

Company Logo

Information and Technology Institute

https://itechinstitute.org/  
info@itechinstitute.org  
01937003532

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About This Training

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Curriculum

| # | Topic                                                                 | Description                                                                                                                                                                                                               |
|---|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Computer Basics (Introduction to Computer and its Applications)       | Students will learn the basic components of a computer system, including hardware and software. They will also learn about the different types of computers and their applications in various fields.                     |
| 2 | Operating Systems (Introduction to Windows and Linux)                 | Students will learn the basic concepts of operating systems, including file management, system configuration, and user interface. They will also learn about the differences between Windows and Linux operating systems. |
| 3 | Word Processing (Introduction to MS Word and Google Docs)             | Students will learn the basic concepts of word processing, including text formatting, document layout, and collaboration. They will also learn about the differences between MS Word and Google Docs.                     |
| 4 | Spreadsheets (Introduction to MS Excel and Google Sheets)             | Students will learn the basic concepts of spreadsheets, including data entry, formulae, and charting. They will also learn about the differences between MS Excel and Google Sheets.                                      |
| 5 | Internet and Web Browsers (Introduction to Internet and Web Browsers) | Students will learn the basic concepts of the Internet and web browsers, including search engines, email, and social media. They will also learn about the different types of web browsers and their features.            |
| 6 | Computer Graphics (Introduction to MS Paint and Adobe Photoshop)      | Students will learn the basic concepts of computer graphics, including image editing, drawing, and animation. They will also learn about the differences between MS Paint and Adobe Photoshop.                            |

| # | Topic                                                              | Description                                                                                                     |
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## Fees

Regular: Tk. 2,000.00

Current: **Tk. 1,500.00**

## Company Information

### Information and Technology Institute

Jashore, Bangladesh

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