

Government Girls Post Graduate College Gahzipur 233001 UP

Affiliated to VBS Purvanchal University Jaunpur

National Education Policy-2020

Vocational /Skill Development Course: Semester-1 Course Title: Basics Of Computer Course(BCC)

Name	Designation	Institute
Steering Committee		
Dr. Savita Bhardwaj	Principal	Government Girls Post Graduate College Ghazipur Up
Dr. Satyendra Singh	Asso. Prof., Dept. of Geology.	Government Girls Post Graduate College Ghazipur Up
Dr. Vikas Singh	Asso. Prof., Dept. of Anct. History.	Government Girls Post Graduate College Ghazipur Up

Syllabus Developed by:

Name	Designation	Department	College/ University
Sri. D.K. Singh	Lecturer		Purvanchal Institute Of Information Technology Ghazipur Up
Sri. Umang Agarwal	Lecturer	*	Purvanchal Institute Of Information Technology Ghazipur Up

		1	I	палраг ор		
Program	ogramme/Class: Certificate Year: First Semester:			First		
	Vocational /Skill Development Course					
	Course Title: Basics Of Computer Course(BCC)					
Course or	utcomes:					
 To enable student to become competent and committed professionals to Operate computer. To make student to use competencies and skills needed for becoming an effective computer Operator. To enable student to understand Basics of computer. To acquaint student with the practical knowledge of giving computer. To enable student to understand Office Automation work. To enable student to Perform all type of email and browsing work. Credits:3 Compulsory (45 Hourse :Theory=30hrs, Practicle=30hrs.) 						
	Practicle:2hrs=1hrs.					
-	Max. Marks:20+20+60			n Passing Marks:6+7+20		
	Total No	. of Lectures-Tutorial	s-Practical (in hours per w	reek): L-T-P: 2-0-2		
Unit	Topics		No. of Lectures Total=30 Practical =30			
I	1-Introduction to com	nputer				
	 Defining a cor 	nputer				

Advantage and disadvantage of computer

Parts of computer => Input Unit

	T	
	=> Output Unit	
	=> CPU	
	=> Memory And Storage Unit	
	 Latest It gadgets and their applications 	
	History and generation of computer	
	Concept of Hardware and softwares	
	=>Hardware	
	=>Software	
	Programming Languages	
II	2-Introduction to Oprating System	8 Lecture =08hrs.
	Introduction to Operating system	Practical =08 hrs
	Types of Operating system	
	Operating Systems for Desktop and Laptop	
	Operating Systems for Mobile Phone and Tablets	
	• M.S. DOS	
	□ Internal Command	
	⇒ External Command	
	• Introduction to Windows-7	
	⇒ Operating System Simple Setting	
	⇒ Using Mouse	
	⇔ Changing System Date and Time	
	⇔ Changing Display Properties	
	⇒ To Add or Remove Program and Features	
	⇒ File and Folder Management	
TIT	⇒ Types of File Extensions	6 Lecture =06hrs.
III	3- Libre Office	Practical =12 hrs
	• Introduction to Writer.	Tractical 12 ms
	⇒ Title bar, Toolbar, menu bar & Side bar	
	⇒ Opening and closing document	
	⇒ Text creation and Manipulation	
	⇒ Formating The Text	
	⇒ Table Manipulation	
	Introduction To Calc.	
	⇒ Element of Electronic Spread Sheet	
	⇒ Manipulation of Cells & worksheet	
	⇒ Introduction to formulas	
	Introduction To Impress	
	⇒ Creation of Presentation	
	⇒ Manipulating Slides	
TX7	⇒ Presentation of Slides	7.1
IV	4- Netwoking & communication	7 Lecture =07hrs. Practical =07 hrs
	• Introduction To Internet.	Tractical 07 ms
	⇒ Defining the Internet	
	⇒ History of the Internet	
	Computer Networks. AND MANUSCOLUTION	
	⇒ LAN, MAN, WAN	
	⇒ Data transmission Mode	
	⇒ Network Component	
	WWW, Web Browser and Search Engine	
	⇒ Basic features of WWW	
	⇒ Web Browser	
	⇒ Search Engine	
	Communication and Collaboration.	
	⇒ Basics of E-mail	

