

## Detailed syllabus of Basic Computer Course (BCC)

### Duration of the Course

Duration: 36 Hours. Theory: 10 hrs + Practical: 22 hrs. + Tutorial: 04 hrs. This course can also be offered as 06 days full time intensive course.

	Theory	Tutorials	Practical
1. Knowing computer	1	1	1
2 Operating Computer using GUI Based Operating System	1.5	0	4
3. Understanding Word Processing	1.5	1	5
4. Using Spread Sheet	1	1	4
5. Introduction to Internet, WWW and web browsers	2	0	4
6. Communications And Collaboration	1	0	2
7. Making small presentation	1	1	1
8. Financial Literacy for banking Scheme And Applications	1	0	1
<b>Grand Total</b>	<b>10</b>	<b>4</b>	<b>22</b>

## Detailed syllabus of Course on computer concept (CCC)

### Duration of the Course

Theory: 80 hrs + Practical: 50 hrs. + Tutorial: 5 hrs. This course can also be offered as 10 days full time intensive course

	Theory	Tutorials	Practical
1. Introduction to computer	2	1	4
2. Introduction to GUI Based Operating System	3	-	8
3. Elements of Word Processing	3.5	2	10
4. Spreadsheets	3.5	2	10
5. Computer communication and Internet	6	-	8
6. Communication and Collaboration	2	-	2
7. Application of presentations	4	-	8
8. Application of Digital Financial Services	1		1
<b>Grand Total</b>	<b>25</b>	<b>5</b>	<b>50</b>