

PROSPECTUS

NLSM[®]
A WAY OF SUCCESS

Plan Builder for
Dynamic Career
one moment
change Everything

NAVODAYA[®]
COMPUTER SAKSHARTA MISSION

A National Computer Literacy Programme

An Autonomous Institution Regd. Under Govt. of India N.C.T. New Delhi

Is An Approved Project Initiated by Jan Shiksha Information Technology & Skill

About us...!

Navodaya Computer Saksharta Mission Trust , has been registered under the Public Trust ACT.:(Reg.No.1882/1878/North/VOL/2901), and Society Act 21, 1860, (Reg. No. RSO / NORTH / 91) from Govt. of INDIA N.C.T. New Delhi, working in different fields of Programme and Commercial training conducted by the State Government and Central Government to approach every class of the society. All courses of NAVODAYA Computer Saksharta Mission (NCSM) Recognized by the JAN SIKSHA INFORMATION TECHNOLOGY AND SKILL. (JSITS). The Institute is also registered from the Industrial Department to conduct the various technical programs under the Govt. schemes

Vision

Navodaya Computer Saksharta Mission (NCSM) An autonomous institution registered under the society Act, is purely a non-profitable organization working on the grounds of spreading Computer Literacy. Established with the sole view of imparting computer literacy and creating job opportunities for the under privileged, NCSM today stands apart from all other institutions for its noble motive and its service to the society. This is also one of the reasons why NCSM is known as the pioneers of Computer Literacy throughout the country. Since its inception, NCSM has been working towards its goal with the same zeal and enthusiasm and taking up a challenge every year to cover a fixed number of aspirants to be benefited and each time it has crossed much over its expectations.

Mission

As of date, it has a credit of training thousands of aspirants through its Authorized Education Centers spread across the Country that includes not only students but also housewives, businessmen, employees and almost every sections of the society. Today, most of our students who had selected NCSM as their platform for putting their first foot forward in the world of Computers are highly placed in reputed organizations in India and abroad.

Keeping in mind, today's most demanding sector of the society i.e., the job sector and keeping in view of the institutions that crop up claiming to be creating opportunities, its R & D team has redefined the terminology of Computer Literacy. As the present job scenario demands much more than a mere college degree or a computer diploma, NCSM's courses are now focused on its two main objectives, viz.

- a) To impart Computer Literacy to every eligible candidate of the Country.
- b) To generate employment opportunities for its students by providing the best designed (industry standard) career oriented courses.

To fulfill this requirement, we have also included Spoken English and Personality Development as a part of our regular course syllabus as we at NCSM feel that in order to secure a decent job in today's competitive scenario, knowledge of the above is very much necessary in addition to the computer knowledge and a college degree.



Director's
Message

Dear Friends,

We are here to make u sure about the purpose of our organization. We stand here to provide u a splendid platform to enhance your knowledge, skill & capability.

As far as our organization is concerned IT sector is growing day by day to build up itself among the strong field's. Our special goal is to do the welfare especially for rural society. So that the people who r unable to afford the fancy price of the various it & computer courses. We provide them the same facilities at the nominal fees structure.

In this era a number of institutes or societies giving guidelines to student while we r also doing the same but our organization moto is to wards rural development & welfare of backward area student's.

Our organization vision is not only in rural areas but also in urban societies. Here the same as in rural lack of proper guidelines & practical knowledge can be seen. To overcome above given problems; urban cities also have the same path to do some wonders & that's only n only us.

So join us & see the wonders.....

I wish your success in career n wonderful experience of this collaborative industry base education.



