

Revised Syllabus for Basic Computer Application

Duration :- 6 Months,

Fees :- 6000/-

Days of week:- Tuesday & Wednesday,
2Hrs per day, 4 Hours a week, Total 100 Hours
Minimum Students in the batch:- 20,
Maximum students in the batch:-35

Necessity of This Course

In today's digital age, computers have become an integral part of our lives. From online shopping to social media, we use computers for almost everything. This has led to a situation where computer literacy has become a necessity for any career. In this blog, we will explore the importance of basic computer training and how it can help you in your career.

Computers have revolutionized the way we work. They have made communication faster and more efficient. They have also made it easier to store and access information. Instead of having to sift through piles of paperwork, we can now search for information with just a few clicks. This has made businesses more productive and efficient.

Basic computer skills are essential for employability and efficiency in today's digital age. Many job positions require basic computer skills like email, Microsoft Office, and internet navigation. Having these skills can increase job prospects and opportunities. Additionally, basic computer skills allow individuals to complete tasks more efficiently, saving time and increasing productivity.

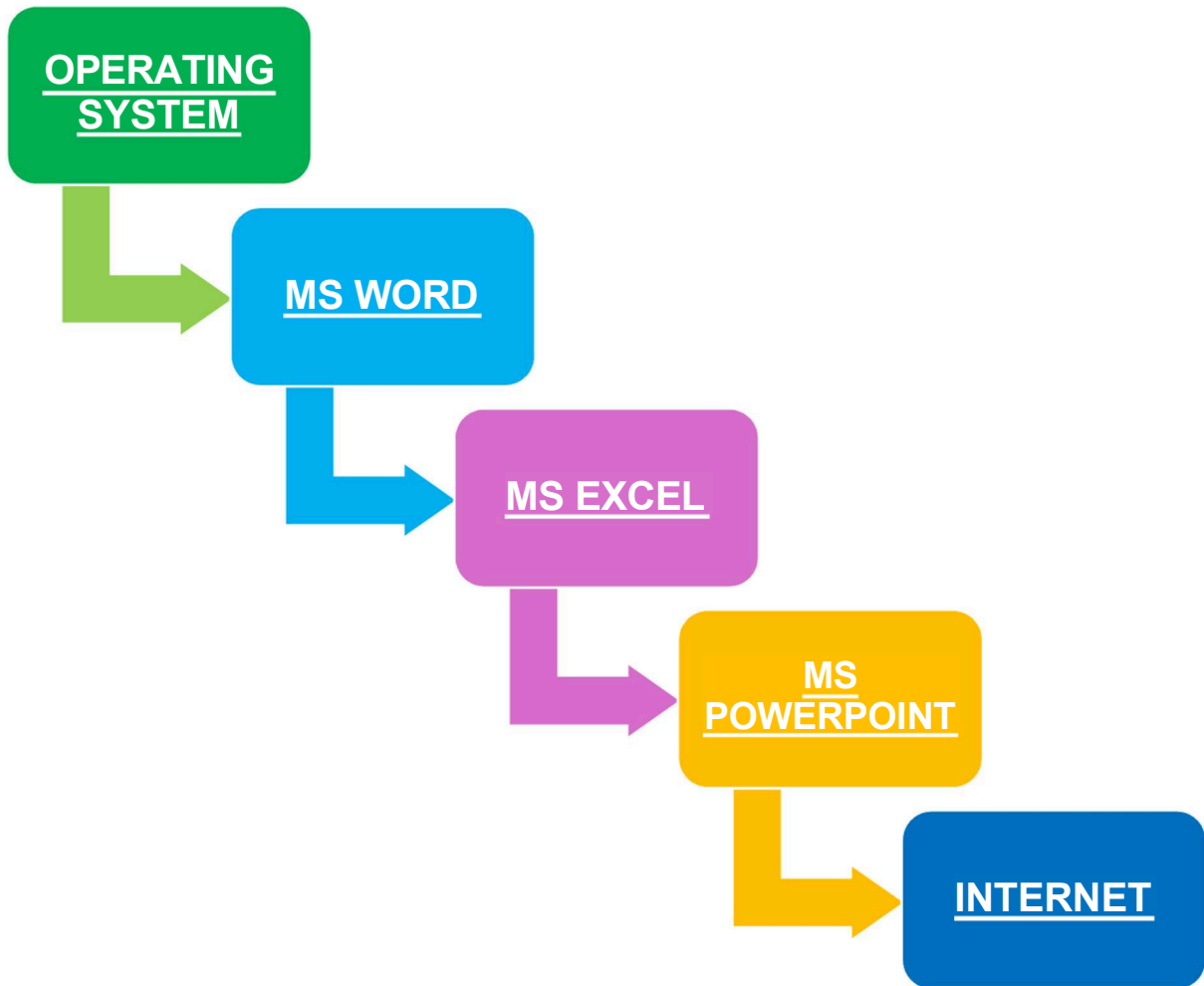
1. Increased Productivity
2. Improved Communication
3. Better Problem-Solving
4. Increased Job Opportunities

