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Gujarat Council of Vocational Training
Gandhinagar



1. Name of Course:

BASIC COMPUTER COURSE (BCC) +

N.C.O. No. for Skills Covered:
(Please refer National Classification of
Occupations -2004 available
on www.dget.nic.in)

2. Engineering OR Non-engineering: Non-engineering

3. No. of students per batch: 10 Students

4. Duration in Hours. : 60 Hrs.

5. Duration in Month: 42 Days @ 10 hours/Week.

6. Examination Scheme: GCVT

No.	Name of Subject	Teaching Hours during full course.	Maximum Marks. (Excluding Sessional)	Minimum Marks required for Passing (Excluding Sessional).	Sessional Marks if any.
Subject-1	Theory	20	100	40	0
Subject-2	Practical	40	300	180	0

7. Entry qualification for Trainee:

Minimum entry qualification (Essential):	(5 th Standard Pass & 14 Year of Age.
Desirable:	

8. Minimum qualification for Trainer:

Minimum qualification (Essential):	Degree/Diploma in Computer Field from recognized university/Board. Qualify guest faculty from affiliated Govt./Pvt. Colleges/Technical Institutes. Final Year Student from B.E/B.TECH/M.C.A or ITI COPA Passed with 70% or more than 70%
Desirable:	





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11. Approximate cost of Tools
/ Equipments / Machinery for
starting one batch of the course:

Rupees:08 Lakhs
Approx

Reference Year
2012-13

12. Area required for practical / Workshop for one batch.

400. Sq.Ft

13. Minimum Power connection required

3.45 K.W.

14.1 No of items in Standard list of Machinery :

3

14.1.1. Page NO from 4 to 4.

14.2 No of items in Standard list of Shop outfit :

3

14.2.1. Page NO from 4 to 4.

14.3 No of items in Standard list of Trainee Toll-Kit :

-

14.1.1. Page NO from ___ to ___.

***** FOR OFFICIAL USE *****

Approved by GCVT in Governing Body meeting on

: 27/08/2013

Syllabus implemented w.e.f. admission session

: Next session

Revision History :

1. Revision No:..... Revision Date.
2. Revision No:..... Revision Date.
3. Revision No:..... Revision Date.





Gujarat Council of Vocational Training
Gandhinagar



9. Syllabus Committee Member:

Sr. No.	Name	Organization	Designation	Technical Qualification	Experience in Years	Signature
1.	Shri A B Trivedi	ITI Gandhinagar	Principal class-II			
2.	Shri B H Kamkvala	ME CMSIAJ C-P, Gandhinagar	HOD Computer	ME (MSIAJ)	18	
3.	Ms. P M Patel	ITI Gandhinagar	GI	Diploma in Computer Science BCA	10 Years	
4.	Shri A R Rami	ITI Gandhinagar	SI	BE Computer Engineer	2 Years	
5.						
6.						
7.						

10. Terminal Skills of trainee: (Should be well defined and having reference to NCO):

The trainee, after successful completion of training, will have following skills...

1. After Completing the Course the Trainee should have able to Computer Literate.
2. The Trainee should able to preparing his Personal / Business Letters in English as well as Gujarati Language.
3. The Trainee should communicate information on internet via Mobile also.

(please attach separate sheet, if more space is required)





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Standard List of Machinery - Equipment / Shop-outfit / or Trainee Toolkit
For Trade of BASIC COMPUTER COURSE

Sr. No.	Description of Item with detailed specifications	Item type i.e. Machinery / Equipment OR Shop Outfit OR Trainee Toolkit	Quantity Required per one Batch of Students	Quantity Required per one Batch of Students for Instructor	Total Quantity Required (Total of previous two columns)
1.	Latest Processor with Latest RAM and with LED Monitor	Machinery	10	1	11
2.	Windows Higher Version Operating System	Shop Outfit	10	1	11
3.	MS Office Latest Version	Shop Outfit	10	1	11
4.	24 port Switch for LAN	Machinery	1	0	1
5.	Internet Connectivity	Shop Outfit	1	0	1
6.	Chair and Table for Trainer and Trainees	Furniture	10	1	11

