Syllabus

Unit -1] - Computer Basics/Fundamentals (5 Hours)

➤ Understanding computer hardware, software and operating systems.

Unit - 2] Typing Skills (5 Hours)

➤ Proficiency in typing and data entry with accuracy and speed.

Unit - 3] English Language (3 Hours)

➤ Good grasp of English grammar, vocabulary, and comprehension.

Unit- 4] Basic Mathematics (3Hours)

➤ Knowledge of basic arithmetic operations, percentages, ratio, and proportions.

Unit- 5] MS Office (5 Hours)

➤ Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook for data entry and office management

Unit- 6] Database Operations (5 Hours)

➤ Understanding of database concepts, data validation, and data organization.

Unit- 7] Data Management (9 Hours)

➤ Data analysis, Optimization of data, Validation of data and reporting and presentation of data.

Unit- 8] Internet and Email (3 Hours)

➤ Familiarity with internet browsing, online research and email communication.

Unit- 9] Data Security (7 Hours)

➤ Understanding of data protection, backup, and security measures.

HEAD
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Coordinator