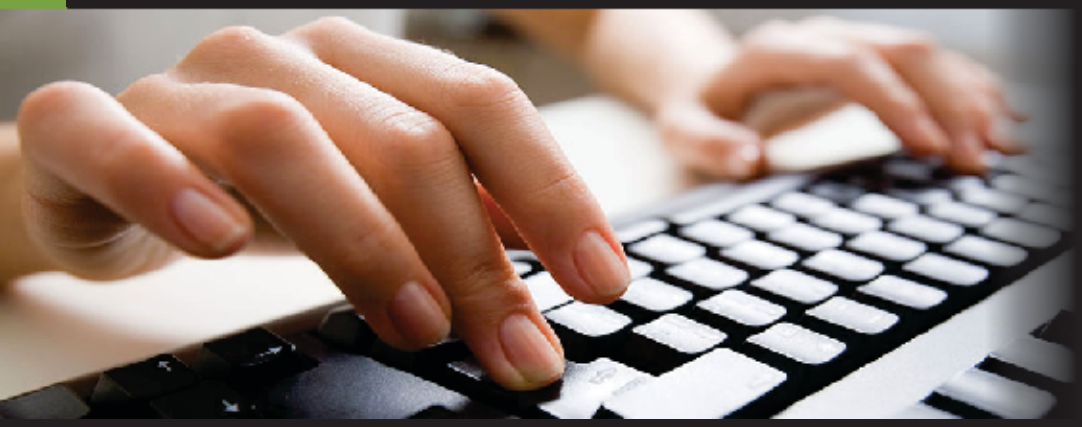
Prospectus

Right Student
Right Course
Right Institution



OCSM

A Global IT Movement



EXCELLENCE IN COMPUTER EDUCATION AWARD

With

GOLD MEDAL

Presented to

Oxford Computer Sakshartha Mission (P) Ltd.

Mr. Manoj Kumar Verma, Managing Director

By

Indian Economic Development & Research Association

48th National Seminar on 11th August'08, New Delhi

H.E.SH. O.P. VERMA
Former Governor & Chief Justice

DR. MURALI MANOHAR JOSHI
Former Union Minister

H.E.SH. B.P. SINGH
Hon'ble Governor of Sikkim

DR. G.V.G KRISHNAMURTHY
Former Election Commissioner of India

Welcome to

Oxford Computer Sakshartha Mission Pvt. Limited

ऑक्सफोर्ड कम्प्यूटर साक्षरता मिशन एक संस्थान है जो राष्ट्रीय राजधानी प्रक्षेत्र दिल्ली एवं हरियाणा न्याय क्षेत्र के अन्तर्गत Registrar of Companies के द्वारा कम्पनी अधिनियम 1956 के तहत् निबंधित व निगमित है। इसकी निबंधन संख्या – U80903DL2005PTC132998 है।

इस संस्थान का एक मात्र लक्ष्य है:

"बिना किसी भेद–भाव के कम्प्यूटर शिक्षा को घर–घर तक पहुँचाकर, सुनिश्चित रोजगार उपलब्ध कराने में सहयोग प्रदान करना, जिससे मानव जीवन को सफल, सुखद व समृद्ध बनाया जा सके।"



प्रारूप एक

Form 1

निगमन का प्रमाण पत्र

Certificate of Incorporation

सं. 1925

No. ..... 200 4 - 2005

मैं एतद् द्वारा प्रमाणित करता हूँ कि आज .....

कम्पनी अधिनियम 1956 (1956 का 1) के अधीन निगमित की गई है और यह कम्पनी परिसीमित है।

I hereby certify that .....

is this day incorporated under the Companies Act, 1956 (No. 1 of 1956) and that the Company is Limited.

मेरे हस्ताक्षर से आज तारीख ..... को दिया गया।

Given under my hand at NEW DELHI this .....

day of ..... TWO THOUSAND .....

कम्पनी रजिस्ट्रार

Registrar of Companies

N.C.T. OF DELHI & HARYANA



Oxford Computer Sakshartha Mission is a team of highly dedicated Computer Professionals who have the zeal, courage and vision to impart quality education through its vast network of over 300+ study Centres spread over entire eastern part of India.

Established in the year 2005, this institute has become a house hold name only, because of its sheer dedication in maintaining the quality of education in the field of Information Technology. Such was the response from the students fraternity that on their demand only.

The founder of organization Mr. M. K. Verma, a dedicated Computer Professional, who is also a recipient of prestigious award of "Excellence in Computer Education Award" by respected Dr. Murli Manohar Joshi, former Union Minister, in 2008.

As the motto of this institute is also "to educate the underprivileged section of the society" we, as a team are ready to reach to the most desiring and deserving candidates with these offered courses of the esteemed organization and we are confident that our dream to make this zone having 100% literacy level, will definitely come true is a shortest span of time.

