

Training and Certification of 1 Lakh CSC Operators in CCC all over India by 2010-2011

A Department of IT, Govt. of India Funded Project

The project proposes to train and certify 1 Lakh CSC operators all over India for CCC examination conducted by DOEACC

- **What is CCC ?**

- CCC stands for Course on Computer Concepts. The course is designed to impart a basic level of computer appreciation for the common man.
- The course was jointly developed by AICTE, DIT, and eminent academicians.
- DOEACC has been conducting the course since 1999. 3.1 lakh people have appeared and 2.21 lakh persons have been certified till date

- **Course contents- CCC**

- Introduction to Computer
- Introduction to GUI based operating systems(Windows, Linux)
- Elements of word processing
- Spread sheets
- Computer communication and internet
- WWW and web browsers
- Communication and collaboration
- Making Small Presentations

The course is designed to help the entrepreneur to develop the technical skills and competence required to handle the day to day affairs of the Common Service Centre. Detailed syllabus attached as annexure.

- **Government recognitions**

- Recognized by Maharashtra State Government under its computer literacy program
- Government of Gujarat, recognized CCC course for recruitment and promotion purposes in various state government departments
- Controller General of Accounts recognized CCC course for Junior Accounts officer (Civil) examination
- Government of UP recognized CCC course for recruitment and promotion purposes for the post of stenographer
- Is under active consideration of various other State Governments including the states of Kerala and Karnataka

- **Training details**

The proposed training will have the following components

- **Contact class(2 days)**

To give an overview of the program and to familiarize with the eLearning mode
This contact classes will be conducted in every district with a batch size 25-30

The training can be conducted at Akshaya Centres

○ **eLearning Mode (4 weeks)**

The contact class will be followed by 4 weeks of eLearning mode of training during which the candidates can log in to our eLearning server hosting Moodle LMS and complete the course ware study, submit the assignments, quizzes , on-line exams etc. It is like a virtual class room in which participants can express their doubts and get answers in discussion forums, chats etc

○ **Getting certification through appearing for the All India on line CCC examination**

The third phase is getting the certification. After successfully completing the training the candidates can appear for the All India online CCC exam (conducted by DOEACC every month) and on successful completion of the exam the candidates would be getting the CCC certificates.

● **What benefits Akshaya Entrepreneur get?**

The project has support from CSC eGovernance Services. Some of the benefits for the CSC operators are :-

- The Akshaya entrepreneurs get a training in CCC (Linux, Open Office based)
- Get exposure to eLearning Mode of training using LMS like Moodle.
- Candidates do not have to stay away from their work place
- Self paced Learning.
- Akshaya Centres can offer training for CCC courses to help meet the objective of promoting IT literacy among the masses
- Akshaya Centres can launch new courses in eLearning mode in future and offer mentoring support.
- Affordable fee of Rs 300/-

Where do I get more details?

More details about CCC course available at www.doeacc.edu.in

Or Contact: Pratap K.S, Additional Director, DOEACC Centre Calicut Phone 04952287266

What should I do to enroll for the training?

The training is only applicable to CSC operators and they can give their name to the Akshaya District Officials or send mail to trng@doeaccalicut.ac.in

SYLLABUS

Course on Computer Concepts (CCC)

**DOEACC SOCIETY
ELECTRONICS NIKETAN
6, C.G.O. COMPLEX,
NEW DELHI – 110 003
TEL. : 91-11-24363330-3332, 2436 6577, 2436 6579, 2436 6580,
FAX: 91-11-24363335
WEB SITE: <http://www.doeacc.edu.in>**

Duration of the Course

Theory: 25 hrs + **Practical:** 50 hrs. + **Tutorial:** 5 hrs. This course can also be offered as 10 days full time intensive course.

