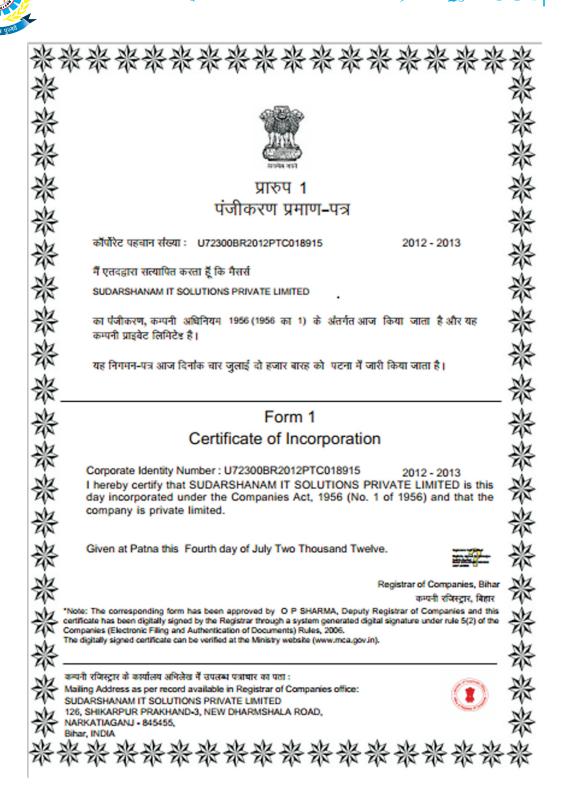


A unit of Sudarshanam IT Solutions Pvt. Ltd.

Registered under Companies Act. 1956, Ministry of Corporate Affairs, Govt. of India.





From the Director's Desk

Dear Students

Information Technology; needless to explain has become the backbone in the current scenario today. IT doesn't only alleviate the task to be done but reduces the expense to a great level. It is as vital part for the company as the other departments like finance & marketing. For this very purpose Institute of Computer Studies & Technology is successfully imparting IT education and IT enabled services through a wide network. We are introducing various short term courses & programs to achieve a common of making India IT literate.

Today IT is not the only fastest growing but is the most successful and most profitable industry also.

With the globalization all around, being a developing country India has basket of opportunities in various sectors to place the people with skill sets required. Thinking of the opportunities, placements, jobs are indeed very catchy & appealing word to make everyone smile like never before, but on the other hand there is cutthroat competition in every industry be it Banking, Retail, Automobile, Insurance, Engineering, even Agriculture globally. Such an environment requires dedicated, smart, well versed with technology.

Let us join hands together with the common goal to achieve i.e. make India IT Superpower.

I hope that you will join us and be a strong contributor in IT awareness program of ICST.

Yours

S. Dubey



Vir uta your

Institute of Computer Education & Technology ICST INSTITUTE OF COMPUTER STUDIES

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ICST is a unit of SUDARSHANAM IT SOLUTIONS PVT. LTD. regd. under Companies Reg. Act-1956, Ministry of Corporate Affairs, Govt. of India vide CIN No. - U72300BR2012PTC018915.

ICST was started with a mission to create the talented pool of human resource from all the area including the rural & semi urban area in order to achieve a common goal of making India an IT superpower.

ICST provides Job oriented training in Hardware, Software & Networking through Authorised Study Centers all over India. The uniqueness of the organization lies in its reach to the grassroots level, which is also backed by placement assistance and career counseling.

ICST aims to transform young students into successful Computer Professional by blending theoretical instructions with extensive practical assignments & projects. Our time specific on the job training enables the students gaining the expertise in the specific field, which results in grooming of the students for becoming a highly employable and valuable assets for the organization they serve.

The top patron of this Institute has a vision that "Social transformation can totally be achieved only through dynamic education".



Vision

To train and develop IT professionals with confidence, competence, commitment and character and to create Technical Manpower with capabilities of accepting new challenges

Mission

To sincerely serve the cause of technical education and its need for the common man.

To strive for excellence in producing quality, employable technical workforce.

