



Growth Through Excellence



DIGITAL WORKPLACE & AI

PRODUCTIVITY SKILLS

(Basic Computer Course)



Duration:
3 Months (90 Hours)

Course Objectives

By the end of this course, learners will be able to:

- ✓ Build strong digital workplace skills.
- ✓ Create professional business documents, spreadsheets, and presentations.
- ✓ Use Google Workspace for collaboration.
- ✓ Apply AI tools to improve workplace productivity.
- ✓ Perform basic data analysis and reporting.
- ✓ Develop career readiness and freelancing skills.
- ✓ Complete an industry-based capstone project.



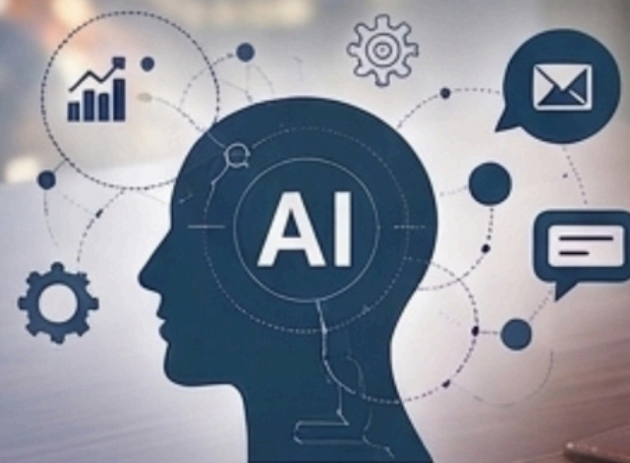
AI Tools for
Productivity



Data Analysis
& Reporting



Collaboration
& Communication



Module 1:

Digital Foundations & Computer Essentials

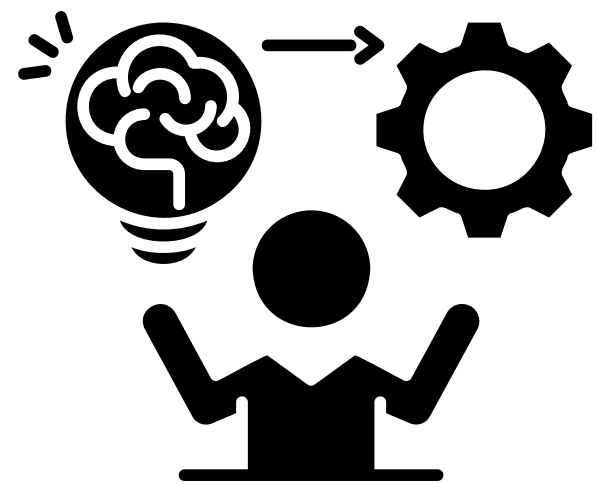
(9 Hours)

- Introduction to Computers
- Types of Computers
- Hardware & Software
- CPU, RAM & Storage
- Input & Output Devices
- Windows 11 Environment
- Desktop Personalization
- File & Folder Management
- Keyboard Shortcuts
- File Compression (ZIP & RAR)
- Computer Maintenance Basics
- Software Installation & Updates
- Virus Protection & Windows Security
- MS Paint (Mouse & Keyboard Mastery)



Practical

- Create and organize folders
- Copy, Move & Rename files
- ZIP & UnZIP files
- Install & uninstall software
- Basic troubleshooting
- MS Paint drawing activities



Learning Outcome

Students will confidently operate a computer, manage files, and maintain a Windows system.

