



Course Overview

By undergoing the Awareness in Computer Concepts (ACC), one should be able to acquire basic knowledge on computer. 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: 1 Months

Course Content (Practical & Theory)

MS-Windows

- Introduction to Computer
- Computer Basic
- Creating Folder
- Notepad

Microsoft-Word 2019

- Creating
- Editing
- Saving
- Printing documents
- Page Setup
- Font and Paragraph Formatting
- Simple character formatting
- Inserting tables
- Smart Art
- Page breaks
- Using lists and styles
- Working with images
- Using Spelling and Grammar check

1. Introduction to Computer

- 1.0 Introduction
- 1.1 Objectives
- 1.2 Computer, Mobile/ Tablet and their applications
- 1.3 Components of a Computer System
 - 1.3.1 Central Processing Unit
 - 1.3.2 Common Input & Output devices
 - 1.3.3 USB ports and Pen Drive
 - 1.3.4 Connecting Power cord, Keyboard, Mouse, Monitor and Printer to CPU

2. Operating a Computer System

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Operating System and its usage
- 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)
- 2.4 Starting and Shutting Down a Computer
- 2.5 User Interface for Desktop and Laptop
 - 2.5.1 Task Bar
 - 2.5.2 Icons & Shortcuts
 - 2.5.3 Running an Application
 - 2.5.4 Scroll Bars & Using Help
- 2.6 File and Folder Management
- 2.7 Types of File Extensions

3. Create, Edit and Format documents using Word Processor - Practical

4. INTRODUCTION TO INTERNET and finding information on Internet

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Internet
- 4.3. Concept of Internet & WWW
 - 4.3.1 Website Address and URL
 - 4.3.2 Applications of Internet
 - 4.3.3 Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering)
- 4.4 Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox,)
- 4.5 Exploring the Internet
 - 4.5.1 Surfing the web
 - 4.5.2 Popular Search Engines
 - 4.5.3 Searching on Internet

5. Working with E-Mail

- 5.0 Introduction
- 5.1 Objectives
- 5.2 Structure of E-mail
- 5.3 Using E-mails
 - 5.3.1 Opening Email account
 - 5.3.2 Mailbox: Inbox and Outbox
 - 5.3.3 Creating and Sending a new E-mail
 - 5.3.4 Replying to an E-mail message
 - 5.3.5 Forwarding an E-mail message
 - 5.3.6 Access email with attachments
 - 5.3.7 Delete an e-mail

6. Understanding Financial Literacy and e-Governance Services

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Digital Financial Tools
 - 6.2.1 Understanding OTP [One Time Password]and QR [Quick Response] Code
 - 6.2.2 UPI [Unified Payment Interface]
 - 6.2.3 AEPS [Aadhaar Enabled Payment System]
 - 6.2.4 USSD[Unstructured Supplementary Service Data]
 - 6.2.5 Card [Credit / Debit]
 - 6.2.6 eWallet
 - 6.2.7 PoS [Point of Sale]
- 6.3 Internet Banking
 - 6.3.1 National Electronic Fund Transfer (NEFT)
 - 6.3.2 Real Time Gross Settlement (RTGS)
 - 6.3.3 Immediate Payment Service (IMPS)
- 6.4 Online Bill Payment
- 6.5 Overview of e-Governance Services like Railway Reservation, Passport, eHospital [ORS]
- 6.6 Accessing e-Governance Services on Mobile Using "UMANG APP"