



# mind home®

## Computer Education & Training

F-3, DDA Market, L-Pocket, Dilshad Garden, Delhi-95

Ph: 9953028325

👉 **!! Promotional Offer !!** 👈

**(For Limited Period only)**

### **Diploma in Data Entry Operator**

<b>Course Code</b>	<b>RC-04</b>
<b>Contents</b>	<i>Fundamentals, Data/Information, Data Processing, Windows, MS-Office (Word Processor, Spread Sheet, PPT Presentation, Database Mgmt.), Network/Internet, E-Mail Management, eGovernance Applications, E-Commerce, Internet Ethics and Cyber Security, Data Input/Typing (English &amp; Hindi), Soft Skills:-Personality development &amp; Writing Skills.</i>
<b>Course Duration</b>	<b>08 Months (2 hrs/day)</b>
<b>Admission Fee</b>	<b>Rs.750/-</b>
<b>Monthly Fee</b>	<b>Rs.2000/- *1150/-P.M. (T &amp; C Apply)</b>
<b>Total Fee</b>	<b>Rs. 9950/-</b>

#### **\*Terms & Conditions**

- 1. This Course will be starting on 1<sup>st</sup>/15<sup>th</sup> of every month during 9-11 AM, 1-3 PM and 5-7 PM only with min. 3 and max. 10 students in a Batch. Each student will be provided Practical hands-on Training individually.*
- 2. Course Change from/to any other Course will not be allowed in this course. Also, any request for Time Change will not be entertained after start of Course.*
- 3. Other Promotional Offer of the Institute, if any, can not be clubbed with this Offer*

## सूचना

दिनांक 25.03.2024 (सोमवार) को  
"होली" के उपलक्ष्य में संस्थान में  
अवकाश रहेगा।

Institute will remain closed on  
25-03-2024 (Monday) on account of  
"Holi"

***"HAPPY HOLI"***

Course Co-ordinator

***Happy Holi***

— FROM:-Mind HOME—



# **MIND HOME**

Career Development Institute

- *Building Trust in Computer Education*

Date: 28-02-24

## **आम सूचना**

सर्वसाधारण तथा सभी विद्यार्थियों को सूचित किया जाता है कि Mind Home Institute दिनांक 01-03-24 से सुबह 7 बजे (Morning) से सायं 8 बजे (Evening) तक ही खुला रहेगा।

धन्यवाद।

Course Co-ordinator

Estd. 1994



# MIND HOME

(CAREER DEVELOPMENT INSTITUTE)

## ORIENTATION PROGRAM

REFRESHING ON UPDATED VERSIONS

### MS-OFFICE

(WORD, EXCEL & POWER POINT)

**DURATION : 4 WEEKS (ONLY SATURDAYS)**

Note: यह Program केवल उन Students के लिये है जिन्होंने 01-01-2018 के बाद कोई भी ऐसा कोर्स किया हो, जिसमें MS-Office शामिल हो |

paytm  
Accepted Here



paytm UPI



MIND HOME

Register by : 03-02-2024

@ **Rs.500/-** (Total Fee)

Scan QR Code & Pay Online Now!

OR UPI at 9953028325@paytm

Call : 9953028325, 011-43571246

