



PROTECH
COMPUTER
ACADEMY

30

YEARS · EST 1995

CAREER PROGRAM · COURSE BROCHURE

OFFICE AUTOMATION

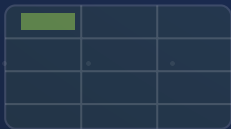
Become office-ready — master computer fundamentals, MS Office with AI tools, the internet and Kannada typing with Nudi.

PROGRAM SNAPSHOT



MS Office

Word · Excel · PPT



AI Tools

Copilot & GPT



Internet

Web & Nudi



DURATION

6 Months



OUTCOME

Computer Operator



LEVEL

Beginner → Pro

About the Office Automation Program

The essential program for every career. This 6-month diploma makes you completely office-ready — from computer fundamentals to MS Office powered by AI tools, the internet, and Kannada typing with Nudi — the practical skills employers expect from day one.

6

Months, complete office skills

AI

Copilot & ChatGPT integrated

100%

Hands-on practical training

What you'll be able to do

- ✓ Understand how computers work
- ✓ Master Word, Excel & PowerPoint
- ✓ Use AI tools like Copilot & ChatGPT
- ✓ Build Excel dashboards & PivotTables
- ✓ Work confidently on the internet
- ✓ Type in Kannada using Nudi

Career paths after this course

Computer Operator

Data Entry Operator

Office Assistant

Back-Office Executive

MIS Assistant

Front Office Executive

Admin Assistant



WHO IS THIS FOR

Everyone starting their career

Ideal for students, job-seekers and professionals who need strong, practical computer and office skills for any workplace.

✓ No experience needed

✓ Weekday & weekend batches

✓ Diploma certificate

Course Curriculum



Computer Fundamentals

How computers work

MODULE 01
Basics

- **Components** & how they work
- **CPU**, memory & storage
- **Operating systems**
- **Computer architecture**
- **Generations** & types
- **Data processing**



MS Office with AI

Word • Excel • PowerPoint

MODULE 02
Core

- **Word**, Excel & PowerPoint
- **Formulas**: VLOOKUP, HLOOKUP
- **PivotTables** & charts
- **Data analysis** & dashboards
- **PowerPoint** design & animation
- **Microsoft Copilot**
- **ChatGPT** integration
- **AI-assisted** documents



Internet & Web

Work online confidently

MODULE 03
Web

- **WWW** & web browsers
- **Search engines**
- **URLs**, domains & IP
- **Email** & FTP
- **Passwords** & security
- **Intro to HTML**



Nudi — Kannada Typing

Regional typing skills

MODULE 04
Typing

- **Nudi** software
- **Kannada** script typing
- **Font encoding** standards
- **Multi-application** support

Tools & technologies you'll use

MS Word

Excel

PowerPoint

Copilot

ChatGPT

Nudi

Internet

Email

Why Choose Protech

For three decades Protech Computer Academy has helped students in Belagavi build careers in IT. Here's what sets our Office Automation diploma apart.



30 Years of Excellence

Established in 1995 — a trusted name in computer education with a proven track record.



Expert Faculty

Learn from industry-experienced trainers who mentor you through real projects, not just theory.



Hands-On & Practical

100% project-based learning on real work so you build a portfolio, not just watch lectures.



Certification & Support

Earn a course certificate on completion, plus counselling, demo classes and career guidance.

Get in Touch

Visit us for a free demo class and talk to our counsellors.

Don't rush to join us...!

ENROLL NOW



CALL US

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VISIT US

**Opp. Sardar Ground, Govekar Building,
Ground Floor, Kaktives Road, Belagavi**



TIMINGS

Mon-Sat · Morning & Evening batches

