

SNEHA COMPUTER CLASSES

Near PNB Bank, Andhratharhi, (Madhubani)-847401

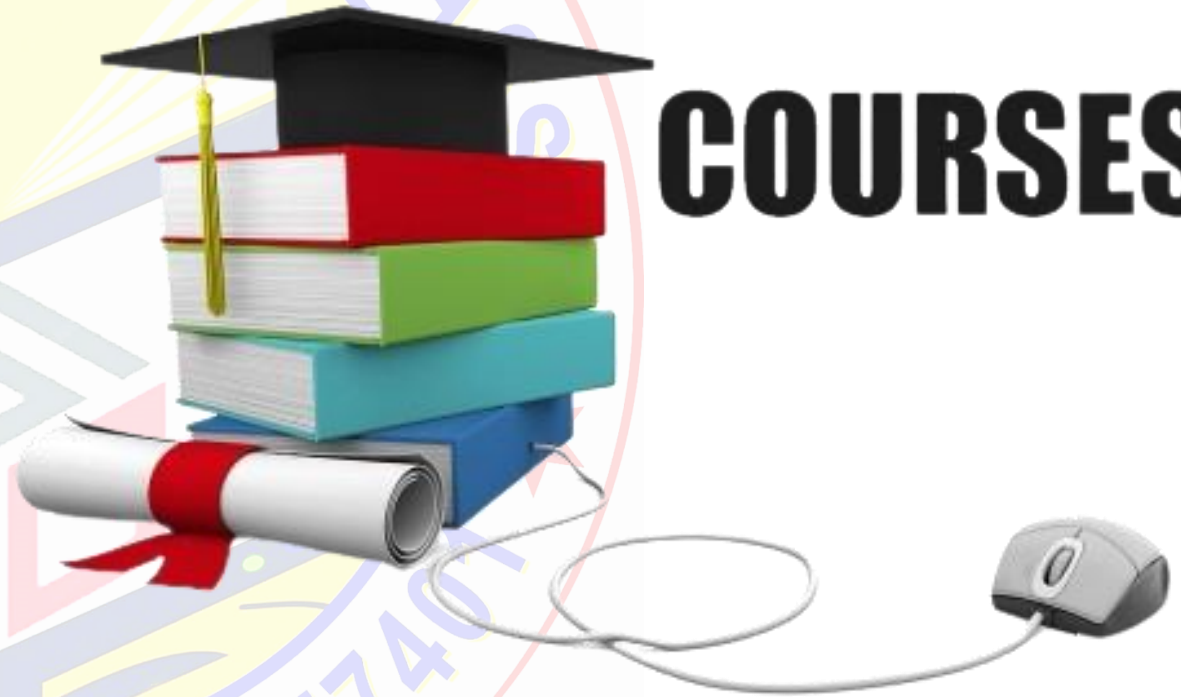


<https://snehacomputerclasses.in/>

Course Offered :

- ❖ **BCC**
- ❖ **CCC**
- ❖ **DCA**
- ❖ **ADCA**
- ❖ **TALLY Prime**
- ❖ **DTP**
- ❖ **Typing**
- ❖ **Online Test Series (Mock Test)**

COURSES



3

BCC (BASIC COMPUTER COURSES)

Duration- One Month

Eligibility : Open For All (From Class 8th)

Lab Class- Video Mode

Class- Offline

One Day Lab & Second Day Class



Course Content (BCC)



1. Knowing Computer

- Computer Basics , Setting up and Working of a Computer.

2. Operating System and Computer Basics

- Getting started with Operating System ,File and Folder Management, Using Accessories.

3.Using the Word Processing Program

Getting started with Microsoft Word , Creating and Managing Documents.

4. Using Spreadsheet

- Getting started with MS Excel, Working with Worksheets.

Course Content (BCC)

5. Making Small Presentations

Getting started with MS PowerPoint , Presentation of Slides.

6. Introduction to the Internet

7. Communication Tools





Basic Computer Course

Certificate of Completion

*A valid Certificate of Completion
will be provided to you
by CSC Academy.*

FREE

Duration- 01 Month

Certificate No: CSC8221147834



Certificate of Completion

This is to certify that Mr./ Ms. NISHI MISHRA

Daughter/ Son/ Wife of Shri. RAM CHANDRA has successfully completed

36 Hours of Basic Computer Course Training offered by CSC Academy.

We have verified and confirm that NISHI MISHRA possesses the required skills to operate the Computer and Internet.

