



Uttar Pradesh Rajarshi Tandon Open University

*Near Rapid Action Force Campus, Shantipuram Rd, Shantipuram, Phaphamanu,
Allahabad, Uttar Pradesh 211013*

www.uprtou.ac.in

Syllabus

for

Certificate in Computer Course (CCC)

(THE NEW COURSE STRUCTURE AND SYLLABUS WILL BE EFFECTIVE FROM THE ACADEMIC SESSION JULY 2015-16. THEREFORE THOSE STUDENTS WHO WILL BE ENROLLED/ADMITTED IN FIRST YEAR FROM SESSION JULY 2015-16 & ONWARDS WILL STUDY ACCORDING TO THIS NEW SYLLABUS AND THE STUDENTS ADMITTED BEFORE JULY 2015-16 WILL FOLLOW OLD SYLLABUS.)

November 2016

Contents

Contents	i
1 Certificate in Computer Course (CCC)	1
1.1 Course Details and Structure	1
1.2 CCC-01 (Microsoft Office and Internet)	1
1.3 CCC-02 - (Fox-pro)	2
1.4 CCC-03 - (The Technology)	3

1

Certificate in Computer Course (CCC)

1.1 Course Details and Structure

कम्प्यूटर में प्रमाण-पत्र (सी.सी.सी.)

Certificate in Computer Course (CCC)

कार्यक्रम कोड / Programme Code	: 505	कार्यक्रम अवधि (वर्षों में)	: न्यूनतम : ½ अधिकतम : 2
कार्यक्रम माध्यम / Medium of Instruction	: English/ हिन्दी	Programme Duration (in Yrs.)	: Minimum : ½ Maximum : 2
प्रवेश हेतु न्यूनतम अर्हता / Minimum Qualification for Admission	: 10+2	कार्यक्रम शुल्क / Programme Fee	: 5500/-
		अधिन्यास कार्य / Assignment Work	: आवश्यक नहीं / Not Essential

पाठ्यक्रम कोड एवं विवरण

Paper No.	Course Code	Title of the Course	Credits
880	CCC-01	Microsoft Office and Internet	8
881	CCC-02	Fox-Pro	8
882	CCC-03	The Technology	8
Total Credits			24

1.2 CCC-01 (Microsoft Office and Internet)

Microsoft Windows:

Windows Fundamentals: Basic elements, parts of a window, Types of windows, Types of Icons, Basic Techniques for working in windows, Menus.

Managing the File System : Switching between Directory windows, changing view of the Directory window, Changing Drives and Directories, working with files and directories, Managing floppy Disks.

Printing in Windows : Activating print Manager, Printing using print Manager, Pausing and

Resuming printing.

Windows Accessories: Write, Paintbrush.

Microsoft word:

MS-Word Basics : Starting the word screen, word document.

Typing and Editing : Typing and Revising text, finding and Replacing, Editing and proofing tools.

Formatting Text : Formatting Text Characters, Paragraph, Document Templates.

Page Design and Layout: Page setup, tables.

Mail Merge : Mail Merge.

Document Management : Opening, Saving and protecting documents, finding documents, printing a document.

Microsoft Excel :

Introduction to Excel : Excel Basics, Worksheets, within workbook, Enter and Edit Data, Range Names, Navigate, Worksheet, Search and Replace Data, Save and Protect work book.

Formatting and print worksheet : Page Setup, Column width and Row Height, Fonts, Alignments, Numbers.

Customising workplace : Excel Windows, Worksheet at different Magnifications, Using custom Controls.

Calculations in worksheet : Formula Basics, Functions.

Charts : Chart types, Editing charts.

Database Power of Excel : Database Concepts, Creating database, Adding Records, Deleting Records, Editing Records, Sorting a database.

Microsoft Powerpoint:

Presentation Graphics : Business Graphics, Types of Business Graphics, Physical Aspects of presentation.

Introducing Powerpoint : Power point views, The Powerpoint Window.

Creating a presentation: Create a title slide, creating a graph, creating tables, Make organization charts, Save and Close a presentation, Change Slide layout, Slide show.

Customizing the Slide show: Create a blank presentation, working with text, change fonts, size and colour of text, working with graphic tools, Align Objects, group or ungroup the objects.

Internet Awareness:

Internet : An Overview: Internet, DNS, Host/Terminal, Connections, Individual Computer TCP/IP Link, Dedicated Link Connections, Tools and Services on Internet, Usenet and Newsgroups, Transferring Files with Ftp, Browsing the Internet.

Internet Tools: E-mail, FTP, Telnet.

Browsers : Netscape Navigator Search Engines, NCSA Mosaic, Microsoft, Internet Explorer.

Visiting Websites: Downloading, Examples, URL.

1.3 CCC-02 - (Fox-pro)

Introduction to FoxPro:

Software: Foxpro, creating a database file, viewing and Editing Data, Modify structure, Memo

field and File utilities, Sorting and Indexing Database files, printing Reports and Labels, Memory variables, Data & Time Functions and Keyboard, Macros, Mathematical Commands and Functions, Programming with Foxpro, Multiple Database files, Windows, Menus and popups.

Case Studies: Pay-roll problem & Income Tax problem.

Case Study : The Investment Problem.

1.4 CCC-03 – (The Technology)

Hardware :

Computers : An Introduction : Computers : Then and Now, Instruction Execution.

Memory Organisation : Memory System, Characteristics terms for various memory Devices, Main Memory or Primary Memory, External/Auxiliary Memory, High Speed Memories.

Input/Output organization: Input/Output Devices, Input/Output Module/ Interface, Input/Output Techniques, Input/Output processors, External Interfaces.

Introduction to parallel organization : Parallel processing, Pipelining, vector processing, Introduction to RISC, RISC pipelining.

Software:

Software Concept and Terminology: Computer Software, Categories of Languages, Elements of a programming language.

Operating System Concepts : Evolution of operating system, Types of Operating System, Future Operating System Trends.

Graphical User Interface : GUI, Evolution of the Human and Machine Interaction, Common Graphical user Interface Terms, Functionality of GUI.

Software Development Methodologies/Tools : The Evolving Role of Software, An Industry perspective structured Methodologies, Major influencing factors, choosing the right Methodology, Implementing A Methodology Current generations of Software Development tools.

Communication:

Fundamentals of Data Communication : Concept, Data Communication modes, Communication Hardware.

Computer Networks: Network concept and classification, LAN, WAN.

Emerging Trends in Networking : E-Mail, EDI, Networking Scenario.

Computer Security and Virus: Risk

Risk Analysis and Disaster Planning: Risk Analysis, Disaster Recovery Planning.

Principles of Cryptography : History, Cryptography, Cryptoanalysis.

The Management of Computer Security: Definitions, Security, Status on PC, Breaches of Security , Security , Measures.

Computer Virus: The Evolution of virus, The Menace, The process of infection, classification of viruses, Type of virus, Prevention, The cure.