



SIT INTERNATIONAL
EDUCATE, EMPOWER, ELEVATE

SIT INTERNATIONALTM

SMARTBTR INSTITUTE OF TECHNOLOGY INTERNATIONAL



GOSSAIGAON, KOKRAJHAR BTR ASSAM



+91-8472843238

Course Title: Basic Computer and IT Fundamentals

Course Duration: 12 months

Course Fees: INR. 6,000.

Eligibility: 8 Passed

Month 1 : Computer Basics

- What is a Computer?
- History & Generations of Computers
- Types of Computers
- Components of a Computer System (Hardware & Software)
- Input, Output, and Storage Devices
- What is Hardware? Types (Input, Output, Storage)
- What is Software? System Software vs Application Software
- Examples of Operating Systems (Windows, Linux)
- Introduction to Device Drivers

Month 2 : Operating System

- Introduction to Windows Operating System
- Desktop, Taskbar, Start Menu, Icons
- Creating, Renaming, Moving, Deleting Files and Folders
- Installing and Uninstalling Programs
- Control Panel and System Settings

Month 3 : IT Fundamentals

- Understanding hardware and software
- Input, output, and storage devices
- Number systems and binary basics
- Understanding system architecture and networking concepts
- IT trends and emerging technologies

Month 4 : Internet & Email

- What is the Internet?
- Browsers and Search Engines (Google, Bing)
- Creating and Managing Email (Gmail, Outlook)
- Email Etiquette
- Downloading and Uploading Files

Month 5 : Microsoft Office

- MS Word / Writer
 - Creating, Saving, Formatting Documents
 - Inserting Tables, Images, Page Layouts
- MS Excel / Calc
 - Basics of Spreadsheets
 - Formulas & Functions
 - Charts and Tables
- MS PowerPoint / Impress
 - Creating Presentations
 - Using Slides, Themes, Animations

Month 6 : Graphic Designing

- Basics of design principles and color theory
- Introduction to graphic design tools (e.g., Canva, Photoshop, GIMP)
- Creating posters, banners, brochures, and social media content
- Hands-on mini projects

Month 7 : Web Development & Programming Languages

- Basics of HTML, CSS, and JavaScript
- Introduction to website structure and design
- Introduction to simple scripting (Python or JavaScript)
- Creating a basic static website

Month 8 : Cyber Security Basics & Safe Practices

- Creating strong passwords
- Identifying phishing or scam messages
- Government data privacy guidelines
- Digital ethics in public service

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Month 9 : Practical Projects & Assessment

- Mini projects based on previous modules
- Individual and group tasks
- Practical assessments and presentations
- Peer reviews and instructor feedback

Month 11 : Computer Hardware & Troubleshooting

- Comprehensive Exam (Theory + Practical)
- Mock Interviews
- Personality Development & Public Speaking
- CV Writing
- Job Portal Registration (Naukri, LinkedIn, etc.)

Month 10 : Computer Typing & Office Skills

- Speed typing practice using tools
- Accuracy and formatting in documents
- Official communication (emails, memos, reports)
- Office etiquette and documentation

Month 12 : Final Project + Soft Skills & Career Guidance

- Capstone project combining learned skills
- Resume writing, interview preparation
- Communication and teamwork
- Career pathways in IT and computer science
- Freelancing and entrepreneurship basics



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**Contact Us For
More Info**



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