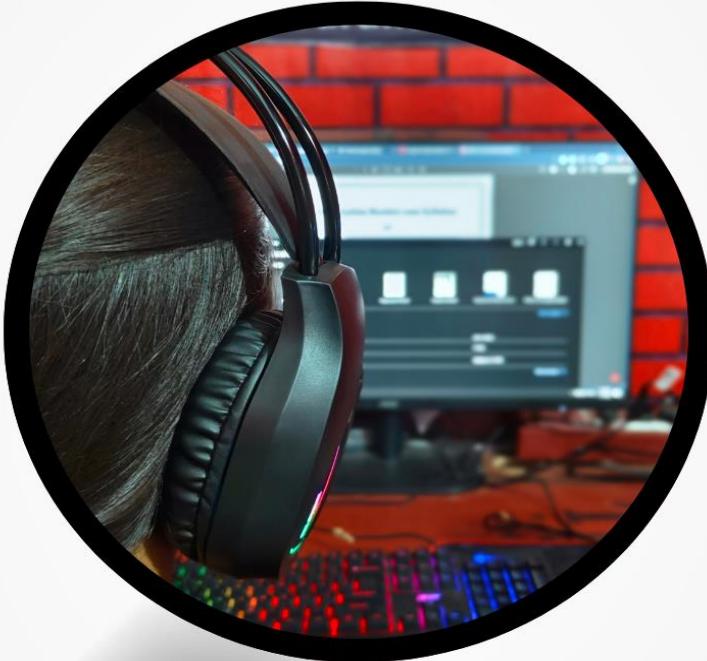




# O LEVEL

# COMPUTER COURSE



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## O Level Computer Course – Introduction

**O Level Computer Course** ek **government-recognised, job-oriented computer certification course** hai jo students ko **computer basics se advanced IT skills** tak trained karta hai.

Ye course specially un learners ke liye design kiya gaya hai jo:

- Government jobs target karte hain
- Office automation aur IT support roles me jana chahte hain
- Computer field me strong foundation banana chahte hain

Course **NIELIT** (Government of India) ke under conduct hota hai.

## Course Overview

- **Course Name:** O Level Computer Course
- **Type:** Government-recognised Computer Certification
- **Duration:** 1 Year (2 Semesters)
- **Eligibility:** Minimum 10th Pass
- **Mode:** Classroom / Online / Hybrid
- **Focus Areas:**
  - Computer Fundamentals
  - Office Automation
  - Programming & Problem Solving
  - Internet & Web Technologies
  - Practical & Project Work

**Goal:** Students ko **job-ready computer professional** banana.

## Course Duration

- **Total Duration:** 1 Year (12 Months)
- **Semester Structure:**
  - **Semester 1:** IT Tools, Computer Fundamentals, Internet Basics
  - **Semester 2:** Programming, Database, Web Basics, Project Work
- Includes **Theory + Practical + Project**
- Suitable for students, job seekers & working professionals

## Eligibility Criteria

- Minimum **10th Pass** from any recognised board
- 12th pass / graduate students also eligible
- No prior computer knowledge required
- No age limit
- Any stream: Science / Commerce / Arts

## Course Fees

- **Average Fees:** ₹7,100 – ₹30,000
- Government / NIELIT centres: Lower cost
- Private institutes: Fees depend on facilities
- Installment & scholarship options available (in some institutes)



## O'LEVEL COMPUTER COURSE SYLLABUS

Computer Fundamentals

Operating System (Windows / Linux)

IT Tools & Business Systems

Word, Excel, PowerPoint (MS Office)

Internet Technology & Web Basics

Cyber Security & Digital Payment

Database Basics

Programming with Python/C

HTML/Web Designing Basics

Advanced Internet & Web Concepts

Project Work



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Complete Syllabus (Module-wise)

### Module 1: Computer Fundamentals & IT Tools

- Basics of computer systems
- Hardware & software concepts
- Input / Output devices
- Operating System (Windows / Linux)
- File & folder management

