

STUDY PLAN

Class Total 15 hours	Date	Time	Faculty name	Topic	Details
Class1	18/02/2026	6pm-7:30pm	Rajat Saha	Computer Fundamental	• Introduction of Computer • Usage of Computer • Hardware & Software
Class 2	21/02/2026	4pm-5:30pm	Rajat Saha	File Folder	• File & Folder
Class 3	25/02/2026	6pm-7:30pm	Rajat Saha	MS Word	• MS Word Day-1
Class 4	28/02/2026	4pm-5:30pm	Rajat Saha	MS Word	• MS Word Day-2
Class 5	07/03/2026	6pm-7:30pm	Rajat Saha	MS Excel	• MS Excel Day-1
Class 6	11/03/2026	4pm-5:30pm	Rajat Saha	MS Excel	• MS Excel Day-2
Class 7	14/03/2026	4pm-5:30pm	Rajat Saha	MS Power Point	• MS Power Point
Class 8	18/03/2026	6pm-7:30pm	Rajat Saha	Internet	• Mail • Google Drive • Google Form
Class 9	24/03/2026	4pm-5:30pm	Rajat Saha	AI	• Chat GPT & Others AI tools
Class 10	25/03/2026	6pm-7:30pm	Rajat Saha	MS Office AI	• AI in MS Office