



Your Career is a Priority

Authorized MKCL Satellite Center

Career and Job-Oriented Courses (More than 100 courses)

KLic 60 Hrs. Courses



1. Digital Freelancing
2. KLic Smart Teacher

New Collar Jobs

1. KLic IOT
2. KLic SCRATCH
3. KLic AI-ML Basics

KLic 120 Hrs. Courses

Accounting Courses

1. KLic Advance Excel
2. KLic Advance Tally Pro
3. KLic Advance Tally Prime with GST

Back Office careers

1. KLic Data Entry and Data Management
2. KLic office Assistance
3. KLic Google Workspace Expert

Designing Careers

1. KLic DTP (Adobe & CorelDraw)
2. KLic Graphic Designing
3. KLic Photoshop
4. KLic Video Editing
5. KLic Web Designing

Digital Arts Careers

1. KLic AutoCAD
2. KLic IT For Art Teacher
3. KLic 3D Modelling

Front Office Careers

1. KLic English
2. KLic Soft Skills

Programming Courses

1. KLic Python
2. KLic Java
3. KLic C & C++ Programming



Dr. Suporna Mitra
(Arts Coordinator)

Prof. Sonam Yadav
(Commerce Coordinator)

Dr. Amar Katkar
(Science Coordinator)

Mr. Yogesh Khandelwal
(Founder Global Infotech)

Dr. Narendra V. Deshmukh
Principal

MKCL i-Like Courses



Course Name	Credits
Introduction to Data Management and Typing	1 Credit (30 hours)
Data Analysis Techniques using Microsoft Excel	1 Credit (30 hours)
Introduction to Google Workspace	1 Credit (30 hours)
Advanced Techniques in Google Workspace	1 Credit (30 hours)
Efficient Techniques for Data Entry	1 Credit (30 hours)
Data Cleaning and Quality Assurance Processes	1 Credit (30 hours)
Database Management Fundamentals	1 Credit (30 hours)
Data Security and Ethical Considerations	1 Credit (30 hours)
Fundamentals of Excel, Formulas, and Functions	1 Credit (30 hours)
Advanced Excel: Formulas, Scenarios, Pivot Tables, and Charts	1 Credit (30 hours)
Data Analysis and Visualization Techniques using Excel	1 Credit (30 hours)
Automation with Excel Macros and VBA Programming	1 Credit (30 hours)
Introduction to 3D Modeling and Computer-Generated Imagery (CGI)	1 Credit (30 hours)
Advanced Techniques in 3D Modeling	1 Credit (30 hours)
Fundamentals of Image Editing	1 Credit (30 hours)
Advanced Image Editing Techniques	1 Credit (30 hours)
Photo Restoration Methods	1 Credit (30 hours)
Creative Effects and Artistic Enhancements in Image Editing	1 Credit (30 hours)
Illustration Essentials: From Concept to Creation	1 Credit (30 hours)
Guide to Mastering Adobe Illustrator: From Sketching to Advanced Techniques	1 Credit (30 hours)
Mastering Digital Illustration Tools and Advanced Color Techniques	1 Credit (30 hours)

Character Design, Ethics, and Output Mastery	1 Credit (30 hours)	MS Word and MS PowerPoint Basics	2 Credits (60 hours)
Fundamentals of Graphic Design	1 Credit (30 hours)	MS Excel and MS PowerPoint Basics	2 Credits (60 hours)
Practical Case Studies in GST Reporting and Financial Management	1 Credit (30 hours)	MS Windows and MS Word Basics	2 Credits (60 hours)
Utilizing Excel for Data Entry and Analysis: Formulas, Functions, Conditional Formatting, and Pivot Tables	1 Credit (30 hours)	MS Windows and MS Excel Basics	2 Credits (60 hours)
		MS Windows and MS PowerPoint Basics	2 Credits (60 hours)
		Retail Management	2 Credits (60 hours)
Fundamentals of Accounting and Introduction to Tally Software	1 Credit (30 hours)	Banking Financial Services Insurance (BFSI)	2 Credits (60 hours)
		Mastering Management & Research Processes	2 Credits (60 hours)
Advanced Financial and Taxation Management using Tally Prime	1 Credit (30 hours)	Service Marketing Strategies	2 Credits (60 hours)
Tally GST - Comprehensive GST Compliance and Implementation	1 Credit (30 hours)	AutoCAD Basics	2 Credits (60 hours)
		ML and AI Basics	2 Credits (60 hours)
		Excel Analytics Pro	3 Credits (90 hours)
Introduction to MS Office Tools	1 Credit (30 hours)	Google Pro Techniques	3 Credits (90 hours)
Use of Digital Skills for Daily Life, Study and Citizenship	1 Credit (30 hours)	Mastering Data Analysis	3 Credits (90 hours)
Introduction to Windows Basics	1 Credit (30 hours)	Web Design 101	3 Credits (90 hours)
Introduction to MS Word	1 Credit (30 hours)	Mastering Advanced Accounting	3 Credits (90 hours)
Introduction to MS Excel	1 Credit (30 hours)	Java Programming Unleashed	3 Credits (90 hours)
Introduction to MS PowerPoint	1 Credit (30 hours)	Data Management with Excel	4 Credits (120 hours)
Cyber Security Essentials	1 Credit (30 hours)	Data Entry and Data Management	4 Credits (120 hours)
Understanding Human Behaviour	1 Credit (30 hours)	AutoCAD and 3D Modeling	4 Credits (120 hours)
Written communication skills	1 Credit (30 hours)	Advanced Excel	4 Credits (120 hours)
		Photo Editing	4 Credits (120 hours)
Finance Foundations: Indian Banking & Taxes	1 Credit (30 hours)	DeskTop Publishing (Adobe and CorelDraw)	4 Credits (120 hours)
Marketing 101: Strategy & Process	1 Credit (30 hours)	Web Designing	4 Credits (120 hours)
Python Fundamentals and Programming Basics	1 Credit (30 hours)	Foundation of Financial Accounting (Tally and Excel)	4 Credits (120 hours)
Advanced Java Programming Concepts and Techniques	1 Credit (30 hours)	Basics of Accounting & Service Entrepreneurship	4 Credits (120 hours)
Web Development using Java Technologies	1 Credit (30 hours)	Tally Prime with GST	4 Credits (120 hours)
		Advanced Tally Pro	4 Credits (120 hours)
C Programming	1 Credit (30 hours)	Information Technology (IT)	4 Credits (120 hours)
C++ Programming	1 Credit (30 hours)	Management Basics with Soft Skills	4 Credits (120 hours)
Data Mastery Basics	2 Credits (60 hours)	Service Entrepreneurship and Social Media Marketing	4 Credits (120 hours)
Google Skills 101	2 Credits (60 hours)	Python	4 Credits (120 hours)
Data Entry and Data Management	2 Credits (60 hours)	Java	4 Credits (120 hours)
Data Analytics and Data Visualisation	2 Credits (60 hours)	C & C++ Programming and Java Programming Essentials	4 Credits (120 hours)
3D Basics Express	2 Credits (60 hours)	IT Primer & Cyber Security Basics	4 Credits (120 hours)
CorelDraw Essentials	2 Credits (60 hours)		
WebCraft Fundamentals	2 Credits (60 hours)	Mobile App Development while mastering UI with HTML and CSS	4 Credits (120 hours)
Digital Freelancing	2 Credits (60 hours)		
MS Word and MS Excel Basics	2 Credits (60 hours)	Java Programming with HTML and CSS	4 Credits (120 hours)