According to Bangladesh Technical Education Board Syllabus



COMPUTER OFFICE APPLICATION



Total Duration: 70 hours

# Course Name: Computer Office Application

**Introduction:**

**Computer Office Applications course** provides a solid foundation in the basic and intermediate skills for working with computer system, Word Processor, Spread sheet, PowerPoint, Email and Internet basic applications, practices Google G-suite & concept on Freelancing. This course is ready to extend the knowledge and upgrade skill into some of the more specialized and advanced capabilities of basic operations in computing.

**Objectives:**

After completion of the course the students will be able to-
- Operate pc with windows operating system.
- Work with word processor
- Work with spread sheet program
- Present a presentation using power point.
- Work with Internet & Email Application.
- Work with Google G-suite
- Concept on Freelancing

**Entry Qualification:**

Minimum JSC or equivalent passes.

**Course Duration (70 hours):**

|   | Competencies | Hours | Total Hours |
|---|---|---|---|
| 1 | Core Competency (Sector based) | 70 | 70 |
| Class duration : 02 hours per day and 3 days per week, Total 12 weeks (for 3 months course) | | | |

**Core Competencies (70 Hours):**

| SL No. | Unit/Module Title | Hours | | | Number Of Classes |
|---|---|---|---|---|---|
| | | **Theory** | **Practical** | **Total** | |
| 1 | Overview of Computer and Operating System | 2 | 1 | 3 | 02 |
| 2 | Word Processing including Typing | 5 | 16 | 21 | 10 |
| 3 | Spread sheet Analysis | 4 | 12 | 16 | 08 |
| 4 | Presentation Design and Delivery | 2 | 8 | 10 | 05 |
| 5 | Email and Internet using | 2 | 4 | 6 | 03 |
| 6 | Google G-suite | 2 | 6 | 8 | 04 |
| 7 | Basics of Freelancing | 2 | 4 | 6 | 03 |
| | **Total** | **19** | **51** | **70** | **35** |

**Core Competencies (70 Hours) details:**

| Sl. No. | Competencies | Hours | | |
|---|---|---|---|---|
| | | Theory | Practical | Total |
| **1. Overview of Computer and Operating System** *(Number of Class: 2)* | | | | |
| 1.1 | • Describe the history of computer,<br>• Classify computer depending on capability, size, speed & generation etc.<br>• Define Hardware.<br>• List and demonstrate different parts of a Personal Computer and Laptop.<br>• Define Software & Firmware,<br>• Classify Software<br>• Describe Operating System(OS) and the importance of system software<br>• List the types of Memory,<br>• Demonstrate primary and secondary memories,<br>• Distinguish between RAM and ROM,<br>• State Bit, Byte, Kilobyte, Megabyte, Gigabyte, and Terabyte.<br>• Describe computer virus and anti-virus, computer security. | 1 | 0 | 1 |
| 1.2 | • State desktop screen icon, icon-shortcut, file, folder/Directory<br>• Describe file management & windows explorer<br>• Practice on Operating System Environment.<br>• Select, open and close Desktop icons for navigation purposes.<br>• Create / Rename a folder, Cut/Copy/Paste a File or Folder.<br>• Install and Uninstall basic application software.<br>• Install and update Anti-Virus Software. | 1 | 1 | 2 |

| | **Word Processing***(Number of Class: 10)* | | | |
|---|---|---|---|---|
| 2.1 | Getting Started with Word <br> • Exploring the Word window <br> • Familiarization with Menu, Ribbon & Tools <br> • Using Standard/Personalised Menus <br> • Typing Practice with Type Tutor | 1 | 2 | 2 |
| 2.2 | Editing Document <br> • Opening an Existing File <br> • Inserting Text in a Document <br> • Selecting, Deleting and Restoring Text <br> • Creating a Folder/Saving alternatively named files <br> • Typing Practice with Type Tutor <br> Formatting Text <br> • Using the Formatting Toolbar: Aligning, Cutting, Pasting Text, Drag and Drop, Copy and Paste, Applying Styles <br> • Creating a Paragraph Border, Adding Shading <br> • Previewing/Printing a Document <br> • Changing Page Margins <br> • Inserting Page Breaks/Numbers <br> • Formatting a Paragraph <br> • Indenting Text <br> • Changing, Setting and Clearing Tab settings <br> • Creating/Customising Headers & Footers <br> • Working with Columns <br> • Typing Practice with Type Tutor | 1 | 3 | 4 |
| 2.3 | Using Automated Formatting, Editing & Proofing Tools <br> • Setting AutoFormat Options <br> • Creating an Automatic Bulleted/Numbered List <br> • Creating and Printing a Mailing List <br> • Checking Spelling Grammatical Errors in a Document <br> • Finding/Replacing Specific Text <br> • Inserting Special Characters <br> • Typing Practice with Type Tutor <br> Working with Graphics & Tables <br> • Inserting a Picture from a File/Clip Art Gallery <br> • Creating WordArt & Drawing a Shape <br> • Inserting a Table <br> • Inserting and Deleting Columns & Rows <br> • Merging/split Table Cells <br> • Adding Shading to a Table <br> • Apply Text direction & Simple Formula | 1 | 3 | 4 |
| 2.4 | • Understand Bangla typing and its procedure. <br> • Practice Bangla typing. | 1 | 1 | 2 |
| 2.5 | Merging Documents for Mailing <br> • Creating a Main Document <br> • Creating a Data Source <br> • Adding Merge Fields and Merging Documents <br> • Generating Mailing Labels <br> • Practice Bangla typing. <br> Using Macros <br> • Recording, Assigning & Running a Macro | 1 | 3 | 4 |

