

1. Introduction to computer 1 1 2 2. Introduction to Windows 2 - 6 3. Basic DOS Commands 2 - 4 4. Elements of Word Processing 4 2 10 5. Spreadsheets 4 2 10 6. Computer communication and internet 4 - 5 7. WWW and web browsers 2 - 3 8. E-mail 2 - 2 9. Making small presentation 4 - 8 Grand Total 25 5 50 Detailed Syllabus 1.

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