



University of Global Village (UGV), Barishal
Institutional Quality Assurance Cell (IQAC)



Skill Based Course Content				Total Hours:	40
Skill Code:	SCSE 101	Skill name:	Computer Operation Course	Credit:	2
Designed By	Md Tariku Islam			Total Class:	20
Class	Skill Title	Skill Details		Total Practice Hour	Total Class Hour
Class-1	English Typewriting:	<ul style="list-style-type: none">• Typing meaningful words 25 per minute ✓		40	2
Class-2	Bangla Typewriting:	<ul style="list-style-type: none">• Typing meaningful words 20 per minute		50	2
Class-3	MS Word 01: Module 1: Text Basics and Editing Text:	<ul style="list-style-type: none">• Typing the text ✓• Alignment of text ✓• Cut, Copy, Paste, Select All, Clear ✓• Find & Replace ✓		5	2
	Module 2: Text Formatting and saving file:	<ul style="list-style-type: none">• New, Open, Close, Save, Save As ✓• Formatting Text: Font Size, Font Style ✓• Font Color, Use the Bold, Italic, and Underline ✓• Change the Text Case ✓• Line spacing, Paragraph spacing ✓• Shading text and paragraph ✓• Working with Tabs and Indents ✓		5	
	Module 3: Working with Objects:	<ul style="list-style-type: none">• Shapes, Clipart and Picture, --- Transparency• Word Art, Smart Art• Columns and Orderings - To Add Columns to a Document• Change the Order of Objects• Page Number, Date & Time• Inserting Textboxes• Inserting Word art• Inserting symbols• Inserting Chart			



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Class-4	Module 4: Header & Footers:	<ul style="list-style-type: none">• Inserting Custom Header and Footer• Inserting objects in the header and footer• Add section break to a document	5	2
	Module 5: Working with bullets and numbered lists:	<ul style="list-style-type: none">• Multilevel numbering and Bulleting• Creating List• Customizing List style• Page bordering• Page background	5	
Class-5	MS Word Basic 02: Module 6: Tables:	<ul style="list-style-type: none">• Using Build-in Styles,• Modifying Styles• Creating Styles, Creating a list style• Table of contents and references• Adding internal references• Adding a Footnote• Adding Endnote	5	2
	Module 7: Styles and Content:	<ul style="list-style-type: none">• Working with Tables, Table Formatting• Table Styles• Alignment option• Merge and split option	5	
Class-6	Module 8: Merging Documents:	<ul style="list-style-type: none">• Typing new address list• Importing address list from Excel file• Write and insert field• Merging with outlook contact• Preview Result• Merging to envelopes• Merging to label• Setting rules for merges• Finish & Merge options	5	2



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Class-7	Module 9: Sharing and Maintaining Document:	<ul style="list-style-type: none"> • Changing Word Options • Changing the Proofing Tools • Managing Templates • Restricting Document Access • Using Protected View • Working with Templates • Managing Templates • Understanding building blocks 	5	2
Class-8	Module 10: Proofing the document:	<ul style="list-style-type: none"> • Check Spelling as You Type. • Mark Grammar Errors as You Type. • Setting AutoCorrect Options 	5	2
	Module 11: Printing	<ul style="list-style-type: none"> • Page Setup, Setting margins • Print Preview, Print 	5	
Class-9	MS Excel Basic 01: Module 1: Introduction to Excel:	<ul style="list-style-type: none"> • Introduction to Excel interface • Understanding rows and columns, Naming Cells • Working with excel workbook and sheets 	5	2
	Module 2: Formatting excels workbook:	<ul style="list-style-type: none"> • New, Open, Close, Save, Save As • Formatting Text: Font Size, Font Style • Font Color, Use the Bold, Italic, and Underline • Wrap text, Merge and Centre • Currency, Accounting and other formats • Modifying Columns, Rows & Cells 	5	
Class-10	Module 3: Perform Calculations with Functions:	<ul style="list-style-type: none"> • Creating Simple Formulas • Setting 3 your own formula • Date and Time Functions, Financial Functions • Logical Functions, Lookup, and Reference • Functions Mathematical Functions • Statistical Functions, • Text Functions. 	5	2



