The Institute of Management & Entrepreneurship
TIME
Transforming Dreams Into Reality...!

Computer Literacy Program

Detailed Schedule				
Day	**Topic**	**Content to Teach**	**Practice Day**	**Exam Day**
1	Introduction to Computers	Overview of the course and computer basics		
2	Computer Hardware Basics	Parts of a PC (CPU, Monitor, Keyboard, Mouse)		
3	Internal Hardware Components	RAM, Hard Drive, Motherboard, Power Supply		
4	Peripheral Devices	Printers, Scanners, USB Devices		
5	Basic Software Overview	What is software? Difference between system and application		
6	Installing Software	How to install software (Step-by-step demonstration)		
7	Uninstalling Software	How to uninstall software (Step-by-step demonstration)		
8	Recommended Software	Overview of recommended software (e.g., VLC, GIMP, etc.)		
9	Introduction to MS Office	Overview of MS Office Suite		
10	MS Word Basics	Creating, saving, and formatting documents		
11	MS Word Advanced Features	Inserting images, tables, and using templates		
12	Practice Day: MS Word	Hands-on practice with MS Word	Yes	
13	MS PowerPoint Basics	Creating and designing presentations		
14	Advanced PowerPoint Features	Animations, transitions, and embedding multimedia		
15	Practice Day: MS PowerPoint	Hands-on practice with MS PowerPoint	Yes	
16	MS Excel Basics	Introduction to spreadsheets, data entry, and formulas		
17	Working with Functions and Charts	Basic functions (SUM, AVERAGE), creating charts		
18	Practice Day: MS Excel	Hands-on practice with MS Excel	Yes	
19	Review Day for All Topics	Review of hardware, software, and MS Office		
20	Practice Day: Comprehensive Review	Practice exercises covering all topics	Yes	
21	Exam Preparation	Tips and techniques for the exam		
22	Exam Day: Hardware and Software	Assessment on hardware and software concepts		Yes
23	Exam Day: MS Office	Assessment on MS Word, PowerPoint, and Excel		Yes

24	Feedback Session	Discuss exam results and areas for improvement		
25	Final Project: Create a Presentation	Students create a presentation on a chosen topic		
26	Presentation Day	Students present their final projects		