

# Syllabus: Course on Computer Concepts (CCC)

- **Duration:** 3 Months
- **Eligibility:** 4th Pass / Beginners seeking basic computer literacy

## Evaluation Scheme

- **Full Marks:** 200
- **Theory Paper (Objective/Concepts):** 100 Marks
- **Practical Lab (Application & Internet):** 80 Marks
- **Internal Assessment/Viva voce:** 20 Marks

## Course Syllabus

This program is designed to equip students with basic IT literacy, enabling them to use computers for personal, academic, and office work confidently.

### Month 1: Introduction to Hardware & GUI Operating Systems

- **Computer Basics:** Characteristics, history, and basic architecture (CPU, Memory, Input/Output units).
- **Hardware & Software:** Identifying physical parts, system software, application software, and mobile apps.
- **Operating Systems:** Navigating Windows/Linux GUI, desktop elements, file and folder management.
- **System Settings:** Changing display properties, managing date/time, and basic mouse/keyboard setups.

### Month 2: Office Productivity Tools (Word Processing & Spreadsheets)

- **Word Processing (MS Word / Writer):** Creating documents, editing text, font formatting, and page setup.
- **Advanced Word Features:** Inserting tables, graphics, mail merge, spelling checks, and printing configurations.
- **Spreadsheets (MS Excel / Calc):** Understanding grids, columns, rows, cell addressing, and data entry.

- **Formulas & Charts:** Using basic formulas (SUM, AVERAGE, COUNT) and displaying data via charts.

### **Month 3: Presentations, Internet & Digital Financial Tools**

- **Presentations (MS PowerPoint / Impress):** Designing slides, applying themes, inserting text, images, and simple animations.
- **Internet & Web Browsing:** Understanding LAN/WAN networks, using web browsers, and search engine strategies.
- **Communications:** Creating email accounts, sending/receiving attachments, and social media safety.
- **Digital Financial Services:** Understanding online banking, UPI, BHIM, mobile wallets, and cyber security awareness.

### **Final Project: Fundamental Office Portfolio**

- **Project Task:** Draft a professional business letter, create a student marksheet spreadsheet, and design a 5-slide presentation.
- **Requirement:** Save files locally and send them via a structured email mockup to the evaluator.
- **Submission:** Practical speed run of file operations and a Viva voce on basic shortcut keys.

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