Short Term Courses – NIELIT Delhi Centre

Certificate Course in Data Entry and Office Automation (Lateral)

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 and will have good typing speed.

Duration of the
Course   5 weeks (for 2 weeks 2 hrs a day, for 3 weeks 3 hrs a day)
 (In hours)

Minimum Eligibility Criteria and Prerequisite, if Any

 10+2 pass in any stream with min.50% marks and Having Cleared CCC
OR
ITI Certificate (One Year) after class 10th with min.50% marks in ITI and having cleared CCC
OR
10+2 pass in any stream with min.50% marks and Having Cleared IT-O level
OR
ITI Certificate (One Year) after class 10th with min.50% marks in ITI and having cleared IT- O Level
OR
10+2 pass in any stream with min.50% marks and Having Cleared MAT- O Level
OR
ITI Certificate (One Year) after class 10th with min.50% marks in ITI and having cleared MAT-O level
OR
10+2 pass in any stream with min.50% marks and Having Cleared IT-A Level
OR
ITI Certificate (One Year) after class 10th with min.50% marks in ITI and having cleared IT-A Level

Outline of Course

S. No.	Topic	Hours
1.	Overview of IT Tools	20
2.	Soft Skills: Personality Development. Writing Skills, File Handling.	10
3.	Data Entry / Typing computer.	35
Theory / Practical Hours		**30**
Typing Hours		**35**

Books Recommended for Reading and Reference:

 CCC Book Published by BPB Publication