

Certificate in Information Technology Application (CITA)

(Overview, Content & Syllabus)

Duration: 6 Months

- About Computer
- Computer Fundamental
- Windows XP, 7, 8, 10(Latest)
- Office 2007
 - Word
 - Excel
 - Power point
- Computer Hardware (Assembling, Windows Installation, Drivers Installation)
- Tally 9.0
- Internet & Email
- Scanning & Printing
- Computer Typing (English)
- Common Utilities (Virus & Anti-Virus, Win Zip, Downloading & Uploading etc.)