

# IT Professional Course

## OVERVIEW OF IT PROFESSIONAL COURSE

### BASIC LEVEL

INTRODUCTION TO WINDOWS OPERATING SYSTEM

OFFICE COMMUNICATION SYSTEMS

INTRODUCTION TO ELECTRONIC WORKSHEETS

WORD PROCESSING CONCEPTS AND APPLICATIONS

SPREADSHEET APPLICATIONS FOR BUSINESS

ASSESSMENT BY LECTURER (For Further Advance)

### ADVANCE LEVEL

ELECTRONIC PUBLISHING

ADVANCED WORD PROCESSING APPLICATIONS

ADVANCED DESKTOP PUBLISHING

ELECTRONIC FILE AND DISK MANAGEMENT

## WHAT YOU RECEIVE AT THE END OF THE COURSE



**EXPERIENCE CERTIFICATE**  
+  
**IT PROFESSIONAL  
CERTIFICATE**

## THE COURSE

We Believe regardless of our experience and position, everyone should have some level of proficiency in personal computing skills to excel in their current job and maintain their competitiveness for career advancement.

IT Professional Course is designed to provide you with the knowledge to get the most out of your desktop computing experiences. Easily and quickly learn to get the full benefit of using your PC.

## QUALITY EDUCATION

We offer some of the highest quality technical computer training in the nation. Our instructors are more than certified, technical experts. They are highly skilled Adult Learning Specialists who know how to communicate their knowledge and experience to students.

## AGM TECHNOLOGIES

AGM Technologies is founded by professionals with a vision to provide quality Education services and guidance for students worldwide. Letting them Making The Important Decision In Life Right. Our team is specialized and trained experts equipped with the necessary skills, expertise and information to assist you on your chosen course.

## CURRENT OFFERING

IT PROFESSIONAL

## LOCATION

**Jammu Office**  
5B/B Gandhi Nagar  
Jammu, 180004

## VUE TESTING CENTRE

We offers certification testing from industry leading vendors such as Microsoft, Cisco and CompTIA. These exams can be delivered at a our Training Center or on-site anywhere in the nation!

## REGISTER NOW

To register for class or receive a quote contact an AGM Technologies Training Advisor today or alternatively you can check our Website: [jk.anbgroup.com](http://jk.anbgroup.com) or email us at: [training@jk.anbgroup.com](mailto:training@jk.anbgroup.com)