Training on
Computer Course (Basic)

CHRS
Complete Human Resource Solutions

**Duration
4 weeks**

Training ObjectivesT

The purpose of this course is to enhance the computer proficiency and operation skills of the students. The course is completely based on professional assignments. All the students have to complete these assignments with the help of which they will be learning basic computer understanding.

Targeted Audience

This course is designed for the youth who want to learn computer from basic to advance level.

Course Content

List of course content is listed below

- Introduction to computer science
- Computer basic concept (software, hardware)
- Use of MS Office 2007 (MS Word, MS Excel, MS Power Point, MS OutLook)
- Internet Browsing and using Email options
- Typing
- Installation of windows and other programs in computer

Expected Outcomes

Participants will be able to

- Comprehend the basic concept of computer science
- Use MS Office 2007 proficiently
- Type with best speed
- Use internet search engines to search best results and use email accounts
- Install windows and other programs in computer from external sources i.e. CDs etc