



**NATIONAL COMPUTER SAKSHARTA MISSION**



**An ISO 9001 : 2008 Certified Organization**

.....Certificate registered under cr. act 1957. MHRD, Govt. of India.

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# Authorization

/// About this Institute



## ISO 9001: 2008

The quality Management System is  
Compliance with ISO 9001: 2008 The scope  
of Certificate is providing Computer Software  
and Hardware Education.

ISO 900 is a series of standards that  
developed by the International Organization  
for Standardization or ISO. Those standards  
define quality for manufacturing and service  
industries.

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## About Us

Today computer is a part of our daily life. Now computer education is backbone of modern generation, for this essentiality NCSM start various computer training programs throughout the country. The main focus of NCSM is to promote computer education for all.

We invite all W.B to join the golden mission of computer literacy.

There are some features of NCSM given billow:

- ISO 9001:2008 Certified Organization.
- Certificate registered under cr. act 1957. MHRD, Govt. of India
- Unique and job oriented course structure.
- Good quality study materials for students.
- Low course fees.
- Well equipped Computer Lab.
- Experienced and expert faculty.
- Online registration and certificate verification.
- Placement opportunity for successful student.

**CERTIFICATE IN COMPUTER APPLICATION (CCA)**

**COURSE DURATION :- 6<sup>th</sup> Months    COURSE CODE :- 001**

**Eligibility :-8<sup>th</sup> Appeared or higher**

**Course Content**

- Fundamental of Computer & Operating System – Windows Vista
- MS Office 2007 (Word, Excel, Power Point)
- Database Management System (Visual Fox Pro)

**Admission Fees :- 600/-    Installment :- 300/- × 5 Fees at a time :- 2000/-**

**(Exam Fees will be charged extra)**

**ADVANCE DIPLOMA IN COMPUTER APPLICATION (ADCA)**

**COURSE DURATION :- 1 Year    COURSE CODE :- 002**

**Eligibility :- 10<sup>th</sup> Passed**

**Course Content**

**Semester - I**

- Fundamental of Computer
- Operating System Windows
- MS Office 2007(Word, Excel, PowerPoint,)
- Database Management System (Visual Fox pro)

**Semester – II**

- Programming Concepts-Algorithm & Flow charting.
- Visual Basic
- Project on Visual Basic & Ms-Access
- Internet in Details (E-mail, Online Searching, Downloading)
- Real Life Project

**Admission Fees :- 1000/-    Installment :- 400/- × 10 Fees at a time :- 4,500/-**

**(Exam Fees will be charged extra)**

**DIPLOMA IN MULTIMEDIA & WEBSITE DESIGNING**  
**(DMWD)**

COURSE DURATION :- 1 Year COURSE CODE :- 009

Eligibility :- 10<sup>th</sup> Passed

**Course Content**

**Semester - I**

- Introduction to IT,
- Concept of Multimedia
- Graphics Designing
- Photoshop, Corel Draw, Illustrator  
Flash, Dream Weaver
- HTML, DHTML

**Semester – II**

**Sound and Video Editing**

- Sound Forge  
Adobe Premier  
Adobe Aftereffects
- Architecture of 3D Max
- Project Work

**Admission Fees :- 2000/- Installment :- 1000/- × 10 Fees at a time :- 11000/-  
(Exam Fees will be charged extra)**

**DIPLOMA IN COMPUTER TEACHERS TRAINING (DCTT)**

COURSE DURATION :- 1Year COURSE CODE :- 010

Eligibility :- 12<sup>th</sup> Passed

**Course Content**

**Semester – I**

- Fundamental of Computer
- Operating System (Dos, Windows )
- MS Office 2007  
(Word, Excel, Power Point, Access)
- Internet
- PageMaker
- Photoshop
- Corel Draw

**Semester – II**

- HTML, Front Page
- Programming through C
- Programming to JAVA
- Visual Basic
- Personality Development
- Modern Methods of Teaching
- Real Life Project

