



# DCEC

Dibrugarh Computer  
Education Centre

A Premier Institute  
For

**COMPUTER**

**Education & Training**



Na masjid Path Near  
Khemani Petrol Pump,  
Boiragimoth, Dibrugarh,  
786003

# 2025



*Empowering  
Minds  
Transforming  
Futures*



# PROSPECTUS



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Dibrugarh Computer Education  
Centre



dibrugarh\_computer\_edu\_centre

# WELCOME MESSAGE



***Dear Prospective*** Students,

Thank you for your interest in DCEC, the ***Dibrugarh Computer Education Centre***

Welcome to **DIBRUGARH COMPUTER EDUCATION CENTRE**, where we are committed to providing high-quality computer education that is both accessible and affordable. In a world driven by technology, we aim to equip you with the skills and knowledge essential for success.

Our courses are certified by DITRP (Digital Information Technology & Research for Professionals), an organization recognized and registered by the Government of India. This ensures that you receive industry-relevant and nationally recognized credentials to boost your career prospects.

With a focus on practical training and real-world applications, we are here to help you turn your aspirations into achievements. Join us at DIBRUGARH COMPUTER EDUCATION CENTRE and take the first step toward a bright, technology-driven future.

**MD. AZIZ BARMAN**

**(BCA, MCA)**

Centre Director

Dibrugarh Computer Education Centre

# ABOUT US

**DIBRUGARH COMPUTER EDUCATION CENTRE** is a leading institution in the field of computer and IT education. Our goal is to deliver quality learning experiences at affordable prices. We strive to empower students with the skills needed to thrive in the ever-evolving digital landscape.

## OUR VISION

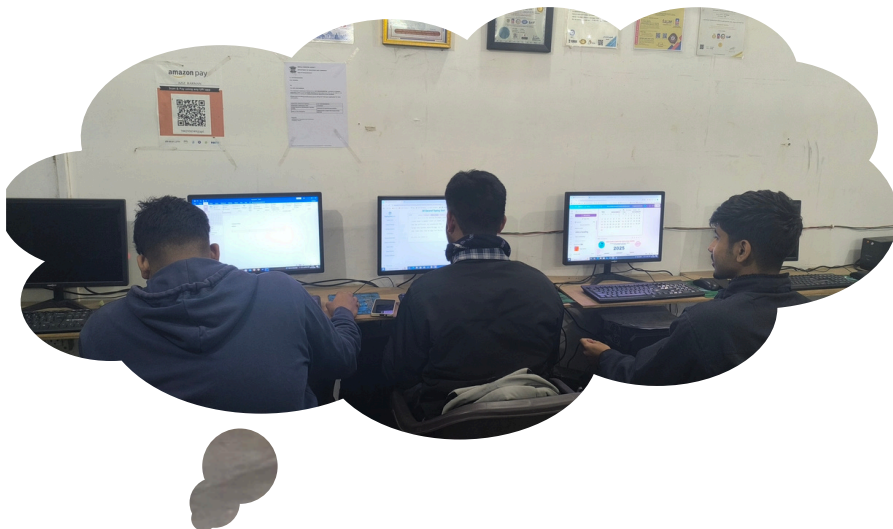
To provide accessible, high-quality computer education that prepares students for success in a technology-driven world.

## OUR MISSION

To equip our students with essential IT skills and a foundation in practical applications, ensuring they can confidently enter the workforce or pursue further education.

## CORE VALUES

- ❑ **Quality Education:** High-standard curriculum taught by experienced faculty.
- ❑ **DITRP Certification:** Recognition from DITRP, adding significant value to our programs.
- ❑ **Career Readiness:** Programs designed with practical skills for real-world applications.



# WHY TRUST US?

## WHY DIBRUGARH COMPUTER EDUCATION CENTRE STANDS OUT

Choosing the right educational institution is a critical decision. At **DIBRUGARH COMPUTER EDUCATION CENTRE**, we pride ourselves on offering a unique and comprehensive learning experience tailored to help you succeed in the tech industry.

Here's why students trust us:

- 1. Experienced Faculty:** Learn from professionals with extensive expertise in their respective fields. Our instructors are not just teachers—they are mentors dedicated to your success.
- 2. Practical Learning:** Engage in hands-on lab sessions, real-world projects, and interactive workshops designed to build your confidence and technical skills.
- 3. Industry-Relevant Curriculum:** Our programs are carefully crafted to align with the latest industry standards, ensuring you gain the skills employers demand.
- 4. Affordable Fees:** We believe quality education should be accessible to everyone. Our affordable fee structure ensures you get exceptional value for your investment.
- 5. Government-Recognized Certification:** All our courses are certified by **DITRP (Digital Information Technology & Research for Professionals)**, recognized and registered by the **Government of India**, adding credibility to your qualifications.
- 6. State-of-the-Art Infrastructure:** Study in a modern, tech-friendly environment equipped with the latest tools and resources to enhance your learning experience.
- 7. Inclusive Learning Environment:** We foster a welcoming and supportive community that encourages diversity, collaboration, and innovation.
- 8. Flexibility:** Choose from a range of courses designed for beginners, professionals, and everyone in between. With flexible learning options, you can balance your education with other commitments.



