

**BANGLADESH TECHNICAL EDUCATION BOARD**



**SYLLABUS FOR NATIONAL SKILL STANDARD BASIC (360 HOURS)**

**ON**

**COMPUTER OFFICE APPLICATION**

**Total Duration: 360 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, Database, 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.
- Create, maintain and manipulate database.
- Work with Internet & Email Application.
- Work with Google G-suite
- Concept on Freelancing
- Develop Soft Skills
- Practices communicative English

### Entry Qualification:

Minimum JSC or equivalent passes.

### Course Duration (360 hours):

|  | Competencies  | Hours | Total Hours |
|--|---|-------|-------------|
| 1  | Generic Competency<br>(Soft skills & English communication) | 60    | 360         |
| 2  | Core Competency<br>(Sector based)                           | 300   |             |
| Class duration :<br>05 hours per day and 6 days per week, Total 12 weeks (for 3 months course)<br>05 hours per day and 3 days per week, Total 24 weeks (for 6 months course) |   |       |             |

**Generic Competencies (60 Hours):**

| SI No.       | Unit/Module Title  | Hours     |           |           |
|--------------|--|-----------|-----------|-----------|
|              |  | Theory    | Practical | Total     |
| 1            | Develop Soft Skills to practise workplace communication. | 5         | 25        | 30        |
| 2            | Communicative English                                    | 5         | 25        | 30        |
| <b>Total</b> |  | <b>10</b> | <b>50</b> | <b>60</b> |

**Core Competencies (300 Hours):**

| SI No.       | Unit/Module Title                         | Hours     |            |            |
|--------------|---|-----------|------------|------------|
|              |   | Theory    | Practical  | Total      |
| 1            | Overview of Computer and Operating System | 4         | 5          | 9          |
| 2            | Word Processing including Typing          | 9         | 60         | 69         |
| 3            | Spread sheet Analysis                     | 9         | 50         | 59         |
| 4            | Presentation Design and Delivery          | 4         | 40         | 44         |
| 5            | Database Management                       | 8         | 50         | 58         |
| 6            | Email and Internet using                  | 3         | 10         | 13         |
| 7            | Google G-suite                            | 4         | 20         | 24         |
| 8            | Basics of Freelancing                     | 4         | 20         | 24         |
| <b>Total</b> |   | <b>45</b> | <b>255</b> | <b>300</b> |

**Core Competencies (300 Hours) details:**

| Sl. No.   | Competencies  | Hours  |           |       |
|---|---|--------|-----------|-------|
|   |   | Theory | Practical | Total |
| <b>1. Overview of Computer and Operating System</b> |   |        |           |       |
| 1.1   | <ul style="list-style-type: none"> <li>Describe the history of computer,</li> <li>Classify computer depending on capability, size, speed &amp; generation etc.</li> <li>Define Hardware.</li> <li>List and demonstrate different parts of a Personal Computer and Laptop.</li> <li>Define Software &amp; Firmware,</li> <li>Classify Software</li> <li>Describe Operating System(OS) and the importance of system software</li> </ul> | 1      | 0         | 1     |
| 1.2   | <ul style="list-style-type: none"> <li>List the types of Memory,</li> <li>Demonstrate primary and secondary memories,</li> <li>Distinguish between RAM and ROM,</li> <li>State Bit, Byte, Kilobyte, Megabyte, Gigabyte, and Terabyte.</li> <li>Describe computer virus and anti-virus, computer security.</li> </ul>  | 1      | 0         | 1     |
| 1.3   | <ul style="list-style-type: none"> <li>State desktop screen icon, icon-shortcut, file, folder/Directory</li> <li>Describe file management &amp; windows explorer</li> <li>Practice on Operating System Environment.</li> <li>Select, open and close Desktop icons for navigation purposes.</li> <li>Create / Rename a folder, Cut/Copy/Paste a File or Folder.</li> </ul>   | 1      | 2         | 3     |
| 1.4   | <ul style="list-style-type: none"> <li>Install and Uninstall basic application software.</li> <li>Install and update Anti-Virus Software.</li> </ul>  | 1      | 3         | 4     |
| <b>Word Processing</b>                              |   |        |           |       |
| 2.1   | Getting Started with Word <ul style="list-style-type: none"> <li>Exploring the Word window</li> <li>Familiarization with Menu, Ribbon &amp; Tools</li> <li>Using Standard/Personalised Menus</li> <li>Typing Practice with Type Tutor</li> </ul>  | 1      | 3         | 4     |
| 2.2   | Editing Document <ul style="list-style-type: none"> <li>Opening an Existing File</li> <li>Inserting Text in a Document</li> <li>Selecting, Deleting and Restoring Text</li> <li>Creating a Folder/Saving alternatively named files</li> <li>Typing Practice with Type Tutor</li> </ul>  | 1      | 3         | 4     |

