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# Bangladesh Computer & Technical Institute

Puraton Bazar, Parbatipur, Dinajpur  
Bangladesh, Tel: 05334 74303

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A Project of

**Munzila Foundation (MF)**



www.mfbcti.org

Certificate of

## Certificate in Computer Office Application

### Grading System

- A+ = 80% above
- A = 70% above
- A- = 60% above
- B = 50% above
- C = 40% above

### Typing Speed

English 40 W/M  
Bangle 35 W/M



### Name of the Course

- Advance Computer Science & ICT
- Certificate in Computer Office Application
- Diploma in Computer Science
- Higher Diploma in Computer Science
- Diploma in Graphics Design & Multimedia
- Diploma in Hardware & Software Technology
- Diploma in Computer Servicing Technology
- Diploma in Mobile Phone Servicing Technology
- Internet, E-mail & Networking Technology
- Type, Sort hand & Office Management
- Diploma in Electric/Electronics Technology
- Diploma in Motor Driving & Automobile Technology
- Diploma in Tailoring Master/ Garment
- Certificate in Land Surveyor (Amin ship Technology)
- Certificate in Poultry & Livestock/Fisheries
- L.M.A.F.P./L.M.H.S./Diploma in Nursing
- Block Batiks & Screen Print Technology
- Diploma in Art & Cultural
- Certificate in Food Processing Technology
- Agro Based Self Employment

This is to certify that... *Barhanul Kabir Jamal* .....

Son / Daughter / Wife of... *A. T. M. Sadeque Mondal* .....

a trainee of this project since... *1st July 2012* ... to... *31st December 2012* .....

He / She successfully completed the... *Certificate in Computer Office Application* .....

certificate course His / Her programs were... *Microsoft Word, Excel, Power Point, Access,*

*(Data Entry), Publisher, Internet, Basic Hardware, Software Instalation, Computer Virus,*

*Windows (Pendrive, cd,dvd, Scanner, Printer ect use) & Theory. He / She had obtained grade... "A+" .....*

Date Of Issue  
The ...5th January' 2020

*Sarker*  
Principal/Course Co-ordinator  
BCTI

*M. K. Hossain*  
Chairman  
MF