

Basic Computer Operation, Internet & Everyday Technology



Master Everyday Digital Skills for a Modern Workforce!

This 1-month course introduces you to fundamental computer operations, internet usage, and essential technology for daily tasks. Designed for beginners, this course will help you navigate the digital world with confidence.

Objective:

Equip workers with basic computer and internet skills, empowering them to perform everyday digital tasks efficiently and safely.

What You'll Learn

1. Introduction to Computers:

- Learn basic computer functions and operating systems.

- Navigate through the desktop and apps like Calculator and Notepad.
 - 2. Using the Internet:**
 - Connect to the internet via Wi-Fi or mobile data.
 - Understand how to use browsers like Google and Bing for searches.
 - 3. Basic Emailing:**
 - Create and manage an email account (Gmail/Yahoo).
 - Learn to send, receive, and organize emails.
 - 4. Social Media Awareness:**
 - Use platforms like Facebook and WhatsApp responsibly.
 - Understand privacy settings and how to avoid online scams.
 - 5. Essential Smartphone Operations:**
 - Manage contacts, calls, and important apps.
 - Utilize useful apps like translation tools and calculators.
 - 6. Everyday Useful Technologies:**
 - Learn to use online banking and mobile financial services like bKash.
 - Understand how to book tickets, make payments, and handle other online transactions.
 - 7. Safety in Technology Usage:**
 - Understand the basics of cybersecurity, including password protection.
 - Learn to avoid phishing scams and protect your digital footprint.
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Course Structure

- **Duration:** 1 Month (8 Classes, Weekly 2 Classes)
 - **Class Schedule:** 2 Hours per class
 - **Mode of Delivery:** Instructor-led, Classroom-based Training
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Who Should Enroll?

- Beginners looking to develop essential computer and internet skills
- Workers needing basic digital literacy for everyday tasks

- Individuals interested in using online services like banking and communication apps
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Benefits of the Course

- **Hands-On Learning:** Practical sessions with real-world scenarios.
 - **Expert Instructors:** Learn from experienced trainers.
 - **Certification:** Receive a certificate upon successful completion.
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Course Fee

5,000 BDT

Join us at Kaarigor and gain the digital skills you need for everyday life!