

Government of the people's Republic of Bangladesh Affiliated

University of International Computer
Administration Foundation Bangladesh



**SYLLABUS FOR THE SHORT COURSE
ON
COMPUTER OFFICE APPLICATION**

Maintenance by

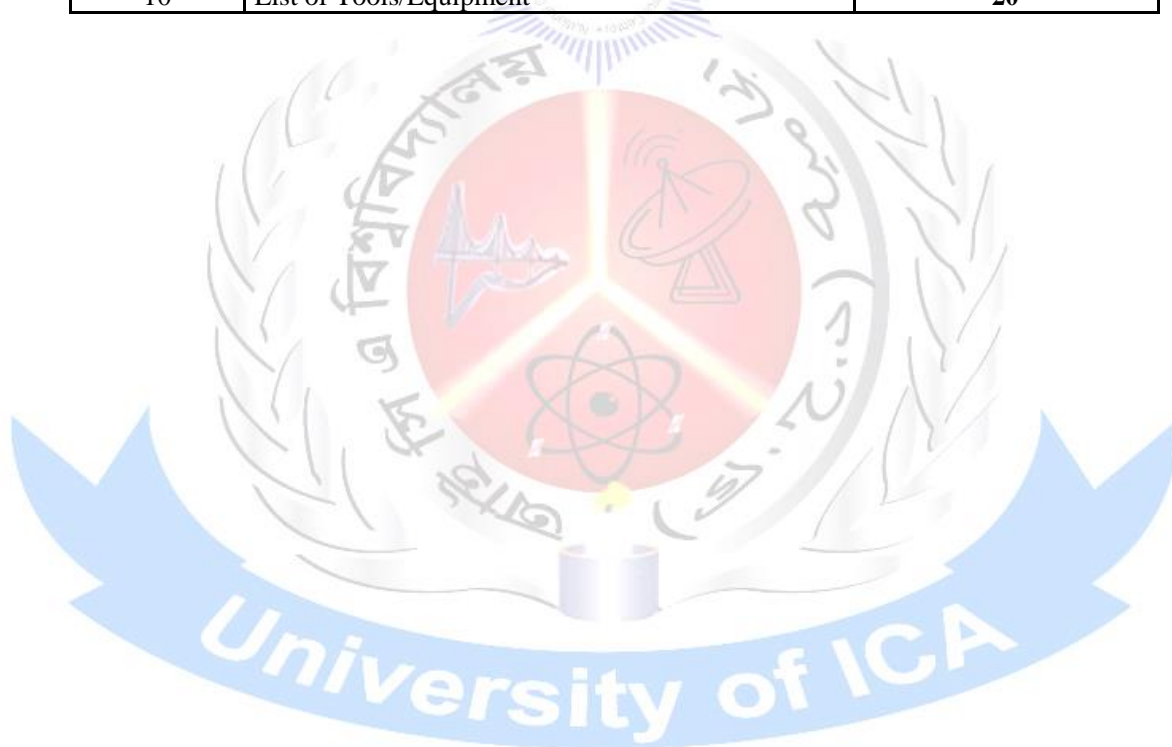
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Total Duration: 360 hours

Course Title: Computer Office Application

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Course Name: Computer Office Application

Introduction:

Computer Office Applications course provides a solid foundation in the basic and intermediate skills for working with computer system, Word Processor, Spreadsheet, PowerPoint, Database, Email and Internet basic applications. This course is ready to extend the knowledge and upgrade skill into some of the more specialized and advanced capabilities of basic operations in computing.

Objectives:

After completion of the course the students will be able to-

- Operate pc with windows operating system.
- Work with word processor
- Work with spreadsheet program
- Present a presentation using power point.
- Create, maintain and manipulate database.
- Work with Internet & Email Application.

Course Outline:

Name of Course	Duration of Course		Entry Qualification
Certificate in Computer Office Application	Total 360 hrs	5 days per week, Per day 3 hrs	Minimum Eight Pass.
	Theory & Practical = 300 hrs.	Theory = 60 Hours & Practical = 240 Hours	
	English = 60 hrs	Total = 3 hrs, per working day	

List of Competencies:

1. Develop Soft Skills to practise workplace communication.
 - a. Work with others, Team Environment and Lead Small Teams.
 - b. Demonstrate work values, Practice career professionalism and Develop & Practice Negotiation skills.
 - c. Practice manner and ethics.
2. Develop basic mathematical concept and techniques.
3. Practise Occupational health and Safety procedure.
4. Communicate in English
 - a. Increase vocabulary knowledge.
 - b. Practice Speaking & Listening in English.
 - c. Practice reading & Writing in English.
 - d. Conversation in English.

