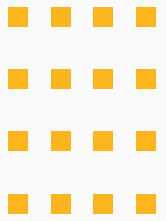




INTRODUCTIONTM
COMPUTER TRAINING CENTRE



CERTIFICATE IN

COMPUTER FUNDAMENTAL

DURATION

7 / 4 Months

ELIGIBILITY

10 +



WHY INTRODUCTION

20 +
Years of Experience In
Training Industry

40 +
Professional Courses

60 +
Industry Experts & Mentors

500 +
Hours Learning

10000 +
Passout Students

100 %
Gurranteed Placement
Assistance



The job opportunities after our CCF course certification are endless, including :

- Customer Care Relationship Officer**
- Customer Coordinator**
- Back office Executive**
- Frontdesk Executive**
- Tele Sales Officer**
- Data Survey Officer**
- Data Entry Operator**
- Receptionist**



Introduction To IT

- ✓ Theoretical Concept of Computer

Disk Operating System (DOS)

- ✓ Structure Creation
- ✓ Files & Directory Handling
- ✓ Concept of Dir & Edit Command

Windows

- ✓ Computer handling
- ✓ Concept of Executable Files
- ✓ Operations of Files & Folders

Ms - Word

- ✓ File Protection & Security
- ✓ PDF Making, Auto Correct
- ✓ Charts, Bookmark & Hyperlink
- ✓ Document Setup & Mail Merge

Ms - Excel

- ✓ Excel Sheet Handling
- ✓ Salary Slip Calculation
- ✓ Filter, Advance Filter, Flash Fill
- ✓ Autofill, Slicer, Vlookup, Macro
- ✓ Pivot table & Chart, Sub Total
- ✓ Track Changes, Goal Seek etc.

Ms - Access

- ✓ Database manipulation
- ✓ Relationship Create & Handling
- ✓ Query, Form, Report

Ms-Powerpoint

- ✓ Office Presentation Preparation

Ms - Access

- ✓ Browsing & surfing
- ✓ Downloading, E- Mail Handling

COURSE FEATURES



Practical Oriented Course



Online / Offline Classes



Backup Class Facilities



Lifetime Free Practice

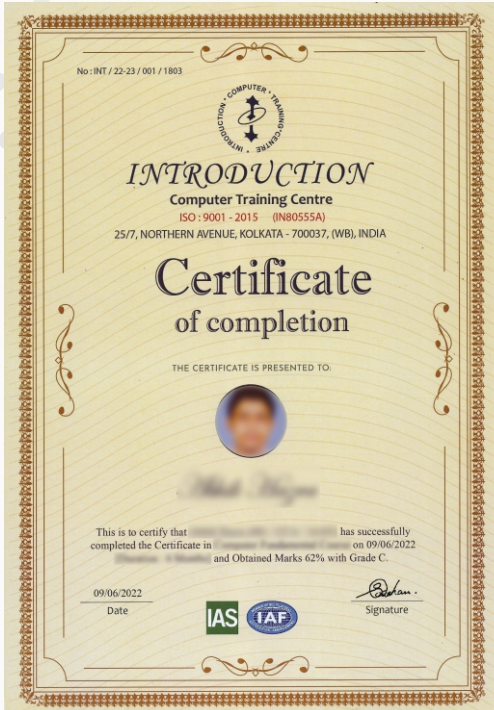


Project & Seminars



Job Assistantship & More

CERTIFICATE EARNED



(Govt Regd)
INTRODUCTION
 (Computer Training Centre)
 25/7 Northern Avenue Kolkata-37
 Regd.No. L65511

PERFORMANCE REPORT OF COMPUTER TRAINING

Name of Candidate :
 Roll Number :
 Course :
 Course Contain :
 Course Duration :

Particulars	Full Marks	Marks Obtained	Percentage
Theory	100		
Practical	100		
Total	200		

Certificate that he/she has successfully Completed the Course and Obtained above marks with Grade _____

Dated : _____
 Signature of Centre Manager _____

International Standard Organization (ISO)

West Bengal Govt. Regd.

WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND SKILL DEVELOPMENT
 (Formerly WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION)
 "Kargil Bhawan", 4th Floor, Plot No. B/7, Action Area-III, New Town, Rajarhat, Kolkata-700160

Serial No. STVT/00247

PERFORMANCE REPORT ON SHORT TERM VOCATIONAL TRAINING

Name of Candidate :
 Roll Number :
 Registration Number :
 Name of the Institution : INTRODUCTION, KOLKATA
 Course of Study : COMPUTER FUNDAMENTAL
 Period of Training : July, 2021 - December, 2021
 Examination held in : May, 2022

Particulars	Full Marks	Marks Obtained	Percentage
Theory	100	70	
Practical	400	352	
Total	500	422	84.40

Certified that he/she has successfully completed the course and obtained above marks. He/She has attained competency as rated by Grade S.

Dated, Kolkata, the 25th July, 2022

Checked by _____
 Senior Administrative Officer (Examinations)

Grade O= 85% and above S= 75% to below 85% A= 65% to below 75%
 B= 55% to below 65% C= 45% to below 55% D= below 45%

West Bengal State Council Technical Education Affiliation (STVT.)



Introduction

An ISO 9001-2015 Certified Organization

25/7 Northern Avenue Kolkata-700037 (H.O)

BR : Sinthee BR : Baranagar

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