



JAY BALAJI COMPUTER EDUCATION

Address : Nagla Chittar Eka Firozabad Uttar Pradesh 283152

Mob No.: 8533812090, 7409090331

Website : www.jbce.in **E-mail :** info@jbce.in





DIRECTOR MESSAGE

Jay Balaji Computer Education Is Registered Under Ministry Of Youth Affairs And Sports Government Of India (id No- 7626387927)

“Jay Balaji Computer Education ” (JBCE) is committed to customer satisfaction. We have created a very friendly learning environment with the latest computer hardware and software technologies. Whether you are new to the computer industry or are looking to improve your skills, we have the right course for you. Well-Qualified, experienced certified instructors train the participants with easy-to-use step by step training material in the most optimized period of time. Our trainers constantly update their technical skills to maintain their expertise.



JBCE
JAY BALAJI COMPUTER EDUCATION®



ABOUT US

WELCOME TO JAY BALAJI COMPUTER EDUCATION

Jay Balaji Computer Education Is Registered Under Ministry Of Youth Affairs And Sports Government Of India (id No- 7626387927)

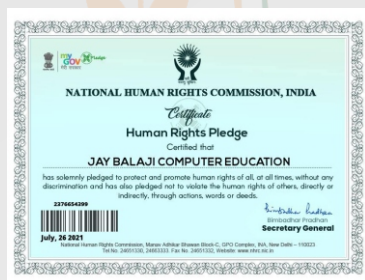
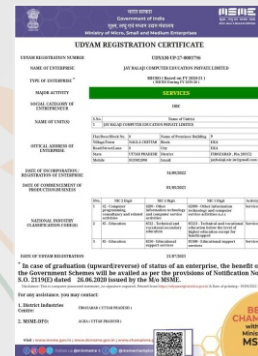
Jay Balaji Computer Education it has been running Registered Under Ministry of Corporate Affairs (Govt. of India) CIN U80904UP2022PTC170728 An ISO 9001: 2015 Certified Institute, Reg. number 305021103026Q Registered Under the Micro, small or medium enterprise MSME Reg. with Govt. of India. UDYAM REGISTRATION NUMBER- UDYAM-UP-27-0003796 Tech Future Education and Management is a leading IT Education Provider Institution in India, In the present scenario where technology is playing pivotal role in dictating growth, there is a need for focused and specialized education to meet the ever changing to demands of industry Jay Balaji Computer Education is the right answer to that need.

“Jay Balaji Computer Education ” (JBCE) Is Committed To Customer Satisfaction. We Have Created A Very Friendly Learning Environment With The Latest Computer Hardware And Software Technologies. Whether You Are New To The Computer Industry Or Are Looking To Improve Your Skills, We Have The Right Course For You. Well-qualified, Experienced Certified Instructors Train The Participants With Easy-to-use Step By Step Training Material In The Most Optimized Period Of Time. Our Trainers Constantly Update Their Technical Skills To Maintain Their Expertise.

It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like).

Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words,

Authorization certificate



JAY BALAJI COMPUTER EDUCATION®



CERTIFICATE, MARKSHEET, ID CARD, SAMPLE



JAY BALAJI COMPUTER EDUCATION IDENTITY CARD BRANCH HEAD



Center Owner Name : kutikovaOn
Gender : Male
Valid Till : 30/11/0001
Branch Code : JBCE-BC-138



Center: kutikovaOn
Address: H B Dhatari Tripura

JAY BALAJI COMPUTER EDUCATION
An ISO 9001:2015 Certified Institute
Registered Under Ministry of Corporate Affairs (Govt. of India)
(An Autonomous Institute Registered Under the Micro, small or medium enterprise MSME Reg. with Govt. of India)
A National Programme Of IT Education & Computer Literacy

Mark Statements
Date of Issue : 01/03/2022

Student Name : rohit kumar
Father's Name : veerpal singh
Course Name : CERTIFICATE IN DATA ENTRY OPERATIONS
Center Name : JAY BALAJI COMPUTER EDUCATION CENTER

Date : 09/03/2022
Mother's Name : vinita devi
Center Code : JBCE-BC-115
Enrollment No :
Roll No : JBCE126

PAPER/SUBJECT	MARKS SCHEME		MARKS OBTAINED
	Min	Max	
Computer - An Overview	50	100	53
Operating System (windows)	50	100	52
Introduction To Word Processing	50	100	
Introduction To Spreadsheet	50	100	
Introduction To Presentation	50	100	
Internet	50	100	
Total Marks Obtained		Grand Total	Result
		100/500	Grade % Marks

