

कंप्यूटर शिक्षा को आगे बढ़ाने के लिए
बहुभाषी कार्यक्रम

কম্পিউটার শিক্ষা উন্নত করার বাবে
বহুভাষিক কার্যসূচী

கணினி கல்வியின் முன்னேற்றத்திற்கான
பன்மொழி திட்டம்

ಕಂಪ್ಯೂಟರ್ ಶಿಕ್ಷಣದ ಪ್ರಗತಿಗಾಗಿ
ಬಹುಭಾಷಾ ಕಾರ್ಯಕ್ರಮ

കമ്പ്യൂട്ടർ വിദ്യാഭ്യാസത്തിന്റെ
പുരോഗതിക്കായി ബഹുഭാഷാ പരിപാടി

**Grass root, Multilingual, and Livelihood
Skillling programme**

Advanced Certificate in Office Automation & Financial Accounting (Multilingual) (ACMOA&FA)

This course is targeted to students with commerce background, professionals who are interested in using advanced applications on Computers. People who are involved in office administration, document, preparation, such as charts, reports presentations, etc. can attend this course.

Course Eligibility:

- Minimum 10th Pass from recognized education board.

Course Modules:

- Windows OS
- Importance and advantages of MS Office
- TALLY PRIME
- BOO

Course Highlights :

- A part-time course of 6 months duration (160 hrs)
- The course helps to develop programming skills in Office Automation packages & build a strong foundation on Database management and Financial Accounting.
- Continuous Lab & Internal assessment during the course.
- Tailor made course designed to meet the local needs
- The courseware is designed with a structured syllabus to suit the requirements of students

PACE Highlights:

- Training targeted to grass-root level people
- Courses designed for all age groups and categories like students, working professionals, housewives, entrepreneurs, freelancers, small business groups etc.
- Flexible batch timings
- Affordable course fee
- Course delivery in multilingual mode
- Training conducted at Authorized Training Centers (ATCs)
- 200+ ATCs Pan India
- Presence in 10+ states

Course fee Details:
Training Centres:

Contact:
Authorized Regional Coordinators:

Gujarat & Maharashtra: High Tech Advanced Computer Education, Ahmedabad, Ph: 079-48006090, email: jr_patel@hotmail.com

Himachal Pradesh, Haryana & Punjab: Him Productive Institute of Education, Shimla, Ph: 9318642116, email: hpie.hp@gmail.com

Tamil Nadu, Puducherry: Akshamala Tech Services (OPC) Pvt. Ltd. Chennai, Ph: 044-24860245, email: arctn@aksharaco.in

Kerala: Velocity BPO Pvt. Ltd., Kochi, Ph: 0484-2389822, email: cdacgistpace@velocitycpa.com, gistpace@velocitycpa.com

North Eastern States: Advanced Computing centre, Silchar, Ph: 9101370205, email: statearcne@gmail.com

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