# COURSE OVERVIEW

## COURSES OFFERED:

At **DIBRUGARH COMPUTER EDUCATION CENTRE**, we offer a variety of programs that provide students with practical, industry-relevant skills, ensuring they are prepared for careers in both the private and government sectors. Below is an overview of the programs we offer:

### **1. ADVANCED DIPLOMA IN COMPUTER APPLICATIONS (ADCA)**

This comprehensive program offers a strong foundation in computer applications, including essential skills for IT professionals. It covers areas such as office automation, desktop publishing, networking, and hardware, preparing students for careers in IT departments and government IT roles.

### **2. ADVANCED DIPLOMA IN OFFICE AUTOMATION & PUBLISHING (ADOAP)**

This program focuses on office automation tools and publishing software. It helps students develop proficiency in MS Office, desktop publishing, graphic design, and basic networking, making them ready for roles in office management, publishing, and administration in both corporate and government offices.

### **3. DIPLOMA IN COMPUTER APPLICATIONS (DCA)**

A shorter program designed to equip students with core skills in computer usage, office software, and internet applications. Ideal for those entering the IT field or seeking clerical and data entry roles in the private and government sector.

#### **4. POSTGRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)**

This advanced course is ideal for graduates who wish to specialize in computer applications. It focuses on web development, programming languages, and system analysis, preparing students for senior roles in IT both in the private and government sectors.

#### **5. SHORT-TERM CERTIFICATE COURSES (3-MONTH AND 1-MONTH)**

Our specialized short-term courses are designed to quickly equip students with skills that are in high demand. These include:

- ☐ Basic Computer Skills
- ☐ Web Development (HTML, CSS, JS)
- ☐ Graphic Design (Photoshop, Illustrator)
- ☐ Tally & Accounting Software
- ☐ Digital Marketing
- ☐ Data Entry & Office Automation
- ☐ Advance MS Excel
- ☐ Use of AI and Emerging Technologies
- ☐ etc.



These short-term programs are ideal for individuals seeking to gain proficiency in specific areas for private-sector jobs or preparing for government recruitment exams.

#### **GOVERNMENT RECRUITMENT OPPORTUNITIES**

The skills learned in our courses are highly applicable to a wide range of roles in government recruitment, including:

- ☐ Data Entry Operators
- ☐ IT Support Staff
- ☐ Clerical and Administrative Positions
- ☐ Computer Operators
- ☐ Digital Marketing and Web Development for Government Projects

***“Master the tools of technology***

***to create a future without limits”***

# ADVANCED DIPLOMA IN COMPUTER APPLICATIONS (ADCA)

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## Course Highlights:

### Duration: 1 Year

The Advanced Diploma in Computer Applications (ADCA) is a comprehensive one year program designed for beginners and intermediate learners. It provides a strong foundation in computer applications, equipping students with practical skills for careers in IT, office management, and administrative roles in both private and government sectors.

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## Course Modules:

1. Introduction to Computer Technology and Fundamentals of Computers
  - ☐ Basics of computer systems: hardware, software, and operating systems
  - ☐ Understanding input and output devices
  - ☐ Basic computer operations and applications in daily tasks
2. MS Office Suite 2007/2013
  - ☐ Microsoft Word: Document formatting, templates and document management
  - ☐ Microsoft Excel: Data entry, formulas, functions, charts, and data analysis
  - ☐ Microsoft PowerPoint: Slide design, animations, and presentations
  - ☐ Microsoft Access: Database creation, queries, forms, and reports
3. Desktop Publishing (DTP) – Photoshop & CorelDRAW
  - ☐ Adobe Photoshop: Image editing, layering and graphic design basics
  - ☐ CorelDRAW: Vector graphics, designing logos, brochures, and print materials
4. Internet & Email
  - ☐ Understanding the internet, web browsers, and search engines
  - ☐ Basics of email: composing, replying, attachments, and email etiquette
  - ☐ Social media basics, online research, and digital literacy
5. Accounting Using Tally
  - ☐ Introduction to Tally and its features
  - ☐ Ledger creation, voucher entry, and basic financial transactions
  - ☐ Generating financial statements, GST reports, and data management in Tally
6. Basic Computer Hardware
  - ☐ Basic understanding of computer hardware components
  - ☐ Introduction to troubleshooting, maintenance, and upgrading systems

# ADVANCED DIPLOMA IN OFFICE AUTOMATION & PUBLISHING (ADOAP)

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## **Course Highlights:**

### **Duration: 1 Year**

The Advanced Diploma in Office Automation & Publishing (ADOAP) is a one year program designed to equip students with essential skills in office automation, desktop publishing, and networking. This program prepares learners for careers in office management, IT support, publishing, and administrative roles in various sectors.

