



The Knowledge Room

(Foundation Track)

This Foundation Track Training Course is designed for Beginners and Professionals. In this course, you will gain the knowledge needed to pass the Foundation Certification Exam, Learn about the end-to-end I.T / Digital Operating Model.

Gain Essential Skills in Microsoft Office Professional and Office 365, including Microsoft Products. This Hand-on course intended for the professional web designers and developers who are willing to quickly learn to master and use the advance techniques of **Microsoft Office** to create feature-rich and interactive website.

Course Content

In This 2 Months Certificate, You will learn Professional Information related to Microsoft Office Fundamentals from scratch. MS Office is one of the most popular programs used in offices all over the world. The most prestigious positions within Pakistan now require a person to be proficient in working with Office efficiently.

Course Information

Classes:	8 weeks, with 3 Classes of 3 hours in a week
Registration Fee:	500 PKR
Admission Fee:	500 PKR
Course Fee:	10,000 PKR
Course Duration:	2 Months
Total Credit:	72 Hours
Student Capacity:	Max 25 Students / Batch
Class Schedule:	Monday To Saturday
Class Time:	3 Hours
Course Experts:	03

Training Methodology

- ✓ Lectures & Demos by industry experts
- ✓ Project Driven Hands-On approach
- ✓ Focus on latest tools, technologies & industry practices
- ✓ Assignments & Quizzes for Participant's Evaluation

Audience

- ✓ Students of any discipline looking for future in I.T
- ✓ Minimum requirement of formal education is Matric

Certificate

- ✓ On successful completion of the Course Participants will be awarded a Participation Certificate from **AUS Trainings (INSTITUTE OF MODERN TECHNOLOGIES)**
- ✓ In addition to this, participants may acquire Microsoft Office Specialist (MOS) Certification (Exam: Word, Excel, Power Point, Access, Outlook, OneNote, Access, Office 365 App etc.)

Career Opportunities

Land a Job. Get Promoted and Boost Your Salary. Retain Your Current Position. Access Networking Opportunities. Enhance Your Professional Credibility. Ensure Necessary Skills and Experience Are In-House. Land Clients Who Want to Work With Certified Professionals.

Our careers team is available to support you from the start of your studies until after you diploma. They will help you build your CV, prepare for interviews, and meet and learn from successful students working at the top of their careers.

Apply Now

For further information,

Phone: +92 339 418 111 0 | Email: info@austrainings.com | Website: www.austrainings.com

Online Admission Please Visit

<https://www.austrainings.com/Admission.aspx> | [Our Office Visits](#)

Office No. 202, 2nd Floor, Queen Plaza, 13-Durand Road, Lahore, Pakistan.

- ✓ **Introduction To Computer Sciences**
- ✓ **Fundamentals of Computer Sciences**
- ✓ **Operating System Windows 8.1 & 10**
- ✓ **Internet Technologies**
- ✓ **Digital Media Technologies**
- ✓ **Microsoft Office - First Glance**
- ✓ **Microsoft Office - File Formats**
- ✓ **Microsoft Office - Shared Features**
- ✓ **Microsoft Word Application**
- ✓ **Microsoft Excel Application**
- ✓ **Microsoft Power Point Application**
- ✓ **Microsoft Outlook Application**
- ✓ **Final Project & Assignments**