Why Basic Computer!

Computer skills at work refer to the knowledge and ability to use various digital tools and technologies to complete job tasks efficiently and effectively. These skills can include:

- The ability to use a computer, navigate the internet, and use common software applications such as Microsoft Office.
- Managing and organizing emails, using email etiquette, and using email to communicate effectively with colleagues, clients, and customers.
- Organizing files and folders on a computer or network, using cloud storage solutions, and backing up essential data.
- Using collaboration tools such as video conferencing, instant messaging, and project management software to communicate and collaborate with colleagues.
- Accurately and efficiently entering software applications and databases and using tools to manage and analyze data.
- Troubleshooting fundamental computer issues, such as software or hardware problems, and seeking assistance from IT professionals when necessary.

About This Course



Operating System training Schedule , Total: 10 Hours, 5 Classes of 2 hours each

Hour 1: About Computers

- **Objective:** Introduce the concept of computers and their role in modern life.
- **Topics Covered:**
 - Definition and types of computers (desktop, laptop, tablet)
 - Basic components: CPU, RAM, storage, input/output devices
 - How computers process data (input → process → output)

Hour 2: Hardware and Software

- **Objective:** Understand the difference between physical components and digital instructions.
- **Topics Covered:**
 - **Hardware:** Motherboard, hard drive, monitor, keyboard, mouse
 - **Software:** System software vs application software
 - Examples of popular software (MS Office, browsers, antivirus)

Hour 3: About Operating System and Windows OS

- **Objective:** Explore the role of operating systems and focus on Windows.
- **Topics Covered:**
 - What is an Operating System (OS)?
 - Functions of OS: resource management, user interface, file handling
 - Introduction to Windows OS family (Windows 7, 8, 10, 11)

Hour 4: Using Windows 7, 8, 10, 11

- **Objective:** Learn to navigate and operate different versions of Windows.
- **Topics Covered:**
 - Interface differences between versions
 - Start menu, taskbar, desktop customization
 - System settings and control panel overview

Hour 5: Working with Windows Environment

- **Objective:** Develop comfort with the Windows workspace.
- **Topics Covered:**
 - Window management: minimize, maximize, close
 - Multitasking: switching between apps
 - Using search, notifications, and accessibility features

Hour 6: Creating Files & Folders

- **Objective:** Master file organization and management.
- **Topics Covered:**

- Creating, renaming, deleting files and folders
- Understanding file extensions (.docx, .xlsx, .jpg)
- Using File Explorer effectively

Hour 7: Using Various Storage Devices

- **Objective:** Learn to use and manage different types of storage.
- **Topics Covered:**
 - Internal vs external storage (HDD, SSD, USB, SD card)
 - Cloud storage basics (OneDrive, Google Drive)
 - Formatting and safely ejecting devices

Hour 8: Installing Programs

- **Objective:** Understand how to install and uninstall software.
- **Topics Covered:**
 - Downloading software from trusted sources
 - Installation steps and system requirements
 - Uninstalling via Control Panel or Settings

Hour 9: Hands-on Practice

- **Objective:** Apply all learned skills in a guided practical session.
- **Activities:**
 - Create folders and organize files
 - Customize desktop and settings
 - Install a sample program and use basic features

Hour 10: Review

- **Objective:** Reinforce learning and clarify doubts.
- **Activities:**
 - Recap of all topics
 - Troubleshooting common issues

