

Awareness in Computer Concepts [ACC]

OBJECTIVE:

By undergoing the Awareness in Computer Concepts (ACC), one should be able to acquire basic knowledge on computer & its usage by understanding the following skills:

- How to operate the elements of a computer
- Perform basic operations on the computer
- Create, edit and format documents using a word processor
- Access the Internet and finding information of interest
- Register for a web-based e-mail account and using it, Opening of e-mail attachments
- Understanding Financial Literacy
- Digital Literacy to understand the concept of Online Banking
- Understanding the available e-Governance Services

The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government of India.

Duration:

20 Hours - (Theory: 9 hrs + Practical: 11 hrs)

Eligibility:

No minimum qualification is required for applying and appearing for the examination in course on Awareness of Computer Concepts (ACC).

Detailed Syllabus and Learning Outcome:

S. No.	Chapter Name	Course Outline	Duration (Hours)		Learning Outcome
			Theory	Lab	
1	Chapter-1 Introduction to Computer	1.0 Introduction 1.1 Objectives 1.2 Computer, Mobile/ Tablet and their applications 1.3 Components of a Computer System 1.3.1 Central Processing Unit 1.3.2 Common Input & Output devices 1.3.3 USB ports and Pen Drive 1.3.4 Connecting Power cord, Keyboard, Mouse, Monitor and Printer to CPU 1.4 Summary 1.5 Model Questions and Answers	1	1	After completion of this chapter, the candidate will be able to <ul style="list-style-type: none"> • Aware about computers, its component and connecting the parts of computer. • Get familiar with common keyboard keys, mouse operation. • Get aware of USB port and Pen Drive.

2	Chapter-2 Operating a Computer System	2.0 Introduction 2.1 Objectives 2.2 Operating System and its usage 2.3 Basic Operations: Mouse (click, click and drag, double click, right click (for the context menu)), Keyboard (some of the more common letters, enter, Delete, backspace, shift, tab and arrows) 2.4 Starting and Shutting Down a Computer 2.5 User Interface for Desktop and Laptop 2.5.1 Task Bar 2.5.2 Icons & Shortcuts 2.5.3 Running an Application 2.5.4 Scroll Bars 2.5.5 Using Help 2.6 File and Folder Management 2.7 Types of File Extensions 2.8 Summary 2.9 Model Questions and Answers	1	2	After learning this chapter, candidate will <ul style="list-style-type: none"> • Identify and work with desktop screen components, Start Menu and Task Bar • Well acquainted with some basic operation on Operating System and Login onto the system and shut down the computer. • Locate files, manage files and folders. • Understand Various types of Computer Files
3.	Chapter-3 Create, Edit and Format documents using Word Processor	3.0 Introduction 3.1 Objective 3.2 Word Processing Basics 3.2.1 Opening Word Processing Package 3.2.2 Title Bar, Menu Bar, Toolbars & Sidebar 3.2.3 Creating a New Document 3.3 Opening and Closing Documents 3.3.1 Opening Documents 3.3.2 Save and Save As 3.3.3 Closing Document 3.3.4 Using The Help 3.3.5 Page Setup 3.3.6 Print Preview 3.3.7 Printing of Documents 3.3.8 PDF file and Saving a Document as PDF file 3.4 Document manipulation & Formatting 3.4.1 Text Selection 3.4.2 Cut, Copy and Paste 3.4.3 Font, Color, Style and Size selection 3.4.4 Alignment of Text 3.4.5 Undo & Redo 3.4.6 Spelling & Grammar 3.5 Shortcut Keys	2	3	After completion of this chapter, candidate will have <ul style="list-style-type: none"> • Basic Knowledge of Word Processing, their usage, details of word processing screen. • Opening, saving and printing a document including pdf files. • Knowledge of Document creation, formatting of text, Undo redo and Spell Check.

		3.6 Summary 3.7 Model Questions and Answers			
4.	Chapter-4 INTRODUCTION TO INTERNET and finding information on Internet	4.0 Introduction 4.1 Objectives 4.2 Internet 4.3.1 Concept of Internet & WWW 4.3.2 Website Address and URL 4.3.3 Applications of Internet 4.3.4 Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering) 4.4 Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox,) 4.5 Exploring the Internet 4.5.1 Surfing the web 4.5.2 Popular Search Engines 4.5.3 Searching on Internet 4.6 Summary 4.7 Model Questions and Answers	2	2	After completion of this chapter, candidate will be able to: <ul style="list-style-type: none"> • Get an overview of Internet, access the internet using browser. • Connect to Internet using various modes of connections/devices available. • Can search Information on the Internet on various topics.
5.	Chapter-5 Working with e-mail	5.0 Introduction 5.1 Objectives 5.2 Structure of E-mail 5.3 Using E-mails 5.3.1 Opening Email account 5.3.2 Mailbox: Inbox and Outbox 5.3.3 Creating and Sending a new E-mail 5.3.4 Replying to an E-mail message 5.3.5 Forwarding an E-mail message 5.3.6 Access email with attachments 5.3.7 Delete an e-mail 5.4 Summary 5.5 Model Questions and Answers	1	1	After completion of this chapter, candidate will be able to: <ul style="list-style-type: none"> • Create an email account, compose an email, reply an email and send the email along with attachments. • Forward and delete and email.
6.	Chapter-6 Understandin	6.0 Introduction 6.1 Objectives 6.2 Digital Financial Tools 6.2.1 Understanding OTP [One Time Password]and QR	2	2	After completion of this chapter, candidate will be able to: <ul style="list-style-type: none"> • Know the OTP, Digital Financial

	<p>g Financial Literacy and e-Governance Services</p>	<p>[Quick Response] Code 6.2.2 UPI [Unified Payment Interface] 6.2.3 AEPS [Aadhaar Enabled Payment System] 6.2.4 USSD[Unstructured Supplementary Service Data] 6.2.5 Card [Credit / Debit] 6.2.6 eWallet 6.2.7 PoS [Point of Sale] 6.3 Internet Banking 6.3.1 National Electronic Fund Transfer (NEFT) 6.3.2 Real Time Gross Settlement (RTGS) 6.3.3 Immediate Payment Service (IMPS) 6.4 Online Bill Payment 6.5 Overview of e-Governance Services like Railway Reservation, Passport, eHospital [ORS] 6.6 Accessing e-Governance Services on Mobile Using “UMANG APP” 6.7 Summary 6.8 Model Questions and Answers</p>			<p>Tools.</p> <ul style="list-style-type: none"> • Get Knowledge of Internet Banking Modes. • Get familiar with Online Bill payments, and availing online e-services.
Total Hours = 20		9	11		

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