



Syllabus: Certificate in Computerised Office Assistant (CCOA)

- **Duration:** 3 Months
 - **Eligibility:** 10th Pass
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Evaluation Scheme

- **Full Marks:** 200
 - **Theory Paper:** 100 Marks
 - **Practical/Project Works:** 80 Marks
 - **Internal Assessment/Viva voce:** 20 Marks
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Course Syllabus

This program is engineered to build a strong foundation in office automation, data management, and modern administrative practices required for professional office support roles.

Module 1: Computer Fundamentals & OS

- Introduction to Computer Organization, Architecture, and core Operating System concepts.
- Mastering Windows UI, File Management (Folder structures, searching, and security).
- Peripheral Management: Setting up and troubleshooting Printers, Scanners, and Photocopiers.

Module 2: Office Automation Suite

- **MS Word:** Mastering documentation, professional letters, mail merge, and advanced formatting.
- **MS Excel:** Data analysis & reporting, using essential formulas, sorting, and filtering data.
- **MS PowerPoint:** Creating professional presentations with transitions and multimedia.

Module 3: Data Entry & Typing Skills

- Touch Typing: Improving speed and accuracy for numeric and alphanumeric data.
- Digital Hygiene: Organizing cloud folders and converting documents (PDF/OCR).
- Introduction to regional language typing (optional).

Module 4: Internet & Business Communication

- Web Technologies: Effective browsing, using search engines, and online research.
- Email Management: Professional drafting, using labels, filters, and attachments.
- Introduction to E-Governance: Using government portals and online bill payments.

Module 5: Final Capstone Project (Office Simulation)

- **Project Task:** Students will function as a virtual "Office Assistant" for a simulated organization.
- **Requirements:** Draft a formal meeting notice (Word), prepare a budget spreadsheet (Excel), and design a brief project proposal (PowerPoint).
- **Final Submission:** Organize all files in a structured folder and present them during the Viva voce.

This syllabus is a property of Axomtech Skill Education Council.

