

## **NIESBUD**

**National Institute for Entrepreneurship & Small Business Development**

**A-23, Sector 62, NOIDA – 201309 (U.P) ,Contact Nos.- 0120-2403051-54, Fax -012-2403057**

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**Website: [www.niesbud.nic.in](http://www.niesbud.nic.in)**

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**Dated January 28, 2012**

**Sub: Conducting of Skill Development Programmes**

**Dear Sir,**

**National Institute For Entrepreneurship & Small Business Development (NIESBUD) is the apex Institute functioning under Ministry of Micro, Small & Medium Enterprises, Government of India for developing entrepreneurship and small business through training, research, consultancy etc. The mission of NIESBUD is to inculcate entrepreneurial culture in the country for a strong MSME sector.**

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**NIESBUD is organizing employment/self employment oriented Skill Development Programmes for the youths .The courses which NIESBUD is organizing is on Computer Hardware & Maintenance, Computer Accounting with Tally and Basic Computer. The Courses will be conducted at NIESBUD Campus .The duration and course contents for Basic Computers is given below :**

SL. NO.	DETAILED SYLLABUS
1.	<p>A) Fundamentals of Computer:</p> <ol style="list-style-type: none"><li>1. Introduction</li><li>2. Input / Output &amp; Processing (CPU)</li><li>3. Memory Device</li><li>4. Types of computers</li><li>5. Characteristics of Computer</li><li>6. History &amp; Generation</li><li>7. Applications of Computer</li></ol> <p>B) Windows XP Overview:</p> <ol style="list-style-type: none"><li>1. Some Basic Terminology &amp; Typing Skills</li><li>2. Desktop Settings &amp; Control Panel</li><li>3. Ms. DOS</li><li>4. Ms. Paint</li><li>5. WordPad</li><li>6. Accessories &amp; Multimedia</li></ol> <p>C) E-mail &amp; Internet:</p> <ol style="list-style-type: none"><li>1. Introduction</li><li>2. E-mail Account &amp; Its Functions</li><li>3. Search Engine</li><li>4. Surfing WebPages</li><li>5. Basics of Social Networking Site</li></ol> <p>D) Virus:</p> <ol style="list-style-type: none"><li>1. General Introduction</li></ol> <p>&amp; Antivirus Utilities</p> <p>E) Application Software:</p> <ol style="list-style-type: none"><li>1. Microsoft Word</li><li>2. Microsoft PowerPoint</li><li>3. Microsoft Excel</li></ol> <p>F) More: (#Practically Performed activities)</p> <ul style="list-style-type: none"><li>• Widows Seven Overview</li><li>• Burning CD/DVD</li><li>• Basics of Audio/Video editing</li><li>• Fundamentals of Hardware &amp; Networking</li><li>• Formatting Hard disk</li><li>• Installing Windows</li></ul>

**Duration:**

**One Month Course starting from 10<sup>th</sup> Feb ,2012 Monday to Friday**

**Fee:**

Rs. 1500 Only

(Limited 20 seats available)

**NIESBUD certificate will be awarded.**

**How to Apply:**

Pl. complete the attached registration form & enclosed the D.D / Cheque (favour of niesbud, noida) of the prescribed fee & post to us. You may email the details to reserve your seat.

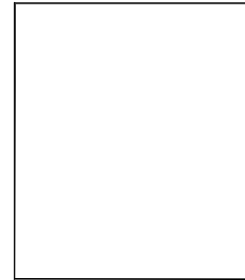
For further details you may contact:

Ms. Neetu Singh – 9899545425

**NATIONAL INSTITUTE FOR ENTREPRENEURSHIP AND SMALL BUSINESS  
DEVELOPMENT (NIESBUD)**

**A-23, SECTOR 62, Institutional Area, NOIDA- 201301 (U.P.)**

**Application/ Registration Form**



**Director  
NIESBUD, A 23, Institutional Area,  
Sector 62, NOIDA-201301(UP)**

1. Name Mr/Mrs/Miss : ..... Date of Birth  
2. Father / Husband Name : .....  
3. Mother Name : .....  
4. Educational Qualification : .....  
5. Address : .....  
6. Nationality : .....  
7. Gender : Female/Male.....  
8. Cast : General/ SC/ST/OBC/Minority/ Other  
9. Telephone/Mobile No : .....  
10. Identity Card : Voter ID Card/Ration Card/ Passport/DL/ Pan Card/  
Bank No / BPL Card/ UID/Certificate by Gazetted  
officer  
**One of the above mentioned documents is mandatory.**  
11. E-mail : .....  
12. Programme Code (for office use): .....

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|------------------------|----------------|---------|
| 13. Programme Name     | Duration       | Place   |
| .....                  | .....          | .....   |
| 14. Details of the Fee | Cash/ D.D. No. | Amount. |

15. Trainee's Objective : **Self Employment / Wage Employment**  
16. If Self-Employment, whether interested for handholding support under RGUMY **YES/No**

Programme Coordinator..... Applicant Signature .....Date .....