

Woaseue Training

Course Name : Diploma In Office Management Pro

Course Duration – 3 Months

Total Class - 90

Course Description :

Microsoft Office Executive Program

- Microsoft Office Professional xp/2003/2007/2010/2013
- English & Bangla Type
- Internet Fundamental & Advanced Level
- Data Security & Folder Lock
- Any Software Setup & Remove
- Data Backup & Access
- CD-Write
- Data Base Management System
- Basic Hardware & Trouble shooting

Course Fee
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TK 8000

Professional Office Networking Course

- Windows Configuration
- Local Area Network
- Lan Setup
- Printer Shearing
- Computer Shear
- Hub/Switch
- Cable Security & Setup
- Data Security & Shearing
- Router Configaration
- CC Camera Security
- System Configuration

Professional Graphics Design

- Adobe Photoshop
- Adobe Illustrator

Professional Hardware Course

- Computer Fundamental
- DOS
- BIOS
- Windows
- Partition With Five Formula
- Bad Sector Remove
- High Level
- Low Level
- Basic Computer Assembling
- Basic Computer Dissembling
- Basic Trouble Shooting
- Windows Setup(xp/7/8)
- Any Windows Remove
- Interface Problem
- Pariprachils Problem

NB : The certificate is approved by the Government of Bangladesh.