



TECNIA

INSTITUTE OF ADVANCED STUDIES
NAAC ACCREDITED GRADE "A" INSTITUTE
DELHI INDIA

Department of Information Communication & Technology

AUTOMATION

Certificate Course in Office Automation

Preface:

Value Added Course are augmented as per NEP 2020; Envisage Modern Tool Usage, Learners to up-skill their skillsets; Bridging the gap between academia and corporate requirements; VAC Certificate In Office Automation will be able to attain as under:-

- Broadening of Domain Knowledge
- Apply techniques of appropriate software's validation
- Acquire technical skills to lead as productive IT Professional
- Enhancing Employability

Learning Outcomes:

Completion of the Course, Students would be able to

- Perform documentation, Spreadsheets
- make presentations; Acquainted with internet.
- Perform mathematical & Logical operations.
- Perform Advance presentation skills using PowerPoint.

Note:

- Batches will commence w.e.f 12.06.2021 at 05:00 PM.
- Each batch shall comprise of 60 students only.
- Minimum 75% attendance is required by the candidate for assessment.
- Assessment will be made on the basis of Viva Voce on 17/7/2021
- Successful learners after assessment will get the certificate of the VAC.

Duration: 30 Hours

Timing: 5:00 - to 6:00 P.M.

Online Mode

Resource Person

Mr. Deepak Sharma

Registration

Date: 05.06.2021

VAC Contents :

- Introduction. (1 Hrs)
- Basics of Office Automation and its applications. (4 Hrs)
- Operations of Office Automation. (5 Hours)
- Functionalities of Office. (2 Hrs)
- Use of Excel Formulas. (3Hrs)
- Functions, and Pivot Table. (3 Hrs)
- Use of Word Formatting. (2 Hrs)
- Table and Layout. (3 Hrs)
- Lists, and Borders.(2 Hrs)
- Use of PowerPoint to create presentations. (3 Hrs)
- Testing and Evaluation. (2 Hrs)

For any queries related for the VAC Certification course, Please Feel Free to Contact

Dr. Y.P. Singh
VAC Coordinator
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