

THE GANDHIGRAM INSTITUTE OF RURAL HEALTH & FAMILY WELFARE TRUST
Ambathurai, Gandhigram Post, Dindigul District, Tamil Nadu, India - 624 302

Application No :

APPLICATION FORM for BASIC COMPUTER

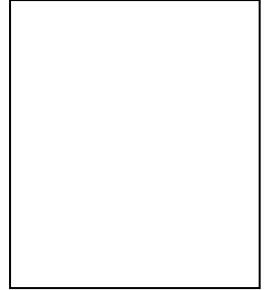
Name :

Age & date of birth :

Sex :

Name of the Parent / Guardian :

Address for Communication :



Educational Qualification :

Enclosures: Age Proof, X std Mark Sheet

DECLARATION

I certify that the particulars furnished by me on this form are true, complete and correct

Date :

Place :

Signature

**The Gandhigram Institute of Rural Health and Family Welfare Trust.
Ambathurai R.S., Gandhigram P.O. - 624 302, Dindigul District**

Prospectus

Basic Computer Training

Introduction :

Computer usage has become an essential skill for every employee. Though computer is available at every office, due to lack of knowledge about the computer, computers are not utilized by all. Hence the Institute has initiated this training program.

Objectives :

At the end of the training, the participants will be able to:

- ✓ Learn the basics and functioning of Computer
- ✓ Familiarize the MS-Office Software
- ✓ Utilize Internet and its applications effectively
- ✓ Acquire skill of working on computers

Duration : 5 days
Batch Size per batch : 15 participants
Category of participants : Pass in 10th Std.

Content of the training :

- Basics & Functioning of Computers
- Operating System – Windows
- Ms-Office (MS-Word, MS-Excel, MS-Powerpoint, MS-Access)
- Internet – Concept & Applications
- Practical – Internet applications
- Better maintenance of Computer
- Exercise on Computer usage

Course fee, Boarding & Lodging :

Course fee : **Rs.2000/-**
Boarding & Lodging : **Rs.100/- per day**

Scope :

- Computer Operator / Data Entry Operator
- Additional skill for others

For application forms, send a request with a **Postal Order for Rs.50/- payable to the Director, GIRH & FWT.,** or DD in favour of the **DIRECTOR payable at State Bank of India, Ambathurai (Code: 3373)** with a self – addressed stamped envelope (OR) the application form available on the web site (www.girhfwf.org) can be downloaded and the filled in application form along with postal order / DD (SBI), Ambathurai (Code: 3373) can be sent to Director, GIRH, Gandhigram Post, Ambathurai R.S. Dindigul District – 624 302. The last date of receiving filled up application **30th June, 2007**