|      |   |   |   |    |
|------|---|---|---|----|
| 2.3  | <p>Formatting Text</p> <ul style="list-style-type: none"> <li>Using the Formatting Toolbar: Aligning, Cutting, Pasting Text, Drag and Drop, Copy and Paste, Applying Styles</li> <li>Creating a Paragraph Border, Adding Shading</li> <li>Previewing/Printing a Document</li> <li>Changing Page Margins</li> <li>Inserting Page Breaks/Numbers</li> <li>Formatting a Paragraph</li> <li>Indenting Text</li> <li>Changing, Setting and Clearing Tab settings</li> <li>Creating/Customising Headers &amp; Footers</li> <li>Working with Columns</li> <li>Typing Practice with Type Tutor</li> </ul> | 1 | 9 | 10 |
| 2.4  | <p>Using Automated Formatting, Editing &amp; Proofing Tools</p> <ul style="list-style-type: none"> <li>Setting AutoFormat Options</li> <li>Creating an Automatic Bulleted/Numbered List</li> <li>Creating and Printing a Mailing List</li> <li>Checking Spelling Grammatical Errors in a Document</li> <li>Finding/Replacing Specific Text</li> <li>Inserting Special Characters</li> <li>Typing Practice with Type Tutor</li> </ul>  | 1 | 6 | 7  |
| 2.5  | <p>Working with Graphics &amp; Tables</p> <ul style="list-style-type: none"> <li>Inserting a Picture from a File/Clip Art Gallery</li> <li>Creating WordArt &amp; Drawing a Shape</li> <li>Inserting a Table</li> <li>Inserting and Deleting Columns &amp; Rows</li> <li>Merging/split Table Cells</li> <li>Adding Shading to a Table</li> <li>Apply Text direction &amp; Simple Formula</li> </ul>   | 1 | 6 | 7  |
| 2.6  | <ul style="list-style-type: none"> <li>Understand Bangla typing and its procedure.</li> <li>Practice Bangla typing.</li> </ul>  | 1 | 6 | 7  |
| 2.7  | <p>Merging Documents for Mailing</p> <ul style="list-style-type: none"> <li>Creating a Main Document</li> <li>Creating a Data Source</li> <li>Adding Merge Fields and Merging Documents</li> <li>Generating Mailing Labels</li> </ul>   | 1 | 3 | 4  |
| 2.8  | <p>Using Macros</p> <ul style="list-style-type: none"> <li>Recording, Assigning &amp; Running a Macro</li> <li>Editing, Renaming &amp; Deleting a Macro</li> </ul>  | 1 | 3 | 4  |
| 2.9  | <p>Working with Tables of Contents &amp; Indexes</p> <ul style="list-style-type: none"> <li>Formatting and Compiling a Table of Contents</li> <li>Updating a Table of Contents</li> <li>Formatting and Compiling an Index</li> <li>Editing and Updating an Index</li> </ul>   | 1 | 3 | 4  |
| 2.10 | <p>Long Document Formats</p> <ul style="list-style-type: none"> <li>Inserting Footnotes and Endnotes</li> <li>Modifying the Reference Mark Style</li> <li>Creating and Using Bookmarks</li> <li>Creating Master Documents and Subdocuments</li> <li>Practices with Review options (Word count, Track</li> </ul>   | 0 | 3 | 3  |