Social Obligation

We always keep the under privileged student on the priority list.

We always work on common goad that "Money doesn't become a factor to learn".

We make the SC/ST/Physically Challenged/Girl student feel free to learn at special discounted fee structure.



Institute of Computer Education & Technology ICST COMPUTER STATEMENT

QUALITY POLICY

We, the ICST team endeavor to design and offer the best quality Computer training to the students as per their desired and well-ensured systems & procedure.

We ensure the students and their guardian that "Their Career Matters to us". We strive, not only to meet their expectations but also to improve the level expectations.

We remain committed towards the prime focus of providing the quality education & training based on the ongoing current technology.

REGISTRATION PROCEDURE

Registration & Exam charges will be as per the ICST norms & conditions.

(A) - Submission of Application Form :

Duly filled application form & No Objection Certificate will have to be submitted by the student along with the self attested photocopy of the documents.

(B) - Enclosures with the Application Form :

 \approx Three recent color passport size photograph. \approx Self attested photocopy of the education qualification. \approx Category Certificate (SC/ST/Handicapped/Girld/BPL) will have to be submitted to get the relaxation in the fee structure as per the ICST norms & conditions.

COURSE STRUCTURE

Considering the requirements of the students, Courses can be classified into (I) Short Term Course, (II) General Course, (III) Regular Course.

(I) - Short Term Course :

These courses has been specifically designed based on the topic/chapter to understand deeply. The Short Term Course is basically for the segment who is looking for a particular topic based on their need/demand.

(II) - General Course :

These courses has been specifically designed for the school going kids, who is about to be introduced to the Computer.

(III)- Regular Course :

To prepare a new breed of Computer Professionals "Institute of Computer Studies & Technology" has designed its Regular Courses. It includes both the courses i.e. Certificate Course & Diploma Course.

These courses have been designed to meet the requirements of IT industry wherein all the important chapters are taught to the student from Fundamental to Programming, Accountancy to Desk Top Publishing, Hardware Networking & Troubleshooting to Office Automation.

Student can get benefit from a well designed course curriculum that matches the current industry needs and emerges as a well equipped IT Professional.

ICST has presented these course at the nominal fee so that each & every section of the society can easily afford



EXAMINATIONS

The examination will be held four times a year by the ASC.

RESULT

Mark Sheet/Certificate will be dispatched within 15 days of receiving answer booklet of the student at the head office.

EVALUATION

The minimum qualifying marks for the examination are as follow -

Course	Exam Passing %	
Diploma Course	40%	
Certificate Course	40%	
After qualifying all the exam	s, the students are awarded grades as per their percentage of ma	arks obtained.

Percentage	Grade
>=80%	A+
>=70% to <80%	А
>=50% to <70%	В
>=40% to <50%	С
<40%	F

CERTIFICATE / DIPLOMA

Certificate/Diploma will be awarded by Institute of Computer Studies & Technology only after the successful completion of the course, which will assist you for employment.

RE-EXAMINATION

A student has to secure at least 40% marks in each subject to qualify the final exam. A student who doesn't clear all the modules in semester exam will be allowed to re-appear in the failed module in one sitting. However However the will be required to pay an amount of Rs. 150/- for each module.

If a student fails in the final semester examination or remains absent for what so ever reason can appear for re-examination within the duration of diploma examination by paying a re-examination fee of Rs. 150/through Demand Draft favouring "Sudarshanam IT Solutions Pvt. Ltd." payable at Narkatiaganj.

EXAMINATION PROCEDURE

- Examination will be conducted as per norms of ICST HO.
- The patten of exam will be Objective, Subjective followed by practical examination
- Details of examination including date of examination, timings/session will be according to annual planner sent to all ASCs at the beginning of the session.

- The duration of examination will be 2 hours.for theory & 1 hour for practical.

IMPORTANT NOTE

- This prospectus is not refundable under any circumstances.
- Though the prospectus is purchased from any of the ASC, the submission/registration can be done at any of the ICST authorised study center nationwide.
- Verify the authorisation of the ASC by the "Authorisation Certificate" issued to center by H.O before submitting the application form.



