Bits and Bytes (Office Management)

Course Overview:

Bits and Bytes program is designed for everyone on the assumption that the participants have a plan build career in IT but have minimum experience with computers. Participant with a basic computer knowledge can join this program.

Training Methodology

- Digital point is a global classroom. All classes are featured online (No recorded version). Students around world can join this online live class
- Each class is instructor oriented live class and will be recorded, and students will get access to watch video for practice.
- Real-world scenario labs.
- Class Notes and Labs for each class
- As it is online live class, students need a computer and internet connection to join this program from their home/work.

Who should Attend?

- Anyone who wants to start Information Technology as a career
- Anyone who wants to complete day to day activities through computer
- Anyone who wants to get admission in College/university for higher education
- Anyone who wants to switch career from non-IT background to IT
- Anyone who wants to upgrade skills/knowledge in Information Technology

Benefit of the Course:

- Completion of this course you will be ready to do your day to day activities such as email, internet use , prepare of document ,personal accounting , troubleshooting home computer , create home network etc.
- Completion of this course you will be ready to apply job like Office Management, Technical Support etc.
- Completion of this course you will be ready to take any high-level IT program
- Completion of this course you will build a strong IT foundation

Course Duration:

4 weeks (24 Hours)

North America Time		Bangladesh Time	
Mon and Wed	7:00 P.M - 10:00 P.M EST	Tue and Thu	6:00 A.M - 9:00 A.M Bangladesh Time
Sat and Sun	9:00 A.M - 12:00 P.M EST	Sat and Sun	8:00 P.M - 11:00 P.M Bangladesh Time

Course Description:

Module-1: Computer Fundamentals (Class: 3 Hours)

- Identify names, purposes and characteristics of computer components Identify names, purposes, and characteristics of operating system
- How a computer works
- Integration between Hardware, Operating system, and Applications
- Basic Logic Gates and Functions
- Basic Programming concept (if-else, for etc.)

Module-2: Windows Operating System (Class: 3 Hours)

- Overview of Operating System
- Identify differences between operating systems, revisions, GUI, system requirements for Mac, Windows and Linux.
- Identify names, purposes and characteristics of the primary operating system components including registry, virtual memory and file system.
- Overview of Windows, Windows 10 and Windows Server 2019/2016
- Windows Administrative tools: Performance monitor, Event Viewer, Services, Computer Management, MMC, Task Manager. Windows Registry, System Restore, Remote Desktop
- Windows File sharing and NTFS security
- Identifying tools, diagnostic procedures and troubleshooting techniques for operating systems
- Recognize and resolve common operational issues such as blue-screen, system lock-up and application install.

Module-3: Disk Operating System (Class: 3 Hours)
- Basic DOS Commands
- Advanced DOS Commands
- Batch Script
- Use of DOS batch file in the real world
- Task scheduling and Automating DOS batch script

Module - 4: Unix Operating System (Class: 3 Hours)
- Basic Unix Commands
- Advanced Unix Commands
- Shell Script
- Use of Shell Script batch file in the real world
- Task scheduling and Automating Shell Script

Module - 5: Power Shell (Class: 3 Hours)
- Basic Power Shell Commands
- Advanced Power Shell Commands
- Power Shell scripting
- Use of Power Shell script in the real world
- Power Shell Functions

Module - 6: Internet Fundamentals (Class: 3 Hours)
- Introduction to the Internet and the Web
- Build a web site
- Build a web server
- Web Elements and Identify Web Elements
- Internet Security

Module - 7: Basic Networking (Class: 3 Hours)

- Fundamentals of Networking
- How network works
- OSI Model
- Overview of on-premises data center
- Overview of Cloud
- Overview of SLDC
- Overview of DEVOPs

Module- 8: Interview Preparation (Class: 3 Hours)

- How to give short presentations on work-related topics.
- Develop and use a vocabulary of terms, phrases, and idioms appropriate in a selected technology-related business environment.
- Develop and use knowledge of English grammar and pronunciation norms to achieve listening and speaking communication goals.
- Use and interpret paralinguistic skills appropriately.
- How to face a real-world job interview

Contact Us

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