Company Logo

Information and Technology Institute

https://itechinstitute.org/

info@itechinstitute.org

01937003532

Certificate in Computer Office Application

About This Training

The **Certificate in Computer Office Application** is a professional, job-oriented training program designed to develop practical computer skills required in modern offices, educational institutions, government organizations, banks, NGOs, and private companies.

This course enables learners to efficiently perform office-related tasks such as document preparation, data management, presentations, internet communication, and office administration using the latest software and digital tools. It is suitable for students, job seekers, professionals, entrepreneurs, and anyone who wants to improve their computer proficiency.

Curriculum

#	Topic	Description
1	**Introduction to Computer Fundamentals**	Introduction to Computer Hardware & Software Input & Output Devices Operating System Basics Computer Generations Types of Computers Number System Computer Ethics & Safety

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#	Topic	Description
2	**Windows Operating System**	Windows Interface Desktop Management File & Folder Management Control Panel User Accounts Installing & Uninstalling Software Keyboard Shortcuts System Settings Data Backup & Recovery
3	**Microsoft Word**	Word Interface Creating Documents Text Formatting Paragraph Formatting Page Setup Tables SmartArt Shapes Images Header & Footer Page Number Watermark Mail Merge Templates Printing Documents Practical Projects Official Letter Bio-data/CV Application Notice Office Memo Certificate Report Invoice
4	**Microsoft Excel**	Workbook & Worksheet Cell Formatting Formulas Functions Sorting & Filtering Conditional Formatting Charts & Graphs Data Validation Pivot Table (Basic) Printing Worksheets Important Functions SUM AVERAGE MAX MIN COUNT IF COUNTIF SUMIF VLOOKUP/XLOOKUP (Introduction) Practical Projects Salary Sheet Student Result Sheet Attendance Sheet Sales Report Budget Sheet Inventory Sheet
5	**Microsoft PowerPoint**	Presentation Basics Themes Slide Design SmartArt Images Audio & Video Animations Slide Transitions Presenter View Printing Slides Practical Projects Company Profile Business Presentation Academic Presentation Product Presentation
6	**Internet & Email**	Internet Basics Web Browsing Google Search Techniques Gmail Account Sending & Receiving Email Attachments Google Drive Google Docs Google Sheets Google Forms Google Meet Cloud Storage
7	**Bangla & English Typing**	English Typing Practice Bangla Typing (Bijoy) Bangla Typing (Avro) Unicode Typing Keyboard Shortcuts Typing Speed Improvement

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#	Topic	Description
8	**Office Management & Digital Skills**	Office Communication Business Email Writing Official File Management Online Forms PDF Creation & Editing Scanning Documents Digital Signature (Introduction) Office Productivity Tips
9	**Printing & Scanning**	Printer Setup Print Options Page Layout Scanner Operation PDF Scan Document Sharing
10	**Career Development**	Professional CV Writing Cover Letter Job Application Interview Preparation LinkedIn Profile Freelancing Basics Digital Workplace Skills
11	**Practical Assignments**	Students will complete real-world projects including: Office Letter Circular Notice Memo Salary Sheet Attendance Register Student Result Sheet Invoice Budget Plan Sales Report PowerPoint Presentation Professional CV Business Report Google Form Official Email Writing
12	**Assessment Method**	Assessment Method Weekly Practical Assignment Class Performance Mid-Term Practical Exam Final Practical Examination Viva (Optional) Project Evaluation

Fees

Regular: Tk. 8,000.00

Current: **Tk. 6,000.00**

Company Information

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