| | | | | | |
|---|---|---|---|---|---|
| | • Editing, Renaming & Deleting a Macro<br>**Working with Tables of Contents & Indexes**<br>• Formatting and Compiling a Table of Contents<br>• Updating a Table of Contents<br>• Formatting and Compiling an Index<br>• Editing and Updating an Index<br>**Long Document Formats**<br>• Inserting Footnotes and Endnotes<br>• Modifying the Reference Mark Style<br>• Creating and Using Bookmarks<br>• Creating Master Documents and Subdocuments<br>• Practices with Review options | | | | |
| 2.6 | Use shortcut keys in MS Word.<br>• Create simple documents like application, Question Paper (Bangla, English, Math & Chemistry etc.), Prepare a Bio-data in Bengali and English with formatting. | 0 | 1 | 2 |

| 3. Spread sheet Analysis *(Number of Class: 8)* | | | | |
|---|---|---|---|---|
| 3.1 | Learning Worksheet Fundamentals<br>&bull; Creating Workbooks<br>&bull; Understanding MS Excel Window Environment<br>&bull; Editing Cell Contents<br>&bull; Moving Between Worksheets<br>&bull; Naming and Saving Workbooks<br>&bull; Opening Workbooks & Renaming Worksheets<br>&bull; Closing Workbooks and Quitting Excel<br><br>Editing and Formatting Worksheets<br>&bull; Formatting Numbers<br>&bull; Adjusting the Size of Rows and Columns<br>&bull; Aligning Cell Contents<br>&bull; Creating and Applying Conditional Formats<br>&bull; Finding and Replacing Cell Content<br>&bull; Inserting and Deleting Cells/Rows/Columns<br>&bull; Cutting/Copying/Pasting/Clearing Cells<br>&bull; Using Additional Paste Features | 1 | 3 | 4 |
| 3.2 | Formatting Cells<br>&bull; Formatting Text<br>&bull; Formatting Numbers as Currency<br>&bull; Using Format Painter<br>&bull; Adding Borders/Shading to Cells<br>&bull; Using AutoFormat<br>&bull; Creating and Applying Styles<br>&bull; Merging Cells<br><br>Changing Print Options<br>&bull; Adding Headers and Footers<br>&bull; Changing the Orientation and Scale<br>&bull; Adding and Deleting Page Breaks<br>&bull; Setting and Clearing a Print Area<br><br>Rows/Columns/Worksheets/Workbooks<br>&bull; Magnifying and Shrinking a Worksheet on Screen<br>&bull; Hiding and Un-Hiding Rows and Columns<br>&bull; Freezing and Unfreezing Rows and Columns<br>&bull; Data Sorting & filtering | 1 | 2 | 3 |
| 3.3 | Working with Charts<br>&bull; Creating Charts Using the Chart Wizard<br>&bull; Moving/Resizing/Deleting Charts<br>&bull; Modifying Chart Titles and Adding Axis Labels<br>&bull; Moving and Formatting Chart Elements<br>&bull; Changing the Chart Type & Organizing Source Data<br>&bull; Updating Data and Formatting the Axes<br>&bull; Adding Gridlines and Arrows<br>&bull; Previewing and Printing a Chart | 1 | 2 | 3 |

