

DOEACC

**ACCREDITATION OF COMPUTER COURSE CONDUCTED BY
INSTITUTIONS IN NON-FORMAL SECTOR**

SYLLABUS

Course on Computer Concepts (CCC)

**A Scheme of
All India Council for Technical Education (AICTE)
And
Department of Information Technology (DIT)
Ministry of Communication and Information Technology (MCIT)
of
The Government of India**

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Course on Computer Concepts (CCC)

Objective: This 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, preparing his business presentations, playing games etc. This allows a common man or housewife to be also a part of computer users list. This would also aid the PC penetration program. This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology. This course is more practical oriented.

Pre-requisites: Since this is a course on Computer Appreciation, no pre-requisite course is needed. However, it is expected that the person has some elementary knowledge of English.

Duration: Theory: 25 hrs + Practical: 50 hrs. + Tutorial: 5 hrs. This course can also be offered as 10 days full time intensive course.

Syllabus Outline

	Theory	Tutorials	Practical
1. Introduction to computer	1	1	2
2. Introduction to Windows	2	-	6
3. Basic DOS Commands	2	-	4
4. Elements of Word Processing	4	2	10
5. Spreadsheets	4	2	10
6. Computer communication and internet	4	-	5
7. WWW and web browsers	2	-	3
8. E-mail	2	-	2
9. Making small presentation	4	-	8
Grand Total	25	5	50

Detailed Syllabus

1. Introduction to computer
 - 1.1 What is computer?
 1. Characteristics of Computers
 2. Basic Applications of Computer
 - 1.2 Components of Computer System
 1. Central Processing Unit(CPU)
 2. VDU, Keyboard and Mouse
 3. Other input/output Devices
 4. Computer Memory
 5. Concepts of Hardware and Software
 - 1.3 Classifications of computers
 - 1.4 Representation of data/Information concepts of data processing
 1. Definition of Information and data
 2. Basic data types
 3. Storage of data/Information as files

Tutorial: The student is allowed to enumerate in what ways he can use the computer for his own purpose/business.

Practical: The student needs to be exposed/shown various components and supposed how to switch on a computer. This applies to the next few chapters also.

2. Introduction to Windows

2.1 What is an operating system and basics of Windows

2.2 The User Interface

1. Using Mouse and Moving Icons on the screen
2. The My Computer Icon
3. The Recycle Bin
4. Status Bar, Start and Menu & Menu-selection
5. Running an Application
6. Windows Explorer Viewing of File, Folders and Directories
7. Creating and Renaming of files and folders
8. Opening and closing of different Windows

2.3 Windows Setting

1. Control Panels
2. Wall paper and Screen Savers
3. Setting the date and Sound
4. Concept of menu Using Help

2.4 Advanced Windows

1. Using right Button of the Mouse
2. Creating Short cuts
3. Basics of Window Setup
4. Notepad
5. Window Accessories

Practical: More stress is on practical. Allow the student freely the computer experience each command rather than explaining in a theory class.

3. Basic DOS commands

3.1 Comparison of DOS and Windows

3.2 Switching Between DOS and Windows

3.3 Basic DOS Commands

1. File/Directory Manipulations
2. Copying of files and Disks
3. Delete/Undelete
4. Formatting a floppy

4. Elements of Word Processing

4.1 Word Processing Basic

1. An Introduction to Word Processing
2. Opening Word Processing Package
3. The Menu Bar
4. Using the Help
5. Using the Icons below menu bar

4.2 Opening Documents and Closing documents

1. Opening Documents
2. Save and Save AS
3. Page Setup
4. Printing of Documents
5. Display/Hiding of Paragraph Marks and Inter Word Space

- 4.3 Moving Around in a Document
 - 1. Scrolling the Document
 - 2. Scrolling by line/paragraph
 - 3. Fast Scrolling and Moving Pages
- 4.4 Using a Document/Help Wizard
- 4.5 Text Creation and Manipulation
 - 1. Paragraph and Tab Setting
 - 2. Text Selection
 - 3. Cut, copy and paste
 - 4. Font and Size selection
 - 5. Bold ,Italic and Underline
 - 6. Alignment of Text: Center, Left, right and Justify
- 4.6 Formatting the Text
 - 1. Changing font, Size and Color
 - 2. Paragraph indenting
 - 3. Bullets and Numbering
 - 4. Use of Tab and Tab setting
 - 5. Changing case
- 4.7 Handling Multiple Documents
 - 1. Opening and closing of Multiple documents
 - 2. Cut, Copy and Paste across the documents
 - 3. Saving of Clip boards
- 4.8 Table Manipulation
 - 1. Concept of table: Rows Columns and Cells
 - 2. Draw Table
 - 3. Changing cell Width and Height
 - 4. Alignment of Text in Cell
 - 5. Copying of cell
 - 6. Delete/insertion of row and columns
 - 7. Borders for Table
- 4.9 Printing
 - 1. Printing
 - 2. Print Preview
 - 3. Print a selected page

5. Spread Sheet

- 5.1 Elements of Electronics Spread Sheet
 - 1. Application/usage of Electronic Spread Sheet
 - 2. Opening of Spread Sheet
 - 3. The menu bar
 - 4. Creation of cells and addressing of cells
 - 5. Cell inputting
- 5.2 Manipulation of cells
 - 1. Enter texts numbers and dates
 - 2. Creation of tables
 - 3. Cell Height and Widths
 - 4. Copying of cells
- 5.3 Providing Formulas
 - 1. Using basic functions / formalism a cell
 - 2. Sum function
 - 3. Average
 - 4. Percentage
 - 5. Other basic functions