Digital services & Solution of the project of the		⇒ Structure of Email		
V 5- digital services & Digital Financi Understanding UPI [Unified P AEPS [Aadhaa USSD[Unstruct Card [Credit / I eWallet PoS [Point of S Internet Bankin National Electr Real Time Gros Immediate Payr Online Bill Pay e-Commerce an Cyber Crime Introduction to Firewall Suggested Radings: Dr. Satish Jain "Basics Co TBalaji Publication2021. "Exploring Computer" Of "Basic Computer Course" Libreoffice.org Suggested Continuous Evaluation MCQ Based Questions Project/Practicle work Theory Based Questions Suggested Equivalent Online Course https://www.youtube.com/e				
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AEPS [Aadhaa USSD[Unstruct Card [Credit /] eWallet PoS [Point of S] Internet Bankin National Electr Real Time Gros Immediate Payr Online Bill Payl e-Commerce and Cyber Crime Introduction to Firewall Suggested Radings: Dr. Satish Jain "Basics Color TBalaji Publication2021. "Exploring Computer" Off "Basic Computer Course" Libreoffice.org Suggested Continuous Evaluation MCQ Based Questions Project/Practicle work Theory Based Questions Suggested Equivalent Online Course https://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.youtube.com/shttps://www.yout		**************************************	_	
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	•	https://www.udemy.com/course/basic-com		
https://edu.gcfglobal.org/ei	•	https://edu.gcfglobal.org/en/topics/comput	ers/	
			Dr. Savita Bhardwaj Principle Ass	Dr. Vikash Singh so. Prof. Dept. of Anct. Histo
			Principle Ass	so. Prof. Dept. of Anct. His

Sri. Umang Agarwal Computer Division



Government Girls Post Graduate College Gahzipur 233001 UP

Affiliated to VBS Purvanchal University Jaunpur

National Education Policy-2020

Vocational /Skill Development Course: Semester-2 Course Title: Basics Of MS Office Course(BMC)

Name	Designation	Institute
Steering Committee		
Dr. Savita Bhardwaj	Principal	Government Girls Post Graduate College Ghazipur Up
Dr. Satyendra Singh	Asso. Prof., Dept. of Geology.	Government Girls Post Graduate College Ghazipur Up
Dr. Vikas Singh	Asso. Prof., Dept. of Anct. History.	Government Girls Post Graduate College Ghazipur Up

Syllabus Developed by:

Introduction

Title Bar, Menu Bar, Toolbars, Ribban, Status Bar

Name	Designation	Department	College/ University
Sri D.K. Singh	Lecturer	_ <u> </u>	Purvanchal Institute Of Information Technology Ghazipur Up
Sri Umang Agarwal	Lecturer	_ <u> </u>	Purvanchal Institute Of Information Technology Ghazipur Up

Program	mme/Class: Certificate Year: First Semester: Second			Second		
	Vocational /Skill Development Course					
		Course Title:	Basics Of MS Office Co	urse(BMC)		
Course o	outcomes:					
• T	 To enable student to become competent and committed professionals to Use Ms Office. 					
• T	o make student to use com	petencies and skill	ls needed for becoming a	an effective Data Entry Operator.		
• T	To enable student to understand Basics of MS Office.					
• T	To acquaint student with the practical knowledge of MS Office.					
• T	To enable student to understand Office Automation work.					
• T	 To enable student to Perform all type of Typing, Presentation and data management work. 					
	Credits:3 Compulsory					
(45 Hour	rse:Theory=18hrs, Practicl	e=54hrs.)				
	Practicle:2hrs=1hrs.					
	Max. Marks:20+20+60			Min Passing Marks:6+7+20		
	Total No	o. of Lectures-Tuto	orials-Practical (in hours	per week): L-T-P: 1-0-3	T	
T7 *4			m •		No. of	
Unit	- · · · · · · · · · · · · · · · · · · ·					
					Total=18	
					Practical =54	
I	Ms Word-2007				6 Lecture = 06hrs.	
	Practical =20 hrs.					

	Opening and Closing Documents and Creating a Document	
	Save and Save As	
	Printing of Documents	
	Text Creation and manipulation	
	Editing Text	
	Font Formating	
	Paragraph Formatting	
	Bullets and Numbering	
	• Change case	
	Border and Shading	
	Header and Footer	
	Table Manipulation	
	AutoCorrect	
	Spelling & Grammar	
	Table Manipulation & Creation	
	Mail Merge	
	11200	
II	Ms Excel-2007	4 Lecture =04hrs.
		Practical =12 hrs
	Introduction	
	Elements of Spread Shee	
	Creating of Spread Sheet	
	• Entering Data [text, number, date] in Cells	
	Manipulation of Cells & Worksheet	
	Modifying / Editing Cell Content	
	Inserting and Deleting Rows, Column	
	AutoFill	
	• Formulas	
	• Operator	
	Functions and Charts	
	T unctions and charts	
Ш	Ms Power Point-2007	3 Lecture =03hrs.
		Practical =12 hrs
	• Introduction	
	Creation of Presentation	
	Inserting & Editing Text on Slides	
	 Inserting and Deleting Slides in a Presentation 	
	Manipulating Slides	
	Adding ClipArt Pictures	
	• Inserting Other Objects	
	Presentation of Slides	
	Choosing a Set Up for Presentation	
	Running a Slide Show	
	Transition and Slide Timings	
	Automating a Slide Show	
IV	Intoduction to Ms Access-2007	4 Lecture =04hrs.
		Practical =08 hrs
	• Introduction	
	Concept of Database	
	• RDBMS	
	Type of Relationship between table	