Signature Head of the Institute with stamp
Authorized Director
Signature in with stamp

Click On "Certificate Verify" Tab in www.jbce.in For Certificate Verify



CBCA

CERTIFICATE IN BASIC COMPUTER APPLICATION

Computer Fundamental & O.S
M.S Office - 2007
M.S Word, M.S Excel, M.S Power Point
Internet & E-mailing

COURSE CODE: 0001
ELIGIBILITY : 10TH
DURATION : 6 MONTH

REGISTRATION FEES : 300
EXAM FEES CHARGES EXTRA

FREE
BAG, E-BOOKS, NOTEBOOK
PEN, ID CARD



DCA

DIPLOMA IN COMPUTER APPLICATION

- Computer Fundamental & O.S
- M.S Office - 2007
M.S Word, M.S Excel, M.S Power Point
- Internet & E-mailing

COURSE CODE: 0002
ELIGIBILITY : 10TH
DURATION : 6 MONTH

REGISTRATION FEES : 300
EXAM FEES CHARGES EXTRA

FREE
BAG, E-BOOKS, NOTEBOOK
PEN, ID CARD



DCAE

DIPLOMA IN COMPUTER ACCOUNTING EXPERT

- Computer Fundamental & O.S
- M.S Office – 2007 M.S Word, Excel, Power Point, Access
- F.O.A (Fundamental of Accounts)
- Tally – ERP 9
- HTML, Internet & E-mailing

COURSE CODE: 0003
ELIGIBILITY : 10TH
DURATION : 9 MONTH

REGISTRATION FEES : 300
EXAM FEES CHARGES EXTRA

FREE
BAG, E-BOOKS, NOTEBOOK
PEN, ID CARD



DCMS

DIPLOMA IN COMPUTER MULTIMEDIA SPECIALIST

- Computer Fundamental & O.S
- M.S Office – 2007
M.S Word, M.S Excel, M.S Power Point
- D.T.P (Adobe Pagemaker, Photoshop, Coreldraw)
- Internet & E-mailing

COURSE CODE: 0004
ELIGIBILITY : 10TH
DURATION : 9 MONTH

REGISTRATION FEES : 300
EXAM FEES CHARGES EXTRA

FREE
BAG, E-BOOKS, NOTEBOOK
PEN, ID CARD



CCCA

CERTIFICATE COURSE IN COMPUTER ACCOUNTING

- Computer Fundamental & O.S
- M.S Office – M.S Word, M.S Excel
- F.O.A (Fundamental of Accounts)
- Tally – ERP 9

COURSE CODE: 0005
ELIGIBILITY : 10TH
DURATION : 6 MONTH

REGISTRATION FEES : 300
EXAM FEES CHARGES EXTRA

FREE
BAG, E-BOOKS, NOTEBOOK
PEN, ID CARD



DDTP

DIPLOMA IN DESKTOP PUBLISHING

- Computer Fundamental & O.s
- M.s Office – (m.s Word, M.s Power Point)
- D.T.P (Adobe Pagemaker, Photoshop, Coreldraw)

COURSE CODE: 0006
ELIGIBILITY : 10TH
DURATION : 6 MONTH

REGISTRATION FEES : 300
EXAM FEES CHARGES EXTRA

FREE
BAG, E-BOOKS, NOTEBOOK
PEN, ID CARD



CCKD

CERTIFICATE COURSE IN KEY DEPRESSION

- Typing Speed / Typing Accuracy
- Weekly assignments
- Cumulative Reviews:
- Accuracy and Speed-Building practice:
- Speed and Accuracy Tests,
- Online Typing Aids

COURSE CODE: 0007
ELIGIBILITY : 5TH
DURATION : 2 MONTH

REGISTRATION FEES : 300
EXAM FEES CHARGES EXTRA

FREE
BAG, E-BOOKS, NOTEBOOK
PEN, ID CARD



CDEO

CERTIFICATE IN DATA ENTRY OPERATIONS

- Computer – An Overview,
- Operating System (windows),
- Introduction To Word Processing,
- Introduction To Spreadsheet,
- Introduction To Presentation, Internet.

