Company Logo

Information and Technology Institute

https://itechinstitute.org/

info@itechinstitute.org

01937003532

Advanced Computer Office Application

About This Training

This course is designed to develop **high-level office productivity skills**, combining Microsoft Office tools, data handling, communication, and basic automation. It prepares learners for **corporate, administrative, and freelancing environments**.

Duration & Structure

- **Duration:** 3 Months (12 Weeks)
- **Total Hours:** 72 Hours
- **Classes:** 5 Days/Week (1.5–2 Hours per day)
- **Mode:** Practical + Lab-Based + Assignments

Curriculum

#	Topic	Description

Information and Technology

1	**Computer Fundamentals & Smart Office Setup (Week 1)**	OS Basics (Windows Environment) File & Folder Management (Advanced) Typing Skills (English & Bangla) Cloud Storage (Google Drive, OneDrive) Internet Safety & Productivity Tools
2	**Microsoft Word – Professional Documentation (Week 2–3)**	Advanced Formatting & Layout Styles, Themes, Templates Mail Merge (Letters, Certificates, Envelopes) Table Design & Reports Official Document Creation (CV, Letter, Report)
3	**Microsoft Excel – Data & Financial Analysis (Week 4–6)**	Advanced Formulas (IF, VLOOKUP, XLOOKUP, INDEX) Data Validation & Conditional Formatting Pivot Tables & Charts Financial Sheets (Salary, Accounts, Inventory) Basic Dashboard Creation
4	**Microsoft PowerPoint – Professional Presentation (Week 7)**	Slide Design Principles Animation & Transitions Business Presentation Design Pitch Deck Creation
5	**Office Automation & Productivity Tools (Week 8–9)**	Google Workspace (Docs, Sheets, Forms) Email Writing & Management (Gmail/Outlook) Calendar & Meeting Tools (Zoom, Meet) AI Tools for Office (basic usage)
6	**Database & Office Management (Week 10)**	Introduction to Microsoft Access / Database Basics Data Entry System Design Office File Management System
7	**Graphic & Document Design Basics (Week 11)**	Basic Photoshop / Canva Office Banner, ID Card, Certificate Design PDF Editing & Conversion Tools
8	**Real Project & Job Preparation (Week 12)**	Real Office Simulation Project CV & Portfolio Building Interview Preparation Freelancing Basics (Fiverr/Upwork intro)

Information and Technology

Fees

Regular: Tk. 6,000.00

Current: **Tk. 3,000.00**

Company Information

Information and Technology Institute

Jashore, Bangladesh

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