



NATIONAL COMPUTER LITERACY & DEVELOPMENT


An ISO 9001:2015 Certified

India's Largest Computer Educational Organization

A National Institute of Information Technology Education & Research

Certificate of Registration

ISO 9001:2015



NATIONAL COMPUTER LITERACY & DEVELOPMENT

99/94 JESSORE ROAD, PO & PS: DUMDUM, DIST-24PG(SN), KOLKATA - 700028, WEST BENGAL, INDIA.

has been audited and conformed to be in accordance with the requirements of



ISO 9001:2015

The Quality Management System is Applicable to :

PROVISION OF SKILL-BASED TRAINING AND FRANCHISE DISTRIBUTION, TECHNICAL DIPLOMA COURSES RELATED TO COMPUTER HARDWARE SOFTWARE & NETWORKING

Certificate No : **OBQ631120**
 Initial Registration Date : 01/12/2020 Issuance Date : 01/12/2020
 Date of Expiry : 30/11/2023
 1st Surve. Due : 01/11/2021 2nd Surve. Due: 01/11/2022

Director

Aambitious Assessment Pvt. Ltd.
 304, Ashok Bhawan, Building No. 93, Nehru Place, New Delhi - 110 019, India.
 e-mail: info@aacertification.in; website: www.aacertification.in
 Certificate Verification: Certificate Validity can be re-checked at www.aacertification.in
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 *Validity of the certificate is subject to successful completion of surveillance audit on or before due date



भारत सरकार
Government of India
सूक्ष्म, लघु एवं मध्यम उद्यम प्रशासन
Ministry of Micro, Small and Medium Enterprises

UDYAM REGISTRATION CERTIFICATE

Our small hands to make you LAUGE

UDYAM REGISTRATION NUMBER: UDYAM WB 14 0017455																																													
NAME OF ENTERPRISE: INQUEST FOUNDATION																																													
TYPE OF ENTERPRISE: MICRO																																													
MAJOR ACTIVITY: SERVICES																																													
SOCIAL CATEGORY OF ENTREPRENEUR: GENERAL																																													
NAME OF ENTER: Name of Unit: NATIONAL COMPUTER LITERACY AND DEVELOPMENT																																													
OFFICIAL ADDRESS OF ENTERPRISE: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Office Block No.:</td> <td>145</td> <td>Office Premises Building:</td> <td>BEHIND BROAD</td> </tr> <tr> <td>Village/Town:</td> <td>DUMDUM</td> <td>PO:</td> <td>DUMDUM</td> </tr> <tr> <td>HeadOffice use:</td> <td>PA. BENGALURU</td> <td>City:</td> <td>DUMDUM</td> </tr> <tr> <td>State:</td> <td>WEST BENGAL</td> <td>District:</td> <td>SOUTH 24 PARGANAS, Pin 700028</td> </tr> <tr> <td>Mobile:</td> <td>98340400</td> <td>Email:</td> <td>inquest@inquest.org.in</td> </tr> </table>		Office Block No.:	145	Office Premises Building:	BEHIND BROAD	Village/Town:	DUMDUM	PO:	DUMDUM	HeadOffice use:	PA. BENGALURU	City:	DUMDUM	State:	WEST BENGAL	District:	SOUTH 24 PARGANAS, Pin 700028	Mobile:	98340400	Email:	inquest@inquest.org.in																								
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DATE OF UDYAM REGISTRATION: 25/09/2021																																													

*In case of graduation (upward movement) of units of an enterprise, the benefits of the Government schemes will be available as per the provisions of Notification No. 55/ 10/02 dated 28/03/2009 issued by the MSME.

Disclaimer: This is a computer generated certificate, an original request. Printed from <http://udyaamregistration.gov.in> & Date of printing: 01/10/2021

For any assistance, you may contact:

- District Industries Centre: N-14 PRAGANA (WEST BENGAL)
- MSME DE: KOLKATA (WEST BENGAL)

BE A CHAMPION with the Ministry of MSME

All India Council For Technical Skill Development A Non Profit Organization

Member ID: AICTSD/OTHER/59483 Date: 05/10/2021

Member Registration Certificate

This is to Certify that Mr./Ms. NCLD has successfully registered & became the member of "All India Council For Technical Skill Development".

Congratulation!




