The Chapter One

CG PSC Prelims Programme - Syllabus

Course code: DCA | Duration: 6 Months | Mode: Hybrid

Module 1: Computer Fundamentals (2 weeks)

1.1 Getting started

- Introduction and course overview
- Setting up your tools
- Core concepts

1.2 Working basics

- Everyday tasks
- Shortcuts and good habits
- Practice exercise

Module 2: MS Word & Excel (3 weeks)

2.1 Hands-on practice

- Guided lab session
- Common mistakes and fixes
- Mini assignment

2.2 Going further

- Intermediate techniques
- Real-world examples
- Weekly test

Module 3: Internet, Email & PowerPoint (4 weeks)

3.1 Planning the project

- Choosing a project
- Requirements and planning
- Review with mentor

3.2 Building & presenting

- Building the project
- Testing and improving
- Final presentation