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## **Course Modules:**

1. Introduction to Computer Technology and Fundamentals of Computers
  - Basics of computer systems, components, and types of software
  - Basic applications in office automation
2. MS Office Suite 2007/2013
  - Microsoft Word: Advanced document formatting and management
  - Microsoft Excel: Data management, functions, and analysis for office tasks
  - Microsoft PowerPoint: Professional presentations with multimedia
  - Microsoft Access: Basics of database management and reporting
3. Desktop Publishing (DTP) – Photoshop & CorelDRAW
  - Adobe Photoshop: Basic to intermediate graphic design and editing skills
  - CorelDRAW: Creating professional layouts for print and digital media
4. Internet & Web Technologies
  - Internet fundamentals, email usage, and communication tools
  - Using social media platforms and internet safety practices
5. Accounting Using Tally
  - Introduction to accounting principles in Tally
  - Creating ledgers, managing accounts, and GST basics
6. Basic Concepts of Hardware and Networking
  - Fundamentals of computer hardware, including key components and peripherals
  - Basics of networking, LAN/WAN, and troubleshooting office network

## POSTGRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)

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**Course Highlights:** **Duration: 1 Year** The Postgraduate Diploma in Computer Applications (PGDCA) is a 1-year advanced program designed for graduates who want to gain in-depth knowledge and practical skills in IT. This course prepares students for senior roles in the IT industry, web development, and government IT departments.

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### Course Modules:

1. Introduction to Computer Technology and Fundamentals of Computers
  - Advanced concepts in computer systems, architecture, and operating systems
  - Role of computers in businesses and IT applications in different sectors
2. MS Office Suite 2007/2013 – Advanced
  - MS Word: Document design, review features, and advanced formatting
  - MS Excel: Advanced functions, data visualization, pivot tables, and macros
  - Microsoft PowerPoint: Professional presentations with multimedia
  - MS Access: Database management, complex queries, and relational databases
3. Desktop Publishing (DTP) – Advanced Photoshop & CorelDRAW
  - Photoshop: Advanced photo editing, filters, and digital composition
  - CorelDRAW: Professional-level vector graphics and publication layouts
4. C Programming Language
  - Fundamentals of C programming, including data types and control structures
  - Functions, arrays, pointers, and file handling in C
5. Web Development
  - Basics of website design, front-end and back-end development Emerging web technologies and frameworks
6. Hardware and Networking
  - In-depth study of hardware components, installation, and maintenance
  - Networking basics, protocols, network devices, and network troubleshooting
7. Accounting Using Tally
  - Introduction to accounting principles in Tally
  - Creating ledgers, managing accounts, and GST basics



## DIPLOMA IN COMPUTER APPLICATIONS (DCA)

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### **Course Highlights: Duration: 6 Months**

The Diploma in Computer Applications (DCA) is a 6-month intensive program focused on providing foundational skills in computer applications. It is ideal for individuals seeking to build basic IT proficiency for entry-level roles in private organizations or government sectors.

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### **Course Modules:**

1. Introduction to Computer Technology and Fundamentals of Computers
  - ☐ Basics of computer systems: hardware, software, and operating systems
  - ☐ Understanding input and output devices
  - ☐ Basic computer operations and applications in daily tasks
2. MS Office Suite 2007/2013
  - ☐ Microsoft Word: Document formatting, templates and document management
  - ☐ Microsoft Excel: Data entry, formulas, functions, charts, and data analysis
  - ☐ Microsoft PowerPoint: Slide design, animations, and presentations
  - ☐ Microsoft Access: Database creation, queries, forms, and reports
3. Internet & Email
  - ☐ Understanding the internet, web browsers, and search engines
  - ☐ Basics of email: composing, replying, attachments, and email etiquette
  - ☐ Social media basics, online research, and digital literacy
4. Desktop Publishing (DTP) – Photoshop/ CorelDRAW & Canva
  - ☐ Photoshop: Basic photo editing, filters, and digital composition
  - ☐ CorelDraw: Basic-level vector graphics and publication layouts



## SHORT-TERM CERTIFICATE COURSES

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- **3-Month Certificate Courses** These programs are designed to provide a strong foundation in essential computer applications. Students will gain proficiency in MS Office, internet basics, and other core IT skills, making them job-ready for entry-level roles.
  - **1-Month Intensive Courses** Focused training programs tailored to specific skills, such as graphic design, web development, accounting software, or digital marketing. These courses are perfect for students or professionals looking to enhance their expertise in a short timeframe.
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### Highlights:

- Ideal for individuals with limited time seeking practical, job-oriented skills.
- Prepares students for industry and government roles requiring specific IT competencies.

