

Basic Computer Course (BCC)

Course Duration: 6 months

Qualification: open to all individuals interested in learning Basic Computer Course (BCC).

Eligibility:

No prior programming experience required; open to all individuals interested in learning Basic Computer Course (BCC).

Medium of Instruction:

English

Duration:

Minimum 4 months and Maximum 6 months

Program Details:

The program has been divided into 4 modules. Consequently, there will be examinations at every end of module. For beginners it is first important to build command over programming concepts. In this course our goal is to help you to be confident with the coding fundamentals.

Curriculum: View Specialization: -

Module 1: Introduction to Computers

- ✓ What is a computer?
- ✓ Basics of Hardware & Software
- ✓ Operating System Overview
- ✓ Using Keyboard and Mouse
- ✓ Basic System Navigation (Project 1)

Module 2: MS-Windows & Operating System Basics

- ✓ Windows Desktop UI & Settings
- ✓ Creating, Managing Files & Folders
- ✓ Using Common Applications

Module 3: Internet and Email

- ✓ Safe Internet Usage
- ✓ Introduction to Social Media & Internet
- ✓ Using Search Engines
- ✓ Email Basics: Sending & Receiving
- ✓ Email Addressing & Attachments

Module 4: Practical Computer Skills

- ✓ Working with Multimedia (Images, Audio, Video)
- ✓ Preparing for Digital Workplace
- ✓ Using Digital Tools Effectively
- ✓ Capstone Project: Digital Life Skills

Module 5: Microsoft Word

- ✓ Creating & Formatting Documents
- ✓ Text Editing & Formatting
- ✓ Tables, Bullets & Numbering



Module 6: Microsoft Excel

- ✓ Introduction to Spreadsheets
- ✓ Data Entry & Basic Formulas
- ✓ Sorting & Filtering Data
- ✓ Creating Charts & Tables

Module 7: Microsoft PowerPoint

- ✓ Creating & Designing Slides
- ✓ Using Animations & Transitions
- ✓ Delivering a Presentation

Module 8: Computer Security & Maintenance

- ✓ Basic Computer Security Tips
- ✓ Using Antivirus Software
- ✓ Backing Up & Cleaning Up Files
- ✓ Safe Browsing Practices