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|---|---|---|---|---|
| 3.4 | Performing Basic Calculations<br>• Building/Editing/Copying Formulas<br>• Practice Mathematical Functions- Abs(), Sum(), SUMIF(), CEILING(), FLOOR(), MOD(), POWER() etc.<br>Using Basic Financial Functions<br>• Using the PMT Function to Forecast Loan Payments<br>• Practice Financial Functions- DB(), FV(), PMT(), PV(), RATE(), IPMT(), ISPMT(), NPER(), NPV() etc.<br>Create advanced formulas<br>• Using the IF, AND, and OR functions<br>Using the SUMIFS, AVERAGEIFS, and COUNTIFS functions | 1 | 3 | 4 |
| 3.5 | Create advanced charts and tables<br>• Create advanced chart elements<br>• Create and manage PivotTables<br>• Create and manage PivotCharts<br>• Create a Tabulation Sheet for representing data through different types of charts.<br>• Create a standard Salary sheet, Generate Electric Bill etc. | 0 | 2 | 2 |

| 4. Presentation Design and Delivery *(Number of Class: 5)* | | | | | |
|---|---|---|---|---|---|
| 4.1 | Create a Presentation<br>• Create a new presentation<br>• Create a presentation based on a template<br>• Import Word document outlines<br>Insert and Format Slides<br>• Insert specific slide layouts<br>• Duplicate existing slides<br>• Apply a different slide layout<br>• Modify individual slide backgrounds<br>• Inset slide headers, footers, and page numbers<br>Change Presentation Options and Views<br>• Change slide size<br>• Change views of a presentation<br>• Set file properties | 1 | 1 | 2 |
| 4.2 | Configure a Presentation for Print<br>• Print all or part of a presentation<br>• Print notes pages<br>• Print handouts<br>• Print in color, grayscale, or black and white<br>Configure and Present a Slide Show<br>• Create custom slide shows<br>• Configure slide show options<br>• Rehearse slide show timing<br>• Present a slide show by using Presenter View | 1 | 1 | 2 |
| 4.3 | Insert and Format Text<br>• Insert text on a slide<br>• Apply formatting and styles to text<br>• Apply WordArt styles to text<br>• Format text in multiple columns<br>• Create bulleted and numbered lists<br>• Insert hyperlinks<br><br>Insert and Format Images<br>• Insert images<br>• Resize and crop images<br>• Apply styles and effects<br>Insert and Format Charts<br>• Create a chart<br>• Import a chart<br>• Change the Chart Type<br>• Add a legend to a chart<br>• Change the chart style of a chart<br><br>Insert and Format SmartArt graphics<br>• Create SmartArt graphics<br>• Convert lists to SmartArt graphics<br>• Add shapes to SmartArt graphics<br>• Reorder shapes in SmartArt graphics<br>• Change the color of SmartArt graphics | 0 | 2 | 2 |

| 4.4 | Insert and Manage Media<br>   • Insert audio and video clips<br>   • Configure media playback options<br>   • Adjust media window size<br>   • Set the video start and stop time<br>   • Set media timing options<br>Animate Slide Content<br>   • Apply animations to objects<br>   • Apply animations to text<br>   • Set animation effect options<br>   • Set animation paths<br>Set Timing for Transitions and Animations<br>   • Set transition effect duration<br>   • Configure transition start and finish options<br>   • Reorder animations on a slide | 0 | 2 | 2 |
|---|---|---|---|---|
| 4.5 | Finalize Presentations<br>   • Protect a presentation<br>   • Inspect a presentation<br>   • Proof a presentation<br>   • Preserve presentation content<br>   • Export presentations to other formats<br>   • Create a Slide Show presentation about your biographywithin 10 slides. | 0 | 2 | 2 |

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|---|---|---|---|---|
| **5. Email and Internet***(Number of Class: 3)* | | | | |
| 5.1 | <ul><li>Establish online connectivity.</li><li>Browse and visit some popular websites.</li><li>Use the search engine for searching Information on the web.</li><li>Create an E-mail account (on gmail, yahoo, hotmail, etc.).</li><li>Set-up an E-mail account first time using outlook.</li><li>Check, compose, send and reply of e-mail message.</li><li>Attach a file to an e-mail message and open an attached file.</li><li>Use CC & BCC.</li></ul>Customize Settings<ul><li>Customize reply messages</li><li>Change text Formats for all outgoing messages</li><li>Customize the Navigation Pane</li><li>Configure reviews</li><li>Manage multiple accounts</li><li>Add an account</li></ul> | 1 | 1 | 2 |
| 5.2 | Print and Save Information<ul><li>Print message, calendar, contact, or task information</li><li>Save message attachments</li><li>Preview attachments</li><li>Save messages in alternate formats</li><li>Export messages to a data file</li></ul>Perform Search Operations in Outlook<ul><li>Create new search folders</li><li>Search for items in messages, tasks, contacts, or calendars</li><li>Search by using advanced find</li><li>Search by folder</li></ul>Organize and Manage Messages<ul><li>Sort messages</li><li>Move messages between folders</li><li>Add new local folders</li><li>Apply categories</li><li>Clean up messages</li><li>Mark a message as read or unread</li><li>Flag received messages</li><li>Ignore messages</li><li>Sort messages by conversation</li><li>delete messages</li><li>automate repetitive tasks by using Quick Steps</li><li>Configure basic Auto Archive settings</li></ul> | 1 | 3 | 4 |