Common & Core Competencies – 300 Hours

SI No.	Unit/Module Title	Hours		
		Theory	Practical	Total
1	Overview of Computer and Operating System	9	6	15
2	Word Processing	15	63	78
3	Spreadsheet Analysis	12	36	48
4	Presentation Design and Delivery	7	56	63
5	Database Management	9	39	48
6	Email and Internet	8	40	48

Total	60	240	300
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Common & Core Competencies – 300 Hours

Overview of Computer and Operating System				
Sl. No.	Competencies	Hours		
		Theory	Practical	Total
01	<ul style="list-style-type: none"> • Describe the history of computer. • List different types of computer depending on data processing. • Classify computer depending on capability, size, speed, etc. 	1	0	3
	<ul style="list-style-type: none"> • Define Hardware. • List and Identify different parts of a Personal Computer and Laptop. • Plug in (connect) and out (disconnect) the external devices of computer. 	1	1	
02	<ul style="list-style-type: none"> • Define Software • Classify Software • State Firmware. • Describe the importance of system software • Describe Operating System(OS) • Define single user OS, multiple user OS, multitasking. • State application software. 	3	0	3
03	<ul style="list-style-type: none"> • List the types of Memory, • Identify primary and secondary memories, • Distinguish between RAM and ROM, • State Bit, Byte, Kilobyte, Megabyte, Gigabyte, and Terabyte. • Describe computer virus and anti-virus, computer security. 	3	0	3
04	<ul style="list-style-type: none"> • State desktop screen icon, icon-shortcut, file, folder/Directory • Describe file management • Describe windows explorer • Practice on Operating System Environment. • Select, open and close Desktop icons for navigation purposes. • Create / Rename a folder, Cut/Copy/Paste a File or Folder. • Run basic program/application. 	1	2	3
05	<ul style="list-style-type: none"> • Install and Uninstall basic application software. • Install and update Anti-Virus Software. • Define “Type Tutor” and the importance of systematic procedure and speed of typing. 	0	3	3
Word Processing				
06	Getting Started with Word <ul style="list-style-type: none"> • Exploring the Word window • Familiarization with Menu, Ribbon & Tools • Using Standard/Personalised Menus • Entering Text/Click and Type • Closing/Saving a Document • Using the Office Assistant 	1	1.5	3

	<ul style="list-style-type: none"> • Typing Practice with Type Tutor 	0	0.5	
07	Editing Document <ul style="list-style-type: none"> • Opening an Existing File • Navigating Through a Document • Scrolling Through/Inserting Text • Inserting Text in a Document • Selecting, Deleting and Restoring Text • Creating a Folder/Saving alternatively named files 	1	1.5	3
	<ul style="list-style-type: none"> • Typing Practice with Type Tutor 	0	0.5	
08	Using Templates and Wizards <ul style="list-style-type: none"> • Using a Word Template • Creating your own Template • Using a Wizard 	1	1	3
	<ul style="list-style-type: none"> • Typing Practice with Type Tutor 	0	1	
09	Formatting Text <ul style="list-style-type: none"> • Using the Formatting Toolbar • Aligning, Cutting, Pasting Text • Using Drag and Drop • Using Copy and Paste • Applying Styles • Creating a Paragraph Border, Adding Shading • Previewing/Printing a Document 	0.5	2	3
	<ul style="list-style-type: none"> • Typing Practice with Type Tutor 	0	0.5	
10	Formatting Text <ul style="list-style-type: none"> • Changing Page Margins • Inserting Page Breaks/Numbers • Formatting a Paragraph • Indenting Text • Changing, Setting and Clearing Tab settings • Creating/Customising Headers & Footers • Switching Page Orientation 	0.5	2	3
	<ul style="list-style-type: none"> • Typing Practice with Type Tutor 	0	0.5	
11	Using Automated Formatting <ul style="list-style-type: none"> • Setting AutoFormat Options • Adding Automatic Borders • Creating an Automatic Bulleted/Numbered List • Modifying an Automatic List • Applying Multiple Attributes with Format Painter • Creating/Inserting an AutoText Entry • Creating and Printing a Mailing List 	1	1.5	3
	<ul style="list-style-type: none"> • Typing Practice with Type Tutor 	0	0.5	
12	Using Editing and Proofing Tools <ul style="list-style-type: none"> • Checking Spelling in a Document • Checking for Grammatical Errors • Using the Thesaurus • Finding/Replacing Specific Text • Creating AutoCorrect Entries and Exceptions • Inserting Date & Time, Special Characters 	0.5	2	3
	<ul style="list-style-type: none"> • Typing Practice with Type Tutor 	0	0.5	

