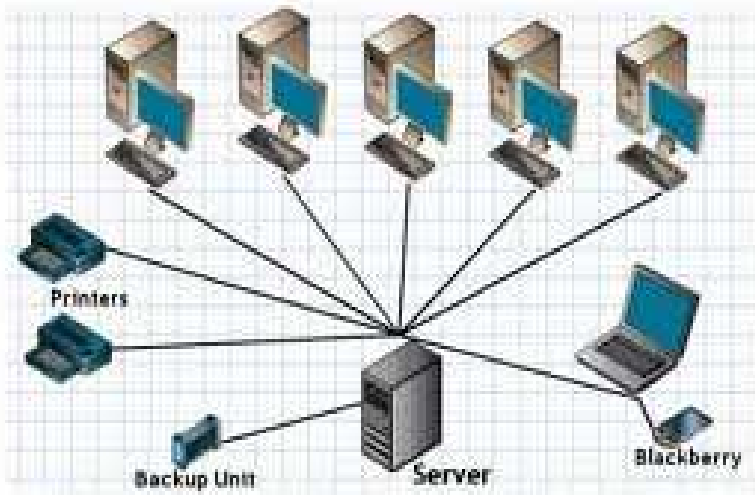


Client Server Network



For Course Details & Admission Contact at 03711-225526.
Email : itcenterudalguri@gmail.com

INFORMATION TECHNOLOGY TRAINING CENTRE UDALGURI

This is a training centre established under both MP Local Area Development Fund contributed by Sri Silvious Kandapan and Sri Ramen Deka, Hon'ble MPs and MLA Local Area Development Fund contributed by Sri Rihon Doimari, Minister PHE, Govt. of Assam, Sri Karendra Basumatary, Smti. Kamali Basumatary and Sri Maheswar Boro, Hon'ble MLAs under the aegis of District Administration Udalguri. The centre shall be managed by DC Office staff welfare association. The initiative is aimed at addressing the crying need for human resource development in the IT sector in Udalguri District. Various Courses on Programmes of practical application and high Job potential are included in attractive packages for the benefit of the aspiring trainees. The courses are professionally designed and the course fees is the lowest in the Industry. Merit cum means basis would be the criteria for selection of trainees.

Course Module:

Courses offered by Information Technology Training Center,
DC's Office Udalguri

Training on Computer Basic

Duration: 1 Month

Course Fees: Rs 500.00 for Govt. Employee
Rs 700.00 for non Govt. Employee

Basic Qualification:

At least H.S.L.C Pass.

Course Contents:

- Fundamentals of Computer
- Concept of Computer Hardware & Software
- Introduction to Operating System.
- MS Office / Office Automation Tools (MS Word, Excel, Power Point, Access etc.)

Diploma in Computer Application:

Duration: 3 Months

Course Fees: Rs 1200.00

Basic Qualification:

At least H.S.L.C. Pass.

Course Contents:

- Fundamentals of Computer
- Concept of Computer Hardware & Software
- MS DOS
- Introduction to Operating System (Windows XP, Windows 7 etc.)
- MS Office / Office Automation Tools (MS Word, Excel, Power Point, Access etc.)
- Web Page designing (Using HTML, DHTML and Front Page)
- Leap Office and Open Office
- Internet Browsing & E-Mail and Concept of Networking
- D.T.P. (Adobe PageMaker, Coral Draw, Photoshop etc.)
- A discussion on M.I.S. (Specially for Govt. Employee)

Time Schedule of the Course:

Training on Computer Basic:

10 AM – 12.30 PM:

- Batch – I : Monday, Wednesday, Friday
- Batch – II: Tuesday, Thursday, Saturday

Diploma in Computer Application:

1.30 PM – 4.00 PM:

- Batch – I: Monday, Wednesday, Friday
- Batch – II: Tuesday, Thursday, Saturday