VedantSri

Varanasi Computer Institute

BCC

BASIC COMPUTER COURSE SYLLABUS

+91 8808888478

vedantsri0@gmail.com

www.vedantsri.com

Near Sanjay Sikhsha Niketan, Kabir Nagar Road,
Durgakund Area, Varanasi-221005, Uttar Pradesh, India

Contents

What Is a Basic Computer Course (BCC)? 4

Why Is Learning Computer Basics Important? 4

Who Should Join a Basic Computer Course? 5

What Skills Will You Learn in a Basic Computer Course? 6

Duration of Basic Computer Course 6

Applications Taught in Basic Computer Course 7

1. Introduction to Computers 8

2. Basics of Operating System 8

3. Desktop and Laptop User Interface 8

4. File and Folder Management 9

5. MS Word – Creating Documents 9

6. MS Excel – Spreadsheet Basics 9

7. MS PowerPoint – Presentation Skills 10

8. Internet Basics and Safety 10

9. Email and Online Communication 10

10. Introduction to Computer Network Fundamentals 10

11. Digital Payment Systems (UPI and AEPS) 10

Fees of Basic Computer Course 11

Facilities Provided in Basic Computer Course 11

Teaching Method of Basic Computer Course 12

Certificate 12

Job Opportunities After Basic Computer Course 13

Is prior computer knowledge required? 14

Conclusion 15

Important Link: 15

BCC Course Details, Fees, Duration, Scope, Syllabus, Admission, Institutes, Jobs in Varanasi

The Basic Computer Course (BCC) in a very simple way so that anyone can understand it easily. You will learn about BCC course details such as fees, duration, syllabus, admission process, scope, institutes, and job options in Varanasi. This blog is helpful for beginners who want to start learning computers and are looking for the right course before taking admission.

In this guide, you will get complete information about the BCC course, including course fees, total duration, detailed syllabus, and the step-by-step admission process. It also explains the future scope of the course, the best institutes offering BCC in Varanasi, and the different job opportunities available after completing the course.

What Is a Basic Computer Course (BCC)?

A **Basic Computer Course BCC** is an entry-level training program of computer course that teaches the fundamental concepts of computers. It focuses on practical learning so that students can easily understand the use of computers in real life.

This BCC course includes basic topics such as computer introduction, operating system, MS Office, internet usage, and basic digital services. The main goal of this course is to make students comfortable with computers for both personal and professional use.

People who search online for BCC **courses near me** usually choose this course as their first step toward digital learning. For people who want to start their computer learning program, here is your best computer Institutes.

The BCC course covers all the essential topics required to build a strong foundation in computer education. It includes computer introduction, understanding hardware and software, working with the operating system, using MS Office tools like Word, Excel, and PowerPoint, browsing the internet, email usage, and basic digital services. The main objective of this course is to make students confident and comfortable while using computers for both personal and professional purposes.

Why Is Learning Computer Basics Important?

Learning computer basics is important because computers are now part of every industry. Offices, schools, hospitals, banks, and even small businesses depend on computers.

After completing a basic computer course, you will be able to:

- Use a computer with confidence

- Create documents, spreadsheets, and presentations
- Manage files and folders properly
- Use the internet for work and learning
- Send and receive emails
- Understand basic digital payment systems
- Learn basic computer network fundamentals

This course builds a strong foundation and prepares you for advanced computer courses and job roles.

Who Should Join a Basic Computer Course?

A basic computer course for beginners is suitable for many people, such as:

- School students (8th pass and above)
- College students

- Job seekers
- Working professionals
- Homemakers
- Business owners

If you live in Varanasi and are searching for BCC courses near me in Varanasi, this course is a great option to start learning computers.

What Skills Will You Learn in a Basic Computer Course?

A BCC Course helps students develop essential computer skills, including:

- Introduction to computers
- Understanding computer hardware and software
- Using Windows Operating System
- Working with MS Word for documents
- Using MS Excel for basic calculations and data
- Creating presentations with MS PowerPoint
- Using the internet and email safely
- Managing files and folders
- Understanding basic computer network fundamentals

These skills are useful in daily life and also improve job opportunities.

Duration of Basic Computer Course

The duration of a BCC Course is generally short and flexible.

