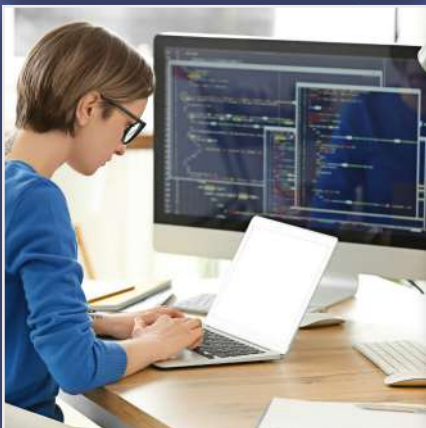


Office Management Course Outline



About Us

Viper Academy, the training division of Viper Technology, leverages 30+ years of expertise in IT and digital innovation to provide industry-focused, hands-on training. Our programs equip learners with practical skills for jobs, freelancing, and career growth.

Why Choose Viper Academy?



Backed by
Viper Technology



Experienced
instructors



Hands-on learning



Government recognized
certifications



Internship and job
opportunities



Flexible batches

What We Offer



Comprehensive
Program



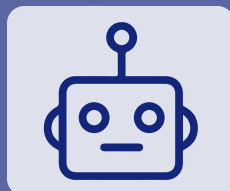
Office Management
& Computer Skills



Industrial Role
Preparation



Modern Tools



AI-Integrated
Learning

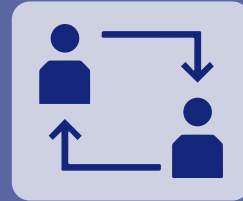


Efficient Workflows

Salient Features



Certified Training



Follow-up Sessions



Learning Management
System



Export Mentorship



Practical Learning



Physical/Online
Classes



Certification Upon
Completion



Internship &
Job Opportunity

Course Details

Duration: 2.5 Months



2 Classes/Week



Each Class: 2 Hours



Total Classes: 20 (40 hours)



Format: Physical/Online



Hands-On Practice Focused



Tools & Technologies Covered

MS Word



Excel



PowerPoint (2016/365)



InPage Urdu



Typing Master



Rapid Typing



10 Fast Fingers



**Windows 10/11
Fundamentals**



Google Docs & Sheets



AI Tools:

Copilot



ChatGPT



Microsoft 365 AI



Course Overview

This program focuses on developing core office management, documentation and communication skills essential for today's professional environments. Students will gain hands-on experience in data entry, typing, presentations and digital documentation while learning how to use AI tools to automate daily office tasks. By the end of the program, participants will be ready to take on administrative roles or freelance projects confidently.

Course Outcomes

English & Urdu Typing Skills



Creating Professional Documents



Excel Data Management & Calculations



Presentation Design & Reporting



AI Tools for Document Automation



File Management & System Navigation



Target Audience

Govt. job Aspirants



Private job Seekers



College students & entry-level Candidates



Freelancers & Remote workers



Typing Speed Improvement Seekers



Course Goals

**Develop Strong Office
Software Proficiency**

**Prepare for Administrative
or Data Entry Positions**

**Build speed & accuracy
in typing (English & Urdu)**

**Use AI for smarter workflows
and productivity**

**Prepare Students for Government
Job Computer Tests**

Course Breakdown (10 Weeks | 20 Classes)

Each class = 2 hours (1hr instruction + 1 hr hands-on)

Course Outline

Module 1: Computer & Typing Basics (Laptop or Keyboard)

- Computer basics: Hardware, Software, Windows navigation
- English typing: Home keys, touch typing
- Urdu typing (InPage): Setup, phonetic typing



Module 2: Microsoft Word (Document)

- Word interface & formatting: Fonts, styles, bullets
- Tables, headers & footers
- Images, shapes, layouts
- Mail merge & forms
- Urdu typing & Unicode fonts



Course Outline

Module 3: Microsoft Excel

- Excel basics: Rows, columns, cells
- Formulas & calculations: SUM, AVERAGE, IF
- Sorting, filtering, data entry
- Charts, graphs, printing
- Excel + AI (ChatGPT/Copilot tips)



Module 4: Microsoft PowerPoint

- Slide Design & Layouts
- Transitions, Animations & SmartArt
- Adding Media & Charts



Course Outline

Module 5: InPage Urdu (Advanced)

- Text layout & page design
- Nastaleeq fonts & tables
- InPage + Word export techniques

InPage

Module 6: Final Projects + AI in Office Work

- Word: Resume & cover letter (English & Urdu)
- Excel: Budget, payroll, inventory
- PowerPoint: 5-slide presentation
- Typing speed test
- Career path & AI tools (Grammarly, Copilot, ChatGPT)



Certificates & Final Deliverables

- Computer Literacy Certificate



- Typing Speed Certificate (WPM benchmark)



- Final Project Feedback



- Freelancing Starter Kit (Resume + Fiverr tips)





Build Your Future with Viper Academy

Our Locations

DHA Karachi

Innovista Indus IT Park
1st Floor,
DHA Phase II Ext.

PECHS Karachi

155L, Khushal Road,
P.E.C.H.S Block 2,
Near Imtiaz Supermarket

Lahore

IT Tower Shopping Mall,
Floor # 2, Office # 18,
Halli Road,
Gulberg 3

Join Viper Academy Today!



viperacademy.pk



0321-2433949



academy@viper.pk