



Government College of Engineering & Ceramic Technology

(An Autonomous Institute under MAKAUT, NAAC accredited A Grade)

MS-Office

<Ms-Word, PowerPoint and Excel>

offered by Dept. of Computer Sc. and Engineering **GCECT**



WELCOME <<

We welcome all the eligible participants in our course. The institute will provide a certificate to each participant after successful completion of the course through proper assessment. This course will help everyone to develop confidence to establish a small scale business in the locality.

>> OBJECTIVES

The objectives are to impart quality training that will help the youth to improve their technical skills and employability.

After completion of this course:

1. Learners will be able to equip themselves with the operations required in the Office Job.
2. Learners will be able to setup a small scale business locally with minimal requirement.



COURSE ELIGIBILITY <<

Minimum academic qualification: Completed 10th Standard

>> IMPORTANT DATES

Application Forms will be available from:

8th August, 2022 to 22nd August, 2022

Last date of application form submission:

24th August, 2022

List of Display of shortlisted candidates:

28th August, 2022

Registration and Submission of Course Fees of shortlisted candidates:

29th August, 2022 to 8th September, 2022



COURSE INFORMATION <<

Batch Size: Maximum 20

Course Start Date: 9th September, 2022

Course Duration: 60 Hrs

(Theory - 20 Hrs and Lab - 40 Hrs)

Classes will be continued for 10 weeks

Weekly 2 classes (1 class - 3 Hrs) on Friday and Saturday

Project Work and assessment: 2 Weeks

Course Fees - Rs.299 per participant



(Download the application form here and submit the same after filling it up to the contact person given herewith)

>> **Coordinator:** Partha Ghosh

>> **Resource Persons:** Rajib Chakraborty, Bishwarup Das,
Ranjit Kumar Mandal, Bijoy Kumar Mandal

>> **Contact No.:** 9123895194 / 9903516625