

TRAINING CONTENTS

Session	Name of the Topics	Contact Hour
Session 01	Introduction to Computers: <ul style="list-style-type: none"> ● Overview of computers and their importance ● History and evolution of computers ● Basic computer components: hardware and software Practical: Identifying computer parts and assembling/disassembling a desktop computer	3
Session 02	Operating Systems: <ul style="list-style-type: none"> ● Types of operating systems (OS) ● Functions of an OS ● Introduction to Windows, macOS, and Linux Practical: Different OS installation and interfaces .	3
Session 3	File Management: <ul style="list-style-type: none"> ● Understanding file systems and directories ● File management techniques ● File extensions and types Practical: Working with different types of files with appropriate application software	3
Session 4	Introduction to Office Applications : <ul style="list-style-type: none"> ● Overview of office applications (Word processing, spreadsheets, presentations) ● Importance in professional and academic settings 	3

	Practical: Exploring Microsoft Office Suite and alternatives (Google Docs, LibreOffice)	
Session 5	<p>Word Processing with Microsoft Word</p> <ul style="list-style-type: none"> ● Basic features of Microsoft Word ● Document formatting and styles ● Using templates and themes <p>Practical: Creating and editing MS Word documents.</p>	3
Session 6	<p>Advanced Word Processing</p> <ul style="list-style-type: none"> ● Inserting and managing images, tables, and charts ● Using references, citations, and footnotes ● Collaboration tools (track changes, comments) <p>Practical: Incorporating advanced word processing to create a professional report.</p>	3
Session 7	<p>Introduction to Spreadsheets with Microsoft Excel</p> <ul style="list-style-type: none"> ● Basic features of Microsoft Excel ● Spreadsheet terminology ● Data entry and formatting <p>Practical: Creating and formatting a simple spreadsheet</p>	3

<p>Session 8</p>	<p>Advanced Excel Techniques</p> <ul style="list-style-type: none"> ● Formulas and functions ● Data analysis tools (sort, filter, pivot tables) ● Charts and graphs ● Basic formulas, mathematical functions, text functions, logical functions, lookup and reference functions, date and time functions <p>Practical: Creating a real-world spreadsheet and applying these techniques.</p>	<p>3</p>
<p>Session 9</p>	<p>Data Analysis with Excel</p> <ul style="list-style-type: none"> ● Advanced functions (VLOOKUP, HLOOKUP, IF, etc.) ● Data validation and conditional formatting ● Introduction to macros ● Data filtering and sorting <p>Practical: Performing data analysis on a sample dataset and sorting and filtering data.</p>	<p>3</p>
<p>Session 10</p>	<p>Data Visualization</p> <ul style="list-style-type: none"> ● Charting and graphing (various charts such as bar, line, pie, scatter, and more) ● Customization (modify chart elements like titles, labels, colors, and legends to enhance data visualization) <p>Practical: Creating various charts such as bar, line, pie, scatter, and more on sample data</p>	<p>3</p>

<p>Session 11</p>	<p>Introduction to Presentations with Microsoft PowerPoint</p> <ul style="list-style-type: none"> ● Basic features of Microsoft PowerPoint ● Slide design principles ● Using themes and templates ● Slide layouts and designs ● Adding and formatting text ● Different presentation techniques <p>Practical: Creating a basic PowerPoint presentation</p>	<p>3</p>
<p>Session 12</p>	<p>Advanced PowerPoint Techniques</p> <ul style="list-style-type: none"> ● Adding animations and transitions ● Incorporating multimedia (videos, audio) ● Inserting images, videos, and audio ● Adding transitions and animations ● Customizing slide layouts <p>Practical: Adding multimedia to a presentation and applying transitions and animations</p>	<p>3</p>
<p>Session 13</p>	<p>Internet and Email</p> <ul style="list-style-type: none"> ● Introduction to the internet and web browsers ● Basics of email communication ● Email etiquette and best practices ● Internet safety and security ● Virtual private network <p>Practical: Browsing with different web browsers and email applications. Sending and replying to emails with different email applications.</p>	<p>3</p>

<p>Session 14</p>	<p>Online Cloud Office Applications</p> <ul style="list-style-type: none"> ● Benefits of cloud applications ● Cloud collaboration ● Google Drive file management and collaboration ● Google Docs creating and modification ● Working and collaborating with Google Sheets ● Making presentations with Google Slides <p>Practical: Working with Google Drive and different cloud office application services.</p>	<p>3</p>
<p>Session 15</p>	<p>Online Collaboration and Meeting Tools</p> <ul style="list-style-type: none"> ● Overview of online collaboration tools (Google Workspace, Microsoft Teams, Slack) ● Benefits of remote collaboration ● Cloud storage and file sharing ● Online meeting platforms (Zoom, Google Meet) ● Workspace sharing with AnyDesk, TeamViewer, etc. <p>Practical: Performing online meetings and workspace sharing.</p>	<p>3</p>
<p>Session 16</p>	<p>Online Survey Tools</p> <ul style="list-style-type: none"> ● Different types of online surveys ● Online survey applications ● Creating Google Forms ● Working with different types of entries in forms ● Analysis of collected survey data <p>Practical: Creating a Google Form to collect data and analyzing the data.</p>	<p>3</p>

Session 17	Computer Maintenance and Troubleshooting <ul style="list-style-type: none"> • Regular maintenance tasks (updates, cleaning, backups) • Basic troubleshooting steps for common issues • Importance of system performance monitoring Practical: Performing maintenance tasks on a computer	3
Session 18	Basic Computer Security <ul style="list-style-type: none"> • Understanding cybersecurity threats (viruses, malware, phishing) • Best practices for computer security • Importance of backups • Different types of online threats • Cybersecurity basics • Online privacy and integrity Practical: Working with antivirus software and handling threats	3
Session 19	Networking Fundamentals <ul style="list-style-type: none"> • Basics of computer networking • Types of networks (LAN, WAN, VPN) • Network devices (routers, switches, modems) Practical: Setting up a LAN connection and configuring routers	3
Session 20	Mentorship Session: A dedicated session with an industry expert to discuss career opportunities, real-world applications of Computer Fundamentals and Office Applications, and insights into the latest trends.	3
	Total Class Hours	60 hours