

Internship Course 1: Basic Computer with Hardware Knowledge and DTP

Duration: Hours: 120 Hours

Ideal For: Beginners aiming to learn core computer operations and DTP skills.

◆ **Module 1: Computer Basics (15 Hours)**

- Introduction to Computers
- Operating Systems (Windows basics)
- File management, folders, shortcuts
- Basic MS Office (Word, Excel, PowerPoint)

◆ **Module 2: Hardware & Maintenance (20 Hours)**

- Internal and External Computer Parts
- Assembling and Disassembling a PC
- Basic Troubleshooting & Maintenance

◆ **Module 3: Internet & Email (10 Hours)**

- Browsing, search engines
- Email account creation & usage
- Online safety and data handling

◆ **Module 4: Desktop Publishing (DTP) (55 Hours)**

- Introduction to DTP software (Photoshop, MS Office & Assamese DTP)
- Designing Brochures, Certificates, Posters
- Working with text & images
- Printing & Page Setup
- Final Project: Design a full-size brochure or poster

◆ **Module 5: Soft Skills & Career Guidance (10 Hours)**

- Resume writing
- Presentation basics
- Workplace communication