Module 2:

Internet, Networking & Google Workspace (10 Hours)

Topics

Internet Fundamentals

- Internet vs Web
- ISP
- Bandwidth
- Download vs Upload
- Safe Browsing

Smart Search Techniques

- Google Search Operators
- Research Techniques
- AI-assisted Searching

Networking Basics

- LAN
- WAN
- MAN
- Internet Architecture
- Modem
- Router
- ONT
- Switch
- Wi-Fi Extender
- Mesh Network
- Ethernet Cabling Basics
- IP Address Basics



Google Workspace

- Gmail
- Google Drive
- Google Docs
- Google Sheets
- Google Slides
- Google Forms
- Google Calendar
- Cloud Storage
- Sharing & Collaboration

Google Workspace



Cyber Security Basics

- Password Managers
- Two-Factor Authentication
- Phishing Awareness
- Safe Cloud Practices

Practical

- Professional Email Creation
- Shared Google Drive Folder
- Team Collaboration
- Google Forms Survey
- Shared Spreadsheet Project

Learning Outcome

Students will collaborate online using modern cloud-based productivity tools.

Module 3: Professional Documentation with MS Word (12 Hours)

- MS Word Interface
- Professional Formatting
- Paragraph Formatting
- Styles & Themes
- Page Setup
- Headers & Footers

- Page Numbering
- Watermarks
- Tables
- Images
- Icons
- Shapes
- SmartArt
- Charts
- Hyperlinks
- References
- Table of Contents
- Mail Merge
- Templates
- Business Letters
- Reports
- Meeting Minutes
- Resume Design
- Certificates
- Forms



Projects

- Professional Resume
- Business Letter
- Company Letterhead
- Invoice
- Certificate
- Business Report
- Meeting Minutes

Learning Outcome

Students will create professional workplace documents suitable for corporate environments.

Module 4: Data Analytics with MS Excel

(22 Hours)

Topics

Excel Fundamentals

- Workbook Design
- Worksheets
- Formatting
- Tables
- Named Ranges

Formulas

- SUM
- AVERAGE
- MAX
- MIN
- COUNT
- IF
- Nested IF
- COUNTIF
- COUNTIFS
- SUMIF
- SUMIFS
- VLOOKUP
- XLOOKUP
- INDEX
- MATCH
- TEXT Functions
- Date Functions

Data Management

- Sorting
- Filtering
- Conditional Formatting



- Data Validation
- Remove Duplicates
- Flash Fill
- Text to Columns

Analysis

- Pivot Tables
- Pivot Charts
- Slicers
- Dashboards
- MIS Reports
- What-if Analysis
- Basic Forecasting

