Dr.Kalam Institution of Vocational Training

Certification in Office Management(COM)

3 Months Course In IT PROFESSIONAL Stream

Total Fee- Rs.3600/-

S.No.	Sub Code	Sub Name	Topics	Total Hrs	Int Marks	Ext Marks	Total Mrks
1	COM-01	Computer Typing	Benefits of Typing and Keyboarding for Business Professionals, About Touch Typing, Rules of Typing, Typing Software	40	75	25	100
2	COM-02	Computer Fundamentals	Computer Introduction, Input/ Output & Processing (CPU), Types of computers, History & Generation, Memory Device, Characteristics of Computer, Applications of Computer, Ms. Paint & Wordpad, MS DOS & Windows	20	25	75	100
3	COM-03	MS-Office	MS Word(Home, Insert, References, Mailing, Review, View), MS Excel(Home, Insert, Page Layout, Formulas, Data, Review, View), MS Power Point(Design, Animation, Slideshow), MS Access(DBMS, Database)	40	25	75	100
4	COM-04	Project Work	Official Letter Writing, Presentation Making, Resume, Mail Merge, Enevolp Making, Coverpage etc.	20	75	25	100

Course Details:-

No DataVisit For More Details: https://dkivt.com/

Contact: 01697297222, dkivtindia@gmail.com