



**National Institute of Electronics and Information Technology**  
**Short Term Courses**

**Name of the Course:** Certificate course in Office Automation and Soft Skills

**Course Code:** STC/OASS/CT01

**Duration of the Course (in hours):** 80 hours

**Yearly Session:** Jan to Mar session, April to June session, July to September session, October to December session.

**Fees:** 9550/- (Including Registration fees, Course fees, Examination fees, Course Material) which is inclusive of the present Service Tax. *Note- Registration fees, Course fees, Examination fees is free for SC/ST candidates.*

**Minimum Eligibility Criteria and pre-requisites:** Knowledge of reading and writing in English.

**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.

**Job Roles:** Data Entry Operator, Office assistant etc.

**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

**Total Hours:**

80 hrs
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**Recommended Hardware:**

- Computers with minimum Pentium – 4 processor,
- Or above with minimum 2 GB RAM

**Recommended Software:**

- Windows OS XP/7/8, MS office 2007