

Course Detail Information

1. Course Title: INTRODUCTION TO OFFICE APPLICATIONS & UNICODE BANGLA

Total Time: 84 Hours (28 days X 3 hours)
Course Fee: 2,000/- (Day) & 2,500/- (Evening)

Course Outline

Module	Description
Module 1	Concepts of Computers and its operation
Module 2	Fundamentals of Operating System
Module 3	Word Processing using MS-WORD with Unicode Bangle Typing
Module 4	Spreadsheet Analysis using MS-EXCEL
Module 5	Database Management using MS-Access
Module 6	Presentation using MS-Power Point
Module 7	Concept of Hardware Maintenance & Troubleshooting
Module 8	Internet & e-mail

2. Course Title: DIPLOMA IN INFORMATION & COMMUNICATION TECHNOLOGY (DICT)

Total Time: 312 Hours (78 days X 4 hours)
Course Fee: 5,000/- (Day) & 7,500/- (Evening)

Course Outline

Module	Description
Module 1	Computer Fundamental and Office Automation
Module 2	Computer Programming
Module 3	Database Management Systems
Module 4	Multimedia and CAD
Module 5	Internet and Web Technology
Module 6	Hardware Maintenance & Troubleshooting
Module 7	Data Communications
Module 8	Open Office and Networking

(মোঃ মাহবুব করিম)
প্রোগ্রামার ও ইন-চার্জ
বাংলাদেশ কম্পিউটার কাউন্সিল
আঞ্চলিক কার্যালয়, খুলনা।