Rajkiya Mahavidyalaya Kotabagh, Nainital
Affiliated To Kumaun University, Nainital

SYLLABUS FOR

CERTIFICATE COURSE ON BASIC COMPUTER

OBJECTIVE:

The course is designed to aim at imparting a basic level appreciation programme for the students. After completing the course the incumbent is able to the use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc. This allows a staff or students to be also a part of computer users list by making them digitally literate. This course helps all beneficiaries to maintain their small account using the computers and enjoy in the world of Information Technology.

The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government of India.

The module on Cyber Security will enable the individuals to understand the various techniques to aware about Cyber Crime and Digital Arrest.

DURATION:

34 Hours. (Theory: 12 hrs + Practical: 22 hrs.)

ALLOCATION OF TOTAL HOURS FOR EACH CHAPTER:

S.No.	Chapter	Theory Hours	Practical Hours
1.	Knowing computer	1	1
2.	Operating Computer using GUI Based Operating System	1.5	4
3.	Understanding Word Processing	1.5	5
4.	Using Spread Sheet	1	4
5.	Introduction to Internet, WWW and web browsers	2	4
6.	Communications and Collaboration	1	2
7.	Making small presentation	1	1
8.	Financial Literacy for banking Scheme and Applications	1	1
9.	Cyber Security Basics of Artificial Intelligence.	6	-
	Total Hours	**16**	**22**

SYLLABUS OUTLINE:

1. **Knowing computer:** What is Computer, Importance of Computers in Modern Life, Evolution of Computers, Types of Computers, 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, Future Trends in Computing.

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; 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.

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 troubleshooting, World Wide Web; Web Browsing softwares, 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 Emails; Document collaboration; Instant Messaging; Netiquettes.

7. **Making Small Presentation:** Basics of presentation software; Creating Presentation; Preparation and Presentation 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, Pension etc., Pradhan Mantri Jan Dhan Yojana (PMJDY), password security and ATM withdrawal, Insurance, Social Security Schemes-Atal Pension Yojana (APY), Pradhan Mantri Suraksha Bima Yojana (PMSBY), Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY), Pradhan Mantri Mudra Yojana (PMMY). Cyber Security Basics of Artificial Intelligence.

DETAILED SYLLABUS

1. KNOWING COMPUTER

1.0   Introduction
1.1   Objectives
1.2   What is Computer?
            1.2.1 Importance of Computers in Modern Life
            1.2.2 Evolution of Computers
            1.2.3 Types of Computers
            1.2.4 Basic Applications of Computer
1.3   Components of Computer System
            1.3.1 Central Processing Unit
            1.3.2 Keyboard, mouse and VDU
            1.3.3 Other Input devices
            1.3.4 Other Output devices
            1.3.5 Computer Memory
1.4   Concept of Hardware and Software
            1.4.1 Hardware
            1.4.2 Software
1.5   Concept of computing, data and information
1.6   Applications of IECT
            1.6.1 e-governance
            1.6.2 Entertainment
1.7   Bringing computer to life
            1.7.1 Connecting keyboard, mouse, monitor and printer to CPU
            1.7.2 Checking power supply
            1.7.3 Future Trends in Computing

2. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM

2.0   Introduction
2.1   Objectives
2.2   Basics of Operating System
            2.2.1   Operating system
            2.2.2   Basics of popular operating system (LINUX, WINDOWS)
2.3   The User Interface
            2.3.1   Task Bar
            2.3.2   Icons
            2.3.3   Menu
            2.3.4   Running an Application
2.4   Operating System Simple Setting
            2.4.1   Changing System Date And Time
            2.4.2   Changing Display Properties
            2.4.3   Changing Mouse Properties
            2.4.4   Adding and removing Printers
2.5   File and Directory Management
            2.5.1   Creating and renaming of files and directories

3. UNDERSTANDING WORD PROCESSING

4. USING SPREAD SHEET

5. INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS

6. COMMUNICATIONS AND COLLABORATION

7. MAKING SMALL PRESENTATIONS

8. FINANCIAL LITERACY FOR BANKING SCHEME AND CYBER SECURITY

8.0   Introduction

8.1   Objectives
8.2   Why Savings are needed?
      8.2.1   Emergencies
      8.2.2   Future Needs
      8.2.3   Large expenses
8.3   Drawbacks of keeping Cash at home
      8.3.1   Unsafe
      8.3.2   Loss of Growth Opportunity
      8.3.3   No Credit Eligibility
8.4   Why Bank is needed?
      8.4.1   Secure Money, Earn Interest, Get Loan
      8.4.2   Inculcate habit of saving
      8.4.3   Remittances using Cheque Demand Draft
      8.4.4   Avoid risk of chit funds, sahukars
      8.4.5   Documents needed for opening a bank account
8.5   Banking Products
      8.5.1   Types of Accounts and Deposit
      8.5.2   Types of Loan and Overdrafts
      8.5.3   Filling up of Cheques, Demand Drafts
8.6   Banking Service Delivery Channels - I
      8.6.1   Bank Branch, ATM
      8.6.2   Bank Mitra with Micro ATM
8.7   Banking Service Delivery Channels - II
      8.7.1   Internet Banking
      8.7.2   National Electronic Fund Transfer (NEFT), Real Time Gross Settlement (RTGS)
8.8   Various Schemes
      8.8.1   Pradhan Mantri Jan-Dhan Yojana (PMJDY)
      8.8.2   Social Security Schemes
          8.8.2.1 Pradhan Mantri Suraksha Bima Yojana (PMSBY)
          8.8.2.2 Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)
          8.8.2.3 Atal Pension Yojana (APY)
          8.8.2.4 Pradhan Mantri Mudra Yojana (PMMY)
      8.8.3   Sukanya Yojna
8.9   Bank on your mobile
      8.9.1   Mobile Banking
      8.9.2   Mobile Wallets
      8.9.3   Cyber security and Basics of Artificial Intelligence.

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