At OCSM, we all pledge ourselves for translating the dreams of millions of downtrodden people of the society, into realty, enabling them to lead a respectable life with dignity and pride by giving them ample impetus to join the offered courses as per their capabilities and needs.

We, at OCSM, never hesitate to dream and dream big, really big……come, join and see it for yourself. We are confident because we know……. "Through quality education only, we can bridge the gap between, have & have not……."





Message From

Managing Director

First of all, I would like to wish all of you on joining the OCSM family. This is the time when one has to face tough competition in every sector and struggle hard in order to build up one's career. Whether it is IT Sector or any other sector, full devotion is must for success.

Information Technology has become a fastest growing Industry in today's scenario which is providing thousands of job to well trained professionals. India has achieved a terrific growth in this field and is being considered as a Super Power in the world. Information Technology is providing the upcoming future that will change every face of Human existence.

In order to produce Information Technology Professionals, IT education requires a good infrastructure and high quality competence. Our organization has been decided to provide the Computer Education by the help of skilled professional to all remotest part of all over India. I wish and try to success the dream of computer education in all India.

Through this Computer literacy Programme, we ensure that our student learn more & more and become a dynamic human being. Our strong infrastructure, efficient, energetic, dedicated and capable Professionals urge the student to move forward. The academic rigor propels them to acquire greater professional competence. They have also been exposed to training and real world projects.

I am sure our students can meet any demand & challenges that the employer may have on them. I wish them great success in all their endeavors and quest for a better tomorrow, for themselves and for the mankind.

I am confident that you will gain good benefits from our training programme.

I wish you every success in your studies and your career.

M. K. Verma
MD
OCSM PVT. LIMITED

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Certificate in Computer Literacy LEVEL-I (CCL-I)

Introduction to Computer
Basic Concept of MS-DOS
LOGO
GW BASIC
Concept of Windows
MS Paint, Notepad, WordPad, Calculator
Playing Games on Computer
Internet Concept
Courses that are taught in School

Upto Std.: 6th Class
Course Code: MY11
Duration: 6 Months
Fee Structure: ₹ 3100/- only



Certificate in Computer Literacy LEVEL-II (CCL-II)

Introduction to Computer
Concept of Windows
MS Paint, Notepad, WordPad, PowerPoint
CD Player & Media Player
Downloading & Uploading Files
Practical Knowledge of Internet

for Housewives
Course Code:MY12
Duration:3 Months
Fee Structure: ₹ 2650/- only



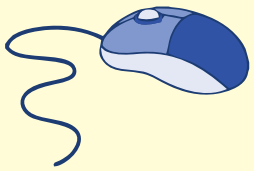
Certificate in Computer Literacy LEVEL-III (CCL-II)

Introduction to Computer (In Brief)
Windows Concept (Practical Based)
Creating Files & Folders
Concept of MS-Word
Downloading & Uploading Files
Creating E-mail ID, Sending mail

for Senior Citizen
Course Code:MY13
Duration:3 Months
Fee Structure:₹ 3550/- only

Course in Computer Concept (CCC)

Introduction to Computer
Introduction to GUI Based Operating System
Elements of Word Processing
Spreadsheets
Computer Communication and Internet
WWW and web browsers
Communication and Collaboration
Making small presentation



Course Code: MN20
Duration: 3 Months
Fee Structure: ₹ 3200/- only

Certificate in Financial Accounting (CFA)

Course Code: MN01
Duration: 3 Months
Fee Structure: ₹ 4150/- Only

Basic Accounting: Type of account, Rules of Debit or Credit
Introduction of Tally, Advantage of Tally
Company information: Select Company, Shut Company, Create Company, Alter, Backup, Restore
Gateway of Tally Account Info: Group, Ledgers, Voucher types,
Inventory info: Stock group, Stock item, Units of Measurement
Accounting Vouchers: Contra, Payment, Receipt, Sale, Purchase, Journal
GOODS AND SERVICE TAX: Create Company and Activate GST in Company Level Creating Master and Set GST, Rates, Creating Tax Ledgers, Transferring Tax Credits of VAT, Excise and Service Tax to GST, Recording GST Sales and Printing, Invoices, Recording GST Interstate Sales and Printing Invoices, Recording an Advance to Supplier under GST, Keyboard Shortcuts, Assignment & Project Work

Diploma in Computer Application (DCA)

Course Code: MN02
Duration: 6 Months
Fee Structure: ₹ 5200/- Only

Fundamentals of Computer
Operating System, Windows 10 Basics, MS-Paint in Windows 10
Notepad, WordPad

MS-Office

Microsoft Word: Introduction, Getting know word, Opening word, The Ribbon, Backstage View, Document View, Creating and Opening Documents, Using Templates, Saving Documents, Text Basics, Find and Replace, Formatting Text, Symbols, Page Layout, Printing Documents, Indent and Tabs, Line and Paragraph, Spacing, Lists Hyperlinks, Breaks, Column, Header Footers and Page Numbers, Picture and Text Wrapping, Formatting Picture, Table, Checking Spelling and Grammar, Smart Art Graphics, Styles, Theme, Macro, Mail Merge.