(As many sheets as required should be used to accommodate all items)



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Basic Computer Course:-

Objectives:

The Course is designed to aim at imparting a basic level appreciation program for the common man. After completing the course the incumbent is able to use the computer for basic purposes of preparing his Personal /Business Letters in English as well as Gujarati language. Viewing information on internet, sending mails via internet or Mobile net service. This allows a common man or house wife to be also a part of compute user list. This would also aid the PC penetration program. This helps the small business communities, house wives to maintain their small account using the computers and enjoy the world of Information Technology.

Syllabus Outline

No	Unit	Theory	Practical
1	Knowing Computer	1	2
2	Operating Computer using GUI based Operating System	2	3
3	Understanding Word Processing	5	9
4	Using Spread Sheet	1	3
5	Communication using Internet	1	2
6	WWW and Web Browser	2	5
7	Making small Presentation	1	2
8	Social Networking	3	7
9	Configuring Hardware and Software in any Window Bases OS	1	3
10	Online Application Usage.	2	3
11	Downloading /Sharing files using Mobile Net Service	1	1

Duration:-Theory: 20

Practical: 40



DETAILED SYLLABUS

1. KNOWING COMPUTER

3 Hrs

- 1.0 Introduction
- 1.1 Objectives
- 1.2 What is Computer?
 - 1.2.1 Basic Applications of Computer
- 1.3 Concepts of Computer System
- 1.4 Concept of Hardware and Software
- 1.5 Concept of computing, data and information
- 1.6 Applications of IECT
 - 1.6.1 e-governance
 - 1.6.2 Entertainment
- 1.7 Bringing computer to life
 - 1.7.1 Connecting keyboard, mouse, monitor and printer to CPU
 - 1.7.2 Checking power supply
- 1.8 Summary
- 1.9 Model answers

2. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM

5Hrs

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Basics of Operating System(LINUX, WINDOWS)
- 2.3 The User Interface
 - 2.3.1 Task Bar
 - 2.3.2 Icons
 - 2.3.3 Menu
 - 2.3.4 Running an Application
- 2.4 Operating System Simple Setting
- 2.5 File and Directory Management
- 2.6 Common utilities
- 2.7 Summary
- 2.8 Model answers



3. UNDERSTANDING WORD PROCESSING

14 Hrs

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Word Processing Basics
- 3.3 Opening and closing Documents
 - 3.3.1 Opening Documents
 - 3.3.2 Save and Save as
 - 3.3.3 Page Setup
 - 3.3.4 Print Preview
 - 3.3.5 Printing of Documents
- 3.4 Text Creation and manipulation
 - 3.4.1 Document Creation
 - 3.4.2 Editing Text
 - 3.4.3 Text Selection
 - 3.4.4 Cut, Copy and Paste
 - 3.4.5 Spell check
 - 3.4.6 Thesaurus
- 3.5 Formatting the Text
 - 3.5.1 Font and Size selection
 - 3.5.2 Alignment of Text
 - 3.5.3 Paragraph Indenting
 - 3.5.4 Bullets and Numbering
 - 3.5.5 Changing case
- 3.6 Table Manipulation
 - 3.6.1 Draw Table
 - 3.6.2 Changing cell width and height
 - 3.6.3 Alignment of Text in cell
 - 3.6.4 Delete / Insertion of row and column
 - 3.6.5 Border and shading
- 3.7 Gujarati Indic Software
 - 3.7.1 Introduction about MS Office 2003 Indic.
 - 3.7.2 How to Start Word?
 - 3.7.3 How to Change Language. (English to Gujarati)
 - 3.7.4 Introduction to Gujarati Keyboards.
 - 3.7.5 Introduction to Gujarati IME.
 - 3.7.5.1 How to use IME Help?
 - 3.7.5.2 How to use spelling grammars check in Gujarati?



