

WELCOME TO
ICRD
COMPUTER
INSTITUTE

OUR INSTITUTE IS A SPECIALIZED EDUCATIONAL INSTITUTION FOCUSED ON COMPUTER SCIENCE AND TECHNOLOGY, OFFERING COURSES AND TRAINING TO EQUIP INDIVIDUALS WITH THE SKILLS AND KNOWLEDGE NEEDED FOR CAREERS IN THE DIGITAL WORLD.

Here are some lines about the institutes:

- 1.) Institutes are hubs for learning and innovation in the digital age.
- 2) It's a platform for individuals to acquire in-demand skills in programming, software development, and other IT fields.
- 3) The institutes play a crucial role in bridging the skills gap and preparing the workforce for the future of technology.
- 4) Institutes offer a variety of courses, from introductory programming to advanced topics like programming , accounting , coral designing, website designing etc
- 5) feature state-of-the-art facilities, including computer labs and training centers, to facilitate hands-on learning.

ICRD Computer Institute is an exceptional choice for anyone seeking comprehensive computer training. With multiple facilities and no hidden fees, students can focus on learning without financial worries. The institute boasts highly specialized courses tailored to meet industry standards, ensuring you gain relevant skills. The experienced instructors provide hands-on training that prepares you for real-world challenges. Enroll today to elevate your career prospects with ICRD!

Facilities Provided by Institute

ICRD Computer Institute in Paonta Sahib, Himachal Pradesh, offers a range of facilities including AC computer labs, theory rooms, a library, washrooms, and RO water, catering to various skill development needs, including IT, management, soft skills, and vocational training.

Here's a more detailed breakdown of the facilities:

AC Computer Labs: The institute has dedicated computer labs for practical training.

Theory Rooms: Separate theory rooms are available for lectures and classroom sessions.

Library: A library is available for students to access study materials and other resources.

Washrooms: Clean and well-maintained washrooms are available for students and staff.

RO Water: Access to RO-purified drinking water is provided.

Skill Development Programs: The institute offers a variety of skill development programs to meet the evolving demands of various industries, including IT, management, soft skills, and vocational training.

COURSES OFFERED

1)DEO (Data Entry Operator)

Duration 3months

Computer Applications & Basics,

What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Comptur, Memory, number system

Typing

Typing Speed practice And skill of typing

Computer Operating System

Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management

Microsoft Word

Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pomplet, Advertisement etc

Microsoft Excel

Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions

Introduction to Internet, WWW & Web Browsers

Basics of Computer Network, Internet, Search Engines, URLs, How to Use Web Browser

2) CFA (Certificate of financial Accounting)

Duration 3months

Computer Basics

What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software

Typing

Typing Speed practice And skill of typing

Tally ERP 9 With GST

Manual Accounting, Term of Accounting, Company creation, Ledger, Voucher, Voucher Entry, Cost center, Bill, Godowns,

Inventory

Inventory Voucher, Stock journal, Stock Groups,

Taxes

Vat, TDS, GST etc

3)TRIPPLE C (Certificate Of Computer Concept)

Duration 3months

Computer Applications & Basics,

What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Comptur, Memory, number system

Typing

Typing Speed practice And skill of typing

Computer Operating System

Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management

Microsoft Word

Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pomplet, Advertisement etc

Microsoft Excel

Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions

Introduction to Internet, WWW & Web Browsers

Basics of Computer Network, Internet, Search Engines, URLs, How to Use Web Browser

4) CCP (Certificate of Computer Programming)

Duration 3months

C Language

Basic of C, History of C Language Coding, Statement, Loops, Flow Chart
Practically and Theoretically

C++ Language

Basic of C++, History of C++ Language Coding, Statement, Loops, Flow Chart
Practically and Theoretically

5)BCC (Bacics Computer Course)

Duration 3months

Computer Applications & Basics,

What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Computer, Memory, number system

Typing

Typing Speed practice And skill of typing

Computer Operating System

Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management

Microsoft Word

Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pamphlet, Advertisement etc

Microsoft Excel

Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions

Introduction to Internet, WWW & Web Browsers

Basics of Computer Network, Internet, Search Engines, URLs, How to Use Web Browser

6)CCA (Certificate in Computer Application)

Duration 6months

Computer Applications & Basics,

What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Comptur, Memory, number system

Typing

Typing Speed practice And skill of typing

Computer Operating System

Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management

Microsoft Word

Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pomplet, Advertisement etc

Microsoft Excel

Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions

Microsoft Power Point

How to Make Presentation or Animation , shows

Microsoft Access

Creating Data Base, Report, form Query

Introduction to Internet, WWW & Web

Basics of Computer Network, Internet, Search Engines, URLs, How to Use Web Browser

Browsers

Basics of Email, How to Use Email, Instant Messaging, Format an Email,

Communications & Collaboration,

Multimedia, Scanning & Printing,

7) C-Pac (Computerized professional Accounting Course)

