



# HI-TECH

## COMPUTER TRAINING & RESEARCH ACADEMY INTERNATIONAL

CO. REG. NUMBER: BN-95,083D



P.O BOX 121, CAPE COAST, GHANA  
TEL: 0332138474/0244942879

# DIPLOMA CERTIFICATE

THIS IS TO CERTIFY THAT

DANIEL ROLAND WILSON

With

ADMINISTRATIVE COMPUTER  
STUDIES

Diploma No. 170/2012

Diploma Course:

Has Successfully Completed The Above Training Institute's Programs  
And Passed The Final Diploma Examination Listed Below And Hereby  
In Testimony We Have Awarded This

### Diploma Certificate in Computer Studies

#### PROGRAMS

#### GRADE

INTRODUCTION TO PC'S	A
WINDOWS UPDATE	B
MS WORD	B+
MS EXCEL	B
MS ACCESS	B
ADOBE PAGEMAKER DESIGN (PUBLICATION)	B+
TYPING PROFICIENCY	C+
COMMUNICATION SKILLS (OFFICE DUTIES)	B
INTERNET ORIENTATION & PRACTICALS	B

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Witness Our Hand and Seal

Day Of Graduation: 28<sup>TH</sup> DECEMBER, 2013

Director Of Studies

Registrar

PARTNERS: [WWW.DUTIG.COM](http://WWW.DUTIG.COM) (SWEDEN); SETCOM.3 COMPANY, GHANA & HI-TECH BRANCH (USA)

Director of Studies