Course on Computer Concepts (CCC)

80 Hours Online Course   **8 Weeks / 80 Hrs. (2 Hrs. per day)**

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.

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.

Eligibility

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.

Rs. 3500/- incl. GST & all other charges. Examination fee will be separately paid by the candidate.

Course Fee

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	• Computer and IT gadgets • Evolution of Computers • Hardware and Software, CPU, Input / Output devices	Day #02	• Computer Memory & storage • Software • Application/System/ Utility • Open source/Proprietary S/w • Mobile Apps	Day #03	• Operating System • Basics of OS , Setting • OS for Mobile Phone & Tablets • Task Bar • Running an Application
Day #04	• Mouse Properties • System Date & Time • Display Properties • Program and Features • Adding, Removing & Sharing Printers • File Extensions	Day #05	• Word Processing Basics • Ribbon & Tabs • Creating a New Document • Opening, Save & Save As • Page Setup • Printing/Preview Documents • Saving as PDF file	Day #06	• Editing Text • Text Selection • Cut, Copy and Paste • Font, Color, Style and Size • Alignment of Text • Undo & Redo
Day #07	• AutoCorrect, Spelling & Grammar • Find and Replace • Paragraph Indentation	Day #08	• Bullets and numbering • Table Manipulation • Insert & Draw Table • Alignment of Text in cell	Day #09	• Delete / Insertion of Row, Column • Header & Footer • Merging/Splitting
Day #10	• Border and Shading • Mail Merge	Day #11	• Elements of Spread Sheet • Creating of Spread Sheet • Concept of Cell Address • Entering Data in Cells	Day #12	• Saving Workbook • Opening and Closing • Page Setup
Day #13	• Printing of Worksheet • Formatting Cell	Day #14	• Cut, Copy, Paste & Paste Special • Inserting and Deleting Rows, Column	Day #15	• AutoFill, Sorting & Filtering • Freezing panes
Day #16	• Formulas, Functions and Charts • AutoSum	Day #17	• Functions (Sum, Count, MAX, MIN, AVERAGE) • Charts (Bar, Pie, Line)	Day #18	• Creating a Presentation (Blank/Template) • Inserting and Deleting Slides • Saving a Presentation
Day #19	• Master Slide • Printing Slides and Handouts	Day #20	• Set Up for presentation • Aesthetics to Slides & Printing	Day #21	• Color & Line Style • Adding Movie & Sound • Headers, Footers
Day #22	• Basic of Computer Networks • LAN and WAN	Day #23	• Network Topology	Day #24	• Internet & WWW • Website Address & URL
Day #25	• IP Address and ISP • IP/MAC/IMEI of various devices	Day #26	• Popular Web Browsers • Popular Search Engines • Downloading Web Pages	Day #27	• Structure and uses of E-mail
Day #28	• Social Networking & e-Commerce , Netiquettes	Day #29	• Facebook, Twitter, Linkedin, Instagram, Instant Msg	Day #30	• Introduction to Blogs • Basics of E-commerce
Day #31	• e-Governance Services	Day #32	• Accessing e-Governance Services on Mobile Using "UMANG APP", Digital Locker	Day #33	• Digital Financial Tools • Understanding OTP and QR Code
Day #34	• UPI, AEPS, USSD	Day #35	• Card, eWallet, PoS, Net Banking	Day #36	• NEFT, RTGS, IMPS • Online Bill
Day #37	• Introduction to Future skills • IoT, Big Data, Cloud Computing	Day #38	• Virtual Reality, 3D Printing • Robotics Process	Day #39	• Blockchain Technology • Cyber Security
Day #40	• Securing PC • Securing Smart Phone				