

Basic Computer Course (BCC): Duration & Syllabus

Duration

36 Hours - (Theory: 14 hrs + Practical: 22 hrs)

Syllabus

Module No.	Content
	Introduction
1	Knowing Computer
	Computer Basics
	- Setting up and Working of a Computer
2	Operating System and Computer Basics
	- Getting started with Operating System
	- File and Folder Management
	Using Accessories
3	Using the Word Processing Program
	- Getting started with Microsoft Word
	- Creating and Managing Documents
4	Using Spreadsheet
	- Getting started with MS Excel

	Working with Worksheets
5	Making Small Presentations
	- Getting started with MS Powerpoint
	Presentation of Slides
6	Introduction to the Internet
7	Communication Tools
8	Communication and Collaboration