Government Girls Post Graduate College Gahzipur 233001 UP

Affiliated to VBS Purvanchal University Jaunpur

National Education Policy-2020

Vocational /Skill Development Course: Semester-1
Course Title: Basics Of Computer Course(BCC)

Name	Designation	Institute
Steering Committee		
Dr. Savita Bhardwaj	Principal	Government Girls Post Graduate College Ghazipur Up
Dr. Satyendra Singh	Asso. Prof., Dept. of Geology.	Government Girls Post Graduate College Ghazipur Up
Dr. Vikas Singh	Asso. Prof., Dept. of Anct. History.	Government Girls Post Graduate College Ghazipur Up

Syllabus Developed by:

Name	Designation	Department	College/ University
Sri. D.K. Singh	Lecturer	Computer Divison	Purvanchal Institute Of Information Technology Ghazipur Up
Sri. Umang Agarwal	Lecturer	Computer Divison	Purvanchal Institute Of Information Technology Ghazipur Up

Programme/Class: Certificate	Year: First	Semester: First
Vocational /Skill Development Course		
Course Title: Basics Of Computer Course(BCC)		

Course outcomes:
- To enable student to become competent and committed professionals to Operate computer.
- To make student to use competencies and skills needed for becoming an effective computer Operator.
- To enable student to understand Basics of computer.
- To acquaint student with the practical knowledge of giving computer.
- To enable student to understand Office Automation work.
- To enable student to Perform all type of email and browsing work.

Credits:3 (45 Hourse :Theory=30hrs, Practicle=30hrs.) Practicle:2hrs=1hrs.	Compulsory
Max. Marks:20+20+60	Min Passing Marks:6+7+20
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 2-0-2	

Unit	Topics	No. of Lectures Total=30 Practical =30
I	**1-Introduction to computer** • Defining a computer • Advantage and disadvantage of computer • Parts of computer => Input Unit	

	=> Output Unit => CPU => Memory And Storage Unit • Latest It gadgets and their applications • History and generation of computer • Concept of Hardware and softwares =>Hardware =>Software • Programming Languages	
II	**2-Introduction to Oprating System** • Introduction to Operating system • Types of Operating system • Operating Systems for Desktop and Laptop • Operating Systems for Mobile Phone and Tablets • M.S. DOS ⇨ Internal Command ⇨ External Command • Introduction to Windows-7 ⇨ Operating System Simple Setting ⇨ Using Mouse ⇨ Changing System Date and Time ⇨ Changing Display Properties ⇨ To Add or Remove Program and Features ⇨ File and Folder Management ⇨ Types of File Extensions	8 Lecture =08hrs. Practical =08 hrs
III	**3- Libre Office** • Introduction to Writer. ⇨ Title bar, Toolbar, menu bar & Side bar ⇨ Opening and closing document ⇨ Text creation and Manipulation ⇨ Formating The Text ⇨ Table Manipulation • Introduction To Calc. ⇨ Element of Electronic Spread Sheet ⇨ Manipulation of Cells & worksheet ⇨ Introduction to formulas • Introduction To Impress ⇨ Creation of Presentation ⇨ Manipulating Slides ⇨ Presentation of Slides	6 Lecture =06hrs. Practical =12 hrs
IV	**4- Netwoking & communication** • Introduction To Internet. ⇨ Defining the Internet ⇨ History of the Internet • Computer Networks. ⇨ LAN, MAN,WAN ⇨ Data transmission Mode ⇨ Network Component • WWW,Web Browser and Search Engine ⇨ Basic features of WWW ⇨ Web Browser ⇨ Search Engine • Communication and Collaboration. ⇨ Basics of E-mail	7 Lecture =07hrs. Practical =07 hrs

	⇨ Structure of Email ⇨ Creating Email Account	
V	**5- digital services & Security** • Digital Financial Tools • Understanding OTP [One Time Password]and QR [Quick Response] Code • UPI [Unified Payment Interface] • AEPS [Aadhaar Enabled Payment System] • USSD[Unstructured Supplementary Service Data] • Card [Credit / Debit] • eWallet • PoS [Point of Sale] • Internet Banking • National Electronic Fund Transfer (NEFT) • Real Time Gross Settlement (RTGS) • Immediate Payment Service (IMPS) • Online Bill Payment • e-Commerce and Mobile Apps. • Cyber Crime • Introduction to Virus • Firewall	3 Lecture =03hrs. Practical =01 hrs

Suggested Radings:
- **Dr. Satish Jain "Basics Computer Course", BPB Publication**
- **TBalaji Publication2021.**
- **"Exploring Computer" Of Computer Vikas Sansthan Publication**
- **"Basic Computer Course" Of Computech Publication Ltd.**
- **Libreoffice.org**

Suggested Continuous Evaluation Methods:
- **MCQ Based Questions**
- **Project/Practicle work**
- **Theory Based Questions**

Suggested Equivalent Online Course:
- **https://www.youtube.com/watch?v=fK-WsiVbwJk&list=PLPar9wB3f8YeLcaDwFEgJPglpO_aKSHJt**
- **https://www.youtube.com/watch?v=LS3-hCnPbZc&list=PLHqH1Npf0n73LfDNhVLECQDOqk67NCG8Z**
- **https://www.udemy.com/course/basic-computer-course-in-hindi/**
- **https://edu.gcfglobal.org/en/topics/computers/**

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Dr. Savita Bhardwaj   Dr. Vikash Singh
Principle   Asso. Prof. Dept. of Anct. History

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Sri. Umang Agarwal
Computer Division

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Syllabus Developed by:

Name	Designation	Department	College/ University
Sri D.K. Singh	Lecturer	Computer Divison	Purvanchal Institute Of Information Technology Ghazipur Up
Sri Umang Agarwal	Lecturer	Computer Divison	Purvanchal Institute Of Information Technology Ghazipur Up

Programme/Class: Certificate	Year: First	Semester: Second
Vocational /Skill Development Course		
Course Title: Basics Of MS Office Course(BMC)		

Course outcomes:
- To enable student to become competent and committed professionals to Use Ms Office.
- To make student to use competencies and skills needed for becoming an effective Data Entry Operator.
- To enable student to understand Basics of MS Office.
- To acquaint student with the practical knowledge of MS Office.
- To enable student to understand Office Automation work.
- To enable student to Perform all type of Typing, Presentation and data management work.