	Creating a database			
	 Database Key 			
	 Creating Query and Report 			
	Creating Forms			
V	Intoduction to Ms Outlook Expre	ess		1 Lecture =01hrs. Practical =02 hrs
	 Introduction 			
	Creating an E-mail Account	t		
	 Creating Folders 			
	Add Images and Charts to E	Email and much More		
	7 Add Images and Charts to E	man and mach wore		
Suggest	ed Radings:			
•	Dr. Satish Jain "Course On Computer Co	oncept", BPB Publication		
•	Microsoft office 2007 of TBalaji Publication			
•	Learning Ms Access2007 of "Ramesh Ban			
•	Microsoft Office 2007 of "BPB Publication	on"		
Suggest	ed Continuous Evaluation Methods:			
•	MCQ Based Questions			
•	Project/Practicle work			
•	Theory Based Questions			
	ed Equivalent Online Course:	CiVbrailla 8-list_DI DouGra D269VoI	as DevEE a IDalmO a VSII	T4
•	https://www.youtube.com/watch?v=fK-Whttps://www.youtube.com/watch?v=LS3-h			
•	https://www.youtube.com/watch?v=EeiLM		ZIDNII V LECQDOQKU/IV	CG0Z
•	https://www.youtube.com/watch?v=T5TY			
	IglGPBrlGhehiWhA&start_radio=1&rv=			
	-			
		Dr. Savita Bhardwaj	 Dr	. Vikash Singh
		Principle		ept. of Anct. History
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Sri. Umang Agarwal Computer Division

COMPUTER DIVISION

GOVERNMENT GIRLS PG COLLEGE GHAZIPUR

COURSE INFORMATION VOUCHER

सरकारी तथा गैर सरकारी क्षेत्रों में अत्यन्त आवश्यक कोर्स भारत सरकार (NIELIT) द्वारा मान्यता प्राप्त एवमं नयी शिक्षा नीति-2020 के अनुसार कौशल विकास के अनुरुप कोर्स।

♦ 'O' Level Qualification 10+2 any stream

(from nielit institute of Electronics and information Technology (NIELIT)department of Electronic and information Technology, ministry of Communication and information Technology, Government of India.

scholarship up to 15000 for all candidate

♦CCC Qualification 10+2 any stream

(from nielit institute of Electronics and information Technology (NIELIT)department of Electronic and information Technology, ministry of Communication and information Technology, Government of India

COURSE STRUCTURE

COURSE	SYLLABUS	FEE	EXTRA
'O' LEVEL	M1-R5 IT Tools and Business Systems M2-R5 Internet Technology and Web Design M3-R5 Programming and Problem Solving through Pythan M4-R5 Internet of things and its application	Reg fee - 1150 Tuition fee-600*12 Or= One Time=7000 Exam Fee-1200/paper	Practical facility + CCC (reg fee Only)
ccc	 Introduction to computer Introduction to GUI Based Operating System Elements of Word Processing Spreadsheets Introduction to Internet, WWW and web browsers Communication and Collaboration Application of presentations Application of Digital Financial Services 	Reg fee- 700 Tuition fee-600*3 Ot= Complete=2500	Practical facility + One week free demo Classes

Brochure of the Compute Courses

COMPUTER CENTER

Government Girls P.G. College Ghazipur In Collaboration With Purvanchal Institute of Information Technology

NATIONAL INSTITUTE OF ELECTRONIC AND INFORMATION TECHNOLOGY (NIELIT) DEPT. OF ELECTRONICS AND IT (Deity), GOVT OF INDIA



Our Courses

BCA (Basics Of Computer APPlication BMC (Bascis Of Microsoft Office) CCC (Course On Computer Concept) 'O Level'

Mr. Umang Agarwal Center Incharge

Email id: Computerggpgc@gmail.com

For More Detail contact on 9532442086 795093789