(Councilor, AICTSD)

www.aicstd.com



CENTRAL VIGILANCE COMMISSION

Certificate of Commitment


This is to certify that

NATIONAL COMPUTER LITERACY AND DEVELOPMENT

has adopted the Integrity Pledge and is committed to uphold highest standards of integrity and good governance and to follow ethical practices in conducting its activities

P. Daniel
Additional Secretary

Central Vigilance Commission, Saratki Bhawan, G.P.O. Complex, INA, New Delhi - 110023
Tel: 011-24660200 (10 Lines), Fax No. 011-24651010/24651186, Website: www.cvc.nic.in



NATIONAL COMMISSION FOR WOMEN, INDIA

Certificate Pledge for Women Rights


Certified that

NATIONAL COMPUTER LITERACY AND DEVELOPMENT

has solemnly pledged to protect and promote the rights of all women, at all times. She / He will not, directly or indirectly, through her / his actions, words or deeds violate the rights of any woman.

D. Smita Bala
Member Secretary

September, 24 2021
National Commission for Women, PWD No. 21, Jandia Industrial Area, New Delhi - 110025
Website - www.ncw.nic.in



NATIONAL HUMAN RIGHTS COMMISSION, INDIA

Certificate Human Rights Pledge

Certified that


NATIONAL COMPUTER LITERACY AND DEVELOPMENT

has solemnly pledged to protect and promote human rights of all, at all times, without any discrimination and has also pledged not to violate the human rights of others, directly or indirectly, through actions, words or deeds.

Anindita Chakrabarti
Secretary General

September, 24 2021
National Human Rights Commission, Mansarovar Bhawan Block-C, GPO Complex, INA, New Delhi - 110023
Tel No. 24651330, 24653333, Fax No. 24651332, Website: www.nhrw.nic.in

মলয় ঘটক
ভারপ্রাপ্ত মন্ত্রী
ক্রম বিভাগ, পশ্চিমবঙ্গ সরকার
ইস্ট ইন্ডিয়া হাউস (তৃতীয় তল)
২০বি, আব্দুল হামিদ স্ট্রীট
কোলকাতা - ৭০০ ০৬৯
দূরভাষা : (০৩৩) ২২৬২-৭১৮৯
চলমান : +৯১-৯৮৭৬৫৩২৮০৬
ফ্যাক্স : (০৩৩) ২২৬২-৭১৪১



Moloy Ghatak
Minister-in-Charge
Department of Labour
Government of West Bengal
East India House (2nd Floor)
20B, Abdul Hamid Street,
Kolkata - 700 069.
Tel : (033) 2262-7189
Mob. : +91-9475639806
Fax : (033) 2262-7141

Form C

https://labourcis.nic.in/o_print.asp

Department of Labour
Government of National Capital Territory
of Delhi

5- Shammath Marg, Delhi-110054

Form C

Registration Certificate of Establishment

Certificate No. : 2021170479 Date : 5/10/2021

Name of the establishment : NCLD

Name of the Occupier/Employer : Monojit Dutta S/o Chiranjivan Dutta

Postal address of the establishment : School Block Shakarpur New Delhi Delhi 110092

Registration No. : 2021170479

Category of Establishment : Commercial Establishment

Nature Of Business : Institute

It is hereby certified that the establishment as mentioned herein has been registered as a Commercial Establishment under Delhi Shops and Establishment Act, 1954, on this 5 day of October, 2021.

Disclaimer

- This Certificate is based on the information provided by the Occupier/ Employer and has not been verified. Therefore, it shall not be valid for opening of Bank Account/Grant of loan and Execution of any agreement.

NOTE:

- The Occupier/Employer is required to notify the Chief Inspector of any change in respect of information contained in the form.
- This is computer generated certificate and does not require signature.

Print

I am very glad to learn that "National Computer Literacy & Development" an Institution of Computer literacy of 293/1, Dum Dum Road, Kolkata-74 has taken various programme for spreading computer literacy and helping Students getting Computer related jobs.

I wish the Institution a great success.

Moloy Ghatak

(Moloy Ghatak)

No.163/MIC/Labour Dated, Kolkata, the 13th March, 2015

Message

Sri Manojit Dutta
President
National Computer Literacy
&
Development
243/1, Dum Dum Road
Kolkata- 700 074

Computer Courses

CAP

Computer Awareness Programme

DURATION: 3 MONTH

Eligibility : Basic Literacy

- ▶ Computer Fundamentals;
- ▶ Windows; concepts of MS-Office (Word, Excel &Power Point),
- ▶ Internet & E-mail
- ▶ Project Work

CDEO

Certificate in Data Entry Operator

DURATION: 3 MONTH

Eligibility : Basic Literacy

- ▶ Computer Fundamental, OS – Windows,
- ▶ M.S.Office – Word & Excel; E-mail;
- ▶ Typing practice & typing speed test;
- ▶ Personality Development & interview skill building

CCSIUT

Certificate Course in Software Installation, Upgradation & Troubleshooting

DURATION: 3 MONTH

Eligibility : 8th

- ▶ Introduction to Hardware & Personal Computer
- ▶ Computer Mother Board, Storage, USB Devices
- ▶ SMPS & Troubleshooting
- ▶ Software Installation & System Files
- ▶ PC Tools & Anti Virus Software
- ▶ Internet & e-mailing