- Average duration: 30 to 45 days
- Some institutes offer extended batches up to 6–8 weeks

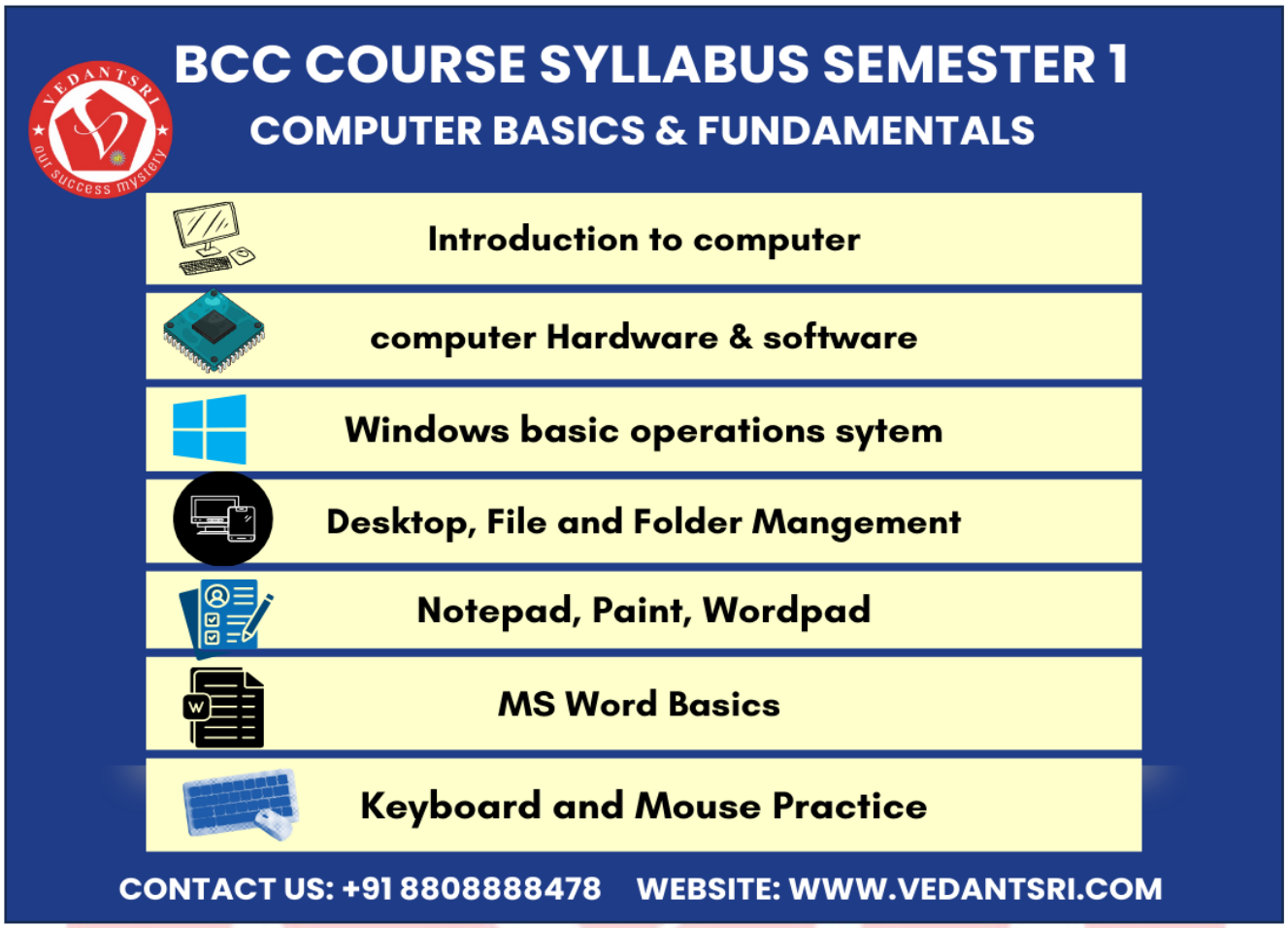
The duration may vary depending on class timing and institute structure.

Applications Taught in Basic Computer Course

A practical approach is followed in this course. Students learn to work with real applications such as:

- Computer hardware basics
- Connecting keyboard, mouse, monitor, and printer
- Windows Operating System
- Notepad
- Paint
- WordPad
- MS Word
- MS Excel
- MS PowerPoint
- Internet and Email
- UPI (Unified Payment Interface)
- AEPS (Aadhaar Enabled Payment System)

These applications help beginners understand computer basics for beginners easily.



