Operating System and its applications for both desktop and mobile devices.  • able to identify various desktop screen components and modify various properties, date, time etc.  • able to add and remove new program  a nd features, manage files and folders.  • Well versed with printing and know various types of file extensions.

			Course on Compater Concepts		<u> </u>	
3.	Chapter-3	3.0	Introduction			After completion of
		3.1	Objective	4	8	this chapter,
	WORD	3.2	Word Processing Basics			candidate will have
	PROCESSING		3.2.1 Opening Word Processing Package			• In
			3.2.2 Title Bar, Menu Bar, Toolbars & Sidebar			depth
			3.2.3 Creating a New Document			Knowledge of
		3.3	Opening and Closing Documents			Word Processing,
			3.3.1 Opening Documents			their usage,
			3.3.2 Save and Save As			details of word
			3.3.3 Closing Document			processing
			3.3.4 Using The Help			screen.
			3.3.5 Page Setup			<ul> <li>Opening, saving</li> </ul>
			3.3.6 Print Preview			and printing a
			3.3.7 Printing of Documents			document
			3.3.8 PDF file and Saving a Document as PDF file			including pdf files.
						• Document
						creation,
						formatting of
						text,

3.4 Text	Creation and manipulation	paragraph
3.4.	•	a
3.4.	2 Editing Text	nd whole
3.4.	3 Text Selection	document.
3.4.	4 Cut, Copy and Paste	• Inserting Header
3.4.	Font, Color, Style and Size selection	and Footer on
3.4.	6 Alignment of Text	the document
3.4.	7 Undo & Redo	• Finding text on a
3.4.	B AutoCorrect, Spelling & Grammar	word document
3.4.	Find and Replace	and
3.5 Forr	natting the Text	correcti
3.5.1	Paragraph Indentation	ngspellings.
3.5.2	Bullets and Numbering	Able to insert
3.5.3	Change case	and manipulate
3.5.4		tables, enhance
3.6 Tabl	e Manipulation	table using
3.6.1		borders
3.6.2	8 8	and shading
3.6.3	0	features.
3.6.4		• Can prepare
	andMerging & Splitting of Cells	copies of a
3.6.5	G	document labels
	Merge	etc for
	rtcut Keys	sending
	mary	various
3.10 Mod	lel Questions and Answers	recipients using
		Mail Merge.

4.	Chapter-4	4.0	Introduction			After completion of
т.		4.1	Objectives	4	8	this chapter,
	SPREAD	4.2	Elements of Spread Sheet			candidate will have
	SHEET		4.2.1 Creating of Spread Sheet			good hands- on
			4.2.2 Concept of Cell Address [Row and			practice on
			Column and selecting a Cell			Basic Knowledge
			4.2.3 Entering Data [text, number, date] in Cells			ofSpreadsheet
			4.2.4 Page Setup			Processing,
			4.2.5 Printing of Sheet			theirusage,
			4.2.6 Saving Spreadsheet			details of
			4.2.7 Opening and Closing			Spreadsheet
		4.3				screen.
			4.3.1 Modifying / Editing Cell Content			Opening, saving
			4.3.2 Formatting Cell (Font, Alignment, Style)			and printing a
			4.3.3 Cut, Copy, Paste & Paste Special			Spreadsheet.
			4.3.4 Changing Cell Height and Width			<ul><li>Spreadsheet</li></ul>
			4.3.5 Inserting and Deleting Rows, Column			creation,
			4.3.6 AutoFill			insertingand
			4.3.7 Sorting & Filtering			editing data in
			4.3.8 Freezing panes			cells, sorting
		4.4	Formulas, Functions and Charts			andfiltering of
			4.4.1 Using Formulas for Numbers			data.
			(Addition, Subtraction, Multiplication			Inserting
			& Division)			and
			4.4.2 AutoSum			deleting
			4.4.3 Functions (Sum, Count, MAX, MIN,			ro
			AVERAGE)			WS
			4.4.4 Charts (Bar, Pie, Line)			/columns.
		4.5	Summary			<ul><li>Applying</li></ul>
		4.6	Model Questions and Answers			
						basic
						formulas
						a l
						ndfunctions.
						• Prepare chart to
						represent
						the information
						in a