MS-Excel: Getting started with Excel, Interface, Ribbon, Creating Opening Workbook, Saving Workbook, Cell Basics, Modifying Columns, Row and Cells, Formatting Cells, Formatting Text and Numbers, Worksheet Basics, Page Layout, Printing Work book, Simple Formula, Functions, Some important Functions in MS-Excel 2013, Freezing Panes and View options, Sorting and Filtering Data, Group & Subtotal, Chart, Conditional Formatting, Pivot Tables, Goad Seek, Creating Scenario.

MS-PowerPoint: Introduction to MS-PowerPoint, Opening PowerPoint, Ribbon, Creating and opening Presentation, Slide Basic, Applying Transitions, Animating Text and Objects, Effect Options, Working with Animations, Inserting Video, Inserting Audio, Slide Master View, Advanced. Presentation Options.

MS-Access: Introduction, Uses of Database, Introduction to objects, Tables, forms, Queries, Reports, Getting Started with Access, ribbon, Backstage View, Navigating Pane, Managing Database and Objects, Working with Table, Saving Record, Editing Record, Modifying Table, Appearance, Sorting and Filtering Records, Designing a Simple Query, Creating Reports, Printing and Saving reports in Print Preview, Creating Form.

Shortcut keys in MS-Office, Multimedia, Internet Basics, Hyper Text Markup Language (H T M L), MS-DOS.

Diploma in Desktop Publishing (DDTP)

Concept of MS-Word, Mobile Downloading,
PageMaker, Photoshop, CorelDraw
Project & Assignments.

Course Code: MN03
Duration: 6 Months
Fee Structure: ₹ 5650/- Only

Diploma in Financial Accounting (DFA)

DCA + CFA

Course Code: MN04
Duration: 9 Months
Fee Structure: ₹ 7550/- Only

Diploma in Web Designing (DWD)

HTML & DHTML	ADOBE FLASH
ADOBE PHOTOSHOP	DREAM WEAVER
JAVA SCRIPT	SQL

Course Code: MN07
Duration: 6 Months
Fee Structure: ₹ 8500/- Only

Diploma in Multimedia (DMM)

Introduction to Information Technology
Windows 10
MS-PowerPoint, Adobe Photoshop, 3D Studio Max

Course Code: MN08
Duration: 6 Months
Fee Structure: ₹ 4800/- Only

Honours Diploma in Computer Application (HDCA)

Semester I

DCA

Course Code: MN09
Duration: 1 Year
Fee Structure: ₹ 9650/- Only

Semester II

Programming Logic & Technique (PLT): Concept of Programming, Program Development Cycle-Algorithm, Flow Chart, Pseudo Code, Program Elements-Variable, Array, Function, Characteristics of a good program
Concept of C: Data Types, control Statement, Arrays, Structure
Programming in C++: Introduction to C++, Concept of OOPs Programming, Basics of C++ (Keyword, Constants, Data Types etc.), Operators and Expressions, Control Statements, Arrays (Single Dimensional Arrays & Two Dimensional Arrays), Functions (User Defined Functions & Library Functions), Structures, Classes and objects, Constructors and Destructors, Object and Function overloading, Inheritance, Pointers
JAVA Programming: Basics of Java, OOPS Concepts, String Handling, Exception Handling, Nested Classes, Multithreading, Synchronization, Input and output, Serialization, Networking, AWT and Event Handling, Swing, Layout Managers, Applet, Reflection API, Collection, JDBC, Java New Features, Internationalization.
Project & Assignments

Certificate in Hardware Technology (CHT)

Course Code: MN10 Duration: 3 Months Fee Structure: ₹ 4850/- Only
Fundamental Concept, MS-DOS, Windows concept
Computer Assembling, Software Installation, Troubleshooting & Fault Finding
Project Work

Honours Diploma in Office Administration (HDOA)

Course Code: MN14 Duration: 1 Years Fee Structure: ₹ 12500/- Only

Semester I

Computer Fundamentals: Introduction to Computer, Operating System, software & Hardware, Memory, Number System

MS-Windows 10

MS-Office (MS-Word, Excel, Powerpoint)



Semester – II

Introduction to Desktop Publishing

Page Maker: PageMaker concept, working with Toolbox, View Pages, Moving between Pages, Adding & Deleting Pages, Setting Default & Preferences, working with Text & Graphics, Working with Multiple Open Publications

Photoshop: Introduction to Photo shop, Getting Started with Photoshop, Working with Images, Resizing & Cropping Images, Working with Basic Selections, Getting Started with Layers, Painting in Photoshop, Photo Retouching, Color Correction, Using Quick Mask Mode, Working with the Pen Tool, Creating Special Effects, Exporting your work, etc.

