

# AWARENESS IN COMPUTER CONCEPTS (ACC)

## **OBJECTIVE:**

By undergoing the Awareness in Computer Concepts (ACC), one should be able to acquire basic knowledge on computer & its usage by understanding the following skills:

- How to operate the elements of a computer
- Perform basic operations on the computer
- Create, edit and format documents using a word processor
- Access the Internet and finding information of interest
- Register for a web-based e-mail account and using it, Opening of e-mail attachments
- Understanding Financial Literacy
- Digital Literacy to understand the concept of Online Banking
- Understanding the available e-Governance Services and

The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government of India.

## **Duration:**

**20 Hours - (Theory: 9 hrs + Practical: 11 hrs )**

## **Eligibility:**

No minimum qualification is required for applying and appearing for the examination in Awareness of Computer Concepts (ACC).

Certificate could be awarded to the candidates after completion of the course.

## **Detailed Syllabus and Learning Outcome:**

| S. No. | Chapter Name                                  | Course Outline  | Duration (Hours) |     | Learning Outcome   |
|--------|---|---|------------------|-----|--|
|        |   |   | Theory           | Lab |  |
| 1      | <b>Chapter-1<br/>Introduction to Computer</b> | 1.0 Introduction<br>1.1 Objectives<br>1.2 Computer, Mobile/ Tablet and their applications<br>1.3 Components of a Computer System<br>1.3.1 Central Processing Unit<br>1.3.2 Common Input & Output devices<br>1.3.3 USB ports and Pen Drive<br>1.3.4 Connecting Power cord, Keyboard, | 1                | 1   | After completion of this chapter, the candidate will be able to<br><ul style="list-style-type: none"><li>• Aware about computers, its component and connecting the parts of computer.</li><li>• Get familiar with common keyboard keys, mouse operation.</li></ul> |

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|    |   | <p>Mouse, Monitor and Printer to CPU</p> <p>1.4 Summary</p> <p>1.5 Model Questions and Answers</p>  |   |   | <ul style="list-style-type: none"> <li>• Get aware of USB port and Pen Drive.</li> </ul>   |
| 2  | <p><b>Chapter-2</b></p> <p><b>Operating a Computer System using Windows 10 Operating System</b></p> | <p>2.0 Introduction</p> <p>2.1 Objectives</p> <p>2.2 Windows Operating System and its usage</p> <p>2.3 Basic Operations: Mouse (click, click and drag, double click, right click (for the context menu)), Keyboard (some of the more common letters, enter, Delete, backspace, shift, tab and arrows)</p> <p>2.4 Starting and Shutting Down a Computer</p> <p>2.5 User Interface for Desktop and Laptop</p> <p>2.5.1 Task Bar</p> <p>2.5.2 Icons &amp; Shortcuts</p> <p>2.5.3 Running an Application</p> <p>2.5.4 Scroll Bars</p> <p>2.5.5 Using Help</p> <p>2.6 File and Folder Management</p> <p>2.7 Types of File Extensions</p> <p>2.8 Summary</p> <p>2.9 Model Questions and Answers</p> | 1 | 2 | <p>After learning this chapter, candidate will</p> <ul style="list-style-type: none"> <li>• Identify and work with desktop screen components, Start Menu and Task Bar</li> <li>• Well acquainted with some basic operation on Windows Operating System and Login onto the system and shut down the computer.</li> <li>• Locate files, manage files and folders.</li> <li>• Understand Various types of Computer Files</li> </ul> |
| 3. | <p><b>Chapter-3</b></p> <p><b>Create, Edit and Format documents USING MS – Word 2013</b></p>        | <p>3.0 Introduction</p> <p>3.1 Objective</p> <p>3.2 Word Processing Basics</p> <p>3.2.1 Opening MS Word Processing Package</p> <p>3.2.2 Menu/Ribbon &amp; Tabs</p> <p>3.3 Opening and closing Documents</p> <p>3.3.1 Opening Documents</p>  | 2 | 3 | <p>After completion of this chapter, candidate will have</p> <ul style="list-style-type: none"> <li>• Basic Knowledge of Word Processing, their usage, details of word processing screen.</li> <li>• Opening, saving and printing a document including pdf files.</li> </ul>   |