**Admission Fees :- 2000/- Installment :- 600/- × 10 Fees at a time :- 7,500/-  
(Exam Fees will be charged extra)**

**DIPLOMA IN HARDWARE TECHNOLOGY (DHT)**

**COURSE DURATION- 6<sup>th</sup> Months COURSE CODE :- 008  
Eligibility-10<sup>th</sup> Passed**

**Course Content  
Semester**

- Introduction to Computer Hardware
- Parts of Computer
- Analog & Digital Electronics
- Details About Different Parts
  
- Assembling,
- Formatting
- Installation of Application Software
- Installation of Operation System
- Trouble Shooting
- Virus Management
- Repairing Guide

**Admission Fees :- 1200/-      Installment :- 800/- × 5 Fees at a time :- 4,500/-  
(Exam Fees will be charged extra)**

**CERTIFICATE IN COMPUTER HARDWARE (CCH)**

**COURSE DURATION :- 6<sup>th</sup> Months      COURSE CODE :- 014  
Eligibility :- 8<sup>th</sup> Appeared or higher**

**Course Content**

- Introduction to Computer Hardware
- Parts of Computer
- Formatting
- Installation of Application Software
- Trouble Shooting

**Admission Fees :- 1000/-      Installment :- 800/- × 4 Fees at a time :- 4000/-  
(Exam Fees will be charged extra)**

**DIPLOMA IN SOFTWARE DEVELOPMENT (DSD)**

**COURSE DURATION :- 6<sup>th</sup> Months    COURSE CODE :- 003**

**Eligibility :- 10<sup>th</sup> Passed**

**Course Content**

- Programming Logic & Techniques
- Programming Through C
- Programming Through Visual Basic
- Database with Access / SQL

**Admission Fees :- 1000/-    Installment :- 500/- × 5 Fees at a time :- 3,000/-  
(Exam Fees will be charged extra)**

**ADVANCE DIPLOMA IN COMPUTER HARDWARE &  
NETWORK TECHNOLOGY (ADCHNT)**

**COURSE DURATION :- 1 Year    COURSE CODE :- 011**

**Eligibility :- 12<sup>th</sup> Passed**

**Course Content**

**Semester-I & II**

- Introduction to Computer Hardware
- Analog & Digital Electronic
- Details about Different Parts
- Assembling
- Formatting
- Installation of Operating System
- Installation of Application Software
- Virus Management
- Repairing Guide
- Introduction to Network
- Communication Model and Protocols
- Network Device (Switch, Hub, Bridge, Router etc.)
- Cabling & Climbing
- Software Configuration
- Physical Connection
- Network Establishment
- Data Transfer and Sharing
- Concept of Wireless Technology
- Network Security
- Trouble Shooting

**Admission Fees :- 2000/-    Installment :- 700/- × 10 Fees at a time :- 8000/-  
(Exam Fees will be charged extra)**

**DIPLOMA IN OFFICE APPLICATION MANAGEMENT**  
**(DOAM)**

**COURSE DURATION :- 1 Year    COURSE CODE :- 004**  
**Eligibility :- 10<sup>th</sup> Passed**

**Course Content**  
**Semester – I**

- Fundamental of Computer
- Operating System Windows
- MS Office2007 (Word, Excel, Power Point, Access)
- Internet in Details (E-mail, Online Searching, Downloading)

**Semester – II**

- Back Office Training
- Desktop Publishing (Photoshop, PageMaker, Corel Draw)
- Printing & Scanning
- Computer Accounting (Tally)
- Introduction of Hardware (Formatting OS and Software Loading)
- Front Office Training
- Phone and Fax Handling
- Currency Checking
- Office Register Maintaining

**Admission Fees :- 2000/-    Installment :- 600/- × 10 Fees at a time :- 7,500/-**  
**(Exam Fees will be charged extra)**

**DIPLOMA IN FINANCIAL ACCOUNTING (DFA)**

**COURSE DURATION :- 6<sup>th</sup> Months    COURSE CODE :- 005**  
**Eligibility :- 10<sup>th</sup> Passed**

**Course Content**

- Manual Accounting
- Golden Rules of Accounts
- Journal
- Posting
- Ledger Posting
- Single, Doubles, Triple Column Cash Book
- Trial Balance
- P/L Account
- Balance Sheet
- Final Account
- Accounting Through Tally
- Accounts Management
- Taxation – Vat, TDS, Service Tax
- Stock Management
- Report Generation
- Real Life Project Through Tally

