

ADARSH INSTITUTE OF COMPUTER EDUCATION

Learn Today. Skill Up. Build Your Career.

Since 2013 | Sadalga

OUR COURSES

1. Computer Basics & Fundamentals

Perfect for beginners, students & homemakers.

Learn: Computer Fundamentals • Windows & File Management • MS Word, Excel & PowerPoint • Internet & Email • Basic Typing Skills • Digital & Online Services

Outcome: Practical skills for everyday computer use, office work, career development and real-world projects.

2. MS Office Professional

Perfect for students, office staff & job seekers.

Learn: MS Word • MS Excel • MS PowerPoint • Professional Document Preparation • Excel Formulas & Functions • Charts & Presentations

Outcome: Practical skills for everyday computer use, office work, career development and real-world projects.

3. Advanced Excel

Perfect for office professionals, accountants & job seekers.

Learn: Advanced Formulas & Functions • Data Formatting • Sorting & Filtering • Data Validation • Charts & Reports • Pivot Tables & Data Analysis

Outcome: Practical skills for everyday computer use, office work, career development and real-world projects.

4. Tally Prime with GST

Perfect for commerce students, accountants & business owners.

Learn: Accounting Fundamentals • Tally Prime • Company Creation • Ledger & Groups • Sales & Purchase Entries • Inventory & GST • Practical Accounting

Outcome: Practical skills for everyday computer use, office work, career development and real-world projects.

5. Data Entry Operator

Perfect for students & job seekers.

Learn: Computer Fundamentals • MS Word & Excel • Internet & Email • English Typing • Data Entry Skills • Document Handling • Practical Training

Outcome: Practical skills for everyday computer use, office work, career development and real-world projects.

6. DTP & Graphic Design

Perfect for creative students & aspiring designers.

Learn: Graphic Design Fundamentals • Page Layout • Poster & Visiting Card Design • Brochure Design • Social Media Creative Design • Image Editing • Practical Projects

Outcome: Practical skills for everyday computer use, office work, career development and real-world projects.

7. AI & ChatGPT Skills

Perfect for students, professionals, business owners & creators.

Learn: AI Fundamentals • ChatGPT Basics • Effective Prompt Writing • Content Creation • AI for Education & Business
• Productivity with AI • Practical AI Tools

Outcome: Practical skills for everyday computer use, office work, career development and real-world projects.

CAREER-FOCUSED COMPUTER TRAINING

Our training focuses on **practical learning**, not just theory. Students get hands-on exercises and real-world practice to build confidence and job-ready computer skills.

✓ Practical Computer Training	✓ Beginner-Friendly Teaching
✓ Experienced Faculty	✓ Hands-on Lab Practice
✓ Career-Oriented Courses	✓ Certificate on Completion
✓ Individual Attention	✓ Flexible Learning Options
✓ Student-Friendly Environment	✓ Courses for All Skill Levels

START YOUR COMPUTER LEARNING JOURNEY

Whether you are a **school/college student, job seeker, homemaker, business owner or working professional**, we have a course to help you improve your computer skills.

Don't just learn computers — learn skills that help you move forward.

VISIT US
Adarsh Institute of Computer Education New Bus Stand Road, Sadalga Tal. Chikkodi
■ Call / WhatsApp: 9900361775
Admissions Open Limited Seats Practical Training

Adarsh Institute of Computer Education
Empowering Students with Computer Skills Since 2013