

**ADVANCE PROFESSIONAL
CERTIFICATE JOB ORIENTED COURSE**

SYLLABUS

DURATION - 240 Days
SESSION - 1.5 Hrs/Day

1. General Computer Knowledge

- Fundamentals of Computer
- Operating Computer Using GUI Based Operating System
- Understanding Word Processing
- Using Spreadsheet
- Introduction to Internet
- Making Small Presentations
- Basic Computer Hardware

2. MS Office (Word, Excel, PowerPoint)

3. Office Automation

- Electronic Communication and Collaboration Tools
- Image Processing and Document Storage
- Office Management
- HR Process

4. English Speaking

5. Personality Development

- Interview Preparation, Resume Building

6. Sales & Marketing

7. Basic Digital Marketing