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| 6. Google G-suite*(Number of Class: 4)* | | | | |
|---|---|---|---|---|
| 6.1 | Manage Google Docs<br>• Create a gmail account<br>• Convert word file into Google docs<br>• Modify docs using tools of docs<br>• Share docs file with others<br>• Share a docs file with a web page<br>• Work in a docs file form different mails<br>Manage Google Sheet<br>• Convert Excel file into Google sheet<br>• Modify sheet using tools of Google sheet<br>• Share Google Sheet with others<br>• Share a Google sheet with a web page<br>• Create privacy in a Google sheet<br>• Use Basic formulas<br>• Practices with chart in a sheet<br>• Practices with import, export & download sheet | 1 | 3 | 4 |
| 7.3 | Manage Google Slides<br>• Create slides in Google Slides<br>• Import power point slides into Google slides<br>• Apply animation on Text & Image<br>• Setup time for slides<br>• Practices with slides show from Google slides.<br><br>Manage Google Calendars<br>• Create and add calendars<br>• Adjust viewing details for calendars<br>• Modify calendar time zones<br>• Set calendar work times<br>• Manage multiple calendars<br>• Create Appointments, Meetings, and Events | 1 | 3 | 4 |

| 8. Basics of Freelancing *(Number of Class: 3)* | | | | |
|---|---|---|---|---|
| 8.1 | **Branding**<br>• Understanding about Branding<br>• What are the importance of Personal Branding<br>• Techniques to showcase freelancing profiles<br>• Social Media Marketing: LinkedIn, Facebook, Twitter, Instagram etc<br><br>**Video Portfolio**<br>• Importance of a video portfolio for freelancing profiles<br>• Things to include in a Video Portfolio<br>• Platforms to create a video Portfolio<br>• Best practices for a video portfolio: Intro or Bio of yourself, Services you offer, Past Projects, Special<br>• offer for focused clients/ marketplace, Client'sfeedback, Conclusion<br><br>**Marketplace (Upwork)**<br>• Introduction<br>• Rules and Regulation<br>• Freelancer Programs: Eligibility & Perks<br>• Upwork Community<br>• Upwork agency<br>• Best practices for creating a stunning profile: Title, Skills, Overview, Portfolio, experience, certifications, education etc.<br>• Tips for Job selection in Upwork<br>• Submit a Proposal: Analyze client's requirements, Estimate price range and time duration for a job<br><br>**Marketplace (Freelancer)**<br>• Introduction<br>• Rules and Regulation<br>• Freelancer Programs: Eligibility & Perks<br>• Best practices for creating a stunning profile: Title, Skills, Overview, Portfolio, experience, certifications, education etc.<br>• Tips for Job selection in Freelancer<br>• Submit a Proposal: Analyze client's requirements, Estimate price range and time duration for a job | 1 | 2 | 3 |

| | | | | |
|---|---|---|---|---|
| 8.4 | **Marketplace (Fiverr)**<br><br>• Introduction to Fiverr (How it works, seller level system, payment method etc.)<br>• Rules and Regulation<br>• Fiverr Forum<br>• Techniques for creating a great profile: Title, Overview, Skills & other sections<br>• Best practices for creating a stunning Fiverr GIG: Title, Portfolio/Video portfolio, Gig description & packages, Tags, FAQs<br><br>**Fiverr Gig Review, Buyer Request & Custom Offers**<br><br>• Title<br>• Gig video & Portfolio<br>• Category selection<br>• Description<br>• Packages & Pricing<br>• Tags<br>• FAQs<br>• Buyer requests: Submit offers, What to write, Estimate price range and time duration, Replying to buyer's messages<br>Custom offers: Create a custom offer, Estimate price range and time duration | 1 | 2 | 3 |