

**1) Advance Diploma In Computer Application (ADCA)**

**DURATION: 12 MONTH /2SEM**

**Eligibility : 10th /12th**

**Computer Concept & Fundamentals  
With Introduction to Internet & Email  
Operating System  
Typing  
MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)  
Bangle Word  
HTML & Front Page**

**- C Language  
- Programming in C++  
- Java  
- Photo Shop**

**2) Diploma In Computer Application (DCA)**

**DURATION: 6 MONTH /2SEM**

**Eligibility : 8th /10th**

**Computer Concept & Fundamentals  
With Introduction to Internet & Email  
Operating System  
Typing  
MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)  
Bangle word**

**- Bangle word  
- Internet  
- Online Searching  
- Download, From Fill up**

# NICM-Computer Course Offered

## 3) Diploma in Office IT Management (DOIM)

**DURATION: 12 MONTH /2SEM**

**Eligibility: 10th /12th**

**Code No.**

**Computer Concept &  
Fundamentals**

**With Introduction to  
Internet & Email**

**Operating System**

**Typing**

**MS-Office (MS-Word, MS-  
Excel, MS-Power Point,  
MS-Access), Bangle word**

**- Bangle word**

**- Internet**

**- Online Searching**

**- Download, From Fill up**

**- Basics of Financial**

**- Accounting**

**- Computerized Accounting**

**( Voucher Pass , GST, TDS , E- Filling )**

**D.T.P. (Page Maker, Corel, Draw, Photoshop)**

**Digital Marketing Training**

## 4) Diploma in Financial Accounting (DFA)

**DURATION: 6 MONTH /**

**Eligibility : 10th**

**Manual Accounting,  
Golden Rules of Accounting,  
Journal & Ledger Posting,  
Cash Book, Trial Balance  
through tally-ERP,  
Accounts Management,  
Voucher -Entry,  
Taxation (GST, , TDS, Service  
Tax Report , E-Filling ,  
Real Life Project through Tally**

## 5) Desk Top Publication (DTP)

**DURATION: 6 MONTH /**

**Eligibility: 10<sup>th</sup>/ 8th**

**Computer Concept &  
Fundamentals**

**with Introduction to Internet &  
Email**

**- Operating System**

**- D.T.P. (Page Maker, Corel**

**Draw, Photo Shop)**

## NICM-Computer Course Offered

### 6) Advance Diploma In Computer Application & programming (ADCAP-Tally)

**DURATION: 12 MONTH /2SEM**

**Eligibility :12th**

<b>Computer Concept &amp; Fundamentals</b>	<b>- Basics of Financial Accounting</b>	<b>- C Language</b>
<b>Operating System</b>	<b>Computerized Accounting Through Tally</b>	<b>- Programming C++</b>
<b>MS-Office (MS-Word, MS- Excel, MS-Power Point, MS-Access)</b>	<b>D.T.P. (Page Maker, Core Draw, Photoshop)</b>	
<b>HTML &amp; Front Page</b>	<b>Computer Network &amp; Internet</b>	

### 7) Diploma in Internet & Web Designing (DIWD)

**DURATION: 6 MONTH /**

**Eligibility: 10<sup>th</sup>/ 12th**

**Computer Concept & Fundamentals**

- **Operating System**
- **Computer Network & Internet**
- **HTML & Front Page**
- **VB Script & Java Script**

### 8) Diploma in Computer Hardware & Networking

**DURATION: 6 MONTH**

**Eligibility : 10<sup>th</sup>/12th**

- **Analog and Digital Electronics**
- **Operating Systems :**
- **Dos**
- **Windows, NT, 2000, XP**
- **Unix**
- **Linux**
- **Microprocessors**
- **Network Fundamental**
- **Installation & Assembling**
- **Peripheral Devices Installation & Maintenance**

## NICM-Computer Course Offered

### 9) Advance Diploma in Computer Hardware & Networking

**DURATION: 12 MONTH /2SEM**

**Eligibility :10<sup>th</sup>/12<sup>th</sup>**

- Analog and Digital Electronics
- Operating Systems
- DOS, -Windows, Nt, 2000, XP, Unix, Linux
- Microprocessors
- Installation and Assembling
- Peripheral Devices Installation and Maintenance
- PC Architecture, Power Supply, Display System
- Drives, Printer and Scanner Repairing
- Virus Removing and Detection Techniques
- Network Fundamental
- Project Work / Training

### 10) Diploma in Multimedia and Graphic Animation (DMGA)

**DURATION: 12 MONTH /2SEM**

**Eligibility :10<sup>th</sup>/12<sup>th</sup>**

- Computer Concept & Fundamentals
- Operating System
- MS-Office (MS-Word, MS-Excel, MS-Power Point, MS- Access)
- D.T.P. (Corel Draw, Photoshop, PageMaker)
- Adobe Premier
- Dream Weaver, Flash
- Adobe Illustrator and Freehand

