



Prospectus



HUMAN COMPUTER EDUCATION MISSION

A RUN BY : HUMAN SKILLS EDUCATION WELFARE SOCIETY (GOVT. REGISTERED)

(SR ACT 1860, SC-615 QMS : SQ20W01)

AN ISO 9001:2015 CERTIFIED INSTITUTION

Widespread Recognition

HCEM COMPUTER EDUCATION is one of the leading institute who is taking care of IT requirements.

Recognized and run by **HUMAN SKILLS EDUCATION WELFARE SOCIETY** Govt of india.

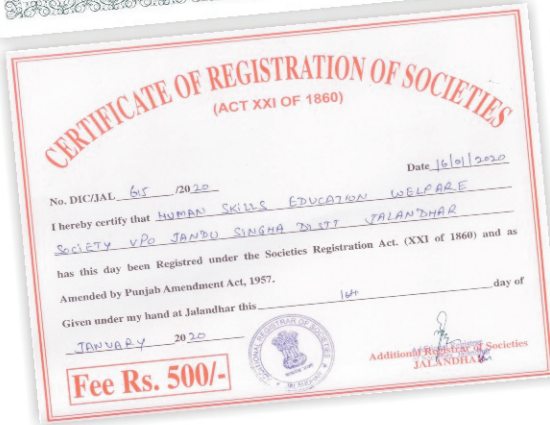
HCEM Regd under ministry of MSME Govt of India

HCEM pledged by National Human Rights Commission Govt of India.

HCEM commitment by National Central Vigilance Commission Govt of India.

Certification from HCEM is approved by Govt. of India and certified by ISO 9001:2015, The quality management system is in compliance with ISO 9001:2015 scope of certification includes Computer Software, Computer Hardware, Beautician Course, Dress Designing, Networking, Accounting, Vocational and Skills Courses.

ISO 9000 is a series of standards developed by the international organization for standardization, or ISO, these standards define quality for manufacturing and service industries. For an organization to be ISO 9000 certified is ,must meet the standard of its industry and submit to an exam by an independent auditor.



A Skill Development Initiative



Message



Dear Students,

I welcome you to this organization which is renowned for its sensational job in the field of education with its wonderful results. The Organization has been offering demanding education in various fields in front-line areas of basic and applied nature, having vast potential for employment.

Education helps the person to make his identity in the world. In India, distance education is an efficient way to make education and technology available to all, which is tailored to changing socioeconomic obligations and rising demands of knowledge districts.

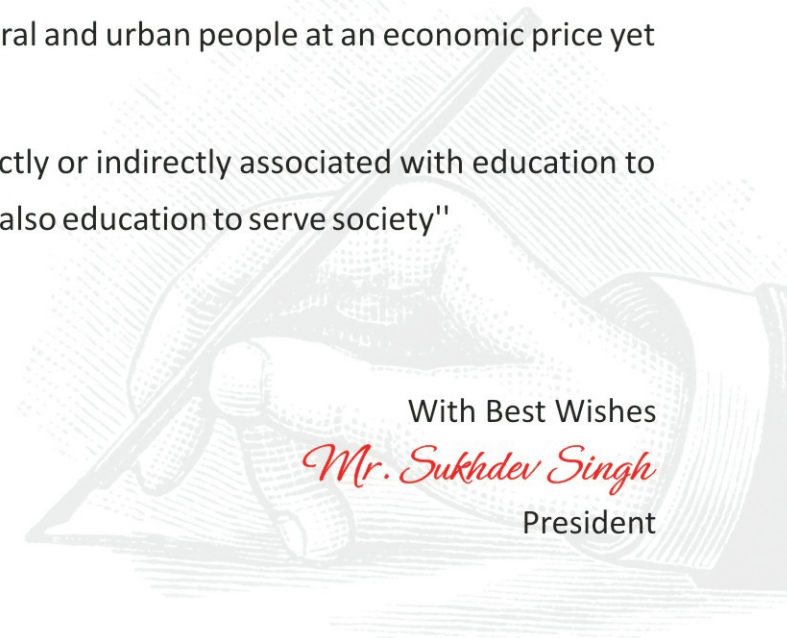
Our mission is to deliver the latest technology through advanced courses to rural and urban people at an economic price yet not compromising with the quality of delivery.

I expect students, faculty members, educationalists, and all those who are directly or indirectly associated with education to come forward and join the mission of "Education for all, Education everywhere, and also education to serve society."

