

# Woaseue Training

Course Name : Diploma In Office Management

Course Duration – 2 Months

Total Class - 60

## 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

### Professional Graphics Design

- Adobe Photoshop
- Adobe Illustrator

### 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

Course Fee

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TK 6000

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