

# PROSPECTUS

## India's Leading Computer Educational Brand

Best education make future bright. Our students are enjoyed study always.



**ISO**  
9001:2015  
Certified Organization

*"The computer was born to solve problems  
that did not exist before."*

**-Bill Gates**

# About Us

In the 21st century, the whole world is rushing by thirst and the thirst is for technology. At present time Information and Technology is the key to success in Technology. India is one of the fastest developing countries in the third world and it is growing rapidly in technology. But as India covers a vast area and holds a large number of populations, there are some difficulties in the way of its technological development. There are still some remote areas where the light of technology cannot reach yet. On the other hand there are a large number of people in India who live below the poverty line. So technology is just a dream for them. The government has taken many suitable steps to wipe out these difficulties.

# Who We Are

Institute of Computer Literacy & Training (ICLT) was founded with the great intention to fulfil our government's dream and desire. We want to reach the people in every part of India, especially in remote rural areas and living below the poverty line. We want to give them free computer education for making them digitally literate. Beside computer education we are also working for skill development. Because if there are so many skilled workers in every part of the service, then hopefully we can get a better tomorrow. So let's come together and help in making a strong and well developed India.

# Chairman Message

Dear Students,

I heartily welcome you all to our organization. You are likely to be provided excellent teaching and guidance by dedicated and experienced faculty members, so that you are eligible to use your knowledge in theoretical and practical fields academically and professionally. Several career and job oriented courses have been taught for the improvement of students in their personality for their certain future. Your fullest cooperation is needed to discipline and beautify the institution. Wishing you success in every step of life.



Chairman

Mr. Asit Kumar Ghosh

# Aims & Objective

- To spread computer education & skill development courses in almost every part of India.
- To reach the people who are living in remote areas and belong to backward classes.
- To give such technical knowledge as students of any merit level can easily afford.
- To provide free education for people who are living in below poverty line.
- To encourage the students for self development and employment.

## Why ICT ?

- Right Career Counselling
- 100 % Job Assistance
- Small Batches
- Online Examination
- Online Registration
- Online Certificate Verification
- Up to Date of Courses
- 100 % Practical Training
- Android App for Students
- Online Examination
- National Level Organization

## Course Overview

In the 21st century, the whole world is rushing by thirst and the thirst is for technology. At present time Information and Technology is the key to success in Technology. India is one of the fastest developing countries in the third world and it is growing rapidly in technology. But as India covers a vast area and holds a large number of populations, there are some difficulties in the way of its technological development. There are still some remote areas where the light of technology cannot reach yet. On the other hand there are a large number of people in India who live below the poverty line. So technology is just a dream for them. The government has taken many suitable steps to wipe out these difficulties.

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## Certificate in Computer Application

Duration : 3 Month

Eligibility : 8th Pass

**Semester1** Fundamentals of Computer , Windows (Paint , Note Pad, Word Pad) , Operating System (Windows 7,8,10) MS Office 2007/ 2010, (Word , Excel , Power Point) , Internet & Email

## Diploma in Computer Application

Duration : 6Month

Eligibility : 8th Pass

**Semester1** Fundamentals of Computer, Windows(Paint Note Pad Word Pad) , Operating System (Windows 7,8,10) , MS Office 2007/ 2010, (Word , Excel, Powerpoint)

**Semester2** MS Access , Internet & Email

## Diploma in Junior IT

Duration : 6 Month

Eligibility : 8th Pass

**Semester1** Fundamentals , Operating System (Windows 7,8,10 ) , Windows (Paint , Note Pad , Word Pad, MS Dos)

**Semester2** MS Office 2007/2010 (Word , Excel , Power Point) , Internet & E-mail

## Diploma in Financial Accounting

Duration : 6 Month

Eligibility : 10th Pass

**Semester1** Fundamentals , Operating System (Windows 7,8,10), MS Office 2007/2010 (Word , Excel , Power Point) , Outlook, Internet & E-mail