Place: New Delhi

Date: 12-02-2018



CSC Academy

CCC (Course In Computer Concept)

- **Duration-** 3 Months
- **Eligibility-** No minimum qualification is required for applying and appearing for the examination in CCC.
- **Class Mode-** Offline (Same day Class and Lab 1 Hr. Daily)
- **Exam Mode-** Online
- **Job Role-** Computer Operator, Data Entry Operator, Office Assistant, Social Media Operator.

It helps an individual improve his computer skills and understanding of basic computing concepts.

CCC Study Centre:-



सत्यमेव जयते

इलेक्ट्रॉनिकी एवं
सूचना प्रौद्योगिकी मंत्रालय
MINISTRY OF
ELECTRONICS AND
INFORMATION TECHNOLOGY



Skill India
कौशल भारत - कुशल भारत



Accr. No : 70000768

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.ई.सू.सं.)

National Institute of Electronics & Information Technology, Govt. Of India

इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार

NIELIT FACILITATION CENTER



SNEHA COMPUTER CLASSES

Course Content (CCC)

Chapter-1 Introduction To Computer.

Chapter-2 Introduction To Operating System

Chapter-3 Word Processing

Chapter-4 Spread Sheet

Chapter-5 Presentation

Chapter-6 Introduction On To Internet And Www

Chapter-7 E-mail, Social Networking And E-governance Services

Chapter-8 Digital Financial Tools And Application

Chapter-9 Overview Of Future Skills & Cyber Security





Exam Fee- 600/-
Course Fee-2500/-
Duration- 3 Months

100%
JOB
Assistance

राष्ट्रीय इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
 NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)
 (एन आइ ई आई टी) और सूचना प्रौद्योगिकी विभाग, भारत और सूचना प्रौद्योगिकी विभाग, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था।
 (An Autonomous Scientific Society of Department of Electronics and Information Technology,
 Ministry of Communications and Information Technology, Government of India)

आम संख्या / SI No: 00582606

रा.इ.सू.प्रौ.सं.
 NIELIT

कंप्यूटर अवधारणाओं पर पाठ्यक्रम
 प्रमाणपत्र
 CERTIFICATE

नाम Name: ASHISH SRIVASTAVA
 माता का नाम Mother's Name: MANORAMA SRIVASTAVA
 पिता का नाम Father's Name: ALOK KUMAR SRIVASTAVA
 संरक्षक का नाम Guardian's Name: XXXXXX
 संस्था का नाम Name of the Institute: APN INSTITUTE OF EDUCATION, BAREILLY
 अप्रत्यक्ष उम्मीदवार Direct Candidate: XXXXXX
 अनुसूचित संख्या Roll Number: GO1410008583

यह प्रमाणित किया जाता है कि उपरोक्त उम्मीदवार को राष्ट्रीय इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.) द्वारा अक्टूबर २०१४ में आयोजित कंप्यूटर अवधारणाओं पर पाठ्यक्रम (सीसीसी) की परीक्षा सफलतापूर्वक उत्तीर्ण करने के उपरान्त कंप्यूटर अवधारणाओं पर पाठ्यक्रम का प्रमाणपत्र प्रदान किया गया है।
 This is to certify that the above mentioned candidate is awarded with the Certificate of Course on Computer Concepts, after the candidate has successfully passed the examination of Course on Computer Concepts (CCC) conducted by National Institute of Electronics and Information Technology (NIELIT) during OCTOBER 2014

उम्मीदवार को **C** ग्रेड प्रदान किया गया है।
 Candidate has been awarded **C** Grade.

