

# Computer Operator and Programming Assistant (COPA)

## Course Brochure

**SUPRABHAT**  

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**ITI**



# Computer Operator and Programming Assistant (COPA)

NSQF Level - 4

Course Duration - 1 Year

## Entry Qualification

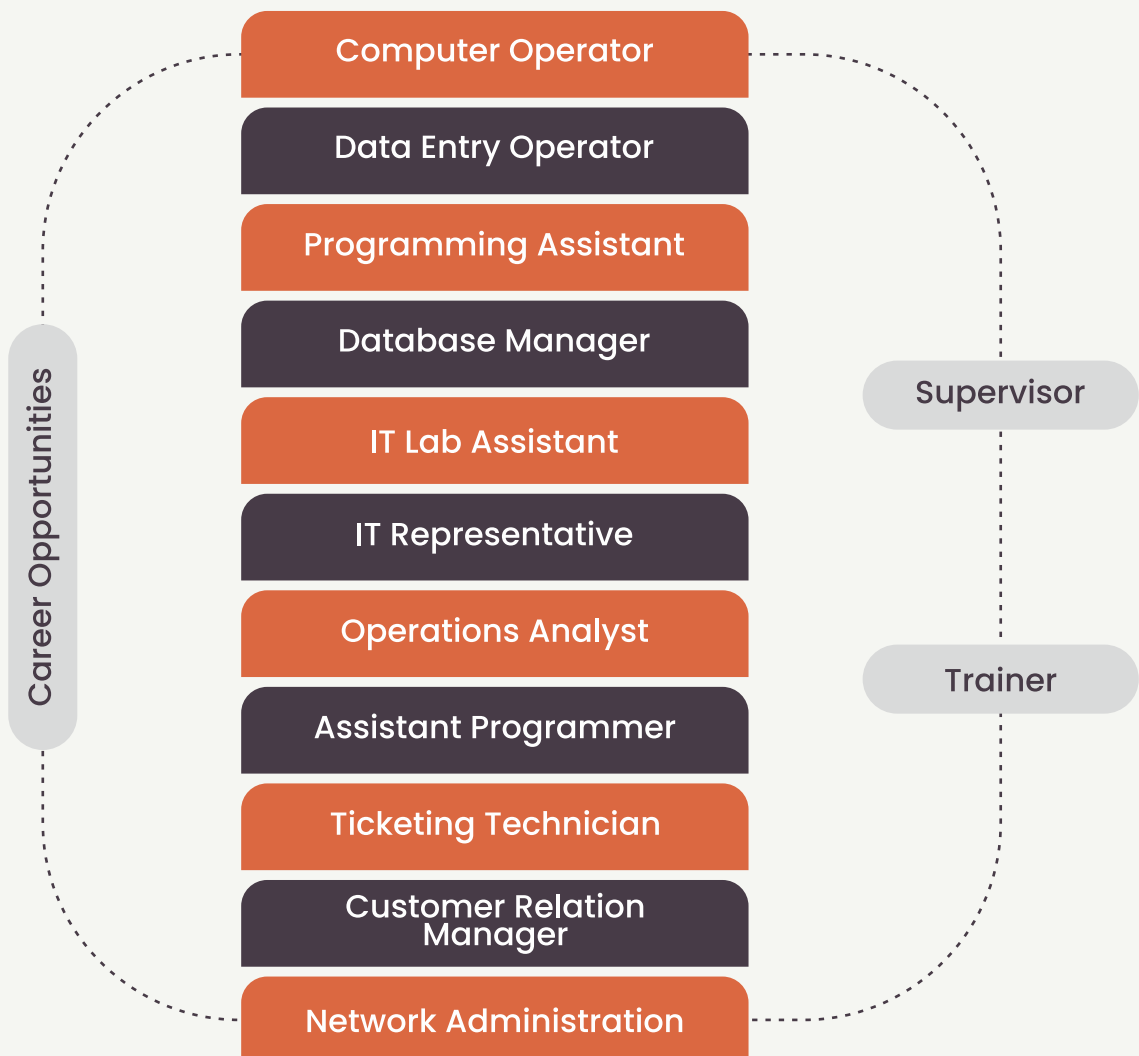
Students must have passed their 10th from any recognized Board.

## Job Role

Computer Operator and Programming Assistant (COPA) is one of the most sought-after ITI courses. Computer operators are responsible for carrying out various office or business duties, such as creating and managing digital files, data entry, sending and receiving emails, and entering financial information into accounting software. Programming assistants typically install, run, and maintain a variety of computer software. They may also assist software programmers in writing computer programmes or codes. The course at Suprabhat will equip students with all the knowledge and skills required to become successful COPAs.

## Job Opportunities

With a fast-growing computer and IT industry in India, a career as a COPA is has immense scope for growth. One can start their job in a wide variety of roles in companies, both in the government and private sector. These job role Opens doors to a great deal of opportunities to learn and build a career for oneself.



*Scope of Career(fig.)*

## Course Structure

### Semester 1

- Safe Working Practices
- Computer Components
- Windows Operating System
- Computer Basics & Software Installation
- DOS Command Line Interface and Linux Operating System
- Word Processing Software
- Spreadsheet Application
- Image Editing and Creating Presentations
- Database Management with MS-Access
- Configuring and Using Network
- Using Internet
- Designing Static Web Pages

### Semester 2

- JavaScript & creating Web pages
- Programming with VBA
- Accounting Software - Tally
- E-Commerce
- Cyber Security



Classroom



Computer Lab