

कंप्यूटर शिक्षा को आगे बढ़ाने के लिए
बहुभाषी कार्यक्रम

कम्प्यूटर शिक्षा উন্নত করার বাবে
বহুভাষিক কার্যসূচী

கணினி கல்வியின் முன்னேற்றத்திற்கான
பன்மொழி திட்டம்

ಕಂಪ್ಯೂಟರ್ ಶಿಕ್ಷಣದ ಪ್ರಗತಿಗಾಗಿ
ಬಹುಭಾಷಾ ಕಾರ್ಯಕ್ರಮ

കമ്പ്യൂട്ടർ വിദ്യാഭ്യാസത്തിന്റെ
പുരോഗതിക്കായി ബഹുഭാഷാ പരിപാടി

*Grass root, Multilingual, and Livelihood
Skillling programme*

Advanced Certificate in Office Automation and Stenography (ACOAS)

The course is targeted to anyone who wish to make a career as an administrative Assistant, Personal Assistant, Transcriptionist, Stenographer, Broadcast Captioner. This course provides opportunities for jobs in government/private offices, healthcare settings, courts, educational institutes & legal firms.

Course Eligibility:

- Minimum 10th Pass from recognized education board.

Course Modules:

- Office Automation Fundamentals
- Stenography-Basics of shorthand writing, typing practice and speed building Exercises
- Advanced Office Automation-Word Processing, Spreadsheet functions, Presentation Design, Database Management Basics
- Advanced Stenography techniques- Accuracy enhancement, Specialized Vocabulary
- Integration and Practice-Practical Exercises, Projects
- Real-word simulation and case studies

Course Highlights:

- A part time course of 12 months duration (600 hrs.)
- Continuous Lab & Internal assessment during the course.
- The course enables the students to gain knowledge in stenography skills/techniques and office automation packages
- Tailor made course designed to meet local needs
- The courseware is designed with a structured syllabus to suit the requirements of students.

PACE Highlights:

- Training targeted to grass-root level people
- Courses designed for all age groups and categories like students, working professionals, housewives, entrepreneurs, freelancers, small business groups etc.
- Flexible batch timings
- Affordable course fee
- Course delivery in multilingual mode
- Training conducted at Authorized Training Centers (ATCs)
- 200+ ATCs Pan India
- Presence in 10+ states

Course fee Details: - <https://cdac.in/pace-coursefees>
Training Centres: <https://cdac.in/pace-centres>

Contact:
Authorized Regional Coordinators:

Gujarat & Maharashtra: High Tech Advanced Computer Education, Ahmedabad, Ph: 079-48006090, email: jr_patel@hotmail.com

Himachal Pradesh, Haryana & Punjab: Him Productive Institute of Education, Shimla, Ph: 9318642116, email: hpie.hp@gmail.com

Tamil Nadu, Puducherry: Akshamala Tech Services (OPC) Pvt. Ltd. Chennai, Ph: 044-24860245, email: arctn@aksharaco.in

Kerala: Velocity BPO Pvt. Ltd., Kochi, Ph: 0484-2389822, email: cdacgistpace@velocitycpa.com, gistpace@velocitycpa.com

North Eastern States: Advanced Computing centre, Silchar, Ph: 9101370205, email: statearcne@gmail.com

C-DAC: 020-25503490, pace.gist@cdac.in, pace-support@cdac.in



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