

AADEIs ICT Continuing Education Centre,
DEI Dayalbagh &
Industry Institute Partnership Cell
DAYALBAGH EDUCATIONAL INSTITUTE
DAYALBAGH, AGRA
REGISTRATION FORM FOR DEI STUDENTS



WRITE NAME IN BLOCK LETTERS FOR CERTIFICATES

1. Name: _____ M / F

2. SC ___ ST ___ OBC ___ GEN ___

3 STUDYING IN FACULTY/Centre _____

ROLL NO. _____

Subject /Class _____

SEMESTER _____

Contact Info. _____

Jobseeker ___ Branch _____

Contact Info; _____

ITS 301 Computer Basics and Microsoft Office

Tools,

Signature of Applicant: _____

Date _____

For Office Use:

Date: _____

Amount: _____ Due: _____



AADEIs



Office Located in rear verandah, Central Office,
Administrative Block, DEI,

Phone:

Phone:9808632807

Contact: Punam Prakash

Email: punam.prakash@gmail.com



AADEIs Training Programs In Collaboration With Industry Institute Partnership Cell for DEI Students ITS 301 (2016-17)

DEI -APAC Courses for Enhancing Job-Placement

Aim: Prepare and assist current and past DEI students for placements, including the following:

- Train students in resume writing
- Develop interview and communication skills
- Practice group discussions
- Enhance IT skills and Vocational skills

Methodology: Distance Education Mode:

Teaching is conducted using pre-recorded audio or video instructions, facilitated by mentors at the locations where the course is run.

Calendar 2016-17, Phase 1, IT301
AADEIs ICT Continuing Education Centre
DEI, Dayalbagh

Timings: _____

July-Nov 2016 -Sundays

July					
Aug					
Sept					
Oct					

Received from _____
 For Basic IT
 On _____
 Total= _____
 Signed _____

Student Copy

Course Title: **ITS 301**

Course Description:

Developing skills in: understanding basic hardware, and software ,
 how to operate computers & Learning basics of Word, Excel, Power
 point and Internet (Microsoft Office Tools) to prepare documents,
 data tables and presentations

Dates/Class Timings:

When: Sundays, July to November

Where: Computer Centre

Time: 1:30-3:00 PM, with lab

Tuition: Rs. 675/ DEI/Jobseekers.

AADEIs Office (in the rear verandah at Central Office)



Office Location: Central Office (rear verandah)

Office Phone: 9808632807 ,

Email: punam.prakash@gmail.com

aadeisictcec.deigmail.com

Office Notes:

Received from _____
 For Basic IT
 On _____
 Total= _____
 Signed _____

Office Copy