13	Working with Graphics <ul style="list-style-type: none"> • Inserting a Picture from a File/Clip Art Gallery • Resizing a Picture • Creating WordArt • Drawing a Shape 	0	3	3
14	Working with Columns <ul style="list-style-type: none"> • Creating Columns • Specifying Column Width • Inserting a Column Break • Inserting Vertical Lines Between Columns 	1	2	3
15	Working with Tables <ul style="list-style-type: none"> • Inserting a Table • Moving Around and Selecting Cells • Merging Table Cells • Inserting and Deleting Columns & Rows • Resizing a Table • Adding Shading to a Table • Modifying Table Borders 	0.5	2.5	3
16	Word and the Web <ul style="list-style-type: none"> • Inserting a Hyperlink to a Web Page • Sending a Document as an E-mail Message • Viewing a Document as a Web Page Preview • Saving a Word Document as a Web Page 	1	2	3
17	<ul style="list-style-type: none"> • Understand Bangla typing and its procedure. • Practice Bangla typing. 	0.5	2.5	3
18	<ul style="list-style-type: none"> • Bangla typing Practice. 	0	3	3
19	Advanced Paragraph & Picture Formats <ul style="list-style-type: none"> • Controlling Text Flow Options • Inserting Fields • Moving, Resizing and Deleting a Picture • Controlling Text Wrapping 	0.5	2.5	3
20	Advanced Document Formats <ul style="list-style-type: none"> • Creating New Styles • Using Existing Styles • Applying Styles • Updating and Deleting Styles • Finding and Replacing Styles/Style Formatting • Creating Alternating Footers • Creating a Different First Page Footer 	0.5	2.5	3
21	Working with Tables and Lists <ul style="list-style-type: none"> • Embedding and Modifying Worksheets • Linking Excel as a Table • Sorting Table Data • Sorting Lists and other Paragraphs 	0.5	2.5	3
22	Working with Charts <ul style="list-style-type: none"> • Creating a Chart • Modifying Charts • Importing Data into a Chart 	0.5	2.5	3

23	<p>Customising Word</p> <ul style="list-style-type: none"> • Moving and Organising Toolbars • Adding and Removing Toolbar Buttons • Creating a Custom Toolbar • Customising Menus • Customising Keyboard Shortcuts 	0	3	3
24	<p>Merging Documents for Mailing</p> <ul style="list-style-type: none"> • Understanding Mail Merge • Creating a Main Document • Creating a Data Source • Adding Merge Fields and Merging Documents • Sorting/Filtering Data Records • Merging Documents with Different Data Source • Generating Mailing Labels 	0.5	2.5	3
25	<p>Using Macros</p> <ul style="list-style-type: none"> • Recording a Macro • Assigning a Macro • Running a Macro • Editing a Macro • Copying a Macro • Renaming a Macro • Deleting a Macro 	1	2	3
26	<p>Creating Forms</p> <ul style="list-style-type: none"> • Adding Text, Drop-Down Form Fields • Adding Check Box Form Fields • Modifying and Protecting Form Fields • Testing and Password Protecting a Form Field 	0.5	2.5	3
27	<p>Working Collaboratively</p> <ul style="list-style-type: none"> • Tracking Changes • Accepting and Rejecting Changes • Adding Comments • Protecting a Document • Creating Multiple Document Versions 	0.5	2.5	3
28	<p>Working with Tables of Contents & Indexes</p> <ul style="list-style-type: none"> • Formatting and Compiling a Table of Contents • Updating a Table of Contents • Identifying Entries for an Index • Creating Cross-References in an Index • Formatting and Compiling an Index • Editing and Updating an Index 	0.5	2.5	3
29	<p>Long Document Formats</p> <ul style="list-style-type: none"> • Understanding/Inserting Footnotes and Endnotes • Locating Notes in a Document • Moving and Deleting Notes in a Document • Modifying and Deleting Notes • Modifying the Reference Mark Style • Creating and Using Bookmarks • Creating Master Documents and Subdocuments 	0.5	2.5	3
30	Use shortcut keys in MS Word.	0.5	2.5	3
31	Compose a sample document/application/Bio-data/CV in Bengali and English with formatting.	0.5	2.5	3

