03. Certificate in Computer Application & Office Management. (Duration 12 Months.)

Computer Application & Office Management	
Course Duration: 12 Months	
Module 1-2: Introduction to Computer Applications and Office Environment	

🕐	**Week 1-4: Computer Fundamentals**
🕐	Introduction to computer hardware and software
🕐	Operating system basics
🕐	File management and organization

🕐	**Week 5-8: Microsoft Office Suite Basics**
🕐	Word processing (Microsoft Word)
🕐	Spreadsheet basics (Microsoft Excel)
🕐	Creating presentations (Microsoft PowerPoint)

🕐	**Week 9-12: Office Management Essentials**
🕐	Communication skills in the workplace
🕐	Time management and organizational skills
🕐	Introduction to office protocols and etiquette

Module 3-4: Advanced Microsoft Office Applications

🕐	**Week 13-16: Advanced Word Processing**
🕐	Advanced document formatting and styles
🕐	Mail merge and automation
🕐	Collaboration features in Microsoft Word

🕐	**Week 17-20: Advanced Spreadsheet Techniques**
🕐	Advanced Excel functions and formulas
🕐	Data analysis using pivot tables and charts
🕐	Excel data validation and protection

🕐	**Week 21-24: Advanced Presentation Skills**
🕐	Multimedia and animations in PowerPoint
🕐	Creating interactive presentations
🕐	Design principles for effective communication

Module 5-6: Business Communication and Professional Development

🕐	**Week 25-28: Effective Business Writing**
🕐	Writing professional emails and memos
🕐	Business report writing
🕐	Communication strategies in a business environment

🕐	**Week 29-32: Professional Development Skills**
🕐	Resume writing and job search strategies
🕐	Interview skills and techniques
🕐	Networking and building a professional online presence

Module 7-8: Database Management and Record Keeping

🕐	**Week 33-36: Database Management**
🕐	Introduction to databases and data modeling

🕐	Structured Query Language (SQL)
🕐	Database administration basics

🕐 Week 37-40: Record Keeping and Information Management

🕐	Importance of record keeping
🕐	Electronic filing systems
🕐	Data security and privacy

Module 9-10: Project Management and Collaboration Tools

🕐 Week 41-44: Project Management Basics

🕐	Introduction to project management principles
🕐	Using project management tools (e.g., Trello, Asana)
🕐	Team collaboration and coordination

🕐 Week 45-48: Virtual Collaboration Tools

🕐	Introduction to virtual collaboration platforms
🕐	Online meetings and document collaboration
🕐	File-sharing and version control

Module 11-12: Office Technology Trends and Final Project

🕐 Week 49-52: Office Technology Trends

🕐	Overview of emerging technologies in the workplace
🕐	Automation and artificial intelligence in office tasks
🕐	Adaptation to remote work and flexible office setups

🕐 Week 53-56: Final Project and Presentation

🕐	Culminating project incorporating learned skills
🕐	Presentation of the final project
🕐	Feedback and evaluation

Assessment and Evaluation:

🕐	Continuous assessment through assignments and quizzes
🕐	Mid-term and final exams
🕐	Evaluation of project work and presentations
🕐	Participation and engagement in class activities