

Online – On-Campus Classes Facility Available with Hostel

COM (CERTIFICATE IN OFFICE MANAGMENT) COURSE OUTLINE line (www.brighteaglets.edu.pk)

Month-1 • Introduction to computer science ○ Definition of computer ○ Generations of computer ○ Classifications of computer ○ I/O and storage devices • Typing • Edp(electronic data processing) ○ Data types ○ Storage units Intorduction to operating system • Microsoft word 2007 • Tests • Assignments	Month-3 • Microsoft access 2007, • Internet + window installation(11) • Final Assignments + final test
month-2 • Microsoft excel 2007 • Microsoft Powerpoint 2007 • Tests • Assignments	Month-3 • Microsoft powerpoint 2007 • Microsoft access 2007 project 1 • Project Making (Shop, school, any business) • Internet+window installation(xp&7)+ Assignments + final test • Tests • Assignments