Spreadsheet Analysis				
32	Learning Worksheet Fundamentals <ul style="list-style-type: none"> • Creating Workbooks • Understanding MS Excel Window Environment • Selecting a Range of Cells • Entering Text/Numbers/Dates in a Worksheet • Entering a Range of Data • Editing Cell Contents • Moving Between Worksheets • Naming and Saving Workbooks • Opening Workbooks • Renaming Worksheets • Closing Workbooks and Quitting Excel 	1	2	3
33	Editing and Formatting Worksheets <ul style="list-style-type: none"> • Formatting Numbers • Adjusting the Size of Rows and Columns • Aligning Cell Contents • Creating and Applying Conditional Formats • Finding and Replacing Cell Content • Inserting and Deleting Cells/Rows/Columns • Cutting/Copying/Pasting/Clearing Cells • Using Additional Paste Features 	0.5	2.5	3
34	Formatting Cells <ul style="list-style-type: none"> • Formatting Text • Formatting Numbers as Currency • Using Format Painter • Adding Borders/Shading to Cells • Using AutoFormat • Creating and Applying Styles • Merging Cells 	0.5	2.5	3
35	Changing Print Options <ul style="list-style-type: none"> • Adding Headers and Footers • Changing Margins and Centering a Worksheet • Changing the Orientation and Scale • Adding and Deleting Page Breaks • Setting and Clearing a Print Area 	1	2	3
36	Rows/Columns/Worksheets/Workbooks <ul style="list-style-type: none"> • Magnifying and Shrinking a Worksheet on Screen • Hiding and Un-Hiding Rows and Columns • Freezing and Unfreezing Rows and Columns • Moving Between Worksheets in a Workbook • Adding and Deleting Worksheets in a Workbook • Creating a Three-Dimensional Formula • Linking Workbooks • <i>Sorting, filtering</i> 	1	2	3
37	Working with Charts <ul style="list-style-type: none"> • Creating Charts Using the Chart Wizard • Moving/Resizing/Deleting Charts • Modifying Chart Titles and Adding Axis Labels • Moving and Formatting Chart Elements 	1	2	3

	<ul style="list-style-type: none"> • Changing the Chart Type & Organising Source Data • Updating Data and Formatting the Axes • Adding Gridlines and Arrows • Previewing and Printing a Chart 			
38	<p>Performing Basic Calculations</p> <ul style="list-style-type: none"> • Building/Editing/Copying Formulas • Using the Sum Function and AutoSum • Using the Formula Palette • Using the Date Functions • Using Absolute and Relative Cell References • Using Basic Statistical Functions • Using Numbered Series and AutoFill <p>[Practice Mathematical Functions- Abs(), Sum(), SUMIF(), CEILING(), FLOOR(), MOD(), POWER()]</p>	1	2	3
39	<p>Using Basic Financial and Logical Functions</p> <ul style="list-style-type: none"> • Using the PMT Function to Forecast Loan Payments • Calculating Cumulative Interest • Computing Investment Value • Using the IF Function <p>[Ex. Financial Functions- DB(), FV(), PMT(), PV(), RATE(), IPMT(), ISPMT(), NPER(), NPV()]</p>	0.5	2.5	3
40	<p>Using Excel with the Internet</p> <ul style="list-style-type: none"> • Creating and Editing Hyperlinks • Saving Worksheets and Workbooks as Web Pages • Sending Workbooks via E-Mail 	1	2	3
41	<p>Manage and share workbooks</p> <ul style="list-style-type: none"> • Manage multiple workbooks <ul style="list-style-type: none"> ○ Modifying workbook templates ○ Managing workbook versions ○ Copying styles between templates ○ Copying macros between workbooks ○ Connecting to external data • Prepare workbooks for review <ul style="list-style-type: none"> ○ Tracking changes ○ Protecting workbooks for sharing • Manage workbook changes <ul style="list-style-type: none"> ○ Displaying all changes ○ Reviewing changes ○ Managing comments ○ Merging workbooks ○ Identifying errors ○ Troubleshooting by using tracing 	0.5	2.5	3
42	<p>Apply custom formats and layouts</p> <ul style="list-style-type: none"> • Apply custom data formats <ul style="list-style-type: none"> ○ Creating custom formats (number, time, date) ○ Using advanced Fill Series options • Apply advanced conditional formatting and filtering <ul style="list-style-type: none"> ○ Creating custom conditional formats ○ Using functions to format cells ○ Creating advanced filters 	1	2	3

	<ul style="list-style-type: none"> • Apply custom styles and templates <ul style="list-style-type: none"> ○ Creating custom templates ○ Creating and modifying cell styles ○ Creating custom color and font formats ○ Creating themes ○ Creating form fields 			
43	<p>Create advanced formulas</p> <ul style="list-style-type: none"> • Apply functions in formulas <ul style="list-style-type: none"> ○ Using nested functions ○ Using the IF, AND, and OR functions ○ Using the SUMIFS, AVERAGEIFS, and COUNTIFS functions ○ Using financial functions 	0.5	2.5	3
44	<ul style="list-style-type: none"> • Look up data by using functions <ul style="list-style-type: none"> ○ Using the VLOOKUP and HLOOKUP functions ○ Using the LOOKUP function ○ Using the TRANSPOSE function • Apply advanced date and time functions <ul style="list-style-type: none"> ○ Using the NOW and TODAY functions ○ Using functions to serialize dates and times • Create scenarios <ul style="list-style-type: none"> ○ Using what-if analysis tools ○ Using the Scenario Manager ○ Consolidating data 	0.5	2.5	3
45	<p>Create advanced charts and tables</p> <ul style="list-style-type: none"> • Create advanced chart elements <ul style="list-style-type: none"> ○ Adding trendlines to charts ○ Creating dual-axis charts ○ Creating custom chart templates • Create and manage PivotTables <ul style="list-style-type: none"> ○ Creating PivotTables ○ Modifying field selections and options ○ Creating slicers ○ Using PowerPivot • Create and manage PivotCharts <ul style="list-style-type: none"> ○ Creating PivotCharts ○ Manipulating options in existing PivotCharts ○ Applying styles to PivotCharts 	0.5	2.5	3
46	<p>Prepare a Scenario Report as per requirement. Create and run Macro whenever necessary.</p>	1	2	3
47	<p>Create a Tabulation Sheet for representing data through different types of charts.</p>	0.5	2.5	3
Presentation Design and Delivery				
48	<p>Create a Presentation</p> <ul style="list-style-type: none"> • Create a new presentation • Create a presentation based on a template • Import Word document outlines 	1	2	3