MS Word Training Schedule – 30 Hours, 15 Classes of 2 hours each

◇ Hour 1: Introduction & Word Basics

- Overview of MS Word interface: Ribbon, Tabs, Groups
- Creating, saving, opening, and closing documents
- Understanding file formats (.docx, .pdf)

◇ Hour 2: Basic Text Formatting

- Font styles, sizes, colors
- Bold, italic, underline, strikethrough
- Text alignment and line spacing

◇ Hour 3: Bullets and Numbering

- Creating ordered and unordered lists
- Customizing bullet styles and numbering formats

◇ Hour 4: Working with Tabs

- Setting tab stops (left, right, center, decimal)
- Using ruler for alignment
- Indents and spacing

◇ Hour 5: Creating & Applying Styles

- Using built-in styles (Heading 1, Title, etc.)
- Creating custom styles
- Modifying and updating styles

◇ Hour 6: Advanced Find and Replace

- Finding text, formatting, and special characters
- Using wildcards and advanced options

◇ Hour 7: Inserting Graphics

- Adding images from file or online
- Resizing, positioning, and wrapping text around images

◇ Hour 8: Inserting Tables

- Creating tables manually or using templates
- Formatting cells, borders, shading
- Merging/splitting cells

◇ Hour 9: Inserting Charts and Objects

- Embedding charts (bar, pie, line)
- Using SmartArt, shapes, and symbols

◇ Hour 10: Document Setup

- Page margins, orientation, paper size
- Section breaks and page breaks

◇ Hour 11: Advanced Page Layout Tools

- Columns, line numbers, hyphenation
- Themes and style sets

◇ Hour 12: Creating Tabular Reports

- Designing structured reports using tables
- Formatting for readability and presentation

◇ Hour 13: Formatting Pictures

- Cropping, borders, effects
- Compressing and replacing images

◇ Hour 14: Working with Charts

- Inserting charts from Excel
- Editing chart data and layout

◇ Hour 15: Hyperlinks, Bookmarks & Cross-References

- Linking to websites, files, and locations within the document
- Creating bookmarks and cross-referencing headings or figures

◇ Hour 16: Headers, Footers & Page Numbers

- Adding and customizing headers/footers
- Different first page, odd/even variations
- Page numbering formats

◇ Hour 17: Paragraph Formatting

- Indentation, spacing, alignment
- Borders, shading, and line breaks

◇ Hour 18: Object Arrangement

- Grouping, layering, rotating, aligning objects
- Using selection pane

◇ Hour 19: Themes & Page Backgrounds

- Applying and customizing themes
- Adding watermarks, page colors, and borders

◇ Hour 20: Print Setup

- Print preview, page setup
- Printer settings and scaling options

◇ Hour 21: Referencing Tools

- Table of contents, footnotes, endnotes
- Citations and bibliography

◇ Hour 22: Spelling & Grammar

- Proofing tools, autocorrect, thesaurus
- Language settings and suggestions

◇ Hour 23: Mailing Feature Basics

- Creating envelopes and labels
- Setting up recipient lists

◇ Hour 24: Advanced Mail Merge

- Merging with Excel data
- Conditional fields and filters

◇ Hour 25: Document Protection

- Password protection
- Read-only mode and editing restrictions

◇ Hour 26: Restrict Editing Settings

- Limiting formatting and tracked changes
- Managing comments and review settings

◇ Hour 27: Introduction to Macros

- What are macros and why use them
- Recording simple macros

◇ Hour 28: Recording & Using Macros

- Assigning macros to buttons or shortcuts

◇ Hour 29: Automating Tasks with Macros

- Automating formatting and repetitive tasks
- Batch processing documents

◇ Hour 30: Review

- Apply all learned skills in an assignment.
- Q&A session, feedback, and recap

MS Excel Training Schedule – 40 Hours, 20 Classes of 2 hours each

◇ Hour 1: Introduction & Clipboard Operations

- Overview of Excel interface
- Cut, copy, paste, and **Paste Special** options

◇ Hour 2: Font Formatting & Cell Styling

- Font types, sizes, colors
- Bold, italic, underline, strikethrough
- Cell alignment and text orientation

◇ Hour 3: Merging Cells & Number Formatting

- Merge & center, wrap text
- Number formats: currency, percentage, date, custom formats

