



# **ICT Continuing Education Centre**

**DAYALBAGH EDUCATIONAL INSTITUTE  
INDUSTRY INSTITUTE PARTNERSHIP CELL  
ANNOUNCES**

## **An Introduction to Computer Basics & MICROSOFT OFFICE, IT301**

### **Modular Courses**

For developing skills in:

### **Microsoft Word, Excel & Power Point**

**Can't start the year without it....build and sharpen your  
SKILLS, one module at a time**

Course is open to:

Students from ALL FACULTIES! All Semesters! Especially for 1st Sem.

### **MODULE 1: WORD**

***When:*** 30th AUG, 2018

***Where:*** Computer Centre

***Time:*** 2:00-3:30 pm

***Tuition:*** Rs. 250/ module

Rs 675/ for 3 modules

***Registration :*** NOW, EVERY DAY from 11:30-4:30...at

**ICT Continuing Education Centre DEI Dayalbagh (Office)**

**Contact Information: Punam Prakash**

Office Located in Central Administrative Office, (M) 999-793-344, 9634555217.