CFA

Certificate in Financial Accounting

DURATION: 6 MONTH

Eligibility : 8th

- ▶ Computer Fundamentals; Windows;
- ▶ concepts of Accountancy, (MS Excel, Tally)
- ▶ GST,TDS, and IT Returns
- ▶ Lab-I
- ▶ Project Work

CCA

Certificate in Computer Accounting

DURATION: 6 MONTH

Eligibility : 8th

- ▶ Computer Fundamentals ;MS-DOS, Windows;
- ▶ MS-Office (Word, Excel, Power Point); Internet & E-mail;
- ▶ Concept of Account Software
- ▶ Lab-I
- ▶ Project Work

CDTP

Certificate in Desk Top Publication

DURATION: 6 MONTH

Eligibility : 8th

- ▶ Computer Fundamentals; MS-DOS Windows;
- ▶ MS-Office (Word, Excel, PowerPoint) ;
- ▶ Adobe PageMaker Adobe Photoshop
- ▶ Lab-I
- ▶ Project Work

Computer Courses

DMPR

DIPLOMA IN MOBILE PHONE REPAIRING

DURATION: 6 MONTH

Eligibility : 8th/10th

- ▶ Basic of mobile phone, mobile function,
- ▶ advance mobile softwear, files downloading,
- ▶ mobile repairing tools, mobile phone repairing,
- ▶ various mobile circuit, mobile phone faults,
- ▶ downloading techniques, flash ic,
- ▶ softwear flashing, tracing board.
- ▶ Lab-I, Project Work

CDEE

Certificate in Data Entry Expert

DURATION: 6 MONTH

Eligibility : 5th

- ▶ Computer – an overview & operating system
- ▶ Introduction to Word Processing & Introduction to Spreadsheet
- ▶ Introduction to Presentations & Internet
- ▶ Formatting Document
- ▶ Formulas & Functions

CCBA

Certificate in Computer Basic Application

DURATION: 6 MONTH

Eligibility : 5th

- ▶ Computer Fundamental & O.S.
- ▶ MS – Office – 2007 (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- ▶ Internet & e-mailing
- ▶ Data Entry (Typing Skill, Speed Test, Scanning, Printing, CD/DVD Writing etc.)

CBIT

Certificate in Basic Information Technology

DURATION: 6 MONTH

Eligibility : 10th

- ▶ Computer Fundamental & O.S.
- ▶ Windows Operating (File Folder, Drive Handling, CD & DVD Write, Pen Drive & Memory Card use)
- ▶ MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- ▶ Entertainment
- ▶ Internet & Emailing (Software, Browsing, Mail Receive & Send, Create a Personal Account, Chatting)
- ▶ Enhancing Key Depression (Finger Setting on Keypad, Enhancing Typing Speed, Accuracy Measurement)

CCOPM

Certificate Course in Online Portel Management

DURATION: 6 MONTH

Eligibility : 10th

- ▶ Computer Fundamentals & O.S
- ▶ MS-Office (MS-Word, MS-Excel, MS-Power Point)
- ▶ Basic Internet Concept
- ▶ Software Installation (Adobe Reader, Java, Flash Player)
- ▶ Online Form Fill up
- ▶ Rail, Flight, Bus Ticket Booking
- ▶ Hotel Booking
- ▶ Mobile Recharge
- ▶ Online Passport Applicant
- ▶ Photoshop
- ▶ Scanning & Printing
- ▶ Windows Operating (File Folder, Drive Handling, CD & DVD Write, Pen Drive & Memory Card use)

DITDE

Diploma in IT & Data Entry

DURATION: 6 MONTH

Eligibility : 10th

- ▶ Computer Fundamental & O.S
- ▶ MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- ▶ Entertainment & Internet & e-mailing
- ▶ Enhancing Key Depression (Finger setting on Keypad, Enhancing Typing Speed, Accuracy measurement)
- ▶ Windows Operating (File, Folder, Drive handling, CD & DVD Writer, Pen Drive & Memory Card use)

Computer Courses

DCA

Diploma in Computer Application

DURATION: 12 MONTH

Eligibility : 10th

- ▶ Computer Fundamentals; MS-DOS Windows;
- ▶ MS-Office (Word, Excel & Power Point);
- ▶ RDBMS with MS Access , Programming Concept using C,
- ▶ Internet & E-mail. HTML, Concept of Tally ERP 9
- ▶ Lab-I, Project Work