		<u>Course on Computer Concep</u>		<del>~</del>	nistorial forms
				-	pictorial form.
5.	Chapter-5	5.0 Introduction			After completion of
		5.1 Objectives	4	8	this chapter,
		5.2 Creation of Presentation			candidate will have
	Presentati	5.2.1 Creating a Presentation Using a Template			good hands- on
		5.2.2 Creating a Blank Presentation			practice on
		5.2.3 Inserting & Editing Text on Slides			Basic Knowledge
	on	5.2.4 Inserting and Deleting Slides			ofPowerPoint
		in aPresentation			presentations.
		5.2.5 Saving a Presentation			Opening/saving
		5.3 Manipulating Slides			1 0, 0
		5.3.1 Inserting Table			a presentation
		5.3.2 Adding ClipArt Pictures			and printing of
		5.3.3 Inserting Other Objects			slides and
		5.3.4 Resizing and Scaling an Object			handouts.
		5.3.5 Creating & using Master Slide			<ul> <li>Manipulate</li> </ul>
		5.4 Presentation of Slides			slides to enhance
					the look of the
		5.4.1 Choosing a Set Up for Presentation			slides as well as
		5.4.2 Running a Slide Show			whole
		5.4.3 Transition and Slide Timings			presentation by
		5.4.4 Automating a Slide Show			inserting a
		5.5 Providing Aesthetics to Slides & Printing			picture, objects,
		5.5.1 Enhancing Text Presentation			multimedia
		5.5.2 Working with Color and Line Style			formatting etc.
		5.5.3 Adding Movie and Sound			Running a slide
		5.5.4 Adding Headers, Footers and Notes			show with
		5.5.5 Printing Slides and Handouts			various
		5.6 Summary			transitions.
		5.7 Model Questions and Answers			ci diisicions.
6.	Chapter-6	6.0 Introduction			After completion of
		6.1 Objectives			this chapter,
	INTRODUC	6.2 Basic of Computer Networks	3	4	candidate will be
	TION TO	6.2.1 Local Area Network (LAN)			able to:
	INTERNET	6.2.2 Wide Area Network (WAN)			<ul> <li>Gather</li> </ul>
	AND WWW	6.2.3 Network Topology			knowledge of
		6.3 Internet			various types of
		6.3.1 Concept of Internet & WWW			networks
		6.3.2 Applications of Internet			andtopologies.
		6.3.3 Website Address and URL			Get an overview
		6.3.4 Introduction to IP Address			of Internet,
		6.3.5 ISP and Role of ISP			its applications
		6.3.6 Internet Protocol			and various
		6.3.7 Modes of Connecting Internet (Hotspot,			browsers
		Wi-Fi, LAN Cable, Broadband, USB			available to
		Tethering)			access the
		6.3.8 Identifying and uses of IP/MAC/IMEI			internet.
		ofvarious devices			
		6.4 Popular Web Browsers (Internet			
		Explorer/Edge,Chrome, Mozilla Firefox, Opera etc.)			
		6.5 Exploring the			various
		Internet			modes
		6.5.1 Surfing the web			
					of
		6.5.2 Popular Search Engines			connections/dev
		6.5.3 Searching on Internet			ices available

