

SYLLABUS FOR

Certificate Course In

Computer Basics and Office Automation

Theory Hours: 120
Practical Hours: 180

Theory Marks: 80
Practical Marks: 120

OBJECTIVE:

The course is designed to aim at imparting a basic level appreciation programme for the common man. After completing the course the incumbent is able to use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails and internet banking services etc. This allows candidate to be also a part of computer users list by making them digitally literate.

SYLLABUS OUTLINE:

1. Knowing Computer:

What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other Input/Output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

2. Operating Computer using GUI Based Operating System:

What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu -selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

3. Understanding Word Processing:

Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Mail Merge and Printing of word document.

4. Using Spread Sheet:

Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, Printing of Spread Sheet; Creating Simple Charts.

5. Introduction to Internet, WWW and Web Browsers:

Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related trouble shooting, World Wide Web; Web Browsing software, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website

6. Communications and collaboration:

Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Email s; Document collaboration; Instant Messaging; Netiquettes.

7. Making Small Presentation:

Basics of presentation software, Creating Presentation, Preparation and Presentation of Slides, Manipulation of Slides; Slide Show; Taking printouts of presentation / handouts.

8. Financial Literacy for Banking Scheme and Applications:

Why savings are needed, Why save in a bank, Banking products - ATM card, Banking Instruments - Cheque, Demand Draft (DD), Banking Services Delivery Channels, Know Your Customer (KYC), Opening of bank account and documents required, Types of bank accounts, Bank's services including remittances, loan, mobile banking, Overdraft, password security and ATM withdrawal, Insurance, Social Security Schemes.