

CCC (Course on Computer Concept)

Course Code : 112

Duration : 3 Months

Eligibility : 10^h Pass

Fee Structure :

Sl. No.	Installment	Amount	Installment	Amount
1	Registration Fee	600/-	Registration	600/-
	1 st Installment	500/-	One Time	1800/-
2	2 nd Installment	500/-		
3	3 rd Installment	500/-		
	Total Fee	2100/-	Total Fee	1800/-

Syllabus :

1. Introduction of Computer :

- a. Block Diagram of Computer
- b. Types of Computer
- c. Types of Input and Output Devices

2. Introduction to Operating Systems (Ms-Dos/MS-Windows) :

What is operating System, its significance, Commands of DOS, Features/Application of windows

3. Word Processing

- a. Introduction of MS Word
- b. **Office Button:** Open Save, Save As, Print Preview, Print
- c. **Insert :** Table, Picture, Shape, Chart, Header Footer, Text Box, Equation

d. **Page Layout** : Page Setup, Watermark, Page Color & Borders.

e. **Mailings** : Create Mail Merge

f. **Review & View**

g. **Project Work**

4. **Worksheet** : Introduction, Use of Formula, Tab Button /Icons for preparing simple Mini Project.

5. **Presentation** : Introduction, Use of Tools/Icons for preparing simple presentation on Power Point.

6. **Internet** : Introduction of Internet, Basics of Computer Networks (LAN, WAN), Concept of Internet, Basics of Internet , Services on Internet, Basics of E-mail, Create & Operate Mail ID, Advance email Feature, Introduction of Search Engine, Introduction of You Tube & Downloading etc.

7. **Project Work** :

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