



COMPUTER LITERACY COURSE CERTIFICATE – ACADEMIAC

**(DESIGNED FOR BEGINNERS TO BUILD
PRACTICAL DIGITAL SKILLS)**

Acadmiac's Computer Literacy Course Certificate is a practical, beginner-friendly program that equips learners with essential computer skills. The course focuses on key aspects of modern computing including operating systems, productivity tools, internet usage, and basic digital safety, helping students become confident and competent with everyday digital tasks.

www.acadmiac.com



WHAT YOU WILL LEARN

- Core Learning Areas

The course is divided into eight structured modules with hands-on exercises:

1. Fundamentals of Computer Systems

- Basic concepts, components & functions
- Input, output, and storage devices
- Core computing terminology

2. Operating Systems & File Management

- Using Windows OS interfaces
- Managing files and folders
- System settings and control panel functions

3. Word Processing (MS Word)

- Document creation, editing & formatting
- Review and print/export techniques

4. Spreadsheet Operations (MS Excel)

- Data entry and formatting
- Basic formulas, charts & data organization

5. Presentation Skills (MS PowerPoint)

- Designing slides and visuals
- Transitions, animations & best presentation practices

6. Internet & Online Communication

- Browsing, search engines & email management
- Online etiquette and communication tools

7. Social Networking & e-Governance

- Using social platforms responsibly
- Digital services and online identity basics

8. Computer Maintenance & Data Security

- Software installation & basic maintenance
- Malware awareness, backups & data protection

LEARNING APPROACH

- Hands-On Practice: Every module includes practical lab tasks that build real-world skills.
- Module Assessments: Learners complete evaluations on practical and theoretical topics.
- Confidence Building: Focuses on real usage scenarios, not just theory.



COURSE STRUCTURE

Feature

Details

Duration

5 Weeks

Modules

8 Structured Lessons

Mode

On-Campus

Language

English

Certification

Yes (Awarded on successful completion)

Instructor

On-Campus Mr. Shubham Thakur – Computer Applications Educator

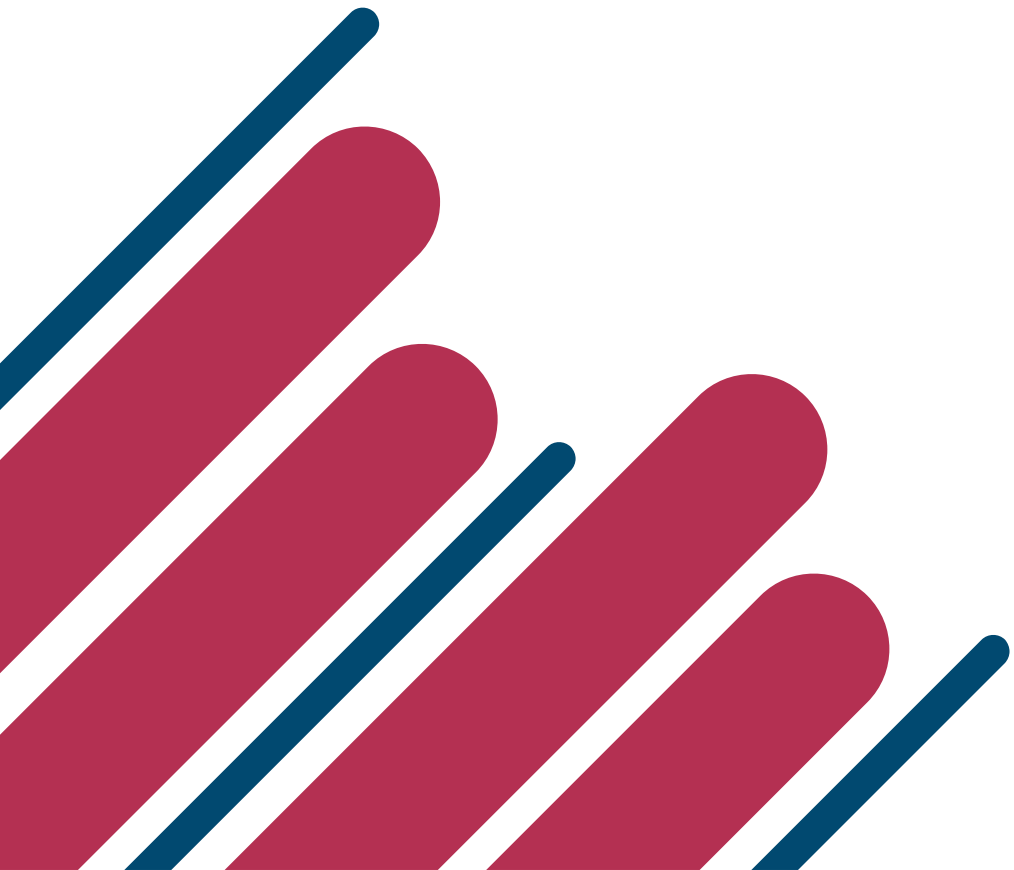
Course Fee

₹5,000 (discounted)

INSTRUCTOR PROFILE

Mr. Shubham Kumar Thakur

Experienced digital skills trainer specializing in foundational computer applications including operating systems, MS Office tools, internet usage, and system safety. Known for structured lessons and practical teaching methods that boost learner confidence.



CERTIFICATION BENEFITS

Upon successful completion, learners receive a verified Computer Literacy Certificate that demonstrates proficiency in:

- Computer basics and system operation
- Microsoft Office applications
- Internet and email usage
- Basic digital safety and maintenance

This certificate is ideal for students preparing for academic work, workplace readiness, and everyday digital needs.

WHO CAN JOIN?

This course is suitable for:

- **Beginners with minimal computer experience**
- **Students seeking practical digital skills**
- **Professionals needing fundamental IT knowledge**
- **Individuals preparing for digital-skill requirements in studies or work environments**

Get In Touch



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**THANK
YOU**

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