

BASIC COMPUTER FUNDAMENTALS (BCC) SYLLABUS

Module 1 — Introduction to Computers

- What is a computer?
- Types of computers
- Desktop, laptop and mobile devices
- Hardware vs software
- CPU, RAM, storage
- Input and output devices
- Basic computer terminology
- Starting and shutting down a computer safely

Module 2 — Windows Operating System

- Windows desktop
- Start menu
- Taskbar
- Settings
- Applications
- Windows Explorer
- Installing/uninstalling basic applications
- Basic system settings
- Updates and maintenance

Module 3 — Files, Folders & Computer Accessories

- Creating files and folders
- Rename, copy, move and delete
- File extensions

- Downloads folder
- USB drives
- External storage
- Printers and scanners
- Keyboard and mouse
- File backup basics

Module 4 — Internet Fundamentals

- What is the internet?
- Web browsers
- URLs and websites
- Google Search
- Effective online searching
- Downloads and uploads
- Online forms
- Online services
- Safe browsing habits

Module 5 — Email & Online Communication

- Creating an email account
- Inbox and folders
- Compose and reply
- CC and BCC
- Attachments
- Downloading attachments
- Email etiquette
- Professional email writing
- Spam and phishing awareness

Module 6 — Google Services & Cloud Tools

- Google Drive
- Google Docs
- Google Sheets basics
- Google Slides basics
- Google Forms
- File sharing
- Cloud storage
- Google Meet basics

Module 7 — Digital Payments & Online Services

- UPI basics
- QR payments
- Online banking awareness
- Digital wallets
- Online shopping
- Government portals
- Online appointment systems
- Payment safety
- Fraud awareness

Module 8 — Cybersecurity & Digital Safety

- Password security
- Strong passwords
- Two-factor authentication
- Phishing
- Scam messages
- Fake websites
- Malware awareness
- Safe downloads

- Privacy settings
- Social media safety

Module 9 — AI Tools for Beginners

- What is Artificial Intelligence?
- What is Generative AI?
- Introduction to ChatGPT
- Asking effective questions
- AI for learning
- AI for writing
- AI for productivity
- AI limitations
- Responsible AI usage

Module 10 — Final Practical Skills Project

- Organizing a digital workspace
- Creating a professional document
- Using email
- Managing cloud files
- Searching the internet
- Using an AI assistant
- Applying cybersecurity practices
- Completing a complete digital task independently