

## CCA - SYLLABUS

Theory -15 Hours + Practical 30 Hours This Course can be offered as 45 Days

### Theory Syllabus

#### UNIT-01

(10 MARKS)

#### 1. Introduction to Computer –

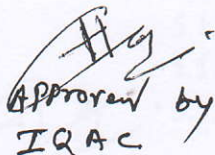
- 1.0 Introduction
- 1.1 History of Computer
- 1.2 Components of Computer system
  - 1.2.1. Central processing unit
  - 1.2.2. Keyboard, Mouse, and VDU
  - 1.2.3. Other Input devices
  - 1.2.4. Other Output devices
  - 1.2.5. Computer Memory
- 1.3 Concepts of Hardware and Software
  - 1.3.1. Programming Language
- 1.4 Concept of Data Processing
- 1.5 Application of IECT
  - 1.5.1. e- governance
  - 1.5.2. Multimedia and Entertainment

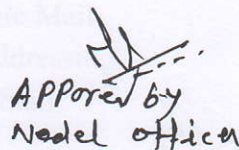
#### UNIT-02

(10 MARKS)

#### 2. INTRODUCTION TO GUI BASED OPERATING SYSTEM-

- 2.0 Introduction
- 2.1 Basics of operating system
- 2.2 The user interface
  - 2.2.1. Task bar
  - 2.2.2. Start Menu
- 2.3 Operating System Simple Setting
  - 2.3.1. Changing System Data and Time
  - 2.3.2. Changing Display Properties
- 2.4 File and Directory Management
- 2.5 Types of Files

  
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Nodal Officer

**PRINCIPAL**  
Govt. Kunj Bihari Choubey  
Mahavidyalaya, Lal Bahadur Nagar  
Distt.- Rajnandgaon (C.G.)

**UNIT- 03**

**(10 MARKS)**

**3. ELEMENTS OF WORD PROCESSING-**

- 3.0 Introduction
- 3.1 Word Processing Basics
- 3.2 Operating and Closing Documents
  - 3.2.1 Opening Documents
  - 3.2.2 Save and Save as
  - 3.2.3 Page setup
  - 3.2.4 Print Preview
  - 3.2.5 Printing of Documents
- 3.3 Text Creation and Manipulation
  - 3.3.1 Document Creation
  - 3.3.2 Editing Text
- 3.4 Formatting The Text
  - 3.4.1. Paragraph Indenting
  - 3.4.2. Bullets and Numbering
- 3.5 Table Manipulation
  - 3.5.1. Draw Table
  - 3.5.2. Delete / Inserting of row and column

**UNIT-04**

**(10 MARKS)**

**4. COMPUTER COMMUNICATION AND INTERNET-**

- 4.0 Introduction
- 4.1 Basics of Computer Networks
  - 4.1.1 Local Area Network (LAN)
  - 4.1.2 Wide Area Network (WAN)
- 4.2 Internet
  - 4.2.1 Concept of Internet
- 4.3 Services of Internet
  - 4.3.1 Communication on Internet
  - 4.3.2 Internet Services
- 4.4 Preparing Computer for Internet
  - 4.4.1 ISPs and Examples (Broad band / Dialup /Wi-Fi)
  - 4.4.2 Internet Access Techniques

**UNIT-05**

**(10MARKS)**

**5. COMMUNICATION AND COLLABORATION-**

- 5.0 Introduction
- 5.1 Basics of E-mails
  - 5.1.1 Electronic Mail
  - 5.1.2 Email addressing
  - 5.1.3 Using Email

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## PRACTICAL SYLLABUS

### UNIT-01

1. Introduction to Computer and History of Computer and Computer System, Concepts of Hardware and Software.

### UNIT-02

1. Introduction to GUI Based Operating System Changing System Data and Time, Changing Display.

### UNIT-03

1. Elements of Word Processing, Operating and Closing Documents Text Creation and Manipulation, Document Creation, Editing Text.


### UNIT-04


1. Computer Communication and Internet, Services of Internet and Computer Network.

### UNIT-05

1. Communication and Collaboration E-Mail.

  
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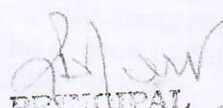
Email – kbelbn@gmail.com

**SYLLABUS OUTLINE**

S.No.	Topic Name	Theory	Practical
1	Introduction to Computer	02 Hour	04 Hour
2	Introduction to GUI Based Operating System	03 Hour	08 Hour
3	Elements of Processing	04 Hour	10 Hour
4	Computer Communication and Internet	04 Hour	05 Hour
5	Communication and Collaboration	02 Hour	03 Hour
	TOTAL	15 Hour	30 Hour

  
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TIME TABLE

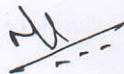
20 November 2021 Started the Classes to 25 January 2022 Daily 1 Hour (3:0 to 4:0 pm)  
Continues 45 Day's Conduct.

Feb. First Weak Conduct to Theory and Practical Exam.


Feb. Second Weak Result Open.



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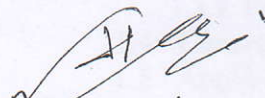
## DESCRIPTION OF VALUE ADDED COURSE

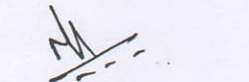
Value Added Course are part of the curriculum designed to provide necessary skills to increase the employability quotient and equipping the Student with essential skills to success in life.


These Course offers Our Student and edge over other and have the following **advantage augments aptitude Skills, Technical Knowledge, Ability to Think and innovate Exposure to recent terms in the core Field.**

वैल्यु एडेड कोर्स पाठ्यक्रम का हिस्सा है जो रोजगार योग्यता को बढ़ाने और छात्र को जीवन में सफलता के लिये आवश्यक कौशल के लिये आवश्यक कौशल प्रदान करने के लिये डिजाइन किया गया है।

ये कोर्स हमारे छात्र और दुसरे छात्रो को ज्ञान प्रदान करता है और निम्नलिखित लाभ को बढ़ाता है जैसे योग्यता, कौशल, तकनीकी ज्ञान, सोचने की क्षमता और कोर फील्ड में हाल की शर्तों के लिए एक्सपोजर है।

  
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1. INTRODUCTION TO GLIB (GRAPHIC USER INTERFACE SYSTEM)

2.0 Introduction

2.1 History of operating system

2.2 The dos operating system

2.3 Task bar

2.2.2 Start Menu

2.3 Operating System Single Source

2.3.1 Managing System, Disk and Task

2.3.2 Changing Display Properties

2.4 Windows Directory Management

2.5 Types of File

  
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