CorelDraw: Getting Started with CorelDraw, Understanding the Color Palette, Letterhead with Logo, Import files,, Adding Objects, Change Objects, Draw Simple Objects, Use Spiral Tool, Use Free Skew Tool, Drawing, Corel Support & Working with Lines

Financial Accounting (Tally with GST)

Basic Accounting: Type of account, Rules of Debit or Credit, Introduction of Tally, Advantage of Tally

Company information: Select Company, Shut Company, Create Company, Alter, Backup, Restore

Gateway of Tally Account Info: Group, Ledgers, Voucher types

Inventory info: Stock group, Stock item, Units of Measurement

Accounting Vouchers: Contra, Payment, Receipt, Sale, Purchase, Journal

Goods And Service Tax: Create Company and Activate GST, in Company Level Creating Master and Set GST, Rates, Creating Tax Ledgers, Transferring Tax Credits of VAT Excise and Service Tax to GST, Recording GST Sales and Printing, Invoices Recording GST Interstate Sales and Printing Invoices, Recording an Advance to Supplier under GST Keyboard Shortcuts Assignment & Project Work



Honours Diploma in Hardware Technology (H D H T)

Course Code: MN13 Duration: 1 Years Fee Structure: ₹ 16500/- Only

Semester I

Fundamentals of MS-Office
Analog Electronics & Digital Electronics
Operating System – DOS, Windows (7, 8, 10, Server 2003) UNIX & Linux, Microprocessors
Installation & Assembling, Peripheral Devices & Maintenance, Computer Architecture, Lab I

Semester II

Conventional Encryption, Networking Fundamentals, Public Key Cryptography, Number Theory, Network Security (Protocols), IP Security, Email Security, Web Security, Lab II & Projects.

Computer Teachers Training Course (CTTC)

Course Code: MN15 Duration: 1 Years Fee Structure: ₹ 14500/- Only

Semester I

Computer Fundamentals: Introduction to Computer, Operating System, software & Hardware, Memory, Number System
MS-Windows 10
MS-Office (MS-Word, Excel, Powerpoint)
Concept of HTML (Hyper Text Markup Language)
Programming Logic & Technique: Concept of programming, Program Development Cycle-Algorithm, Flow Chart, Pseudo Code, Program Elements-Variable, Array, function, characteristics of good programs
Concept of C: Data Types, control Statement, Arrays, Structure
Programming in C++: Introduction to C++, Concept of OOPs Programming, Basics of C++ (Keyword, Constants, Data Types etc.), Operators and Expressions, Control Statements, Arrays (Single Dimensional Arrays & Two Dimensional Arrays), Functions (User Defined Functions & Library Functions), Structures, Classes and objects, Constructors and Destructors, Object and Function overloading, Inheritance, Pointers



Semester- II

Introduction to Desktop Publishing

Page Maker: PageMaker concept, working with Toolbox, View Pages, Moving between Pages, Adding & Deleting Pages, Setting Default & Preferences, working with Text & Graphics, Working with Multiple Open Publications

Photoshop: Introduction to Photo shop, Getting Started with Photoshop, Working with Images, Resizing & Cropping Images, Working with Basic Selections, Getting Started with Layers, Painting in Photoshop, Photo Retouching, Color Correction, Using Quick Mask Mode, Working with the Pen Tool, Creating Special Effects, Exporting your work, etc.

CorelDraw: Getting Started with CorelDraw, Understanding the Color Palette, Letterhead with Logo, Import files,, Adding Objects, Change Objects, Draw Simple Objects, Use Spiral Tool, Use Free Skew Tool, Drawing, Corel Support & Working with Lines

Financial Accounting (Tally ERP with GST)

Basic Accounting: Type of account, Rules of Debit or Credit, Introduction of Tally, Advantage of Tally

Company information: Select Company, Shut Company,
Create Company, Alter, Backup, Restore

Gateway of Tally Account Info: Group, Ledgers, Voucher types

Inventory info: Stock group, Stock item, Units of Measurement

Accounting Vouchers: Contra, Payment, Receipt, Sale, Purchase, Journal

Goods And Service Tax: Create Company and Activate GST, in Company Level, Creating Master and Set GST, Rates, Creating Tax Ledgers, Transferring Tax Credits of VAT, Excise and Service Tax to GST, Recording GST Sales and Printing, Invoices , Recording GST Interstate Sales and Printing Invoices, Recording an Advance to Supplier under GST, Keyboard Shortcuts

Computer Troubleshooting: Introduction, Read the Instructions, Beep codes, Safe Mode, windows Setup, Re-install Windows, common Hard Drive, Error Message, General sound Problems, Device Manager, Keyboard Failure, Turbo Change Your Mouse, Internet Connections, ISP Software Setup, Scan Disk, System Information, Disk Defragmenter etc.

