

Short Term Courses – NIELIT Delhi Centre

Office Automation

Objective of the Course:

To provide an in-depth training in use of data entry, internet and internet tools. The course also helps the candidates to get acquainted with IT.

Learning Outcomes:

After completion of the course, students would be able to documents, spreadsheets, make small presentations and would be acquainted with internet.

Duration of the

Course 60 hours (6 weeks 2 hrs a day)
(In hours)

Minimum Eligibility Basic Knowledge of Computer
Criteria and Prerequisite, if
Any

Outline of Course

S. No.	Topic	Hours
1.	Computer Basic	4
2.	MS-Office (MS-Word, MS-Excel, MS-PowerPoint)	40
3.	Networking Concept	8
4.	Internet & WWW	8
Theory Hours		30
Practical Hours		30
Total Hours		60

Books Recommended for Reading and Reference:

CCC Book Published by BPB Publication