



**sef**  
Small Enterprise Finance  
Development Institute

DDCI-SEDF

# Knowledge CENTER



**DBI**

**Unique Opportunity at the Heart of Motijheel**

**1. Training on PC & Internet (10.00 a.m. - 01.00 p.m.)**  
**2. Training on Spoken English (05.30 p.m. - 07.00 p.m.)**

## Course content

**1. PC & Internet:**

**2. Spoken English:**

Using & Operating the PC - Basics of operating systems, file systems; MS Word - editing, formatting, working with tables, drawing, etc.; MS Excel - creating worksheets, workbooks, editing formulas; MS Power point - creating and editing presentations; Basic Internet - browsing and emails, web page development, etc.

Sound and pronunciation; Extempore speeches on different subjects; Grammar & Situational English; Comprehension & Verbal dissection; Syllables and sounds; Sentence construction and expressions; Role playing on topics from daily life; Professional terms and speeches; Business communication with English, etc.

**Target Group :** Business Executives, entrepreneurs and others Interested.

**Duration : 3 Months / 3 days a Week**

**Fee : 5000/- for DCCI/KC Members**  
**6000/- for Non-Members**

**Discount : 10% for 3 Participants form One Organization & Women Participants**

**Last date of Application : 10 January, 2008; class starts from January '08**

**Venue : DCCI-SEDF Knowledge Centre, 11th Floor, 65-66 Motijheel C/A, Dhaka-1000**

**For Details, please contact :** Tel : 9552562 Ext. 124/137/147/119, Fax : 9560830  
 E-mail : [kc-Info@galbd.net](mailto:kc-Info@galbd.net), [dccl@bol-online.com](mailto:dccl@bol-online.com)  
 Website: [www.dhakachamber.com](http://www.dhakachamber.com)

**Seats are limited (15-20)**  
**First come First served**





