

SASIKIRAN VIDYALAYA

SASIKIRAN VIDYALAYA Affiliated to **STATE BOARD OF TECHNICAL EDUCATION, Andhra Pradesh**, provides **OFFICE AUTOMATION 3 months Certificate course.**

This is **Basic MS OFFICE Course** covers the topics..
Ms Word, Ms Excel, Ms Power Point, Internet, DOS
internal and external commands etc.

This **Certificate is Necessary** for who are preparing
for **Govt. jobs- Group-2, Group-3, 4 & for all APPSC**
Exams.

And **compulsory** for all the **Government jobs** like **AP**
Revenue Department & Reserved senior accountant
post in **Group-II.**

Qualification for this exam is **10th pass.**

No Age Limit.

SBTET conduct **Office Automation exam** in
February/March and August/September of every
year.

***** Student should join three / four months before**
the examination.

BRANCHES: JAGADAMBA JN, VISAKHA DIST.
DUNGALAVANIPALEM, ANAKAPALLI DIST.
9063744141, 9030028499.

