

## West Bengal Electronics Industry Development Corporation Limited

Webel Bhavan, Block EP & GP, Sector V, Bidhannagar, Salt Lake, Kolkata - 700 091  
Phone 91 33 2339 2234/228/327/316 • Fax : 91 33 2357 1739/1708 • e-mail : contact@webel-india.com  
[CIN : U52209WB1974SGC029237] R/m.636/com(6) Dt:14/8/18

Date:03.08.2018

To  
**Additional District Magistrate (General)**  
**District Magistrate Office, Barasat**  
**24 Pgs(N), Pin - 700124**

OC IT  
13/8/18

### Sub: IT Training Programme for Office Executives & Other Personnel.

Dear Sir,

This has reference discussion with our Centre In-Charge Mr. Sanjit Halder on 16.07.2018 at your good office; we are forwarding the details of proposed course structure with course fees which will fulfill the present requirement for any office job.

#### The proposed course details are mentioned below:

- Course Name: Certificate Course in Office Automation.**
- Duration: Two Months.
- Duration of Class: 1 Hour (Theory / Practical)
- No. of days: 4 days a week.
- Course Content : Introduction to Windows ( Advanced Windows & Windows Setting & creation of Folder & creation of shortcut etc.), Ms Office, Computer communication and internet, Advanced PC Hardware Components, Internet Security, PC Maintenance, Pc Assembling& Software installation
- Class timing: Between 11 a.m. to 5 p.m.
- Course Fees per candidate: Rs. 3000/- (Rupees Three thousand only) + 18% GST.
- Venue: Webel-Techno IT Academy, DM Administrative Office,Ground Floor(Room No.112), Barasat, 24 Pgs(N), Ph No – (033)-25846036.

We are also conducting various IT Training Programme from Basic level to M.Tech level for the Common People/ Students/ Teachers / Professor and other Executives.

Sir, Your kind acceptance of the proposal will be highly solicited.

Warm Regards

For West Bengal Electronics Industry Development Corpn. Ltd.

Puspai Ghosh  
Head, New Initiatives

