

# **Basic Computer Fundamentals (BCC)**

## **SYLLABUS**

### **Module 1: Introduction to Computers**

#### **Topics:**

- What is a Computer?
- History of Computers
- Evolution of Computers
- Generations of Computers
- Types of Computers
- Characteristics of Computers
- Applications of Computers
- Computer Hardware
- Computer Software
- System Software
- Application Software
- Computer Booting Process
- IPO Cycle
- CPU
- Memory
- RAM
- ROM
- Storage Devices

## Module 2: Windows Operating System

### Topics:

- Windows Introduction
- Desktop
- Start Menu
- Taskbar
- File Explorer
- Creating Folders
- Copy, Move, Rename Files
- Search Files
- Recycle Bin
- File Compression
- Windows Settings
- Control Panel
- User Accounts
- Personalization
- Keyboard Shortcuts
- Windows Security

## Module 3: Computer Hardware

### Topics:

- Keyboard
- Mouse
- Monitor
- Printer
- Scanner
- Webcam
- Speakers
- UPS
- HDD

- SSD
- Motherboard
- Processor
- RAM
- USB Devices

### Module 4: Internet Fundamentals

#### Topics:

- Internet Basics
- WWW
- Browser
- Search Engines
- Google Search Techniques
- Download Files
- Upload Files
- Bookmarks
- Browser Settings
- Safe Browsing
- Online Forms

### Module 5: Email & Online Communication

#### Topics:

- Gmail Account
- Send Email
- Receive Email
- CC
- BCC
- Attachments
- Signature

- Labels
- Filters
- Google Meet
- Video Meetings

### Module 6: Google Workspace

#### Topics:

- Google Drive
- Google Docs
- Google Sheets
- Google Slides
- Google Forms
- Google Calendar
- Google Keep
- Google Photos

### Module 7: Digital Payments & Online Services

#### Topics:

- UPI
- Google Pay
- PhonePe
- Paytm
- Net Banking
- QR Code
- Online Bill Payment
- DigiLocker
- Government Portals

## **Module 8: Cyber Security**

### **Topics:**

- Strong Passwords
- OTP Safety
- Phishing
- Malware
- Virus
- Antivirus
- Ransomware
- Safe Downloads
- Social Media Safety
- Data Backup

## **Module 9: AI for Beginners**

### **Topics:**

- Introduction to AI
- ChatGPT
- Google Gemini
- Microsoft Copilot
- AI Image Generation
- AI for Students
- AI for Office Work
- AI Ethics

## **Module 10: Final Practical Project**

**Students will complete:**

- Professional Resume
- Personal Email Setup
- Google Drive Organization
- Online Form Submission
- Digital Portfolio
- Secure Digital Payment Practice