

**Computer & Management Center** 

#### **CORPORATE CLIENTS**







































**⊠SERVCORP** 



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Computer & Management Center Approved Institute by KHDA

One on One Classroom & Online Training
Corporate Training, Weekend Class Available









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Location

### **Apple Training**

**Mac Integration Basic** Mac OS X Support /Server Essentials, iOS & Android app. development and more

### MS Office

Microsoft Office Basic Microsoft Office Advanced Excel Advanced, Visio Publisher, Access and more

#### **Print Media**

Adobe In Design Adobe Pagemaker QuarkXpress and more

## **Programming**

C, C++, SwiftVisual Basic, Java, Javascript, Python, PHP, C#, SQL, ASP.Net, VB.Net, and more

### **Interior / Exterior**

AutoCAD 2D / 3D 3DS Max Revit, Archicad, Sketchup Maya and more

# **Graphic Designing**

Adobe Photoshop Adobe Illustrator, GIMP Corel Draw

### **Web Design**

HTML CSS Adobe Dreamweaver **Adobe Animate** 

# **Video Editing**

Final Cut Pro X Adobe Premiere Pro Camtasia, Filmora **Adobe After Effects** SoundBooth and more

### **SAP ERP**

FICO, HCM ABAP, BASIS CRM, PP, SD, MM PM, QM, SCM and more

## **Networking**

A+COMPTIA+ **MCSE CCNA** and more

### **Management Training**

**Business Administration** Human Resource Management Sales and Marketing Management Hotel and Hospitality Management Food and Beverage Management **Tourism Management Call Center Management Event Management and more** 

### Softskills

**Negotiation Skills Effective Presentation Skills Effective Customer Service Skills** Time Management Leadership Skills Effective Telesales skills Stress Management Goal Setting and more

### **Secretarial**

**Professional Executive Secretary Document Controller for Secretaries** Management Skills for Secretaries **Computer Skills for Secretaries** Financial Skills for Secretaries and more

### Languages

Spoken English **Business Communication** French, Russian, Spanish IELTS, TOEFL SAT, GMAT

#### **Professional**

CMA,CPA, CIMA, CIA IFRS and more

## **Accounting/Finance**

**Basic Accounting** Financial Accounting Tally, Quickbooks, Peachtree Focus and more

### Certifications

**PMP CDCS** Finance for Non-Finance Logistics **Supply Chain Management Procurement and Purchasing** LC & UCP 600 Six Sigma - Green Belt and more

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