	ownloading Web Pages rinting Web Pages	•	Get knowledge ofdevice identification onlocal network aswell as on Internetfor both Desktop
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		6.6	Summary			and
		6.7	Model Questions and Answers			Mob
						ileDevices.
						• Can
						search
						Information on
						the Internet on
						various topics.
						<ul> <li>Download</li> </ul>
						and print web
						pages.
7.	Chapter-7	7.0	Introduction	3	6	After completion of
	_	7.1	Objectives			this chapter,
	E-mail,	7.2	Structure of E-mail			candidate will be
	Social	7.3	Using E-mails			able to:
	Networkin		7.3.1 Opening Email account			Create an email
	g and e-		7.3.2 Mailbox: Inbox and Outbox			account,
	Governanc		7.3.3 Creating and Sending a new E-mail			compose an
	e Services		7.3.4 Replying to an E-mail message			email, reply an
			7.3.5 Forwarding an E-mail message			email and send
			7.3.6 Searching emails			the email along
			7.3.7 Attaching files with email			with
			7.3.8 Email Signature			attachments.
		7.4	Social Networking & e-Commerce			Get familiar with
			7.4.1 Facebook, Twitter, LinkedIn, Instagram			Social
			7.4.2 Instant Messaging (WhatsApp,			Networking,
			FacebookMessenger, Telegram)			Instant
			7.4.3 Introduction to Blogs			Messaging and
			7.4.4 Basics of E-commerce			Blogs.
			7.4.5 Netiquettes			Get familiar with
		7.5	Overview of e-Governance Services like			e-Governance
			RailwayReservation, Passport, eHospital			Services, e-
			[ORS]			Commerce
		7.6	Accessing e-Governance Services on Mobile			a
			Using"UMANG APP"			ndMobile Apps.
		7.7	Digital Locker			
		7.8	Summary			
		7.9	Model Questions and Answers			

8.	Chapter-8	8.0	Introduction			After completion of
		8.1	Objectives	4	4	this chapter,
		8.2	Digital Financial Tools			candidate will be
			8.2.1. Understanding OTP [One Time			able to:
	DIGITAL		Password]andQR [Quick Response] Code			<ul> <li>Know the Digital</li> </ul>
	FINANCIAL		8.2.2 UPI [Unified Payment Interface]			Financial Tools.
	<b>TOOLS AND</b>		8.2.3 AEPS [Aadhaar Enabled Payment System]			• Get Knowledge
	APPLICATI		8.2.4 USSD[Unstructured Supplementary			of Internet
	ONS		ServiceData]			BankingModes.
			8.2.5 Card [Credit / Debit]			<ul> <li>Get familiar with</li> </ul>
			8.2.6 eWallet			e-Governance
			8.2.7 PoS [Point of Sale]			Services, e-
		8.3	Internet Banking			Commerce
			8.3.1 National Electronic Fund Transfer (NEFT)			a
			8.3.2 Real Time Gross Settlement (RTGS)			ndMobile Apps.
			8.3.3 Immediate Payment Service (IMPS)			• Use the Digital
		8.4	Online Bill Payment			Locker and will
		1	Summary			be able to store
			Model Questions and Answers			documents in



plion स्मावता दवा आय माहला पा (Accredited by NAAC) दीवान बाजार, गे

दीवान बाजार, गोरखपुर (उत्तर प्रदेश)

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Address: New Colony, Dewan Bazar Gorakhpur -273001

9.	Chapter-9	9.0 Introduction to Futureskills			After completion of
	-	9.1 Introduction to	4	3	this chapter,
		9.1.1 Internet of Things (IoT)			candidate will be
	Overview	9.1.2 Big Data Analytics			familiar withthe:
	of	9.1.3 Cloud Computing			<ul> <li>Latest trends</li> </ul>
	Futureskill	9.1.4 Virtual Reality			and
	s &Cyber	9.1.5 Artificial Intelligence			technologies in
	Security	9.1.6 Social & Mobile			upcoming
		9.1.7 Blockchain Technology			fieldsin IECT.
		9.1.8 3D Printing/ Additive Manufacturing			<ul> <li>Will be able to</li> </ul>
		9.1.9 Robotics Process Automation			understand
		9.2 Cyber Security			need of Cyber
		9.2.1 Need of Cyber Security			Security and
		9.2.2 Securing PC			will be able to
		9.2.3 Securing Smart Phone			secure their PC
		9.3 Summary			and
		9.4 Model Questions and Answers			Mobile devices
					by using basic
					security
					features.
To	tal Hours = 80		32	48	

