



NURCLM

National Urban Rural Computer Literacy Mission

AN ISO 9001:2015 CERTIFIED ORGANIZATION

A National Programme Of Computer Literacy & Skill Development

A Unit of : NURCLM Educational & Skill Development Mission Foundation

Registered Under the Companies Act 2013 Ministry of Corporate Affairs Govt. of India

An Autonomous Institution Registered Under Public Society Act 1960 & MSME Govt of India

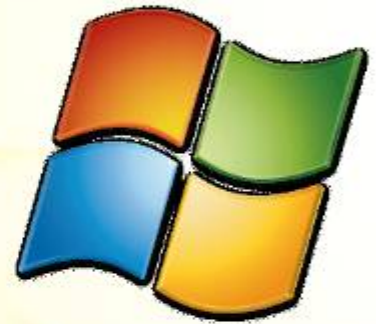
DCA

Diploma in Computer Application

Duration : Six Months

Module- 1 Operating System

- * Computer Fundamental
- * MS-DOS
- * MS-Windows 7/8/10



Module- 2 Office Package

- * Introduction to MS office 2010
- * Microsoft Word 2010
- * Microsoft Excel 2010
- * Microsoft Power Point 2010
- * Projects



Module- 3 data base

- * Microsoft Access 2010
- * Mysql



Module-4 Information Technology

- * Html
- * Multi Media
- * Networking
- * Internet
- * Hardware Maintenance

Total Fee	3250/-
Admission Time	1750/-
First Installment	500/-
Second Installment	500/-
Third Installment	500/-





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CCA

Certificate in Computer Application

Duration : Three Months

Module- 1 Operating System

- * Computer Fundamental
- * MS-DOS
- * MS-Windows 7/8/10



Module- 2 Office Package

- * Introduction to MS office 2010
- * Microsoft Word 2010
- * Microsoft Excel 2010
- * Microsoft Power Point 2010
- * Projects



Module- 3 Assignment

Total Fee	2150/-
Admission Time	1150/-
First Installment	500/-
Second Installment	500/-





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CFA

Certificate in Financial Accounting Duration : Three Months

Module- 1 Operating Operating
* Fundamental
* MS-Windows 7/8/10

Module- 2 Accounting Introduction

- * Book- Keeping
- * Account
- * Journal
- * Ledger
- * Trial Balance
- * Financial Statements
- * Trading Account
- * Profit and Loss Account
- * Balance sheet (Position Statement)

Module- 3 Account Only

- * Introduction to Tally. ERP 9
- * Create and Select Company
- * Accounts Information and Account Gi
- * Charts of Accounts
- * Creation of Ledger and Voucher Entry
- * Voucher
- * Purchase and Sales Voucher
- * Journal Voucher
- * Memo Voucher
- * Report

Module- 4 Account with Inventory

- * Introduction to Account with Inventory
- * Invoice Entry
- * Inventory Vouchers
- * Display Inventory Reports & Statements
- * Cost Categories & Cost Centres
- * Discount
- * Payroll
- * Manufacturing
- * TDS
- * Goods and Services Tax (GST)
- * Project Work
- * More....



Total Fee	2750/-
Admission Time	1250/-
First Installment	500/-
Second Installment	500/-
Third Installment	500/-



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PGDCA

Post Graduate Diploma in Computer Application
12 Month

Module - 1 Operating System

- * Computer Fundamental
- * MS-DOS
- * MS-Windows 7/8/10

Module - 2 Office Package

- * Introduction to MS-Office 2010
- * Microsoft Word 2010
- * Microsoft Excel 2010
- * Microsoft Power Point 2010

Module - 3 Database

- * Microsoft Access 2010
- * Mysql

Module - 4 Information Technology

- * Html
- * Multi Media
- * Networking
- * Internet
- * Hardware Maintenance

Module - 2 Accounting Introduction

- * Book - Keeping
- * Account
- * Journal
- * Ledger
- * Trial Balance
- * Financial Statements
- * Trading Account
- * Profit and Loss Account
- * Balance Sheet (Position Statement)

Module - 3 Account Only

- * Introduction to Tally.ERP 9
- * Create and Select Company
- * Accounts Information and Account Group
- * Charts of Accounts
- * Creation of Group and Ledger
- * Create a Ledger and Voucher Entry Screen
- * Voucher
- * Purchase and Sales Voucher
- * Journal Voucher
- * Memo Voucher

Module - 4 Account with Inventory

- * Introduction to Account with Inventory
- * Invoice Entry
- * Inventory Vouchers
- * Display Inventory Reports & Statements
- * Cost Categories & Cost Centres
- * Discount
- * Payroll
- * Manufacturing
- * TDS
- * Goods and Services Tax (GST)
- * Project Work
- * More...