1. Introduction to Computers

This topic explains what a computer is and how it works. Students learn about the uses of computers in daily life, offices, schools, and businesses. It also introduces basic terms like hardware, software, input devices, and output devices in an easy way.

2. Basics of Operating System

The operating system is the main software that controls the computer. In this topic, students learn how an operating system works, its functions, and why it is important. They also understand how it helps users run applications and manage computer resources.

3. Desktop and Laptop User Interface

This section teaches students how to use the computer screen. They learn about the desktop, icons, taskbar, start menu, and basic

navigation. This helps beginners become comfortable using both desktop and laptop systems confidently and independently.

4. File and Folder Management

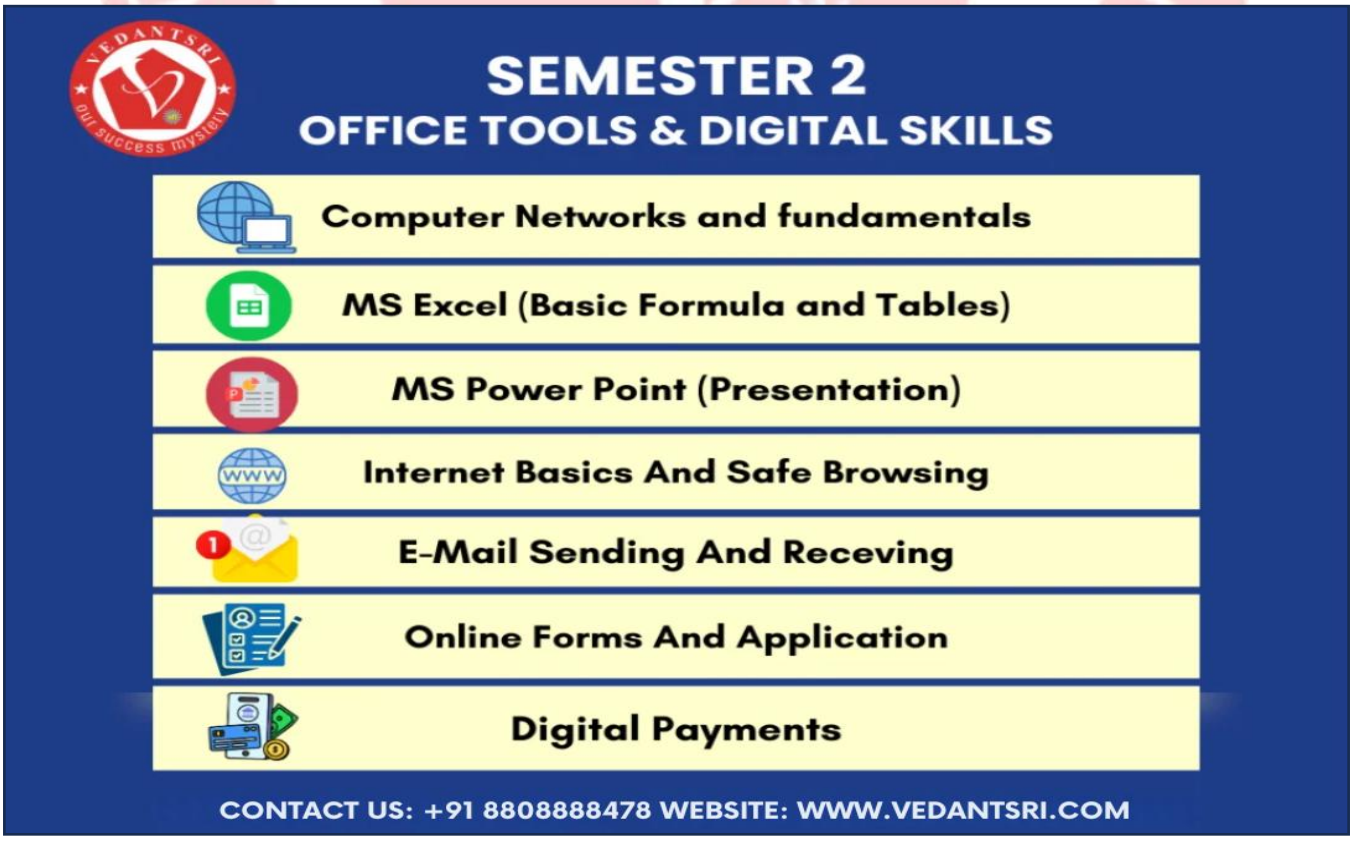
Students learn how to create, save, open, rename, move, and delete files and folders. This topic helps users organize data properly on a computer. Good file management skills make it easier to find documents and keep the system clean and efficient.