- 5.4 Spread sheets for Small accountings
 - 1. Maintaining invoices/budgets
 - 2. Totaling of various transactions
 - 3. Maintaining daily and monthly sales reports
- 6. Computer Communication and Internet
 - 6.1 Basic of Computer networks
 - 1. LAN
 - 2. WAN
 - 6.2 Internet
 - 1. Concept of Internet
 - 2. Application of Internet
 - 6.3 Service on Inter Net
 - 1. WWW and web-sites
 - 2. Electronic mails
 - 3. Communication on Internet
- 7. WWW and Web Browsers
 - 7.1 Web Browsing software
 - 1. Internet Explorer
 - 2. Netscape Communicator
 - 7.2 Surfing the Internet
 - 1. Giving the URL address
 - 2. Search
 - 3. Moving Around in a web-site
 - 4. Printing or saving portion of web pages
 - 5. Down loading
 - 7.3 Chatting on Internet
- 8. Email
 - 8.1 Basic of electronic mail
 - 1. What is an Electronic mail
 - 2. Email addressing
 - 3. Mailbox: Inbox and outbox
 - 8.2 Using Emails
 - 1. Viewing an email
 - 2. Sending an Email
 - 3. Saving mails
 - 4. Sending same mail to various users
 - 8.3 Document handling
 - 1. Sending soft copy as attachment
 - 2. Enclosures to email
 - 3. Sending a Portion of document as email
- 9. Making Small Presentations
 - 9.1 Basics
 - 1. Difference between presentation and document
 - 2. Using Power Point
 - 3. Opening a Power Point Presentation
 - 4. Using Wizard for creating a presentation
 - 9.2 Creation of Presentation
 - 1. Title
 - 2. Text Creation
 - 3. Fonts and Sizes

- 4. Bullets and indenting
 - 5. Moving to Next Slide
- 9.3 Preparation of Slides
- 1. Selection of type of Slides
 - 2. Importing text from word documents
 - 3. Moving to next Slide
 - 4. The Slide manager
- 9.4 Providing aesthetics
- 1. Slide Designs
 - 2. Background and Text colors
 - 3. Making your own slide format
 - 4. Footnotes and slide numbering
- 9.5 Slide Manipulation and Slide Show
- 9.6 Presentation of the Slides
- 1. Using the Slide Show
 - 2. Printing the Slides and Handouts
 - 3. Slide sorter
 - 4. Title sorter

Text Books:

1. C.S. French "Data Processing and Information Technology", BPB Publications 1998
2. P.K Sinha `Computer Fundamentals`, BPB Publications, 1992
3. Guy Hart-Davis "The ABCs of Microsoft Office 97 Professional edition", BPB Publications, 1998
4. Karl Schwartz, "Microsoft Windows 98 Training Guide", 1998

Assignments: Student may be asked to do assignments for preparing various tables with MSWord, small balance sheet with MS Excel, and slide presentations.

Sample Question for Examination (Theory):

Max. Marks: - 100; Time:- 90 Minutes

The theory paper consists of Multiple Choice questions. There will be 100 questions to be completed in 90 minutes. Each correct answer carries 01 mark. Some model questions are as follows:

1. Select the appropriate answer from the choices below:
 1. The following element of a computer is called as the heart of the computer.
 - a) Keyboard b) Monitor c) Central Processing Unit (CPU) d) None of the above
 2. The main memory in a PC is also called as
 - a) RAM b) Storage device c) Microprocessor d) Processing Unit
 3. A small balance sheet can be prepared by the following software
 - a) MS-Word b) MS Excel c) MS Power Point D) None of the above
 4. In MS Windows an active window can closed by clicking on the
 - a) Right side top corner marked X b) right side top corner marked c) left side top corner marked W d) CTRL-ALT-DEL

- 5 In Ms Word while typing a word/sentence in a document, the word/phrase with under line in red color indicates
- a) Grammatical mistake b) spelling mistake c) insert word d) any one of the above
2. Identify True/False from the following statements.
1. The data arranged/organized into unable form is called Information
 2. Keyboard is generally used as a input unit in PCs
 3. Workstation are desktop computers with advanced and specialized capabilities
 4. PC is first generation computer
 5. The margin can be set by using the 'Page Setup' Option in the file menu
3. Fill in the Blanks with the options given below:

- a) INSERT b) Laser Printer c) Mouse-Click d) Floppy
- e) PCs

1. In MS Word the cursor can be placed anywhere in the document text with the help of a _____
2. In the Power Point the new slide can be inserted by selecting the pull-down menu _____
3. One of the high Printer is _____
4. VDU terminals are mainly used with _____
5. A popular secondary storage device _____

3. Match the following

- | | |
|---|-----------------------------|
| 4.1 Presentation slides are normally printed on | a) Replace in Edit menu |
| 4.2 the shape of the bullet in MS word can be changed | b) Formula SUM |
| 4.3 The line spacing in a document can be changed | c) Power point |
| 4.4 The sum of the various entries in a column can be obtained by | d) Paragraph in Format Menu |
| 4.5 Multiple occurrences of a phrase/word in a document can be changed by | e) Bullets & Numbering |