Total Fee 5500/-

Admission Time 1500/-

**Monthly Installment 500/-
(500 X 08 = 4000)**



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DTP

Diploma in Desktop Publishing

Duration : Three Months

Module - 1 Computer Operating

- * Fundamentals
- * MS-Windows 7/8/10
- * Internet

Module - 2 Adobe PageMaker

- * Getting Started with PageMaker
- * Understanding PageMaker Tools
- * Working with Text
- * Working with Graphics and Layers
- * Publishing and Printing
- * Project Work 1
- * Project Work 2



Adobe
PageMaker 7.0

Module - 3 Adobe Photoshop

- * Getting Started with Photoshop
- * Basic Image Editing
- * Photo Editing
- * Text Effects
- * Frame & Border Effects
- * Button & Texture Effects
- * Digital Studio Works
- * More...



Module - 4 CorelDRAW

- * Getting Started with CorelDraw
- * Vectors and Bitmaps, Set View, Work in Wireframe View
- * CorelDraw Basic Toolbox
- * CorelDraw Total Text Control
- * Line Spacing, Character Spacing, Create Column
- * All About CorelDraw Outlines
- * All About CorelDraw Fills
- * All About CorelDraw Pattern Fills
- * CorelDraw Objects
- * CorelDRAW Basics
- * CorelDraw Learning Tools
- * CorelDraw Basic Effects
- * Artistic Effects
- * CorelDraw Text Effects
- * More...



CorelDRAW

Total Fee	2750/-
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ADCA

Advanced Diploma in Computer Application

Duration : Twelve Months (DCA+CFA+DTP=ADCA)

Module - 1 Operating System & IT (DCA)

- ★ Fundamentals
- ★ MS-DOS
- ★ MS-Windows 7/8/10
- ★ Networking
- ★ Multi Media
- ★ HTML
- ★ Hardware Maintenance

Module - 2 Office Package & Database

- ★ MS-Word
- ★ MS-Excel
- ★ MS-Power Point
- ★ MS-Access
- ★ Mysql

Module - 3 Accounting Package (CFA)

- ★ Accounting Information
- ★ Accounts Only
- ★ Accounts with Inventory (GST)
- ★ Projects

Module - 4 Desktop Publishing (DTP)

- ★ Adobe Pagemaker
- ★ Adobe Photoshop Cs3
- ★ CorelDraw
- ★ Digital Studio Works



Total Fee	8500/-
Admission Time	1900/-
Monthly Installment	600/-
(500 X 11 = 6600)	



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ADCP

Advanced Diploma in Computer Programming

Duration : Twelve Months

First Semester

- ★ Computer Concept & Fundamental
- ★ Operating System 7/8/10
- ★ Office Package
 - ★ MS-Word
 - ★ MS-Excel
 - ★ MS-Power Point
 - ★ MS-Access
- ★ Computer Networking & Internet
- ★ HTML/MY SQL & Front Page
- ★ Java Script & VB Script

Second Semester

- ★ Business Data Processing
- ★ MY SQL & Front Page
- ★ Visual Basic 6.0/Programing in C



Total Fee 8500/-

Admission Time 1900/-

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ADIT

Advanced Diploma in Information Technology

Duration : Twelve Months (DCA+CFA+DCP=ADIT)

Module - 1 Operating System & IT (DCA)

- ★ Fundamentals
- ★ MS-DOS
- ★ MS-Windows 7/8/10
- ★ Networking
- ★ Multi Media
- ★ HTML
- ★ Hardware Maintenance

Module - 2 Office Package & Database

- ★ MD-Word
- ★ MS-Excel
- ★ MS-Power Point
- ★ MS-Access
- ★ Mysql

Module - 3 Accounting Package (CFA)

- ★ Accounting Information
- ★ Accounts Only
- ★ Accounts with Inventory (GST)
- ★ Projects

Module - 4 Programing (DCP)

- ★ Programing in C & C++
- ★ Visual Basic
- ★ Projects



Total Fee	8500/-
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ADHN

Advanced Diploma in Hardware & Networking

Duration : Twelve Months (DHT + DHN = ADHN)

Semester - 1 (DHT)

Module I Configuring Windows 7

Module II PC Hardware

Module III PC Hardware Advance Guide

Semester - 2 (DHN)

Module I Operating System and Network Support

Module II Network Fundamental and Impelamention

Module III Configuring Windows 7

Total Fee	8500/-
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Our Certification