Pankaj Baghel
Director

Course Offered

CERTIFICATE COURSES

COURSE CODE - CC - 01

Certificate Course In Microsoft Office (C.C.M.O)

Duration: 3 months | Eligibility: 6th class & above

Computer Fundamentals
Operating System (Windows Xp / W7)
Microsoft Office (Word /Excel /PowerPoint /Access /Outlook)
Internet Technology & Multimedia
Surfing /browsing, E-mail Id Creation
Copy & paste and Downloading

COURSE CODE - CC - 02

Certificate Course In Financial Accounting (C.C.F.A)

Duration: 3 Months | Eligibility: 10th class & above

Introduction of Accounting
TALLY 9.0, ERP
Accounting & Inventory Features
TDS, VAT, CST, TCS AND SERVICE TAX
Billing and Invoicing

COURSE CODE - CC - 03

Certificate Course In Visual Basic (C.C.V.B)

Duration: 3 Months | Eligibility: 10th class & above

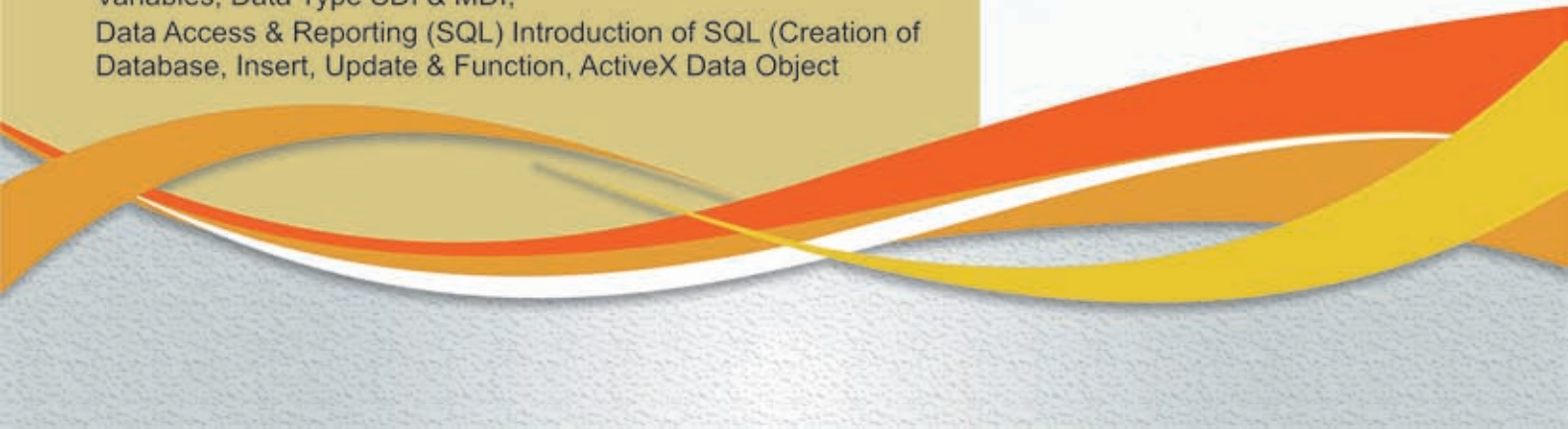
Visual Basic 6.0
Concept of Visual Basic
Functions, Loop Creation
Components, Data Grid
Graphics
Projects

COURSE CODE CC - 04

Certificate Course In SQL (C.C.S.Q.L)

Duration: 3 Months | Eligibility: 10th class & above

Visual Basic 6.0 MS SQL Server
Standard Control,
Variables, Data Type SDI & MDI,
Data Access & Reporting (SQL) Introduction of SQL (Creation of Database, Insert, Update & Function, ActiveX Data Object





COURSE CODE - CC - 05

Certificate Course In Autocad (C.C.A)

Duration: 3 Months | Eligibility: 10th class & above

Introduction of AutoCAD
AutoCAD 2007 and above
Converting 2D and 3D

COURSE CODE - CC - 06

Certificate Course In Graphic Design (C.C.G.D)

Duration: 3 Months | Eligibility: 10th class & above

Corel Draw
Adobe Photoshop
Adobe Pagemaker
Word Art
Clip Art Gallery
Instant Artist
Scanning & Printing
Hindi English Typing