Duration 6months

Computer Applications & Basics,

What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Computer, Memory, number system

Typing

Typing Speed practice And skill of typing

Computer Operating System

Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management

Microsoft Word

Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pamphlet, Advertisement etc

Microsoft Excel

Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions

Accounting

Manual Accounting, Term of Accounting, Company creation, Ledger, Voucher, Voucher Entry, Cost center, Bill, Godowns,

Tally ERP 9 With GST

Inventory Voucher, Stock journal, Stock Groups,

Taxes

Vat, TDS, GST etc

8) CPA (Certificate of programmer assistant)

Duration 6months

Computer Applications & Basics

What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Computer, Memory, number system

Typing

Typing Speed practice And skill of typing

Computer Operating System

Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management

Microsoft Word

Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pamphlet, Advertisement etc

Microsoft Excel

Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions

C Language

Basic of C, History of C Language Coding, Statement, Loops, Flow Chart Practically and Theoretically

C++ Language

Basic of C++, History of C++ Language Coding, Statement, Loops, Flow Chart Practically and Theoretically

9) DOMA (Diploma in office management and accounting)

Duration 1 Year

Computer Applications & Basics.

What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Comptur, Memory, number system

Typing

Typing Speed practice And skill of typing

Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management

Microsoft Word

Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pomplet, Advertisement etc

Microsoft Excel

Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions

How to Make Presentation or Animation , shows

Creating Data Base, Report, form Query

2nd Sem

Tally ERP 9 With GST

Manual Accounting, Term of Accounting, Company creation, Ledger, Voucher, Voucher Entry, Cost center, Bill, Godowns,

Inventory Voucher, Stock journal, Stock Groups,

Vat, TDS, GST etc

Free training of Teaching Practice and Office Work for 1 Months

Office Work And Teaching Practice

Basics of Computer Network, Internet, Search Engines, URLs, How to Use Web Browser Basics of Email, How to Use Email, Instant Messaging, Format an Email, Multimedia, Scanning & Printing,

Practice for 1 Months with CA

Practice

10) ADCA (Advance Diploma in Computer Application)

Duration 1 Year

1st Sem

Computer Applications & Basics,

Typing

Computer Operating System

Microsoft Word

Microsoft Excel

Microsoft Power Point

Microsoft Access

Introduction to Internet, WWW & Web Browsers

Communications & Collaboration, Multimedia

2nd Sem

HTML

Tally ERP 9 With GST

Inventory

Taxes

Coral Draw

Photoshop

Office Work And Teaching

Practice

What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Computer, Memory, number system

Typing Speed practice And skill of typing

Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management

Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pamphlet, Advertisement etc

Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions

How to Make Presentation or Animation , shows

Creating Data Base, Report, form Query

Basics of Computer Network, Internet, Search Engines, URLs, How to Use Web Browser

Basics of Email, How to Use Email, Instant Messaging, Format an Email, Multimedia, Scanning & Printing,

HTML Language of Web designing

Manual Accounting, Term of Accounting, Company creation, Ledger, Voucher, Voucher Entry, Cost center, Bill, Godowns,

Inventory Voucher, Stock journal, Stock Groups,

Vat, TDS, GST etc

Designing , Pamphlet, Poster, Flex, Calendar, I Card, Visiting Card Etc

Editing in Photo,

Free training of Teaching Practice and Office Work for 1 Months

11) DDTP (Diploma in Desktop publishing)

Duration 1 Year

1st Sem

Computer Applications & Basics.

Typing

Computer Operating System

Microsoft Word

Microsoft Excel

Microsoft Power Point

Microsoft Access

What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Comptur, Memory, number system

Typing Speed practice And skill of typing

Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management

Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pomplet, Advertisement etc

Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions

How to Make Presentation or Animation , shows

Creating Data Base, Report, form Query

HTML

2nd Sem

Coral Draw

Page Maker

Photoshop

Introduction to Internet, WWW & Web Browsers

Coral Draw

Page Maker

Photoshop

Basics of Computer Network, Internet, Search Engines, URLs, How to Use Web Browser

Communications & Collaboration, Multimedia

Basics of Email, How to Use Email, Instant Messaging,

12) DCA (Diploma in Computer Application)

Duration 1 Year

1st Sem

Computer Applications & Basics.