49	<p>Insert and Format Slides</p> <ul style="list-style-type: none"> • Insert specific slide layouts • Duplicate existing slides • Hide and unhide slides • Delete slides • Apply a different slide layout • Modify individual slide backgrounds • Inset slide headers, footers, and page numbers 	0.5	2.5	3
50	<p>Modify Slides, Handouts, and Notes</p> <ul style="list-style-type: none"> • Change the slide master theme or background • Modify slide master content • Create a slide layout • Modify a slide layout • Modify the handout master • Modify the notes master 	0	3	3
51	<p>Order and Group Slides</p> <ul style="list-style-type: none"> • Create sections • Modify slide order • Rename sections 	0	3	3
52	<p>Change Presentation Options and Views</p> <ul style="list-style-type: none"> • Change slide size • Change views of a presentation • Set file properties 	0.5	2.5	3
53	<p>Configure a Presentation for Print</p> <ul style="list-style-type: none"> • Print all or part of a presentation • Print notes pages • Print handouts • Print in color, grayscale, or black and white 	0.5	2.5	3
54	<p>Configure and Present a Slide Show</p> <ul style="list-style-type: none"> • Create custom slide shows • Configure slide show options • Rehearse slide show timing • Present a slide show by using Presenter View 	0	3	3
55	<p>Insert and Format Text</p> <ul style="list-style-type: none"> • Insert text on a slide • Apply formatting and styles to text • Apply WordArt styles to text • Format text in multiple columns • Create bulleted and numbered lists • Insert hyperlinks 	0.5	2.5	3
56	<p>Insert and Format Shapes and Text Boxes</p> <ul style="list-style-type: none"> • Insert or replace shapes • Insert text boxes • Resize shapes and text boxes • Format shapes and text boxes • Apply styles to shapes and text boxes 	0	3	3
57	<p>Insert and Format Images</p> <ul style="list-style-type: none"> • Insert images • Resize and crop images • Apply styles and effects 	0	3	3

58	Order and Group Objects <ul style="list-style-type: none"> • Order objects • Align objects • Group objects • Display alignment tools 	0.5	2.5	3
59	Insert and Format Tables <ul style="list-style-type: none"> • Create a table • Insert and delete table rows and columns • Apply table styles • Import a table 	0.5	2.5	3
60	Insert and Format Charts <ul style="list-style-type: none"> • Create a chart • Import a chart • Change the Chart Type • Add a legend to a chart • Change the chart style of a chart 	0.5	2.5	3
61	Insert and Format SmartArt graphics <ul style="list-style-type: none"> • Create SmartArt graphics • Convert lists to SmartArt graphics • Add shapes to SmartArt graphics • Reorder shapes in SmartArt graphics • Change the color of SmartArt graphics 	0.5	2.5	3
62	Insert and Manage Media <ul style="list-style-type: none"> • Insert audio and video clips • Configure media playback options • Adjust media window size • Set the video start and stop time • Set media timing options 	0.5	2.5	3
63	Apply Slide Transitions <ul style="list-style-type: none"> • Insert slide transitions • Set transition effect options 	0.5	2.5	3
64	Animate Slide Content <ul style="list-style-type: none"> • Apply animations to objects • Apply animations to text • Set animation effect options • Set animation paths 	0	3	3
65	Set Timing for Transitions and Animations <ul style="list-style-type: none"> • Set transition effect duration • Configure transition start and finish options • Reorder animations on a slide 	0.5	2.5	3
66	Merge Content from Multiple Presentations <ul style="list-style-type: none"> • Inset slides from another presentation • Compare two presentations • Insert comments • Review comments 	0.5	2.5	3
67	Finalize Presentations <ul style="list-style-type: none"> • Protect a presentation • Inspect a presentation • Proof a presentation • Preserve presentation content • Export presentations to other formats 	0	3	3