COURSE CODE - CC - 07

Certificate Course In C & C++ (C.C.C++)

Duration: 3 Months | Eligibility: 12th class & above

Programming Technique
Programming in C
Programming in C++

COURSE CODE - CC - 08

Certificate Course In JAVA (C.C.J)

Duration: 3 Months | Eligibility: 12th class & above

Programming Technique
Programming in Core Java
Programming in Advance Java

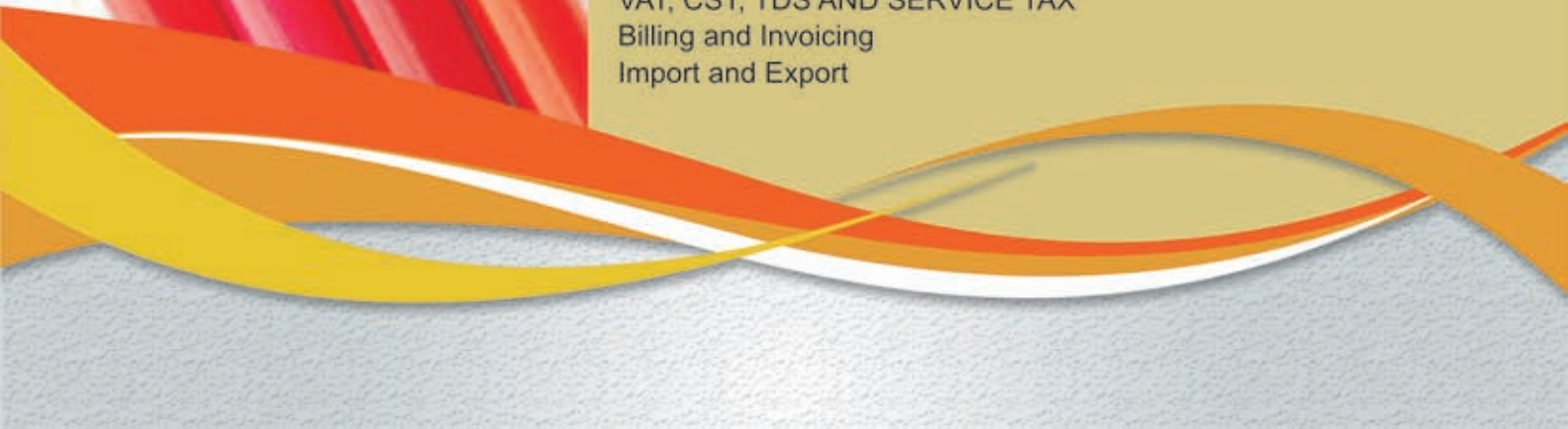
PROFESSIONAL COURSES

COURSE CODE - CP-09

Diploma in Computer Financial Accounting (D.C.F.A)

Duration: 6 Months | Eligibility: 10th class & above

Computer Fundamental
Operating System (Windows Xp / W7)
Microsoft Office (Word /Excel /PowerPoint)
Ms Access with Data Base Designing
Internet Daily voucher Maintenance
Computerized Accounting through Tally
VAT, CST, TDS AND SERVICE TAX
Billing and Invoicing
Import and Export





COURSE CODE - CP-010

Diploma In Webpage Designing (D.W.D)

Duration: 6 Months | Eligibility: 10th class & above

WEB Page Designing

Concept of Networking Introduction

HTML & DHTML

(Formatting Document, List, Linking, Form, frames, Object/ Image & Applets)

Java script

VB scripting

MS FrontPage

COURSE CODE - CP-011

Diploma in Desktop Publishing (D. T. P.)