### Some Popular Short-Term Courses We Provide:

- Certificate in Advanced Video Editing
- Certificate in Computer Application (CCA)
- Certificate in IT Proficiency with Internet
- Certificate in Web Designing
- Certificate in Hardware and Networking
- Certificate in Computer Hardware
- Certificate in MS Office
- Certificate in Computer Operator with MS Office



# FEE STRUCTURE

We offer a well-balanced and affordable fee structure that ensures access to quality education without compromising on the standards of training and certification. Our courses are designed to provide maximum value for your investment, equipping you with industry-relevant skills and certifications.

Below are the details of our fee structure:

Course	Admission Fee	Monthly Fee	Total Fee
ADCA	₹ 2000/-	₹ 800/-	₹ 12000/-
ADOAP	₹ 1500/-	₹ 700/-	₹ 11500/-
PGDCA -1 year	₹ 3000/-	₹ 800/-	₹ 13500/-
DCA	₹ 1500/-	₹ 800/-	₹ 6500/-
3-Month Certificate Courses	₹ 1500/-	₹ 700/-	₹ 4000/-
1-Month Internship Courses	₹ 1500/-	₹ 500/-	₹ 2000/-

## FEE PAYMENT POLICY:

### 1. Admission Fee:

- ☐ Non-refundable and must be paid at the time of enrollment to secure your seat.

### 2. Monthly Fee Payments:

- ☐ For long-term courses (ADCA, ADOAP, PGDCA, DCA), monthly fees should be paid by the **10th of every month**.
- ☐ **Late payment will incur a fine of ₹50/- per week.**
- ☐ **If a student fails to pay the fees for 2 months, they may be discharged from the course. However, may be allowed to continue course after clearing the pending fees.**

### 3. One-Time Payment Discount:

- ☐ Students enrolling in 1-Year courses (ADCA, ADOAP and PGDCA) can avail a **₹2,000 discount** if they pay the full course fee at the time of admission.
- ☐ ADCA/ADOAP (1-Year): ₹ 10,500 - ₹ 2,000 = ₹ 8,500/-
- ☐ PGDCA (1-Year): ₹ 13,000 - ₹ 2,000 = ₹ 11,000/-
- ☐ This offer applies only to 1-Year courses.

### 4. Certificate Issuance Policy:

- ☐ Certificates and mark sheets will only be issued after **full payment of course fees**.
- ☐ **Note:** Certificate and mark sheet issuance charges of **₹200** may apply, depending on the course and administrative requirements.

### **WHY NO GENERAL DISCOUNTS ARE OFFERED:**

1. Our fees are already affordable, ensuring everyone can access quality computer education.
2. Discounts may compromise the quality of:
  - ☐ Expert faculty training.
  - ☐ State-of-the-art infrastructure and computer labs.
  - ☐ Comprehensive study materials and software access.

### **REFUND POLICY:**

- ☐ Admission fees and monthly fees are **non-refundable**, except in cases of administrative cancellation of a course.

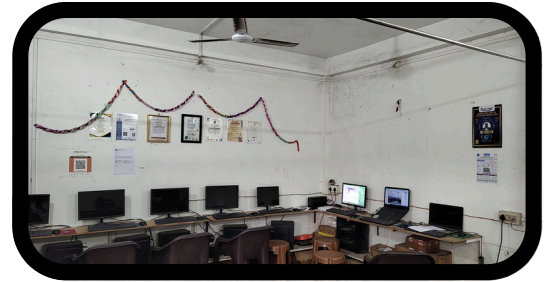
We aim to provide transparent, affordable, and flexible fee structures while maintaining high standards.

# FACILITIES

At our institute, we are committed to providing the best facilities and resources to ensure a holistic and enriching learning experience.

## 1. Computer Lab

- ❑ A fully equipped computer lab with the latest hardware and software.
- ❑ High-speed internet access for projects and real-time learning.



## 2. Library Access

- ❑ A well-stocked library with books on programming, application development, IT trends, and emerging technologies.
- ❑ Digital resources and e-books for enhanced learning and reference.