|                                 |   |   |   |   |
|---------------------------------|---|---|---|---|
|                                 | changes, compare etc.)  |   |   |   |
| 2.11                            | Use shortcut keys in MS Word.   | 0 | 6 | 6 |
| 2.12                            | <ul style="list-style-type: none"> <li>• Create simple documents like application, Question Paper (Bangla, English, Math &amp; Chemistry etc.),</li> <li>• Prepare a Bio-data in Bengali and English with formatting.</li> </ul>  | 0 | 9 | 9 |
| <b>3. Spread sheet Analysis</b> |   |   |   |   |
| 3.1                             | Learning Worksheet Fundamentals <ul style="list-style-type: none"> <li>• Creating Workbooks</li> <li>• Understanding MS Excel Window Environment</li> <li>• Editing Cell Contents</li> <li>• Moving Between Worksheets</li> <li>• Naming and Saving Workbooks</li> <li>• Opening Workbooks &amp; Renaming Worksheets</li> <li>• Closing Workbooks and Quitting Excel</li> </ul>   | 1 | 4 | 5 |
| 3.2                             | Editing and Formatting Worksheets <ul style="list-style-type: none"> <li>• Formatting Numbers</li> <li>• Adjusting the Size of Rows and Columns</li> <li>• Aligning Cell Contents</li> <li>• Creating and Applying Conditional Formats</li> <li>• Finding and Replacing Cell Content</li> <li>• Inserting and Deleting Cells/Rows/Columns</li> <li>• Cutting/Copying/Pasting/Clearing Cells</li> <li>• Using Additional Paste Features</li> </ul>                     | 1 | 5 | 6 |
| 3.3                             | Formatting Cells <ul style="list-style-type: none"> <li>• Formatting Text</li> <li>• Formatting Numbers as Currency</li> <li>• Using Format Painter</li> <li>• Adding Borders/Shading to Cells</li> <li>• Using AutoFormat</li> <li>• Creating and Applying Styles</li> <li>• Merging Cells</li> </ul>  | 1 | 5 | 6 |
| 3.4                             | Changing Print Options <ul style="list-style-type: none"> <li>• Adding Headers and Footers</li> <li>• Changing the Orientation and Scale</li> <li>• Adding and Deleting Page Breaks</li> <li>• Setting and Clearing a Print Area</li> </ul>   | 1 | 4 | 5 |
| 3.5                             | Rows/Columns/Worksheets/Workbooks <ul style="list-style-type: none"> <li>• Magnifying and Shrinking a Worksheet on Screen</li> <li>• Hiding and Un-Hiding Rows and Columns</li> <li>• Freezing and Unfreezing Rows and Columns</li> <li>• Data Sorting &amp; filtering</li> </ul>   | 1 | 5 | 6 |
| 3.6                             | Working with Charts <ul style="list-style-type: none"> <li>• Creating Charts Using the Chart Wizard</li> <li>• Moving/Resizing/Deleting Charts</li> <li>• Modifying Chart Titles and Adding Axis Labels</li> <li>• Moving and Formatting Chart Elements</li> <li>• Changing the Chart Type &amp; Organising Source Data</li> <li>• Updating Data and Formatting the Axes</li> <li>• Adding Gridlines and Arrows</li> <li>• Previewing and Printing a Chart</li> </ul> | 1 | 5 | 6 |

