ਹੁਕਮ ਨੰ: 1926

ਮਿਤੀ: 14/08/23

ਕਾਲਜ ਦੇ ਸਮੂਹ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ NIELIT Ropar ਵੱਲੋਂ ਵਿਦਿਆਰਥੀਆਂ ਲਈ Course on Computer Concepts (CCC) ਸ਼ੁਰੂ ਕੀਤਾ ਜਾਣਾ ਹੈ। ਇਹ ਕੋਰਸ 80 ਘੰਟੇ ਦਾ ਹੋਵੇਗਾ। ਐਸ.ਸੀ/ਐਸ.ਟੀ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਇਹ ਕੋਰਸ ਮੁਫਤ ਕਰਵਾਇਆ ਜਾਵੇਗਾ ਅਤੇ ਬਾਕੀ ਕੈਟਾਗਰੀ ਦੇ ਵਿਦਿਆਰਥੀਆਂ ਲਈ ਇਸ ਕੋਰਸ ਦੀ ਫੀਸ 4554/- ਰੁਪਏ (Exam fees+GST ਸਮੇਤ) ਹੋਵੇਗੀ। ਇਹ ਕੋਰਸ ਕੰਪਲੀਟ ਕਰਨ ਉਪਰੰਤ ਇਸ ਸੰਸਥਾ ਦਾ ਸਰਟੀਫਿਕੇਟ ਵਿਦਿਆਰਥੀਆਂ ਲਈ ਭਵਿੱਖ ਵਿਚ ਬਹੁਤ ਲਾਹੇਵੰਦ ਹੋਵੇਗਾ।

ਚਾਹਵਾਨ ਵਿਦਿਆਰਥੀ ਆਪਣੇ ਨਾਂ ਮਿਤੀ 18-8-2023 ਤੱਕ ਸ੍ਰੀ ਦੀਪੇਂਦਰ ਸਿੰਘ (ਫਿਜਿਕਸ ਵਿਭਾਗ) ਨੂੰ ਲਿਖਵਾ ਦੇਣ।

(ਜਤਿੰਦਰ ਸਿੰਘ) 14/8/23

ਪ੍ਰਿੰਸੀਪਲ,

ਸਰਕਾਰੀ ਕਾਲਜ ਰੋਪੜ।

Course on Computer Concepts [CCC]

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 knowledge about Futureskills

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:

80 Hours - (Theory: 32 hrs + Practical: 48 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

Detailed Syllabus and Learning Outcome:

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

1	Chapter-1 Introduction to Computer	1.0 Introduction
		1.1 Objectives
		1.2 Computer and Latest IT gadgets
		    1.2.1 Evolution of Computers & its applications
		    1.2.2 IT gadgets and their applications
		1.3 Basics of Hardware and Software
		    1.3.1 Hardware
			3	3	After completion of this chapter, the candidate will be able to
					• identify computers, IT gadgets and explain their evolution and

		1.3.1.1 Central Processing Unit 1.3.1.2 Input devices 1.3.1.3 Output devices 1.3.1.4 Computer Memory & storage 1.3.2 Software 1.3.2.1 Application Software 1.3.2.2 Systems Software 1.3.2.3 Utility Software 1.3.2.4 Open source and Proprietary Software 1.3.2.5 Mobile Apps 1.4 Summary 1.5 Model Questions and Answers			applications. • 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	2.0 Introduction 2.1 Objectives 2.2 Operating System 2.2.1 Basics of Operating system 2.2.2 Operating Systems for Desktop and Laptop 2.2.3 Operating Systems for Mobile Phone and Tablets 2.3 User Interface for Desktop and Laptop 2.3.1 Task Bar 2.3.2 Icons & shortcuts 2.3.3 Running an Application 2.4 Operating System Simple Setting 2.4.1 Using Mouse and Changing its Properties 2.4.2 Changing System Date and Time 2.4.3 Changing Display Properties 2.4.4 To Add or Remove Program and Features 2.4.5 Adding, Removing & Sharing Printers 2.5 File and Folder Management 2.6 Types of file Extensions 2.7 Summary 2.8 Model Questions and Answers	3	4	After learning this chapter, candidate will be • 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	3.0 Introduction 3.1 Objective 3.2 Word Processing Basics 3.2.1 Opening Word Processing Package 3.2.2 Title Bar, Menu Bar, Toolbars & Sidebar 3.2.3 Creating a New Document 3.3 Opening and Closing Documents 3.3.1 Opening Documents 3.3.2 Save and Save As 3.3.3 Closing Document 3.3.4 Using The Help 3.3.5 Page Setup 3.3.6 Print Preview 3.3.7 Printing of Documents 3.3.8 PDF file and Saving a Document as PDF file	4	8	After completion of this chapter, candidate will have • 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,