**Admission Fees :- 1000/-    Installment :- 500/- × 5 Fees at a time :- 3,000/-**  
**(Exam Fees will be charged extra)**



**CERTIFICATE IN DESK TOP PUBLISHING (CDTP)**

**COURSE DURATION :- 6<sup>th</sup> Months    COURSE CODE :- 006**

**Eligibility :- 10<sup>th</sup> Passed**

**Course Content**

- Fundamental of Computer & Operating System – Windows Vista
  
- MS Office 2007 Word.
- Adobe PageMaker.
- Corel Draw
- Use of Bengali fonts in publications.
  - **Admission Fees :- 600/-    Installment :- 300/- × 5 Fees at a time :- 2000/-**
  - **(Exam Fees will be charged extra)**

**DIPLOMA IN DESK TOP PUBLISHING (DDTP)**

**COURSE DURATION :- 12<sup>th</sup> Months    COURSE CODE :- 007**

**Eligibility :- 10<sup>th</sup> Passed**

**Course Content**

**Semester-I**

- Fundamental of Computer & Operating System – Windows Vista
- MS Office 2007 Word.
- Adobe PageMaker.
- Corel Draw
- Use of Bengali fonts in publications.

**Semester-II**

- Scanning & Editing Images of publications.
- Adobe Photoshop's.
- Freehand
- Flash
- Internet & E mail.

**Admission Fees :- 1000/-    Installment :- 400/- × 10 Fees at a time :- 4,500/-**  
**(Exam Fees will be charged extra)**

**CERTIFICATE IN BASIC MULTIMEDIA (CBM)**

**COURSE DURATION :- 6<sup>th</sup> Months    COURSE CODE :- 015**  
**Eligibility :- 10+2 Passed / Appeared or 10 passed / appeared with**  
**CDTP / DDTP From NCSM**

**Course Content**

**CREATING ILLUSTRATION:**

Adobe Illustrator CS 2  
Corel Draw

**SOUND Editing:**  
Sound Forge

**IMAGING:**

Adobe Photoshop

**2D ANIMATION:**

Flash

**AUTHORING:**

Adobe Director

**Admission Fees :- 2000/-    Installment :- 800/- × 4 Fees at a time :- 5000/-**  
**(Exam Fees will be charged extra)**

**DIPLOMA IN MULTIMEDIA, ANIMATION &**  
**VIDEO EDITING (DMA)**

**COURSE DURATION :- 12<sup>th</sup> Months    COURSE CODE :- 016**  
**Eligibility :- 10+2 Passed / Appeared or 10 passed / appeared with**  
**CDTP / DDTP From NCSM**

**Course Content**

**CREATING ILLUSTRATION:**

Adobe Illustrator CS 2  
Corel Draw

**SOUND Editing:**  
Sound Forge

**IMAGING:  
EDITING:**

Adobe Photoshop

**VIDEO COMPOSITING &**

Adobe Aftereffects

**2D ANIMATION:**

Flash

**3D ANIMATION:**

Autodesk 3ds Max  
Autodesk Maya

**AUTHORING:**

Adobe Director

**Course Fees :- 15000/- (incl. Admission Fees of Rs.1000/-)**  
**(Exam Fees will be charged extra)**

**COMPUTER AIDED DESIGN (CAD)**

**COURSE DURATION :- 6<sup>th</sup> Month    COURSE CODE :- 012**  
**Eligibility :- Polytechnic Student / Diploma in Engineering or higher.**

**Course Content**

- Fundamentals of Computer & Operating System – Windows Vista
- MS-Word 2007
- AUTOCAD
- Internet & W-mail

**Admission Fees :- 1200/-    Installment :- 500/- × 4 Fees at a time :- 3000**  
**(Exam Fees will be charged extra)**

**CERTIFICATE IN DATA ENTRY OPERATOR (CDEO)**

**COURSE DURATION :- 6<sup>th</sup> Months    COURSE CODE :- 0017**  
**Eligibility :- 8<sup>th</sup> Appeared or higher**

