DEO 6 month's syllabus and notes

SUBJECT 1: BASIC POINTS

Module	Topics (English)	विषय (Hindi)
1	Introduction to Computer & Laptop	कंप्यूटर और लैपटॉप का परिचय
	Parts of Computer: CPU, Monitor, RAM, SSD/HDD, Keyboard, Mouse	कंप्यूटर के भाग: सीपीयू, मॉनिटर, रैम, एसएसडी/एचडीडी, कीबोर्ड, माउस
	Booting and Startup Process	बूटिंग और स्टार्टअप प्रक्रिया
2	Operating System Installation	ऑपरेटिंग सिस्टम इंस्टॉलेशन
	How to Install Windows 10/11	विंडोज 10/11 कैसे इंस्टॉल करें
	BIOS/UEFI & Boot Menu Settings	BIOS/UEFI और बूट मेनू सेटिंग्स
	Disk Partitioning	डिस्क पार्टीशन बनाना
3	Windows Desktop and Personalization	विंडोज डेस्कटॉप और पर्सनलाइज़ेशन
	Taskbar, Start Menu, Wallpaper	टास्कबार, स्टार्ट मेनू, वॉलपेपर
	Themes, Colors, Display Settings	थीम्स, रंग, डिस्प्ले सेटिंग्स
4	System Settings	सिस्टम सेटिंग्स
	Time, Date & Language	समय, तारीख और भाषा सेट करना
	Power Options	पावर विकल्प (Sleep, Hibernate)
	Sound and Display Settings	साउंड और डिस्प्ले की सेटिंग्स
5	Internet and Network	इंटरनेट और नेटवर्क
	Wi-Fi & Ethernet Connection	वाई-फाई और ईथरनेट कनेक्शन
	Mobile Hotspot	मोबाइल हॉटस्पॉट से कनेक्शन
	Browser Settings	ब्राउज़र सेटिंग्स
6	Device Manager & Drivers	डिवाइस मैनेजर और ड्राइवर
	Install/Update Drivers	ड्राइवर इंस्टॉल/अपडेट करना
	Bluetooth and Printers	ब्लूटूथ और प्रिंटर जोड़ना
7	File & Folder Management	फाइल और फोल्डर मैनेजमेंट
	Create, Rename, Move Files	फाइल बनाना, नाम बदलना, मूव करना

Module	Topics (English)	विषय (Hindi)
	USB/Pendrive Use	पेनड्राइव का उपयोग
8	Control Panel & Settings	कंट्रोल पैनल और सेटिंग्स
	System & Device Settings	सिस्टम और डिवाइस की सेटिंग्स
	User Accounts	यूजर अकाउंट बनाना
9	Software Installation & Uninstallation	सॉफ्टवेयर इंस्टॉल/अनइंस्टॉल करना
	Install Software from Web or CD	इंटरनेट या सीडी से सॉफ्टवेयर इंस्टॉल
	Uninstall Unwanted Programs	अनचाहे प्रोग्राम हटाना
10	System Security & Antivirus	सिस्टम सुरक्षा और एंटीवायरस
	Windows Defender, Firewall	विंडोज डिफेंडर, फायरवॉल सेटिंग
	Install Free Antivirus	फ्री एंटीवायरस इंस्टॉल करना
11	Maintenance & Troubleshooting	मेंटेनेंस और समस्या समाधान
	Disk Cleanup, Task Manager	डिस्क क्लीनअप, टास्क मैनेजर का उपयोग
	Common Issues and Solutions	सामान्य समस्याएं और उनके समाधान
12	Useful Tools & Tips	उपयोगी टूल्स और टिप्स
	Notepad, Snipping Tool, Paint	नोटपैड, स्निपिंग टूल, पेंट का उपयोग
	System Info & Keyboard Shortcuts	सिस्टम जानकारी और शॉर्टकट की

