

## Certificate Course in office Automation

### Objective of the Course:

To provide an in-depth training in use of office automation, 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 (in hours)**      80 hrs

**Appr. Fees (INR):**                      Rs.3500/-

**Minimum Eligibility Criteria and pre-requisites, if any**                      Knowledge of reading and writing in English.

### Outline of Course

S. No	Topic	Minimum No. of Hours
1.	Knowing Computer	02 hrs
2.	Operating Computer using GUI based OS	04 hrs
3.	Word Processing	12 hrs
4.	Spread Sheet	12 hrs
5.	Communicating using the Internet	02 hrs
6.	WWW & Web Browsers	02 hrs.
7.	Communication & Collaboration	04 hrs
8.	Making Small Presentation	02 hrs.
<b>Theory / Lecture Hours:</b>		40 hrs.
<b>Practical / Tutorial / Lecture Hours:</b>		40 hrs
<b>Total Hours:</b>		80 hrs

**Books recommended for reference and reading:**

**Group Code:**      OASS

**Group Name:**      Office Automation & Soft Skills

**Course Code:**      CT01

**Course Name:**      Certificate Course in office Automation