Advance Diploma in computer Application (ADCA)

Course Code: MN16 Duration: 1 Years Fee Structure: ₹ 16500/- Only

Semester I

Computer Fundamentals: Introduction to Computer, Operating System, software & Hardware, Memory, Number System
MS-Windows 10
MS-Office (MS-Word, Excel, Powerpoint)

Financial Accounting (Tally with GST)

Basic Accounting: Type of account, Rules of Debit or Credit
Introduction of Tally, Advantage of Tally

Company information: Select Company, Shut Company, Create Company, Alter, Backup, Restore
Gateway of Tally Account Info: Group, Ledgers, Voucher types
Inventory info: Stock group, Stock item, Units of Measurement
Accounting Vouchers: Contra, Payment, Receipt, Sale, Purchase, Journal
Goods And Service Tax: Create Company and Activate GST in Company Level Creating Master and Set GST, Rates, Creating Tax Ledgers, Transferring Tax Credits of VAT Excise and Service Tax to GST, Recording GST Sales and Printing, Invoices Recording GST Interstate Sales and Printing Invoices, Recording an Advance to Supplier under GST Keyboard Shortcuts

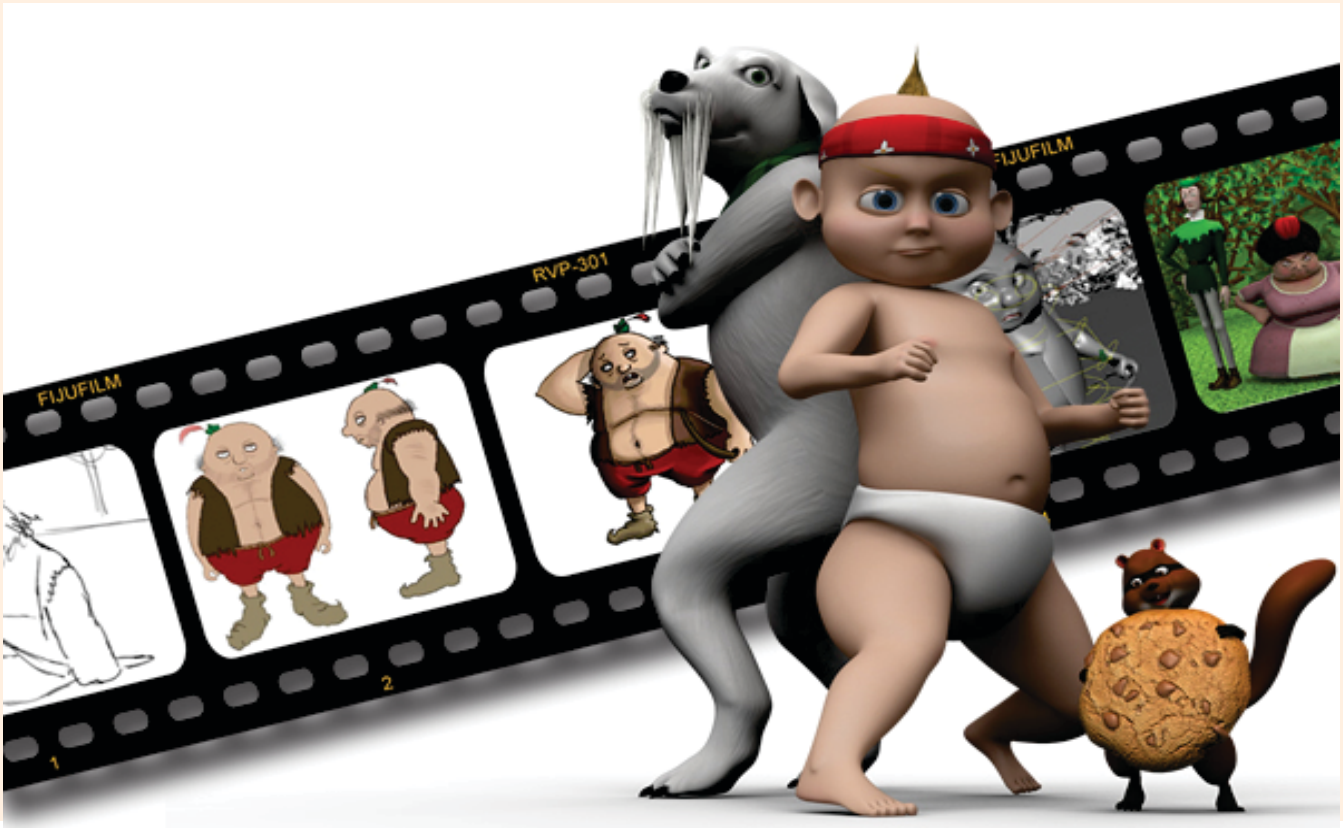
Semester II

Introduction to Desktop Publishing

Page Maker: PageMaker concept, working with Toolbox, View Pages, Moving between Pages, Adding & Deleting Pages, Setting Default & Preferences, working with Text & Graphics, Working with Multiple Open Publications

Photoshop: Introduction to Photo shop, Getting Started with Photoshop, Working with Images, Resizing & Cropping Images, Working with Basic Selections, Getting Started with Layers, Painting in Photoshop, Photo Retouching, Color Correction, Using Quick Mask Mode, Working with the Pen Tool, Creating Special Effects, Exporting your work, etc.

CorelDraw: Getting Started with CorelDraw, Understanding the Color Palette, Letterhead with Logo, Import files,, Adding Objects, Change Objects, Draw Simple Objects, Use Spiral Tool, Use Free Skew Tool, Drawing, Corel Support & Working with Lines



Post Graduate diploma in Computer Application (PGDCA)

Course Code: MN17 Duration: 1 Years Fee Structure: ₹ 18500/- Only

Semester I

Fundamentals of IT Tools: Introduction to Computer, Storage Devices, Computer Software

Concept of Operating System: Introduction DOS, MS-Windows 10, Evolution of UNIX OS, Features & Structure of UNIX OS, Difference from other OS Elementary Concept of MS-Office

Concept of C: Data Types, control Statement, Arrays, Structure

