



DIPLOMA IN DATA ENTRY OPERATOR (DDEO)



DURATION:	3 MONTHS
TOTAL COURSE FEES:	4496/-
ADMISSION FEES:	1499/-
INSTALLMENT:	$999 \times 3(\text{Months})=2997/-$

- Fundamentals of Computer
- MS-DOS, Handling Windows (Note Pad, Word Pad, Paint, Internet Explorer etc)
- Typing (English, Hindi, Assamese, Bengali, Bodo Etc.)
- MS Office (Word, Excel and Access)