डॉ. अण्णासाहेब जी.डी.बेंडाळे महिला महाविद्यालय
व
थिंकींग इन्फोटेक

Institute of Digital Technology & Management (IDTM, India)

AN ISO 9001: 2015 CERTIFIED ORGANIZATION

सरकार पंजीकृत (Govt. Reg.)

यांच्या संयुक्त विद्यमानाने

I.T. Skill Courses

Basic Courses - (3 Months)

Course on Computer Concept (CCC)

Ministry of Electronics and Information Technology, Government of India

National Institute of Electronics & Information Technology

भारत सरकारच्या माहिती प्रसारण मंत्रालय मान्यताप्राप्त NIELIT चा कोर्स

Computer Fundamentals | O.S. | Word Processing | Spreadsheet | Presentation
Introduction of eGovernance Services | Digital Financial Services | Cyber Security

- Fees : Rs. 4000/-

Certificate Course in Office Automation (CCOA)

Basic Introduction | MS – Word | MS – Excel | MS – PowerPoint | Internet

Assignments & Practice

Ms – Word	:	Letters	Bio Data	Greeting Card	Label	Gift Voucher	Letterhead	Envelop	Visiting Card	Notice	Invitation Card	Invoice
MS – Excel	:	Mark sheet	Loan Calculator	Time Table	Income-Expenses sheet	Inventory List	Profit Loss Stat.	Presenty Sheet	Program Sheet
MS – PowerPoint	:	Certificate	Wedding Card	Digital Photo Album	Family Tree Presentation	Product Cat log	Magazine Cover
Internet	:	Email	Search Engine	Facebook	YouTube	Online Shopping	Mobile Recharge	Jobs	Railway Reservation

- Fees : Rs. 4000/-