Programming in C++: Introduction to C++, Concept of OOPs Programming, Basics of C++ (Keyword, Constants, Data Types etc.), Operators and Expressions, Control Statements, Arrays (Single Dimensional Arrays & Two Dimensional Arrays), Functions (User Defined Functions & Library Functions), Structures, Classes and objects, Constructors and Destructors, Object and Function overloading, Inheritance, Pointers

Database Management Systems

Web Technology & Internet

Semester II

JAVA Programming: Basics of Java, OOPS Concepts, String Handling, Exception Handling, Nested Classes, Multithreading, Synchronization, Input and output, Serialization, Networking, AWT and Event Handling, Swing, Layout Managers, Applet, Reflection API, Collection, JDBC, Java New Features, Internationalization.

System Analysis & Design (SAD): Foundations of systems development, Systems Development Processes, Management of systems development projects, structured analysis, structured design of data, Object-Oriented Analysis and Design, Design of user interfaces, Implementation and Maintenance

Visual Basic: Introduction to Visual Basic, Introduction to VB Controls, Variables, Constants, and Calculations, Decision & Conditions, Menus, Sub-Procedures and Sub-functions, Multiple Forms, List, Loops and Printing, Arrays Single-Dimension Arrays, Initializing an Array using for Each, User-Defined Data Types, Accessing Information with User-Defined Data Types, Using List Boxes with Array, Two dimensional arrays, OOP in VB, Data Files, Accessing Database File, Advanced data handling

Computer Network: Introduction to Computer Networks, Fundamentals of Data Communication, Fundamentals of Networks, Overview of all Layers, LAN Technologies overview of DNS, FTP, TELNET, HTTP, SMITP and Client/Server Computing

Master in Computer Software & Hardware Engineering (MCSHE)

Course Code: MN19 Duration: 2 Years Fee Structure: ₹ 28500/- Only

Semester I

MS-Office (MS-Word, Excel, Powerpoint, Access)

Semester II

HTML & Java Script

Programming Logic & Technique: Concept of Programming, Program Development Cycle-Algorithm, Flow Char, Pseudo Code, Program Elements-Variable, Array, Function, Characteristics of good programs

Concept of C: Data Types, control Statement, Arrays, Structure

Programming in C++: Introduction to C++, Concept of OOPs Programming, Basics of C++ (Keyword, Constants, Data Types etc.), Operators and Expressions, Control Statements, Arrays (Single Dimensional Arrays & Two Dimensional Arrays), Functions (User Defined Functions & Library Functions), Structures,