**Semester2** Fundamental of Accounts , Stocks & Inventory, Payroll, VAT , TDS , SERVICE TAX , EXCISE , CST

## Advance Diploma in Computer Application

Duration : 12 Month

Eligibility : 10th Pass

**Semester1** Fundamentals , Operating System (Windows 7,8,10) , Windows (Paint , Note Pad , Word Pad, MS Dos )

**Semester2** MS Office 2007/2010 (Word , Excel , Power Point, Access, Outlook ) , Internet & E-mail

**Semester3** HTML , Visual Basic , Visual Foxpro

## Diploma in Information Technology

Duration : 12 Month

Eligibility : 10th Pass

**Semester1** Fundamentals , Windows (Paint , Note Pad , Word Pad), Operating System (Windows 7,8,10) , MS Office 2007/2010, (Word , Excel , Power Point)

**Semester2** MS Access , Typing in English/Bengali/Hindi , Visual Basic Internet & Email

**Semester3** HTML , Programming in C , C ++ , VB. net

## Advance Diploma in Financial Accounting

Duration : 12 Month

Eligibility : 10th Pass

**Semester1** Fundamentals , Operating System (Windows 7,8,10 ) , MS Office 2007/2010 (Word , Excel , Power Point, Access, Outlook ) , Internet & E-mail

**Semester2** Business Accounting , Banking Stocks & Inventory , Income Tax, Service Tax , P-Tax , TDS, CST, VAT

**Semester3** Excise , ESI , PF , E-Filing , VAT and TDS

## Advance diploma in Hardware Engineering

Duration : 12 Month

Eligibility : 10th Pass

**Semester1** Introducing the computer Hardware , Power Supply [UPS, Inverter, SMPS] , Basic Electronics

**Semester2** Motherboard , Introducing the Computer Memory , Microprocessor , BIOS & CMOS Computer Security

**Semester3** Software Installation , Monitor , Printer , PC Assembling

## Diploma in Computer Application & Design

Duration : 12 Month

Eligibility : 10th Pass

**Semester1** Fundamentals , Operating System (Windows 7,8,10 ) , Windows (Paint , Note Pad , Word Pad, MS Dos )

**Semester2** MS Office 2007/2010 (Word , Excel , Power Point, Access

**Semester3** Internet , E-mail ,HTML, PhotoShop and Project

# Advance Diploma in Information Technology

Duration : 12 Month

Eligibility : 10th Pass

**Semester1** Fundamentals , Operating System (Windows 7,8,10 ) , MS Office 2007/2010 (Word , Excel , Power Point, Access, Outlook ) , Internet & E-mail

**Semester2** Visual Basic , C, C ++ , Java , HTML

**Semester3** Dream Weaver , Oracle , PHP

## ADIT PLUS

Duration : 12 Month

Eligibility : 10th Pass

**Semester1** Fundamentals , Operating System (Windows 7,8,10 ) , MS Office 2007/2010 (Word , Excel , Power Point, Access, Outlook ) , Internet & E-mail