Institute of Computer Education & Technology ICST INSTITUTE OF COMPUTER STUDIES

List of Courses : Regular Courses

SI. No.	Course Code	Course Name	Course Details	Duration
1.	SIS-01	CCA	Certificate in Computer Application	03 Months
2.	SIS-02	DCA	Diploma in Computer Application	03 Months
3.	SIS-03	HDOA	Higher Diploma in Office Automation	12 Months
4.	SIS-04	ADCA	Advance Diploma in Computer Application	12 Months
5.	SIS-05	СТТС	Computer Teacher Training Course	12 Months
6.	SIS-06	DFA	Diploma in Financial Accounting	09 Months
7.	SIS-07	CFA	Certificate in Financial Accounting	03 Months
8.	SIS-08	DCA	Diploma in Computer Application	03 Months
9.	SIS-09	DDTP	Diploma in Desktop Publishing	03 Months
10.	SIS-10	HDTP	Higher Diploma in Desktop Publishing	09 Months
11.	SIS-11	СОМ	Certificate in Office Management	03 Months
12.	SIS-12	HDOM	Higher Diploma in Office Management	09 Months
13.	SIS-13	PGDCA	Post Graduate Diploma in Computer Application	18 Months
14.	SIS-14	DPL	Diploma in Programming Language	06 Months
15.	SIS-15	HDPL	Higher Diploma in Programming Language	12 Months
16.	SIS-16	CDTP	Certificate in Desktop Publishing	03 Months
17.	SIS-17	DIT	Diploma in Information Technology	06 Months
18.	SIS-18	ADIT	Advance Diploma in Information Technology	12 Months
19.	SIS-19	DHT	Diploma in Hardware Tewchnology	06 Months
20.	SIS-20	CCATS	Certificate in Computer Assembling & Trouble Shooting	03 Months



Institute of Computer Education & Technology ICST INSTITUTE OF COMPUTER STUDIES

List of Courses :Short Term Courses

SI. No.	Course Code	Duration	Course Details
1.	ST-01	30 Days	[MS-Office]
2.	ST-02	30 Days	[CF, MS-DOS, Windows, Tally]
3.	ST-03	45 Days	[Page Maker, Photoshop, Coreldraw]
4.	ST-04	45 Days	[CF, MS-DOS, MS-Word, Page Maker]
5.	ST-05	30 Days	[Photoshop]
6.	ST-06	30 Days	['C'-Programming]
7.	ST-07	45 Days	[MS-Excel, Tally]
8.	ST-08	30 Days	[Visual Basic]
9.	ST-09	45 Days	[HTML, DHTML, Dreamweaver]
10.	ST-10	30 Days	[Trouble Shooting, Assembling, Software Installation]
11.	ST-11	30 Days	[Concepts of Networking]
12.	ST-12	30 Days	[Dot Net]
13.	ST-13	45 Days	[Oracle 8i]
14.	ST-14	60 Days	[Java]
15.	ST-15	45 Days	[C++, OOPS]
16.	ST-16	60 Days	[PHP]
17.	ST-17	60 Days	[Unix/Linux]
18.	ST-18	45 Days	[Advance Tally]

