

Basic Computer Course (BCC) — Private Institute Syllabus

Duration: 3 months (flexible, depending on institute)

Eligibility: 10th pass or above

1. Fundamental of Computers

- What is a computer?
- History & generations of computers
- Basic computer parts: CPU, monitor, keyboard, mouse, printer
- Types of computers: Desktop, Laptop, Tablet
- Booting process
- Turning ON/OFF properly

2. Operating System Basics

- Introduction to Windows (or Linux basics, if applicable)
- Desktop, Icons, Taskbar, Start Menu
- File & folder management (create, copy, move, delete)
- Using Control Panel
- System settings & personalization
- Installing & uninstalling simple software

3. Word , Excel & PPT.

☐ *MS Word*

- Create, save, open documents
- Formatting text & paragraphs
- Page setup, margins, headers, footers
- Tables, bullets, numbering
- Insert pictures, shapes
- Printing documents

☐ *MS Excel*

- Create & save spreadsheets
- Entering data, formatting cells
- Simple formulas & functions (SUM, AVERAGE)
- Creating basic charts
- Printing spreadsheets

☐ *MS PowerPoint*

- Create, save, open presentations
- Adding slides & layouts
- Insert text, images, charts
- Slide transitions & animations
- Running a slideshow

4. Internet , Printing & Scanning

- What is the Internet?
- Using web browsers (Chrome, Edge, Firefox)
- Searching information (Google)
- Creating & managing email accounts (Gmail, Yahoo)
- Sending, receiving, attaching files
- Online safety & basic cyber security tips

Typing Practice

- English typing basics
- Using typing tutor software
- Practice for speed & accuracy

Practical Project / Lab Work

- Creating a Word report
- Making a simple Excel budget sheet
- Designing a basic PowerPoint presentation
- Sending an email with attachment

☐ **Certificate**

Awarded after final exam + practical project submission.

☐ **DISCLAIMER**

This institute is a fully private and autonomous body. All courses offered — including BCC, ADCA, TALLY, DTP, ADIT, DCTT, C, C++ Programming, Web Design, Hardware, Multimedia DCA, Networking and others — are designed solely for computer skills education and are not affiliated with or recognized by any university or government body. Certificates issued are for skill development purposes only.