

Basic Courses

Course Name	Course Content	Fee
Office Automation/Certificate Course in Computer Concepts	Fundamentals, DOS, Windows, Word, Excel, Power Point, Internet Concepts.	Rs. 3000/-
IT Essentials : PC Hardware and Software	Basic Identification of Basic Hardware Components, Step by step Computer Assembly, Operating System, Laptop and Portable Devices, Printers & Scanners, Networks, Security, Communication Skills.	Rs. 6000/-

PREREQUISITE:

The student must be Matriculate.

DURATION:

6 Weeks