DIPWD

Diploma in Internet Programming & Web Designing

DURATION: 12 MONTH

Eligibility : 12th

- ▶ Computer Concept , Fundamentals & O.S
- ▶ Computer Network & Internet
- ▶ HTML & Front Page
- ▶ VB Script , Java Script
- ▶ Lab-I
- ▶ Project Work

DDTP

Diploma in Desk Top Publication

DURATION: 12 MONTH

Eligibility : 8th

- ▶ Computer Fundamentals; MS-DOS Windows;
- ▶ MS-Office (Word, Excel, PowerPoint) ;
- ▶ Adobe PageMaker CorelDraw;
- ▶ Adobe Photoshop, Adobe illustrator.
- ▶ Lab-I
- ▶ Project Work

DCAAS

Diploma in Computer Application & Accounting Solution

DURATION: 12 MONTH

Eligibility : 10th

- ▶ Computer Concept , Fundamentals & O.S
- ▶ MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- ▶ F.O.A(Fundamental of Accounts) & Tally – ERP 9
- ▶ Internet & e-mailing
- ▶ Lab-I
- ▶ Project Work

DOM

Diploma in Office Management

DURATION: 12 MONTH

Eligibility : 10th

- ▶ Computer Fundamentals ;MS-DOS, Windows;
- ▶ MS-Office (Word Excel, Power Point);
- ▶ Internet & E-mail; Concept of Account Software,
- ▶ Corel Draw, Photoshop, Pagemaker, Bengali typing & Scanning,
- ▶ Tally.ERP 9 /Tally Prime,GST Concept, Programming Concept.

DIT

Diploma in Information Technology

DURATION: 12 MONTH

Eligibility : 12th

- ▶ Computer Fundamentals; MS-DOS Windows;
- ▶ MS-Office (Word, Excel & Power Point) ;
- ▶ RDBMS with MS Access , Programming Concept using C,
- ▶ Internet & E-mail. HTML.
- ▶ Lab-I
- ▶ Project Work

Computer Courses

DCHM

Diploma in Computer Hardware & Maintenance

DURATION: 12 MONTH

Eligibility : 10th

- ▶ Computer Fundamental, Operating System,
- ▶ Basic Concept of Hardware Devices & functions,
- ▶ Formatting & partition of Hard drive,
- ▶ Assembling and D-Assembling of Computer.
- ▶ Software Installation and uninstalling,
- ▶ some basic Trouble Shooting of Hardware Devices.
- ▶ Lab-I, Project Work

DFA

Diploma in Financial Accounting

DURATION: 12 MONTH

Eligibility : 10th

- ▶ Computer Fundamental & O.S.
- ▶ MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- ▶ Internet & Emailing
- ▶ Entertainment
- ▶ Tally ERP – 9.3 / Tally Prime
- ▶ Vat, GST, Accounting & Assignment
- ▶ Computer Maintenance & Software Installation

DWT

Diploma in Web Technology

DURATION: 12 MONTH

Eligibility : 10th

- ▶ Computer Concept & Fundamentals
- ▶ Windows/Operating System
- ▶ MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- ▶ HTML & Front Page & Internet
- ▶ DHTML (CSS)
- ▶ VB Script
- ▶ Java Script
- ▶ Web Browser and FTP
- ▶ Project

QESE

Quick Expert in Spoken English

DURATION: 6 MONTH

Eligibility : 10th

- ▶ Basic English Grammar with Written test
- ▶ Reading, Writing, Dictation and Understanding
- ▶ Vocabulary, Tenses, Collocation
- ▶ Developing Pronunciation with Rhythm
- ▶ Self Introduction
- ▶ Using Everyday Expressions
- ▶ Group Activities
- ▶ Telephone Etiquette
- ▶ Personal Grooming – Dressing, Body Language, Basic Etiquettes, Mannerism etc
- ▶ Listening Skills

DCAP

Diploma in Computer Application & Publishing

DURATION: 12 MONTH

Eligibility : 10th

- ▶ Computer Concept , Fundamentals & O.S
- ▶ MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- ▶ HTML , Internet & e-mailing
- ▶ D.T.P. (Page Maker, Corel Draw, Photoshop)
- ▶ Type Data Entry (Typing Skill, Speed Test, Scanning, Printing, CD/DVD Writing etc.)
- ▶ Lab-I
- ▶ Project Work

DCA-WD

Diploma in Computer Application & Web Design

DURATION: 18 MONTH

Eligibility: 10 / 12th

SEMESTER - I

- ▶ Computer Concept , Fundamentals & O.S
- ▶ MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- ▶ Computer Networking & Internet
- ▶ HTML & Front Page
- ▶ Lab-I

SEMESTER - II

- ▶ D.T.P. (Corel Draw, Photoshop, Page Maker)
- ▶ Java Script & VB.Net
- ▶ Dream Weaver, Flash
- ▶ ASP/PHP
- ▶ Lab-II
- ▶ Project Work

