Basic Computer Course Syllabus

A 0 Level Computer Course for Complete Beginners

Course Overview

This Basic Computer Course is designed for absolute beginners with no prior computer experience. It starts from the very fundamentals, hardware, operating systems, and typing, before building up to practical, job-ready skills in MS Office, the internet, and email. By the end of the course, learners will be able to confidently operate a computer for everyday personal, academic, and professional tasks.
Course Duration: 6 Weeks

Course Syllabus

Module 1: Computer Fundamentals

- What is a computer, hardware vs. software, input/output devices
- Switching on/off, using a mouse and keyboard confidently
- Understanding the desktop, icons, taskbar, and file explorer

Module 2: Operating System Basics (Windows)

- Creating, renaming, copying, moving, and deleting files and folders
- Installing and uninstalling basic applications
- Using Control Panel and basic system settings

Module 3: Typing and Keyboard Proficiency

- Touch typing fundamentals and speed-building practice
- Keyboard shortcuts for everyday efficiency

Module 4: MS Office Essentials

- MS Word: creating and formatting documents, letters, resumes
- MS Excel: basic spreadsheets, simple formulas, data entry
- MS PowerPoint: creating simple presentations

Module 5: Internet and Email Basics

- Using a web browser, searching effectively, understanding URLs
- Creating and using an email account (sending, receiving, attachments)
- Basic online safety and avoiding common scams

Module 6: Practical Application

- Printing and scanning documents
- Basic troubleshooting (frozen screen, slow computer, no internet)
- Using common government/utility websites and forms online

Week-by-Week Course Outline

Week	Focus Area
Week 1	Computer fundamentals, hardware basics, OS navigation
Week 2	File management, typing practice begins
Week 3	MS Word essentials
Week 4	MS Excel essentials
Week 5	MS PowerPoint and internet basics
Week 6	Email, online safety, practical assignments, and final assessment

Who This Course Is For

- Students who need computer literacy for school or college assignments
- Job seekers applying for roles that require basic computer skills
- Homemakers and returning-to-work professionals rebuilding confidence with technology
- Older adults who want to stay digitally connected and independent
- Small business owners who want to manage basic documentation themselves

No prior computer knowledge, typing speed, or technical background is required to enroll.