COURSE CODE: 0008
ELIGIBILITY : 8TH
DURATION : 2 MONTH

REGISTRATION FEES : 300
EXAM FEES CHARGES EXTRA

FREE
BAG, E-BOOKS, NOTEBOOK
PEN, ID CARD



KIDS-SC

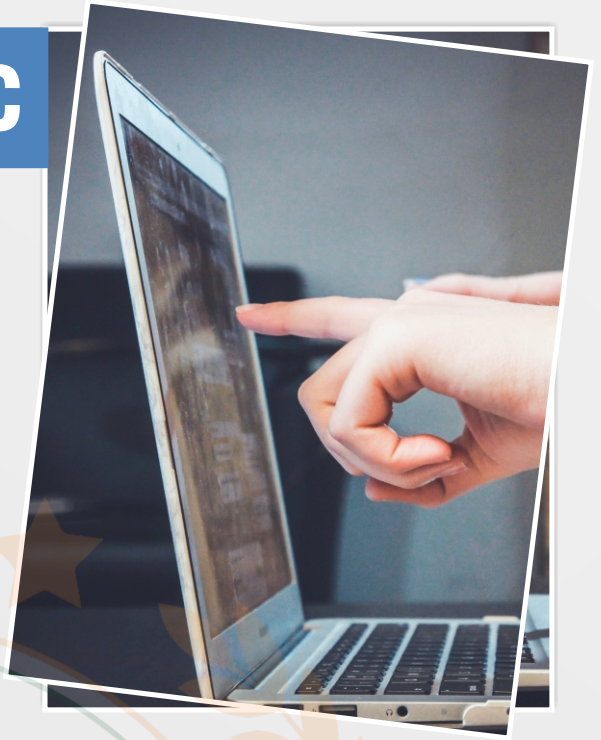
KIDS – SMART COMPUTER

- Module 1 Computer Basics.
- Module 2 First Step with the Computer.
- Module 3 Text and Documents.
- Module 4 Number and Calculations.
- Module 5 Drawing and Painting.
- Module 6 Internet E-mail.
- Module 7 Photoshop.
- Module 8 Audio & Music.
- Module 9 Game.
- Module 10 Microsoft Word & PowerPoint.

COURSE CODE: 0009
ELIGIBILITY : 5TH
DURATION : 12 MONTH

REGISTRATION FEES : 300
EXAM FEES CHARGES EXTRA

FREE
BAG, E-BOOKS, NOTEBOOK
PEN, ID CARD



DCHE

DIPLOMA IN COMPUTER HARDWARE ENGINEERING

- Operating System, Analog and Digital Electronics
- Microprocessors, Installation & Assembling
- Peripheral Devices Installation & Maintenance

COURSE CODE: 0010
ELIGIBILITY : 10TH
DURATION : 6 MONTH

REGISTRATION FEES : 300
EXAM FEES CHARGES EXTRA

FREE
BAG, E-BOOKS, NOTEBOOK
PEN, ID CARD



DOAP

DIPLOMA IN OFFICE AUTOMATION AND PUBLISHING

SEMESTER 1:-

- Computer Fundamental & O.S
- M.S Office: (M.S Word, Excel, PowerPoint, Access)
- HTML, Internet & E-mailing

SEMESTER 2:-

- D.T.P : Adobe Pagemaker, Photoshop, Coreldraw,
- Data Entry :
Typing Skill, (Bengali & English), Speed Test, Scanning, Printing, CD/DVD Writing, Data Backup, etc.
- FOA (Fundamental of Account)& Tally ERP 9

COURSE CODE: 0011
ELIGIBILITY : 10TH
DURATION : 12 MONTH

REGISTRATION FEES : 500
EXAM FEES CHARGES EXTRA

FREE
BAG, E-BOOKS, NOTEBOOK
PEN, ID CARD



DCAMS

DIPLOMA IN COMPUTER APPLICATION & MULTIMEDIA SPECIALIST

SEMESTER 1:-

- Computer Fundamental & O.S
- M.S Office- (M.S Word, Excel, PowerPoint, Access)
- HTML, Internet & E-mailing

SEMESTER 2:-

- Adobe Pagemaker, Photoshop
- CorelDraw, Flash
- Dreamweaver & Typing: Bengali & English

