SCOPE

Scope Computers

Established
1993
Founded by : Nishat

25 Years of Experience

Scope School of Digital marketing

RS -CIT
SYLLABUS

SCOPE

Module : 1

Introduction To Computers

- Introdution of Computer.
- benefit of Computer System.
- Hardware & Software.
- Uses of Computers.

Module : 2

Computer System

- Starting a Computer.
- Major Components of a Computer System.
- Input Devices.
- Output Devices.
- Input / Output Devices.
- Storage Device / Media.
- Checking a Computer System Configuration.

RS -CIT
SYLLABUS

3 **SCOPE** **4**

Module : 3
Exploring Your Computer

- **Type of Desktop Operating System.**
- **Graphical User Interface (GUI) - Desktop.**
- **Windows / File Explorer.**
  - Directory Structure and Paths.
  - Working with Files/Folders/Shortcuts.
- **Starting an Application.**
  - **WordPad.**
  - **Microsoft Paint.**
  - **Typing Practice.**
- Copy/Paste/Rename a File or Folder.
- Scan a File/Folder with Antiviris.

Module : 4
Introduction to Internet

- What is Internet?
- How to Connect/access Internet.
  - Modem.
  - ISP.
- Type of Internet Connectivity.
  - WI-FI.
  - Dialup.
  - Broadband.
- Opening a Website.
  - Uniform Resource Locator.
  - Domain Name System.
  - Web Browser.
- Search the WEB.

RS -CIT
SYLLABUS

4 **SCOPE** **5**

- Search Engines.
- Wikipedia.
- E-Mail Creation.
  - Accessing E-Mail.
  - Sending E-mail.
  - Various E-Mail Option (CC. BCC, Attachment etc.).
- Some Useful Website (In Rajasthan).
  - State Government Portal.
  - RPSC Website Application Filing.
  - RTE Portal.

Module : 5

Digital Payments and Platforms

- Online Banking.
  - Benefit of Opening Account.
  - Various Services Through Online Banking.
  - Process of Opening Account.
    - Jan Dhan Account.
    - Bhamashah Enabled Account.
- Online Payment Modes.
  - Credit Card Payment.
  - Debit Card Payment.
  - Rupay Card Payment.
  - Use of POS Machine.
- Mobile Wallets.
  - Benefit of Mobile Wallets.
  - Mobile Wallets Service Providers.
  - BHIM.
  - SBI Buddy.
  - Unified Payment Interface (UPI).
  - Paytm.
  - Free Charge.

RS -CIT
SYLLABUS

SCOPE

6 | **7**

Module : 6
Internet Applications

- E-Commerce.
  - Rajasthan Online Store (eBazaar).
  - Online Shopping Websites.
- Social Networking Sites.
  - Facebook.
  - Twitter.
- E-Learning/Online Educations.
  - MOOC.
  - Livelihood Portal, Govt. of Rajasthan (Livelihood.rajasthan.gov.in).
  - eGyaan (egyan.rajasthan.gov.in).
  - HTE Portal (hte.rajasthan.gov.in).
  - Free Course Available on IIT Website.

- Other Open Resources Cloud Based Storage.
  - Raj eVault.
  - Google Drive/One Drive.
- Job Search and Registration.
  - Employment Department.
  - Private Websites (Naukri/Times job etc.).
- Online Application Submission.
  - RPSC.
  - RSMSSB.
- Digital Signing.
  - e-Sign (Rajasthan).
  - Digital Signature.

Module : 7
Digital Services For Citizens of Rajasthan

RS -CIT
SYLLABUS

SCOPE

- eGovernance in Rajasthan.
- Major eGovernance Initiatives -Program Details.
  - eMitra.
    - Overview
    - List of Services Through SSO
      - Through Kiosk(Including ATAL SEWA KENDRA).
      - From Home.
  - Bhamashah Scheme.
    - Introduction.
    - Enrolment Process.
    - Bhamashah Card.
      - Family Card.
      - Individual Card.
    - Direct Benefit Transfer.
  - Rajasthan Sampark.
    - Objectives.
    - Key Benefits.

- Grievance redressal and Monitoring Mechanism Process.
- E-Public Distribution System (ePDS).
  - Introduction.
  - How to avail benefit-Citizens.
  - Applying for Ration Card at E-Mitra/CSC.
- Geographical Information System (GIS).
  - Introduction.
- BhamashahSwasthyaBimaYojana(BSBY).
  - Objectives.
  - Benefits of BSBY.
  - Beneficiary of the Scheme.
  - Availing Benefits.
- BhamashahRozgarSrujanYojana (BRSY).
  - Introduction.
  - Eligibility.
  - Applying for BRSY.

RS -CIT
SYLLABUS

SCOPE

8   **9**

Module : 8
Accessing Citizen Services in Rajasthan

- Single Sign On (SSO) Facility.
  - Purpose of SSO Facility.
  - Creation of citizen login.
  - Application Tracking.
- AvailingCitizen Services.
  - e-Mitra Services through Web-Portal.
    - Electricity/Water Bill Payment.
    - Applying for Bonafied Certificate.
    - Register in Employment Department.
    - Paying Fee in Various University of Rajasthan.
  - Bhamashah Scheme.
    - Online Enrollment for Bhamashah Card.
      - Citizen Registration.