5. MS Word – Creating Documents

MS Word helps users create written documents. Students learn typing, text formatting, page setup, inserting images, and saving files. This topic is useful for making letters, applications, resumes, and reports for school, office, and personal use.

6. MS Excel – Spreadsheet Basics

This topic introduces spreadsheets and data handling. Students learn how to enter data, create tables, use basic formulas, and perform simple calculations. MS Excel is helpful for managing records, accounts, and lists in an organized and professional way.



7. MS PowerPoint – Presentation Skills

MS PowerPoint is used to create presentations. Students learn how to design slides, add text, images, and animations, and present information clearly. This skill is useful for meetings, classroom presentations, seminars, and professional communication.

8. Internet Basics and Safety

This topic teaches how to use the internet properly. Students learn web browsing, searching information, downloading files, and understanding online safety. It also covers basic cyber safety tips to protect personal data and avoid online threats.

9. Email and Online Communication

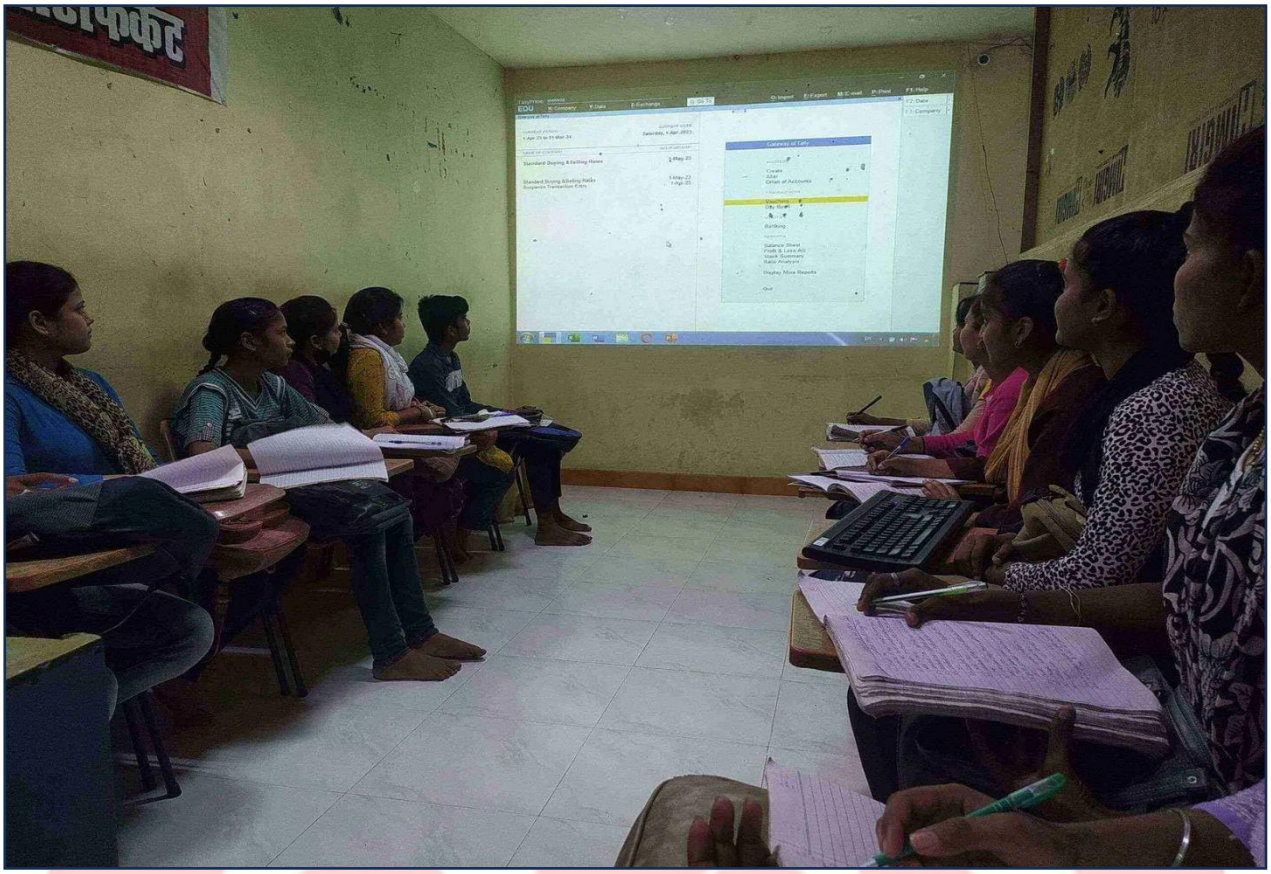
Students learn how to create and use email accounts. This includes sending and receiving emails, attaching files, and managing inboxes. Email is an important tool for communication in offices, online applications, education, and professional work.

