COMFRONT INSTITUTE OF TECHNOLOGY

Accredited Training Partner • Directorate of Skill Development, Govt. of Tripura • NSDC & NCVET Aligned

Central Administrative Campus: Ramkrishna Sarani, Kumarghat, Unakoti District, Tripura - 799264

DATA OPERATIONS, MIS & OFFICE ADMINISTRATION

NSQF Level 4 • 300 Hours (2.5 Months) • Ref: CIT-CRS-MIS06 • Academic Year 2025-26

Sector Skill Council Affiliation

IT-ITeS Sector Skill Council, NASSCOM

Course Duration & NSQF Certification

300 Hours (2.5 Months) (NSQF Level 4 Certification by NCVET)

Minimum Educational Eligibility

Class 10th / 12th pass with basic numeracy and literacy.

Curriculum Modules & Laboratory Schedule

Module 1: Touch Typing Speed Training (35+ WPM with 95% Accuracy)
Module 2: Advanced Excel (VLOOKUP, Pivot Tables, Nested Formulas)
Module 3: Government MIS Data Entry Protocols & Form Standardization
Module 4: Business Correspondence, Email Drafting & Filing Systems
Module 5: Document Scanning, OCR Indexing & Archive Management
Module 6: Office Ergonomics, Tele-etiquette & Time Management