Subject 2 Fundamental of computer

Computer Fundamentals (Hardware Concepts) -

UNIT	Topics
UNIT-I	- **Computer System Concepts** - - Advantages and Disadvantages of Computers - **Components of Computer System**: • Control Unit, ALU, Input/Output, Memory, Motherboard - **Generations of Computers** - Computer System Configurations - **Types of PCs**: Desktop, Laptop, Notebook, Palmtop, PDA - **Special Purpose Computers** - **Supercomputers**: Characteristics & Areas of Use - **Memory Types**: • Primary vs Secondary Memory • RAM, ROM, PROM, EPROM - **Storage Devices**: • Magnetic Disks: HDD, Floppy Disk, Zip Drive • Optical Disks: CD, DVD, CD-R, CD-RW, DVD-RW, Blu-ray Disc • Flash

UNIT	Topics
	Drives: Pen Drive, SD/MMC Cards • Solid-State Drive (SSD)
UNIT-II	- **Input Devices**: • Keyboard, Mouse, Trackball, Joystick • Scanners, Digitizing Tablet, Digital Cameras • MICR, OCR, OMR, Light Pen • Barcode Reader, QR Code Scanner • Voice Recognition Devices • Touch Screen - **Output Devices**: • **Monitors**: Types (Digital, Analog), Characteristics (Size, Resolution, Refresh Rate, Interlaced/Non-Interlaced, Dot Pitch) • Video Standards: VGA, SVGA, XGA • **Printers**: – Impact: Dot Matrix – Non-Impact: Inkjet, Laser, All-in-One • Sound Card and Speakers

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Subject 3: PC PACKAGES (WORD, EXCEL, POWERPOINT)

UNIT	Topics
UNIT-I	- Windows OS (8.1): Startup, Login, Logoff, Hibernate, Shutdown, etc. - Desktop Settings: Background, Screen Saver, Themes, etc. - File Operations: Create, Copy, Rename, Move, Delete - Accessories: MS Paint, Notepad, WordPad, Calculator, Media Player, Games - Control Panel & Language Settings - Disk Cleanup, Defragmenter, Windows Update - Internet: Browser Basics, WWW, URL, Search Engine, Wikipedia, News - Google Apps, Online Forms (PAN, Passport), Online Booking, eBooks
UNIT-II	- Office Suite & Software Requirements - Introduction to Office Automation - Word Processing, Spreadsheet, Presentation - Database Introduction - Comparison of Office Suites: MS Office, Apache OpenOffice, LibreOffice, Calligra, WPS Office, KOffice, Google Docs
UNIT-III	- MS Word Basics: Introduction, Menus, Ribbon, Toolbars, Buttons - Create Document: New, View, Layouts, Wizards - Text Enhancements: Fonts, Styles, Attributes - Page Formatting, Margins, Tabs, Indents, Bullets, Numbering - Headers/Footers, Tables: Add/Delete Rows & Columns, Resize/Format Table - Printing & Spell Check, Auto-format, Line Spacing, Borders
UNIT-IV	- Advanced MS Word: Spell Check, Thesaurus, Find & Replace - Columns, Symbols, Tabs, Indents, Margins, Page Setup - Section Breaks, References, Footnotes, Endnotes, TOC, Themes, Equations - Graphics: ClipArt, Shapes, SmartArt, WordArt, Images - Templates: Use, Modify - Mail Merge:

UNIT	Topics
	Envelopes, Labels, Macros, Macro Recording/Editing
UNIT-V	- MS Excel Basics: Workbook, Worksheet, Create/Edit Sheet - Cell Formatting, Merging, Alignment, Number Formats - Functions: Math, Logical, Text - Data Handling: Sort, Filter, Charts, Insert/Delete Rows/Cols - Data Analysis: Charts, Cell Ranges, Data Bars, Sparkline, Macros
UNIT-VI	- MS PowerPoint: New Presentation, Slides, Design, Animation - Slide Layouts, Background, Themes - Multimedia: Insert Image, Video, Audio, Charts, Tables - Presentation View, Printing Slides, Notes Master, Handouts - Outlook Express: Email Accounts, Sending/Receiving Mails