Computer Courses

DOAEP

Diploma in Office Accounting Expert & Publishing

DURATION: 12 MONTH

Eligibility : 10 / 12th

SEMESTER – I

- ▶ Computer Concept , Fundamentals & O.S
- ▶ MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- ▶ HTML , Internet & e-mailing
- ▶ Lab-I
- ▶ Project Work

SEMESTER – II

- ▶ Basic of Financial Accounting
- ▶ Computerized Accounting Through Tally
- ▶ D.T.P. – Page Maker, Corel Draw, Photoshop
- ▶ Data Entry: Typing Skill (English), Speed Test, Scanning, Printing, CD / DVD Writing etc.
- ▶ Lab-II
- ▶ Project Work

ASEE

Advanced Spoken Expert in English

DURATION: 12 MONTH

Eligibility : 8 / 10th

SEMESTER – I

- ▶ Basic Idea of the Language
- ▶ Tenses
- ▶ Collocation
- ▶ Advanced English Grammar
- ▶ Reading Accuracy with neutral accent
- ▶ Advanced Vocabulary
- ▶ Voice Clarity & Modulation
- ▶ Advanced Extempore & Impromptu
- ▶ Group Discussion Skills & Practice
- ▶ Debate
- ▶ Role Play & Voice Recording
- ▶ Presentation Skills
- ▶ Public Speaking
- ▶ Mind Power Training
- ▶ Developing Leadership Skills
- ▶ Confidence Building – Positive Attitude
- ▶ Resume Writing
- ▶ Interview Skills
- ▶ Mock Interview

MDCA

Master Diploma in Computer Application

DURATION: 12 MONTH

Eligibility : 10 / 12th

SEMESTER – I

- ▶ Computer Concept , Fundamentals & O.S
- ▶ MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- ▶ HTML & Front Page & Internet
- ▶ Lab-I

SEMESTER – II

- ▶ C Language
- ▶ Programming in C++
- ▶ Java
- ▶ Lab-II
- ▶ Project Work

DCPE

Diploma in Computer Programming Expert

DURATION: 12 MONTH

Eligibility : 12th

SEMESTER – I

- ▶ Computer Concept , Fundamentals & O.S
- ▶ MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- ▶ HTML & Front Page & Internet
- ▶ Java Script & VB Script
- ▶ Lab-I

SEMESTER – II

- ▶ C Language
- ▶ Visual FoxPro
- ▶ Programming with VB.Net
- ▶ Lab-II
- ▶ Project Work

Computer Courses

ADCTT

Advance Diploma in Computer Teacher Training

DURATION: 12 MONTH

Eligibility : 12th

SEMESTER – I

- ▶ Computer Concept & Fundamental Operating System
- ▶ Windows MS Office- Word, Excel,
- ▶ Power Point, Access,
- ▶ Internet & E-mail; Tally 9.0,
- ▶ Lab- I
- ▶ Project Work/Lesson Plan

SEMESTER – II

- ▶ Web Page Designing with HTML,
- ▶ Programming in visual basic,
- ▶ Programming in C, Programming in C++,
- ▶ Programming Java,
- ▶ Adobe photoshop, Adobe Pagemaker.
- ▶ Lab-II
- ▶ Project Work/Lesson Plan

DPCTTE

Diploma in Primary Computer Teacher Training Education

DURATION: 12 MONTH

Eligibility : 12th

SEMESTER – I

- ▶ Computer Concept , Fundamentals & O.S
- ▶ MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- ▶ School Organization & Administration
- ▶ Internet & e-mailing
- ▶ Lab-I

SEMESTER – II

- ▶ Programming in C++
- ▶ Children Psychology
- ▶ Methods of Teaching
- ▶ Personality Development
- ▶ Lab-II
- ▶ Project Work/Lesson Plan

ADCA

Advance Diploma in Computer Application

DURATION: 12 MONTH

Eligibility : 10 / 12th

SEMESTER – I

- ▶ Computer Concept & Fundamental Operating System-Windows
- ▶ MS Office- Word, Excel, Power Point, Access,
- ▶ Internet & E-mail; Tally ERP
- ▶ Lab-I
- ▶ Project Work/Lesson Plan

SEMESTER – II

- ▶ Web Page Designing with HTML,
- ▶ Fundamentals of JAVA Programming Language,
- ▶ Programming Concept using C & Computer Hardware
- ▶ Lab-II
- ▶ Project Work/Lesson Plan

PGDIT

Post Graduate Diploma in Information Technology

DURATION: 12 MONTH

Eligibility : Graduate

SEMESTER – I

- ▶ Computer Concept , Fundamentals & O.S
- ▶ MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- ▶ Computer Network & Internet
- ▶ HTML & Front Page
- ▶ Lab-I

