

#	Software	Topic	Hours
Class 1	MS Word	MS Word Interface Intro and Basic Tools	1.30
Class 2		Page Setup and Documentation Formatting	1.30
Class 3		Table of Contents	1.30
Class 4		Project 1 - Bill/Voucher/Letterhead Design	1.30
Class 5		Project 2 - Formatting CV/Resume	1.30
Class 6		Project 3 - Mail Merge, Letter Merge and Envelop Merge	1.30
Class 7	MS Excel	Basic Functions of MS Excel	1.30
Class 8		Project 1 - How To Create a Salary Sheet in MS Excel	1.30
Class 9		Project 2 - How To Create a Result Sheet in MS Excel	1.30
Class 10		Number and Text Formatting in MS Excel	1.30
Class 11	PowerPoint	PowerPoint Interface Intro and Basic Tools	1.30
Class 12		Project 1 - Custom Presentation Design	1.30
Class 13		Project 2 - Customization from Templates	1.30
Class 14	Google Drive	Features Intro of Google Drive	1.30
Class 15		Project 1 - Google Form Creation from Scratch	1.30
Class 16		Google Docs and Google Slides	1.30
Class 17	Email Writing	Professional Email Writing	1.30
Class 18		Email Writing Etiquettes and Settings	1.30
Class 19	Facebook	Facebook Group, Event and Other Features	1.30
Class 20		Facebook Page Creation and Page Setup	1.30