- Citizen Enrollment.
- Linking Bank Account.
- Printing Acknowledgement Receipt.
- Adding Family Member.
- Uploading Document.
- Checking Card Status.
- Safety Concerns about Bhamashah.
- Rajasthan Sampark.
  - Lodging a Grievance.
  - Viewing Status of a Grievance.
  - Submit Feedback about Grievance.
  - ePublic Distribution System (ePDS).
    - Finding Ration Card Details.
    - Tracking Application Status.

Module : 9
Exploring Common Citizen Centric Services

- AadharServices.
  - How to Enroll for Aadhar Card.

RS -CIT
SYLLABUS

9 SCOPE 9

- Aadhar Updation.
- How to link Aadhar with a Bank Account.
- Safety Concern around Aadhar.
- Income Tax Department Services.
  - Pan Card Application and Updation.
  - Online ITR Filing.
  - Retrieving OLD ITR Filed.
- Passport Seva Services.
  - Passport Application.
- Ticket Booking Services.
  - Indian Rail.
    - Registration and Sign-in.
    - PNR Status Tracking.
    - Enquiry About Arrival /Departure of Ticket.
    - IRCTC Ticket Booking.
    - Cancelling a Ticket.
- RSRTC.
  - Registration and Sign-in.
  - View Bus Schedule.
  - Ticket Booking.
  - Cancelling a Ticket.
- National Voter's Service Portal.
  - Search for Name in Electoral Roll.
  - Know Your Booth, AC and PC.
  - Apply Online for Registration of New Voter.
  - Correction of Entries in Electoral Roll.
- LPG Services and Subscriptions.
  - Refill Booking.
  - Checking the Past Delivery Data.
  - Online Request for Distributor Change/Closure of Connection.

RS -CIT
SYLLABUS

10 SCOPE **10**

Module : 10
Working with Mobile Devices/Smartphones

- Handheld Devices Types.
  - CDMA.
  - GSM-GPRS/Edge/3G/ VOLTE/4G.
  - Tablet.
  - Smartphone.
  - Phablets.
- Type of Popular Mobile Operating System.
  - Android.
  - Windows.
  - IOS.
- Configuring Google Play on Smartphone.
  - Install/Uninstall an App on Android Phone.

- Exploring App World.
- Checking Mobile Specification and Configuring Essentials.
- Sharing Files Between Mobile(Share it).
- Using Google Map to Find the Path.
- Setting Panel.
  - Bluetooth/GPS/Mobile Data/Wi-Fi etc.
  - Setting a Screen Lock/App Lock.
  - Configuring a Mobile Hot Spot.
- Useful Apps for Rajasthan Citizens.
  - Rajasthan Sampark.
    - Installing Rajasthan Sampark Mobile App.
    - Services in Mobile App.
  - eMitra.
    - Installing eMitra Mobile App. Services in Mobile App.
  - Bhamashah.
    - Installing Bhamashah Mobile App.
    - Services in Mobile App.

RS -CIT
SYLLABUS

10 Ⓢ SCOPE **12**

- ePDS.
  - Installing ePDS Mobile App.
  - Services in Mobile App.
- RajApp Center.
  - Installing RajApp Center
  - Mobile App.
  - Apps in RajApp Center.
- Popular Apps.
  - WhatsApp.
  - File Manager.

Module : 11
MS - Word

- Introduction Word Processing and MS-Word.
- Working with Document.
  - Starting MS Word 2010 Application.
  - Creating & Saving a New File in MS Word 2010.

- Opening MS Word File Using GUI and Other Options.
- Insert Menu.
  - Tables and Word Art.
  - Inserting Header & Footer.
  - Inserting Bookmark and Hyperlink.
- Introduction to Paragraphs, Alignment, Bullets and Numbering.
- Working with Graphics & Charts.
- Working with Various Tabs and Options.

Module : 12
MS - Excel

- Introduction to Excel.
- Concept of Sheet and Workbook.
- Basic Excel.
- Short & Filter.
- Basic Formulas and Functions.
- Creating Charts.

RS -CIT
SYLLABUS

13 **SCOPE** **16**

Module : 13
MS PowerPoint

- Introduction to MS PowerPoint.
- Creating Slides Via Templates, Wizard, Black Slide.
- Insert Menu.
- Changing Background of a Presentation.
- Building a Presentation.
- Slide Show.
- Various Tabs and Options.

Module : 14
Cyber Security and Awareness

- Type of Cyber Threats.
- How to Identify Safe Websites/Portals/Apps.
- Secure Seals(Verisign/Trust pay Etc.)
- Secure Browsing Habits and Mailing Etiquettes.
- Social, Legal and ethical aspect of IT.

Module : 15
Managing Your Computer

- Creating a User Login for Windows.
- Setting up a Restore Point.
- Installing/Uninstalling a Program.
- Installation of a Network Printer.
- Configuring Microsoft Outlook With Your E-Mail.
- Hiding a File/Folder, Viewing Hidden Files.
- Locking a File/Folder with a Password.

Module : 16
Getting More from Your Computer

- CD/DVD Writing/Burning.
- Printing a File using Your Computer.
- Saving Data to/From Pen-Drive/USB.
- Screen Projection using LCD Projector/Screen.
- Transfer of Data Between PC and Mobile.
- Image Editing using Inbuilt Software.
- Saving MS Office Document into PDF Format.