|  |   |   |   |   |
|--|---|---|---|---|
| 3.7  | <p>Performing Basic Calculations</p> <ul style="list-style-type: none"> <li>Building/Editing/Copying Formulas</li> <li>Practice Mathematical Functions- Abs(), Sum(), SUMIF(), CEILING(), FLOOR(), MOD(), POWER() etc.</li> </ul>   | 1 | 5 | 6 |
| 3.8  | <p>Using Basic Financial Functions</p> <ul style="list-style-type: none"> <li>Using the PMT Function to Forecast Loan Payments</li> <li>Practice Financial Functions- DB(), FV(), PMT(), PV(), RATE(), IPMT(), ISPMT(), NPER(), NPV() etc.</li> </ul>   | 1 | 5 | 6 |
| 3.9  | <p>Create advanced formulas</p> <ul style="list-style-type: none"> <li>Using the IF, AND, and OR functions</li> <li>Using the SUMIFS, AVERAGEIFS, and COUNTIFS functions</li> </ul>   | 1 | 4 | 5 |
| 3.10                                       | <p>Create advanced charts and tables</p> <ul style="list-style-type: none"> <li>Create advanced chart elements</li> <li>Create and manage PivotTables</li> <li>Create and manage PivotCharts</li> </ul>   | 0 | 4 | 4 |
| 3.11                                       | <ul style="list-style-type: none"> <li>Create a Tabulation Sheet for representing data through different types of charts.</li> <li>Create a standard Salary sheet, Generate Electric Bill etc.</li> </ul>   | 0 | 4 | 4 |
| <b>4. Presentation Design and Delivery</b> |   |   |   |   |
| 4.1  | <p>Create a Presentation</p> <ul style="list-style-type: none"> <li>Create a new presentation</li> <li>Create a presentation based on a template</li> <li>Import Word document outlines</li> </ul>  | 1 | 2 | 3 |
| 4.2  | <p>Insert and Format Slides</p> <ul style="list-style-type: none"> <li>Insert specific slide layouts</li> <li>Duplicate existing slides</li> <li>Apply a different slide layout</li> <li>Modify individual slide backgrounds</li> <li>Inset slide headers, footers, and page numbers</li> </ul> | 1 | 2 | 3 |
| 4.3  | <p>Change Presentation Options and Views</p> <ul style="list-style-type: none"> <li>Change slide size</li> <li>Change views of a presentation</li> <li>Set file properties</li> </ul>   | 1 | 3 | 4 |
| 4.4  | <p>Configure a Presentation for Print</p> <ul style="list-style-type: none"> <li>Print all or part of a presentation</li> <li>Print notes pages</li> <li>Print handouts</li> <li>Print in color, grayscale, or black and white</li> </ul>   | 1 | 3 | 4 |
| 4.5  | <p>Configure and Present a Slide Show</p> <ul style="list-style-type: none"> <li>Create custom slide shows</li> <li>Configure slide show options</li> <li>Rehearse slide show timing</li> <li>Present a slide show by using Presenter View</li> </ul>   | 0 | 3 | 3 |

|      |   |   |   |   |
|------|---|---|---|---|
| 4.6  | <p>Insert and Format Text</p> <ul style="list-style-type: none"> <li>• Insert text on a slide</li> <li>• Apply formatting and styles to text</li> <li>• Apply WordArt styles to text</li> <li>• Format text in multiple columns</li> <li>• Create bulleted and numbered lists</li> <li>• Insert hyperlinks</li> </ul> | 0 | 3 | 3 |
| 4.7  | <p>Insert and Format Images</p> <ul style="list-style-type: none"> <li>• Insert images</li> <li>• Resize and crop images</li> <li>• Apply styles and effects</li> </ul>   | 0 | 3 | 3 |
| 4.8  | <p>Insert and Format Charts</p> <ul style="list-style-type: none"> <li>• Create a chart</li> <li>• Import a chart</li> <li>• Change the Chart Type</li> <li>• Add a legend to a chart</li> <li>• Change the chart style of a chart</li> </ul>   | 0 | 3 | 3 |
| 4.9  | <p>Insert and Format SmartArt graphics</p> <ul style="list-style-type: none"> <li>• Create SmartArt graphics</li> <li>• Convert lists to SmartArt graphics</li> <li>• Add shapes to SmartArt graphics</li> <li>• Reorder shapes in SmartArt graphics</li> <li>• Change the color of SmartArt graphics</li> </ul>      | 0 | 3 | 3 |
| 4.10 | <p>Insert and Manage Media</p> <ul style="list-style-type: none"> <li>• Insert audio and video clips</li> <li>• Configure media playback options</li> <li>• Adjust media window size</li> <li>• Set the video start and stop time</li> <li>• Set media timing options</li> </ul>                                      | 0 | 3 | 3 |
| 4.11 | <p>Animate Slide Content</p> <ul style="list-style-type: none"> <li>• Apply animations to objects</li> <li>• Apply animations to text</li> <li>• Set animation effect options</li> <li>• Set animation paths</li> </ul>   | 0 | 3 | 3 |
| 4.12 | <p>Set Timing for Transitions and Animations</p> <ul style="list-style-type: none"> <li>• Set transition effect duration</li> <li>• Configure transition start and finish options</li> <li>• Reorder animations on a slide</li> </ul>   | 0 | 3 | 3 |
| 4.13 | <p>Finalize Presentations</p> <ul style="list-style-type: none"> <li>• Protect a presentation</li> <li>• Inspect a presentation</li> <li>• Proof a presentation</li> <li>• Preserve presentation content</li> <li>• Export presentations to other formats</li> </ul>  | 0 | 3 | 3 |
| 4.14 | Create a Slide Show presentation about your biography within 10 slides.   | 0 | 3 | 3 |



