

CCC (Course on Computer Concepts)

Course Duration: 6 months

Qualification: open to all individuals interested in learning CCC.

Eligibility:

No prior programming experience required; open to all individuals interested in learning CCC.

Medium of Instruction:

English

Duration:

Minimum 6 months and Maximum 7 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 Computer Basics

- Understanding Computer Components (CPU, RAM, Storage, I/O Devices)
- Operating Systems Basics (Windows & Linux)
- Basic Troubleshooting
 - System Freezing
 - Slow Performance
 - Installing & Uninstalling Software
 - Antivirus & Basic Security
- **Project 1:** Setting Up & Configuring a Computer System

Module 2: Office Automation & Productivity Tools

- Introduction to Word Processing
- Introduction to Spreadsheets
- Introduction to Presentation Tools
- **Project 2:** Creating Basic Documents & Spreadsheets

Module 3: WWW and Web Browser

- Introduction to the Web
- Web Browser Software
- Search Engines & Searching Techniques
- Browser Configuration & Settings

Module 4: Communication & Collaboration

- Basics of Email
- Handling SPAM & Email Security
- Advanced Messaging Tools
- Online Collaboration Platforms