Classes and objects, Constructors and Destructors, Object and Function overloading, Inheritance, Pointers
JAVA Programming: Basics of Java, OOPS Concepts, String Handling, Exception Handling, Nested Classes, Multithreading, Synchronization, Input and output, Serialization, Networking, AWT and Event Handling, Swing, Layout Managers, Applet, Reflection API, Collection, JDBC, Java New Features, Internationalization.
GUI-Visual Basic: Introduction to Visual Basic, Introduction to VB Controls, Variables, Constants, and Calculations, Decision & Conditions, Menus, Sub-Procedures and Sub-functions, Multiple Forms, List, Loops and Printing, Arrays Single-Dimension Arrays, Initializing an Array using for Each, User-Defined Data Types, Accessing Information with User-Defined Data Types, Using List Boxes with Array, Two dimensional arrays, OOP in VB, Data Files, Accessing Database File, Advanced data handling

Semester III

Introduction to Desktop Publishing
Page Maker: PageMaker concept, Working with Toolbox, View Pages, Moving between Pages, Adding & Deleting Pages, Setting Default & Preferences, Working with Text & Graphics, Working with Multiple Open Publications
Photoshop: Introduction to Photo shop, Getting Started with Photoshop, Working with Images, Resizing & Cropping Images, Working with Basic Selections, Getting Started with Layers, Painting in Photoshop, Photo Retouching, Color Correction, Using Quick Mask Mode, Working with the Pen Tool, Creating Special Effects, Exporting your work, etc.
CorelDraw: Getting Started with CorelDraw, Understanding the Color Palette, Letterhead with Logo, Import files,, Adding Objects, Change Objects, Draw Simple Objects, Use Spiral Tool, Use Free Skew Tool, Drawing, Corel Support & Working with Lines

Semester IV

Analog Electronics & Digital Electronics
Operating System : DOS, Windows (7, 8, 10, Server 2003) UNIX & Linux, Microprocessors
Installation & Assembling, Peripheral Devices & Maintenance, Computer Architecture, Lab I
Conventional Encryption, Networking Fundamentals, Public Key Cryptography, Number Theory, Network Security (Protocols), IP Security, Email Security, Web Security, Lab II & Projects.
Marketing Concept & live Project Work



SHORT TERM COURSE

Sl. No.	Course Code	Name of the Course	Duration	Fee Structure
1.	MB-01	Computer Fundamentals	15 Days	₹ 1500
2.	MB-02	MS-DOS	15 Days	₹ 1000
3.	MB-03	Windows 7/10	30 Days	₹ 1000
4.	MB-04	MS-Word	30 Days	₹ 1500
5.	MB-05	MS-Excel	30 Days	₹ 1500
6.	MB-06	MS-Access	30 Days	₹ 1500
7.	MB-07	MS-PowerPoint	15 Days	₹ 1000
8.	MB-08	Internet & E-mail	15 Days	₹ 1000
9.	MB-09	PageMaker	30 Days	₹ 2000
10.	MB-10	Photoshop	30 Days	₹ 2500
11.	MB-11	CorelDraw	30 Days	₹ 2500
12.	MB-12	Tally with GST	60 Days	₹ 3000
13.	MB-13	C Programming	30 Days	₹ 2000
14.	MB-14	C++ Programming	30 Days	₹ 2000
15.	MB-15	Visual Basic	60 Days	₹ 4000
16.	MB-16	Oracle	60 Days	₹ 3000
17.	MB-17	JAVA Programming	60 Days	₹ 5000
18.	MB-18	HTML Programming	60 Days	₹ 1000
19.	MB-19	Auto CAD	60 Days	₹ 1500
20.	MB-20	COBOL	60 Days	₹ 1000
21.	MB-21	FORTRAN	60 Days	₹ 1000
22.	MB-22	BLUE J	30 Days	₹ 1000
23.	MB-23	BCA Tuition	Per Months	₹ 1500
24.	MB-24	Nielit 'O' Level, 'A' Level Tution	per Month	₹ 1500
25.	MB-25	Java Script Programming	60 Days	₹ 2000
26.	MB-26	Computer Typing Hindi & English	60 Days	₹ 1000

GENERAL INSTRUCTION

1. This Organization mainly aims to create Computer awareness among the people. Anybody from school Students to executive, business employee to housewives and all those who would like to give their future a new shape can apply for admission.
2. Prescribed course fee or installment course fee for any courses structure has to be paid to the time of enrolment. Students should bring their Xerox copies of age proof certificate, last qualification and four stamp size Photographs at the time of registration.
3. The medium of study will be English or Hindi Language only.
4. The validity of the registration is equivalent the period of course enrolled. Once the registration expires, study center is not liable to give any theory and practical classes.
5. All students should carry I-Card for identification and security purpose, no students will be allowed inside the classroom & lab room without any Identity Card.
6. Students should attend all theory and lab classes regularly. Students being absent for more than 7 days or 3 consecutive classes without any prior information shall be subject to cancellation of registration. Re-registration in such cases is only allowed by paying a fine of ₹ 100/- only.