ग्रेडों का अर्थ (GRADE LEGEND)				
ग्रेड	A	B	C	D
	> 85%	75%-84%	65%-74%	55%-64%

Vishal Maurya
 जिला अधिकारी (सीसीसी)
 OFFICER-IN-CHARGE (CCC)
 दिनांक/Date: 10-APR-2015

मुख्य नियंत्रक (सीसीसी)
 CHIEF CONTROLLER OF EXAMINATIONS (CCC)
 सीसीसी क्षेत्रीय केंद्र
 GORAKHPUR

DCA (Diploma In Computer Application)



- **Duration-** 4 to 6 Months
- **Eligibility-** Minimum qualification 10th Passed.
- **Class Mode-** Offline (Same day Class and Lab 1 Hr. Daily)
- **Exam Mode-** Online/Offline
- **Job Role-** Computer Operator, Data Entry Operator, Office Assistant/In-charge, Social Media Operator.

Diploma in Computer Application (DCA)



Course Content (DCA)

- Computer Fundamental.
- Operating System
- Word-pad
- Notepad
- Ms-Paint
- Ms-Word
- Ms- Excel
- Ms-PowerPoint
- Internet
- Cyber Security



Fee Structure (DCA)

Fee – ~~4999.00~~

2999.00

DCA



ADCA (Advance Diploma In Computer Application)



- **Duration-** 12 Months
- **Eligibility-** Minimum qualification 12th Passed.
- **Class Mode-** Offline (Same day Class and Lab 1 Hr. Daily)
- **Exam Mode-** Online/Offline
- **Job Role-** Office Assistant/In-charge, Graphics Designer, Social Media Operator, Computer Technician,

ADCA

Advanced Diploma in
Computer Application

**BASIC
TO
ADVANCE**

Course Content (ADCA)

- ❖ Computer Fundamental.
- ❖ Operating System
- ❖ Word-pad
- ❖ Notepad
- ❖ Ms-Paint
- ❖ Ms-Word
- ❖ Ms- Excel
- ❖ Ms-PowerPoint
- ❖ Internet
- ❖ Cyber Security
- ❖ Page Maker
- ❖ Photoshop
- ❖ Corel Draw
- ❖ Basic Tally Prime.



Fee Structure (ADCA)



Fee – ~~6999.00~~
5999.00

(ADCA)

Advance Diploma in Computer Application



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DTP (Desktop Publishing)

- **Duration-** 06 Months
- **Eligibility-** Minimum qualification 12th Passed.
- **Class Mode-** Offline (Same day Class and Lab 1 Hr. Daily)
- **Exam Mode-** Online/Offline
- **Job Role-** Graphic Design, Book Writing Designer, Design and layout all manner of print materials including brochures, newsletters, manuals, books, and more.

Learn
DTP
Course
(Desk Top Publishing)



Improve your
**DESIGNING
SKILLS**

- PAGE MAKER
- CORELDRAW
- ADOBE PHOTOSHOP
- INTERNET

**Duration-
6 Months**



**Course Fee-
5000.00**

<https://snehacomputerclasses.in/>

Online Test Series (Mock Test)

<http://snehaonlinetest.in/>



- | | | | |
|---------------------------|---------------------|-------------------------|----------------------------|
| › SSC | › Railways | › Banking and Insurance | › Teacher Eligibility Test |
| › Defence | › UPSC | › Entrance Test | › School Exams |
| › UP Exams | › Jharkhand Exams | › Bihar Exams | › Delhi Exams |
| › Haryana Exams | › Rajasthan Exams | › Chattisgarh Exams | › WB Exams |
| › MP Exams | › Uttarakhand Exams | › Gujarat Exams | › Himachal Pradesh Exams |
| › Jammu and Kashmir Exams | › Odisha Exams | › Other Exams | › Other State Exam |

Online Test Series (Mock Test)



- **Duration-** 01 Month
- **Eligibility-** Minimum qualification 10th Passed.
- **Test Mode-** Online (Per day 2 Mock test).

- ✓ 1 Month Validity
- ✓ Unlimited Mock Test
- ✗ Subject Test
- ✗ Tutorials
- ✓ Analysis Report

Only
99/- per
month

Tally Prime

- **Duration-** 03 Months
- **Eligibility-** Minimum qualification 12th Passed, Commerce Student, any Professional shopkeeper.
- **Class Mode-** Online (Same day Class and Lab 1 Hr. Daily)
- **Lab Mode-** Online/Offline
- **Exam Mode-** Online/Offline
- **Job Role-** Accountant, Cashier, CA etc

