**Basic Computer Course**

**Introduction:**

The objective of this course module is to provide a comprehensive and complete educational content which connects the students and candidates to basics of computer technology and can have an understanding of working of computer. The rising needs of IT Skills in private, public and government sector has highly demanded IT skillset and the youth of nation has been bridging the gap in economy through various approaches. This course module is primarily focusing on skill development, hands-on-training and concept visualisation through implementation of standard quality infrastructure & effective teaching and learning methods, making the candidate ready to step into the workforce of his/her respective field and build a bright career. In recent times, Indian government has introduced multiple E-Governance services for people of India and crucial changes in educational system, through our educational institutional format, we enhance the technical and non-technical skills considering and implying the respective changes of government.

**COURSE MODULE**

1. Computer Basics and Introduction.
2. Operating System.
3. Office Tools and Software.
4. Introduction to Web Technology.
5. Banking and Financial Services.
6. E Governance.

**1. Computer Basics and Introduction:**

1. What is Computer?
2. Hardware and Software?

**2. Operating System:**

1. Overview of OS Basics. (Types, Functions, Uses, Needs)
2. Working with Operating System (User Interface, OS features and Functions)
3. File and Directory Management. (Files, Folders,
4. Software updates.

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**3. Office Tools and Software:**

A. MS Office Word

MS Word Features: Font, Size, Header, Footer, Document, Alignment, Toolbar, Menu Bar, Page Margin, Print Options and more.

B. MS Excel.

Creating/ Saving Document, Working with Rows and Columns, Inserting Formulas, Page Layout.

C. MS Power Point Presentation

Creating/Saving Document, Page Layout, Margin, Slide Settings, Adding Image, Text, Audio, Video, Effects, Transitions.

D. Spreadsheet

Creating/Saving Spreadsheet, Data and Information Organising, sharing document through Internet (Email, Website)

**4. Introduction to Web Technology:**

1. Network Basics
2. Internet and WWW.
3. Web Browsing and Search Engines.
4. Working with URL.
5. Website and Web Applications.

**5. Banking and Financial Services:**

1. Need of Banking Services.
2. Understanding the key points in Banking.
3. Online Transaction Procedure.
4. Security and Safety of Online Money based Transactions.

**6. E Governance:**

1. Introduction to E Governance.
2. Need and Importance of E-Governance.
3. Applications and Uses of E Governance.
4. Practical Implementation in Government Website and Portals.
5. Fundamental Consumer Rights.

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