68	Present a Slide Show.	0	3	3
Database Management				
69	<p>Understanding Databases</p> <ul style="list-style-type: none"> • Starting and Opening an Existing Database • Moving Around in Access • Understanding Datasheet View & Design View • Using the Mouse Pointer to Navigate • Using the Keyboard to Navigate 	1	2	3
70	<p>Creating Tables</p> <ul style="list-style-type: none"> • Creating a Database • Creating a Table Using the Wizard • Creating and Modifying a Table • Adding Fields to Tables • Adding and Editing Records • Printing Tables • Moving and Deleting Fields • Deleting Records 	0.5	2.5	3
71	<p>Working with Tables</p> <ul style="list-style-type: none"> • Formatting a Table • Modifying Field Properties • Sorting Records in a Table • Finding Records in a Table • Using Filters with a Table • Establishing Relationships Between Tables • Creating Subdatasheets • Importing Records From an External Source 	0.5	2.5	3
72	<p>Creating and Using Queries</p> <ul style="list-style-type: none"> • Creating and Running a Query • Specifying Criteria in a Query • Using Comparison Operators • Creating a Calculated Field • Creating a Multiple-Table Query • Printing a Query 	1	2	3
73	<p>Designing a Form</p> <ul style="list-style-type: none"> • Creating a Form Using AutoForm • Creating a Form Using the Form Wizard • Adding Controls to a Form • Modifying Control Properties • Resizing and Moving Controls • Entering Records into a Form • Creating Calculated Controls 	1	2	3
74	<p>Designing a Report</p> <ul style="list-style-type: none"> • Creating a Report Using AutoReport • Creating a Report Using Report Wizard • Adding a Control to a Report • Formatting a Report • Resizing and Moving Controls • Creating Calculated Controls • Previewing and Printing 	0.5	2.5	3

75	<p>Customising Tables</p> <ul style="list-style-type: none"> • Creating an Index • Normalising a Table • Setting a Default Data Entry Value • Creating, Modifying an Input Mask, Lookup Field • Defining a Data Validation Rule • Creating a Relationship 	0	3	3
76	<p>Creating Custom Queries</p> <ul style="list-style-type: none"> • Specifying Criteria in Multiple Fields • Modifying Query Properties • Applying Filters to a Query • Calculating Totals in a Query • Creating an Action, Parameter, Crosstab Query • Joining Tables in a Query • Creating Many-to-Many Queries • Testing and Debugging a Macro * 	0.5	2.5	3
77	<p>Customising Forms</p> <ul style="list-style-type: none"> • Creating a Form in Design View • Adding a List to a Form • Customising Form Sections • Inserting a Graphic • Modifying Control Properties • Creating a Subform, Switchboard 	0.5	2.5	3
78	<p>Customising Reports</p> <ul style="list-style-type: none"> • Creating and Modifying a Report • Adding Sections to a Report • Sorting and Grouping Report Data • Modifying Report Properties • Adding and Modifying Report Controls • Creating a Subreport • Synchronising Report Data 	0.5	2.5	3
79	<p>Using Databases on the Internet</p> <ul style="list-style-type: none"> • Creating a Hyperlink • Exporting a Form to HTML • Creating a Data Access Page • Grouping a Data Access Page • Sorting and Grouping Data on a Data Access Page 	0.5	2.5	3
80	<p>Automating Tasks</p> <ul style="list-style-type: none"> • Creating an AutoKeys Macro • Using Controls to Run a Macro • Assigning a Macro to an Event • Assigning a Macro to a Condition 	0.5	2.5	3
81	<p>Using Database Tools</p> <ul style="list-style-type: none"> • Setting, Modifying, Deleting a Database Password • Encrypting and Decrypting a Database • Replicating a Database • Splitting a Database • Converting a Database • Setting Start up Options 	0	3	3

82	Integrating Access with MS Applications <ul style="list-style-type: none"> • Creating a Graph • Exporting Data to Excel • Dragging Tables and Queries to Excel • Creating a Link 	0.5	2.5	3
83	Design and create a Basic Banking or similar System Database	1	2	3
84	Create a complete database with report of Student Result Processing System/Billing System/Inventory System etc.	0.5	2.5	3
Email and Internet				
85	<ul style="list-style-type: none"> • Establish online connection by using Modem, Dial-up or broadband Internet connection. • Browse and visit some popular websites. • Use the search engine for searching Information on the web. • Create an E-mail account (on gmail, yahoo, hotmail, etc.) for the first time. • Set-up an E-mail account first time using outlook. • Check, compose, send and reply of e-mail message. • Attach a file to an e-mail message and open an attached file. 	0.5	2.5	3
86	Customize Settings <ul style="list-style-type: none"> • Customize reply messages • Change text Formats for all outgoing messages • Customize the Navigation Pane • Configure reviews • Manage multiple accounts • Add an account 	0.5	2.5	3
87	Print and Save Information <ul style="list-style-type: none"> • Print message, calendar, contact, or task information • Save message attachments • Preview attachments • Save messages in alternate formats • Export messages to a data file 	0.5	2.5	3
88	Perform Search Operations in Outlook <ul style="list-style-type: none"> • Create new search folders • Search for items in messages, tasks, contacts, or calendars • Search by using advanced find • Search by folder 	0.5	2.5	3
89	Configure Mail Settings <ul style="list-style-type: none"> • Set fonts for new messages and responses • Create, assign, and modify signatures • Create and manage rules • Create automatic replies • Create messages by using Quick Parts • Configure junk e-mail and clutter settings 	0	3	3

