



NIELIT

Course on Computer Concepts [CCC] GMIND INSTITUTE

**SKY TECHNOLOGY OF COMPUTER INSTITUTE
JAUNPUR NO.1 COMPUTER INSTITUTE**





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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 introductory 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: 30 hrs + Practical: 60 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

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Detailed Syllabus and Learning Outcome:

S. No.	Chapter Name	Course Outline	Duration (Hours)		Learning Outcomes
			Theory	Lab	



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1	Chapter-1 Introduction to Computer	Introduction Objectives Computer and Latest IT gadgets Evolution of Computers & its applications IT gadgets and their applications Basics of Hardware and Software 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
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TYPING MODULE

English Typing Course Syllabus

Objective:

To enable students to develop proficient typing skills in English for academic, professional, and personal purposes. The course will emphasize accuracy, speed, and proper typing ergonomics.

Course Duration:

4 Weeks (Daily 1 Hour)
Total Sessions: 24

Week 1: Basics of Typing

Session 1:

- Introduction to typing: Importance and applications.
- Familiarity with the QWERTY keyboard layout.
- Typing ergonomics: Proper sitting posture, hand placement, and keyboard positioning.

Session 2:

- Home row keys: A, S, D, F, J, K, L, ;
- Typing drills for the home row.

Session 3:

- Upper row keys: Q, W, E, R, T, Y, U, I, O, P
- Typing drills for the upper row.



Session 5:

- Practice combining home, upper, and bottom rows.
- Introduction to the space bar and capitalization using the Shift key.

Session 6:

- Review and accuracy improvement exercises.
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Week 2: Building Accuracy and Speed

Session 7:

- Typing short words and sentences.
- Focus on maintaining accuracy.

Session 8:

- Typing drills with commonly used English words.
- Punctuation keys: . , ? ! ' " ()

Session 9:

- Typing paragraphs with a focus on alignment and formatting.
- Use of the Tab key for indentation.

Session 10:

- Introduction to number keys (0-9) and special characters (@, #, \$, etc.).
- Typing exercises involving numbers and symbols.

Session 11:

- Speed-building drills: Typing timed passages.
- Techniques for reducing errors while typing quickly.

Session 12:

- Mid-course review and practice.
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Week 3: Advanced Typing Skills

Session 13:



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- Typing longer paragraphs with minimal errors.
- Formatting text: Bold, Italic, and Underline commands.

Session 14:

- Working with word processing tools: MS Word or Google Docs basics.
- Typing formal letters and reports.

Session 15:

- Transcription practice: Typing from handwritten or printed text.

Session 16:

- Listening and typing: Practice with audio dictations.

Session 17:

- Introduction to typing for email communication.
- Structuring and formatting professional emails.

Session 18:

- Speed tests and error analysis.

Week 4: Practical Applications and Final Assessment

Session 19:

- Typing legal documents, resumes, and official forms.

Session 20:

- Working on typing projects and assignments.

Session 21:



Real-world practice: Typing articles, blogs, or news excerpts.

- **Session 22:**
- Mock typing test: Evaluation of speed and accuracy.

Session 23:

- Personalized feedback and strategies for improvement.

Session 24:

- Final typing test: Certification and achievement recognition.

Session 4:

- Bottom row keys: Z, X, C, V, B, N, M, , , . , /
- Typing drills for the bottom row.

Outcome:

By the end of the course, students will:

- Achieve a typing speed of at least **25-30 words per minute** with 90-95% accuracy.
- Master typing skills for professional and academic tasks.
- Gain confidence in typing efficiently in various real-world scenarios.



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		<p>Central Processing Unit Input devices Output devices Computer Memory & storage Software Application Software Systems Software Utility Software Open source and Proprietary Software Mobile Apps Summary Model Questions and Answers</p>			<p>applications.</p> <ul style="list-style-type: none"> Get familiar with various input, output and hardware components of a computer along with storage devices. Get familiar with various types of softwares, utilities used for computer and mobile apps.
2	Chapter-2 Introduction to Operating System	<p>Introduction Objectives Operating System Basics of Operating system Operating Systems for Desktop and Laptop Operating Systems for Mobile Phone and Tablets User Interface for Desktop and Laptop Task Bar Icons & shortcuts Running an Application Operating System Simple Setting Using Mouse and Changing its Properties Changing System Date and Time Changing Display Properties To Add or Remove Program and Features Adding, Removing & Sharing Printers File and Folder Management Types of file Extensions Summary Model Questions and Answers</p>	3	4	<p>After learning this chapter, candidate will be</p> <ul style="list-style-type: none"> Well acquainted with Operating System and its applications for both desktop and mobile devices. able to identify various desktop screen components and modify various properties, date, time etc. able to add and remove new program and features, manage files and folders. Well versed with printing and know various types of file extensions.
3.	Chapter-3 WORD PROCESSING	<p>Introduction Objective Word Processing Basics Opening Word Processing Package Title Bar, Menu Bar, Toolbars & Sidebar Creating a New Document Opening and Closing Documents Opening Documents Save and Save As Closing Document Using The Help Page Setup Print Preview Printing of Documents PDF file and Saving a Document as PDF file</p>	4	8	<p>After completion of this chapter, candidate will have</p> <ul style="list-style-type: none"> In depth Knowledge of Word Processing, their usage, details of word processing screen. Opening, saving and printing a document including pdf files. Document creation, formatting of text,