**Course Content**

- Fundamentals of Computer
- Operating System- Windows 7
- Typing with Office package
- Typing with Kiran Typing Tutor (40 WPM)
- Data Entry

- Internet & Email

**Admission Fees :- 800/-    Installment :- 500/- × 5 Fees at a time :- 3000/-**  
**(Exam Fees will be charged extra)**

**CERTIFICATE IN BASIC MULTIMEDIA (CBM)**

**COURSE DURATION :- 6<sup>th</sup> Months    COURSE CODE :- 0018**  
**Eligibility :- Knowledge of DDTP**

**Course Content**

- Adobe Illustrator
- Corel Draw
- Photoshop
- 2D Animation with Flash
- Swish Max
- Adobe Director
- Sound Editing

**Admission Fees :- 1000/-    Installment :- 500/- × 5 Fees at a time :- 3000/-**  
**(Exam Fees will be charged extra)**

**CERTIFICATE IN WEB DESIGNING (CWD)**

**COURSE DURATION :- 6<sup>th</sup> Months    COURSE CODE :- 0019**

**Eligibility :- Knowledge of DDTP**

**Course Content**

- Concept of Internet, Protocols, Browsers
- Domain names & registering Domain names
- HTML,DHTML,XML,AND Java Script
- Implementation using Dreamweaver
- Gif Animator, Cool 3D
- Project on Webpage Designing
- Web Hosting

**Admission Fees :- 1500/-    Installment :- 500/- × 5 Fees at a time :- 3500/-  
(Exam Fees will be charged extra)**

**DIPLOMA IN ACCOUNTS & TAXATION (DAT)**

**COURSE DURATION :- 6<sup>th</sup> Months    COURSE CODE :- 0020**

**Eligibility :- Knowledge of DFA**

**Course Content**

- Taxation Software
- E- TDS & Vat Return
- It Return
- E- Filling
- Share Trading Concept
- Income Tax
- Service Tax

**Admission Fees :- 1000/-    Installment :- 500/- × 5 Fees at a time :- 3000/-  
(Exam Fees will be charged extra)**

**MULTIMEDIA IN VIDEO EDITING (MVE)**

**COURSE DURATION :- 6<sup>th</sup> Months    COURSE CODE :- 0021**

**Eligibility :- Knowledge of CBM**

**Course Content**

- Adobe Photoshop
- Sound Editing With Sound Force
- Adobe After Effect
- Pinnacle Studio
- Adobe Premiere

**Admission Fees :- 1500/-    Installment :- 500/- × 5 Fees at a time :- 3500/-  
(Exam Fees will be charged extra)**

**CERTIFICATE IN BASIC COMPUTER (CBC)**

**COURSE DURATION :- 3 Months    COURSE CODE :- 023**

**Eligibility :-8<sup>th</sup> Appeared or higher**

**Course Content**

- Fundamental of Computer & Operating System – Windows Vista
- MS Office 2007 (Word, Excel, Power Point)
- Internet & E-mailing

**Admission Fees :- 500/-    Installment :- 500/- × 2 Fees at a time :- 1400/-**

**(Exam Fees will be charged extra)**

**SPOKEN ENGLISH**

**COURSE DURATION :- 6 Months    COURSE CODE :- 024**

**Eligibility :-12<sup>th</sup> Pass**

**Course Content**

- Basics of communication
- Basic English Grammar
- Common Conversational Structure
- Public speaking skills
- Group Discussion
- Personality Development
- Interview skills

**JUNIOR – IT**

**(FOR KIDS)**

**Course Contain**

Fundamental of Computer  
Painting  
Screensaver and Wallpaper  
MS Word  
MS Power point  
Computer Games  
Logo Software  
Photoshop  
Eligibility : Above 5 Years

Course Code: 008

Admission Fees :- 500/-    Installment :- 200/- × 11 Fees at a time :- 2500/-

Course Duration : 1 Year

# About this Institute



Website: [nscsm.net.in](http://nscsm.net.in)

**contact us**

## **NATIONAL COMPUTER SAKSHARTA MISSION**

### **Corporate Office:**

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