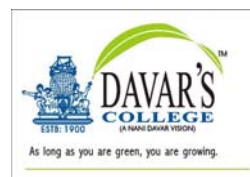


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<b>FAST TRACK COMPUTER CERTIFICATE COURSES</b>				
<b>NO.</b>	<b>SOFTWARE</b>	<b>USAGE</b>	<b>DURATION</b>	<b>Fees (Rs.)</b>
<b>1</b>	<b>Computer Fundamentals</b>	<b>Computer Basics</b>	<b>8 hrs.</b>	<b>500</b>
<b>2</b>	<b>Microsoft Windows</b>	<b>Using Windows</b>	<b>3 hrs.</b>	<b>200</b>
<b>3</b>	<b>System Program File Management</b>	<b>Handling Files &amp; Folders</b>	<b>3 hrs.</b>	<b>300</b>
<b>4</b>	<b>Microsoft Word</b>	<b>Documentation</b>	<b>8 hrs.</b>	<b>600</b>
<b>5</b>	<b>Microsoft Excel</b>	<b>Calculations</b>	<b>7 hrs.</b>	<b>500</b>
<b>6</b>	<b>Microsoft PowerPoint</b>	<b>Presentations</b>	<b>6 hrs.</b>	<b>500</b>
<b>7</b>	<b>Microsoft Access</b>	<b>Database Management</b>	<b>7 hrs.</b>	<b>500</b>
<b>8</b>	<b>Internet &amp; Email</b>	<b>Internet Resources</b>	<b>4 hrs.</b>	<b>200</b>
<b>9</b>	<b>Microsoft Outlook</b>	<b>Reminders &amp; Email</b>	<b>2 hrs.</b>	<b>100</b>
<b>10</b>	<b>Html</b>	<b>Web Code Language</b>	<b>10 hrs.</b>	<b>700</b>
<b>11</b>	<b>Accounting Software</b>	<b>Accounts</b>	<b>8 hrs.</b>	<b>600</b>
<b>12</b>	<b>C Language</b>	<b>Programming</b>	<b>12 hours</b>	<b>1000</b>
<b>13</b>	<b>C ++ Language</b>	<b>Programming</b>	<b>12 hours</b>	<b>1000</b>
<b>Additional Service Tax Applicable</b>				