					paragraph and whole document.
		3.4	Text Creation and manipulation		• Inserting Header and Footer on the document
			3.4.1 Document Creation		• Finding text on a word document and correcting spellings.
			3.4.2 Editing Text		
			3.4.3 Text Selection		
			3.4.4 Cut, Copy and Paste		
			3.4.5 Font, Color, Style and Size selection		• Able to insert and manipulate tables, enhance table using borders and shading features.
			3.4.6 Alignment of Text		
			3.4.7 Undo & Redo		
			3.4.8 AutoCorrect, Spelling & Grammar		
			3.4.9 Find and Replace		
		3.5	Formatting the Text		
			3.5.1 Paragraph Indentation		• Can prepare copies of a document labels etc for sending various recipients using Mail Merge.
			3.5.2 Bullets and Numbering		
			3.5.3 Change case		
			3.5.4 Header & Footer		
		3.6	Table Manipulation		
			3.6.1 Insert & 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, Column and Merging & Splitting of Cells		
			3.6.5 Border and Shading		
		3.7	Mail Merge		
		3.8	Shortcut Keys		
		3.9	Summary		
		3.10	Model Questions and Answers		
4.	Chapter-4 **SPREAD SHEET**	4.0	Introduction	4	8	After completion of this chapter, candidate will have good hands-on practice on
		4.1	Objectives		
		4.2	Elements of Spread Sheet		• Basic Knowledge of Spreadsheet Processing, their usage, details of Spreadsheet screen.
			4.2.1 Creating of Spread Sheet		
			4.2.2 Concept of Cell Address [Row and Column] and selecting a Cell		
			4.2.3 Entering Data [text, number, date] in Cells		
			4.2.4 Page Setup		• Opening, saving and printing a Spreadsheet.
			4.2.5 Printing of Sheet		
			4.2.6 Saving Spreadsheet		
			4.2.7 Opening and Closing		• Spreadsheet creation, inserting and editing data in cells, sorting and filtering of data.
		4.3	Manipulation of Cells & Sheet		
			4.3.1 Modifying / Editing Cell Content		
			4.3.2 Formatting Cell (Font, Alignment, Style)		
			4.3.3 Cut, Copy, Paste & Paste Special		
			4.3.4 Changing Cell Height and Width		• Inserting and deleting rows /columns.
			4.3.5 Inserting and Deleting Rows, Column		
			4.3.6 AutoFill		
			4.3.7 Sorting & Filtering		
			4.3.8 Freezing panes		• Applying basic formulas and functions.
		4.4	Formulas, Functions and Charts		
			4.4.1 Using Formulas for Numbers (Addition, Subtraction, Multiplication & Division)		
			4.4.2 AutoSum		• Prepare chart to represent the information in a
			4.4.3 Functions (Sum, Count, MAX, MIN, AVERAGE)		
			4.4.4 Charts (Bar, Pie, Line)		
		4.5	Summary		
		4.6	Model Questions and Answers		

					pictorial form.

