

NIELIT

National Institute of Electronics & Information Technology (NIELIT) formerly DOEACC Society is an autonomous Scientific Society of, Ministry of Communications & Information Technology, Government of India with Head Quarters at New Delhi under the administrative control of the Department of Information Technology, Govt. Of India. It is envisioned to bring the most updated global industry relevant computer education, within the reach of more and more in the areas of Information, Electronics and Communication Technology (IECT).

Realising the wide gap in the availability of quality computer professionals to meet India's ambitious leadership plans in software exports, the society has revolutionised computer knowledge dissemination, by offering its meticulously prepared curriculum through the non-formal sector. A fact that is perhaps best echoed by the whole-hearted support to the curriculum, by leading IT professionals and educationists.

NIELIT is implementing a joint scheme of All India Council for Technical Education(AICTE) and Department of Information Technology (formerly Department of Electronics (DOE)), Government of India. The objective of the Scheme is to develop quality manpower in IT by utilizing the expertise available with the computer training institutes who are granted accreditation for conducting specified Levels of courses, subject to their meeting well-defined norms and criteria.

DATA-Q, one of the accredited institutes of NIELIT established in the year 1995, felt the need of various fields to be educated in computer science for successful exposure of challenging career opportunities in the corporate world and education spheres to meet the challenge of the twenty first century. Based on excellent track record of the institute since 1995, DATA-Q was granted accreditation by NIELIT for "O" level & "A" Level course in the year 2003 and 2006 respectively. In the year 2014 DATA-Q got the accreditation of B-Level(MCA). As a result of a good job done since 2003, DATA-Q was inducted as an implementation partner in the Barasat Government College for "IT Education & Training", pioneered by the Department of Higher Education, Govt. of West Bengal. Later, around 2007 the Directorate of Higher Education extended the permission for conducting IT education in Bidhan Nagar Govt. College, Saltlake City for the benefit as well as quality IT education of aspirants from across the districts. DATA-Q has established IT Center at Sree Chaitanya College, Habra & Bhairab Ganguly College, Belghoria in the year 2014 and 2015 respectively where "Basic Computer Course" of NIELIT has been adopted as compulsory for the students of 1st year (Honours & General) under the Digital Literacy Scheme of Govt. of India.

In the year 2016 DATA-Q established digital Computer Lab in Netaji Satabarshiki Mahavidyalaya , Ashokenagar for conducting “Basic Computer Course” of NIELIT as a compulsory Computer Course as per the prior sanction of the college authority.

Syllabus Outline

Basic Computer Course (BCC)

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. Communication using the Internet: 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.
 6. WWW and Web Browsers: World Wide Web; Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website.
 7. 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.
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8. Making Small Presentation: Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.

* For reference only. For details see detailed syllabus.

Detailed Syllabus of
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 etc. This allows a common man or housewife to be also a part of computer users list. This would also aid the PC penetration program. This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology.

Duration: 36 Hours. Theory: 10 hrs + Practical: 22 hrs. + Tutorial: 04 hrs. This course can also be offered as 06 days full time intensive course.

Syllabus Outline

	Theory	Tutorials	Practical
1. Knowing computer	1	1	1
2. Operating Computer using GUI Based Operating System	2	0	4
3. Understanding Word Processing	2	1	6
4. Using Spread Sheet	1	1	4
5. Communicating using the Internet	1	0	2
6. WWW and web browsers	1	0	2
7. Communications And Collaboration	1	0	2
8. Making small presentation	1	1	1
Grand Total	10	4	22

DETAILED SYLLABUS

1. KNOWING COMPUTER

- Introduction
- Objectives
- What is Computer?
 - Basic Applications of Computer
- Components of Computer System
 - Central Processing Unit
 - Keyboard, mouse and VDU
 - Other Input devices
 - Other Output devices
 - Computer Memory
- Concept of Hardware and Software
 - Hardware
 - Software
 - Application Software
 - Systems software
- Concept of computing, data and information
- Applications of IECT
 - e-governance
 - Entertainment
- Bringing computer to life
 - Connecting keyboard, mouse, monitor and printer to CPU
 - Checking power supply
 - Summary
 - Model Answers