SEMESTER – II

- ▶ Java
- ▶ Programming in C++
- ▶ Programming with VB.Net
- ▶ Lab-II
- ▶ Project Work

Computer Courses

ICGS - KIDS

Intensive Computer Guidance for Smart – Kids

DURATION: 12+12+12 MONTH

Step:- 1 – (Up to IV)

- ▶ Computer Basic
- ▶ First Steps with the Computer
- ▶ Logo, Paint, Note Pad, Word Pad, MS – Dos, Task Paint

Step:- 2 – (V – VI)

- ▶ MS – Word, MS – Excel, MS – PowerPoint,
- ▶ Corel Draw,
- ▶ Entertainment

Step:- 3 – (VII – VIII)

- ▶ Photoshop,
- ▶ Access
- ▶ HTML
- ▶ Typing
- ▶ Internet
- ▶ HTML, CSS, JAVASCRIPT
- ▶ Game

ADHNP

ADVANCE DIPLOMA IN HARDWARE & Networking PROFESSIONAL

DURATION: 12 MONTH

Eligibility : 10th

SEMESTER - I

- ▶ Basics Electronics; Operating Systems:
- ▶ (Dos, Windows, XP, Windows 2003, Windows 7 server, Linux);
- ▶ M.S.Office; Microprocessors; Installation & Assembling;
- ▶ Peripheral Device Installation & Maintenance; PC Architecture;
- ▶ Power Supply ;Display System ;
- ▶ Drivers (Floppy/ Optical/ Hard Disk Drive) ;
- ▶ Lab-I

SEMESTER - II

- ▶ Network Fundamental Communication Model
- ▶ Protocols LAN Design & Network Security WAN & Internet
- ▶ Access LAN Device
- ▶ (Repeaters, Hub, Bridges, Switches, Routers)
- ▶ Concept of Wireless technology
- ▶ (Blue tooth, WAP, Wi-Fi, 3G, 4G)
- ▶ Lab-II
- ▶ Project Work

PGDCA

Post Graduate Diploma in Computer Application

DURATION: 12 MONTH

Eligibility : Graduate

SEMESTER - I

- ▶ Computer Concept , Fundamentals & O.S
- ▶ MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- ▶ Computer Network & Internet
- ▶ HTML & Front Page
- ▶ Lab-I

SEMESTER - II

- ▶ Java Scrip
- ▶ Programming with VB.Net
- ▶ Programming in C++
- ▶ System Analysis & Design , Visual Basic
- ▶ Lab-II
- ▶ Project Work

DITA

DIPLOMA IN INFORMATION TECHNOLOGY APPLICATION

DURATION: 12 MONTH

Eligibility : 10th

SEMESTER - I

- ▶ Fundamentals of computer operating system
- ▶ windows xp/7/vista, DOS, MS-OFFICE
- ▶ (WORD ,EXCEL & POWER POINT),
- ▶ Database management system(visualFoxPro), internet.

SEMESTER - II

- ▶ PROGRAMING WITH VISULBASIV,
- ▶ HTML, CSS, JAVASCRIPT
- ▶ RDBMS CONCEPTS WITH MS-ACCESS,
- ▶ BANGLA WORD,
- ▶ PROJECT WORK.

Computer Courses

ADVFXA

Advance Diploma in Special Effects & Animation

DURATION: 24 MONTH

Eligibility : 10th

SEMESTER - I

- ▶ Illustrator, Photoshop,
- ▶ After Effects, Combustion,
- ▶ Adobe Premiere, Sound Forge. Elastic Reality,
- ▶ Lab-I

SEMESTER - II

- ▶ Flash, 3D studio Max,
- ▶ Swish & Concept of Maya.
- ▶ Practical Design & Develop
- ▶ Lab-II
- ▶ Project Work

ADWDWD

Advance Diploma in Web Designing & Web Development

DURATION: 18 MONTH

Eligibility : 10th

SEMESTER - I

- ▶ OPERATING SYSTEM & MS – OFFICE (WORD, POWERPOINT)
- ▶ Photoshio, Illustrator, CroiDraw, WEB PAGE
- ▶ HTML
- ▶ CSS
- ▶ JAVA SCRIPTS
- ▶ Lab- I
- ▶ Project Work

SEMESTER - II

- ▶ Adobe Dreamweaver, PHP, MYSQL & POSTGRE SQL
- ▶ PHPMYSQL PROJECTS
- ▶ XML & JSP
- ▶ WEB HOSTING & LOCAL HOSTING
- ▶ Lab- I
- ▶ Project Work

