

DIPLOMA IN DATA ENTRY OPERATOR & MANAGEMENT

12 MONTH

- **Computer Architecture and Fundamentals**
- **Operating Systems & MS-DOS**
- **MS Windows 2000 O.S.**
- **Microsoft Office-2000**
- **Microsoft Word-2000**
- **Microsoft Excel-2000**
- **Microsoft Access-2000**
- **Microsoft Power-Point-2000**
- **Internet Essentials Email & Outlook Express**