7. 75% of attendance in theory and Lab classes is compulsory to appear in final examination.
8. Students must pay their instalment fee on or before the 10th of each month, failing which Rs 50/- only will be charged as late fine.
9. Smoking, Drinking (Alcohol), chewing of tobacco and use on non-medical drugs are strictly prohibited in the premises of Institution.

EXAMINATION RULE

Students has to secure at least 50% marks in Terminal Examination and 40% marks in Final Examination to quality. Students who remain absent in the exams without any prior information has to pay a penalty of ₹ 100/- as re-examination. Without Admit Card students will not be allowed in the Examination Hall.

CANCELLATION OF ADMISSION & REFUND OF FEE

Admission Fee, Instalment of Course Fee or Any Other Fee will not be refunded in any circumstances.

JURISDICTION

All dispute (If any) related to Oxford Computer Sakshartha Mission Pvt. Limited are subject to Delhi, India, Jurisdiction only.



EXAMINATION SCHEDULE

Sl. No.	Course Name	Course Code	Duration	Semester-II 1st Term. Exam	Semester-III 2nd Term. Exam	Semester-III 3rd Term. Exam	Semester-IV 4th Term Exam	Lab Performance	Final Exam	Total Marks
Primary Computer Literacy Programs										
1.	CCI-I	MY01	6 Months	-	-	-	-	50 Marks	50 Marks	100
2.	CCI-II	MY02	3 Months	-	-	-	-	50 Marks	50 Marks	100
3.	CCI-III	MY03	3 Months	-	-	-	-	50 Marks	50 Marks	100
Computer Software Professional Programs										
1.	CCC	MN 20	3 Months	-	-	-	-	100 Marks	100 Marks	200
2.	CFA	MN01	3 Months	-	-	-		100 Marks	100 Marks	200
3.	DCA	MN02	6 Months	100 Marks	-	-	-	100 Marks	200 Marks	400
4.	DDTP	MN03	6 Months	-	-	-	-	100 Marks	100 Marks	200
5.	DFA	MN04	9 Months	100 Marks	100 Marks	-	-	200 Marks	200 Marks	600
8.	DWD	MN07	6 Months	100 Marks	-	-	-	100 Marks	200 Marks	400
9.	DMM	MN08	6 Months	100 Marks	-	-	-	100 Marks	200 Marks	400
10.	HDCA	MN09	1 Year	200 Marks	200 Marks	-	-	200 Marks	200 Marks	800
Computer Software Professional Programs										
1.	CHT	MN10	3 Months	-	-	-	-	100 Marks	100 Marks	200
4.	HDHT	MN13	1 Year	200 Marks	200 Marks	-	-	200 Marks	200 Marks	800
Job Oriented Programs										
1.	HDOA	MN14	1 Year	200 Marks	200 Marks	-	-	200 Marks	200 Marks	800
2.	CTTC	MN15	1 Year	200 Marks	200 Marks	-		200 Marks	200 Marks	800
3.	ADCA	MN16	1 Year	200 Marks	200 Marks	-	-	200 Marks	200 Marks	800
4.	PGDCA	MN17	1 Year	200 Marks	200 Marks	-	-	200 Marks	200 Marks	800
6.	MCSHE	MN19	2 Years	200 Marks	200 Marks	200 Marks	200 Marks	400 Marks	400 Marks	1600

CREER OPPORTUNITIES

Course	Placement Scope
CHT	System Administrator, System Maintainer
DHT	Network Engineer, Hardware Engineer
HDHT	System Engineer, Network Engineer, Hardware Engineer, Network Administrator etc.
HDOA	Office Assistant, Office Administrator, Senior Accountant in Large Offices
CTTC	Computer Teacher (Preferably in Govt. led Project)
ADCA	Application Developer, Software Developer, Computer Faculty etc.
PGDCA	System Analyst, Software Developer, Lab Export, Web Designer
MCSHE	Software Engineer, Hardware Engineer, Network Engineer, System Analyst, Senior Faculty etc.

CAREER OPPORTUNITIES

- **CoursePlacement Scope**
- **CCCComputer Operator, Office Assistant, Data Entry Operator**
- **CFAClerk-cum-Typist, Computer Operator, Accountant, Account Executive**
- **DCAComputer Operator, Office Assistant, Data Entry Operator, Teaching Faculty**
- **DDTPGraphics Designer, Advt. Designer, Web Designer, Photo Expert, DTP Operator in Press, Advertising Agencies, Digital Studio/Offices**
- **DFAAccount Executive, Tax Preparer, Accountant, Computer-cum-Data Entry Operator**
- **DWDWeb Designer, Developer**
- **DMMWeb Designer, Video Mixing Operator**
- **HDCAComputer Operator, Software Developer, Programmer etc.**





OCSM help you to....

....Achieve your Target



OCSM

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