With Best Wishes

Mr. Sukhdev Singh

President



HUMAN COMPUTER EDUCATION MISSOIN includes strong team of technical of management member computer professionals, social workers etc .All they have a dream to help the country for better future. In education & commercial activities but to work for the development of the society also. The main function of society is to provide higher and quality Technical and Professional Education in nominal charges for every group of society of Urban & Rural areas all over India Specially to Girls, backwards, physically challenged and poor people. So they can come in main stream of today's world through computer revolution which is the main dream of Indian Govt.

We are working in many fields Such as Computer Software, Hardware Beautician Fashion Designing And Many More.

This association gives for employment opportunities along with best quality of education and career consultation. All the member or students are not the part of hcem for any limited duration. The organization is not connected with them through computer education centre but along with it the organization is heaving regular and direct approach to its every member Hcem has set the strategy to open at promote at least one institute in each city town or village in this direction is certain to establish its network to more then.

However, as the labour market becomes more specialized and economic demand higher level of skills. Governments and business are increasingly investing in the future.We provide our students with knowledge and latest skills. Institute aims to provide the society with attributes network and global capabilities required for leadership and success in demanding career in global economy.

OUR OBJECTIVE

- ★ To provide quality education to students with latest course structure in nominal fee structure
- ★ To enhance the computer skills for self employment.
- ★ To provide the industry academia interface.
- ★ To contribute towards the growth of society.
- ★ To achieve highest level of excellence in technical education and training.
- ★ To develop a new class of competent computer professionals.
- ★ To provide vocational training which will help them get jobs in the middle levels management?
- ★ To educate them about social needs of the society/country and to awaken in them desire to serve.

TRAINING SYSTEM

- ★ It Course Requires Proper Guidance And Teaching Procedure Which Will Be Based On:-
 - ★ Regular Classes / Training
 - ★ Highly Qualified Staff Faculties
 - ★ Fully Equipped Computer Lab For Training
 - ★ 90% Practical Approach.
 - ★ One Day Practical Discussion.
 - ★ One Day Practical On Computer.

QUALITY EDUCATION

Human Skills Education Welfare Society (HCEM) is committed to evolve self employed job oriented computer and vocational course to ensure highest level of quality keeping in view public demand. We strive for excellence to board-base contents and network of education by modern methods and techniques for continuous improvement in services, through quality management system and minimize complaints. Education provided by an institution who believes in quality rather than quantity. Our Vast and successful experience in it and credit of training many students nationwide.

EXAMINATION DETAIL

The certificate and mark sheet are issued to successful students on qualifying in exam. The certificate and mark sheet are issued by the head office. Students has to secure at least 45% marks in each to quality Examination. The end of the course there will be diploma exam theory and practical. if any students does not clear exams in any attempt will be given one more chance to pass out exam.

STUDENTS SUPPORT AND SERVICE

Co-curricular activities, Annual prize Distribution, Trip and Tours , Social activity ,students Personal Counseling and grievance Redressed cell ,Scholarship for sc/bc and needy students.

RULES AND REGULATIONS

At the time of admission the candidates will have appear at the education centre of their choice with the following documents in original.

Certificate of educational qualification, certificate of SC./ST/OBC class, certificate of proof of residence.

Monthly fees at the education centre If any has to be deposited before the 10th every month failing which a late fee of Rs. 10 extra will be charged.

Deposit fees will not be refund in any case.

Students must be regular and punctual in attendance in the entire subject.

The student's registrations, examination results and other instruction shall be put up on the HCEM web site www.hcemindia.com

Certification

Certification Awarded to students will be based on the overall performance in final examination. In case a student loss certificate the same can be reissued on submitting the photocopy of old mark sheets certificate id card or registration card attested by our authorized centre director to admin office.

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STATEMENT OF MARKS
"DCA- DIPLOMA IN COMPUTER APPLICATION"
(1 YEAR)

Name of The Candidate: MANISH SYAN
Father/Husband Name: SURINDER PAL
Registration No. 1001201201 Roll No. 100101
AEC Name: HCEM, JANDU SINGHA Centre Code: HCEM1001

MODULE	SCHEME OF MARKS		MARKS OBTAINED		TOTAL
	THEORY	PRACTICAL	THEORY	PRACTICAL	
COMPUTER FUNDAMENTAL & WINDOWS	60	40	42	36	78
MS OFFICE & INTERNET	60	40	44	36	80
PHOTOSHOP & COREL DRAW	60	40	48	34	82
TALLY	60	40	35	30	65
HTML & CSS	60	40	30	28	58
PROGRAMMING IN C	60	40	33	28	61
PROJECT	40	60	35	35	70
INTERNAL ASSESSMENT	150	150	100	100	200

Total Marks Obtained: 699 In Words: SIX HUNDRED EIGHTY-NINE ONLY
Maximum Marks: 1000 Grade: A
Result: PASS Dated: 23-02-2021 Head of Deptt. Examination



