

SWAMI VIVEKANAND COMPUTER LITERACY COURSE

BASIC COMPUTER COURSE (BCC)

OBJECTIVES : The course is designed to aim at imparting a basic level appreciation program for the common man. After completing the course the incumbent is able to use the computer for basic purposes of preparing his personal/business letters, viewing information on internet (the web), sending mails etc. This allows a common man or house wife 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 the world of Information Technology.

Duration : Theory : 12 hrs.
Practical : 28 hrs.

SYLLABUS OUTLINE :

NO.	UNIT	THEORY	PRACTICAL
1.	Knowing Computer	1	2
2.	Operating Computer using GUI based operating system	2	3
3.	Understanding word processing	1	4
4.	Using spread sheet	1	3
5.	Communication using the Internet	1	2
6.	WWW and WEB browser	2	5
7.	Making small presentations	1	2
8.	Social Networking	3	7
	Grand Total	12	28

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Detailed Syllabus

1. KNOWING COMPUTER 3 Hrs.

- 1.0 Introduction
- 1.1 Objectives
- 1.2 What is computer?
 - 1.2.1 Basic Application of Computer
- 1.3 Concept of Computer system
- 1.4 Concept of Hardware and 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
- 1.8 Summary
- 1.9 Model answers

2. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM 5 Hrs.

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Basics of 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
- 2.5 File and Directory management
- 2.6 Common utilities
- 2.7 Summary
- 2.8 Model answers

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Word processing basics
- 3.3 Opening and closing Document
 - 3.3.1 Opening Documents
 - 3.3.2 Save and save as
 - 3.3.3 Page setup
 - 3.3.4 Print preview
 - 3.3.5 Printing of Document
- 3.4 Text creation and manipulation
 - 3.4.1 Document creation
 - 3.4.2 Editing text
 - 3.4.3 Text selection
 - 3.4.4 Cut, Copy and Paste
 - 3.4.5 Spell check
 - 3.4.6 Thesaurus
- 3.5 Formatting the text
 - 3.5.1 Font and size selection
 - 3.5.2 Alignment of text
 - 3.5.3 Paragraph Indenting
 - 3.5.4 Bullets and Numbering
 - 3.5.5 Changing case
- 3.6 Table Manipulation
 - 3.6.1 Draw table
 - 3.6.2 Changing cell width and height
 - 3.6.3 Alignment of text in cell
 - 3.6.4 Delete/Insertion of row and column
 - 3.6.5 Border and Shading
- 3.7 Microsoft Office Indic (Gujarati)
 - 3.7.1 Change language English to Gujarati
 - 3.7.2 Introduction of Gujarati keyboards
 - 3.7.3 Introduction of Gujarati IME.
 - 3.7.4 How to operate the Transliteration K/B
 - 3.7.5 Typing practice in Gujarati Indic
- 3.8 Summary
- 3.9 Model answers

4. USING SPREAD SHEET

4 Hrs.

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Elements of Electronic Spread Sheet
- 4.3 Manipulation of cells
 - 4.3.1 Entering Text, Numbers and Dates
 - 4.3.2 Creating Text, Number and date Series
 - 4.3.3 Editing worksheet Data
 - 4.3.4 Inserting and Deleting Rows, Column
 - 4.3.5 Changing Cell Height and width
- 4.4 Formulas and Function
- 4.5 Summary
- 4.6 Model Answers

5. COMMUNICATION USING THE INTERNET

3 Hrs.

- 5.0 Introduction
- 5.1 Objectives
- 5.2 Basic of computer Networks
- 5.3 Internet
 - 5.3.1 Concept of Internet
 - 5.3.2 Applications of Internet
 - 5.3.3 Connecting to the Internet
 - 5.3.4 Troubleshooting
- 5.4 Basics of E-mail
- 5.5 Using E-mail
 - 5.5.1 Opening Email account
 - 5.5.2 Mailbox: Inbox and Outbox
 - 5.5.3 Creating and Sending a new E-mail
 - 5.5.4 Replying to an E-mail message
 - 5.5.5 Sorting and Searching emails
- 5.6 Summary
- 5.7 Model answers

6. WWW AND WEB BROWSER

7 Hrs.

- 6.0 Introduction
- 6.1 Objectives
- 6.2 World wide web (www)
- 6.3 Web browsing software / Devices
 - 6.3.1 Different Web Browser
 - 6.3.2 Web Camera
- 6.4 Search Engines
 - 6.4.1 Popular search engines/Search for content
 - 6.4.2 Accessing web Browser
 - 6.4.3 Using Favorites Folder
 - 6.4.4 Downloading web pages
- 6.5 Understanding URL
- 6.6 Surfing the web
- 6.7 Summary
- 6.8 Model answers

7. MAKING SMALL PRESENTATIONS

3 Hrs.

- 7.0 Introduction
- 7.1 Objective
- 7.2 Basics
 - 7.2.1 Using PowerPoint
 - 7.2.2 Opening A PowerPoint Presentation
 - 7.2.3 Saving a Presentation
- 7.3 Creation of Presentation
 - 7.3.1 Creating a presentation Using a Template
 - 7.3.2 Creating a blank Presentation
 - 7.3.3 Entering and Editing text
 - 7.3.4 Inserting And Deleting Slides in a Presentation
- 7.4 Preparation of Slide
- 7.5 Presentation of slides
- 7.6 Slide show
- 7.7 Summary
- 7.8 Model Answers

- 8.1 Introduction
- 8.2 How we can use social networking sites?
 - 8.2.1 Face Book
 - 8.2.1.1 Beginning of Face book
 - 8.2.1.2 Signing up
 - 8.2.1.3 Face book Profile
 - 8.2.1.4 Home Page
 - 8.2.1.5 Facebook use in Commercial Sector
 - 8.2.1.4 Upload Photo and video calling
 - 8.2.2 You Tube
 - 8.2.2.1 Search Video
 - 8.2.2.2 How to Upload Video
 - 8.2.3 Orkut
 - 8.2.3.1 Making Orkut Profile
 - 8.2.3.2 Change Theme
 - 8.2.3.3 Search
 - 8.2.3.4 Add Friends
 - 8.2.3.5 Use Communities
 - 8.2.3.6 Application
 - 8.2.4 Twitter
 - 8.2.4.1 Making ID
 - 8.2.4.2 Blog
 - 8.2.4.2.1 Introduction
 - 8.2.4.2.2 Use of Blog
 - 8.2.4.2.3 Example of Blog
 - 8.2.4.2.4 How to use Blog
 - 8.2.4.2.5 Advantage of Blog
 - 8.2.5 LinkedIn
 - 8.2.5.1 Making ID
 - 8.2.5.2 Make a Profile and Groups
- 8.3 Advantages of Social Networking Websites
- 8.4 Installation of Audio Visual Devices like Webcam and I/O devices etc...
- 8.5 Instant Messing
 - 8.5.1 Introduction (Yahoo, MSN, Rediffmail)
 - 8.5.2 How to use?
- 8.6 Smart Phones (iPhone, Blackberry, Windows etc.)
 - 8.6.1 Introduction
 - 8.6.2 Features
 - 8.6.3 Operating Systems (Android)
- 8.7 Summary