Subject 4: internet

Unit	Topics
UNIT-I	E-governance, e-democracy, Government efforts to encourage citizen participation, PPP model, E-governance websites & services, MPONLINE services, UIDI & Aadhar, E-governance mobile apps like UMANG, Digital Locker, Digital Library.
UNIT-I	Introduction to cyber crime, types of attacks like spyware, malware, spam mail, logic bombs, denial of service, types of cyber crime like email fraud, phishing, spoofing, hacking, identity theft.
UNIT-II	E-Commerce- introductions, concepts, Advantages and Disadvantages, technology in E- Commerce, Benefits and impact of e-commerce
UNIT-II	Electronic Payment Systems: Introduction, Types of Electronic Payment Systems, RTGS, IMPS, NEFT, Payment gateway, debit & credit card, internet banking, mobile wallet, UPI, BHIM, PAYTM app, online shopping, online marketing[1]
UNIT-III[2]	Introduction to wireless communication, Blue tooth, WiFi, WiMax, LiFi, Mobile technology, 2G, 3G, 4G, 5G services, IMEI, SIM, IP Telephony, Soft phone, Voice mail, Ad-hoc & sensor networks, GIS, ISP, Mobile Computing, Cellular System [3]Cell, Mobile Switching office, Hands off, Base Station.
UNIT-IV	Artificial Intelligence and Expert system- Concepts of AI & Expert Systems, Merits and Demerits of Expert system, Application of Expert system and AI
UNIT-IV	Cloud computing- Introduction, types, application, services, Google play store, Apple store,

Unit	Topics
UNIT-IV	IOT- Introduction, Application & use

SUBJECT 4HT: FINANCIAL ACCOUNTING WITH TALLY(GIFT)

UNIT	Topics
UNIT–I	- Basic Concepts of Accounting- Financial Statements- Financial Statement Analysis- Cost Center- Basic concepts of Inventory- Tally Configuration & INI setup- Data Directory & Folders configuration- Single & Multiple User- Tally Screen Components- Mouse/Keyboard Navigation, Help & Key Combinations- Switching between screen areas- Quitting Tally- Maintaining Company Data- Basic Company Details - Create/Alter/Select/Load/Close a Company- Chart of Accounts- Company Features and Configuration
UNIT–II	- Create, Alter & Display Groups and Ledgers- All accounting voucher types- Accounting Voucher transactions- Basic invoice transactions- Excise Invoice- Export Invoice- Transactions using Bill-wise details- Bank Reconciliation- Interest calculations using Simple & Advance methods- Interest calculations on outstanding balances & on invoices- Use of voucher class- Adjustment of interest- Creation of voucher class- Invoice entry in a class situation- Create, Alter & Delete Budgets for groups, ledgers & cost centre- Defining credit limit & credit period- Display Budgets variances- Create, Alter & Delete a scenario- Journal Transactions- Payment voucher- Go down summary
UNIT–III	- Reports like Balance Sheet, Profit & Loss account, Ratio Analysis, Trial Balance- Accounts books like Cash/Bank book- All Ledgers Group Summary & Voucher Sales, Purchase & Journals registers- Cost Centre & Category Summary- Cost Centre Breakup Ledger & Group Breakup- Outstanding Receivables & Payables- Interest Receivable & Payable- Statistics- Cash Flow, Day Book & List of Accounts- Reversing Journals- Optional Vouchers- Post-dated Vouchers
UNIT–IV	- Create, Alter & Display Stock Groups and Stock Items- All inventory voucher types and transactions- Inventory details in accounting vouchers- Reports like Stock Summary- Inventory Books like Stock Item, Group Summary, Stock Transfers, Physical Stock Register, Movement Analysis, Stock Group & Item Analysis