

# GURUKUL INSTITUTE OF MANAGEMENT & INFORMATION TECHNOLOGY

## DCA (Diploma in Computer Application) +BCC (Basic Computer Course)

### **DCA Course(6Months):**

#### ➤ **THEORY SECTION**

- INTRODUCTION TO COMPUTER
- DCA
- INTERNET
- NUMBER SYSTEM

#### ➤ **PRACTICAL SECTION**

- TYPING PRACTICE (ENGLISH)
- NOTEPAD
- MS-PAINT
- WORDPAD
- MS-WORD (Basic to Advance)
- MS-EXCEL (Basic to Advance)
- MS-POWER POINT (Basic to Advance)
- HTML (Web Programming)
- MS-DOS
- INTERNET

### **COURSE DURATION**

- Regular Class in 3 Months
- AlterNet Class in 6 Months

### **FEE STRUCTURE**

- Course fee : Rs 4000/- (Course Fee + Exam Fee)
- One Time fee : Rs 3600/- (Course Fee + Exam Fee)
- Two times Installment : Rs 1900 X 2 = 3800/- (Course Fee + Exam Fee)
- Three times Installment : Rs 1600 X 2+800=4000/- (Course Fee + Exam Fee)

### **Basic Computer Course(2 Months online course):**

#### Basic Computer Course (BCC)

Certificate awarded by N.I.E.L.I.T.  
An Autonomous Scientific Society of Department  
of Electronics & IT (DeitY) Government of India.

Duration: 45 Days  
Eligibility: 8th and Above  
Code: BCC

Knowing Computer  
Operating Computer using GUI Based Operating System  
Understanding Word Processing  
Using Spread Sheet  
Communication using the Internet  
WWW and Web Browsers  
Communications and Collaboration  
Making Small Presentation



#### Documents Required for DCA + BCC

1. 10<sup>th</sup> MARKSHEET XEROX
2. AADHAR CARD XEROX
3. ONE COLOUR PHOTOGRAPH

TATA KANDRA MAIN ROAD CHHOTA GAMHARIA NEAR BHARAT PETROLEUM, SERAIKELLA KHARSAWAN  
MOBNO: 8603214022, 9128223040, 06573566966  
Email id:mygmiit@gmail.com Website: www.gmiit.in

Certificate No: GMIIT219 Enrollment No: GMIIT/1000/219

**Certificate**

This is to certify that

**Mr./Mrs/Miss: KOMAL KUMARI** Session: 2024

**Father's Name: KAMLESH KUMAR** D.O.B: 21/10/2003

Has Successfully Completed the Course:  
**Diploma in Computer Application (DCA)**

And Secured: 0% In the Grade: FAIL

Course Duration: 6 MONTHS Centre Code: GMIIT/CN1

Centre Name: GURUKUL INSTITUTE OF MANAGEMENT & INFORMATION TECHNOLOGY

Centre Address: Chhota Gamharia Saraikela Kharsawan Jharkhand 832108

Date of Issue: 01/01/1970

Head Office: Near Bharat Petroleum, Chhota Gamharia, Saraikela Kharsawan, Jharkhand 832108

Click On "Certificate Verify" Tab in www.gmiit.in For Certificate Verification Email: gmiit@gmail.com

**Statement of Marks**

Student's Name : KOMAL KUMARI Dob : 21/10/2003

Father's Name : KAMLESH KUMAR Mother's Name : CHANDA DEVI

Course Name : Diploma in Computer Application (DCA) Enrollment No : GMIIT/1000/219

Centre Code : GMIIT/CN1 Certificate No : GMIIT219

Session : 2024 Course Duration : 6 MONTHS

Centre Name : GURUKUL INSTITUTE OF MANAGEMENT & INFORMATION TECHNOLOGY

Centre Address : Chhota GAMHARIA Saraikela Kharsawan Jharkhand 832108

PAPER/SUBJECT	MARKS		GRADE	PERCENTAGE	STATUS
	Min	Max			
Total Marks Obtained					FAIL
Grand Total					

Date of Issue: 01/01/1970

Click On "Certificate Verify" Tab in www.isita.foundation For Certificate Verify

**CSC ACADEMY**

Certificate No: CSC3651220024

## Certificate of Completion

This is to certify that Mr. / Ms. ABHISHEK KUMAR TIWARY  
 Daughter/ Son/ Wife of Shri. RAMESH KUMAR TIWARY has successfully completed  
 Basic Computer Course Training offered by CSC Academy.

We have verified and confirm that ABHISHEK KUMAR TIWARY possesses the required  
 skills to operate the Computer and Internet.

Place: New Delhi  
 Date: 15-06-2021

*Rishikesh Patankar*  
**Rishikesh Patankar**  
 Chief Operating Officer  
 CSC Academy