

STUDY PLAN

Date	Subject	Chapter	Topic	Time	Faculty
12/06/26	Computer Fundamental	Computer Fundamental	Introduction of Computer Usage of Computer Hardware & Software	7:30pm-8:30pm	Rajat Saha
13/06/26			Operating System System Software Application Software	4pm-5:30pm	Rajat Saha
19/06/26			File, Folder & Desktop Management	7:30pm-8:30pm	Rajat Saha
20/06/26		MS Word	Introduction to MS Word, Font Formatting, Paragraph Setup, Page Setup	4pm-5:30pm	Rajat Saha
26/06/26			Manual TAB Setup, Ruller Setup	7:30pm-8:30pm	Rajat Saha
27/06/26			Bookmark, Comments, Template, Drop Capital, Watermark	4pm-5:30pm	Rajat Saha
03/07/26			Table Creation & Table Setup	7:30pm-8:30pm	Rajat Saha
04/07/06			Auto Text, Auto Correct, Spike, Shape, Icon	4pm-5:30pm	Rajat Saha
10/07/26			Macro Setup	7:30pm-8:30pm	Rajat Saha
11/07/26			Header, Footer, Manual Template	4pm-5:30pm	Rajat Saha
17/07/26			Hyperlink one file to another file	7:30pm-8:30pm	Rajat Saha
18/07/26			Style, Style Shortcut Key	4pm-5:30pm	Rajat Saha
24/07/26			Mail Merge	7:30pm-8:30pm	Rajat Saha

Date	Subject	Chapter	Topic	Time	Faculty
25/07/26		MS Excel	Introduction to MS Excel, Font Formatting, Paragraph Setup, Page Setup, Row Insert, Hide & Delete, Column Insert, Hide & Delete	4pm-5:30pm	Rajat Saha
31/07/26			Cell Reference & Define Name	7:30pm-8:30pm	Rajat Saha
01/08/26			Conditional Formatting	4pm-5:30pm	Rajat Saha
07/08/26			Auto Filter & Advance Filter	7:30pm-8:30pm	Rajat Saha
08/08/26			Goal Seek & Solver	4pm-5:30pm	Rajat Saha
14/08/26			Data Validation & Data Form	7:30pm-8:30pm	Rajat Saha
21/08/26			Macro Setup	4pm-5:30pm	Rajat Saha
22/08/26			Chart Description	7:30pm-8:30pm	Rajat Saha
29/08/26			Comments, Hyperlink & Watermark	7:30pm-8:30pm	Rajat Saha
05/09/26			IF Function	4pm-5:30pm	Rajat Saha
11/09/26			V Lookup & H Lookup	4pm-5:30pm	Rajat Saha
12/09/26			Pivot Table & Pivot Chart	4pm-5:30pm	Rajat Saha
18/09/26			Financial Function	7:30pm-8:30pm	Rajat Saha
19/09/26			Advance Formula	4pm-5:30pm	Rajat Saha
25/09/26		MS Power Point	Slide Creation PPT Management	7:30pm-8:30pm	Rajat Saha
26/09/26			Action Button & Other's	4pm-5:30pm	Rajat Saha
03/10/26	AI	AI	AI Types, Ecosystem & Implementation	7:30pm-8:30pm	Rajat Saha

Date	Subject	Chapter	Topic	Time	Faculty
09/10/26			Prompt Engineering Fundamentals & Bengali Language Optimization	4pm-5:30pm	Rajat Saha
10/10/26			AI Image Creation	4pm-5:30pm	Rajat Saha
24/10/26			Video Content Creation Basics & social media Add	7:30pm-8:30pm	Rajat Saha
30/10/26			Audio Content & Voice Generation	7:30pm-8:30pm	Rajat Saha
31/10/26			Custom GPTs	4pm-5:30pm	Rajat Saha

