

BCC (Basic Computer Course) Course Contents:

Dur: 45 Days or 36 Hrs.

Chapter	Chapter	Allocated Hours (Theory)	Allocated Hours (Lab)
1	Introduction to Computer	2	1
2	Introduction to Operating System	2	2
3	Word Processing	2	4
4	Working with Spreadsheet	2	4
5	Creating Presentation	2	3
6	Introduction to Network and Internet	1.5	1.5
7	E-mail, Social Networking and e-Governance Services	2	3
8	Digital Financial Tools and Application	1.5	2.5
Total Hours		15	21