Certificate & Diploma

COURSE NAME	DURATION & CODE	CONTENTS
CCCB (Certificate Course In Computer Basics)	3 Months Code : SZ - 01	Computer Fundamental, Windows, MS Office, Internet
CCCA (Certificate Course In Computer Accounting)	3 Months Code : SZ - 02	Tally Accounts Books Cash Book Ledgers etc., Trial Balance, P & L, Balance Sheet, Inventory, GST, Income Tax, E-Filling
CCDP (Certificate Course In Desktop Publishing)	3 Months Code : SZ - 03	Corel Draw, Adobe Photoshop, Adobe Page Maker Printing And Scanning Assignments and Project
CCWD (Certificate Course In Web Designing)	3 Months Code : SZ - 04	Web Concept Html, Css, Front Page Domain Registration Java Script Browsers FTP
CCBP (Certificate Course In Beauty Parlour)	3 Months Code : BP - 01	Basic Fundamental, Basic Body Basic Treatments, Basic Hair Specialist, Basic Makeup Artist, Project
CCFD (Certificate Course In Fashion Designing)	3 Months Code : FD - 01	Fundamental, Designing, Sketching, Drafting, Hand Embroidery, Tie and Die, Painting, Project, Internal Assessment
CCCH (Certificate Course In Computer Hardware)	3 Months Code : HZ - 01	Computer of Hardware Ms-Dos Assembling & Disassembling Disk Management, Installation of Os Software Installation, Driver Installation, Installation Internet Type of Networking Trouble Shooting
DHT (Diploma In Hardware Technology)	6 Months Code : HZ - 02	Computer Fundamental, Windows Ms Office, Internet, Computer of Hardware, MS-Dos Assembling & Disassembling Disk Management, Installation of Os Software Installation, Driver Installation, Installation Internet Type of Networking Trouble Shooting
DCO (Diploma In Computer Operations)	6 Months Code : SZ - 05	Computer Fundamental, Windows, MS Office, Internet, CD/DVD Burn, Printing Scanning Typing, Project
DIFA (Diploma in Financial Accounting)	6 Months Code : SZ - 06	Computer Fundamental, Windows, MS Office, Internet, Tally Accounts Books, Cash Book, Ledgers etc. Trial Balance, P&L, Balance Sheet, Inventory, GST Income, TAX E-Filling
DWD (Diploma in Web Development)	6 Months Code : SZ - 07	Web Concept, HTML, Css, Front Page Domain Registration, Java Script Browsers, FTP, DBMS, ASP, PHP Project
COA (Certificate in Office Automation)	6 Months Code : SZ - 08	Computer Fundamental, MS Office, MS Word, MS Excel, MS Power Point, Internet Applications, E-mail, Chatting, Browsing & Surfing, Data Collection, Railway/Airway, Ticket Booking, E-Shoppint etc.

Certificate & Diploma

COURSE NAME	DURATION & CODE	CONTENTS
CNT (Certificate In Networking Technology)	6 Months Code : SZ - 09	Networking Essential & Technology, OSI Layers, Topologies, Firewall, Internet Security, Network & Hardware Components Types of Network, Troubles Shooting of Network Downloading & Installation The Drivers From Internet
CCA (Certificate In Computer Application)	6 Months Code : SZ - 10	Computer Basics, Operation System (Window & MS Dos), MS Word, MS Excel, MS Access (Rdbms), Internet Applications
CCBP (Certificate Course In Beauty Parlour)	6 Months Code : BP - 02	Basic Fundamental, Body Treatments, Advance Hair Specialist, Makeup Artist, Project
CCFD (Certificate Course In Fashion Designing)	6 Months Code : FD - 02	Fundamental, Designing, Sketching, Drafting, Hand Embroidiery, Tie And Die, Painting, Project, Internal Assessment
DCA (Diploma in Computer Application)	1 Year Code : SZ - 11	Computer Basics, Windows, And MS DOs, Ms Office: MS Word, MS Excel, MS Power Point, Computer Accounting, Internet & HTML, CSS : Tags, Attributes, Properties, Forms, Fram Etc. DTP Desktop Publishing : Corel Draw & Photoshop, Computer Programming Concepts, Project Work, Fundamental of Computer Networking, Type of Networking
DOA (Diploma In Office Automation)	1 Year Code : SZ - 12	Computer Fundamental MS Office, MS Pulisher, MS Access, Typing, Internet Applications E-mail, Chatting, Browsing & Surfing, Data Collection, Railway/Airway Ticket Booking, E-Shopping etc.
DBM (Diploma In Business Management)	1 Year Code : SZ - 13	Fundamental of Business, Introduction To Marketing, Production Creation, Basics of Business Economics and E Commerce, Communication Skill
DBP (Diploma In Beauty Parlour)	1 Year Code : BP - 03	Basic Fundamental, Body Treatments, Advance Hair Specialist, Makeup Artist, Project
DFD (Diploma in Fashion Designing)	1 Year Code : FD - 03	Fundamental, Designing, Sketching, Drafting, Hand Embroidery, Tie And Die, Painting, Project, Internal Assessment
ADIT (Advance Diploma in Information Technology)	2 Year Code : SZ - 14	First Year : Fundamentals of Computer, Operating System, MS Office Programming IN C, Oops & C++ Programming, Adobe Photoshop Html, Tally, Software & Drive Installation, Installation of Internet TCP/IP and Networking Second Year : Rdbms 1, Visual Basic, Networking Concept, Corel Draw, Java, Java Script, Rdbmb 2, Project In C/C++
ADBAM (Advance Diploma in Business Management)	2 Year Code : SZ - 15	First Year Syllabus : Principles of Management, Understanding Industry & Markets Information Technology, Essentials of Marketing Mis, Second Year Syllabus : System Design, Leadership & Ethics, Business Data Processing Organisational Behaviour, Computer Applications

