

# Proficiency in

## Office Packages and Internet



### PART I: INTRO

Introduction to hardware, and software components. Develop the student's competence with Office packages including Word processing, spreadsheets, Excel, database and knowledge on the Internet, Email and the use of IT equipment such as printers, scanners, and storage devices.

### PART 2: TOPIC OUTLINE

#### Topic 01: Introduction to Hardware and Software

- Fundamentals of Hardware & Software.
- Will learn on External Storage Devices. (External hard drives, flash drives, writable CDs and DVDs, Fast SSD Compact Portable Drives, Memory and PC cards)
- More about Online Storage (Google Drive, iCloud, Dropbox...)

### Additional Information

#### Profile of Participants

School leavers  
SC and HSC holders  
Job Hunters

#### Duration of Course

Theory: 8 hrs.  
Practical: 16 hrs.  
Total: 24 hrs.  
2 hrs. per session /  
week for 3 months

#### Course Fee

Rs 18 000 for 3  
months  
Rs 6 000 per month

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## **Topic 02: Microsoft Office Packages.**

- How to use Office packages and to use them in daily life.
- How to use Microsoft Outlook, Microsoft PowerPoint, Microsoft Excel, and Microsoft Word.

## **Topic 03: Internet, Internet Security, Browsers, Email, Chat & Video Conferencing.**

- Internet and its uses.
- Use of internet, browsers, email, chat, video conferencing.

## **Topic 04: Use of Printers, Scanners & External Storage Devices.**

- Use of printers, scanners and external storage devices.

## **PART 3: STUDENT LEARNING OUTCOMES**

At the end of this course, the student is expected to:

- Know the different hardware and software.
- Be able to use the MS office packages
- Be able to use Internet, emails, video conferencing and chats system
- Know the use of printers, scanners, and external storage devices

Just start