

PROFESSIONAL COMPUTER OPERATOR COURSE (PCOC) SYLLABUS

Module 1 — Computer Fundamentals

- Computer hardware and software
- CPU, RAM, storage and peripherals
- Input/output devices
- Basic computer terminology
- Keyboard and mouse
- Safe startup and shutdown
- Basic troubleshooting

Module 2 — Windows Operating System

- Windows desktop
- Start menu and taskbar
- Settings
- File Explorer
- Files and folders
- Installing/uninstalling applications
- Downloads
- USB/external storage
- Windows updates

Module 3 — Microsoft Word

- Creating professional documents
- Formatting text
- Paragraphs and styles
- Tables
- Images and shapes
- Headers and footers

- Page setup
- Page numbering
- Resume/document creation
- Printing and PDF export

Module 4 — Microsoft Excel

- Workbook and worksheets
- Data entry
- Formatting
- Rows and columns
- Basic formulas
- SUM, AVERAGE, COUNT, MAX, MIN
- Sorting and filtering
- Tables
- Basic charts
- Practical office spreadsheets

Module 5 — Microsoft PowerPoint

- Creating presentations
- Slide layouts
- Text and images
- Tables and charts
- Themes
- Transitions
- Animations
- Presentation design
- Professional presentation
- Slide show

Module 6 — Internet & Email

- Browsers
- Google Search
- Downloads/uploads
- Online forms

- Gmail
- Compose/reply/forward
- CC/BCC
- Attachments
- Email etiquette
- Spam/phishing awareness

Module 7 — Google Workspace

- Google Drive
- Google Docs
- Google Sheets
- Google Slides
- Google Forms
- File sharing
- Permissions
- Cloud storage
- Google Meet

Module 8 — Office Productivity

- Professional file organization
- Templates
- PDF handling
- Scanning and printing
- Copy/paste workflows
- Digital document management
- Basic workplace communication
- Time-saving computer techniques

Module 9 — Digital Office Skills

- Online applications/forms
- Government and business portals
- Digital document submission
- Online appointment systems
- UPI/digital payment awareness

- Online banking awareness
- Secure digital transactions
- Data entry practices
- Office record management

Module 10 — AI for Office Work

- AI and Generative AI basics
- ChatGPT
- Microsoft Copilot
- Writing emails with AI
- Document summarization
- Creating content
- Spreadsheet assistance
- Presentation assistance
- Research and productivity
- Responsible AI usage

Module 11 — Final Office Projects

- Professional document package
- Excel business report
- PowerPoint presentation
- Professional email workflow
- Complete digital office task