Tally
POWER OF SIMPLICITY

 **TallyPrime**
#MakeEveryDaySimple



Learn Tally.Erp9
Tally Prime
Online & Offline
.....
LEARN FROM PROFESSIONALS

**03
Months**

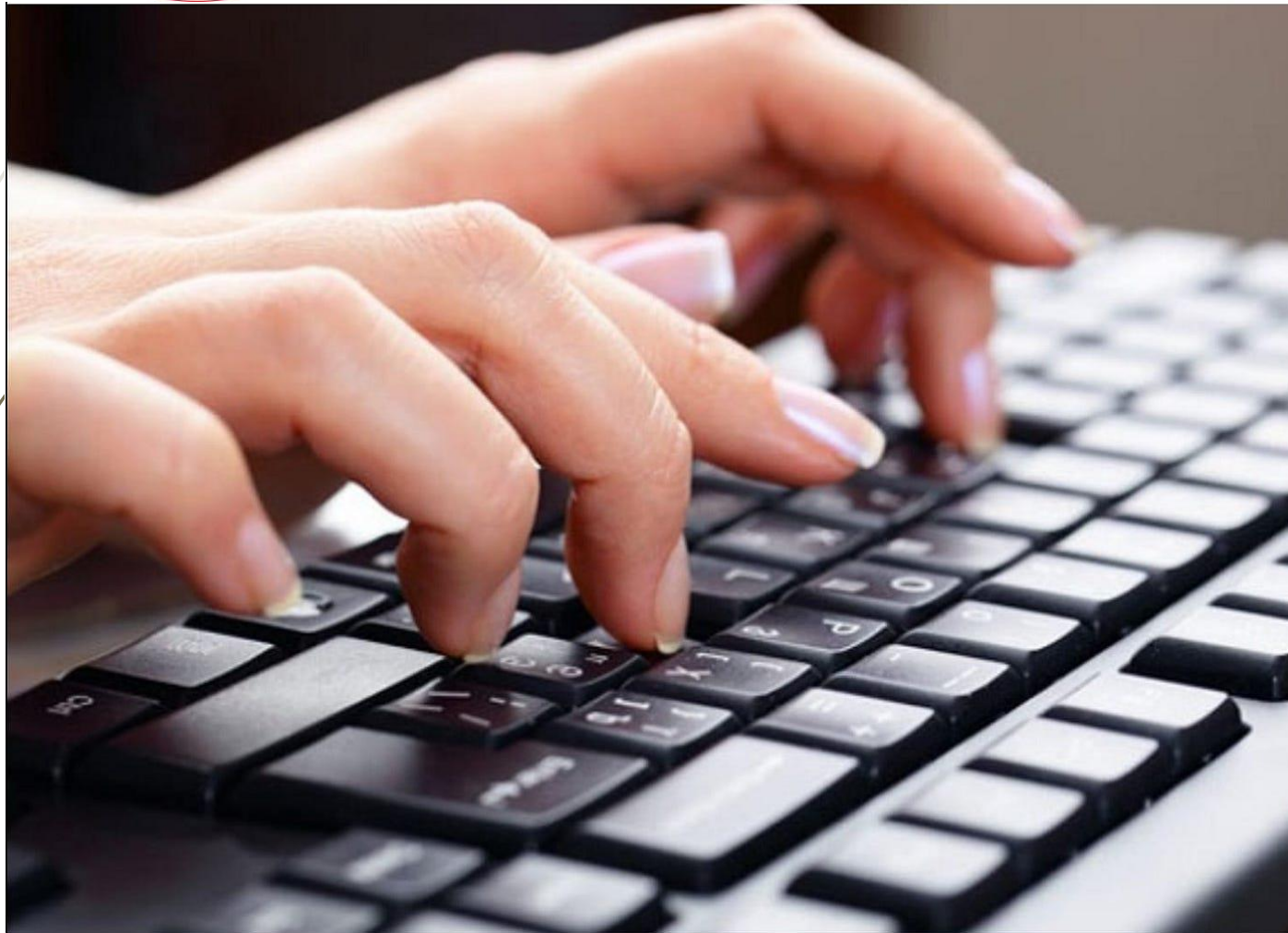
**ADMISSION
OPEN**



**Course
Fee
3000.00**



HINDI/ ENGLISH TYPING COURSE



500.00
Per
Month
1 Hr Daily