



MODERN COMPUTER INSTITUTE

BALBHADRAPUR, SUPAUL

Call @ 7970561933 Email:- info@mcibps.com www.mcibps.com

CCA

Certificate in Computer Application

Duration : Three Months

Module - 1 Operating System

- ★ Computer Fundamental
- ★ MS-DOS
- ★ MS-Windows 7/8/10



Module - 2 Office Package

- ★ Introduction to MS-Office 2010
- ★ Microsoft Word 2010
- ★ Microsoft Excel 2010
- ★ Microsoft Power Point 2010
- ★ Projects



Module - 3 Assignment