| <b>5. Database Management</b> |   |   |   |   |
|-------------------------------|---|---|---|---|
| 5.1                           | Understanding Databases & Creating Tables <ul style="list-style-type: none"> <li>• Creating a Database</li> <li>• Starting and Opening an Existing Database</li> <li>• Understanding Datasheet View &amp; Design View</li> <li>• Creating a Table Using the Wizard</li> <li>• Creating and Modifying a Table</li> <li>• Adding Fields to Tables</li> <li>• Adding and Editing Records</li> <li>• Printing Tables</li> <li>• Moving and Deleting Fields &amp; Records</li> </ul> | 1 | 5 | 6 |
| 5.2                           | Working with Tables <ul style="list-style-type: none"> <li>• Formatting a Table</li> <li>• Modifying Field Properties</li> <li>• Sorting Records in a Table</li> <li>• Finding Records in a Table</li> <li>• Using Filters with a Table</li> <li>• Establishing Relationships Between Tables</li> </ul>   | 1 | 5 | 6 |
| 5.3                           | Creating and Using Queries <ul style="list-style-type: none"> <li>• Creating and Running a Query</li> <li>• Specifying Criteria in a Query</li> <li>• Using Comparison Operators</li> <li>• Creating a Calculated Field</li> <li>• Creating a Multiple-Table Query</li> <li>• Printing a Query</li> </ul>   | 1 | 5 | 6 |
| 5.4                           | Designing a Form <ul style="list-style-type: none"> <li>• Creating a Form Using AutoForm</li> <li>• Creating a Form Using the Form Wizard</li> <li>• Adding Controls to a Form</li> <li>• Modifying Control Properties</li> <li>• Resizing and Moving Controls</li> <li>• Entering Records into a Form</li> <li>• Creating Calculated Controls</li> </ul>   | 1 | 5 | 6 |
| 5.5                           | Designing a Report <ul style="list-style-type: none"> <li>• Creating a Report Using AutoReport</li> <li>• Creating a Report Using Report Wizard</li> <li>• Adding a Control to a Report</li> <li>• Formatting a Report</li> <li>• Resizing and Moving Controls</li> <li>• Creating Calculated Controls</li> <li>• Previewing and Printing</li> </ul>  | 1 | 5 | 6 |
| 5.6                           | Customising Tables <ul style="list-style-type: none"> <li>• Creating an Index</li> <li>• Normalising a Table</li> <li>• Setting a Default Data Entry Value</li> <li>• Creating, Modifying an Input Mask, Lookup Field</li> <li>• Defining a Data Validation Rule</li> <li>• Creating a Relationship</li> </ul>  | 1 | 5 | 6 |

