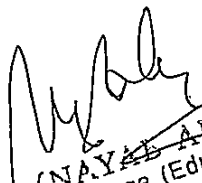


Certificate in Office Automation (80 Hrs)		
No.	Description	Hours
1	Computer Fundamentals	6
2	Operating System Concepts	6
3	Windows	8
4	MS-Word	20
5	MS-Excel	20
6	MS-PowerPoint	10
7	Internet-mail	10
	Total Hours	80


(NAYAB ANJUM)
Incharge (Edu. & Trg.)