Duration: 6 Months | Eligibility: 10th class & above

Computer Fundamental

Operating System (Windows Xp / W7)

Microsoft Office (Word /Excel /PowerPoint)

Ms Access with Data Base Designing

Corel Draw

Page Maker

Photo Shop

Internet e-mail

HTML Language

Presentation /Project

COURSE CODE - CP-012

Diploma in Computer Programming (D.C.P)

Duration: 6 Months | Eligibility: 10th class & above

Programming Technique

Programming in C

Programming in C++

Programming in Visual Basic

Programming in Java

Programming in HTML & DHTML

COURSE CODE - CP-013

Diploma In Computer Multimedia (D.C.M)

Duration: 6 Months | Eligibility: 12th class & above

Introduction to IT

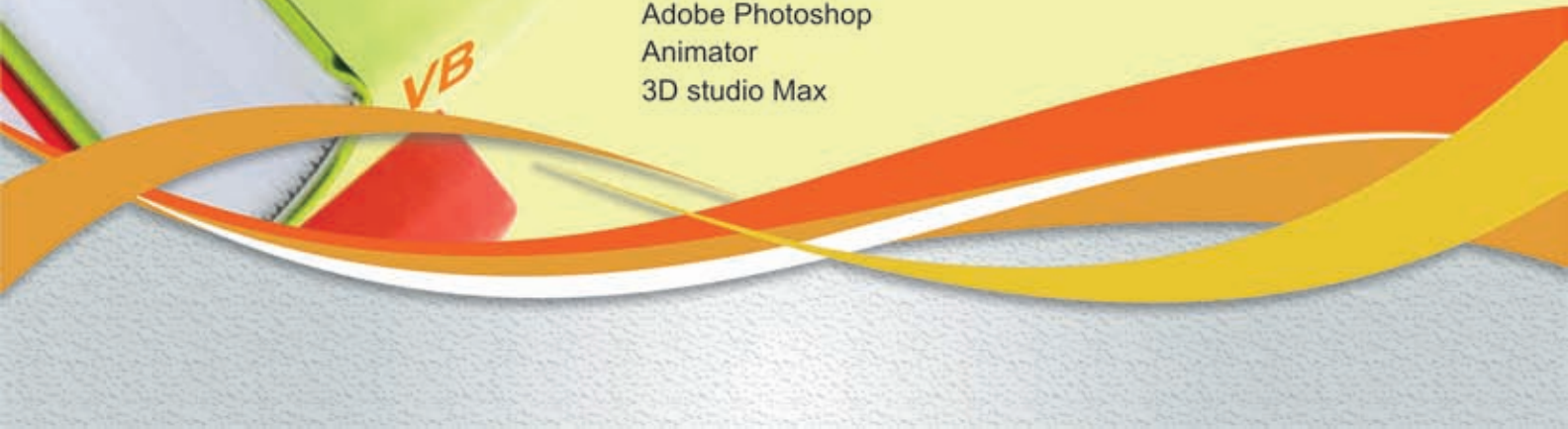
Windows XP/W7

MS Power Point

Adobe Photoshop

Animator

3D studio Max





COURSE CODE - CP-014

**Diploma in Computer Hardware & Networking
(D.C.H.N)**

Duration: 6MONTHS | Eligibility: 10th class & above

Analog Electronic
Digital Electronic
Applications
Operating System Technology
Ms Dos/Windows Xp/Vista/W7
Micro Processor
Pc Assembling & software Installation
Pc Maintenance & Trouble Shooting
Peripherals Devices & Maintances
Connecting to internet
Concept of LAN & Networking

COURSE CODE - CP-015

**Diploma in Mobile Repairing & Software
Installation (D.M.S)**

Duration: 6MONTHS | Eligibility: 10th class & above

The mobile repairing course is divided into three parts.

