



iUniversity
BY IYDA

Advanced Computer Applications & Office Productivity Bootcamp

iUniversity by IYDA

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| Duration | 6 Months |
| Learning Hours | 220 Hours |
| Mode | Online / Offline / Hybrid |
| Eligibility | 10+2 / Graduate / Working Professionals |
| Level | Beginners to Advanced |
| Certification | Certificate of Completion from iUniversity by IYDA |

Module 1: Computer Fundamentals and Operating Systems

Hands-on learning through practical assignments, office simulations, and real-world productivity tasks.

Module 2: Microsoft Word for Professional Documentation

Hands-on learning through practical assignments, office simulations, and real-world productivity tasks.

Module 3: Advanced Microsoft Excel and Data Analysis

Hands-on learning through practical assignments, office simulations, and real-world productivity tasks.

Module 4: Microsoft PowerPoint and Presentation Skills

Hands-on learning through practical assignments, office simulations, and real-world productivity tasks.

Module 5: Microsoft Outlook and Email Management

Hands-on learning through practical assignments, office simulations, and real-world productivity tasks.

Module 6: Internet Applications and Digital Communication

Hands-on learning through practical assignments, office simulations, and real-world productivity tasks.

Module 7: Google Workspace and Cloud Collaboration

Hands-on learning through practical assignments, office simulations, and real-world productivity tasks.

Module 8: Data Management and Reporting

Hands-on learning through practical assignments, office simulations, and real-world productivity tasks.

Module 9: Office Automation and Productivity Tools

Hands-on learning through practical assignments, office simulations, and real-world productivity tasks.

Module 10: Business Communication and Documentation

Hands-on learning through practical assignments, office simulations, and real-world productivity tasks.

Module 11: Digital Security and Safe Computing Practices

Hands-on learning through practical assignments, office simulations, and real-world productivity tasks.

Module 12: Capstone Project and Practical Case Studies

Hands-on learning through practical assignments, office simulations, and real-world productivity tasks.

Tools & Applications Covered:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Google Docs
- Google Sheets
- Google Slides
- Microsoft Teams
- Zoom
- Adobe Acrobat

Career Opportunities:

- Office Executive
- Administrative Assistant
- Data Entry Operator

- Office Coordinator
- MIS Executive
- Documentation Specialist
- Customer Support Executive