

**SCA(INFO)-3 Certificate course in office automation (Level-3) (New scheme).**

*Approved Outlay- Rs. 60.50 Lac*

Under this scheme training will be given to BPL SCs in office automation. Duration of the course will be 80 hrs.(1 months). The minimum qualification will be 12th pass. Training will be provided in CAL-C centres across the State. Training will be imparted in basics of computer, windows, MS Office, Spread sheets, Usage of Internet, Web Browser, Communication & collaboration and making small presentations. Punjab INFOTECH will charge a fee of Rs. 3,000/- per candidate including study material.

A budget provision of Rs. 60.00 lac has been made during 2018-19 to provide certificate course to 1100 BPL SC boys/girls.