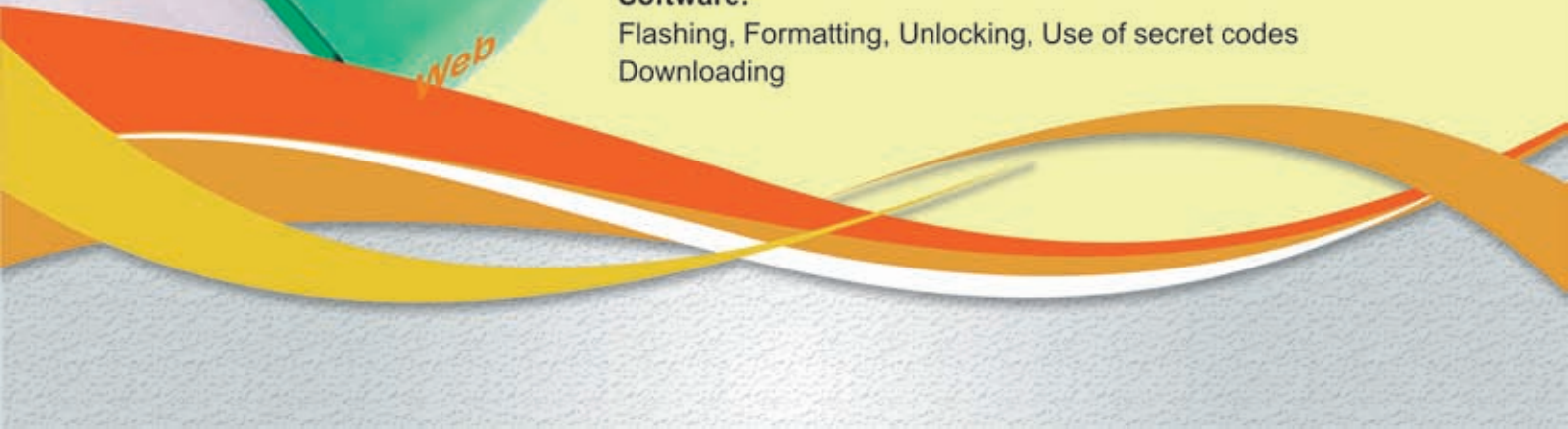
1. Theory
2. Practical's
3. Practice

Hardware:

Basics of Mobile Communication.
Use of tools & instruments used in mobile phone repairing.
Details of various components used in mobile phones.
Basic parts of mobile phones (mic, speaker, buzzer, LCD, antenna, etc).
Use of multimeter.
Use of battery booster.
Basic Circuit Board / Motherboard Introduction.
Assembling & disassembling of different types of mobile phones.
Soldering & desoldering components using different soldering tools.
Names of different ICs, Work of different ICs.
Working on SMD / BGA / Cs and the PCB.
Fault finding & troubleshooting.
Jumpering techniques and solutions.
Troubleshooting through circuit diagrams.
Repairing procedure for fixing different hardware and advanced faults.

Software:

Flashing, Formatting, Unlocking, Use of secret codes
Downloading



DIPLOMA COURSES

COURSE CODE - CD-016

Diploma in Computer Application (D.C.A)

Duration: 1 year | Eligibility: 10th class & above

SEMESTER-I

Computer Fundamental
Operating System (Windows Xp / W7)
Microsoft Office (Word /Excel /PowerPoint)
Ms Access with Data Base Designing
MS-FrontPage
Tally 9.0 and above

SEMESTER-II

Introduction of Multimedia & Internet
Basic Programming in C
HTML & DHTML
Visual Basic 6.0
Projects

COURSE CODE - CD-017

Diploma in office Management (D.O.M)

Duration: 1 year | Eligibility: 10th class & above

SEMESTER-I

Computer Fundamental
Computer Typing
Business Correspondence
Office Procedures/ Mail Handling/File Management
Personality Development with special emphasis on
Appearance
Social& Office Etiquette
Time Management
Attitudinal Training
Public Speaking Negotiation & Interview skill
Conversational English with Special Emphasis On
Speaking, Writing, Listening Skills
Vocabulary Exercises
GD (Group Discussion)
Fundamental of Computers
Microsoft Office 2003, 2007(Word, Excel, PowerPoint, Access)
Internet
Outlook
Web designing using HTML

SEMESTER-II

Anti Virus Management
Adobe Photo Shop, PageMaker 7.0, Corel Draw 11&12
Tally 9.0.ERP