Scholarship Plan

TEST : English-15, Math-20 & General Knowledge-15.

QUESTION : 50 Objective Type x 2 Marks Each=100.

DURATION : 45 Minutes, Negative Marking : No

ACTUAL FEES RS 1000 Per Month

MARKS OBTAINED	MONTHLY FEES
1 to 25	650
26 to 50	550
51 to 75	490
76 to 90	390
91 to 100	Free

INSTRUCTION FOR STUDENTS

STEP 1

Confirm last date of submission of Application form.
Fill & Submit Application Form to your nearest Centre

STEP 2

Confirm Entrance Exam
Date and Place

STEP 3

Result and Admission

More Courses

DABM	Diploma in Accounting & Business Management	24 Months
DNIT	Diploma in Network and Information Technology	24 Months
DOABM	Diploma in Office Automation & Business Management	24 Months
ADCAM	Advance Diploma in Computer Accounting and Management	24 Months
ADCOA	Advance Diploma in Computer Operation and Application	24 Months
ADIT	Advance Diploma in Information Technology	24 Months
ADHS	Advance Diploma in Hardware and Software	24 Months
ADDD	Advance Diploma in Dress Designing	24 Months
ADFD	Advance Diploma in Fashion Designing	24 Months
ADBP	Advance Diploma in Beauty Parlour	24 Months
CTTC	Computer Teacher Training Course	12 Months
ADCH	Advanced Diploma in Computer Hardware	12 Months
DOAP	Diploma in Office Automation & Publishing	12 Months
DIFA	Diploma in Financial Accounting	12 Months
DWDWD	Diploma in Web Designing & Web Development	12 Months
DHN	Diploma in Hardware & Networking	12 Months

ACHIEVEMENTS AND ACTIVITIES



A Tribute To
Shaheed Bhagat Singh



Awarding Certificate
to Students



Awarding Certificate
to Students



Awarding Certificate
to the Topper



Beti Bacho Bati Parho
Abhiyan Rally



Celebrated Women's Day



Extra Curricular in
Annual Function



Extra Curricular in
Annual Function



Presenting Bouquet To Chairman of
Human Skills Education Welfare Society



Prize Distribution
to the topper



Support To Farmers Rally



Trophy Awarded To students

Shining Star



Ajala



Alisha



Baljeet Kaur



Browni



Chandni



Davinder



Gagandeep



Gopal



Gurkamal



Harpreet Kaur



Himanshu Aggarwal



Jasvir Kaur



Jaswant Singh



Kamaljit



Lovekush



Mohit Kaler



Mohit



Monika



Navdeep Kaur



Neha



Prabhjot



Preeti



Ramandeep



Sandeep



Shobhna



Sonam



Sukhpreet Kaur



Tranjot



Vandna



Varun



**"Get up and awake,
don't Stop Before
Getting your
Destination"**

Authorised Education Centre

HUMAN COMPUTER EDUCATION MISSION

A RUN BY : HUMAN SKILLS EDUCATION WELFARE SOCIETY
(An ISO 9001 : 2015 Certified Institution, Regd. By Govt. of India)

📍 Head Office : Jandu Singha, Distt. Jalandhar-144 025 (Pb.) India

☎ 0181-5030858, 99880-45976, 99157-33402 ✉ info@hcemindia.com, infohcemindia@gmail.com

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EDUCATION AND EXAMINATION CENTRES IN ALL OVER INDIA