ADCHN

Advance Diploma in Computer Hardware & Networking

DURATION: 12 MONTH

Eligibility : 12th

SEMESTER - I

- ▶ Operating System, Analog and Digital Electronics
- ▶ Microprocessors, Installation and Assembling
- ▶ Peripheral Devices Installation and Maintenance
- ▶ Internet (Downloading & Installation)
- ▶ Lab-II

SEMESTER - II

- ▶ PC Architecture, Power Supply, Display System
- ▶ Drives, Printer and Scanner Repairing
- ▶ Virus Removing and Detection Techniques
- ▶ Network Fundamental
- ▶ Lab-II
- ▶ Project Work/Training

DCHM

Diploma in Computer Hardware & Maintenance

DURATION: 12 MONTH

Eligibility : 12th

SEMESTER - I

- ▶ Computer Fundamental, Operating System,
- ▶ Basic Concept of Hardware Devices & functions,
- ▶ Formatting & partition of Hard drive,
- ▶ Lab- I

SEMESTER - II

- ▶ Assembling and D-Assembling of Computer.
- ▶ Software Installation and uninstalling,
- ▶ some basic Trouble Shooting of Hardware Devices.
- ▶ Lab- II

ACCOUNTING EXPERT

Duration: 12 Months

Eligibility: 12th

Course Code:860359

SEMESTER - I

D.1 Basic Computer

Introduction to Computer, Basic Concepts, Operating System (Dos & Windows) MS-Office (Word, Excel, Power Point, Access), Internet & Email Operations.

D.2 Basic Accounting Procedures

- 1 | Basic Concepts (Accounting Terms, Concepts, Conventions, Principles)
- 2 | Book Keeping (Voucher Preparation, Journal, Subsidiary Books, Ledger)
- 3 | Trial Balance
- 4 | Preparation of Final Accounts of Prop.
- 5 | Preparation of Income & Expenditure Account, Receipt & Payment Account.
- 6 | Bank Reconciliation Statement
- 7 | Depreciation Accounting
- 8 | Rectification of Errors

D.3 Computerized Accounting –

Tally 7.2 , 9.0 & 9.5

- 1 | Accounting
- 2 | Inventory Management
- 3 | Reports Printing
- 4 | Payroll Accounting
- 5 | Data Backup & Restore
- 6 | New Features of Tally (VAT, TDS, ST & FBT)

D.4 Banking & Insurance

- 1 | Banking System in India
- 2 | Banking Operations
- 3 | Loan Documentation & Appraisal
- 4 | Insurance Systems in India
- 5 | IRDA Ethics & Code of Conduct
- 6 | Insurance Plans

D.5 Taxation (Direct & Indirect)

- 1 | Income Tax (Basic Concepts, Heads of Income, Assessment Procedure, TDS, Advance Tax, Computation of Tax, E-Filing of Returns)
- 2 | Sales Tax & VAT (Basic Concepts, Assessment Procedure, Computation of Tax)
- 3 | Service Tax
- 4 | Excise & Custom

SEMESTER - II

D.6 Financial Management & Costing

- 1 | Financial Statement Analysis (Common Sizes & Comparative Statement, Ratio Analysis, Fund Statement & Cash Flow Statement as per AS-3)
- 2 | Budgetary Control
- 3 | Basic Concept of Costing
- 4 | Standard Costing & Marginal Costing
- 5 | ABC Analysis

D.7 Capital Market, Security Analysis & Portfolio Management

- 1 | Basic Understanding of Capital Market
- 2 | Portfolio Management
- 3 | Mutual Fund
- 4 | Derivatives
- 5 | IPO, DEMAT
- 6 | Risk Analysis
- 7 | Modes of Financing

D.8 Auditing

- 1 | Basic Concepts of Auditing
- 2 | Internal Control
- 3 | Versification & Vouching
- 4 | Audit Procedures
- 5 | Company Audit
- 6 | Audit Report
- 7 | Audit in Computerized Environment
- 8 | Audit Software

D.9 Advance Accounts

- 1 | Company Accounts (Final Accounts of Company, Issue & Forfeitures & Reissue of shares)
- 2 | Understanding Indian Corporate Structure & Corporate Governance.
- 3 | Valuation of Shares & Goodwill
- 4 | Branch & Departmental Accounting
- 5 | Basic Partnership Accounting

D.10 Company Law Procedures

- 1 | Basic Provision of Companies Act
- 2 | Dealing with ROC Matters
- 3 | E-filing of ROC Documents
- 4 | Minutes, Drafting Resolutions
- 5 | Statutory Compliances of Company Law

PROFESSIONAL COURSES

C++

Code – DIG-R-860360

Duration 45 Days

- ✓ Overview of C++
- ✓ Classes & Object
- ✓ Arrays, Pointers, Reference and
- ✓ Dynamic Allocation Operators
- ✓ Constructor & Destructors
- ✓ Function Overloading
- ✓ Operator Overloading
- ✓ Virtual Function
- ✓ Pure Virtual Function
- ✓ Abstract Class
- ✓ Inheritance
- ✓ File Handling

Oracle

Code – DIG-R-860361

Duration 90 Days

- ✓ Table
- ✓ Database
- ✓ Views
- ✓ Procedure
- ✓ Trigger
- ✓ Cursor

D.T.P.

