

# Office Assistant Cum Computer Operator Syllabus

**Dynode Edu. Services**

Presented by

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# About us

Welcome to this extreme Data Entry Course for Beginners, from where you will find out about Data Entry venture types accessible on freelance marketplaces. You will find out about Data Entry from a very much experienced, successful, Top Rated Data Entry Professional! This live project model based Data Entry Course is for the entirety of the people groups who are intrigued to turn into a Freelancer and give Data Entry services to their customers.



Dynode Edu Services being the best Computer Operator Institute gives Computer Operator training to its students; with the assistance of our IT Proficient Faculty having +15 years of Industrial Experience taking care of live projects in this Sector. Students deciding on this course will get a presentation to the rundown above, with live examples and practical applications.

# COMPUTER OPERATOR SYLLABUS

<b>DURATION</b>	<b>1 MONTHS</b>
<b>TOTAL HR</b>	<b>24 HRS</b>
<b>CLASS</b>	<b>4 DAYS IN A WEEK</b>
<b>CLASS DURATION</b>	<b>PER DAY 1.5 HRS APPROX.</b>
<b>COURSE FEES</b>	<b>RS.3,000/-</b>

## OFFICE ASSISTANT CUM COMPUTER OPERATOR

- **Personality Development**
- **Importance of Attitude In Your Life**
- **Importance of Behavior & Tone In Your Communication**
- **Communication In Service Sector**
- **How To Build Confidence**
- **Introduction Of PMS And Dynode Software**
- **Operational Training of Pms Software**
- **Simple Accounting**
- **Gst Overview**
- **Inventory & Stock**
- **Mis Reporting**

# Office Assistant Cum Computer Operator

- **Analytical Reporting for Small Business**
- **Excel:- Pivot/Formula**
- **Word - Formatting & Use of Template**
- **Knowledge of Internet / E-mail**
- **Sample Letter Writing**
- **Your Contribution as an Employee To Your Organization**
- **Managing Good Relationship with Other Employee In Your Company**
- **Relationship with Organization Head & Other Dept Head.**
- **Handling Personal & Professional Life & Balancing it**
- **Your Emotion & Be Ready for uncomfortable Situation**
- **Building your Career Through Continuous Learning**
- **Your Networking Social Media & Physical Relationship for your Betterment**
- **You And Your Company And Building Career With New Opportunity.**
- **Time Management**
- **Interview Techniques**

## Contact Details

### **Dynode Edu Services**

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