

Short Term Courses – NIELIT Delhi Centre

Certificate Course in Data Entry and Office Automation (Direct)

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

135 hours (9 weeks 3 hrs a day)

(In hours)

Minimum Eligibility

10+2 passes in any stream with min.50% marks

Criteria and Prerequisite, if Any

OR

ITI Certificate (One Year) after class 10th with min.50% marks in ITI

Outline of Course

S. No.	Topic	Hours
1.	Introduction to computer, History, characteristics, components	4
2.	Concepts of Hardware and Software Representation of Data/Information	6
3.	Concept of Data processing	2
4.	Introduction to GUI Based Operating System	2
5.	Elements of word processing	10
6.	Table Manipulation	4
7.	Cross reference, table of contents. Mail Merge	10
8.	Spread sheet elements. Manipulation of Cells	12
9.	Using Formulas	12
10.	Power point presentations	8
11.	Basics of Computer Networks	10
12.	Basics of E-mail. Opening Email Client	4
13.	Soft Skills: Personality Development. Writing Skills, File Handling	6
14.	Data Entry / Typing computer	45
Theory / Practical Hours		90
Typing Hours		45

Books Recommended for Reading and Reference:

CCC Book Published by BPB Publication