

OTHER COURES

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TALLY	Rs 2000/
ACCOUNT.....	Rs 1500/-

M.K. COMPUTER TRAINING CENTRE

P.B.R. ROAD GAUSGANJ HARDOI

D.C.A

(DIPLOMA IN COMPUTER APPLICATION)

DURATION 6 MONTH

INTRODUCTION

MS DOS

MS WINDOWS

NOTE PAD

CALCULATOR

PAINT

WORD PAD

MEDIA PLAYER

MS OFFICE

MS WORD

MS EXCEL

MS POWER POINT

ACCESS

INTERNET

HINDI TYPING

MEMORY DOWN LOADING

VERIFY YOUR CERTIFICATE AT
WWW.MKCOMPUTER.G.IN
REGISTRATION NO: OCE001254
DATE OF BIRTH(11-11-1900)
(DD-MM-YYYY)

A.D.C.A

(ADVANCE DIPLOMA IN COMPUTER APPLICATION)

DURATION 12 MONTH

INTRODUCTION

MS DOS

MS WINDOWS

NOTE PAD
CALCULATOR
PAINT
WORD PAD
MEDIA PLAYER

MS OFFICE

MS WORD
MS EXCEL
MS POWER POINT
PHOTOSHOP
PROGRAMMING
TECHNIC IN
BASIC & FOXPRO
MANUAL ACQUINT
TALLY

KUNDLI
MEMORY DOWN LOADING
INTERNET

D.C.F.A

(DIPLOMA IN COMPUTER FINANCIAL ACCOUNTING)

DURATION 6 MONTH

WINDOWS

★MS EXCEL ADVANCE

TALLY PRIME WITH GST BILLING

MS WORD

MANUAL ACCOUNTING(TRAIL ,TRADING
,PROFIT & LOSS & BALANCE SHEET)

M.D.C.A

(MASTER DIPLOMA IN COMPUTER APPLICATION)

DURATION 15 MONTH

INTRODUCTION

MS DOS

MS WINDOWS

NOTE PAD
CALCULATOR
PAINT
WORD PAD
MEDIA PLAYER

MS OFFICE

MS WORD
MS EXCEL
MS POWER POINT
PHOTO SHOP
COREL DRAW
PROGRAMMING
TECHNIC IN
C++ LANGUAGE
MANUAL ACCOUNT
TALLY

KUNDLI
MEMORY DOWN LOADING
INTERNET

D.T.P.

(DESKTOP PUBLISHING)

DURATION 6 MONTH

WINDOWS

COREL DRAWPHOTOSHOP
HINDI ENGLISH TYPE

MS WORD

PAGE MAKER
INTERNET(ONLINE FORM
SUBMITTING)

C.C.A

(COURSE ON COMPUTER APPLICATION)

DURATION 3 MONTH

INTRODUCTION

NOTE PAD

PAINT

MEDIA PLAYER

MS WINDOWS

CALCULATOR

WORD PAD

MS WORD

C.C.C(COURSE ON COMPUTER CONCEPTS)

DURATION 3 MONTH

INTRODUCTION

LINUX

MS EXCEL(SPREAD SHEET PROGRAM)

INTERNET SURFING

COMMUNICATION & COLLABORATION

E-GOVERNESS

LIBRE OFFICE(WRITER,CALC,IMPRESS)

MS DOS

WORD PROCESSING SOFTWARE

MS POWER POINT(PRESENTATION)

DIGITAL SERVICES

E-MAIL SERCICES

NUMBER SYSTEM