★ 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
Jammu Kashmir Information Technology Centre
Akshar Computer Centre Building, Ground floor, Adjoining Lane Commerce College, Canal Road-Jammu-180001, Jammu and Kashmir - 180001
Call / WhatsApp: **7780995190** · kshubam982@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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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