Syllabus Outline

	Theory	Tutorials	Practical
1. Introduction to computer	2	1	4
2. Introduction to GUI Based Operating System	3	-	8
3. Elements of Word Processing	4	2	10
4. Spreadsheets	4	2	10
5. Computer communication and Internet	4	-	5
6. WWW and web browsers	2	-	3
7. Communication and Collaboration	2	-	2
8. Making small presentations	4	-	8
Grand Total	25	5	50

DETAILED SYLLABUS

1. INTRODUCTION TO COMPUTER

- 1.0 Introduction
- 1.1 Objectives
- 1.2 What is Computer?
 - 1.2.1 History of Computers
 - 1.2.2 Characteristics Of Computer System
 - 1.2.3 Basic Applications of Computer
- 1.3 Components of Computer System
 - 1.3.1 Central Processing Unit
 - 1.3.2 Keyboard, mouse and VDU
 - 1.3.3 Other Input devices
 - 1.3.4 Other Output devices
 - 1.3.5 Computer Memory
- 1.4 Concept of Hardware and Software
 - 1.4.1 Hardware
 - 1.4.2 Software
 - 1.4.2.1 Application Software
 - 1.4.2.2 Systems software
 - 1.4.3 Programming Languages
- 1.5 Representation of Data/Information
- 1.6 Concept of Data processing
- 1.7 Applications of IECT
 - 1.7.1 e-governance
 - 1.7.2 Multimedia and Entertainment
- 1.8 Summary
- 1.9 Model Questions and Answers

2. INTRODUCTION TO GUI BASED OPERATING SYSTEM

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Basics of Operating System
 - 2.2.1 Operating system
 - 2.2.2 Basics of popular operating system (LINUX, WINDOWS)
- 2.3 The User Interface
 - 2.3.1 Task Bar
 - 2.3.2 Icons
 - 2.3.3 Start Menu
 - 2.3.4 Running an Application
- 2.4 Operating System Simple Setting
 - 2.4.1 Changing System Date And Time
 - 2.4.2 Changing Display Properties
 - 2.4.3 To Add Or Remove A Windows Component
 - 2.4.4 Changing Mouse Properties
 - 2.4.5 Adding and removing Printers
- 2.5 File and Directory Management
- 2.6 Types of files
- 2.7 Summary
- 2.8 Model Questions and Answers

3. ELEMENTS OF WORD PROCESSING

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Word Processing Basics
 - 3.2.1 Opening Word Processing Package
 - 3.2.2 Menu Bar
 - 3.2.3 Using The Help
 - 3.2.4 Using The Icons Below Menu Bar
- 3.3 Opening and closing Documents
 - 3.3.1 Opening Documents
 - 3.3.2 Save and Save as
 - 3.3.3 Page Setup
 - 3.3.4 Print Preview
 - 3.3.5 Printing of Documents
- 3.4 Text Creation and manipulation
 - 3.4.1 Document Creation
 - 3.4.2 Editing Text
 - 3.4.3 Text Selection
 - 3.4.4 Cut, Copy and Paste
 - 3.4.5 Font and Size selection
 - 3.4.6 Alignment of Text
- 3.5 Formatting the Text
 - 3.5.1 Paragraph Indenting
 - 3.5.2 Bullets and Numbering
 - 3.5.3 Changing case
- 3.6 Table Manipulation
 - 3.6.1 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 and column
 - 3.6.5 Border and shading
- 3.7 Summary
- 3.8 Model Questions and Answers

4. SPREAD SHEET

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Elements of Electronic Spread Sheet
 - 4.2.1 Opening of Spread Sheet
 - 4.2.2 Addressing of Cells
 - 4.2.3 Printing of Spread Sheet
 - 4.2.4 Saving Workbooks
- 4.3 Manipulation of Cells
 - 4.3.1 Entering Text, Numbers and Dates
 - 4.3.2 Creating Text, Number and Date Series
 - 4.3.3 Editing Worksheet Data
 - 4.3.4 Inserting and Deleting Rows, Column
 - 4.3.5 Changing Cell Height and Width

