Name of Unit of   : CCC
Qualification

 Duration   : 80 Hours

Topic Name	Contents	Hrs.
1. INTRODUCTION TO COMPUTER	Introduction Objectives What is Computer? History of Computers Characteristics Of Computer System Basic Applications of Computer Components of Computer System Central Processing Unit Keyboard, mouse and VDU Other Input devices Other Output devices Computer Memory Concept of Hardware and Software Hardware Software Application Software Systems software Programming Languages Representation of Data/Information Concept of Data processing Applications of IECT e-governance Multimedia and Entertainment Summary Model Questions and Answers	07

2. INTRODUCTION TO GUI BASED OPERATING SYSTEM	Introduction
	Objectives
	Basics of Operating System
	Operating system
	Basics of popular operating system (LINUX, WINDOWS)
	The User Interface
	Task Bar
	   Icons
	   Start Menu
	   Running an Application
	2.4 Operating System Simple Setting
	2.4.1 Changing System Date And Time
		11

	Changing Display Properties To Add Or Remove A Windows Component Changing Mouse Properties Adding and removing Printers File and Directory Management Types of files Summary Model Questions and Answers	
3. ELEMENTS OF WORD PROCESSING	Introduction Objectives Word Processing Basics Opening Word Processing Package Menu Bar Using The Help Using The Icons Below Menu Bar Opening and closing Documents Opening Documents Save and Save as Page Setup Print Preview Printing of Documents Text Creation and manipulation Document Creation Editing Text Text Selection Cut, Copy and Paste Font and Size selection Alignment of Text Formatting the Text Paragraph Indenting Bullets and Numbering Changing case Table Manipulation Draw Table Changing cell width and height Alignment of Text in cell Delete / Insertion of row and column Border and shading Summary Model Questions and Answers	14.5
4. SPREAD SHEET	Introduction Objectives Elements of Electronic Spread Sheet Opening of Spread Sheet Addressing of Cells Printing of Spread Sheet Saving Workbooks Manipulation of Cells Entering Text, Numbers and Dates Creating Text, Number and Date Series Editing Worksheet Data Inserting and Deleting Rows, Column	15.5

	4.3.5 Changing Cell Height and Width Function and Charts Using Formulas Function Charts Summary Model Questions and Answers	
5. INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS	Introduction , Objectives, Basics of Computer Networks, Local Area Network (LAN) , Wide Area Network (WAN) , Internet, Concept of Internet, Basics of Internet Architecture , Services on Internet, World Wide Web and Websites , Communication on Internet , Internet Services, Preparing Computer for Internet Access , ISPs and examples (Broadband/Dialup/WiFi), Internet Access Techniques , Web Browsing Software, Popular Web Browsing Software, Configuring Web Browser, Search Engines, Popular Search Engines / Search for content , Accessing Web Browser, Using Favorites Folder , Downloading Web Pages, Printing Web Pages	14
6.COMMUNICATION AND COLLABORATION	Introduction , Objectives , Basics of E-mail, What is an Electronic Mail , Email Addressing, Configuring Email Client, Using E-mails, Opening Email Client , Mailbox: Inbox and Outbox , Creating and Sending a new E-mail ,Replying to an E-mail message, Forwarding an E-mail message, Sorting and Searching emails , Advance email features, Sending document by E-mail , Activating Spell checking, Using Address book , Sending Softcopy as attachment , Handling SPAM, Instant Messaging and Collaboration , Using Smiley , Internet etiquettes	04
7.APPLICATION OF PRESENTATIONS	Introduction, Objectives , Basics , Using PowerPoint, Opening A PowerPoint Presentation, Saving A Presentation , Creation of Presentation , Creating a Presentation Using a Template , Creating a Blank Presentation , Entering and Editing Text, Inserting And Deleting Slides in a Presentation , Preparation of Slides , Inserting Word Table or An Excel Worksheet , Adding Clip Art Pictures , Inserting Other Objects , Resizing and Scaling an Object , Providing Aesthetics , Enhancing Text Presentation , Working with Color and Line Style, Adding Movie and Sound , Adding Headers and Footers, Presentation of Slides , Viewing A Presentation , Choosing a Set Up for Presentation , Printing Slides And Handouts , Slide Show , Running a Slide Show , Transition and Slide Timing	12
8.APPLICATION OF DIGITAL FINANCIAL SERVICES	Introduction , Objectives , Why Savings are needed? , Emergencies , Future Needs , Large expenses , Drawbacks of keeping Cash at home , Unsafe , Loss of Growth Opportunity , No Credit Eligibility, Why Bank is needed? , Secure Money, Earn Interest, Get Loan , Inculcate habit of saving , Remittances using Cheque Demand Draft , Avoid risk of chit funds, sahukars , Banking Products ,	02

| | Types of Accounts and Deposit , Types of Loan and Overdrafts , Filling up of Cheques, Demand Drafts , Documents for Opening Accounts , Know your Customer (KYC) , Photo ID Proof, Address Proof , Indian Currency , Banking Service Delivery Channels , Bank Branch, ATM , Bank Mitra with Micro ATM, Point of Sales , Banking Service Delivery Channels , Internet Banking , National Electronic Fund Transfer (NEFT),Real Time Gross Settlement (RTGS), Insurance , Necessity of Insurance , Life Insurance and Non-life Insurance , Various Schemes , PradhanMantri Jan-DhanYojana (PMJDY) , Social Security Schemes , PradhanMantriSurakshaBimaYojana (PMSBY) , PradhanMantriJeevanJyotiBimaYojana (PMJJBY) , Atal Pension Yojana (APY) , PradhanMantri Mudra Yojana (PMMY) , National Pension Scheme , Public Provident Fund (PPF) Scheme , Bank on your mobile , Mobile Banking , Mobile Wallets | |