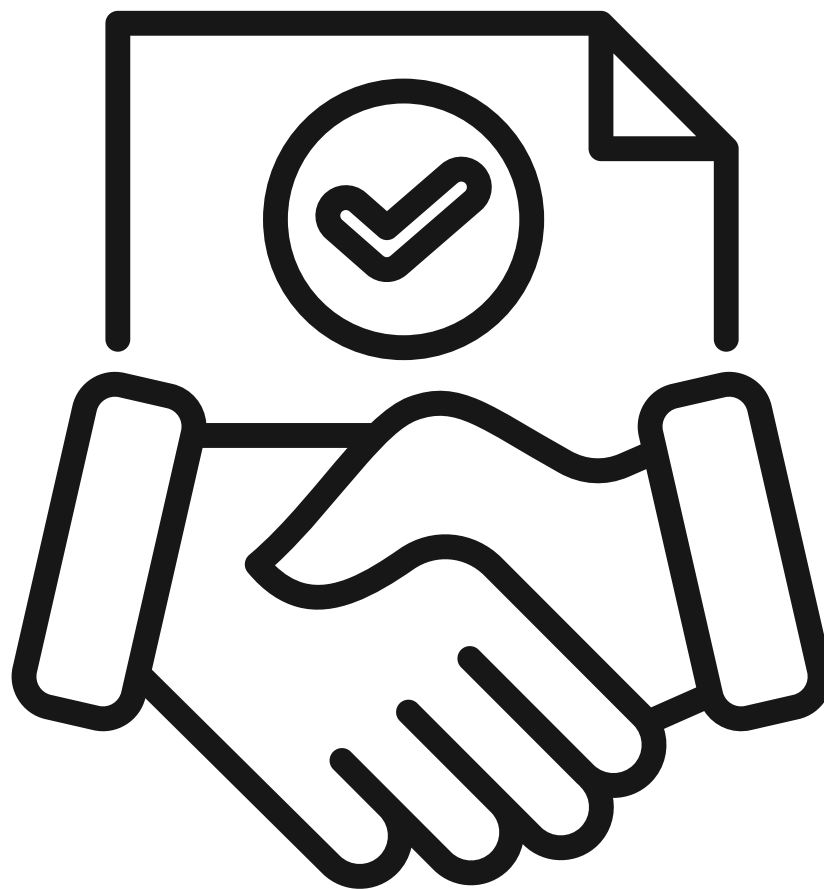


Visualization

- Charts
- Sparklines
- KPI Dashboard

Industry Projects

- Employee Database
- Salary Sheet
- Attendance Tracker
- Leave Management
- Sales Dashboard
- Inventory Management
- Expense Tracker
- Budget Planner
- Customer Database
- MIS Dashboard



Real Office Data Practice

- Students will analyze real business datasets.