Institute of Computer Education & Technology ICST Structure of Computer Studies

Career Options For Computer Literates

Course	Placement Scopes					
CCA :	Computer Operator					
DCA :	Computer Operator, Office Assistant, Data Entry Operator, Teaching Faculty					
CFA :	Accountant Executive					
DFA :	Account Executive, Computer Operator, Office Assistant, Data Entry Operator, Teaching Faculty, Tax Preparer					
DDTP :	Computer Operator, DTP Operators in Press/Advertising Agencies/Digital Studios					
DHT :	System Specialist, Hardware Assistant, System Sales & System Executive					
ADHT :	Network Administrator, System Engineer, Hardware Professional, System Sales & System Executive.					
DCP :	Programmer Assistant, Computer Teacher, Junior Programmer					
HDCA :	Office Assistant, Computer Teacher, Junior Programmer.					
ADCA :	Computer Operator, Accounts Executive, DTP Operators in Press/Advertising Agencies, Digital Studios/Offices/Govt. Departments.					
COM :	Office Boy, Junior Accountant, Junior Executive.					
HDOM :	Office Manager, Accountant, Executive, Receptionist.					
CTTC :	Computer Teacher, Computer Operator, Customer Care Executive, DTP Operators in Press/Advertising Agencies/Govt. Departments.					
PGDCA:	Computer Teacher, Computer Operator, Junior Programmer, Hardware Professional, Customer Care Executive, DTP Operators in Press/Advertising Agencies/Govt. Departments, System Sales & System Executive, Accountant, Office Attendants.					
DWD :	Web Designing					
HDOA :	Higher Diploma in Office Automation					
DPL :	Diploma in Programming Languages					
HDPL :	Higher Diploma in Programming Languages					

Course Details

Certificate in Computer Application (CCA)

Course Code - SIS01

Modules : Introduction to Computer, Microsoft Disk Operating System (MS-DOS), Microsoft Windows Introduction to Internet, Email & Multimedia.

Fee Structure :

Lumpsum Amount : Contact the Center Installment Mode : Contact the Center Duration : 3 Months

Note : Special Fee Discount for Girls/S.C/S.T/BPL & Handicapped

Diploma in Computer Application (DCA)

Course Code - SIS02

Modules : Fundamental of Computer

Microsoft Disk Operating System (MS-DOS), Internal Commands, External Commands Batch File.

MS Windows XP/2007/2008

Windows Concept, Features, Desktop, Start Menu, My Computer, Recycle Bin, Keyboard Shortcut, Windows Accessories : WordPad, Notepad, MS-Paint, Calculator, etc., Windows Explorer, Entertainment (Media Player), System Tools, OLE, Concepts of Networking.

MS Office

MS-Word: Concepts of Word Processing, Introduction of MS-Word, Features, Keyboard Shortcuts, Editing & Formatting documents, Table, Advance features of MS-Word, Mailmerge, Macro.

MS-Excel: Worksheet basics, Working with formulas and cell referencing, Autosum formating to Worksheet, Previewing and printing Worksheet, Goal seek, Validation, Graphs and Charts, Functions, Macro, Sorting, Filtering.

MS-Powerpoint : Introduction, Use of Standard, formatting, Drawing toolbars, editing slides, changing templates, Slide Layouts, Inserting Clipart/Sound/Movie Clips in the Slide, Inserting Animation.

MS-Access : Introduction, Concepts of Database, Introduction of DBMS & RDBMS, Table, Shorting & Filtering, Relationship between Tables, Query, Form, Macro, Report, Database Security.

Introduction of HTML

Internet, Email & Multimedia

Project Work

Fee Structure :

Lumpsum Amount : Contact the Center Installment Mode : Contact the Center Duration : 6 Months



Course Details

Certificate in Financial Accounting (CFA)

Course Code - SIS07

Modules : Introduction to Computer, Concepts of Financial Accounting, Tally with Inventory, VAT, TDS, FBT, Service Tax, Payroll, Assignment & Project Works.

Fee Structure :

Lumpsum Amount : Contact the Center Installment Mode : Contact the Center

Duration : 3 Months

Note : Special Fee Discount for Girls/S.C/S.T/BPL & Handicapped

Diploma in Financial Accounting (DFA)

Course Code - SIS06

Modules : DCA + CFA

Fee Structure :

Lumpsum Amount : Contact the Center Installment Mode : Contact the Center Duration : 9 Months

Note : Special Fee Discount for Girls/S.C/S.T/BPL & Handicapped

Diploma in Desktop Publishing (DDTP)

Course Code - SIS09

Modules : Introduction to Computer, MS - DOS, MS Windows, Photoshop, Page Maker, Corel Draw, Adobe Illustrator, HP Photo Album. Fee Structure :