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Class-11	Module 4: Sort and Filter Data with Excel:	<ul style="list-style-type: none">• Sort and filter data• Using number filter, Text filter• Custom filtering• Removing filters from columns• Conditional formatting	5	2
Class-12	Module 5: Create Effective Charts to Present Data Visually:	<ul style="list-style-type: none">• Inserting Column, Pie chart etc.• Create an effective chart with Chart Tool• Design, Format, and Layout options• Adding chart title• Changing layouts• Chart styles• Editing chart data range• Editing data series• Changing chart	5	2
Class-13	MS Excel Basic 02: Module 6: Analyze Data Using PivotTables and Pivot Charts:	<ul style="list-style-type: none">• Understand PivotTables, Create a PivotTable• Framework Using the PivotTable and PivotChart• Create Pivot Chart from pivot Table.• Inserting slicer• Creating Calculated fields	5	2
Class-14	Module 7: Protecting and Sharing the workbook:	<ul style="list-style-type: none">• Protecting a workbook with a password• Allow user to edit ranges• Track changes• Working with Comments• Insert Excel Objects and Charts in Word Document and PowerPoint Presentation.	15	2
	Module 8: Use Macros to Automate Tasks:	<ul style="list-style-type: none">• Creating and Recording Macros• Assigning Macros to the work sheets• Saving Macro enabled workbook		



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	Module 9: Proofing and Printing:	<ul style="list-style-type: none">• Page setup, Setting print area, Print titles• Inserting Custom Header and Footer• Inserting objects in the header and footer• Page Setup, Setting margins, Print Preview, Print• Enable background error checking Setting AutoCorrect Options		
Class-15	MS Power Point 01: Module 1: Setting Up PowerPoint Environment:	<ul style="list-style-type: none">• New, Open, Close, Save, Save As• Typing the text, Alignment of text• Formatting Text: Font Size, Font Style Font Color, Use the Bold, Italic, and Underline Cut, Copy, Paste, Select All, Clear text• Find & Replace• Working with Tabs and Indents	5	2
	Module 2:Creating slides and applying themes	<ul style="list-style-type: none">• Inserting new slide• Changing layout of slides• Duplicating slides• Copying and pasting slide• Applying themes to the slide layout• Changing theme color• Slide background• Formatting slide background• Using slide views	5	
	Module 3: Working with bullets and numbering	<ul style="list-style-type: none">• Multilevel numbering and Bulleting• Creating List• Page bordering• Page background• Aligning text• Text directions• Columns option	5	



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	Module 4: Working with Objects	<ul style="list-style-type: none">• Shapes, Clipart and Picture, Word Art, Smart Art• Change the Order of Objects• Inserting slide header and footer• Inserting Textboxes• Inserting shapes, using quick styles• Inserting Word art• Inserting symbols• Inserting Chart	5	
	Module 5: Hyperlinks and Action Buttons	<ul style="list-style-type: none">• Inserting Hyperlinks and Action Buttons• Edit Hyperlinks and Action Button• Word Art and Shapes	5	
Class-16	MS PowerPoint 02: Module 6: Working With Movies and Sounds	<ul style="list-style-type: none">• Inserting Movie From a Computer File• Inserting Audio file• Audio Video playback and format options• Video options, Adjust options• Reshaping and bordering Video	3	2
	Module 7: Using SmartArt and Tables	<ul style="list-style-type: none">• Working with Tables, Table Formatting• Table Styles• Alignment option• Merge and split option	3	
	Module 8: Animation and Slide Transition	<ul style="list-style-type: none">• Default Animation, Custom Animation• Modify a Default or Custom Animation• Reorder Animation Using Transitions• Apply a Slide Transition, Modifying a• Transition, Advancing to the Next Slide	3	
Class-17	Module 9: Using slide Master	<ul style="list-style-type: none">• Using slide master• Inserting layout option• Creating custom layout• Inserting placeholders• Formatting placeholders	15	2



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	Module 10: Slide show option	<ul style="list-style-type: none"> • Start slide show • Start show from the current slide • Rehearse timing 		
	Module 11: Proofing and Printing	<ul style="list-style-type: none"> • Check Spelling As You Type • Setting AutoCorrect Options • Save as video • Save as JPEG files • Save as PowerPoint Show file • Print Preview, Print 		
Class-18	Internet & E-Mail	<ul style="list-style-type: none"> • What is Internet?, Receiving Incoming Messages • Sending Outgoing Messages, Email addressing • Email attachments, Browsing, Search engines • Text chatting, Job Searching • Downloading video and Music • Uploading Video or Music, Voice chatting, Webcam Chatting etc. • Introduction to Blogging 	15	2
Class-19	Google Applications Basic:	<ul style="list-style-type: none"> • Emails • Google Drive • Google Class Room • Docs • Sheet • Slides • Google Forms • Google Maps 	15	2
Class-20	Email:	<ul style="list-style-type: none"> • Professional Email writing • Email marketing • Email receiver control: CC, BCC • Multiple email address setup • General setting, Labels, Inbox, Accounts and Import, Filters and Blocked, Addresses Forwarding and POP/IMAP, • Email Signature 	15	2
Total Hours			284	40