ISDM Independent Skill Development Mission NXT

Anandadhara Kajkendra

★ AI-INTEGRATED COURSE

# ADVANCE CERTIFICATE IN OFFICE AUTOMATION

**Duration:** 3 Month | **Certificate** | **Eligibility:** Candidates should have completed their higher secondary educ

## OVERVIEW OF THE COURSE

The Advance Certificate in Office Automation is designed to equip students with essential skills in modern office technologies and practices. This 3-month course focuses on enhancing productivity through the effective use of software applications and automation tools. Learn to navigate various office software including word proc...

- Proficient use of word processing, spreadsheet, and presentation software.
- Ability to create automated workflows using relevant tools.
- Understanding of data management and digital communication strategies.
- Skills in troubleshooting common software issues and improving office productivity.



| 3 Month | 8 | 4 | 8 |
|---|---|---|---|
| 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

**Anandadhara kajkendra**

127, Gorui Paschim Para Post- Rabindranagar Kolkata -700065, South 24 Parganas, West Bengal - 700064

Call / WhatsApp: **9830479172** · anandadharakajkendra@gmail.com

Scan to enquire

COURSE CURRICULUM

# What you will learn

01 Subjects → | 02 Projects → | 03 AI Integration

## 01 Subjects & modules

6 subjects

**01** Introduction to Computers

**02** Internet, Email and Digital Communication

**03** Microsoft Word for Professional Documentation

**04** Microsoft Excel for Office Data Management

**05** Microsoft PowerPoint and Presentation Skills

**06** Office Productivity, Cloud Tools and Final Project

## 02 Projects & assignments

Hands-on work for your portfolio

**P1** Create a comprehensive office automation plan for a hypothetical business.

**P2** Develop a presentation using advanced features of presentation software.

**P3** Automate a data entry process using spreadsheet functions and macros.

**P4** Collaborate on a group project to design a digital communication strategy for a small team.

## 03 AI Integration

How AI is used inside the work of this course

AI SUBJECT

### AI Fundamentals & Prompt Engineering

- AI Basics and Everyday Uses
- Generative AI: How It Works
- Prompt Engineering Foundations
- AI for Study and Workplace Tasks
- Fact-Checking and Reliable Research
- Privacy, Safety and Responsible Use
- Integrated Practice and Review

AI SUBJECT

### AI for Office Productivity (Word, Excel, PowerPoint)

- **Safe AI use and prompt basics for office work**
  Microsoft 365 Copilot and Gemini for Google Workspace in Microsoft 365 and Google Workspac
- **AI-assisted documents and email in Microsoft 365**
  Microsoft 365 Copilot in Word: Create, rewrite and summarise a workplace letter or report,
- **AI formulas, data cleaning and analysis in Excel**
  Microsoft 365 Copilot in Excel: Generate or explain formulas, analyse a table and create a
- **AI presentations in PowerPoint and Google Slides**
  Microsoft 365 Copilot in PowerPoint: Create or revise a presentation from a prompt or supp
- **Gemini in Google Workspace: documents, spreadsheets and email**
  Gemini for Google Workspace in Google Docs: Draft, rewrite or summarise a document and ver

- **AI-assisted calendar, meetings and task management**
  Microsoft 365 Copilot in Microsoft Teams, Microsoft To Do and Planner: Review an available
- **AI connectors and office-work automation**
  ChatGPT connectors in Gmail, Google Calendar and Google Drive where supported: Connect an

**AI TOOLS YOU WILL USE**

Google Gemini

Microsoft Copilot

ChatGPT

Claude

Power Automate

Zapier

Perplexity

NotebookLM

CAREER OPPORTUNITIES

# Where this course can take you

- Office Administrator
- Data Entry Specialist
- Administrative Assistant
- Office Automation Consultant
- IT Support for Office Applications

## Certification

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

**Practical AI-integrated 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. People who use AI well at work are in demand - this course teaches you the job skills and the AI tools together. 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

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### 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