



## **Course Brochure: Basic Computer Skills**

(Structured for SSC Students, Beginners, and First-Time Computer Users )

**Course by: IT Business Incubator, CUET**

Chattogram-4349, Bangladesh.

Website: [itbi-cuet.com](http://itbi-cuet.com)

Last Updated: 23 June 2026

Collaborating Partner: Diligite Ltd.

### **Course Summary**

No	Subject	Details
01	Course Name	Basic Computer Skills
02	Course Duration	60 Hours (2 Months)
03	Pre-requisites	No prior technical knowledge required.
04	Lab Facilities	ITBI, CUET will provide.

### **Eligibility Criteria**

Students who appeared in SSC 2026 and Above

### **Schedule**

#### **Offline Batches:**

B1: Sun, Tues, Thu— 10 AM to 1 PM

B3: Sat, Mon, Wed— 10 AM to 1 PM

B2: Sun, Tues, Thu— 2 PM to 5 PM

B3: Sat, Mon, Wed— 10 PM to 1 PM

### **Coordinator**

**Professor Dr. M. Moshiul Hoque**

Director, IICT & IT Business Incubator, CUET

Former Dean, Faculty of Electrical & Computer Engineering, CUET

Former Chair, IEEE Bangladesh Section

### **Trainers**

**Md. Minhajul Islam**

R&D Engineer, Diligite Ltd.

**Munna Dhar**

IT Engineer, Diligite Ltd.

Trainer (Adjunct), ITBI CUET

**Kazi Rehenuma Nazia Upama**

Level 02 Seller, Fiverr.com

Digital Marketing Executive, Diligite Ltd.

**MD. Nisarul Islam**

Trainer, EDGE IICT-CUET, DST

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

## Course Modules

Module No	Module Name	Session No	Topics	Duration
01	Computer Fundamentals	01	Parts of a computer, Hardware and software, Operating system basics, File and folder management, Keyboard shortcuts, Typing practice	3
		02	Internet Basics, Web Browsing, Search Techniques, Email Creation & Management, Online Safety, Professional Email Etiquette, Typing practice	3
02	Microsoft Word	03	Interface Overview, Ribbon & Tabs, Creating Documents, Saving & Printing, Basic Editing, Fonts & Paragraph Formatting, Typing Practice	3
		04	Margins, Orientation, Page Size, Headers & Footers, Styles & Themes, Cover Pages, Typing Practice	3
		05	Tables, Bullets & Numbering, Multi-level Lists, Sorting Data, Document Structure, Typing Practice	3
		06	Table of Contents, Mail Merge, Official Letters, Reports, Meeting Minutes, Notices, Typing Practice	3
03	Microsoft Excel	07	Workbook & Worksheet, Data Entry, Cell Formatting, Spreadsheet Navigation,	3
		08	Formulas, Cell References, SUM, AVERAGE, COUNT, MAX, MIN, Percentage Calculations	3
		09	IF, IFS, COUNTIF, SUMIF, Text Functions, Data Validation	3
		10	Sorting, Filtering, Conditional Formatting, Charts & Graphs	3
		11	Attendance Sheet, GPA Calculation, Budget Tracker, Utility Bill Preparation, Office Reports	3

04	Google Workspace & Productivity Tools	12	Gmail, Google Drive, Google Docs, Google Sheets, Google Forms, Online Collaboration	3
		13	ChatGPT, Claude AI, NotebookLM, A I Research Tools, Prompt Writing, Ethical AI Usage	3
05	Programming Fundamentals	14	Programming Concepts, Algorithms, Flowcharts, Problem-Solving Techniques	3
		15	Structure of C Program, Variables, Data Types, Input & Output, Simple Programs, Google Workspace & Productivity Tools	3
		16	Operators, if-else Statements, Loop Concepts, Debugging Basics	3
06	Canva Design & Digital Skills	17	Canva Interface, Templates, Text, Images, Icons, Basic Design Principles	3
		18	Social Media Posts, Posters, Flyers, Certificates, Presentation Design	3
07	PowerPoint Fundamentals & Final Project	19	Creating Presentations, Slide Layouts, Themes & Templates, Text & Images, SmartArt, Basic Animations	3
		20	MS Word Project, Excel Project, Google Workspace Task, Canva Design, Presentation & Viva	3

**Contact Information**  
**Course Coordination Team**  
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