



SYLLABUS

BCC

Basic Computer Course

Eligibility : 10th /12th

DURATION : 3 Months

- **Computer Fundamentals**
- **Operating System**
- **MS-Office (MS-Word, MS- Excel, MS-Power Point)**
- **Internet & E-Mails**
- **Lab-I**

Detailed Syllabus

Introduction to Computer Fundamentals:

Introduction to Computer System, Computer Software & Hardware, Computer Memory, Input and Output Devices, Processing Device.

Basics of Operating System

Working with Windows Operating System: Introduction, The Desktop, Structure of Windows, Windows Explorer, File and Folder Operations, The Search, The Recycle Bin, Configuring the Screen, Adding or Removing New Programs using Control Panel, Applications in windows (Paint, Notepad, WordPad, Calculator)

Introduction to MS-Office:

MS-Word: Introduction, Starting MS-Word, MS-Word Screen and its Components, Elementary Working with MS-Word

MS-Excel: Introduction, Starting MS-Excel, Basics of Spreadsheet, MS-Excel Screen and Its Components, Elementary Working with MS-Excel, Basic Formulas.

MS- Powerpoint: Introduction, Starting MS-PowerPoint, Basics of PowerPoint, MS-PowerPoint Screen and Its Components, Elementary Working with MS PowerPoint.

Internet and Internet application

Introduction, Internet evolution, Working of Internet, Use of Internet, Intro to E-Commerce, E-Mails, Social Networking Sites.