5.	Chapter-5
	
	 Presentation
		5.0 Introduction
		 5.1 Objectives
		 5.2 Creation of Presentation
		    5.2.1 Creating a Presentation Using a Template
		    5.2.2 Creating a Blank Presentation
		    5.2.3 Inserting & Editing Text on Slides
		    5.2.4 Inserting and Deleting Slides in a Presentation
		    5.2.5 Saving a Presentation
		 5.3 Manipulating Slides
		    5.3.1 Inserting Table
		    5.3.2 Adding ClipArt Pictures
		    5.3.3 Inserting Other Objects
		    5.3.4 Resizing and Scaling an Object
		    5.3.5 Creating & using Master Slide
		 5.4 Presentation of Slides
		    5.4.1 Choosing a Set Up for Presentation
		    5.4.2 Running a Slide Show
		    5.4.3 Transition and Slide Timings
		    5.4.4 Automating a Slide Show
		 5.5 Providing Aesthetics to Slides & Printing
		    5.5.1 Enhancing Text Presentation
		    5.5.2 Working with Color and Line Style
		    5.5.3 Adding Movie and Sound
		    5.5.4 Adding Headers, Footers and Notes
		    5.5.5 Printing Slides and Handouts
		 5.6 Summary
		 5.7 Model Questions and Answers
			4	8	After completion of this chapter, candidate will have good hands-on practice on
					 • 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
		6.0 Introduction
		 6.1 Objectives
		 6.2 Basic of Computer Networks
		    6.2.1 Local Area Network (LAN)
		    6.2.2 Wide Area Network (WAN)
		    6.2.3 Network Topology
		 6.3 Internet
		    6.3.1 Concept of Internet & WWW
		    6.3.2 Applications of Internet
		    6.3.3 Website Address and URL
		    6.3.4 Introduction to IP Address
		    6.3.5 ISP and Role of ISP
		    6.3.6 Internet Protocol
		    6.3.7 Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering)
		    6.3.8 Identifying and uses of IP/MAC/IMEI of various devices
		 6.4 Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.)
		 6.5 Exploring the Internet
		    6.5.1 Surfing the web
		    6.5.2 Popular Search Engines
		    6.5.3 Searching on Internet
		    6.5.4 Downloading Web Pages
		    6.5.5 Printing Web Pages
			3	4	After completion of this chapter, candidate will be able to:
					 • 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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		6.6 Summary 6.7 Model Questions and Answers				and Mobile Devices. • 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
		7.0 Introduction
		7.1 Objectives
		7.2 Structure of E-mail
		7.3 Using E-mails
		    7.3.1 Opening Email account
		    7.3.2 Mailbox: Inbox and Outbox
		    7.3.3 Creating and Sending a new E-mail
		    7.3.4 Replying to an E-mail message
		    7.3.5 Forwarding an E-mail message
		    7.3.6 Searching emails
		    7.3.7 Attaching files with email
		    7.3.8 Email Signature
		7.4 Social Networking & e-Commerce
		    7.4.1 Facebook, Twitter, LinkedIn, Instagram
		    7.4.2 Instant Messaging (WhatsApp, Facebook Messenger, Telegram)
		    7.4.3 Introduction to Blogs
		    7.4.4 Basics of E-commerce
		    7.4.5 Netiquettes
		7.5 Overview of e-Governance Services like Railway Reservation, Passport, eHospital [ORS]
		7.6 Accessing e-Governance Services on Mobile Using "UMANG APP"
		7.7 Digital Locker
		7.8 Summary
		7.9 Model Questions and Answers
			3	6	After completion of this chapter, candidate will be able to:
					• 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
		8.0 Introduction
		8.1 Objectives
		8.2 Digital Financial Tools
		    8.2.1. Understanding OTP [One Time Password]and QR [Quick Response] Code
		    8.2.2 UPI [Unified Payment Interface]
		    8.2.3 AEPS [Aadhaar Enabled Payment System]
		    8.2.4 USSD[Unstructured Supplementary Service Data]
		    8.2.5 Card [Credit / Debit]
		    8.2.6 eWallet
		    8.2.7 PoS [Point of Sale]
		8.3 Internet Banking
		    8.3.1 National Electronic Fund Transfer (NEFT)
		    8.3.2 Real Time Gross Settlement (RTGS)
		    8.3.3 Immediate Payment Service (IMPS)
		8.4 Online Bill Payment
		8.5 Summary
		8.6 Model Questions and Answers
			4	4	After completion of this chapter, candidate will be able to:
					• 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.