ADVANCE DIPLOMA COURSES

COURSE CODE - CA-018

Advance Diploma in Computer Application (A.D.C.A)

Duration: 1 year | Eligibility: 12th class & above

SEMESTER-I

Computer Fundamentals
Operating System (Windows Xp / W7)
Microsoft Office (Word /Excel /PowerPoint)
Ms Access with Data Base Designing
Internet & E-mail
Microsoft Front Page with Web Designing
Tally 9.0 and above
PageMaker 7.0 and above
Corel Draw 12 and above
Adobe Photoshop CS and above

SEMESTER-II

Basic Programming
Visual Basic 6.0
C and C++ Language
Projects
Personality Development

COURSE CODE - CD-019

Advance Diploma In Information Technology (A.D.I.T)

Duration: 1 year | Eligibility: 10th class & above

SEMESTER-I

Introduction of Information Technology
Computer Fundamental
Operating System (Windows XP/W7)
Microsoft Office 2003, 2007(Ms-Word/Ms- Excel/Ms - Power-point/
Ms- Access)
Web page designing with HTML & DHTML
C-language with project

SEMESTER-II

Programming in C++
Programming in Visual Basic
Programming in Java
Programming in VB.net
Project in VB\VB.net



COURSE CODE - CA-020

Advance Diploma In Computer Teacher Training (A.D.C.T.T)

Duration: 1 year | Eligibility: 12th class & above

SEMESTER-I

Computer Fundamentals
Operating System (Windows Xp / W7)
Microsoft Office (Word /Excel /PowerPoint)
Ms Access with Data Base Designing
Internet & E-mail
Microsoft FrontPage with Web Designing
Tally 9.0 and above
PageMaker 7.0 and above
CorelDraw 12 and above
Adobe Photoshop CS and above

SEMESTER-II

Basic Programming
Visual Basic 6.0
C and C++ Language
JAVA
Introduction of Multimedia
Projects
Personality Development

COURSE CODE - CA-021

Advance Diploma In Financial Accounting Program (A.D.F.A.P)

Duration: 1 year | Eligibility: 12th class & above

SEMESTER-I

Computer Fundamental
Operating System (Windows Xp / W7)
Microsoft Office (Word /Excel /PowerPoint)
Ms Access with Data Base Designing
Internet & E-mail
Manual Accounting
Report Generation

SEMESTER-II

Inventory Control
Tax Management (VAT, TDS, TCS, Service Tax, Excise Duty,
Payroll System)
Costing & Audit Report (Ratio Analysis)
Stock Exchange (NSE, BSE, F&O, IPO)
Mutual Fund, ULIP
Interview workshop





COURSE CODE - CA-022

Advance Diploma In Hardware Engineering and Networking (A.D.H.E.N)

Duration: 1- year | Eligibility: 12th class & above

SEMESTER-I

Fundamental of computers

Introduction to computer, Hardware & Software

Operating System

a) DOS b) Windows XP/ W7

PC Maintenance & Trouble Shooting

a) Details of PC Hardware

b) Maintenance of peripherals

c) Assembling of PC

d) Installation of Drivers

SEMESTER-II

Networking Essentials

a) Introduction to Network

b) Windows NT

c) Setting up LAN/Internet Technology

COURSE CODE - CA-023

Advance Diploma In Software Engineering (A.D.S.E)

Duration: 2 year | Eligibility: 12th class & above

SEMESTER-I

Computer Fundamental

Operating System

MS DOS

Operating System (Windows Xp / W7)

Microsoft Office (Word /Excel /PowerPoint)

Ms Access with Data Base Designing

Tally

Internet Technology with HTML

SEMESTER-II

DTP (Desk Top Publishing)

Adobe Page Maker

Corel Draw

Adobe Photoshop

Hindi & English Typing

Scanning & Printing

SEMESTER-III

Programming in C

Object oriented programming in C++

Programming in java, Project

SEMESTER-IV

Web page designing with HTML

Front Page, Programming in Visual Basic

Database Management system (oracle)