		<p>Text Creation and manipulation</p> <p>Document Creation</p> <ul style="list-style-type: none"> Editing Text Text Selection Cut, Copy and Paste Font, Color, Style and Size selection Alignment of Text Undo & Redo AutoCorrect, Spelling & Grammar Find and Replace <p>Formatting the Text</p> <p>Paragraph Indentation</p> <p>Bullets and Numbering</p> <p>Change case</p> <p>Header & Footer</p> <p>Table Manipulation</p> <ul style="list-style-type: none"> Insert & Draw Table Changing cell width and height Alignment of Text in cell Delete / Insertion of Row, Column and Merging & Splitting of Cells Border and Shading <p>Mail Merge</p> <p>Shortcut Keys</p> <p>Summary</p> <p>Model Questions and Answers</p>			<p>paragraph and whole document.</p> <ul style="list-style-type: none"> • Inserting Header and Footer on the document • Finding text on a word document and correcting spellings. • Able to insert and manipulate tables, enhance table using borders and shading features. • Can prepare copies of a document labels etc for sending various recipients using Mail Merge.
4.	<p>Chapter-4</p> <p>SPREAD SHEET</p>	<p>Introduction</p> <p>Objectives</p> <p>Elements of Spread Sheet</p> <p>Creating of Spread Sheet</p> <ul style="list-style-type: none"> Concept of Cell Address [Row and Column] and selecting a Cell Entering Data [text, number, date] in Cells Page Setup Printing of Sheet Saving Spreadsheet Opening and Closing <p>Manipulation of Cells & Sheet</p> <ul style="list-style-type: none"> Modifying / Editing Cell Content Formatting Cell (Font, Alignment, Style) Cut, Copy, Paste & Paste Special Changing Cell Height and Width Inserting and Deleting Rows, Column AutoFill Sorting & Filtering Freezing panes <p>Formulas, Functions and Charts</p> <ul style="list-style-type: none"> Using Formulas for Numbers (Addition, Subtraction, Multiplication & Division) AutoSum Functions (Sum, Count, MAX, MIN, AVERAGE) Charts (Bar, Pie, Line) <p>Summary</p> <p>Model Questions and Answers</p>	3	9	<p>After completion of this chapter, candidate will have good hands-on practice on</p> <ul style="list-style-type: none"> • Basic Knowledge of Spreadsheet Processing, their usage, details of Spreadsheet screen. • Opening, saving and printing a Spreadsheet. • Spreadsheet creation, inserting and editing data in cells, sorting and filtering of data. • Inserting and deleting rows /columns. • Applying basic formulas and functions. • Prepare chart to represent the information in a



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					pictorial form.
5.	Chapter-5 Presentation	Introduction Objectives Creation of Presentation Creating a Presentation Using a Template Creating a Blank Presentation Inserting & Editing Text on Slides Inserting and Deleting Slides in a Presentation Saving a Presentation Manipulating Slides Inserting Table Adding ClipArt Pictures Inserting Other Objects Resizing and Scaling an Object Creating & using Master Slide Presentation of Slides Choosing a Set Up for Presentation Running a Slide Show Transition and Slide Timings Automating a Slide Show Providing Aesthetics to Slides & Printing Enhancing Text Presentation Working with Color and Line Style Adding Movie and Sound Adding Headers, Footers and Notes Printing Slides and Handouts Summary Model Questions and Answers	3	9	After completion of this chapter, candidate will have good hands-on practice on <ul style="list-style-type: none"> • Basic Knowledge of PowerPoint presentations. • Opening/saving a presentation and printing of slides and handouts. • Manipulate slides to enhance the look of the slides as well as whole presentation by inserting a picture, objects, multimedia formatting etc. • Running a slide show with various transitions.
6.	Chapter-6 INTRODUCTION TO INTERNET AND WWW	Introduction Objectives Basic of Computer Networks Local Area Network (LAN) Wide Area Network (WAN) Network Topology Internet Concept of Internet & WWW Applications of Internet Website Address and URL Introduction to IP Address ISP and Role of ISP Internet Protocol Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering) Identifying and uses of IP/MAC/IMEI of various devices Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.) Exploring the Internet Surfing the web Popular Search Engines Searching on Internet Downloading Web Pages Printing Web Pages	3	4	After completion of this chapter, candidate will be able to: <ul style="list-style-type: none"> • Gather knowledge of various types of networks and topologies. • Get an overview of Internet, its applications and various browsers available to access the internet. • Connect to Internet using various modes of connections/devices available. • Get knowledge of device identification on local network as well as on Internet for both Desktop