What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Computer, Memory, number system

Typing

Typing Speed practice And skill of typing

Computer Operating System

Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management

Microsoft Word

Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pamphlet, Advertisement etc

Microsoft Excel

Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions

Microsoft Power Point

How to Make Presentation or Animation , shows

Microsoft Access

Creating Data Base, Report, form Query

Introduction to Internet, WWW & Web

Basics of Computer Network, Internet, Search Engines, URLs, How to Use Web Browser

Browsers

Basics of Email, How to Use Email, Instant Messaging, Format an Email, Multimedia, Scanning & Printing,

HTML Language of Web designing

2nd Sem

Tally ERP 9 With GST

Manual Accounting, Term of Accounting, Company creation, Ledger, Voucher, Voucher Entry, Cost center, Bill, Godowns,

Inventory Voucher, Stock journal, Stock Groups,

VAT, TDS, GST etc

Basic of C, History of C Language Coding, Statement, Loops, Flow Chart Practically and Theoretically

C++ Language

Basic of C++, History of C++ Language Coding, Statement, Loops, Flow Chart Practically and Theoretically

Office Work And Teaching Practice

Free training of Teaching Practice and Office Work for 1 Months

13)H DCA (Honour Diploma in Computer Application)

Duration 1 Year

1st Sem

Computer Applications & Basics.

What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Computer, Memory, number system

Typing Computer Operating System

Typing Speed practice And skill of typing
Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management

Microsoft Word

Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pamphlet, Advertisement etc

Microsoft Excel

Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions

Microsoft Power Point

How to Make Presentation or Animation , shows

Microsoft Access

Creating Data Base, Report, form Query

Introduction to Internet,

Basics of Computer Network, Internet, Search Engines, URLs, How to Use Web Browser

WWW & Web Browsers

Basics of Email, How to Use Email, Instant Messaging, Format an Email, Multimedia, Scanning &

Communications & Collaboration, Multimedia

Printing,

2nd Sem

HTML Internet and Networking

HTML Language of Web designing
Internet and Networking Concept

Concept

C Language

Basic of C, History of C Language Coding, Statement, Loops, Flow Chart Practically and Theoretically

C++ Language

Basic of C++, History of C++ Language Coding, Statement, Loops, Flow Chart Practically and Theoretically

Office Work And Teaching Practice

Free training of Teaching Practice and Office Work for 1 Months

The course Under the SDA Scheme of HP Govt

11) DCA (Developer in Computer Application)

Duration 1 Year

-

Govt Give 1000/- Rs for course fee every month for 1 year.

Eligibility as following:-

•3 Passport Size Photograph

•10th Pass Certificate

•Student should be above 16 year.

•No family member should be in govt. Job.

•Adhar card

•Income certificate below 2 lac.(For SDA)

•Candidate have a account in any nationalized bank like SBI.(Passbook Copy Required)

•Himachali bonofied.

•Employment Exchange Registration Card

The course Under the SDA Scheme of HP Govt

11) DCA (Developer in Computer Application)

Duration 1 Year

1st Sem

Computer Applications & Basics,

Typing

Computer Operating System

Microsoft Word

Microsoft Excel

Microsoft Power Point

Microsoft Access

Introduction to Internet, WWW & Web Browsers

Communications & Collaboration, Multimedia

HTML

2nd Sem

Tally ERP 9 With GST

Inventory

Taxes

C Language

Java

Office Work And Teaching Practice

What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Computer, Memory, number system

Typing Speed practice And skill of typing

Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management

Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pamphlet, Advertisement etc

Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions

How to Make Presentation or Animation , shows

Creating Data Base, Report, form Query

Basics of Computer Network, Internet, Search Engines, URLs, How to Use Web Browser

Basics of Email, How to Use Email, Instant Messaging, Format an Email, Multimedia, Scanning & Printing,

HTML Language of Web designing

Manual Accounting, Term of Accounting, Company creation, Ledger, Voucher, Voucher Entry, Cost center, Bill, Godowns,

Inventory Voucher, Stock journal, Stock Groups,

Vat, TDS, GST etc

Basic of C, History of C Language Coding, Statement, Loops, Flow Chart Practically and Theoretically

Basic of Java, History, Coding, Statement, Loops, Flow Chart Practically and Theoretically

Free training of Teaching Practice and Office Work for 1 Months

Short Term Courses For 45 Days

- **TYPING**
- **MS WORD**
- **MS EXCEL**
- **MS POWER POINT**
- **MS ACCESS**
- **HTML**
- **C**
- **C++**
- **TALLY ERP.9**
- **ACCOUNT WITH GST**
- **PHOTOSHOP**
- **INTERNET, MAILING, SCANNING, PRINTING,**

HIGHLIGHTS OF INSTITITUTE CELEBRATION AND TRIP



HIGHLIGHTS OF INSTITUTE CELEBRATION AND TRIP



HIGHLIGHTS OF INSTITITUTE CELEBRATION AND TRIP





**Take a little step and get more and more achievement
to join us.**

**We ensure that we provide better education to you.
May you really enjoy to join us.**

**THANK YOU
ICRD INSTITUTE**

**MAHADEV COMPLEX RAJBAN ROAD,
NEAR BADRIPUR CHOWK, PAONTA SAHIB**

CONT. US ON - 7018022774

MEET US ON OFFICE

SEE US ON GOOGLE MAP

॥ JAI SHREE RAM ॥