

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: 8755921765
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 (2015-16)

**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 2015-16, Phase 1, IT301
AADEIs ICT Continuing Education Centre
DEI, Dayalbagh

Timings: _____

July-Nov 2015 -Sundays

July					
Aug					
Sept					
Oct					

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 Notes:

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