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

**ASSESSMENT METHOD: - Practical & Written Exam** 



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Address: New Colony, Dewan Bazar Gorakhpur -273001

Time Table and	Faulty Details
Monday to Friday	Faulty Details:-
<b>Timing</b> – 02:20 PM	Mrs. Anjali Shukla
Place –Computer Lab	Mr. Shankar Thapa
Theory- Mon, Tues, Wed Practical-Thurs, Fri, Sat	



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#### **ACTIVITY PIC**





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Address: New Colony, Dewan Bazar Gorakhpur -273001

#### **ACTIVITY REPORT**



# ट्यानव्यान पंजिका

### 60 छাत्र

certificate Course on

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 प्रवक्ता का नाम
 सत्र
 2021-22

 Name of Lecturer
 Session



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..... सत्रारम्भ में दिए गये व्याख्यानों की संख्या......

प्रवक्ता.

रत मास के अन्त हुक दिये मधे व्याख्यानी की शंख्या......

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गत मास के अन्त तक दिये गये व्याख्यानों की संख्या...... सञारम्म में दिए गये व्याख्यानों की संख्या......

गये व्याख्यानों की संख्या..

Principal
Chandrakanti Ramawati Desa
Arya Mahila P.G. College
Gorakhpur

प्रवक्ता.....

प्राचार्य.....

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11	Ritu sharma	P	P	P	P	P	V	P	A	P	P	P	P	V	D	P	-			4	1
13	Sana Aubta	P	A	P	P	0		P	r	1	P	P	P		P	P		P			1
14	Ruleing Khan	+	P	P	P	4	-	P	P	,	P		p	1/1	P		P				+
15	Akniti Kabula	P	P	P	0	P		P	P	P	2	P	P	N	P	P	P	P			1
16	Takin a mixture	P	0	p	,	P	1	r	p	P		P	P	1	r	-	P	P	-		
18	1400 60	P	A	1	P	1		P	P	p	P	P	P		p	P	P		+	-	
19	TYDE NAME	P	P	A	0	P		8	P	6	8	P	P	II	P	P	P		+	+	1
20	Rachna Pasusun	P	p	P	P	P	D	P	A	P	P	P	P		P	P	P	P	7	-	+
21	The way to be a second	P	P	4	1	P	-	P	r	$\theta$	8	P	P	_	P	P	-	p			+
22	C. W. C.	4	P	P	P	0	^	p	P	P	Þ	P	-	A	P	-		b			+
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-	Vandang Vorma	P	P	P	P	P	-	1	A	1			0	-	-	-	_	P		1	+
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3	7 Montasa Bano	P	P	1	1	P	1	P	P	8	P	-	~	+	P	-	P	P	+	1	+
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48	Saline Khafoon	P	P	1	10	P	1	P	P	1	-		P	4	-	P		P	+	-	+
50	Tankan Kang Impani	P	1	+	-	P	13	P	P	P	P	P	P	-	-	P		0	+	+	+
51	Anshira Ray	P	P	1	1	-	1	P	P	1	8	A	r	0	-	-	_	P	+	+	+
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80	Thiny sharma	0	P	P	1	-	-	P	1	P	-	P	P		P	P	PI	0	C	har dra Arva l	Lanti Ra

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9 mastra ahnatta 10 mastra ahnatta 11 Askin Mishagi 12 Askin Mishagi 13 Askin Mishagi 14 Askin Mishagi 15 Askin Mishagi 16 Askin Mishagi 17 Askin Mishagi 18 Union 16 (30)	PARCE PARE	PPIOI	PP	13		
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37 bushipa nona	PPPPP	PPP	PPDP	39		
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प्रवक्ता.....