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शम्भु दयाल कॉलेज

गाजियाबाद- 201001

SHAMBHU DAYAL COLLEGE

GHAZIABAD-201001

Website: www.sdcollegegz.in

कमांक (Ref. No.)

दिनांक (Date) 4/09/2021

SYLLABUS FOR

COMPUTER LITERACY PROGRAMME (CLP 2021-22)

OBJECTIVE OF COURSE

The course is designed to aim at imparting a basic level knowledge gain program for the student base in the institute belonging to any stream of study other than Students who enrolled NEP. This digital literacy program allows the participants to become aware of the importance of computers in the job market as well as in researches, literature and financial institutions. This would also aid increase in the Digital penetration program of the Government of India. This program will help in day to day correspondence, small business accounts maintenance, analysis of data, and presentation of data using the word processing skills and enjoy in the world of Information Technology. After completing the course, the incumbent is able to -

- Use the computer for basic purposes of preparing personnel/business letters, Bio-data, thesis reports etc.
- To understand the theoretical foundations of computing as well as the capabilities and limitations of computer technology.
- Using Excel Sheets to maintain and manipulate numerical data.
- Developing graphical presentation of data and preparation of analysis reports.
- Preparing Subjective Presentations using power point slides.
- Viewing information on Internet.
- Sending e-mails, using internet search engine facilities for researches.

DURATION OF COURSE

45 Hours. (Theory: 10 hrs + Practical: 30 hrs. + Tutorial: 05 hrs.)
This course is offered as 3 months intensive course.

CHAPTER-WISE ALLOCATION OF TOTAL HOURS:

Prinyata

Aditi

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Shambhu Dayal College
Ghaziabad

CHAPTER-WISE ALLOCATION OF TOTAL HOURS:

S.No.	Chapters	Theory Hours	Tutorial Hours	Practical Hours
1.	Knowing computer History and its Types	1	1	2
2.	Introduction to Operating System using GUI Based Operating System	1	1	3
3.	Understanding Word Processing Applications	1	1	5
4.	Introduction to Spread Sheet	1	1	5
5.	Advanced Level Excel Formulas and its Application	2	1	5
6.	Using Presentation Tools in MS PowerPoint Slide Shows	2	0	5
7.	Making small Presentation	1	0	2
8.	Introduction to Internet WWW and Web Browsers	1	0	3
	Total Hours	10	5	30

SYLLABUS OUTLINE

1. Knowing Computer History and its Types: 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. Introduction to Operating System 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 Default Icons, Status Bar, Using Menu and Menu-selection, Execution of an Application, Creating and managing File, Folders and Directories, Creating and Renaming of files and folders, Multitasking features in Windows; Using Help; Creating Short cuts, Basics of O.S Setup; Common utilities.

3. Understanding Word Processing Applications: Word Processing Basics; Introduction to MS-Office Applications, Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document, Letter writing and CV designing skills.

4. Introduction to Spread Sheet: Basics of Spreadsheet; Manipulation of cells; Number of columns, rows and sheets, Formulas and Functions; Creating Text, Number and Date Series ,Editing of Excel Sheet, Inserting and Deleting Rows, Column, Changing Cell Height and Width, printing of Excel Sheet, Formatting of Tables, Inserting and drawing Charts and Pictures.

Principals

Aditi

3/9/25

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5. Advanced Level Excel Formulas and its Application: applying Conditional Formatting in Excel Sheets, Find and Replace, Advanced Filter options, Date and Time Functions, Power Bi.

6. Using Presentation Tools in MS PowerPoint: Using PowerPoint, Opening A PowerPoint Presentation, Creation of Presentation, Entering and Editing Text, Inserting and Deleting Slides in a Presentation, Inserting Word Table or an Excel Worksheet, Adding Clip Art Pictures and other Objects, Presentation of Slides, Printing Slides and Handouts, Automating a Slide Show

7. Making small Presentation: Slide Show Project Work on making a Slide Show of a Chapter, Humanities Topic, ICT Usage, Research etc.

8. Introduction to Internet, WWW, and Web Browsers: Basic of Computer networks; LAN, WAN, MAN, PAN; Concept of the Internet; Applications of the Internet; connecting to the Internet; What is ISP; Knowing the Internet; Basics of Internet connectivity related troubleshooting, World Wide Web; Web Browsing software, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website, Netiquettes, Using Emails; Document collaboration.

Web Links :

[eSkillIndia- eLearning Aggregator from NSDC](#)

<https://nsdcindia.org>

[National Skill Development Corporation \(NSDC\) \(nsdcindia.org\)](#)

[Swayam Central](#)

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