

9. Certificate Course in Office Automation

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Add-on certificate course in Office Automation was conducted in the college for the students to make them efficient in using different types of computer systems and software that are used to collect digitally, store, transfer, alter and utilize office information to execute tasks. The course started on 18th Feb. 2022 to 8th Mar. 2022 for a duration of 30 hrs. Dr. Jaichand and Mrs. Nandani Kanwar were the course coordinator and a total of 40 students participated in the programme and 20 successfully completed it and received certificates.

Course briefing by Coordinator:

<https://drive.google.com/file/d/132eBo9UhXD6RVzd86WTwbd-1KYcPVPAY/view?usp=drivesdk>

Students' feedback video link:

- <https://drive.google.com/file/d/1VHd2rol5bxhT0i0XgtdCm54uT6F5Q6Z-/view?usp=sharing>
- <https://drive.google.com/file/d/1VibThmoLvICTaoKjVIRMz9IdevLKIXqD/view?usp=sharing>

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