

Course On Computer Concepts (CCC) Syllabus

Dear Candidates, We are providing the Latest Syllabus for the Course on Computer Concepts (CCC) which helps you to prepare for your Online Exam.

The details descriptions of the Syllabus are as follows -:

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

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

Operating System Simple Setting

Changing System Date And Time
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

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
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

Summary

Model Questions and Answers

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

Summary

Model Questions and Answers

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 Timings
- Automating a Slide Show

Summary

Model Questions and Answers

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, sahkars
Banking Products
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 - I
Bank Branch, ATM
Bank Mitra with Micro ATM
Point of Sales

Banking Service Delivery Channels – II

Internet Banking
National Electronic Fund Transfer (NEFT), Real Time Gross Settlement (RTGS)

Insurance

Necessity of Insurance
Life Insurance and Non-life Insurance

Various Schemes

Pradhan Mantri Jan-Dhan Yojana (PMJDY)
Social Security Schemes
Pradhan Mantri Suraksha Bima Yojana (PMSBY)
Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)

Atal Pension Yojana (APY)
Pradhan Mantri Mudra Yojana (PMMY)
National Pension Scheme
Public Provident Fund (PPF) Scheme

Bank on your mobile

Mobile Banking
Mobile Wallets

Summary

Model Answers

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