**Semester2** Visual Basic , C, C ++ , HTML

**Semester3** Page Maker , Photoshop , Corel Draw , Tally ERP

# Diploma in Computer Teachers Training

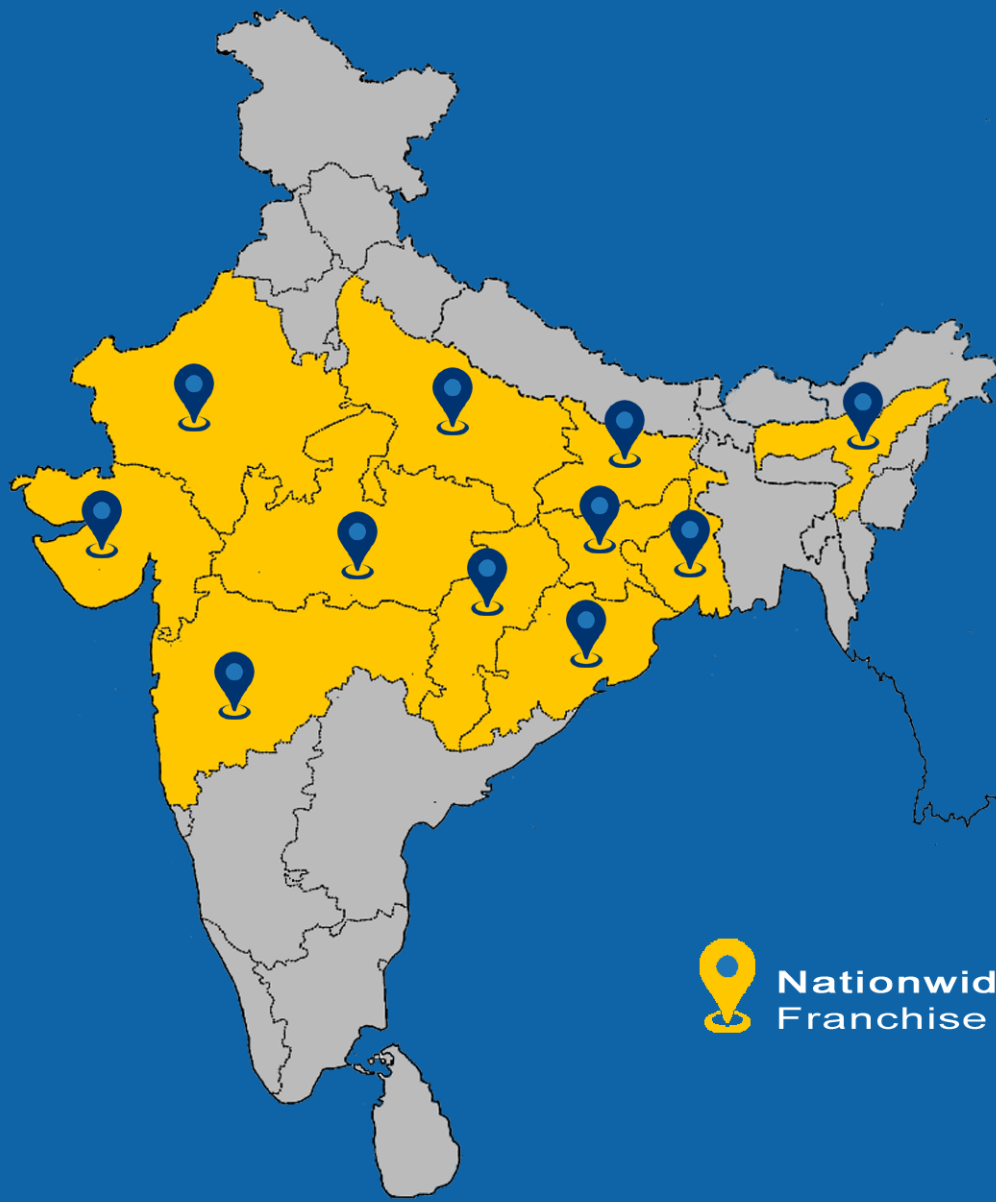
Duration : 18 Month

Eligibility : 12th Pass

**Semester1** Fundamentals , Operating System (Windows 7,8,10 ) , MS Office 2007/2010 (Word , Excel , Power Point, Access, Outlook )

**Semester2** Visual Basic , Tally Erp 9.02 , Internet & E-mail

**Semester3** Photoshop , Corel Draw , HTML , Dream Weaver , PHP



 **Nationwide  
Franchise Network**



**:: Registered Office ::**  
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# Institute of Computer Literacy & Training

An Autonomous Institution Reg. Under Indian Public Trust Act. 1882 - Govt  
of West Bengal. Vide Reg. No. IV - 130100031/2023 &  
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