Code – DIG-R-860362

Duration 60 Days

- ✓ Page Maker
- ✓ Photo Shop
- ✓ Corel Draw
- ✓ Scanning

VISUAL BASIC

Code – DIG-R-860363

Duration 45 Days

- ✓ Visual Basic IDE
- ✓ Forms
- ✓ Variables
- ✓ Menus
- ✓ Controls
- ✓ Common Dialog Box
- ✓ ActiveX Controls
- ✓ File Handling
- ✓ Data Base Programming

PHP

Code – DIG-R-860364

Duration 90 Days

- ✓ PHP Basics
- ✓ PHP Advanced
- ✓ MYSQL Database
- ✓ PHP XML
- ✓ PHP & AJAX

JAVA

Code – DIG-R-860365

Duration 45 Days

- ✓ Introduction to Java
- ✓ Classes & Objects
- ✓ Inheritance
- ✓ Packages & Interfaces
- ✓ Exception Handling
- ✓ Multithreaded Programming
- ✓ Applets

TALLY

Code – DIG-R-860366

Duration 60 Days

- ✓ Introduction
- ✓ Accounting System
- ✓ Creating Accounts & Inventory Master
- ✓ VAT, TDS, Service Tax

C-Language

Code – DIG-R-860367

Duration 45 Days

- ✓ Overview of C
- ✓ Variable Constant & Operators
- ✓ Arrays
- ✓ Pointers
- ✓ Functions
- ✓ Structure & Union
- ✓ File
- ✓ The Pre Process

AutoCAD

Code – DIG-R-860368

Duration 90 Days

- ✓ Introduction
- ✓ Customizing AutoCAD
- ✓ Creating Drawing Using Wizards
- ✓ Using Tools

.Net Tech.

Code – DIG-R-860369

Duration 90 Days

- ✓ .Net Framework
- ✓ Visual Basic.Net
- ✓ SQL Server

NATIONAL COMPUTER LITERACY & DEVELOPMENT

A National Institute of Information Technology Education & Research



™ An ISO 9001: 2015 Certified Organization

Registration Form

Enrollment No. : (For Head Office Only)

Fill the form in **BLOCK LETTERS** (English) only using **BLUE / BLACK** ink only

1. Full Name of the Applicant (Space should be given between First name, Surname & Last name)

2. Father's Name (Space should be given between First name, Surname & Last name)

3. Mother's Name (Space should be given between First name, Surname & Last name)

4. Complete Address for correspondence (Do not repeat name)

 Pin -

Paste one recent
passport size
photograph

Please do not
Pin or Stamp

5. Category

 ST SC Handicapped Others

6. Nationality

7. Religion

8. Date of Birth

9. Sex

 M-Male
 F-Female

10. E-book Medium

 E-English
 H-Hindi
 B-Bengali

11. Mobile

12. Telephone Number with STD Code

13. E-Mail ID :

14. Details of Qualifying Examination:

Exam. Passed	Name of Board/University	School/College Name	Year of Passing	% Obtained

Enclosure : Demand Draft Attested Xerox copy of last qualification & Caste Certificate

DECLARATION BY THE APPLICANT

I have read all the rules and regulation of the institute and admission to the course applied for. I declare that the above information is true and correct to my knowledge and belief and I fully understand that my admission will be cancelled if any information by me is found to be false or twisted.

Signature of Applicant

FOR THE OFFICE USE ONLY

ASC Centre Name :

ASC Centre Code :

Date of Admission :

Course Code :

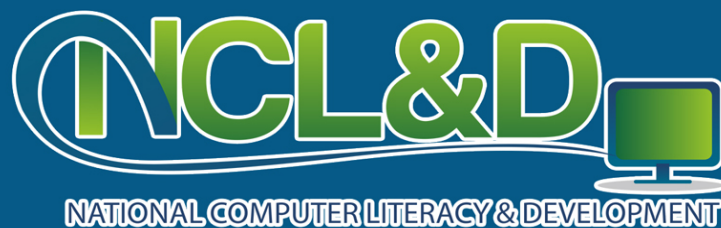
Course Name :

Authorized Signature

India's No. 1



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