



NATIONAL COMPUTER EDUCATION INSTITUTE

Computer Education & Skill Development

LEARN TODAY, LEAD TOMORROW

Practical learning. Digital skills. A brighter future.

COURSES • PRACTICAL TRAINING • CERTIFICATION

Our focus: helping learners build useful computer, office, digital and technology skills through structured courses and practical training.

Visit Us

Near Gurdwara Chatti Patshahi, Nowshera,
Distt. Rajouri, JK UT - 185151

Call: 9103385233 | Web: www.nceijk.co.in

ABOUT NCEI

BUILDING DIGITAL SKILLS FOR TOMORROW

National Computer Education Institute (NCEI) is focused on computer education, practical learning and skill development. Our courses are designed to help learners understand technology through structured lessons, hands-on practice and certification.

We aim to create a learning environment where students can develop confidence in using computers and digital tools for education, employment and everyday work.

OUR VISION

To encourage practical computer education and help learners become confident, capable and digitally skilled.

OUR MISSION

- Provide clear and practical computer training.
- Develop useful office, digital and technology skills.
- Support learners with structured courses and certification.
- Encourage continuous learning and career-oriented skill development.

WHY CHOOSE NCEI?

Quality Education

Structured lessons with clear explanations.

Practical Training

Hands-on practice to build real computer skills.

Experienced Faculty

Guidance and support throughout the course.

Certificate Courses

Course completion certificates for learners.

OUR POPULAR COURSES

Course	Full Form	Focus
ADCA	Advanced Diploma in Computer Applications	Computer applications, office tools and practical digital work.
DCA	Diploma in Computer Applications	Computer fundamentals, office applications and internet skills.
CCC	Course on Computer Concepts	Foundational computer and digital literacy skills.
COC	Certificate in Office Concepts	Office productivity and workplace computer skills.
BCC	Basic Computer Course	Beginner-friendly computer fundamentals and everyday use.
DFA	Diploma in Financial Accounting	Accounting-focused computer learning and financial software concepts.
DIT	Diploma in Information Technology	IT fundamentals and practical technology skills.
DIT&A;	Diploma in Information Technology & Its Application	Applied IT learning with practical computer applications.

Course duration, eligibility and fee structure can vary by programme and batch. Please contact NCEI for the current admission details.

WHAT YOU CAN LEARN

PRACTICAL COMPUTER & DIGITAL SKILLS

Computer Fundamentals

Hardware, software, operating systems, files, folders and everyday computer use.

Office Productivity

Word processing, spreadsheets, presentations, documents and office workflow.

Advanced Excel

Formulas, functions, tables, data handling and practical spreadsheet work.

Internet & Web

Internet basics, browsing, email concepts and introductory web technologies.

DTP & Design

Introduction to PageMaker, Photoshop and CorelDRAW for document and graphic work.

Programming

Introduction to programming concepts and selected languages/tools such as Java.

AI Tools

Introduction to useful AI tools for learning, productivity and creative work.

Project Work

Practice through guided tasks and projects to reinforce learning.

STUDENT BENEFITS

LEARN • PRACTICE • BUILD CONFIDENCE

- Practical learning: concepts are supported with hands-on computer practice.
- Skill development: build useful skills for study, office work and digital tasks.
- Structured courses: learn step-by-step from fundamentals to applied topics.
- Certification: eligible learners can receive a course completion certificate.
- Guidance: faculty support helps learners understand and practise new topics.
- Project-based practice: apply learning through assignments and practical projects.

A LEARNING APPROACH THAT CONNECTS THEORY WITH PRACTICE



ADMISSION INFORMATION

For admission, students can contact NCEI to know the current course schedule, eligibility, fees, duration and batch availability.

01	Choose a Course Select the course according to your learning goal.
02	Contact NCEI Call or visit the institute for current admission information.
03	Complete Registration Provide the required student details and complete admission formalities.
04	Start Training Attend classes, practise regularly and complete course activities.

LANGUAGES & LEARNING SUPPORT

Training and course materials can be planned according to the programme and learner needs. NCEI has previously offered learning support in Hindi, Urdu, English and Punjabi for relevant course activities.

For the latest course list, batch timings and admission requirements, please contact the institute directly.



CONTACT NCEI

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Phone	9103385233
Website	www.nceijk.co.in
Institute	National Computer Education Institute (NCEI)

LEARN TODAY, LEAD TOMORROW

NCEI is committed to empowering learners through computer education, practical training and skill development.

NCEI - Empowering Youth, Enriching Nation

Thank you for choosing NCEI.