Lumpsum Amount : Contact the Center

Installment Mode : Contact the Center

Duration : 3 Months

Note : Special Fee Discount for Girls/S.C/S.T/BPL & Handicapped

Honors Diploma in Desktop Publishing (HDTP)

Course Code - SIS09

Modules : DCA + DDTP

Fee Structure :

Lumpsum Amount : Contact the Center Installment Mode : Contact the Center Duration : 9 Months



Course Details

Diploma in Hardware Technology (DHT)

Course Code - SIS19

Modules : Computer Fundamental, MS-DOS, MS Windows, PC Assembling, Hardware Troubleshooting Peripheral Devices Installation (Scanner, Printer, Digital Camera, Fax Machine T.V. Tuner), Operating System Installation, Application Software Installation, Device Driver Installation, CD Writing, Establishing Internet Connection (Wired/Wireless), Managing WiFi Connection, Antivirus Concepts, Detecting & Removing Virus from Computer, Updating Antivirus, Concepts of Networking (LAN/WAN/MAN), Project Work.

Fee Structure :

Lumpsum Amount : Contact the Center Installment Mode : Contact the Center

Duration : 6 Months

Note : Special Fee Discount for Girls/S.C/S.T/BPL & Handicapped

Certificate in Computer Assembling & Trouble Shooting (CCATS)

Course Code - SIS20

Modules : Basic Concept of Hardware & Software, Concepts of Operating Systems, Parts of Computer and other Accessories, Assembling of Computer Components, Installation of Operating System & Other Useful Software, Internet Installation, Lan Installation, Jumper Setting, Booting Process.

Fee Structure :

Lumpsum Amount : Contact the Center Installment Mode : Contact the Center

Duration : 3 Months

Note : Special Fee Discount for Girls/S.C/S.T/BPL & Handicapped

Diploma in Programming Language (DPL)

Course Code - SIS14

Modules : Programming Concepts, Algorithm & Flow Chart, Programming in C

Introduction, OOP Concepts

Basics (Keywords, Constants, Data Types etc.), Operators & Expressions, Control Statements, Arrays (One Dimensional Arrays & Two Dimensional Arrays), Functions (User defined functions & Library functions), Classes and Objects, Structures, Constructors & Destructors, Function and Operator Overloading, Inheritance, Pointers.

GUI Programing in Visual Basic

Introduction to Visual Basic, Working with Projects & Forms, Variables, Constants, Arrays, Control Flow statements and conditional statements, Menus (Designing & Programming), Active X Controls, Event driven Programming, MDI (Multiple Document Interface).

SQL (Structured Query Language)

Fee Structure :

Lumpsum Amount : Contact the Center Installment Mode : Contact the Center

Duration : 6 Months

Course Details

Computer Teacher Training Course (CTTC)

OBJECTIVE : To produce a complete business professional and Computer teacher with integrated knowledge of Business Etiquettes, Computer Programming, Communication techniques, and teaching methodology.

DETAILED COURSE OF STUDY :

Modules - I Fundamental of Computer :

Introduction to Computer, Definition, Characteristics Limitation - Input Devices, CPU, Output Devices Memory Unit (Internal/External), Software & its types, Hardware and its installation.

Operating System :

Windows Concept, Features, Desktop, Start Menu, Recycle Bin, Keyboard Shortcuts, Windows Accessories, : Wordpad, Notepad and MS Paint, Windows Explorer Entertainment, System Tools.

MS Office :

MS - Word, MS - Excel. MS - PowerPoint, MS - Access

Internet :

Introduction, History of Internet, Types of Network (LAN/WAN/MAN, Wired, Wireless (WiFi/Wi Max), Browsing, Chatting, Email, Video Chatting, Search Engine, Social Media Integration (Facebook, Orkut, Twitter, LinkedIn, Hi5, etc.)

Modules - II DTP (Desktop Publishing) :

Photoshop, Page Maker, CorelDraw, Illustrator,

Modules - III Accounting Package :

Tally

Modules - IV Communication Technology :

Oral Communication (English & Hindi), Written Communication (English & Hindi), Direct Communication, Indirect Communication. Verbal & Non-Verbal Communication, Communication Etiquettes, DO's & DON'Ts of Communication. Presentation Methodoloav. Dressina Etiquettes. Email Etiquettes.

