

# 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/>

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