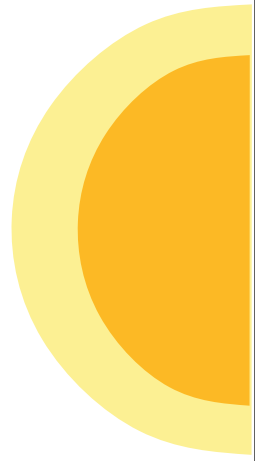




INTRODUCTION™
COMPUTER TRAINING CENTRE



DIPLOMA IN

**COMPUTER
APPLICATION**

DURATION

12 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 Professional course certification are endless, including :

- Receptionist**
- Fontdesk Executive**
- Back Office Executive**
- Customer Relationship Officer**
- Customer Coordinator**
- Tele Sales Officer**
- Data Survey Officer**
- Data Entry Operator**
- MIS Executive Officer**
- Back Office Executive**



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

INTERNET

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

Advance Excel

- ✓ Pivot Chart With Dashboard
- ✓ Data Entry With Macro
- ✓ Create Scroll Button
- ✓ Different Types Of Vlookup
- ✓ Pivot table & Chart, Sub Total
- ✓ Depended Dropdown List etc.

Ms-Outlook

- ✓ Account Create In Outlook
- ✓ Add An Email
- ✓ Create and Send Email
- ✓ Manage Calender & Contacts etc.

C Programming

- ✓ Branching Statement
- ✓ Loop, Array
- ✓ String, Function
- ✓ Pointer, Structure
- ✓ File Operations, Project Work

Database

- ✓ Fundamentals of Database
- ✓ Concept of DBMS & RDBMS
- ✓ Database Oriented Theory
- ✓ Concept Of SQL
- ✓ Concept Of MS Access

COURSE CONTENT



COURSE FEATURES



Practical Oriented Course



Online / Offline Classes



Backup Class Facilities



Lifetime Free Practice

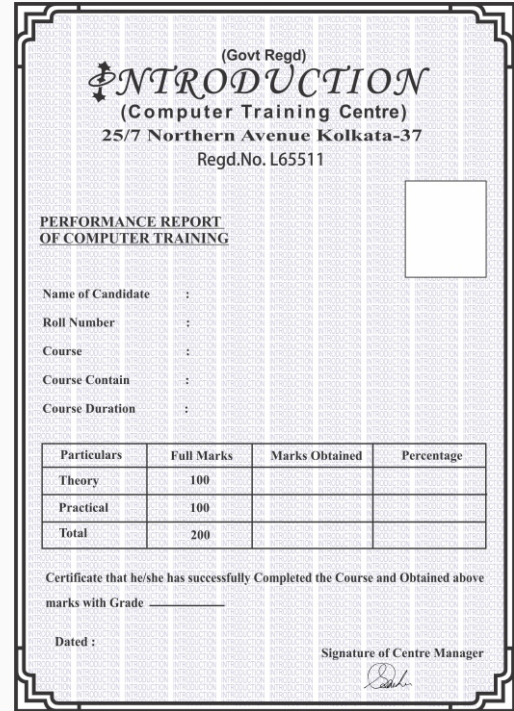


Project & Seminars



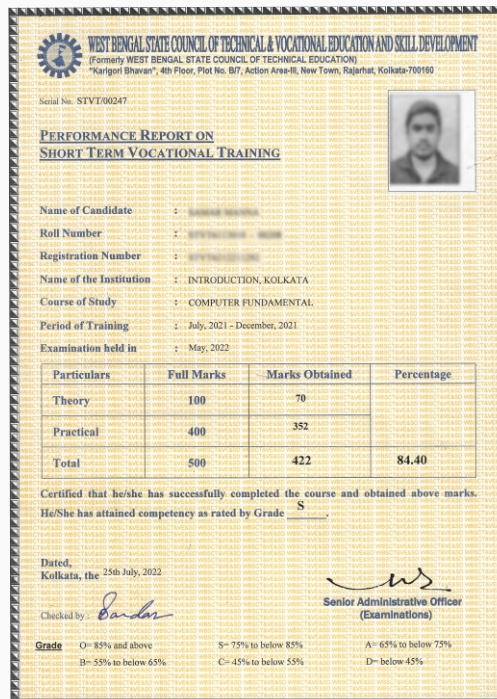
Job Assistantship & More

CERTIFICATE EARNED



International Standard Organization (ISO)

West Bengal Govt. Regd.



West Bengal State Council Technical Education Affiliation (STVT.)



Introduction

An ISO 9001-2015 Certified Organization

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