



# ***Computer Skill Development Programme***

***Organized by***  
**Skill Development Committee**

## **Common computer skills**

- Analytics
- Graphic design
- Spreadsheets
- Marketing automation
- Social media
- Microsoft Office
- Email communication
- Data visualization



**indeed**

**By**  
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(Basundhara Teachers' Training College, Muzaffarpur)

**DATE:** 15.02.2021 to 18.04.2021

**TIME:** 03:00 PM to 04:00 PM

**VENUE:** Basundhara Teachers' Training College, Sliout, Muzaffarpur

Sl.No.	Course outcomes	Objectives
1	Basic knowledge of using computer	Improve typing speed and accuracy to enhance productivity and efficiency when using computers.
2	To gain understanding of basic typing ,Tally, Internet suffering	Equip participants with essential computer skill needed for everyday tasks and professional use
3	Use of the knowledge to solve practical problems	Faster confidence in using computers and navigating original environments
4	Competence using word processing software	Teach effective use of web browser and search engine for information
5	Ability to create presentation of Microsoft power point, Google slides.	Ensure participants can manage email communication proficiency.
6	Effective use of web browsers for research and information gathering	Learn to use office productivity software like Microsoft Office or Google Workspace for creating documents, spreadsheets, and presentations.
7	Understanding of email communication including sending and receiving mail.	Learn to troubleshoot common computer issues and perform basic maintenance tasks to keep systems running smoothly.
8	Ability to diagnose and resolve computer issues	Understand the basics of digital security, including safe internet practices, password management, and recognizing online threats.
9	Skill in organizing, managing and backing files & folders.	
10	Completion of small projects and practical assignments that consolidate the skill learned during the courses	



**Coordinator**  
Skill Development Committee  
BTTC