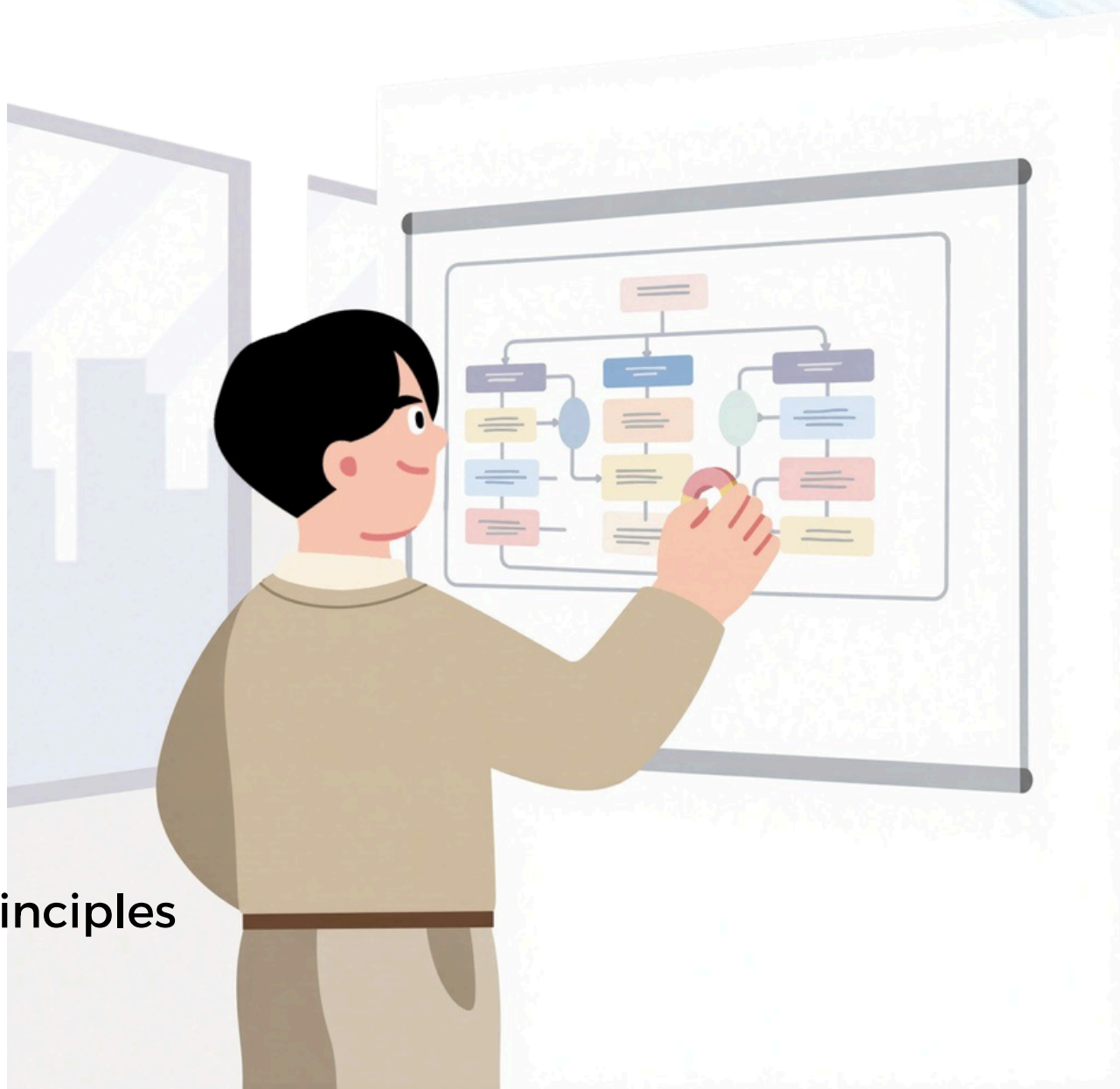
Learning Outcome

Students will confidently perform business data analysis and create professional dashboards.

Module 5: Presentation & Visual Communication (10 Hours)

Topics

- PowerPoint Interface
- Themes
- Templates
- SmartArt
- Icons
- Images
- Charts
- Infographics
- Animations
- Transitions
- Slide Master
- Presenter View
- Storytelling
- Presentation Design Principles
- Public Speaking Basics



Projects

- Company Profile
- Product Launch Presentation
- Business Proposal
- Sales Pitch
- Startup Pitch Deck

Learning Outcome

Students will deliver impactful business presentations with confidence.

Module 6: AI for Smart Workplaces (12 Hours)

Topics

AI Fundamentals

- Introduction to Generative AI
- Responsible AI
- AI Ethics

AI Productivity Tools

- ChatGPT
- Microsoft Copilot
- Google Gemini
- Canva AI
- Microsoft Designer
- NotebookLM (Introduction)

Prompt Engineering

- Prompt Structure
- Context
- Role Prompting
- Iterative Prompting
- AI Productivity Framework

Workplace Applications

- AI Email Writing
- AI Report Writing
- AI Resume Builder
- AI Presentation Creation
- AI Meeting Notes
- AI Research
- AI Data Analysis

- AI Formula Generation
- AI Image Generation Basics
- AI Content Summarization
- AI Translation

Practical

- Generate Business Reports
- Draft Professional Emails
- Build ATS Resume
- Create PowerPoint using AI
- Analyze Excel Data using AI
- Create Marketing Content
- Design Posters with Canva AI

Learning Outcome

Students will use AI tools responsibly to improve productivity in modern workplaces.

Module 7: Career Readiness & Freelancing (10 Hours)

Professional Skills

- Business Communication
- Workplace Etiquette
- Professional Email Writing
- Time Management
- Team Collaboration
- Problem Solving
- LinkedIn Profile Optimization
- ATS Resume
- Interview Preparation
- HR Interview
- Group Discussion
- Zoom
- Google Meet

Freelancing Essentials

- Gig Economy
- Upwork
- Fiverr
- Freelancer
- Freelancer Profile Creation
- Portfolio Development
- Proposal Writing
- Client Communication
- Pricing Strategy
- Invoicing
- Payment Systems
- Personal Branding
- Networking

Practical

- LinkedIn Profile
- Freelancer Profile
- Portfolio Website
- Sample Proposal
- Mock Interview
- Elevator Pitch



For More Information



WWW.PCTILTD.COM



query@pctiltd.com



8595901848, 8595901849



**1st and 2nd Floor, DDA Commercial Complex,
AP Block, Pitampura, New Delhi- 110034**