

PROFESSIONAL COMPUTER OPERATOR COURSE (PCOC) SYLLABUS

Module 1: Computer Fundamentals

Topics

- Introduction to Computers
- Types of Computers
- Hardware & Software
- Input Devices
- Output Devices
- CPU
- Memory
- Storage Devices
- Operating System
- Computer Applications
- Computer Boot Process
- Number Systems (Basic)
- Computer Ethics

Module 2: Windows Operating System

Topics

- Windows Interface
- Desktop
- Taskbar
- Start Menu

- File Explorer
- File & Folder Management
- Search Files
- Keyboard Shortcuts
- Control Panel
- Settings
- User Accounts
- Windows Security
- Backup & Restore
- File Compression

Module 3: Microsoft Word

Topics

- Word Interface
- Document Creation
- Text Formatting
- Paragraph Formatting
- Tables
- Images
- Shapes
- Headers & Footers
- Page Numbering
- Mail Merge
- Templates
- Resume Design
- Business Letters
- Reports
- PDF Export

Module 4: Microsoft Excel

Topics

- Workbook
- Worksheet
- Cell Formatting
- Formulas
- Functions
- IF Function
- SUMIF
- COUNTIF
- Charts
- Sorting
- Filtering
- Data Validation
- Conditional Formatting
- Pivot Tables
- Attendance Sheet
- Salary Sheet
- Inventory Sheet

Module 5: Microsoft PowerPoint

Topics

- Presentation Design
- Themes
- Layouts
- SmartArt
- Charts
- Icons
- Images
- Animations

- Transitions
- Slide Master
- Presenter View
- Export Presentation

Module 6: Internet & Email

Topics

- Internet Basics
- Browsers
- Google Search
- Safe Browsing
- Gmail
- Professional Email Writing
- Attachments
- CC & BCC
- Google Meet
- Video Conferencing
- Cloud Storage

Module 7: Google Workspace

Topics

- Google Drive
- Google Docs
- Google Sheets
- Google Slides
- Google Forms
- Google Calendar
- Google Keep
- File Sharing
- Team Collaboration

Module 8: Office Productivity

Topics

- PDF Creation
- PDF Editing
- PDF Conversion
- Printing
- Scanning
- OCR Basics
- File Organization
- Document Management
- Backup Strategies

Module 9: Digital Office Skills

Topics

- Online Forms
- Online Applications
- Government Portals
- DigiLocker
- Digital Payments
- UPI
- QR Code Payments
- GST Invoice Basics
- Customer Data Management

Module 10: AI for Office Work

Topics

- ChatGPT
- Microsoft Copilot
- Google Gemini
- AI Email Writing
- AI Resume Creation
- AI Presentation Design
- AI Excel Assistance
- AI Document Summarization
- AI Productivity Tips

Module 11: Final Office Projects

Projects

- Professional Resume
- Company Letterhead
- Invoice System
- Employee Attendance Register
- Student Database
- Inventory Register
- Sales Report
- Business Presentation