CERTIFICATE COURSE IN CERTIFICATE COURSE IN OFFICE AUTOMATION

About the Course:

It was started by Centre for Skill Development (CSD) in year 2018-19 under in collaboration National Institute of Electronics & Information Technology (NIELIT), an Autonomous Scientific Society under the administrative control of Ministry of Electronics & Information Technology (MoE&IT), Government of India. Objective of the Course is 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. After completion of the course, students would be able to documents, spreadsheets, make small presentations and would be acquainted with internet.

Eligibility Criteria:

1. Minimum eligibility is 10+2 (from any stream or subjects) with 45% aggregate.

<div align="center">Or</div>

2. Graduates from any recognized universities are also eligible.

Course Details:

1. 2 Months (2 hours Class to be held thrice a week).

2. National Institute of Electronics & Information Technology (NIELIT) (An Autonomous Scientific Society under the administrative control of Ministry of Electronics & Information Technology (MoE&IT), Government of India).

3. Minimum number of students in each batch of course: 20

   Maximum number of students in each batch of course: 50

Important Dates:

Registration begins in the last week of May every year.

Commencement of course: First week of September.

Registration details:

The non-refundable registration fee of INR 100/- is to be made at

A/c Name: SHYAM LAL COLLEGE MISCELLANEOUS A/C
A/c No. : 1247800135
IFSC Code: CBIN0283941
MICR Code: 110016147
Bank: Central Bank of India

Documents required at the time of registration:

1. Copy of class 12th mark sheet or Graduation Degree/Mark sheet.

2. Screenshot of payment of registration fee of INR 100/-.

Link to register: http://bit.ly/Add-oncourses23

Fee Structure:

INR 4000/- (including GST) for 2 months.

Guidelines:

1. Admission is on a First come First Serve Basis for the students meeting the eligibility criteria.
2. Online Registration Forms and details are available on the college website.
3. One-time registration fee of INR100/- is payable for Registration (non-refundable).
4. Students may enroll in two short-term courses at the same time, as well as any one Certificate/Diploma/Advanced Diploma course in addition to one short-term course.
5. Students who are willing to do more than one course must fill out a separate form for each course opted (**registration fee needs to be paid only once).**
6. For any query Email us at csd@shyamlal.du.ac.in
7. Classes for the courses will be conducted in physical mode at Shyam Lal College, from 2:00 PM onwards.
8. An amount of INR1000/- will be deducted if admission is cancelled. No refund will be allowed after July 31, 2024.

Note: Commencement of a course is subject to admission of minimum number of students.

After registration, candidates shortlisted for admission will be notified of further admission details on their registered email addresses through the official CSD email address: csd@shyamlal.du.ac.in within 15 days of submitting online registration form.

Course Curriculum

Certificate Course in Office Automation

Duration (In Hours): 30 Hours/3Weeks (@ 2 hours Daily)

Course contents:

Unit 1: Using Word Processing Tools

Word processing concepts, Editing, designing and layout. Working with References, using Proofing tools, Creating Table of Contents & Drafting letters Using Mail Merge

Unit 2: Working with Spreadsheet Package

Spreadsheet concepts, Using Spreadsheet for creating Data, Designing Charts, Handling operators in Formulae, functions: Mathematical, Logical, Text, financial, Date and Time functions, Using Function Wizard.
Advanced Tools: Using Pivot tables and Pivot Charts, Validation Tools, Sorting & Advance filtering Tools

Unit 3: Designing using Presentation Package

Creating & Designing Presentations, Creating the look of your presentation for target Audience, working with different views, Working with Transition and Animation effects, making notes pages and handouts, Drawing and working with objects, Designing & Presenting a slide show, Printing Presentations.