

## Certificate Course in Office Automation

**Eligibility:** Basic Knowledge of Computer

**Duration:** 3 week/30 Hours (2 hrs a Day, 5 days a week)

### **Course Outline:**

- Introduction to computer
- Introduction to GUI Based Operating System
- Elements of Word Processing
- Working with Spreadsheets
- Introduction to Internet, WWW and web browsers
- Application of presentations

### **Admission Process:**

- Online Registration form : <http://www.empanelment.nielit.in/>

### **Course Fee :**

- ₹ 1000/- + GST\*\* to be paid online at the time of Registration

### **Training Strategy:**

- Mode of Training is Instructor-led live Online
- Interactive Query session.
- Soft copy of study material, Training PPT's & Projects Code
- Training certificate on completion will be provided.

### **Prerequisite:**

- Attendees must have a computer system/ Laptop with latest configuration with internet connection

GST\*\* Current rate is 18%

NIELIT Delhi Centre, 2<sup>nd</sup> Floor, Parsvnath Metromall, Inderlok Metro Station, Inderlok, Delhi-110052