### 11) Advance Diploma in Computer Application & Web Design (ADCA- WD)

**DURATION: 12 MONTH /2SEM**

**Eligibility :10<sup>th</sup>/12<sup>th</sup>**

- Computer Concept & Fundamentals with Introduction to Internet & Email
- Operating System
- MS-Office (MS-Word, MS-Excel, MS-Power Point, MS-Access)
- Computer Network & Internet
- HTML & Front Page
- D.T.P. (Corel Draw, Photoshop, Page Maker)
- Java Script & VB Script
- Dream Weaver, Flash
- ASP/PHP
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# NICM-Computer Course Offered

## 12) Advance Diploma in Information Technology & Multimedia (ADITM)

**DURATION: 12 MONTH /2SEM**

**Eligibility :10<sup>th</sup>/12<sup>th</sup>**

**Computer Concept & Fundamentals**  
**with Introduction to Internet & Email**  
**Operating System**  
**MS-Office (MS-Word, MS- Excel, MS-Power Point, MS- Access)**  
**Photoshop special course**

- **Video Editing**
- **Adobe premiere**
- **After effects Motion Graphics**
- **Lab-II**

## 13) Diploma in Information Technology (DIT)

**DURATION: 6 MONTH**

**Eligibility :10<sup>th</sup>/12<sup>th</sup>**

**Computer Concept & Fundamentals**  
**- Operating System**  
**- MS-Office :**  
**-MS-Word**  
**-MS- Excel**  
**-MS-Power Point**  
**-MS-Access**  
**- Computer Network & Internet**  
**- Programming in C++**

## 14) Certificate in Auto CAD

**DURATION: 6 MONTH**

**Eligibility :10<sup>th</sup>/12<sup>th</sup>**

**Getting Started with AutoCAD**  
**Basic Drawing & Editing Commands**  
**Projects - Creating a Simple Drawing**  
**Drawing Precision in AutoCAD**  
**Advanced Object Types**  
**Analyzing Model and Object Properties**  
**Projects - Drawing Organization & Information**  
**Projects - Creating More Complex Objects**  
**Setting Up a Layout**  
**Printing Your Drawing**  
**Projects - Preparing to Print**

## NICM-Computer Course Offered

### 15) Diploma In Teacher Training Application (DTTA)

**DURATION: 12 MONTH /2SEM**

**Eligibility :10<sup>th</sup>/12<sup>th</sup>**

#### **Fundamentals**

- with Introduction to Internet & Email

- Operating System

- MS-Office (MS-Word, MS-

Excel, MS-Power Point, - MS-Access)

- School Organization & Administration

- Java

- Visual Basic

- HTML & Front Page

- Methods of Teaching

- Personality Development

- Lab-II

### 16) Diploma Course In Primary Computer Teacher Training (DCPCTT)

**DURATION: 12 MONTH /2SEM**

**Eligibility :10<sup>th</sup>/12<sup>th</sup>**

#### **Fundamentals**

Psychology

- with Introduction to Internet & Email

- Operating System

- MS-Office (MS-Word, MS-

Excel, MS-Power Point, - MS-Access)

- School Organisation & Administration

- Children

- Methods of Teaching

- Personality Development

- Lab-II

### 17) Certificate in Information Technology (CIT)

**DURATION: 3 MONTH /**

**Eligibility :5<sup>th</sup> /7<sup>th</sup>**

- Computer Fundamental

- Windows Operating System

- MS Word

- MS Excel

- MS Power Point

- MS Access

- Internet

- Lab-I

# NICM-Computer Course Offered

## 18) Diploma in Mobile Repairing (DMR)

**DURATION: 6 MONTH /**

**Eligibility :5<sup>th</sup> /7<sup>th</sup>**

- **Basic Mobile Phone Mobile Repairing Tools**
- **Mobile Software • Various Mobile Circuit**
- **Mobile Phone Faults • Mobile Phone Repairing**
- **Downloading Techniques**

## 19) Advance Diploma in Mobile Repairing (ADMR)

**DURATION: 12/ MONTH /**

**Eligibility :5<sup>th</sup> /7<sup>th</sup>**

- **Basic Mobile Phone Mobile Repairing Tools**
- **Mobile Software • Various Mobile Circuit**
- **Mobile Phone Faults • Mobile Phone Repairing**
- **Downloading Techniques**
- **Smart Phone Technology**
- **Android System**
- **Windows Phone**
- **Project Work**

## 20) Diploma in Retail Management

**DURATION: 6 MONTH /**

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

- Marketing and its core concepts.
- **Functions of Marketing.**
  - **Product Planning and Development.**
  - **Meaning and Significance of Price.**
  - **Sales Promotion.**
  - **Personal Selling and Public Relations.**
  - **Sales Management.**
  - **Selling Process**