Dr.Kalam Institution of Vocational Training

Certificate in Data Entry Operations(CDEO)

6 Months Course In IT PROFESSIONAL Stream

Total Fee- Rs.5500/-

S.No.	Sub Code	Sub Name	Topics	Total Hrs	Int Marks	Ext Marks	Total Mrks
1	CDEO-01	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	30	25	75	100
2	CDEO-02	Office Automation	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)	70	25	75	100
3	CDEO-03	Typing	Typing Software, Touch Typing, Built Speed In Typing(English/Hindi/Punjabi)	80	25	75	100
4	CDEO-04	Internet	Introduction, Search Engine, Basics of Social Networking Site, Email Account & Its Functions, Surfing WebPages.	40	25	75	100
5	CDEO-05	Project Work	Typing Test, Official Letter Writing, Presentation Making, Resume, Mail Merge, Envelope Making, Cover-page etc.	20	75	25	100

Course Details:-

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

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