

### Course on Computer Concepts- (CCC) Training Topics Syllabus

<u>INTRODUCTION TO COMPUTERS</u>	<u>INTRODUCTION TO OPERATING SYSTEM (OS)</u>
<ul style="list-style-type: none"> <li>• Basic components of a computer: hardware and software</li> <li>• Input and output devices</li> <li>• Storage devices: HDD, SSD, USB, CD/DVD</li> <li>• Operating systems: Windows, Linux</li> <li>• Types of software: System software, application software, and utility software</li> </ul>	<ul style="list-style-type: none"> <li>• Desktop and Start menu</li> <li>• File management (Windows Explorer)</li> <li>• Basic settings and control panel</li> <li>• Taskbar and system tray</li> <li>• Linux Basics (optional depending on syllabus updates)</li> <li>• Introduction to Linux environment</li> </ul>
<u>WORD PROCESSING</u>	<u>SPREADSHEET (EXCEL OR EQUIVALENT)</u>
<ul style="list-style-type: none"> <li>• Creating, saving, and printing documents</li> <li>• Text formatting: fonts, alignment, size, styles</li> <li>• Page setup, headers, footers</li> <li>• Tables, pictures, and clip arts</li> <li>• Spell check and grammar tools</li> <li>• Mail Merge</li> </ul>	<ul style="list-style-type: none"> <li>• Creating and saving spreadsheets</li> <li>• Basic data entry and editing</li> <li>• Cell formatting: text, numbers, dates, and currency</li> <li>• Formulas and functions (SUM, AVERAGE, IF)</li> <li>• Charts and graphs</li> <li>• Sorting and filtering data</li> <li>• Printing and page setup</li> </ul>
<u>PRESENTATION SOFTWARE (POWERPOINT OR EQUIVALENT)</u>	<u>INTERNET AND WEB TECHNOLOGY</u>
<ul style="list-style-type: none"> <li>• Creating slideshows and presentations</li> <li>• Slide layouts and design</li> <li>• Adding text, images, tables, and graphs</li> <li>• Slide transitions and animations</li> <li>• Presentation delivery (viewing and editing modes)</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding the internet, browsers, and search engines</li> <li>• Email: creating, sending, and receiving emails</li> <li>• Social media basics</li> <li>• Web Browsing</li> <li>• Using popular web browsers (Chrome, Firefox, etc.)</li> <li>• Online services: cloud storage, Google Drive, etc.</li> <li>• Downloading and uploading files</li> <li>• Web security (safe browsing, identifying phishing websites)</li> </ul>

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COMMUNICATION TOOLS	DIGITAL MARKETING BASICS
<ul style="list-style-type: none"> <li>• Sending and receiving emails with attachments</li> <li>• Using web-based email services (Gmail, Yahoo, etc.)</li> <li>• Introduction to social networking sites (Facebook, LinkedIn, etc.)</li> <li>• Online Collaboration Tools</li> <li>• Using tools like Google Docs, Google Sheets, and Zoom for virtual meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Digital Marketing</li> <li>• Search Engine Optimization (SEO)</li> <li>• Social Media Marketing</li> <li>• Email Marketing</li> <li>• Google Ads and Online Advertising Basics</li> </ul>
CYBER SECURITY	BASIC ACCOUNTING CONCEPTS AND TALLY
<ul style="list-style-type: none"> <li>• Importance of Cybersecurity</li> <li>• Types of Cyber Threats (Viruses, Malware, Phishing, etc.)</li> <li>• Basic Security Measures (Antivirus, Firewalls)</li> <li>• Online Privacy and Data Protection</li> <li>• Safe Internet Practices</li> <li>• Security Threats: Viruses, malware, phishing</li> <li>• Protecting Data: Password management, encryption</li> <li>• Anti-virus Software: Installation and usage</li> <li>• Backup and Recovery: Importance of data backup and recovery options</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Accounting Principles</li> <li>• Use of Tally for Accounting and Financial Management</li> <li>• Creating Ledgers, Vouchers, and Reports in Tally</li> <li>• Stock Management and Inventory in Tally</li> </ul>
BASIC TERMINOLOGY OF IT AND COMPUTERS	MISCELLANEOUS TOPICS
<ul style="list-style-type: none"> <li>• Understanding Hardware Components: CPU, RAM, motherboard, etc.</li> <li>• Software: System software vs. application software</li> <li>• Network basics: LAN, Wi-Fi,</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Programming Concepts (Optional depending on syllabus updates)</li> <li>• Basics of programming languages (C, Python)</li> <li>• Using Smartphones and Tablets:</li> </ul>

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broadband, etc.	<ul style="list-style-type: none"> <li>• Operating systems for mobile devices (Android, iOS)</li> <li>• Basic apps and functionalities</li> <li>• E-Governance and Digital Payments:</li> <li>• Understanding e-Governance services</li> <li>• Digital payment systems: UPI, Paytm, etc</li> </ul>
PROJECT WORK	SOFT SKILLS AND COMMUNICATION
<ul style="list-style-type: none"> <li>• Practical Implementation of Learned Concepts</li> <li>• Creating a Web Page or a Small Program</li> <li>• Database Management Project</li> <li>• Data Analysis with Excel or Access</li> <li>• Preparing and Presenting a Final Project Report</li> </ul> <p><b>Examination Format</b></p> <ul style="list-style-type: none"> <li>• Theory: The exam typically consists of a written test that covers theoretical knowledge, including the basics of hardware, software, the internet, and applications like MS Word, Excel, and PowerPoint.</li> <li>• Practical: The practical exam tests hands-on skills, such as document creation, spreadsheet manipulation, or internet browsing.</li> </ul>	<ul style="list-style-type: none"> <li>• Professional Email Writing and Communication</li> <li>• Team Collaboration and Time Management</li> <li>• Interview Preparation and Resume Writing</li> <li>• Basic Presentation Skills</li> <li>• Conflict Resolution and Problem Solving</li> </ul>

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