

**06 Months duration Short trade course on Computer Operation
(MS-Office Networking & Hardware Maintenance):**

- Duration** : 06 months
Course Type : **Paid**
Seat Capacity : 40 per Batch
Pre-requisites : SSC/ Equivalent pass.
Accommodation : Non-residential.
Selection Procedure : Written and/or oral test is taken for the selection.
Objective : To produce the skill in Microsoft Office Application Package including Bangla Typing, Hardware maintenance and Networking.
Course Contents :
 - Create and print documents using MS-Word including Bangla typing and table.
 - Create Result sheet, Payroll sheet, Sales statement etc. using Formula, data validation, consolidation,
 - Sub-total option. Data filtering, Create Chart.
 - Ready multimedia presentation using audio, Video, Chart/graph, image with animation.
 - Design database, make query, and create Form, Report.
 - Working capability on LAN environment, Internet browsing
 - PC assembling, Maintenance, Application & OS install, uninstall, minor troubleshooting.**Evaluation** : Course Instructor is evaluating the trainees. Each trainee will be evaluated out of 500 marks through Theoretical Continuous (TC), Practical Continuous (PC), Theoretical Final (TF), and Practical Final (PF) including Attendance Job reports. The breakdown of the Marks will be as follows:

Subject	Total Marks
Theory Continuous (TC)	50
Practical Continuous (PC)	200
Theory Final (TF)	50
Practical Final (PF)	150
Viva	25
English Proficiency	25

Course Methodology :

This Course is covered with 20% Theoretical and 80% Practical and the training Methods are :

- Lecture and Discussion.
- Practical Demonstration.
- Project work/ Assignment.