BASICS COMPUTER COURSE (BCC)				
			Duration (Hours)	
Sl. No	Chapter Name	Course Outline	Theory	Practical

1	Introduction to Computer	1. Introduction.
		2. Brief History.
		3. Characteristics of Computer
		4. Input-Process-Output modal.
		5. Block Diagram of Computer.
		6. Input Device
		7. Output Devices
		8. Memory & Storage Devices
		9. Hardware
		10. Software
		    a. System Software.
		    b. Application Software
			2	

2	Operating System	1. Introduction. 2. Types of Operating System. 3. Desktop 4. Taskbar. 5. Icons 6. Windows 7. Files and Folder Management. 8. Explain – Notepad 9. File Explorer 10. Control settings	2	

3	Word Processing (MS-Word)	1. Introduction.
		2. Microsoft Word Interface.
		    a. Quick Access Toolbar
		    b. Ribbon
		    c. Tab
		    d. Contextual Tabs
		    e. Document Views
		    f. File Tab
		3. Opening & Closing & Saving Document.
			7	

		4. Cursor Movements. (Using Keyboard shortcuts)		
		5. How to highlight & Select the text. (Using keyboard)		
		6. Formatting Text		
		a. Changing Font Style, size and color		
		b. Finding and Replacing Text.		
		c. Changing Text Case.		
		d. Using format painter.		
		7. Formatting paragraph		
		a. Alignment		
		b. Bullets & Numbering,		
		c. Using Tab stops.		
		d. Indentation Paragraph.		
		e. Paragraph Marks		
		f. Borders & Shading		
		g. Lind & Paragraph Spacing		
		8. Cut & Copy & Paste		
		9. Page Layout		
		a. Setting Page Margins.		
		b. Setting Page size.		
		c. Setting Page orientation.		
		d. Applying cover page.		
		e. Inserting Page breaks.		
		10. Header & Footer.		
		11. Mail Merge.		
		12. Table Manipulation.		
		13. Spelling & Grammar Check.		
		14. Comment, shapes, pictures		
4	Spreadsheet (MS- Excel)	1. Introduction 2. Excel Interface a. Understanding the Layout (Quick access toolbar, Tabs, Ribbon, name box & Formula Bar)	7	

		b. Navigating through workbooks, sheets and cells.		
		c. Customizing the ribbon & Quick Access Toolbar.		
		3. Data Entry & Formatting		
		a. Entering data into cells.		
		b. Formatting Text, numbers and cells (Font style, size & Color, Alignment & Borders)		
		c. Formatting tools : Bold, Italic & Underline.		
		4. Basic Formulas & Functions.		
		a. Introduction.		
		b. Using arithmetic operators (+, _, * , /)for basic calculations.		
		c. Basic functions: SUM(), MAX(),MIN()… etc		
		5. Cell reference		
		a. Understanding Relative, Absolute & Mixed reference.		
		b. Applying cell reference in formulas.		
		6. Working with Rows, Columns and Sheets.:		
		a. Inserting, deleting, hiding & Resizing rows and columns.		
		b. Adding, renaming, moving & deleting sheets.		
		7. Managing worksheets and workbooks.		
		a. Saving, opening & closing and creating new workbook.		
		b. Managing Multiple worksheets.		
		c. Using Template.		
		8. Printing & Page Setup		
		a. Print Area		

		b. Print Title		
		9. Hyperlink & Comment.		
		10. Switch Window		
		11. Freeze Panes & Split		
		12. Workbook & Worksheet Protection.		
		13. Apply password for workbook		
5	Presentation Software (Power Point)	1. Introduction 2. Power point Interface. 3. Create Blank Presentation 4. Explain types of Slides 5. Inserting & deleting & Change Slides. 6. Inserting & Editing & Formatting Text on slides. 7. Sections & Layout 8. Explain Layout & Sections. 9. Designing the Slides. 10. Saving Presentation. 11. Automating Slide Show. 12. Link chart from word to Power point 13. Link within slides, to other file or website. 14.	4	

6	Internet	1. Introduction
		2. Introducing Internet Protocols
		3. Introduction Basic Computer networks
		4. Modes Of Connecting Internet
		5. Popular web browser.
		6. Create Account in G-mail.
		7. Sending, forwards & Attach mail.
		8. Attach file to Email.
		9. Exploring the Internet.
		    a. Web Browsing.
		    b. Search Engine.
		    c. Online courses & Tutorials		

		ADVANCED TOPICS		
1	Introduction of Network	1. Computer Network 2. ISP Roles of ISP 3. Social Networking & E-Commerce (Facebook, LinkedIn, Instagram) 4. Instant Messaging (WhatsApp, Facebook Messenger, Telegram) 5. Netiquettes 6. Accessing e-Governance Services on Mobile Using "UMANG APP" 7. Digital Locker	1.5	2

2	Digital Financial Tools and	8. 8.0 Introduction
		9. Digital Financial Tools
		   a. Understanding OTP [One Time Password]and QR [Quick Response] Code
		10. UPI [Unified Payment Interface]
		11. AEPS [Aadhaar Enabled Payment System]
		   a. USSD[Unstructured Supplementary Service Data]
		   b. Card [Credit / Debit]
		   c. eWallet
		   d. PoS [Point of Sale] 8.3 Internet Banking
		12. National Electronic Fund Transfer (NEFT)
		13. Real Time Gross Settlement (RTGS) 8.3.3 Immediate Payment Service (IMPS)
		14. Online Bill Payment 8.5 Summary 8.6 Model Questions and Answer
		15. IT Gadgets		