~~2. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM~~

- Introduction
- Objectives
- Basics of Operating System
 - Operating system
 - Basics of popular operating system (LINUX, WINDOWS)
- The User Interface
 - Task Bar
 - Icons
 - Menu
 - Running an Application
- Operating System Simple Setting
 - Changing System Date And Time
 - Changing Display Properties
 - To Add Or Remove A Windows Component
 - Changing Mouse Properties
 - Adding and removing Printers
- File and Directory Management
 - Creating and renaming of files and directories
- Common utilities

3. UNDERSTANDING WORD PROCESSING

- Introduction
- Objectives
- Word Processing Basics
- Opening Word Processing Package
- Menu Bar
- Using The Help
- Using The Icons Below Menu Bar
- Opening and closing Documents
 - Opening Documents
 - Save and Save as
 - Page Setup
 - Print Preview
 - Printing of Documents
- Text Creation and manipulation
 - Document Creation
 - Editing Text
 - Text Selection
 - Cut, Copy and Paste
 - Spell check
 - Thesaurus
- Formatting the Text
 - Font and Size selection
 - Alignment of Text
 - Paragraph Indenting
 - Bullets and Numbering
 - Changing case
- Table Manipulation
 - Draw Table
 - Changing cell width and height
 - Alignment of Text in cell
 - Delete / Insertion of row and column
 - Border and shading
- Summary
- Model Answers

4. USING SPREAD SHEET

- Introduction
- Objectives
- Elements of Electronic Spread Sheet
 - Opening of Spread Sheet
 - Addressing of Cells
 - Printing of Spread Sheet
 - Saving Workbooks
- Manipulation of Cells

- Entering Text, Numbers and Dates
- Creating Text, Number and Date Series
- Editing Worksheet Data
- Inserting and Deleting Rows, Column
- Changing Cell Height and Width
- Formulas and Function
 - Using Formulas
 - Function
- Summary
- Model Answers

5. COMMUNICATION USING THE INTERNET

- Introduction
- Objectives
- Basic of Computer Networks
 - Local Area Network (LAN)
 - Wide Area Network (WAN)
- Internet
 - Concept of Internet
 - Applications of Internet
 - Connecting to the Internet
 - Troubleshooting
- Summary
- Model answers

6. WWW AND WEB BROWSER

- Introduction
- Objectives
- World Wide Web (WWW)
 - Web Browsing Softwares
 - Popular Web Browsing Softwares
 - Search Engines
 - Popular Search Engines / Search for content
 - Accessing Web Browser
 - Using Favorites Folder
 - Downloading Web Pages
 - Printing Web Pages
- Understanding URL
- Surfing the web
 - Using e-governance website
- Summary
- Model Answers

7. COMMUNICATIONS AND COLLABORATION

- Introduction
- Objectives

- Basics of E-mail
 - What is an Electronic Mail
 - Email Addressing
- Using E-mails
 - Opening Email account
 - Mailbox: Inbox and Outbox
 - Creating and Sending a new E-mail
 - Replying to an E-mail message
 - Forwarding an E-mail message
 - Sorting and Searching emails
- Document collaboration
- Instant Messaging and Collaboration
 - Using Instant messaging
 - Instant messaging providers
 - Netiquettes
- Summary
- Model Answers

8. MAKING SMALL PRESENTATIONS

- Introduction
- Objectives
- Basics
 - Using PowerPoint
 - Opening A PowerPoint Presentation
 - Saving A Presentation
- Creation of Presentation
 - Creating a Presentation Using a Template
 - Creating a Blank Presentation
 - Entering and Editing Text
 - Inserting And Deleting Slides in a Presentation
- Preparation of Slides
 - Inserting Word Table or An Excel Worksheet
 - Adding Clip Art Pictures
 - Inserting Other Objects
 - Resizing and Scaling an Object
- Presentation of Slides
 - Viewing A Presentation
 - Choosing a Set Up for Presentation
 - Printing Slides And Handouts
- Slide Show
 - Running a Slide Show
 - Transition and Slide Timings
 - Automating a Slide Show
- Summary
- Model Answers