|                              |  |   |   |   |
|------------------------------|--|---|---|---|
| 5.7                          | <p>Creating Custom Queries</p> <ul style="list-style-type: none"> <li>• Specifying Criteria in Multiple Fields</li> <li>• Modifying Query Properties</li> <li>• Applying Filters to a Query</li> <li>• Calculating Totals in a Query</li> <li>• Creating an Action, Parameter, Crosstab Query</li> <li>• Joining Tables in a Query</li> <li>• Creating Many-to-Many Queries</li> </ul>   | 1 | 4 | 5 |
| 5.8                          | <p>Automating Tasks</p> <ul style="list-style-type: none"> <li>• Creating an AutoKeys Macro</li> <li>• Using Controls to Run a Macro</li> <li>• Assigning a Macro to an Event</li> <li>• Assigning a Macro to a Condition</li> </ul>   | 1 | 4 | 5 |
| 5.9                          | <p>Using Database Tools</p> <ul style="list-style-type: none"> <li>• Setting, Modifying, Deleting a Database Password</li> <li>• Encrypting and Decrypting a Database</li> <li>• Replicating a Database</li> <li>• Splitting a Database</li> <li>• Converting a Database</li> <li>• Setting Start up Options</li> </ul>  | 0 | 4 | 4 |
| 5.10                         | <p>Integrating Access with MS Applications</p> <ul style="list-style-type: none"> <li>• Creating a Graph</li> <li>• Exporting Data to Excel</li> <li>• Dragging Tables and Queries to Excel</li> <li>• Creating a Link</li> </ul>  | 0 | 4 | 4 |
| 5.11                         | Create a complete database with report of Student Result Processing System.  | 0 | 4 | 4 |
| <b>6. Email and Internet</b> |  |   |   |   |
| 6.1                          | <ul style="list-style-type: none"> <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 &amp; BCC</li> </ul> | 1 | 2 | 3 |
| 6.2                          | <p>Customize Settings</p> <ul style="list-style-type: none"> <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 | 2 | 3 |
| 6.3                          | <p>Print and Save Information</p> <ul style="list-style-type: none"> <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>   | 1 | 2 | 3 |

|                          |  |   |   |   |
|--------------------------|--|---|---|---|
| 6.4                      | <p>Perform Search Operations in Outlook</p> <ul style="list-style-type: none"> <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>  | 0 | 2 | 2 |
| 6.5                      | <p>Organize and Manage Messages</p> <ul style="list-style-type: none"> <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> | 0 | 2 | 2 |
| <b>7. Google G-suite</b> |  |   |   |   |
| 7.1                      | <p>Manage Google Docs</p> <ul style="list-style-type: none"> <li>• Create a gmail account</li> <li>• Convert word file into Google docs</li> <li>• Modify docs using tools of docs</li> <li>• Share docs file with others</li> <li>• Share a docs file with a web page</li> <li>• Work in a docs file form different mails</li> </ul>  | 1 | 5 | 6 |
| 7.2                      | <p>Manage Google Sheet</p> <ul style="list-style-type: none"> <li>• Convert Excel file into Google sheet</li> <li>• Modify sheet using tools of Google sheet</li> <li>• Share Google Sheet with others</li> <li>• Share a Google sheet with a web page</li> <li>• Create privacy in a Google sheet</li> <li>• Use Basic formulas</li> <li>• Practices with chart in a sheet</li> <li>• Practices with import, export &amp; download sheet</li> </ul>   | 1 | 5 | 6 |
| 7.3                      | <p>Manage Google Slides</p> <ul style="list-style-type: none"> <li>• Create slides in Google Slides</li> <li>• Import power point slides into Google slides</li> <li>• Apply animation on Text &amp; Image</li> <li>• Setup time for slides</li> <li>• Practices with slides show from Goole slides.</li> </ul>  | 1 | 5 | 6 |
| 7.4                      | <p>Manage Google Calendars</p> <ul style="list-style-type: none"> <li>• Create and add calendars</li> <li>• Adjust viewing details for calendars</li> <li>• Modify calendar time zones</li> <li>• Set calendar work times</li> <li>• Manage multiple calendars</li> <li>• Create Appointments, Meetings, and Events</li> </ul>   | 1 | 5 | 6 |