## 3. Study Material

- ❑ Comprehensive course notes and practice exercises tailored to each course module.
- ❑ Access to digital resources and industry-relevant tools to support self-paced learning.

## 4. Career Guidance

- ❑ Resume-building workshops to help you create a professional profile.
- ❑ Career counseling to guide toward the right career path in the IT sector.
- ❑ Placement support to connect with job opportunities in leading sectors.

We provide a supportive learning environment with top-notch facilities, resources, and career guidance to empower our students for success.





# ADMISSION PROCESS

## ELIGIBILITY CRITERIA

- ☐ ADCA, ADOAP, and DCA: Open to high school graduates (10th /12th grade).
- ☐ PGDCA: Open to individuals holding a bachelor's degree in any discipline from a recognized university.

## HOW TO APPLY

1. **Visit the Center:** Visit us at Dibrugarh Computer Education Centre and fill out the application form.
2. **Document Submission:** Submit a copy of your academic certificates and valid photo ID (Aadhar card, passport, etc.).
3. **Payment of Admission Fee:** Pay the required admission fee to secure your seat.

## ADMISSION CYCLE

- ☐ Admissions are open year-round, but with limited seats available for each course.
- ☐ Ensure to apply early to increase your chances of securing a spot in your desired course.
- ☐ Priority will be given to early applicants based on availability of seats.

## IMPORTANT NOTES

- ☐ Admission will be confirmed only after payment of the admission fee and verification of documents.

Once the seat is confirmed, the class commencement date will be shared, and the student must complete all formalities before the start of classes.



# GALLERY

## OUR LEARNING ENVIRONMENT & ACTIVITIES

Discover our classrooms, well-equipped computer labs, and dynamic student activities. These snapshots highlight our institute's vibrant learning environment, facilities, and engaging extracurricular activities.





**From Understanding to Execution  
– Students Bringing Concepts to Reality**



**Exploring concepts through  
practical learning – Lab Session  
with Our Teacher**



**Mr. Aziz Barman Receives Assam  
Excellence in Education Award on  
behalf of our center**



**Marking our presence among Assam's  
Top Computer Education Centers**



**A Gathering of Excellence: Assam's Top  
Computer Education Entrepreneurs**



**Our director Mr. Aziz Barman  
addressing the esteemed leaders in  
Computer Education across Assam**



# TESTIMONIALS

## STUDENT SUCCESS STORIES

*“I gained practical, job-ready skills that helped me land a position right after completing my ADCA course.”*

— Bitu Nirmalia, ADCA

*“The PGDCA program at DCEC offered advanced training that has been invaluable in my career.”*

— Kaushik Boruah, PGDCA

*These are just a few examples of the many success stories from our students who have thrived in their careers after completing their courses with us. Our comprehensive curriculum, hands-on training, and career guidance have helped numerous students achieve their professional goals and secure positions in leading companies.*

*We take pride in shaping the future of our students and empowering them to reach their full potential.*

### Dibrugarh Computer Education Centre



You manage this Business Profile

5.0 ★★★★★ (18) · Educational institution

Na Masjid Path, near Khemani Petrol Pump · 0700...



Website



Directions



# FREQUENTLY ASKED QUESTIONS (FAQS)

## **1. What courses do you offer?**

We offer a variety of programs, including 1-month intensive courses to 1-year diploma courses such as ADCA, ADOAP and PGDCA.

## **2. Is placement assistance provided?**

Yes, we provide career counseling, resume-building support, and job placement assistance to help you secure a job after completing your course.

## **3. Do you provide discounts?**

No, we do not offer regular discounts. However, if you pay the full course fee for any 1-year course (ADCA, ADOAP, and PGDCA) at the time of admission, you will receive a **₹2,000 discount**.

## **4. Can I pay the course fees in installments?**

Yes, you can pay the monthly fees for long-term courses (ADCA, ADOAP, PGDCA, and DCA). However, the admission fee must be paid upfront to secure your seat.

## **5. Do you offer online classes?**

Currently, our classes are conducted offline at our center. However, we provide digital resources for self-paced learning outside of class hours.

## **6. What if I miss a class?**

If you miss a class, you can attend a make-up session or access the class materials online to catch up on what you missed.

## **7. When do the courses start?**

Admissions are open year-round, and our courses start as soon as the minimum number of students for a particular course is enrolled. Be sure to apply early to reserve your seat.

**For any additional questions or further clarification, feel free to ask us directly!**







## DIBRUGARH COMPUTER EDUCATION CENTRE

*A premier institute for computer education in  
Dibrugarh*

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