Project in Visual Basic

POST GRADUATE DIPLOMA COURSES

COURSE CODE - CPD-024

Post Graduate Diploma In Computer Application (P.G.D.C.A)

Duration: 1 year | Eligibility: Graduate & Above

SEMESTER-I

Computer Fundamentals
Operating System
Operating System (Windows Xp / W7)
Microsoft Office (Word /Excel /PowerPoint)
Ms Access with Data Base Designing
Internet Technology with Multimedia & Internet E-Commerce
HTML, DHTML & FrontPage
PageMaker
Adobe Photoshop
CorelDraw

SEMESTER-II

GUI Programming in Visual Basic
Programming in C
OOPS & Programming in C++
System Analysis & Design
Project in C++ & Visual basic

COURSE CODE - CPD-025

Post Graduate Diploma in Computer Programming (P.G.D.C.P)

Duration: 1 year | Eligibility: Graduate & Above

SEMESTER-I

Computer Fundamental
MS Dos
Operating System (Windows Xp / W7)
Microsoft Office (Word /Excel /PowerPoint)
Ms Access with Data Base Designing
Internet & E-mail
Tally 9.0
Web page designing (HTML & DHTML)

SEMESTER-II

Programming Technique with C, C++
Visual Basic
Ms SQL Server 7.0

Objectives

The course structure of NCSM is launched after an initial survey to meet and fulfill all related requirements of the students.

To build a career for self employment.

- ★ To improve efficiency and enhance knowledge through new technological information.
- ★ To provide quality education yet at a nominal charge
- ★ To provide professional education by highly Qualified Instructor/Faculty.
- ★ To provide Reward National Level Certificate to Student after the Course.
- ★ To unique environment and infrastructure to study.
- ★ To provide course materials, education in Hindi & English to cover maximum benefits to students.
- ★ To improve quality education and training in the field of Computer & Professional. Education
- ★ To become a center of excellence in IT industry.
- ★ To encourage and pursue utility based research in the emerging areas of Computer to collaborate with IT companies and IT organizations.

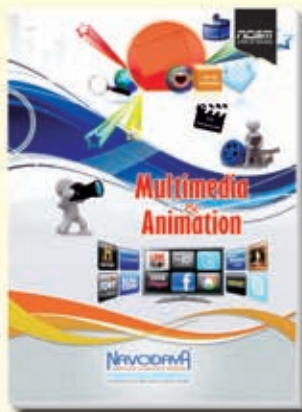
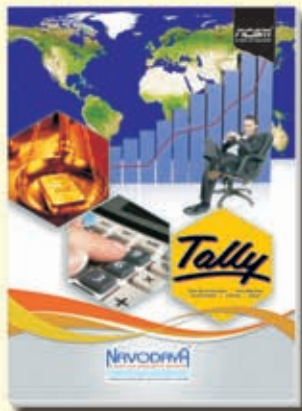
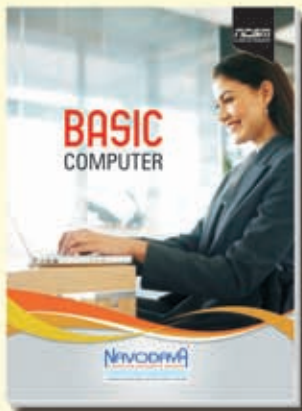
NCSM Program me Student Training Kit

NCSM Training Kit, a new concept where all the student related stationery, the course material, ID Card, online fee receipt, student application form, course wise books etc., are provided in a sealed kit. This is to ensure that the student receives the quality and genuineness in the same manner NCSM intends to provide to its students.

Study Material

Study Materials designed specially in a user friendly and easily understandable language with sample examples. Study Material is available both in Hindi and English.





Our Publication

A National Computer Education Programme
of Information Technology & Skill



*Doing nothing is very hard to do,
you never know when you're finished*

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