## **Module 2: Documentation & Spreadsheet**

- MS Word (documents, letters, reports)
- MS Excel (formulas, charts, data analysis)
- MS PowerPoint (professional presentations)

## **Module 3: Internet & Web Technologies**

- Internet, email & browsers
- Search engines & online services
- Cloud computing basics
- Website working concepts

## **Module 4: Database Management**

- Data & database concepts
- Tables, records & fields
- Basic database handling

## **Module 5: Programming & Problem Solving**

- Programming logic
- Variables, loops & conditions
- Problem-solving techniques
- Programming using **Python / C**

## **Module 6: Cyber Security & Digital Payments**

- Virus, malware & hacking basics
- Online security & safety
- Digital payments (UPI, Net Banking)

- IT Act & cyber laws (intro)

## **Module 7: Networking & IT Support Basics**

- Networking fundamentals
- Hardware & software troubleshooting
- IT support concepts

## **Module 8: Project Work**

- Practical real-world project
- Software / website / office automation project
- Project presentation & evaluation

## **Admission Process**

- Open for 10th pass & above
- Simple steps:
  - Fill admission form
  - Submit documents (Marksheet, ID proof)
  - Pay course fees
- Direct institute admission or NIELIT exam route

## **Facilities in O Level Course**

- Smart classroom / projector
- Fully-equipped computer labs
- Practical & project-based learning
- Online tests & study support

- Internship & live project exposure

### Top Institutes for O Level

- NIELIT Authorised Centres
- Government ITIs & Polytechnics
- Recognised Private Computer Institute

## O'Level Course Scope



### Government Jobs

Clerk



Operator



Assistant



Technician



Data Entry Operator



### Private Jobs

IT Support



Office Executive



Accounts Assistant



Back Office Staff



Computer Operator



### Career Scope After O Level

#### A. Government Jobs

- Computer Operator

- Data Entry Operator (DEO)
- Clerk (Computer Qualified)
- Junior Assistant
- EDP Operator

#### **B. Private Sector Jobs**

- Office Assistant / Back Office Executive
- Data Entry Operator
- IT Support Executive
- Computer Teacher
- Junior Programmer

#### **C. Self-Employment**

- Freelancing (Data entry, Web work)
- Computer centre / Cyber café
- Online IT services

#### **Benefits of O Level Course**

- Government-recognised certificate
- Job-oriented & practical training
- Affordable & short-term
- Strong foundation for IT career
- Useful for government & private jobs

#### **Software & Tools Covered**

- MS Word, Excel, PowerPoint
- Programming tools (Python / C)
- Database tools
- Internet & networking tools

### **Job Opportunities After O Level**

- Computer Operator
- Data Entry Operator
- Office Assistant
- IT Support Staff
- Junior Programmer

### **O Level vs DCA / ADCA**

Feature	O Level	DCA / ADCA
Duration	1 Year	6–12 Months
Recognition	Government	Private
Job Value	High	Moderate
Programming	Yes	Limited
Project Work	Yes	Limited

**Conclusion:** O Level is more valuable and widely accepted.

### **Certificate Value & Validity**

- Government of India recognised
- Valid for government job applications

- Useful for higher education & skill upgrade

## Who Should Take O Level Course?

- Beginners with no computer knowledge
- School students (10th pass & above)
- Government job aspirants
- Working professionals

## Higher Studies After O Level

- A Level / B Level (NIELIT)
- BCA / B.Sc IT / B.Tech
- Advanced Programming / Cyber Security

## Conclusion

**O Level Computer Course** ek complete, reliable aur government-recognised IT qualification hai jo students ko **computer basics se advanced skills** tak ready karta hai.

Ye course specially un logon ke liye best hai jo **government jobs, office roles, ya IT support careers** banana chahte hain.

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- Second Website: [VedantSri Computer Institute Varanasi](#)