Course on Computer Concepts [CCC]

Chapter-9
 	
Overview of Futureskills & Cyber Security
	9.0 Introduction to Futureskills
	9.1 Introduction to
	    9.1.1 Internet of Things (IoT)
	    9.1.2 Big Data Analytics
	    9.1.3 Cloud Computing
	    9.1.4 Virtual Reality
	    9.1.5 Artificial Intelligence
	    9.1.6 Social & Mobile
	    9.1.7 Blockchain Technology
	    9.1.8 3D Printing/ Additive Manufacturing
	    9.1.9 Robotics Process Automation
	9.2 Cyber Security
	    9.2.1 Need of Cyber Security
	    9.2.2 Securing PC
	    9.2.3 Securing Smart Phone
	9.3 Summary
	9.4 Model Questions and Answers
		4	3	After completion of this chapter, candidate will be familiar with the :
				
				• Latest trends and technologies in upcoming fields in IECT.
				• 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.

Total Hours = 80		32	48	

For practical purpose latest version of Free Open Source Ubuntu & LibreOffice may be used.

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NIELIT - Ropar.

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान
National Institute of Electronics & Information Technology

Ministry of Electronics & Information Technology
Government of India

Home   About us   Introduction

Introduction

NIELIT, Chandigarh was established in 1978 to provide professional services in the areas of Information, Electronics & Communication Technology (IECT). It is a pioneer institute region.

The permanent campus of NIELIT Chandigarh is built in approximately 12 acres of land allotted by the Govt. of Punjab at Birla Farms, Bada Phull, Ropar (Rupnagar).

It has been a constant endeavour of this Centre to develop excellence in various area of Information, Electronics & Communication Technology (IECT). It is an IT and E Organisation with clear cut strategies and its various operations are aimed at giving its customers a total package of IT Solutions and products. The Centre ensure cost effectiv market solutions through a highly skilled work force driven by strong design principles, highest levels of qualities and ethical business practices and constantly strive to delight our c through excellence in Service Delivery.

The Centre aims to disseminate knowledge on all aspects of Information, Electronics & Communication Technology (IECT) to the utmost user satisfaction and has built up a formid record for the same. This Centre provides specialized services to different segments of clients based on requirements assessed from time to time.

About Campus

- **Land:** The land is spread in 11.17 acres of area.
- **Built up space:** The built up space is 18200 sq meter approx. including administrative block, academic block, classrooms, labs and hostels.
- **Classrooms:** The centre consist of total number of 8 classrooms with a capacity of 30 each. There is also one smart classroom.
- **Library:** The Library is built up in approximately 450 sq meter area.
- **Hostels:** The centre provides in-campus hostel accommodation separately for boys and girls each with a capacity on 160.
- **Playground Area:** The playground area is spread in approximately 9000 sq meter area.
- **Multipurpose Hall:** The institute has a spacious multipurpose hall with a seating capacity for more than 100 persons.
- **Conference Room and Corporate room:** The institute has spacious and fully air-conditioned Conference Room and Corporate room, with state-of-the-art infrastructure whic facilities for work meetings, workshops, seminars, guest lectures and faculty development programs.

Our Strength

The Centre has a team of highly qualified, well trained, dedicated and experienced professionals. All of them undergo extensive training for developing and enhancing profess throughout their career.

NIELIT, Chandigarh has proven its capability of handing large projects of National importance. It has carved a niche for itself by executing projects in a time bound manner. Be Health, Education and Agriculture or any other sector, NIELIT Chandigarh has enormous success stories par excellence. The Centre offers services in the following area:-

- Capacity Building in IECT
- Computer Education in Schools
- Corporate Training
- Turn key Projects in the field of IT
- large scale data capturing & data processing
- Software development for On-line and web enabled applications
- Feasibility and System Studies
- Consultancy in selection of Hardware and Software

Students Hostel

https://nielit.gov.in/content/introduction-47