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		Summary Model Questions and Answers			and Mobile Devices. <ul style="list-style-type: none"> • Can search Information on the Internet on various topics. • Download and print web pages.
7.	Chapter-7 E-mail, Social Networking and e-Governance Services	Introduction Objectives Structure of E-mail Using E-mails Opening Email account Mailbox: Inbox and Outbox Creating and Sending a new E-mail Replying to an E-mail message Forwarding an E-mail message Searching emails Attaching files with email Email Signature Social Networking & e-Commerce Facebook, Twitter, LinkedIn, Instagram Instant Messaging (WhatsApp, Facebook Messenger, Telegram) Introduction to Blogs Basics of E-commerce Netiquettes Overview of e-Governance Services like Railway Reservation, Passport, eHospital [ORS] Accessing e-Governance Services on Mobile Using "UMANG APP" Digital Locker Summary Model Questions and Answers	3	3	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. • Get familiar with Social Networking, Instant Messaging and Blogs. • Get familiar with e-Governance Services, e-Commerce and Mobile Apps.
8.	Chapter-8 DIGITAL FINANCIAL TOOLS AND APPLICATIONS	Introduction Objectives Digital Financial Tools Understanding OTP [One Time Password] and QR [Quick Response] Code UPI [Unified Payment Interface] AEPS [Aadhaar Enabled Payment System] USSD [Unstructured Supplementary Service Data] Card [Credit / Debit] eWallet PoS [Point of Sale] Internet Banking National Electronic Fund Transfer (NEFT) Real Time Gross Settlement (RTGS) Immediate Payment Service (IMPS) Online Bill Payment Summary Model Questions and Answers	3	3	After completion of this chapter, candidate will be able to: <ul style="list-style-type: none"> • Know the Digital Financial Tools. • Get Knowledge of Internet Banking Modes. • Get familiar with e-Governance Services, e-Commerce and Mobile Apps. • Use the Digital Locker and will be able to store documents in Digital Locker.

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9.	Chapter-9 Overview of Cyber Security	Cyber Security Need and Goal of Cyber Security Securing PC Securing Browser Securing Email and Social Media Accounts (Facebook, Instagram, WhatsApp) Securing Smart Phone Summary Model Questions and Answers	3	3	After completion of this chapter, candidate will be familiar with the : <ul style="list-style-type: none"> Will be able to understand need of Cyber Security and will be able to secure their PC and Mobile devices by using basic security features.
	Chapter-10 Overview of Future skills and Artificial Intelligence	Introduction to Future skills Introduction to Internet of Things (IoT) Big Data Analytics Cloud Computing Virtual Reality Artificial Intelligence Social & Mobile Blockchain Technology 3D Printing/ Additive Manufacturing Robotics Process Automation What is Artificial Intelligence (AI)? History of Artificial Intelligence Why Artificial Intelligence? Goals of Artificial Intelligence Ethics of Artificial Intelligence Advantages of Artificial Intelligence Disadvantages of Artificial Intelligence Application of AI Types of Artificial Intelligence: 10.11 Subsets of Artificial Intelligence 10.12 Future of Artificial Intelligence 10.13 Artificial Intelligence (AI) at Present 10.14 Myths about Advanced Artificial Intelligence 10.15 Future impact of AI in different sectors Summary Model Questions and Answers	3	6	After completion of this chapter, candidate will be familiar with the: <ul style="list-style-type: none"> Latest trends and technologies in upcoming fields in IECT. Latest trends and use of Artificial Intelligence in present and future scenario.
Total Hours = 90			3	6	

National Institute of Electronics and Information Technology (NIELIT)- Syllabus of CCC [Revision 4 - Implemented w.e.f. 01st October, 2023]

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