

## **CCC Course Syllabus**

**Total Duration: 45 hrs.**

**Section-1:**

**Duration: 20 Hours**

### **Operating System & Office Productivity Tools**

- Microsoft Windows XP/2003
- MS Word 2003 including Advanced Features
- MS Outlook 2003
- File and Folder Management
- Internet Familiarity, Usage and E-mail
- Understanding Wide Area Network, Wireless LAN and connecting LAN to WAN
- Information on Internet explorer usage and various options/settings available
- Overview & usage of PDF

**Section-2:**

**Duration: 15 Hours**

### **Microsoft Office Indic 2003 (Gujarati)**

- Introduction about MS Office 2003 Indic
- Introduction about Desktop, Mouse, Keyboard, etc.
- How to start Word? Methods of starting Word 2003
- How to change language English to Gujarati
- Introduction about the Gujarati keyboards
- Introduction about the Gujarati IME. Difference between Remington and Transliteration K/B
- How to operate the K/B. What is Transliteration K/B?
- How to type different Characters and Words from transliteration K/B
- How to use IME help? How to use spelling grammars check in Gujarati?
- What is Smart Tag? What is Thesaurus?
- How to change the Menu from English to Gujarati?
- Convert the ASCII font to Unicode from TBIL Converter

### **Section-3:**

**Duration: 10 Hours**

#### **Troubleshooting, Installation and Best Practices**

- Understanding Storage devices
- How to use a DVD/CD ROM and floppy
- Burning a DVD/CD
- Taking data on and from a flash drive, pen drive
- Using data and resources from a Local Area Network
- Using FTP for uploading and downloading of Data from the Internet
- Information on scanner and scanner software usage/configuration

#### **Installations**

- Installing basic software's like MS Office, etc.
- CD Burning software (Nero etc.)
- Installing or adding printers
- Installing or adding Fonts
- Installing sound drivers
- Installing drivers for any new hardware
- Installing new software and removing them using the control panel

#### **Best Practices**

- Understanding patches, upgrades, versions and installing them
- General Security Concepts (Covering orientation on the criticality of the password protection, guidelines on forming new passwords, guidelines on protection of the assigned accounts)
- Disk cleanup
- Regular updating of anti virus software
- Scandisk
- Backups in detail including the following:
  - Backup through Application
  - Backup through Utilities and Tools
  - Record Retention

#### **Troubleshooting**

- Troubleshooting Tools
- Troubleshooting Viruses
- Troubleshooting Fundamentals
- Problems that keep a computer from starting
- Troubleshooting OS
- Problems after a Computer Boots

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