

Syllabus: Office Administration with AI tools

Sr No:	Topic	Date	Sign
Module 1	Introduction to Office Tools		
1.1	Overview of Office Tools		
Module 2	Microsoft Office Essentials with AI Enhancements		
2.1	PowerPoint Essentials		
2.2	Excel Fundamentals		
2.3	Word Essentials		
Module 3	Graphic Design Basics with Canva and AI Tools		
3.1	Introduction to Canva		
3.2	Design Principles with AI		
Module 4	Google Workspace and AI Integration		
4.1	Google Docs		
4.2	Google Gemini		
4.3	Email Management		
Module 5	Introduction to AI Tool : ChatGPT		
5.1	Understanding ChatGPT		
5.2	Practical Applications of ChatGPT		
5.3	Other tools		
Module 6	Personality Development and Professional Communication		
6.1	Effective Communication Skills		
6.2	Personality Development		
6.3	Professional Presentations		
Module 7	Job-Related Skills and Career Development		
7.1	LinkedIn for Professionals		
7.2	Resume Writing		
7.3	Job Market Insights		