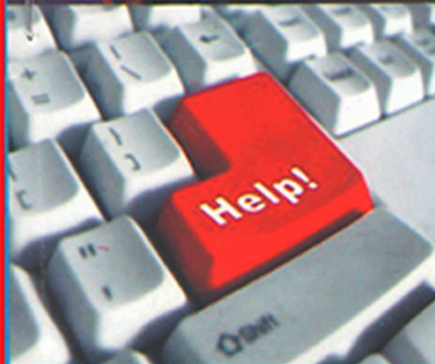
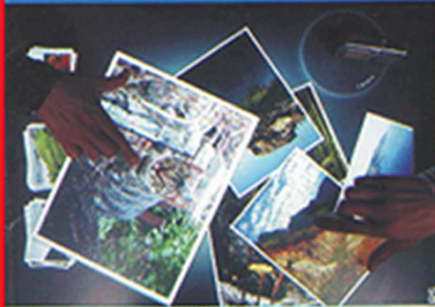


ઓલ ગુજરાત કોમ્પ્યુટર સાક્ષરતા અભિયાન સંસ્થા  
સરકાર માન્ય (રજી. નં. GJ-F/2894)

અંતર્ગત



**I  
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**COMPUTER EDUCATION**

**P R O S P E C T U S**

# First Step towards IT Career

Head Office

5, Raghuvanshi Flats,  
Station Road, HALVAD. (GUJ)

PHONE : 02758 - 261199

[www.iictguj.com](http://www.iictguj.com)

email: [info@iictguj.com](mailto:info@iictguj.com)

Zonal Office : Nr. Avenue Park,  
Below Italian Bakery,  
Ravapar Road, MORBI. (GUJ)

# **IICT Computer Education**

*Institute of Information & Computer Technology*

## **Certificate Courses**

### **Certificate Course in MS OFFICE**

**Computer Fundamentals,  
MS-DOS 6.22,**

**Win'98/XP : Notepad, Wordpad,  
Paint, Calculator.**

**MS-Office : Word, Excel, PowerPoint**

**Duration : 3 Months -**



### **Certificate Course in DTP**

**Computer Fundamentals, Win'98/XP :  
Notepad, Wordpad, Paint, Corel Draw,  
Pagemaker, Intro. To Photoshop**

**Duration : 3 Months -**

### **Certificate Course in Accounting**

**Computer Fundamentals,  
Win'98/XP : Notepad,  
Wordpad, Paint,  
Calculator,  
Accounting Package**

**Duration : 3 Months -**





## Certificate course in Web-Designing

Duration : 3 Months -

- ① Computer Fundamentals
- ① Win'98/XP
- ① Notepad
- ① Wordpad
- ① Paint
- ① Calculator
- ① Photoshop
- ① Flash
- ① Front Page
- ① HTML

## Certificate Course in Visual Basic

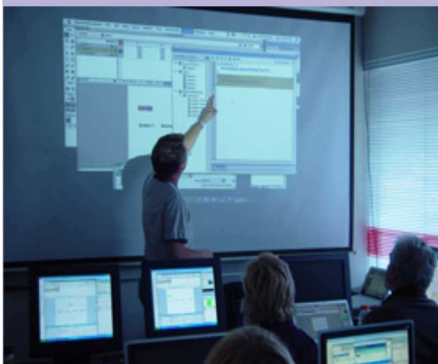
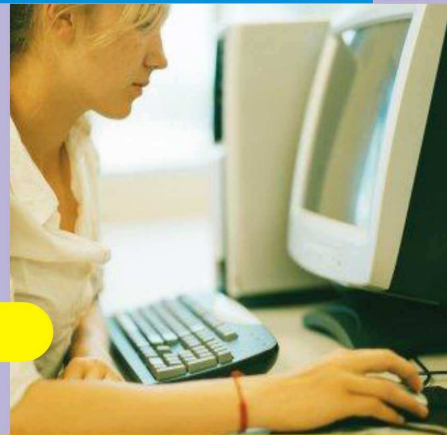
- ① Computer Fundamentals
- ① VB
- ① Programming Techniques

Duration : 3 Months -

## Certificate course in Programming

- ① Computer Fundamentals
- ① Programming Techniques
- ① Optional :  
C or C++ or FoxPro

Duration : 3 Months -



## Certificate Course in Hardware Engg.

Computer Fundamentals, Win'98/XP : Notepad, Wordpad, Paint, Calculator, Intro. To Hardware, Trouble Shooting, Installation of softwares, Assembling.

Duration : 3 Months -

## Diploma Courses

### Diploma course in Office Management

Computer Fundamentals,  
MS-DOS 6.22, Win'98/XP :  
Notepad, Wordpad, Paint, Calculator,  
MS-Office : Word, Excel, PowerPoint,  
CorelDraw, Pagemaker, Intro.  
To Photoshop

Programs  
grameen  
shakti



**Duration : 6 Months -**



### Diploma course in Accounting

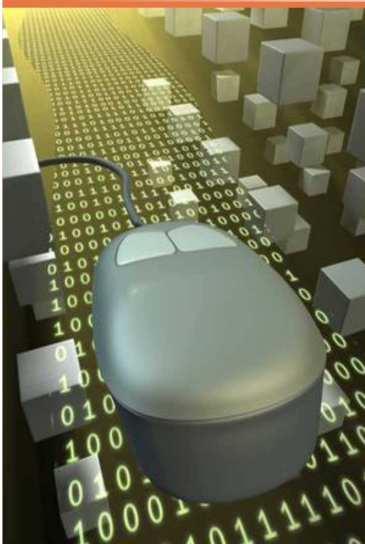
Computer Fundamentals, MS-DOS 6.22,  
Win'98/XP : Notepad, Wordpad, Paint,  
Calculator, MS-Office : Word, Excel,  
PowerPoint, Pagemaker,  
Tally – A accounting Package