- 3.7.5.3 What is Transliteration K/B?
- 3.7.5.4 How to Operate Transliteration K/B?
- 3.7.5.5 How to type different characters and words from Transliteration K/B?
- 3.7.5.6 Difference between Remington and Transliteration K/B.
- 3.7.6 What is smart tag?
- 3.7.7 What is Thesaurus?
- 3.7.8 How to change menu from English to Gujarati?
- 3.7.9 Convert the ASCII font to Unicode from TBIL Converter.

3.8 Summary

3.9 Model answers

4. USING SPREAD SHEET

4Hrs

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Elements of Electronic Spread Sheet
- 4.3 Manipulation of Cells
 - 4.3.1 Entering Text, Numbers and Dates
 - 4.3.2 Creating Text, Number and Date Series
 - 4.3.3 Editing Worksheet Data
 - 4.3.4 Inserting and Deleting Rows, Column
 - 4.3.5 Changing Cell Height and Width
- 4.4 Formulas and Function
- 4.5 Summary
- 4.6 Model answers

5. COMMUNICATION USING THE INTERNET

3Hrs

- 5.0 Introduction
- 5.1 Objectives
- 5.2 Basic of Computer Networks
- 5.3 Internet
 - 5.3.1 Concept of Internet
 - 5.3.2 Applications of Internet
 - 5.3.3 Connecting to the Internet
 - 5.3.4 Troubleshooting
- 5.4 Basics of E-Mail



- 5.5 Using E-Mail
 - 5.5.1 Opening Email Account
 - 5.5.2 Mailbox: Inbox and Outbox
 - 5.5.3 Creating and sending a new E-Mail
 - 5.5.4 Replying to an E-Mail Message
 - 5.5.5 Sorting and Searching E-Mails
- 5.6 Summary
- 5.7 Model answers

6. WWW AND WEB BROWSER

7Hrs

- 6.0 Introduction
- 6.1 Objectives
- 6.2 World Wide Web (WWW)
- 6.3 Web Browsing Software/Devices
 - 6.3.1 Different Web Browser
 - 6.3.2 Web Camera
- 6.4 Search Engines
 - 6.4.1 Popular Search Engines / Search for content
 - 6.4.2 Accessing Web Browser
 - 6.4.3 Using Favorites Folder
 - 6.4.4 Downloading Web Pages
- 6.5 Understanding URL
- 6.6 Surfing the web
- 6.7 Summary
- 6.8 Model answers

7. MAKING SMALL PRESENTATIONS

3Hrs

- 7.0 Introduction
- 7.1 Objectives
- 7.2 Basics
 - 7.2.1 Using PowerPoint
 - 7.2.2 Opening a PowerPoint Presentation
 - 7.2.3 Saving a Presentation
- 7.3 Creation of Presentation
 - 7.3.1 Creating a Presentation Using a Template
 - 7.3.2 Creating a Blank Presentation
 - 7.3.3 Entering and Editing Text



- 7.3.4 Inserting and Deleting Slides in a Presentation
- 7.4 Preparation of Slides
- 7.5 Presentation of Slides
- 7.6 Slide Show
- 7.7 Summary
- 7.8 Model answers

8. Social Networking

10Hrs

- 8.1 Introduction
- 8.2 How we can use social networking sites?
 - 8.2.1 Face Book
 - 8.2.1.1 Beginning of Face book
 - 8.2.1.2 Signing up
 - 8.2.1.3 Face book Profile
 - 8.2.1.4 Home Page
 - 8.2.1.5 Facebook use in Commercial Sector
 - 8.2.1.4 Upload Photo and video calling
 - 8.2.2 You Tube
 - 8.2.2.1 Search Video
 - 8.2.2.2 How to Upload Video
 - 8.2.3 Orkut
 - 8.2.3.1 Making Orkut Profile
 - 8.2.3.2 Change Theme
 - 8.2.3.3 Search
 - 8.2.3.4 Add Friends
 - 8.2.3.5 Use Communities
 - 8.2.3.6 Application
 - 8.2.4 Twitter
 - 8.2.4.1 Making ID
 - 8.2.4.2 Blog
 - 8.2.4.2.1 Introduction
 - 8.2.4.2.2 Use of Blog
 - 8.2.4.2.3 Example of Blog
 - 8.2.4.2.4 How to use Blog
 - 8.2.4.2.5 Advantage of Blog
 - 8.2.5 LinkedIn
 - 8.2.5.1 Making ID



