

Basic Computer Course Syllabus

Eight modules for complete beginners, in the order most people learn them. Institutes name and group modules differently, so compare their syllabus with this one before you join.

Module	Topics	What you can do after it
1. Computer fundamentals	• Parts of a computer: CPU, monitor, keyboard, mouse, printer • Hardware and software; input and output devices • Memory and storage: RAM, hard disk, SSD, pen drive • Starting, shutting down and looking after a PC	Name each part of a computer, say what it does, and start or shut down a PC the right way.
2. Windows and file management	• Desktop, taskbar, Start menu and Settings • Creating, renaming, copying, moving and deleting files and folders • Pen drives, the Recycle Bin and zip files • Everyday shortcuts such as Ctrl+C, Ctrl+V, Ctrl+Z and Alt+Tab	Keep your work in named folders, find any file quickly and copy it to a pen drive.
3. Typing practice	• Home-row finger position on the keyboard • Accuracy first, then speed • Timed tests in words per minute (wpm) • Hindi typing, where the centre offers it	Type a full page without looking at the keys and measure your own speed.
4. MS Word	• Fonts, bold, alignment and line spacing • Page size, margins, headers and page numbers • Tables, bullet lists and pictures • Spell check, saving as PDF and printing	Produce a neat letter, a job application and a one-page resume, and save each as a PDF.
5. MS Excel basics	• Rows, columns, cells and sheets • Entering data; number and date formats • Simple formulas: SUM, AVERAGE, MIN, MAX • Sorting, filtering and one basic chart	Build a monthly expense sheet or a marks list that adds itself up, then sort and filter it.
6. MS PowerPoint	• Slides, layouts and design themes • Text, pictures and tables on a slide • Transitions and slide show mode • Printing handouts and saving as PDF	Make a short slide show for a class or a meeting and present it from the keyboard.
7. Internet, email and online safety	• Browsers, web addresses and searching well • Email: compose, reply, forward and attach files • Strong passwords, OTPs and phishing (fake messages and links) • Safe downloads and spotting fake websites	Email a job application with your resume attached, and recognise the usual online frauds.
8. Everyday digital tasks	• Filling online application forms • Scanning, resizing and uploading photos and documents • Government service websites (e-governance) • Video calls and cloud storage such as Google Drive or OneDrive	Apply online with a photo and signature of the right size, and keep copies safe in cloud storage.

Practice checklist and course lengths

Tick these off by the end of the course

- ☐ Shut down, restart and lock the computer, and name every part on your desk.
- ☐ Make a folder called "Job Applications", put three files in it and copy it to a pen drive.
- ☐ Type a paragraph without looking at the keys and note your words per minute.
- ☐ Write a leave application in Word with your name in the header, and save it as a PDF.
- ☐ Make a 10-row expense sheet in Excel that totals itself, then sort it by amount.
- ☐ Build a five-slide presentation about yourself and run it as a slide show.
- ☐ Email that PDF to a friend as an attachment, with a clear subject line.
- ☐ Resize a photo to under 50 KB and upload it to a practice form.

Official reference points (NIELIT, checked 22 October 2026)

BCC (Basic Computer Course): 36 hours in all: 10 hours of theory, 4 of tutorials and 22 of practicals. Launched in 2011, open to anyone whatever their education, with an exam every month.

CCC (Course on Computer Concepts): NIELIT lists 80 hours, and says it could ideally be done as a two-week intensive course. Also open to anyone.

How many weeks? Teaching hours at three study paces

Course and teaching hours	1 hour a day, 6 days a week	2 hours a day, 6 days a week	Weekends only (2 hours, 2 days a week)
NIELIT BCC (36 hours)	6 weeks	3 weeks	9 weeks
NIELIT CCC (80 hours)	about 13 weeks	about 7 weeks	20 weeks
Example institute course with extra practice (120 hours)	20 weeks	10 weeks	30 weeks

The 120-hour row is an example of a longer institute course, not an official figure. At a weekend-only pace it takes longer than six months.

Ask these questions before you pay

- Who issues the certificate: NIELIT, a university or the institute itself?
- How many hours will I spend practising at a computer, not only in theory?
- Is typing practice included, and is my speed tested?
- Can I attend a demo class and see the lab or the online class first?
- What does the fee include, and what are the refund terms, in writing?