| <b>8. Basics of Freelancing</b> |   |   |   |   |
|---------------------------------|---|---|---|---|
| 8.1                             | <b>Branding</b> <ul style="list-style-type: none"> <li>• Understanding about Branding</li> <li>• What are the importance of Personal Branding</li> <li>• Techniques to showcase freelancing profiles</li> <li>• Social Media Marketing: LinkedIn, Facebook, Twitter, Instagram etc</li> </ul>   | 1 | 4 | 5 |
| 8.2                             | <b>Video Portfolio</b> <ul style="list-style-type: none"> <li>• Importance of a video portfolio for freelancing profiles</li> <li>• Things to include in a Video Portfolio</li> <li>• Platforms to create a video Portfolio</li> <li>• Best practices for a video portfolio: Intro or Bio of yourself, Services you offer, Past Projects, Special offer for focused clients/ marketplace, Client's feedback, Conclusion</li> </ul>  | 1 | 4 | 5 |
| 8.3                             | <b>Marketplace (Upwork)</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Rules and Regulation</li> <li>• Freelancer Programs: Eligibility &amp; Perks</li> <li>• Upwork Community</li> <li>• Upwork agency</li> <li>• Best practices for creating a stunning profile: Title, Skills, Overview, Portfolio, experience, certifications, education etc.</li> <li>• Tips for Job selection in Upwork</li> <li>• Submit a Proposal: Analyze client's requirements, Estimate price range and time duration for a job</li> </ul> | 1 | 3 | 4 |
| 8.4                             | <b>Marketplace (Fiverr)</b> <ul style="list-style-type: none"> <li>• Introduction to Fiverr (How it works, seller level system, payment method etc.)</li> <li>• Rules and Regulation</li> <li>• Fiverr Forum</li> <li>• Techniques for creating a great profile: Title, Overview, Skills &amp; other sections</li> <li>• Best practices for creating a stunning Fiverr GIG: Title, Portfolio/Video portfolio, Gig description &amp; packages, Tags, FAQs</li> </ul>   | 1 | 3 | 4 |
| 8.5                             | <b>Fiverr Gig Review, Buyer Request &amp; Custom Offers</b> <ul style="list-style-type: none"> <li>• Title</li> <li>• Gig video &amp; Portfolio</li> <li>• Category selection</li> <li>• Description</li> <li>• Packages &amp; Pricing</li> <li>• Tags</li> <li>• FAQs</li> <li>• Buyer requests: Submit offers, What to write, Estimate price range and time duration, Replying to buyer's messages</li> <li>• Custom offers: Create a custom offer, Estimate price range and time duration</li> </ul>                                       | 0 | 3 | 3 |

|             |  |    |     |     |
|-------------|--|----|-----|-----|
| 8.6         | Marketplace (Freelancer)   | 0  | 3   | 3   |
|             | <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Rules and Regulation</li> <li>• Freelancer Programs: Eligibility &amp; Perks</li> <li>• Best practices for creating a stunning profile: Title, Skills, Overview, Portfolio, experience, certifications, education etc.</li> <li>• Tips for Job selection in Freelancer</li> <li>• Submit a Proposal: Analyze client's requirements, Estimate price range and time duration for a job</li> </ul> |    |     |     |
| Total Hours |  | 45 | 255 | 300 |