- 8.2.5.1 Make a Profile and Groups
- 8.3 Advantages of Social Networking Websites
- 8.4 Installation of Audio Visual Devices like Webcam and I/O devices etc...
- 8.5 Instant Messing
 - 8.5.1 Introduction (Yahoo, MSN, Rediffmail)
 - 8.5.2 How to use?
- 8.6 Smart Phones (iPhone, Blackberry, Windows etc.)
 - 8.6.1 Introduction
 - 8.6.2 Features
 - 8.6.3 Operating Systems (Android)
- 8.7 Summary

9. Configuring Hardware and Software in any Window Bases OS.	4Hrs
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- 9.1 Introduction to Hardware.
 - 9.1.1 Introduction to External devices connected with Desktop PC.
 - 9.1.2 Introduction to Internal devices connected with Desktop PC.
 - 9.1.2.1 Replacing of Motherboard and other devices connected with Motherboard.
 - 9.1.2.2 Replacing of Hard disk
 - 9.1.2.3 Replacing of SMPS
 - 9.1.2.4 Replacing of CD-ROM/DVD-ROM
 - 9.1.2.5 Replacing of Random Access Memory
- 9.2 Introduction to Software.
 - 9.2.1 Introduction to System Software.
 - 9.2.1.1 How to Install Window XP, Window 7 and Windows 8
 - 9.2.1.2 Installation of Drivers for Devices connected With Desktop PC. (Scanner, Printer, Web-Cam etc....)
 - 9.2.2 Introduction to Application Software.
 - 9.2.2.1 How to Install Application Softwares
 - 9.2.2.1.1 Installation of MS-Office
 - 9.2.2.1.2 Installation of Adobe Package
 - 9.2.2.1.3 Installation of Multimedia Software's (Macro Media Flash, Macro Media Dreamweaver, Media Players, Audio Video Converter)
 - 9.2.2.1.4 Other Softwares as per User Requirement



9.3 Summary

10. Online Application Usage.

5Hrs

- 10.1 Introduction to Online Applications
- 10.2 Different Online Application Sites
 - 10.2.1 Online Job Application System. (OJAS)
 - 10.2.1.1 Apply Online/View Advertisement
 - 10.2.1.2 Edit Application
 - 10.2.1.3 Upload Photo and Sign
 - 10.2.1.4 Confirm Application
 - 10.2.1.5 Print Application/Challan
 - 10.2.2 Institute of Banking Personnel Selection
 - 10.2.2.1 Apply Online/ View Advertisement
 - 10.2.2.2 Edit Application
 - 10.2.2.3 Payment of Fees
 - 10.2.2.4 Upload Photo and Sign
 - 10.2.2.5 Submit Application
 - 10.2.2.6 Print Application
- 10.3 Summary

11. Downloading/Sharing Files Using Mobile Net service

2Hrs

- 11.1 Introduction to Various Net Service in Mobiles. (GPRS, WAP, Wi-Fi etc...)
- 11.2 Introduction to Various Mobile Browsers. (Opera Mini, Google Chrome, Mozilla Firefox, Internet Explorer, Mobile Default browsers etc...)
- 11.3 Searching of required files Using Mobile Internet.
 - 11.3.1 Download a file
- 11.4 Sharing of Files using Mobile Net Service.
 - 11.4.1 Sharing of Files on Internet.
 - 11.4.2 Sharing of Files on other Mobile.
- 11.5 Summary

