

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

Inventry 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 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

## 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 Browsers

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, Format an Email, 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 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

### Accounting

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

### Tally ERP 9 With GST

Inventry 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 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

### 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

### 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

## 2nd Sem

### 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

### Office Work And Teaching Practice

Free training of Teaching Practice and Office Work for 1 Months

### Introduction to Internet, WWW & Web Browsers

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

Prcatice for 1 Months with CA

# 10) ADCA (Advance 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 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,

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

### WWW & Web Browsers

### Communications &

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

### Collaboration, Multimedia

## 2nd Sem

### HTML

HTML Language of Web designing

### Tally ERP 9 With GST

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

### Inventory

Inventry Voucher, Stock journal, Stock Groups,

### Taxes

Vat, TDS, GST etc

### Coral Draw

Designing , Pomplet, Poster, Flex, Claender, I Card, Visiting Card Etc

### Photoshop

Editing in Photo,

### Office Work And Teaching Practice

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

HTML

## 2nd Sem

Coral Draw

Page Maker

Photoshop

Introduction to Internet, WWW & Web Browsers

Communications & Collaboration, Multimedia

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, 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 Language of Web designing

Coral Draw

Page Maker

Photoshop

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

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

Communications & Collaboration,

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

Multimedia

HTML

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

Inventory Voucher, Stock journal, Stock Groups,

Taxes

Vat, TDS, GST etc

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



# 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 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 Browsers

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, Format an Email, Multimedia, Scanning & Printing,

## 2nd Sem

### HTML

HTML Language of Web designing

### Internet and Networking Concept

Internet and Networking 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
- 10<sup>th</sup> Pass Certificate
- Student should be above 16year.
- 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

## 1<sup>st</sup> 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, pomplet, Advertisement etc

Microsoft Excel

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Microsoft Power Point

How to Make Presentation or Animation , shows

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

Communications &

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

Collaboration, Multimedia

HTML

HTML Language of Web designing

## 2<sup>nd</sup> Sem

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

C Language

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

Java

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

Office Work And Teaching

Free training of Teaching Practice and Office Work for 1 Months

Practice

## **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 INSTITUTE CELEBRATION AND TRIP



# HIGHLIGHTS OF INSTITUTE CELEBRATION AND TRIP





# HIGHLIGHTS OF INSTITUTE 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**

**卐 JAI SHREE RAM 卐**