Credits:3 (45 Hourse :Theory=18hrs, Practicle=54hrs.) Practicle:2hrs=1hrs.	Compulsory
Max. Marks:20+20+60	Min Passing Marks:6+7+20
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 1-0-3	

Unit	Topics	No. of Lectures Total=18 Practical =54
I	**Ms Word-2007** • Introduction • Title Bar, Menu Bar, Toolbars,Ribban, Status Bar	6 Lecture =06hrs. Practical =20 hrs.

	- Opening and Closing Documents and Creating a Document - Save and Save As - Printing of Documents - Text Creation and manipulation - Editing Text - Font Formating - Paragraph Formatting - Bullets and Numbering - Change case - Border and Shading - Header and Footer - Table Manipulation - AutoCorrect - Spelling & Grammar - Table Manipulation & Creation - Mail Merge	
II	**Ms Excel-2007** - Introduction - Elements of Spread Shee - Creating of Spread Sheet - Entering Data [text, number, date] in Cells - Manipulation of Cells & Worksheet - Modifying / Editing Cell Content - Inserting and Deleting Rows, Column - AutoFill - Formulas - Operator - Functions and Charts	4 Lecture =04hrs. Practical =12 hrs
III	**Ms Power Point-2007** - Introduction - Creation of Presentation - Inserting & Editing Text on Slides - Inserting and Deleting Slides in a Presentation - Manipulating Slides - Adding ClipArt Pictures - Inserting Other Objects - Presentation of Slides - Choosing a Set Up for Presentation - Running a Slide Show - Transition and Slide Timings - Automating a Slide Show	3 Lecture =03hrs. Practical =12 hrs
IV	**Intoduction to Ms Access-2007** - Introduction - Concept of Database - RDBMS - Type of Relationship between table	4 Lecture =04hrs. Practical =08 hrs

	• Creating a database • Database Key • Creating Query and Report • Creating Forms	
V	**Intoduction to Ms Outlook Express** • Introduction • Creating an E-mail Account • Creating Folders • Add Images and Charts to Email and much More	1 Lecture =01hrs. Practical =02 hrs

Suggested Radings:
- **Dr. Satish Jain "Course On Computer Concept", BPB Publication**
- **Microsoft office 2007 of TBalaji Publication2021.**
- **Learning Ms Access2007 of "Ramesh Bangla"**
- **Microsoft Office 2007 of "BPB Publication"**

Suggested Continuous Evaluation Methods:
- **MCQ Based Questions**
- **Project/Practicle work**
- **Theory Based Questions**

Suggested Equivalent Online Course:
- **https://www.youtube.com/watch?v=fK-WsiVbwJk&list=PLPar9wB3f8YeLcaDwFEgJPglpO_aKSHJt**
- **https://www.youtube.com/watch?v=LS3-hCnPbZc&list=PLHqH1Npf0n73LfDNhVLECQDOqk67NCG8Z**
- **https://www.youtube.com/watch?v=EeiLMV81Ujw**
- **https://www.youtube.com/watch?v=T5TYdcsXXVY&list=RDCMUCiJKjd-IglGPBrlGhehiWhA&start_radio=1&rv=T5TYdcsXXVY&t=4**

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Dr. Savita Bhardwaj   Dr. Vikash Singh

Principle   Asso. Prof. Dept. of Anct. History

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Sri. Umang Agarwal

Computer Division

COMPUTER DIVISION

GOVERNMENT GIRLS PG COLLEGE GHAZIPUR

COURSE INFORMATION VOUCHER

सरकारी तथा गैर सरकारी क्षेत्रों में अत्यन्त आवश्यक कोर्स भारत सरकार (NIELIT) द्वारा मान्यता प्राप्त एवमं नयी शिक्षा नीति-2020 के अनुसार कौशल विकास के अनुरुप कोर्स।

❖ **'O' Level Qualification 10+2 any stream**

(from nielit institute of Electronics and information Technology (NIELIT)department of Electronic and information Technology, ministry of Communication and information Technology, Government of India.

scholarship up to 15000 for all candidate

❖ **CCC Qualification 10+2 any stream**

(from nielit institute of Electronics and information Technology (NIELIT)department of Electronic and information Technology, ministry of Communication and information Technology, Government of India

COURSE STRUCTURE

COURSE	SYLLABUS	FEE	EXTRA
'O' LEVEL	M1-R5 IT Tools and Business Systems M2-R5 Internet Technology and Web Design M3-R5 Programming and Problem Solving through Pythan M4-R5 Internet of things and its application	Reg fee - 1150 Tuition fee-600*12 Or= One Time=7000 Exam Fee-1200/paper	Practical facility + CCC (reg fee Only)
CCC	● Introduction to computer ● Introduction to GUI Based Operating System ● Elements of Word Processing ● Spreadsheets ● Introduction to Internet, WWW and web browsers ● Communication and Collaboration ● Application of presentations ● Application of Digital Financial Services	Reg fee- 700 Tuition fee-600*3 Ot= Complete=2500	Practical facility + One week free demo Classes

Brochure of the Compute Courses