VALUE ADDED COURSE

SYLLABUS FOR

BASIC COMPUTER COURSE(BCC)

DURATION:-ONE MONTH

Sl.No.	Hours	Contents
1	1st	Computer Fundamentals (Introduction)
2	2nd	History Of Computer,
3	3rd	Generation of computers
4	4th	Components of Computer System
5	5th	Types of computer
6	6th	Input Devices
7	7th	Output Devices
8	8th	Basics of Operating System
9	9th	The User Interface(Task Bar, Icons, Menu, Running an Application)
10	10th	Operating System Simple Setting(Changing Date &Time, Display Properties Etc.)
11	11th	Shortcuts Keys and Full forms
12	12th	Concept of Hardware and Software
13	13th	Application Software and System Software
14	14th	Storage & Memory Device(Introduction to memory/storage)
15	15th	Primary and Secondary Memory
16	16th	Features of File Management(Introduction to File Management)
17	17th	Organizing Files and Folders
18	18th	File naming, renaming files, to copy &paste, to move, to delete)
19	19th	Basics Of Computer Networks
20	20th	Local Area Network(LAN) and Wide Area Network (WAN)
21	21st	Introduction to Internet
22	22nd	World Wide Web(WWW)
23	23rd	Net Surfing, Search Engine, Understanding how to search,
24	24th	Understanding social media platforms
25	25th	Online Work(Ticket Booking, Application Form,Online Shopping,Money Transfer etc.)
26	26th	Notepad
27	27th	Wordpad
28	28th	Revision
29	29th	Revision
30	30th	Experience During Course-Talk