



VENUS



CERTIFIED/REGD BY CENTRAL GOVT OF INDIA

1 YEAR COMPUTER COURSE

SYLLABUS

- ✓ Computer Basics
- ✓ Operating System
- ✓ DOS
- ✓ Notepad
- ✓ Paint
- ✓ WordPad
- ✓ Windows
- ✓ **MS Office**
(Word · Excel · PowerPoint)
- ✓ Internet & Email
- ✓ Programming Language



COURSES OFFERED

- 🎓 PGDCA
- 🎓 DCA
- 🎓 CCA
- 🎓 OS - CIT
- 🗣️ Spoken English
- 📊 Tally

★ **Practical Training**

★ **Career-Oriented Computer Education**