COURSE CODE: 0012
ELIGIBILITY : 10TH
DURATION : 12 MONTH

REGISTRATION FEES : 500
EXAM FEES CHARGES EXTRA

FREE
BAG, E-BOOKS, NOTEBOOK
PEN, ID CARD



PGDCA

POST GRADUATE DIPLOMA IN COMPUTER APPLICATION

SEMESTER 1:-

- Computer Fundamental & O.S
- M.S Office: (M.S Word, Excel, PowerPoint, Access)
- HTML, Internet & E-mailing

SEMESTER 2:-

- C++ Programming
- Java Script
- Visual Basic



COURSE CODE: 0013
ELIGIBILITY : GRADUATE
DURATION : 12 MONTH

REGISTRATION FEES : 500
EXAM FEES CHARGES EXTRA

FREE
BAG, E-BOOKS, NOTEBOOK
PEN, ID CARD

DCAAE

DIPLOMA IN COMPUTER APPLICATION & ACCOUNTING EXPERT

SEMESTER 1:-

- Computer Fundamental & O.S
- M.S Office- (M.S Word, Excel, PowerPoint, Access)
- HTML, Internet & E-mailing

SEMESTER 2:-

- F.O.A (Fundamental of Accounts)
- Tally ERP 9
- Ace

COURSE CODE: 0014
ELIGIBILITY : 10TH
DURATION : 12 MONTH

REGISTRATION FEES : 500
EXAM FEES CHARGES EXTRA

FREE
BAG, E-BOOKS, NOTEBOOK
PEN, ID CARD



ADCA

ADVANCE DIPLOMA IN COMPUTER APPLICATIONS

SEMESTER 1:-

- Computer Concept & Fundamental
- Operating system
- MS-Office (Word, Excel, Power Point)
- HTML & Internet

SEMESTER 2:-

- Tally with GST
- Corel Draw
- Photo shop
- Page maker

COURSE CODE: 0015
ELIGIBILITY : GRADUATE
DURATION : 12 MONTH

REGISTRATION FEES : 300
EXAM FEES CHARGES EXTRA

FREE
BAG, E-BOOKS, NOTEBOOK
PEN, ID CARD



Computer Basic Course

SEMESTER 1:-

- Computer Fundamental & O.S
- M.S Office- (M.S Word, Excel, PowerPoint, Access)
- HTML, Internet & E-mailing

SEMESTER 2:-

- F.O.A (Fundamental of Accounts)
- Tally ERP 9
- Ace

COURSE CODE: 0016
ELIGIBILITY : 10TH
DURATION : 12 MONTH

REGISTRATION FEES : 500
EXAM FEES CHARGES EXTRA

FREE
BAG, E-BOOKS, NOTEBOOK
PEN, ID CARD



DCAA

DIPLOMA IN COMPUTER APPLICATION & ACCOUNTING

SEMESTER 1:-

- Computer Concept & Fundamental
- Operating system
- MS-Office (Word, Excel, Power Point)
- Internet
- Tally with GST



COURSE CODE: 0013
ELIGIBILITY : GRADUATE
DURATION : 12 MONTH

REGISTRATION FEES : 500
EXAM FEES CHARGES EXTRA

FREE
BAG, E-BOOKS, NOTEBOOK
PEN, ID CARD

JBCE

JAY BALAJI COMPUTER EDUCATION®



JAY BALAJI COMPUTER EDUCATION

ALL TYPING OF COMPUTER COURSES BOOKS Available (Computer Fundamental, Tally, DTP, ADCA, DCA, CCC, WEB DESIGNING, HARDWARE ETC.,

सभी कोचिंग एवं स्कूल / कॉलेज अपने नाम व कंटेंट
के साथ किताबें प्रकाशित करा सकते हैं

PERFOT ENTERPRISES

MANUFACTURER OF ALL TYPES OF
BAGS
LOWER
T-SHRITS



DOCUMENTS CHECKLIST & ADDMISSION PROCESS

Documents Needed For Admission

Identification :

Color Passport size Photo

Proof of identity :

Voter Card
PAN Card
Aader card
School ID Card
Birth Certificate
(Any One of these)

Proof of Education :

Last Education Qualification Certificate or Result

CONTACT US

Address:

JAY BALAJI COMPUTER EDUCATION
Nagla Chittar, Eka ,Firozabad, UTTAR PRADESH,
INDIA Pin-283152

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Website : www.jbce.in

JAY BALAJI COMPUTER EDUCATION



We are open: Monday - Saturday, 9.00AM - 9.00PM



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