90	<p>Create Messages</p> <ul style="list-style-type: none"> • Create a message • Add or remove message attachments • Add cc and bcc to messages • Add tracking and voting options • Forward and reply to messages • Request a delivery or read receipt • Redirect replies • Flag outgoing messages for follow up, importance, and sensitivity • Recall a message 	0.5	2.5	3
91	<p>Format a Message</p> <ul style="list-style-type: none"> • Format text • Insert hyperlinks • Apply themes and styles • Insert images • Add a signature to specific messages 	0	3	3
92	<p>Organize and Manage Messages</p> <ul style="list-style-type: none"> • Sort messages • Move messages between folders • Add new local folders • Apply categories • Clean up messages • Mark a message as read or unread • Flag received messages • Ignore messages • Sort messages by conversation • delete messages • automate repetitive tasks by using Quick Steps • Configure basic Auto Archive settings • Delegate access 	0.5	2.5	3
93	<p>Create and Manage Calendars</p> <ul style="list-style-type: none"> • Create and add calendars • Adjust viewing details for calendars • Modify calendar time zones • Delete calendars • Set calendar work times • Manage multiple calendars • Manage calendar groups • Display multiple calendars • Share calendars 	1	2	3
94	<p>Create Appointments, Meetings, and Events</p> <ul style="list-style-type: none"> • Create calendar items • Create recurring calendar items • Cancel calendar items • Create calendar items from messages • Set calendar item times • Setup meetings by using the scheduling assistant • Set free or busy status for calendar items • Schedule resources • Setup meeting location by using Room Finder 	0.5	2.5	3

95	Organize and Manage Appointments, Meetings, and Events <ul style="list-style-type: none"> • Set calendar item importance • Forward calendar items • Configure reminders • Add participants • Respond to invitations • Update individual or recurring calendar items • Share meeting notes • Categorize calendar items 	0.5	2.5	3
96	Create and Manage Notes and Tasks <ul style="list-style-type: none"> • Create and manage tasks • Create and organizing notes 	1	2	3
97	Create and Manage Contacts <ul style="list-style-type: none"> • Create a new contact • Delete contacts • Import contacts from external sources • Edit contact information • Attach an image to a contact • Add tags to contacts • Share contacts • Create and manage address books 	0.5	2.5	3
98	Create and Manage Contact Groups <ul style="list-style-type: none"> • Create new contact groups • Add contacts to existing contact groups • Add notes to a contact group • Update contacts within contact groups • Delete contact groups • Delete contact group members 	0.5	2.5	3
99	State Google Collaborate Tools (Docs, Sheets, Slides) <ul style="list-style-type: none"> • Share and collaborate • Print and Download (Export) 	0.5	2.5	3
100	State Google Collaborate Tools (Docs, Sheets, Slides) <ul style="list-style-type: none"> • Share and collaborate • Print and Download (Export) 	0.5	2.5	3
Total Hours		60	240	300

Job List :

1. Create a personal Bio-data both in Bangla & English using word processor.
2. Create a cover letter using word processor.
3. Create a catalogue and/or brochure using word processor.
4. Test formula in Spreadsheet (Ex. Pythagorean Formula).
5. Create a 12 Month Calendar using Spreadsheet.
6. Create an Annual Financial report using Spreadsheet.
7. Create and present an official presentation on yearly company progress.
8. Create and present a presentation using media for presenting a new idea.
9. Create an e-mail address and configure email client to use it.
10. Create and send an-email to your friends with an attachment.
11. Create a complete database system for student information system with entry form and generate basic report from it.

