CERTIFICATE IN OFFICE AUTOMATION

Duration: 3 Month | **Certificate**

OVERVIEW OF THE COURSE

The Certificate in Office Automation course gives you practical, job-oriented training with hands-on projects, expert trainers and career support from ISDM NxT.



3 Month	8	Live	Pro
DURATION	SUBJECTS	PROJECTS	TOOLS

JOIN NOW →

WhatsApp us

WE ARE AVAILABLE AT
600+ LOCATIONS

NOT SURE WHICH COURSE IS RIGHT FOR YOU?
Choose the Best Course for You - Try our AI-Powered Career Counselling for FREE

Start free →

YOUR NEAREST ISDM NxT CENTRE
ISDM-VADODARA
309, Saffron Plaza, Airport Road, Above Jagdish Farsan, Vadodara, Gujarat - 390022
Call / WhatsApp: **6263625594** · inquiry.isdm@gmail.com

Scan to enquire

COURSE CURRICULUM

What you will learn

01 Subjects

01 Subjects & modules

8 subjects

01 Fundamentals of Computer

02 Windows (Operating System 10)

03 English Typing

04 Microsoft Word 2013

05 Microsoft Excel 2013

06 Microsoft Power Point 2013

07 Working with Shortcut Keys

08 Internet with E-mails

Certification

The ISDM NxT Certificate is awarded after you successfully complete the course and its final assessment.

Practical project **Final online test** **Verifiable certificate**

WHY START NOW

Your future is built by the skills you learn today.

Companies hire people who can do the work. Every month you practise adds a project to your portfolio - the best time to start is now.

18+	600+	2,708+	390+
Years of training experience	Centres across India	Job offers to our students	Hiring companies

UNIQUE FEATURES AT ISDM NxT

- ✓ Free pre-counselling to choose the right course
- ✓ Study material, attendance, assignments, exams and results online from day one
- ✓ 24x7 AI trainer (ChatNxT) for your doubts
- ✓ Experienced, rated trainers and daily class feedback
- ✓ Practical lab sessions and live projects
- ✓ Monthly online mentorship sessions
- ✓ Resume, mock interviews and job offers in your student dashboard
- ✓ Freelancing and start-up guidance

● LIVE PLACEMENT DATA

Latest job offers to ISDM NxT students

Updated 20 Nov 2026



Gaurav M.
India
Java Software Development Engineer
Health Catalyst



Geeta K.
New Delhi
tellecaller for digital marketing
balajimarketingexperts



Anand S.
Muvattupuzha
Hiring Junior Account Executive J...
CorpZop



Adarsh S.
Ghugus
TGT Computer Science
Adani Foundation



Priyanka Y.
Mumbai
Data Entry Operator (Full-time) -...
CorpZop



Rajan S.
Ahilyanagar
Computer Trainer
Enlearning skill development Ltd

Job offers shared with our students through the ISDM NxT job network. See all at isdmnext.in/latest-placement

LIMITED SEATS · VALID TILL 30 NOV 2026

FREE Ambassador Affiliate Programme

Complete your admission within **10 days** and join the ISDM NxT Ambassador Affiliate Programme free of cost: refer friends, earn referral rewards as per the programme and get featured on the ambassador leaderboard.

CLAIM NOW

TAKE THE FIRST STEP

Book your FREE counselling session today

Meet our counsellor, see the lab, get your doubts answered and know the current fees and offers for your centre.

YOUR ISDM NxT CENTRE

ISDM-VADODARA

309, Saffron Plaza, Airport Road, Above Jagdish Farsan, Vadodara, Gujarat - 390022

Call: 6263625594

WhatsApp: 9752212212

Email: inquiry.isdm@gmail.com

ENQUIRE NOW | **WhatsApp** | **Call 6263625594**

Scan for course details & enquiry

NOT SURE WHICH COURSE IS RIGHT FOR YOU?

Choose the Best Course for You

Try our AI-Powered Career Counselling for FREE - answer a few questions and get the courses that fit your interests, skills and career goal.

Try it FREE →
isdmnext.in/course-for-you

01
Counselling
Free guidance to pick the right course

02
Training
Practical classes, labs and projects

03
Mentoring
Experts, AI trainer and feedback

04
Placement support
Resume, interviews and job offers

What you get with this course

- Study material and online access from day one
- Practical lab sessions and live projects
- 24x7 AI trainer support
- AI career counselling
- Interview preparation
- Job offers in the student dashboard
- ISDM NxT certificate

ISDM NxT Head Office: 309, Saffron Plaza, Airport Road, Vadodara, Gujarat, 390022 · +916263625594 · inquiry@gmail.com

Fees depend on the centre and current offers - ask your counsellor. Course content may be updated to stay current with industry needs. · isdmnext.in