10. Introduction to Computer Network Fundamentals

This topic explains how computers connect and share data. Students learn basic networking concepts such as networks, types of connections, and internet working. It helps beginners understand how information travels between computers and devices.

11. Digital Payment Systems (UPI and AEPS)

Students learn about modern digital payment methods like UPI and AEPS. This topic explains how to send and receive money, check balances, and perform secure transactions. It helps users understand cashless payments and basic digital banking services.



Fees of Basic Computer Course

The fees for a Basic Computer Course depend on the institute and facilities provided.

- Average course fees: ₹4,000 to ₹6,000
- Some institutes offer affordable plans and discounts

Students often search for basic computer courses near me in Varanasi to find quality education at reasonable fees.

Facilities Provided in Basic Computer Course

Good computer institutes usually provide the following facilities:

- Smart classrooms with projector
- Practical-based training sessions
- One computer per student

- Regular practice and revision classes
- Online tests and assessments
- Project-based learning

These facilities make learning computer basics easier and more effective.

Teaching Method of Basic Computer Course

The teaching method is simple and easy to understand, especially for beginners.

- Step-by-step practical training
- Live demonstrations by trainers
- Regular tests and assignments
- Theory with hands-on practice
- Presentation and typing practice

This method helps students learn computer basics for beginners without fear.

Certificate

Course Type: Basic Certificate Course
Course Level: Beginner

This Basic Computer Course is specially designed for beginners who want to start learning computers from the foundation level. The course focuses on practical skills that help students understand computers easily and confidently.

After successful completion of the course, **Vedantsri Computer Institutes provides a government-certified certificate**, which is valid

and useful for jobs, further education, and official purposes. This certificate helps students prove their computer knowledge and improves their chances of employment in both private and government sectors.

Job Opportunities After Basic Computer Course

After completing a Basic Computer Course, students can apply for entry-level jobs such as:

- Data Entry Operator
- Office Assistant
- Computer Operator (Basic Level)
- Documentation Executive
- Typing and Presentation Jobs

This course also prepares students for higher-level courses like CCC, DCA, ADCA, Tally, Digital Marketing, and more.

Is prior computer knowledge required?

No, you do not need any previous computer knowledge to join the Basic Computer Course (BCC). This course is designed specifically for beginners who want to learn from the very start. Even if you have never used a computer before, you can join this course without any worry.

The course begins with the absolute basics. First, you are taught how to turn on the computer, how to use the keyboard and mouse, and how to understand the screen. After that, you will step-by-step learn how to use Windows, create documents in MS Word, handle basic tasks in MS Excel, make presentations, use the internet, and send emails.

All topics are taught in a simple and practical way so that you can practice while you learn. This course is very useful for students, job seekers, housewives, and working people who want to build their confidence by learning computers from scratch.

Conclusion

The Basic Computer Course (BCC) is an excellent choice for anyone who wants to get started with computers. It covers, computer usage, MS Office, the internet, and digital services in an easy-to-understand manner. With its low fees, short duration, and good job opportunities, this course is very beneficial for students, job seekers, and working professionals in Varanasi. After completing the course, you will be able to handle daily tasks, office work, and easily pursue, advanced computer courses, in the future.

Important Link:

Job assist website: https://www.jobdo.in

Course details: https://www.varanasiinstitutes.com

CONTACT & REGISTRATION

Get Started Today! Vedant Sri Computer Education Your Gateway to a Successful.

IT Career Contact Details:

Address: Kabir Nagar, Durga Kund, Varanasi

Phone:8808888478 | 9415802061 WhatsApp: 8808888478

Email: vedantsri0@gmail.com

Website: https://vedantsri.com