◇ Hour 4: Borders, Fill & Cell Protection

- Applying borders and fill colors
- Locking cells and sheet protection basics

◇ Hour 5: Conditional Formatting

- Highlighting cells based on rules
- Data bars, color scales, icon sets

◇ Hour 6: Working with Tables

- Creating Excel tables
- Table styles, structured references

◇ Hour 7: Editing Tools

- AutoFill, Clear, Format Painter
- Undo/Redo and cell referencing

◇ Hour 8: Sorting & Filtering

- Basic and custom sorting
- AutoFilter and advanced filter options

◇ Hour 9: Find & Replace

- Searching values, formulas, formatting
- Using wildcards and advanced options

◇ Hour 10: Pivot Tables – Basics

- Creating pivot tables
- Rearranging fields, summarizing data

◇ Hour 11: Pivot Tables – Advanced

- Grouping, calculated fields, slicers
- Refreshing and formatting pivot tables

◇ Hour 12: Charts & Spark Lines

- Inserting bar, line, pie charts
- Formatting chart elements
- Using spark lines for quick insights

◇ Hour 13: Slicers & Timelines

- Adding slicers to tables and pivot tables
- Using timelines for date filtering

◇ Hour 14: Header & Footer

- Adding headers/footers
- Customizing page numbers and titles

◇ Hour 15: Screenshots & Hyperlinks

- Inserting screenshots and screen clippings
- Linking to web pages, files, and cells

◇ Hour 16: SmartArt & Themes

- Creating diagrams with SmartArt
- Applying and customizing themes

◇ Hour 17: Background Picture

- Adding background images to sheets
- Adjusting transparency and layout

◇ Hour 18: Page Setup

- Margins, orientation, paper size
- Page breaks and print area

◇ Hour 19: Print Titles & Scale to Fit

- Repeating rows/columns on print
- Scaling content to fit pages

◇ Hour 20: Printing Options & Alignment

- Print preview, alignment settings
- Printing selected areas and sheets

◇ Hour 21: Introduction to Formulas & Functions

- Cell references, operators
- Using the formula bar and Insert Function tool

◇ Hour 22: Financial Functions

- PMT, FV, RATE, NPV, IRR
- Loan and investment calculations

◇ Hour 23: Logical Functions

- IF, AND, OR, NOT
- Nested logical formulas

◇ Hour 24: Text Functions

- CONCAT, TEXTJOIN, LEFT, RIGHT, MID
- TRIM, LEN, FIND, SUBSTITUTE

◇ Hour 25: Date & Time Functions

- TODAY, NOW, DATE, TIME
- DATEDIF, NETWORKDAYS

◇ Hour 26: Lookup & Reference Functions

- VLOOKUP, HLOOKUP, INDEX, MATCH
- INDIRECT, ADDRESS

◇ Hour 27: Mathematical Functions

- SUM, AVERAGE, ROUND, COUNT, MIN, MAX
- ABS, POWER, SQRT

◇ Hour 28: Nesting & Advanced Formula Use

- Combining multiple functions
- Error handling with IFERROR, ISERROR

◇ Hour 29: Getting External Data & Connections

- Importing from text, web, and databases
- Managing data connections

◇ Hour 30: Advanced Sorting & Filtering

- Multi-level sorting
- Custom filter criteria and formulas

◇ Hour 31: Flash Fill & Remove Duplicates

- Auto pattern recognition with Flash Fill
- Identifying and removing duplicate entries

◇ Hour 32: Data Validation Techniques

- Creating drop-down lists
- Restricting input types and ranges

◇ Hour 33: What-If Analysis

- Scenario Manager, Goal Seek, Data Tables
- Forecasting and decision-making tools

◇ Hour 34: Group & Ungroup

- Grouping rows/columns
- Creating collapsible sections

◇ Hour 35: Subtotaling

- Automatic subtotals in sorted data
- Custom subtotal functions

◇ Hour 36: Comments & Proofing

- Adding, editing, and resolving comments
- Spell check, autocorrect, thesaurus

◇ Hour 37: Sharing Workbooks

- Collaboration tools
- Tracking changes and version history

◇ Hour 38: Sheet Protection

- Locking cells and sheets
- Allowing specific editing permissions

◇ Hour 39: Workbook Protection & Permissions

- Password protection
- Allowing users to edit specific ranges

◇ Hour 40: Macros – Creating & Running

- Recording macros
- Assigning macros to buttons
- Automating repetitive tasks

MS PowerPoint Training Schedule – 10 Hours, 5 Classes of 2 hours each

◇ Hour 1: Introduction to PowerPoint & Intro Slide

- Overview of PowerPoint interface: Ribbon, tabs, slide pane
- Creating a new presentation
- Designing an **Intro Slide**: title, subtitle, branding elements
- Best practices for first impressions

