SYLLABUS FOR
BASIC COMPUTER COURSE (BCC)

OBJECTIVE:

The course is designed to aim at imparting a basic level appreciation programme for the common man. After completing the course the incumbent is able to the use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc. This allows a common man or housewife to be also a part of computer users list by making them digitally literate. This would also aid the PC penetration program. This helps Students to maintain their small account using the computers and enjoy in the world of Information Technology.

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: .27 Hours

S.No.	Chapter	Hours	Timings
1	Knowing computer	3 Hours 02-Nov-2019 TO 05-Nov-2019	8.00AM To 9.00AM
2	Operating Computer using GUI Based Operating System	4 Hours 06-Nov-2019 TO 09-Nov-2019	8.00AM To 9.00AM
3	Understanding Word Processing	4 Hours 11-Nov-2019 To 16-Nov-2019	8.00AM To 9.00AM
4	Using Spread Sheet	4 Hours 18-Nov-2019 To 21-Nov-2019	8.00AM To 9.00AM
5	Introduction to Internet, WWW and web browsers	4 Hours 22-Nov-2019 TO 26-Nov-2019	8.00AM To 9.00AM
6	Communications and Collaboration	3 Hours 27-Nov-2019 TO 30-Nov-2019	8.00AM To 9.00AM
7	Making small presentation	3 Hours 02-Dec-2019 TO 5-Dec-2019	8.00AM To 9.00AM
8	Financial Literacy for banking Scheme and Applications	2 Hours 6-Dec-2019 TO 7-Dec-2019	8.00AM To 9.00AM

SYLLABUS OUTLINE:

1. **Knowing computer:** What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

2. **Operating Computer using GUI Based Operating System:** What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

3. **Understanding Word Processing:** Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.

4. **Using Spread Sheet:** Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.

5. **Introduction to Internet, WWW and Web Browsers:** Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website

6. **Communications and collaboration:** Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.

7. **Making Small Presentation:** Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.

8. **Financial Literacy for Banking Scheme and Applications:** Why savings are needed, Why save in a bank, Banking products-ATM card, Banking Instruments-Cheque, Demand Draft (DD), Banking Services Delivery Channels, Know Your Customer (KYC), Opening of bank account and documents required, Types of bank accounts, Bank's services including remittances, loan, mobile banking, Overdraft, Pension etc., Pradhan Mantri Jan Dhan Yojana (PMJDY), password security and ATM withdrawal, Insurance, Social Security Schemes-Atal Pension Yojana (APY), Pradhan Mantri Suraksha Bima Yojana (PMSBY), Pradhan Mantri Jeevan Jyoti Bima Yojana

<table>
<tr><td>Sri Adichunchanagiri College
of Arts & Commerce, Nagamangala</td><td>Hongirana Institute of Computer
Education, Nagamangala</td></tr>
<tr><td>Name : Dr.B.K. Lokesha
(Signature with seal)

PRINCIPAL
Sri Adichunchanagiri College
of Arts and Commerce
Nagamangala-571 432, Mandya Dist.</td><td>Name : Kowshik T.V
(Signature with seal)

Principal
Hongirana Institute of Computer Education (HICE)
NAGAMANGALA</td></tr>
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2019-20

Basic Computer Course (M.S. Office, Kannada Nudi, Internet)

Batch : From: 05-11-2019 to 07-12-2019

Participated Students List

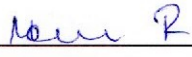| Sl. No	Name	Signature
1	Sowbhagya	Sou ST
2	Thejashwini H.u	Thej H.u
3	Bharathi	Bharathi
4	Ranganatha.G	R au
5	Bharath. C.h	Bharath
6	Dharanendra Poaradk.n	D
7	Girish. M.Kadakol	G.M. Kadakol
8	Shashikumara M.H.	Shashikumara M.H.
9	Naveen. B.M	Naveen BM
10	Sanjay B G	Sanjay B G
11	Ravikumara-B	Ravikumara B
12	murthy. M.N	murthy. M.N
13	Shashidhara. C.B	Shash
14	Pavankumar.KD	Pavankumar KD
15	Channakeshava.K.S	Chan

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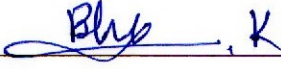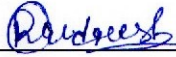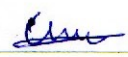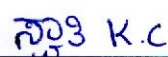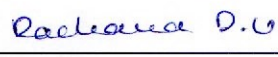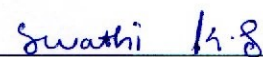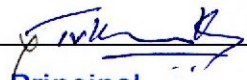
Participated Students List

Sl. No	Name	Signature
16)	KARTHIK T.P	KARTHIK T.P.
17)	Sudhakasa B.N	Sudhakara B.N.
18)	vivela L.m	vivelal.R
19)	Chandrashekhar K.S	Chan.y.
20)	Jnanesh M.N	Jnanesh m.N
21)	Amrutha	Amrutha
22	Sindhu V.G	Sindhu V.G
23)	monisha C	monisha.C
24)	Kavya S.D	Kavya S.D
25	Bindu. SR	Bindu. S.R
26	Geetha. k	Geetha.k
27	Rajhuma CV	Rajhuma CV
28	Thejaswini T.A	Thejaswini T.A
29	varshitha mg	varshitha. mg.
30	Sindhu S	Sindhu. S
31	Sahana.H	Sahana.H.
32	chandrakala B.P	chandrakala B.P
33	Geetha A R	Geetha A R
34.	sushmitha. k.m	sushmitha. k.m
35	Lakshmi. R	ka
36	vikkey K.J	vikey K.J

Basic Computer Course (M.S. Office, Kannada Nudi, Internet)

Batch : From: 05-11-2019 to 07-12-2019

Participated Students List

Sl. No	Name	Signature
37	Bhaskarchami .K	Bhp .K
38	Vinod kumar K.S	Vinod kumar K.S
39	Rudresh A,R	Rudresh
40	Sachin .H P	Salhin H P
41	Mamatha. R	Mam R
42	Arpitha. V.R.	Am V.R.
43	chaithra. K.L	Chn
44	Lavanya c.S	Lavanya c.S
45	Swathi K.C	ಸ್ಗ3 K.C
46	Shashikala . P. L	Sw
47	Rachana D.V	Rachana D.V
48	Swathi K.S	Swathi K.S
49	Supreetha. c M	S.
50	Lakshmi, R	
	PRINCIPAL Sri Adichunchanagiri College of Arts and Commerce Nagamangala-571 432, Mandya Dist.	Principal Hongirana Institute of Computer Education NAGAMANGALA

Hongirana Institute of Computer Education

Opp. Canara Bank, B.M Road, Nagamangala-571432, Mandya Dist.

E-mail : hongiranacomputer@gmail.com   Ph: 9481302747 / 6360133243

and

Sri Adichunchanagiri College of Arts & Commerce

TB Extension, Nagamangala

CERTIFICATE

Name : Girish M Kadakol

Has attended & successfully completed the course

Computer Basic Application

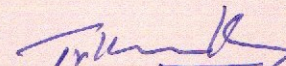### (M.S. Office, Kannada Nudi, Internet)

Secured 'A' Grade during

From: 05-11-2019 to 07-12-2019

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