

Internship Course 2: Basic Computer with Hardware Knowledge and POS Training

Duration: Hours: 120 Hours

Ideal For: Students seeking retail and business tech knowledge

◆ **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: POS Training (55 Hours)**

- Introduction to Point-of-Sale (POS) systems
- Hands-on with POS software (billing, sales, inventory)
- Barcode Scanner, Receipt Printer
- GST Concepts & Basic Accounting
- Practical on Sales Entry & Inventory Reports
- Simulated Retail Billing Practice

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

- Customer interaction techniques
- Interview readiness
- Workplace ethics