शासकीय लघु उद्योग विकास महामंडळ
GOVERNMENT SMALL INDUSTRIES DEVELOPMENT CORPORATION
Skill Development & Vocational Training | www.gsidc.org.in

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COURSE CURRICULUM / पाठ्यक्रम

Certificate in Ms - Office

Certificate Programme · IT & Technology Sector · Ref: GSIDC/CUR/0826

Course Type	**Certificate**	**Sector**	**IT & Technology**
Duration	**3 Months**	**Eligibility**	**10th Pass**
Total Subjects	**5**	**Total Marks**	**500**
Course Fee	**Rs. 3,500**	**Examination**	**Theory**

SUBJECT-WISE CURRICULUM & MARKING SCHEME

Sr.	Subject Code	Subject Name	Type	Theory		Total
				Max	Min	
1	MSO-101	MS Word Advanced	Theory	100	35	**100**
2	MSO-102	MS Excel Advanced	Theory	100	35	**100**
3	MSO-103	MS PowerPoint	Theory	100	35	**100**
4	MSO-105	Outlook & Collaboration Tools	Theory	100	35	**100**
5	MSO-106	Office Automation Project	Theory	100	35	**100**
		GRAND TOTAL		**500**		**500**

EXAMINATION & CERTIFICATION

- Course poora hone par GSIDC dwara nirdharit examination hoga.
- Har subject mein upar di gayi **Min (passing) marks** laana avashyak hai.
- Pass hone par GSIDC ki **marksheet** aur **course certificate** jaari kiya jaata hai.
- Certificate ka online verification **www.gsidc.org.in** par kiya ja sakta hai.
- Admission ke liye nazdeeki GSIDC authorised study centre se sampark karein ya website par Admission Form bharein.

Note: Course ki poori jaankari, fee aur admission ke liye upar diya QR code scan karein ya dekhein: **https://gsidc.org.in/courses/certificate-in-ms-office**. Ye curriculum GSIDC website se generate kiya gaya hai (18-11-2026). Syllabus, fee aur niyamon mein samay-samay par badlav ho sakta hai; antim jaankari study centre / GSIDC office se prapt karein.