

SUMMER VACATION SKILL DEVELOPMENT PROGRAM by LBSITW

Name of Program:	Diploma in Computerised Office Management and Administration [DCOMA]
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LBSITW is offering a new generation Hands On training program to improve computer skills to handle the day to day operations of new generation office requirements. This program will help students gain more acceptance in today's fast-paced digital world and related job market. We start at the basic level and assume you know nothing about modern office skill requirements and managing a digital office. One can choose this course to enhance their skills to consider better job opportunities.

Course Description:

In today's fast-paced digital world, computer skills have become essential for almost every career. We help you to improve your computer skills by the new generation Hands On training program named as Diploma in Computerised Office Management and Administration (DCOMA). This is a multilevel training program, which starts from a basic level of 30 Hrs.

This course has 3 levels and one can study each level separately or together. A minimum score must be achieved in the previous level-based screening test is mandatory for the admission to the level 2 & level 3 courses.

- Level 1 - Basic - 30 Hrs.
- Level 2 - Office Operations - 50 Hrs.
- Level 3 - Advanced - 40 Hrs.

Course Content:

Level 1 - Basic

Duration: 30Hrs

Course Fee: INR 2000/-

Module 1 - Introduction
Module 2 - Internet & Office Network
Module 3 - Computer Keyboard & Typing Skill
Module 4 - Word Documents
Module 5 - Working with Images
Module 6 - Powerpoint Presentation
Module 7 - Excel Worksheets
Module 8 - Email Operations
- Evaluation, Feedback, Certification

Level 2 - Office Operations

Duration: 50 Hrs

Course Fee: INR 3000/-

Module 1 - Working with Word Documents
Module 2 - Working with Excel Worksheets
Module 3 - Link data in between Excel & Word Documents
Module 4 - Data Tables in Excel

Module 5 - Creating Excel reports
 Module 6 - File Conversion Techniques
 Module 7 - Print / Publish / Share
 Module 8 - Digital Banking Transactions, Payments, etc.
 Module 9 - Making Banners & Posters
 Module 10 - Computerised Office Administration Skills
 Module 11 - Reasoning & Problem Solving Skills
 Module 12 - Social Media Connectivity
 Module 13 - Live Projects / Tasks
 - Evaluation, Feedback, Certification

Level 3 - Advanced Operations Duration: 40 Hrs Course Fee: INR 3500/-

Module 1 - Online & Offline Tools for Computerised Office Management
 Module 2 - Working with Google Docs and Sheets
 Module 3 - Language Translation Tools
 Module 4 - Write, Review, Summarise Word Documents with AI Tools
 Module 5 - Working with AI Tools Excel worksheets
 Module 6 - Experience AI Tools to Handle Office Email Communications
 Module 7 - Google Forms & Google Sites
 Module 8 - Best practices for using Office Tools
 - Evaluation, Feedback, Certification

Eligibility:

Level 1	8th STD / OR Above
Level 2	SSLC / Level 1 / OR Above And A minimum score must be achieved in the Level 1 based screening test.
Level 3	SSLC / Level 2 / OR Above And A minimum score must be achieved in the Level 2 based screening test.

Course Timing:

Batch	Timing	The classes will start as soon as the required number of students completes the registration as per the minimum number criteria in the course batch. If you have any plans to join a particular batch, please confirm the batch time and course schedule before paying the fee.
Monday to Friday (Summer Vacation Training Program)	10:00am To 4:00pm	
Saturday only	10:00am To 4:00pm	

Helpline: +91 9447329978

SEBASTIAN T V
Course Coordinator