- 4.4 Function and Charts
 - 4.4.1 Using Formulas
 - 4.4.2 Function
 - 4.4.3 Charts
- 4.5 Summary
- 4.6 Model Questions and Answers

5. COMPUTER COMMUNICATION AND INTERNET

- 5.0 Introduction
- 5.1 Objectives
- 5.2 Basics of Computer Networks
 - 5.2.1 Local Area Network (LAN)
 - 5.2.2 Wide Area Network (WAN)
- 5.3 Internet
 - 5.3.1 Concept of Internet
 - 5.3.2 Basics of Internet Architecture
- 5.4 Services on Internet
 - 5.4.1 World Wide Web and Websites
 - 5.4.2 Communication on Internet
 - 5.4.3 Internet Services
- 5.5 Preparing Computer for Internet Access
 - 5.5.1 ISPs and examples (Broadband/Dialup/WiFi)
 - 5.5.2 Internet Access Techniques
- 5.6 Summary
- 5.7 Model Questions and Answers

6. WWW AND WEB BROWSER

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Web Browsing Software
 - 6.2.1 Popular Web Browsing Software
- 6.3 Configuring Web Browser
- 6.4 Search Engines
 - 6.4.1 Popular Search Engines / Search for content
 - 6.4.2 Accessing Web Browser
 - 6.4.3 Using Favorites Folder
 - 6.4.4 Downloading Web Pages
 - 6.4.5 Printing Web Pages
- 6.5 Summary
- 6.6 Model Questions and Answers

7. COMMUNICATION AND COLLABORATION

- 7.0 Introduction
- 7.1 Objectives
- 7.2 Basics of E-mail
 - 7.2.1 What is an Electronic Mail
 - 7.2.2 Email Addressing
 - 7.2.3 Configuring Email Client
- 7.3 Using E-mails

- 7.3.1 Opening Email Client
- 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 Sorting and Searching emails
- 7.4 Advance email features
 - 7.4.1 Sending document by E-mail
 - 7.4.2 Activating Spell checking
 - 7.4.3 Using Address book
 - 7.4.4 Sending Softcopy as attachment
 - 7.4.5 Handling SPAM
- 7.5 Instant Messaging and Collaboration
 - 7.5.1 Using Smiley
 - 7.5.2 Internet etiquettes
- 7.6 Summary
- 7.7 Model Questions and Answers

8. MAKING SMALL PRESENTATIONS

- 8.0 Introduction
- 8.1 Objectives
- 8.2 Basics
 - 8.2.1 Using PowerPoint
 - 8.2.2 Opening A PowerPoint Presentation
 - 8.2.3 Saving A Presentation
- 8.3 Creation of Presentation
 - 8.3.1 Creating a Presentation Using a Template
 - 8.3.2 Creating a Blank Presentation
 - 8.3.3 Entering and Editing Text
 - 8.3.4 Inserting And Deleting Slides in a Presentation
- 8.4 Preparation of Slides
 - 8.4.1 Inserting Word Table or An Excel Worksheet
 - 8.4.2 Adding Clip Art Pictures
 - 8.4.3 Inserting Other Objects
 - 8.4.4 Resizing and Scaling an Object
- 8.5 Providing Aesthetics
 - 8.5.1 Enhancing Text Presentation
 - 8.5.2 Working with Color and Line Style
 - 8.5.3 Adding Movie and Sound
 - 8.5.4 Adding Headers and Footers
- 8.6 Presentation of Slides
 - 8.6.1 Viewing A Presentation
 - 8.6.2 Choosing a Set Up for Presentation
 - 8.6.3 Printing Slides And Handouts
- 8.7 Slide Show
 - 8.7.1 Running a Slide Show
 - 8.7.2 Transition and Slide Timings
 - 8.7.3 Automating a Slide Show
- 8.8 Summary
- 8.9 Model Questions and Answers