BCC – Basic Computer Course Syllabus (36 Hours)

Introduction to Computer
Operating Computer using GUI based Operating System
Understanding Word Processing
Using Spread Sheet
Communicating using the Internet
WWW and Web Browser
Communication and Collaboration
Making Small Presentations

- ➢ Acquire confidence in using computer techniques available to users
- ➢ Recognize the basic components of computers and terminology
- ➢ Understand data, information and file management
- ➢ Create documents using Word Processor, Spreadsheet & Presentation Software
- ➢ Browse the internet, search information, use email and collaborate with peers
- ➢ Use e-Governance applications
- ➢ Use computer to improve existing skills and learn new skills

Duration: 36 hours training of 8 Modules & Assessments.