



## Course Outline: Computer Skills 101

(Structured for SSC Examinees and Above)

Course by: IT Business Incubator, CUET

Collaborating Partner: Diligite Ltd.

### Course Summary

No	Subject	Comments
01	Course Name	Computer Skills 101
02	Course Duration	45 Hours (5 Weeks, 1 Month)
03	Pre-requisites	No prior technical knowledge required.
04	Lab Facilities	ITBI, CUET will provide.

### Eligibility Criteria

Students who appeared in SSC 2025 and Above

### Schedule

#### Offline Batches:

Batch B1: Sun, Tues, Thu— 10 AM to 1 PM

Batch B3: Sat, Mon, Wed— 10 AM to 1 PM

#### Online Batches:

Batch B2: Sun, Tues, Thu— 2 PM to 5 PM

Batch B4: Sat, Mon, Wed— 2 PM to 5 PM

### Coordinator

**Professor Dr. M. Moshiul Hoque**

Director, IICT & IT Business Incubator, CUET

Former Dean, Faculty of Electrical & Computer Engineering, CUET

Chair, IEEE Bangladesh Section

### Trainers

**S. M. Fahim Faysal**

Assistant Professor,  
Department of MIE, CUET

**Munna Dhar**

IT Engineer, Diligite Ltd  
Trainer (Adjunct), ITBI CUET

**MD Ariful Islam**

Network & DevOps Engineer  
Trainer (Adjunct), ITBI CUET

**MD. Nisarul Islam**

Marketing Executive, Diligite Ltd.



## Training Objective

- Learn basic computer operations and MS Office tools
- Understand Google Workspace, Digital Literacy, and Cybersecurity
- Acquire basic design skills and build a professional social media presence
- Get exposure to IT Business Incubator activities to inspire entrepreneurial thinking
- Develop a strong foundation in programming concepts and practical tech skills for future learning

## Eligibility Criteria

- Students who appeared in SSC 2025 and Above

## Training Modules

Topics	Topics Covered	Duration	Intended Learning Outcomes
Basic Computer Operations	<ul style="list-style-type: none"><li>- Parts of a Computer &amp; Setup</li><li>- Operating System Basics</li><li>- File and Folder Management</li><li>- Keyboard Shortcuts &amp; Typing Practice</li></ul>	3 Hours	<ul style="list-style-type: none"><li>- Understand how a computer works</li><li>- Perform basic operations like opening, saving, and managing files</li><li>- Use keyboard efficiently</li></ul>
MS Office	<ul style="list-style-type: none"><li>- MS Word: Document Formatting</li><li>- MS Excel: Basic Calculations &amp; Tables</li><li>- MS PowerPoint: Creating Presentations</li></ul>	9 Hours	<ul style="list-style-type: none"><li>- Create, format, and save Word documents</li><li>- Perform basic tasks in Excel</li><li>- Make presentations with slides</li></ul>



Google Workspace & Internet Use	<ul style="list-style-type: none"><li>- Gmail, Google Docs, Sheets, Drive</li><li>- Online Collaboration Tools</li><li>- Safe Internet Practices</li></ul>	3 Hours	<ul style="list-style-type: none"><li>- Use Google tools for study/work</li><li>- Collaborate online</li><li>- Practice safe browsing and email use</li></ul>
Fundamentals of C Programming ( HSC )	<ul style="list-style-type: none"><li>-What is Programming?</li><li>- Structure of a C Program</li><li>-Variables, Data Types</li><li>-Conditional Statements</li><li>-Looping, Nested Conditions</li><li>-Introduction to Functions</li></ul>	9 hours	<ul style="list-style-type: none"><li>-Write basic C programs</li><li>- Declare and use variables</li><li>- Loop Create &amp; and use simple functions</li></ul>
Smart Work with AI for Study & Career Development	<ul style="list-style-type: none"><li>- Introduction to AI and real-life uses</li><li>- How AI tools like ChatGPT, Grammarly, and Canva work</li><li>- Writing better prompts for AI</li><li>- Using AI for study help (writing, grammar, ideas)</li><li>- Using AI for CVs, job prep &amp; content promotion</li><li>- Ethics and responsible AI use</li></ul>	6 hours	<ul style="list-style-type: none"><li>- Understand AI basics and applications</li><li>- Use popular AI tools effectively</li><li>- Create content and promote using AI</li><li>- Apply AI in study and job preparation</li><li>- Practice ethical use of AI tools</li></ul>



Design & Social Media Basics	<ul style="list-style-type: none"><li>- Canva Introduction</li><li>- Basics of Color Theory in Design</li><li>- Poster, Banner, and CV Design</li><li>- Facebook &amp; LinkedIn Profile Setup</li><li>- Content Planning, Aesthetics &amp; Online Ethics</li></ul>	6 hours	<ul style="list-style-type: none"><li>- Design visually appealing graphics using Canva</li><li>- Understand color combinations and visual impact</li><li>- Build professional social media profiles</li><li>- Create and share ethical, engaging content</li></ul>
Digital Literacy & Cybersecurity	<ul style="list-style-type: none"><li>- What is Digital Literacy?</li><li>- Cyberbullying, Password Safety</li><li>- Online Scams &amp; Protection</li></ul>	6 hours	<ul style="list-style-type: none"><li>- Understand online safety</li><li>- Recognize and avoid cyber threats</li><li>- Build a responsible digital identity</li></ul>
Soft Skills Development	<ul style="list-style-type: none"><li>- Goal Setting &amp; Time Management</li><li>- Basic Networking Skills</li><li>- Personal Branding</li><li>- Growth Mindset &amp; Communication Tips</li></ul>	3 hours	<ul style="list-style-type: none"><li>- Set and manage personal goals</li><li>- Communicate confidently in group settings</li><li>- Build a positive personal brand</li><li>- Understand the basics of self-development</li></ul>

## Contact Information

### Diligite Ltd.

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