



Technologica Computer Education Society

(Govt. Regd)

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DIPLOMA IN CYBER CAFÉ EXECUTIVE

1) Basics Of Computer

1. Fundamentals Of Computer
2. Fundamentals Of Windows
3. Microsoft Word
4. Microsoft Powerpoint
5. Microsoft Excel
6. Microsoft Frontpage
7. Microsoft Access
8. MS DOS
9. Internet
10. Html
11. Bengali / Hindi Typing
12. Linux Basics, Android

2. **Advanced Basics Real Office Experience**

1. Advance Excel (Problems and Solution)
2. Advance Access (Problems and Solution)
3. Advance PowerPoint (Problems and Solution)
4. PDF Creator and converter
5. Foxpro Basics
6. Interview Appearance And Self Development
7. Microsoft Publisher
8. SQL Introduction [TABLE CREATION AND DATA INSERTION AND QUERY CREATION]
9. Projects

3) Basics Of Networks

1. Guided And Unguided Media
2. LAN MAN WAN Topology
3. Networking [XP, WIN7, WIN8.1, WIN10, WIN11 AND LINUX, ANDROID]
4. CMD Commands For Networking
5. Printer Sharing
6. Screen Sharing
7. Screen Casting
8. Cyber Cafe Installation
9. Penetration Testing And Administration
10. Security+

3) Cyber Café Maintenance

11. Cyber Café Pro
12. Net Monitor for Employees Pro
13. Antamedia Internet Café

14. PAN Café
15. Easy Café
16. Gcafe Timer

4) Photoshop Works

- a. Photoshop Tools
- b. Photoshop Option And Uses
- c. Photoshop Practical Project Works[50 PROJECTS]
 - 1) Design a Photograph
 - 2) Greetings Card
 - 3) Wedding Card
 - 4) Book Cover
 - 5) Diary Cover
 - 6) Photo Album
 - 7) Passport and Stamp Size Photo
 - 8) Flex and Design
 - 9) Movie or Serial Poster
 - 10) Front Design of an Event.
 - 11) CD / DVD inside or outside design
 - 12) Background Design
 - 13) Visiting Cards
 - 14) Advertisement Design
 - 15) Retouching of Photo
 - 16) Restoration of photograph.
 - 17) Replacement of photo part
 - 18) Design a Wall.
 - 19) Interior Decoration
 - 20) Advertisement for product.

And more

5) Coreldraw Design

- a. Coreldraw Tools
 - b. Coreldraw Options
- Coreldraw Practical Project Works[50 PROJECTS]
- 1) Greetings Card
 - 2) Wedding Card
 - 3) Book Cover
 - 4) Diary Cover
 - 5) Flex and Design
 - 6) Movie or Serial Poster
 - 7) Front Design of an Event.
 - 8) CD / DVD inside or outside design
 - 9) Background Design
 - 10) Visiting Cards
 - 11) Advertisement Design
 - 12) Logo Design
 - 13) Vector Graphics Design
- And More.....

6) Online Works [Learn How to do it]

1. Kissan Samman Nidhi Form
2. Indian Post Payment Bank
3. Ayusman Bharat Golden Card
4. Online Adhaar Card Link With Digital Ration Card
5. Online Digital Ration Card
6. E-Shram Website
7. Digital Health Card
8. Land Mutation Apply
9. Student Credit Card Apply
10. Aikyashree Form Download
11. Swami Vivekanada Scholarship
12. Online Adhaar Card Rectification
13. Krishak Bandhu Id
14. BDO Income Certificate

15. Voter Card Apply
16. Digital Caste Certificate
17. Jai Bangla Pension Scheme
18. Laxmi Bhandar Form
19. Job Card Form Fillup
20. Ration Card Apply
21. Transfer Of Ration Card
22. Driving Licence Apply
23. Pradhan Mantri Jan Dhan Yojna
24. Covid Vaccine Apply
25. Land Deed Search
26. Adhaar Card Statement
27. Pradhan Mantri Aashwas Yojna
28. Digital Parcha Download
29. PAN Card Status
30. Voter List Download
31. Land Details Search
32. Voter Card With Mobile Number
33. Pan Card Adhaar Card Link
34. Swastha Sathi Balance Check
35. Voter Card Status Check
36. Voter Card Correction
37. Local Train Current Status
38. Apply For Govt Job Online
39. Understanding For E-District Services
40. Umang Government Free Portal
41. How to apply for Customer Service Centre