Two days in a week in the first semester.

Modules - V Concepts of Programming :

Programming in "C",

Modules - VI Teaching Methodology :

Evaluation : One Month Training - Computer Teacher

Assignments/Projects Class Test

01033 1631

GD/Seminars Participation

Fee Structure :

Lumpsum Amount : Contact the Center Installment Mode : Contact the Center Duration : 12 Months



Rules and Regulations

The students are expected to maintain appropriate guidelines as follow:

- ≈ The management takes every major and minor steps for the better career of students for which full cooperation of the students are required.
- ≈ Any student when asked to meet the management with parents/guardian should follow the instructions strictly.
- \approx Students are supposed to carry the identity card within the institute premise always.
- ≈ The students are supposed to attend all the theory & Lab classes regularly as absence in 5 consecutive classes without the prior notice to the center head shall be subjected to cancellation of the registration. In such cases student has to go to re-registration process by paying a fine of 300.00
- ≈ Students will have to pay the monthly installments on or before 5th of every month failing which will attract a penalty surcharge of Rs. 5/- per day for 10 days. If the payment is not done till 15th of the month then their registration will be cancelled. In such cases student has to go to re-registration process by paying a fine of 300.00.
- ≈ Student will have to maintain the proper discipline with the institute premise. Anyone found involved in any malafide activity or caught adopting unfair practices during the examination will be immediately expeld from the examination and restricted from attending the classes in future.
- \approx No fee of part of the fee will be refunded back or adjusted under any circumstances.
- ≈ The organization reserves all the right to make any changes in the admission procedure, fee structure, program without any prior notice.
- ≈ The student can take transfer to any ICST authorized study center only after specifying the valid reason of transfer.
- ≈ The Center transfer fee of Rs. 1000/- is to be paid with "Student Transfer Form" to the concerned authority.

	of Sudarshanam IT S	olutions Pvt. Ltd. (R egd. No U72300BF ISO 9001:200		istration Act-1956)			
(Please read the Information carefully in ENGLISH CAPITAL LETTERS Only) APPLYING FOR (Please $$) Short Term Course \Box General C		form. Use BLUE/BLA ular Course	CK ball pen only to fill this f	orm. Fill this form			
1. Candidate Name (First Name, Middle Name & Surname) 2. Date of Birth D D M M Y Y Y A 3. Sex M=Male F=Female 5. Course Opted : Course Name : Course Code :							
6. Father's/Husband's Name (F	First Name, Middle N						
8. Complete Address for Corre			Mob. No.				
District		State		Pin Code			
9. Details of Qualifying Examir	nation :						
Qualifying	College Name	Name of Bo Universi		Percentage Obtaind			
10. Mode of Payment : Cash	Demand Draft	Cheque					

Demand Draft Details										
(DD) Number										
Bank										
Amount										
Date										

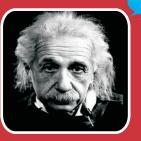
- **11. Enclosures (**Please tick the respective box)
 - [] Two Stamp Size Photographs
 - [] Demand Draft
 - [] Photocopy of Age Proof Certificate
 - [] Photocopy of Last Qualification

Declaration : I hereby declare that all the above information is correct and complete to the best of my knowledge and belief. I have gone through the entire rules and regulations (mentioned in prospectus) very carefully and do abide by the same and to act accordingly. In the event of suppression or distortion of any fact made in my application form, I understand that my admission is liable for cancellation and the legal action can be taken against me.



ASC Seal





Try **not** to become a man of success, but rather try to become a man of value.

- Albert Einstein

INSTITUTE OF COMPUTER STUDIES & TECHNOLOGY

JOIN US on f Cyber Zone Complex, New Dharmshala Road, Narkatiaganj, West Champaran, Bihar Website:www.myicst.com | Email: support.icst@hotmail.com Mob:8409787619