**Generic Competency (Soft Skill and Communicative English):**

**Soft Skill – 30 hours:**

| Sl No.  | Topics  | Hours |
|---|---|-------|
| <b>1. Work in a team Environment :</b>  |   |       |
| 1.1   | a) Define team role and scope   | 1     |
| 1.2   | b) Identify individual role and responsibility  | 1     |
| 1.3   | c) Participate in team discussions.   | 1     |
| 1.4   | d) Work as a team member  | 1     |
| 1.5   | e) Develop effective workplace relationship   | 1     |
| 1.6   | f) Contribute to work group activities  | 1     |
| <b>2. Demonstrate work values, practice career professionalism and integrity in the workplace</b> |   |       |
| 2.1   | a) Define the purpose of Job, Job description, Job specification and personal specification           | 1     |
| 2.2   | b) Define work values, ethics and professionalism   | 1     |
| 2.3   | c) Show respect to works and labour, practice ethic and professionalism in workplace                  | 1     |
| 2.4   | d) Maintain integrity in personal life and in the workplace.  | 1     |
| <b>3. Maintain housekeeping and health and safety procedure in the workplace</b>                  |   |       |
| 3.1   | a) Use Personal Protective Equipment (PPE) and First Aid Box in the workplace as per requirement      | 1     |
| 3.2   | b) Maintain cleanliness in the workplace  | 1     |
| 3.3   | c) Arrange and sort materials, tools and equipment in the workplace                                   | 1     |
| 3.4   | d) Follow standardizes work process and procedures.   | 1     |
| <b>4. Maintain Personal Manner in workplace</b>   |   |       |
| 4.1   | a) Show good manner with colleagues and customers / clients   | 2     |
| 4.2   | b) Respect seniors and show empathy to others   | 2     |
| 4.3   | c) Cooperate and help colleagues and other customers / clients  | 2     |
| 4.4   | d) Maintain sequence in practical works.  | 2     |
| 4.5   | e) Perform duties and maintain responsibilities in the work place                                     | 2     |
| 4.6   | f) Perform job according to the specification and standard operating procedure (SOP) of the workplace | 2     |

**Communicative English - 30 hours:**

- a) Interpret the meaning of given words (by the teachers) - Vocabulary.
- b) Speaking on a specific Situation.
- c) Public speaking.
- d) Exchanging views with target persons.
- e) Introducing one self.
- f) Describing & narrating events, places, objects etc.

| Sl No. | Tropics- Conversational Situation   | hours |
|--------|---|-------|
| 01     | Speaking English – Getting Information & Finding one’s way  | 1     |
| 02     | Speaking English – About Tools and Equipment  | 1     |
| 03     | Speaking English – About meeting someone & participating in class.  | 1     |
| 04     | Speaking English – Daily Activities & Asking About Activities   | 1     |
| 05     | Speaking English – Evening Activities and about theoretical contents.   | 1     |
| 06     | Speaking English – Meeting at the Train station & Asking Question at the Train station.   | 1     |
| 07     | Speaking English – Meeting at the Airport & Getting information at the Airport’s  | 1     |
| 08     | Speaking English – About different type of Measuring Tools and Cutting Tools  | 1     |
| 09     | Speaking English – Getting to the Hotel & Asking direction.   | 1     |
| 10     | Speaking English – Asking about Buses & Traveling by bus.   | 1     |
| 11     | Speaking English - About Practical Class.   | 1     |
| 12     | Speaking English – Going by Taxi and Asking the time.   | 1     |
| 13     | Speaking English – Arriving early or late and Time and the calendar.  | 1     |
| 14     | Speaking English – Living in an Apartment.  | 1     |
| 15     | Speaking English – Using the Telephone.   | 1     |
| 16     | Speaking English – Getting help in stores and talking about shopping.   | 1     |
| 17     | Speaking English – Sending and Receiving Letters.   | 1     |
| 18     | Speaking English – Talking about the Weather & Trips and sightseeing.   | 1     |
| 19     | Speaking English – Talking about Eating & Dinner Conversation.  | 1     |
| 20     | Speaking English – About Machines and Materials.  | 1     |
| 21     | Speaking English – Common Health problem and Quitting & Finding Jobs.   | 1     |
| 22     | Speaking English – Office Details and Office Conversation.  | 1     |
| 23     | Speaking English – About Practical Job.   | 1     |
| 24     | Speaking English – On a specific situation & Public speaking.   | 1     |
| 25     | Speaking English – About Exchanging view with a Persons & Introducing oneself.  | 1     |
| 26     | Speaking English – Describing and Narrating events, place, Objects etc.   | 1     |
| 27     | Speaking English – About different type of computer, operating system, system and operating software, add remove software, DBM, Email and internet. | 4     |