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|    |  | <p>3.3.2 Save and Save As</p> <p>3.3.3 Page Setup</p> <p>3.3.4 Print Preview</p> <p>3.3.5 Printing of Documents</p> <p>3.3.6 PDF file and Saving a Document as PDF file</p> <p>3.4 Document Creation, manipulation &amp; Formatting</p> <p>3.4.1 Document Creation</p> <p>3.4.2 Text Selection</p> <p>3.4.3 Cut, Copy and Paste</p> <p>3.4.4 Font, Color, Style and Size selection</p> <p>3.4.5 Alignment of Text</p> <p>3.4.6 Undo &amp; Redo</p> <p>3.4.7 Spell Checking</p> <p>3.4.8 Addition of Regional Language Font</p> <p>3.5 Shortcut Keys</p> <p>3.6 Summary</p> <p>3.7 Model Questions and Answers</p> |   |   | <ul style="list-style-type: none"> <li>• Knowledge of Document creation, formatting of text, Undo redo and Spell Check.</li> </ul>  |
| 4. | <p><b>Chapter-4</b></p> <p><b>INTRODUCTION TO INTERNET and finding information on Internet</b></p> | <p>4.0 Introduction</p> <p>4.1 Objectives</p> <p>4.2 Internet</p> <p>4.3.1 Concept of Internet &amp; WWW</p> <p>4.3.2 Website Address and URL</p> <p>4.3.3 Applications of Internet</p> <p>4.3.4 Modes of Connecting Internet (HotSpot, Wifi, LAN Cable, BroadBand, USB Tethering)</p> <p>4.4 Popular Web Browsers (Internet</p>  | 2 | 2 | <p>After completion of this chapter, candidate will be able to:</p> <ul style="list-style-type: none"> <li>• Get an overview of Internet, access the internet using browser.</li> <li>• Connect to Internet using various modes of connections/devices available.</li> <li>• Can search Information on</li> </ul> |

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|    |  | <p>Explorer/Edge, Chrome, Mozilla Firefox,)</p> <p>4.5 Exploring the Internet</p> <p>4.5.1 Surfing the web</p> <p>4.5.2 Popular Search Engines</p> <p>4.5.3 Searching on Internet</p> <p>4.6 Summary</p> <p>4.7 Model Questions and Answers</p>  |   |   | <p>the Internet on various topics.</p>  |
| 5. | <p><b>Chapter-5</b></p> <p><b>Working with e-mail</b></p>  | <p>5.0 Introduction</p> <p>5.1 Objectives</p> <p>5.2 Structure of E-mail</p> <p>5.3 Using E-mails</p> <p>5.3.1 Opening Email account</p> <p>5.3.2 Mailbox: Inbox and Outbox</p> <p>5.3.3 Creating and Sending a new E-mail</p> <p>5.3.4 Replying to an E-mail message</p> <p>5.3.5 Forwarding an E-mail message</p> <p>5.3.6 Access email with attachments</p> <p>5.3.7 Delete an e-mail</p> <p>5.4 Summary</p> <p>5.5 Model Questions and Answers</p> | 1 | 1 | <p>After completion of this chapter, candidate will be able to:</p> <ul style="list-style-type: none"> <li>• Create an email account, compose an email, reply an email and send the email along with attachments.</li> <li>• Forward and delete an email.</li> </ul>                                  |
| 6. | <p><b>Chapter-6</b></p> <p><b>Understanding Financial Literacy and e-Governance Services</b></p> | <p>6.0 Introduction</p> <p>6.1 Objectives</p> <p>6.2 Digital Financial Tools</p> <p>6.2.1 Understanding OTP [One Time Password] and QR [Quick Response] Code</p> <p>6.2.2 UPI [Unified Payment Interface]</p> <p>6.2.3 AEPS [Aadhaar Enabled Payment System]</p> <p>6.2.4 USSD [Unstructured Supplementary Service Data]</p> <p>6.2.5 Card [Credit / Debit]</p>  | 2 | 2 | <p>After completion of this chapter, candidate will be able to:</p> <ul style="list-style-type: none"> <li>• Know the OTP, Digital Financial Tools.</li> <li>• Get Knowledge of Internet Banking Modes.</li> <li>• Get familiar with Online Bill payments, and availing online e-services.</li> </ul> |

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|                         |  | 6.2.6 eWallet<br>6.2.7 PoS [Point of Sale]<br>6.3 Internet Banking<br>6.3.1 National Electronic Fund Transfer (NEFT)<br>6.3.2 Real Time Gross Settlement (RTGS)<br>6.3.3 Immediate Payment Service (IMPS)<br>6.4 Online Bill Payment<br>6.5 Overview of e-Governance Services like Railway Reservation, Passport, eHospital [ORS]<br>6.6 Accessing e-Governance Services on Mobile Using "UMANG APP"<br>6.7 Summary<br>6.8 Model Questions and Answers |          |           |  |
| <b>Total Hours = 20</b> |  |  | <b>9</b> | <b>11</b> |  |