

Course on Computer Concepts [CCC]

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 of Cyber Security
- Develop knowledge about Future skills

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:

90 Hours - (Theory: 36 hrs + Practical: 54 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

Detailed Syllabus and Learning Outcome:

S. No.	Chapter Name	Course Outline	Duration (Hours)		Learning Outcomes
			Theory	Lab	
1	Chapter-1 Introduction to Computer	1.0 Introduction 1.1 Objectives 1.2 Computer and Latest IT gadgets 1.2.1 Evolution of Computers & its applications 1.2.2 IT gadgets and their applications 1.3 Basics of Hardware and Software 1.3.1 Hardware			After completion of this chapter, the candidate will be able to <ul style="list-style-type: none"> • identify computers, IT gadgets and explain their evolution and

