

## CERTIFICATE IN SECRETARIAL STUDIES.

Typing  
Printing  
Binding  
Scanning  
Laminating  
Photocopying  
Internet and E-mail

Special Price All The  
7 Packages At 280,000/=

Duration 2 Weeks

### APPLICATIONS OFFERED

PACKAGES OFFERED	DURATION	FEE
Introduction to Computer Systems	2 weeks	50,000/=
Microsoft Word	2 weeks	50,000/=
Microsoft Excel	2 weeks	60,000/=
Microsoft Power Point	2 weeks	60,000/=
Ms- Access/Database management	2 weeks	60,000/=
Ms- Publisher	2 weeks	60,000/=
Adobe Photoshop	2 weeks	100,000/=
Adobe Illustrator	2 weeks	100,000/=
Adobe In Design	2 weeks	100,000/=
Corel Draw	2 weeks	100,000/=
Web Designing – HTML	3 weeks	100,000/=
Web Designing Wordpress	3 weeks	150,000/=
Computerized Accounting – Tally	2 weeks	120,000/=
Quick Books	2 weeks	120,000/=
Typing Skills	2 weeks	60,000/=
Internet and E-mail	1 week	60,000/=

**REGISTER  
Now!**

### TIME OF LECTURES

MON-FRI | 9:00am-1:00pm  
2:00 pm-5:00pm

NOTE ADMISSION FEE : 20,000/=