Contents: welqe⁻

a)(i) Basic Competencies – 30 hours

Period	Topics	Hours
1. Receive and Respond, Participate and Lead to workplace communication:		
1	a) Explain & follow routinely speaking & message in a workplace.	1
2	b) Follow routinely Speaking & message.	1
3	c) Perform work duties following written notices.	1
2. .work with others, Team Environment and Lead small Teams:		
3	a) Develop effective workplace relationship.	1.5
4	b) Contribute to work group activities.	1.5
3. Demonstrate work values, practice career professionalism and Develop & Practice Negotiation skills .		
5	a) Define the purpose of works.	1
	b) Apply work values/ethics.	1
7	c) Deal with ethical problems.	1
8	d) Maintain integrity of conduct in the workplace.	1
4. Practice housekeeping procedures, Firstaid on health and safety procedure and Solve problems related to work Activities:		
9	a) Sort and remove unnecessary items.	1
10	b) Arrange items.	1
11	c) Maintain work areas, Tools and Equipments.	1
12	d) Follow standardizes work process and procedures.	1
13	e) Perform work spontaneously.	1
14	a) Use Mathematical Concepts & Techniques and Use Relevant Technologies:	3
6. Personal Manner:		
15	a) Show good Manner.	2
16	b) Respect honorable person (Sir, Senior, Trainees).	2
17	c) Cooperate & Thinking to each and other about practical works.	2
18	d) Maintain sequence in practical works.	2
19	e) Own Responsibility & Duties of practical works.	2
20	f) Observation of all practical works.	2

a) (ii) Communicative English - 30 hours (Practical)

a) Interpret the meaning of given words (by the teachers) - Vocabulary.

b) Speaking on a specific Situation.

c) Public speaking.

d) Exchanging views with target persons.

e) Introducing one self.

f) Describing & narrating events, places, objects etc.

Communicative English - 30 hours

Related Subject-10 hours and General Subject- 20 hours 1 hour/period

On the completion of this course trainees will be able to:

1. Speak in English with confidence
2. Communicate with target persons effectively.
3. Understand the speech of English users.
4. Achieve better professional performance.

No. of period	Tropics- Conversational Situation	hours
01	Speaking English – Getting Information & Finding one’s way	1
02	Speaking English – About Tools and Equipments	1
03	Speaking English – About meeting some one & participating in class.	1
04	Speaking English – Daily Activities & Asking About Activities	1
05	Speaking English – Evening Activities and about theoretical contents.	1
06	Speaking English – Meeting at the Train station & Asking Question at the Train station.	1
07	Speaking English – Meeting at the Airport & Getting information at the Airport’s	1
08	Speaking English – About different type of Measuring Tools and Cutting Tools	1
09	Speaking English – Getting to the Hotel & Asking direction.	1
10	Speaking English – Asking about Buses & Traveling by bus.	1
11	Speaking English - About Practical Class.	1
12	Speaking English – Going by Taxi and Asking the time.	1
13	Speaking English – Arriving early or late and Time and the calendar.	1
14	Speaking English – Living in an Apartment.	1
15	Speaking English – Using the Telephone.	1
16	Speaking English – Getting help in stores and talking about shopping.	1
17	Speaking English – Sending and Receiving Letters.	1
18	Speaking English – Talking about the Weather & Trips and sight seeing.	1
19	Speaking English – Talking about Eating & Dinner Conversation.	1
20	Speaking English – About Machines and Materials.	1
21	Speaking English – Common Health problem and Quitting & Finding Jobs.	1
22	Speaking English – Office Details and Office Conversation.	1
23	Speaking English – About Practical Job.	1
24	Speaking English – On a specific situation & Public speaking.	1
25	Speaking English – About Exchanging view with a Persons & Introducing oneself.	1
26	Speaking English – Describing and Narrating events, place, Objects etc.	1
27	Speaking English – About different type of computer, operating system, system and operating software, add remove software, DBM, Email and internet.	4

Practical:

1. Speaking on a specific Situation.
2. Public Speaking.
3. Exchanging views with target persons.
4. Introducing one self.
5. Describing & Narrating events, places, objects etc.
6. Producing the meaning of given words (by the teachers)-Vocabulary.
7. Prepared speech.

Entry Qualification:

Minimum Class Eight Pass.

Employment opportunities:

1. Government Services,
2. Semi Government Services,
3. Corporation,
4. Private sectors,
5. NGO's
6. Abroad,
7. Self-employment.

Training Facilities for each group of 20 students:

Physical facilities	Size(in ft)	Area (in Sq. ft)
Class Room cum Laboratory	15X 20	300
Office Room cum Library	15X20	300
Wash room	4X7	28

List of Equipment Required

Tools	Quantity
Personal Computer System and Accessories	20
Server PC / Trainer PC	01
Scanner	02
Printer	02
Projector	01
UPS/IPS/Generator (Uninterrupted Power backup System)	For 21PC
Switch (24 port)	01
Software DVD Included but not limited to Type Tutor, Bijoy, Winrar, MS Office, Open Office, Avro, Acrobat/Foxit reader, Windows OS, Anti-virus, Browsers.	20 (or as required)
Internet Connection	01 (Broadband/Modem/Dial up)
First Aid Kit	01