



Advance Diploma in Office Care

Diploma in Office Automation program focuses on the field of Office Automation involving various Softwares used to carry out routine office works such as MS PowerPoint, Tally ERP etc. This course helps students to learn various software related to this field and fundamentals of Office Automation.

Students willing to do Office Work and want a job involving table work are well suited to this course. Candidates seeking admission to Diploma in Office Automation program must have basic computer knowledge and logical and analytical skills as well as management skills.

After completing Diploma in Office Automation course, students can go for jobs in various fields such as in Stock Broking Agencies, MNCs such as HCL, WIPRO, TCS, Govt. Offices etc. as an Office Automation Clerk, Office Automation Technician, Office Automation Analyst, Support Assistant, Secretary (Office Automation) etc.

Syllabus and Course Description

After getting admission to Diploma in Office Automation, students have to study the subjects mentioned below. The details of subjects that students have to study while pursuing this course are provided in the table given below:

Subjects of Study
Unit 1: Computer Science and Operating System (Windows)
Unit 2: Personal Computer Software Tools (MS Word, MS Excel, MS Power point)
Unit 3: Designing and Publishing using PageMaker, Photoshop and Corel Draw
Unit 4: Office Procedures and various devices used in Modern Office
Unit 5: Programming in C
Unit 6: Software Lab



केन्द्रीय शैक्षणिक एवम् तांत्रिक माहिती संशोधन समीती

CENTRAL EDUCATION & INFORMATION TECHNOLOGY RESEARCH COMMITTEE

AN AUTONOMOUS INSTITUTION REGD. BY THE GOVT. OF NCT OF DELHI UNDER ITA 1882 GOVT. OF INDIA

REGD. BY NCS-MINISTRY OF LABOUR AND EMPLOYMENT GOVT. OF INDIA

REGD. AT MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES (MSME), GOVT. OF INDIA
An Autonomous Organization works for IT, HRD & Literacy



NCS-REGD. OFFICE
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सत्यमेव जयते

REGD.NO.: S14K81-1040424644087

Unit 7: Seminar

