

# **Basic Computer Course**

## **Purpose of This Course**

- 1) In Basic Computer Course you will learn how to use basic functions of a computer.
- 2) Set hand on keyboard and mouse. (3)
- 3) Learn to use and operate mouse movement using Paint. (6)
- 4) Shortcuts and other function keys.
- 5) Learn to use basic typing software (WordPad and MS Word 2007) (2)(6)
- 6) Learn making Presentations in MS PowerPoint (6)
- 7) Learn doing some accounting and math in MS Excel. (6)
- 8) Learn DOCS i.e. Disk Operating Commands via CMD i.e. Command Prompt (3)
- 9) Knowledge about system settings and services and maintaining PC (3)

## **Time Requirement**

- 1) Max time limit is 6-7 weeks
- 2) Student may complete the course as soon as possible according to the learning ability

## **Teaching Method**

- 1) All the information about software will be taught in class
- 2) Working of all the elements will be showed
- 3) Students have to perform and practice the same thing in class

## **After Completion of the Course**

- 1) There will be an exam of basic computer in which all the basic knowledge of the student will be tested. This test will be whole practical no written test only viva and practical based.
- 2) Grade will be given to the student according to the performance in the exam.
- 3) ISO certified Certificate will be provided.

## **Course Charges**

Rupees **5000/-** for full course, Cost will be same whether the student complete the course within in a week or attend for whole 6-7 weeks.

## **Division of Days**

### **Module 1**

#### **Set hand on keyboard and mouse**

This will be 3 day module.

In this module we will make you practice using mouse and keyboard so that you can type and use mouse without any difficulty.

We will ensure that you must get a smooth movement on keyboard and mouse which will help you on every level.

### **Module 2**

#### **Learn to use and operate mouse movement using Paint.**

This will be a max 6 day module.

In this module you will learn using Paint software and improve your mouse movement and clicks.

We will teach how to draw shapes and graphics and other useful things in Paint app.

We will teach you the best features of Paint used at many places.

### **Module 3**

#### **Shortcuts and other function keys**

This will be 1-2 day module in which we will discuss about all the shortcuts which will be used during normal usage of pc.

We will learn about some Shortcuts which will make our speed fast in using the computer.

### **Module 4**

#### **Learn to use basic typing software (Notepad, WordPad and MS Word 2007)**

This module will be of max 8 days.

In this module we will teach how to use Notepad (the basic text editor available in windows), WordPad and MS Word.

Assignments will be given which has to be completed both for practice and grading purpose.

## **Module 5**

### **Learn making Presentations in MS PowerPoint**

This will be max 6 days module

In this module we will teach you how to use MS PowerPoint for making presentations.

You will learn all basic about MS PowerPoint

Assignments will be given during the module.

## **Module 6**

### **Learn doing some accounting and math in MS Excel**

This module will max 6 days module

In this module we will teach you all basics about MS Excel.

You will get to learn about how to make bills and use formula's in excel

Assignments will be given during the module ongoing.

## **Module 7**

### **Learn DOCS i.e. Disk Operating Commands via CMD i.e. Command Prompt**

This will be a max 3 day module.

In this module we will teach you how to operate actions using command prompt

All command prompt's basic commands will be taught in class.

Student has to show by performing all the basic CMD commands.

## **Module 8**

## **Knowledge about system settings and services and maintaining PC**

This will be a max 3 day module

In this module we will teach you about the services of computer

How to make computer fast

Different type of settings to do in computer for better results

## **Exam**

We will take student's exam.

This exam will be whole practical.

Grades on the certificate will be given according to performance