Dr.Kalam Institution of Vocational Training

Certificate in Office Automation(COA)

2 Months Course In IT PROFESSIONAL Stream

Total Fee- Rs.3000/-

S.No.	Sub Code	Sub Name	Topics	Total Hrs	Int Marks	Ext Marks	Total Mrks
1	COA-01	Computer Fundamentals	Computer Introduction, Input/ Output & Processing (CPU), Types of computers, History & Generation, Memory Device, Characteristics of Computer, Applications of Computer, Ms. Paint, Basic Terminology & Typing.	20	25	75	100
2	COA-02	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)	40	25	75	100
3	COA-03	Internet	Introduction, Search Engine, Basics of Social Networking Site, Email Account & Its Functions, Surfing WebPages.	20	25	75	100

Course Details:-

Visit For More Details: https://dkivt.com/

Contact: 01697297222, dkivtindia@gmail.com