**Duration : 6 Months -**

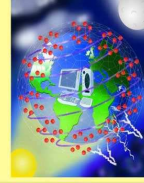
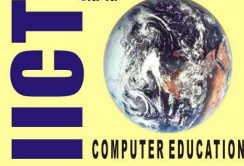
### Diploma course in Web Designing

Computer Fundamentals,  
MS-DOS 6.22, Win'98/XP : Notepad,  
Wordpad, Paint, Calculator,  
MS-Office : Word, Excel,  
PowerPoint, CorelDraw,  
Photoshop, Flash, HTML,  
FrontPage

**Duration : 6 Months -**



ઓલ ગુજરાત કોમ્પ્યુટર સાક્ષરતા અભિયાન સંસ્થા  
સરકાર માન્ય (રજી. નં. GJ-F/2894)



**ADMISSION FORM**

*(To be filled by the Candidate only)*

Form No. : \_\_\_\_\_

Respected Sir,

Please admit me for the following subject

**Full Name** (Block Letters) \_\_\_\_\_

**Address** (Block Letters) \_\_\_\_\_

Date of Birth : \_\_\_\_\_ Phone : \_\_\_\_\_

Education : \_\_\_\_\_ Inst. Name : \_\_\_\_\_

Parent's Occupation : \_\_\_\_\_

Form No. : \_\_\_\_\_

**HO Copy**

**Full Name** (Block Letters) \_\_\_\_\_

**Address** (Block Letters) \_\_\_\_\_

Date of Birth : \_\_\_\_\_ Phone : \_\_\_\_\_

Course : \_\_\_\_\_ Joining Date : \_\_\_\_\_

## Registration Details

Course Registered for \_\_\_\_\_

Batch Time \_\_\_\_\_

### Rules which students must follows :

- ✓ Fees once paid is neither refundable nor adjustable in any case.
- ✓ Disciplinary action can be taken against the students in case of any misbehavior and any unavoidable cause, and without any pre-information student's name can be removed from the Institute.
- ✓ I Card is issued to every student who is expected to carry it on her / his possession, whenever coming to the Institute.
- ✓ Leave application must be submitted by student, duly signed by her / his Parents / Guardians.
- ✓ The decision of the Center Head Shall be final in all matters.
- ✓ No extra Examination Fees.
- ✓ Agree to abide by all the rules and regulations of IICT Computer Education.

Signature of  
Parents / Guardians

Signature of Candidate

Date :

Place :

(Centre Head Signature)

Date :

Place :

(Centre Head Signature)



## **Diploma course in Programming**

**Computer Fundamentals,  
MS-DOS 6.22, Win'98/XP : Notepad,  
Wordpad, Paint, Calculator,  
MS-Office : Word, Excel,  
PowerPoint, C, C++, VB**

**Duration : 6 Months -**

## **Diploma course in Hardware Engg.**

**Computer Fundamentals,  
MS-DOS 6.22, Win'98/XP : Notepad,  
Wordpad, Paint, Calculator,  
MS-Office : Word, Excel, PowerPoint,  
Hardware, Trouble Shooting,  
Installation of softwares, Assembling**

**Duration : 6 Months -**

## **School Syllabus Courses**

**Duration : Academic Year**

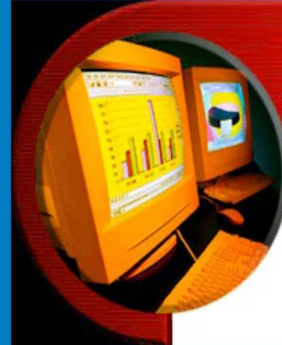
- Ⓢ IT Kidz (Std. 1 to 4)**
- Ⓢ IT Teenz Std. 5 to 7**
- Ⓢ IT Youngz Std. 8 to 10**
- Ⓢ IT Guyz Std. 11 to 12**

## Advance Diploma Courses

### Advance Diploma in Office Management

Computer Fundamentals, MS-DOS 6.22,  
Win'98/XP : Notepad, Wordpad, Paint,  
Calculator, MS-Office : Word, Excel,  
PowerPoint, CorelDraw, Pagemaker,  
To Photoshop, Tally

**Duration :** 12 Months -



### Advance Diploma in Software Engg.

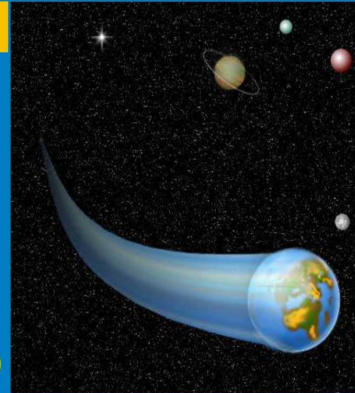
Computer Fundamentals, MS-DOS 6.22,  
Win'98/XP : Notepad, Wordpad, Paint,  
Calculator, MS-Office : Word, Excel,  
PowerPoint, Programming Techniques,  
System Design, C, C++, VB with Oracle

**Duration :** 12 Months -

### Advance Diploma in Hardware Engg.

Computer Fundamentals, MS-DOS 6.22,  
Win'98/XP : Notepad, Wordpad, Paint,  
Calculator, MS-Office : Word, Excel,  
PowerPoint, Hardware, Trouble Shooting,  
Installation of softwares, Assembling

**Duration :** 12 Months -



**Authorised Centre :**

**Rs. 50**