◇ Hour 2: Creating an Outline Slide

- Understanding slide hierarchy and structure
- Using bullet points and numbered lists
- Designing an **Outline Slide** to preview presentation flow
- Tips for organizing content logically

◇ Hour 3: Designing Content Slides

- Adding text boxes, images, and shapes
- Using layouts effectively (Title & Content, Two Content, Comparison)
- Formatting content for clarity and impact

◇ Hour 4: Crafting the Final Slide

- Purpose of a **Final Slide**: summary, thank you, call to action
- Adding contact info, social media links, or next steps
- Using icons and visuals for a strong closing

◇ Hour 5: Running a Slide Show

- Slide show modes: presenter view, full screen, custom show
- Navigating slides during presentation
- Using laser pointer, pen, and highlighter tools

◇ Hour 6: Inserting Graphs & Diagrams

- Creating charts (bar, pie, line) from data
- Using SmartArt for process, hierarchy, and cycle diagrams
- Formatting and animating visual elements

◇ Hour 7: Working with Templates & Fonts

- Applying and customizing design templates
- Choosing appropriate fonts for readability and style
- Saving custom templates for reuse

◇ Hour 8: Applying Colors & Themes

- Using theme colors and variants
- Customizing background colors and gradients
- Maintaining visual consistency across slides

◇ Hour 9: Adding Animations & Transitions

- Animating text, images, and objects
- Slide transitions: fade, wipe, push, etc.
- Timing and sequencing animations for smooth delivery

◇ Hour 10: Review

- Creating a mini presentation using all learned elements
- Tips for professional presentation delivery

INTERNET Training Schedule – 6 Hours, 3 Classes of 2 hours each

◇ Hour 1: Introduction to WWW

- Understand the concept of the World Wide Web (WWW) and its role in global connectivity. Learn about URLs,
- Domains,
- IP addresses, and how web pages are accessed.

◇ Hour 2: Web Browsing Software

- Explore popular browsers (Chrome, Firefox, Edge).
- Learn basic navigation: tabs, bookmarks, history, and incognito mode.

◇ Hour 3: Configuring Web Browser

- Customize browser settings: homepage, default search engine, privacy controls.
- Manage extensions, cookies, and cache.

◇ Hour 4: Search Engines & Downloading Pages

- Use search engines effectively with keywords, filters, and advanced search options.
- Learn how to download or save web pages for offline use.

◇ Hour 5: Email & Spam Management

- Create and manage email accounts.
- Compose, reply, forward emails.
- Identify and handle spam, phishing, and junk mail.

◇ Hour 6: Social Networking

- Introduction to platforms like Facebook, Instagram, LinkedIn.
- Understand privacy settings, posting etiquette, and online safety.

Certificate in Basic Computer Application

Fees 6000/- Duration 6 Months Only

Schedule of Course(Weekdays 2 Hour Per Day (2 days a week, Tuesday and Wednesday)

Section	Component	Maximum Marks	Passing Marks
A	Attendance	40	Minimum 10
	• Above 85% → 40 Marks		
	• 70% to 85% → 30 Marks		
	• 60% to 70% → 20 Marks		
	• 50% to 60% → 10 Marks		
	• Below 50% → 0 Marks		
B	Assignments	20	Minimum 8
	• Assignment 1: MS Word (10 Marks)		
	• Assignment 2: MS Excel or MS PowerPoint (10 Marks)		
C	Final Practical Examination	20	Minimum 8
D	Final Test (MCQ-Based)	20	Minimum 9
	Total Marks	100	Minimum 35

Eligibility for Certification

- Candidates must fulfil all the above criteria to qualify for the certificate.

Performance Grading

Marks Range	Grade
35–45	Satisfactory
46–55	Good
56–65	Very Good
66–90	Excellent
91–100	Outstanding