



Quick Learning Academy

Bhimsuriya Road ,Hojai, Assam 782435

A NATIONAL AWARD WINNING INSTITUTE

QLA, ISO 9001: 2015 CERTIFIED INSTITUTE

PROSPECTUS- 2025

www.quicklearningacademy.co.in



Institute Highlights

✓ **EXPERIENCE FACULTY MEMBERS**
SELECTED CERTIFIED TRAINER

✓ **COMFORTABLE CLASSROOMS**
DIGITAL LABS & (A/C)

✓ **TO MAINTAIN HYGIENE**
RO PURIFIED DRINKING WATER &
PROVIDE FREE SANITARY PADS

✓ **SAFETY & SECURITY**
24X7 CCTV SURVEILLANCE
24X7 POWER BACKUP

✓ **CERTIFICATION**
ALL INDIA VALID CERTIFICATE
100% JOB ORIENTED CERTIFICATE
LAMINATED CERTIFICATES



QLA SPECIAL FEATURES

- ✓ Quality education provide at affordable charge.
- ✓ Individual care for each student.
- ✓ Regular interaction with parents.
- ✓ Global accepted certificate after the completion of course.
- ✓ Fast processing of candidate certificates.
- ✓ Qla (apk) available in Play Store.
- ✓ Provide study materials for students.
- ✓ Personality development training.
- ✓ Online students enquiry.
- ✓ Online registration process.
- ✓ Confirmation reg. Alert by SMS/ E-mail.
- ✓ Online payment system.
- ✓ Online attendance maintains in apk.
- ✓ Online fee records maintain in apk.
- ✓ Online hall tickets in apk.
- ✓ Online demo exam. Preparations.
- ✓ Online/ offline examination system.
- ✓ Online verification certificates/ marksheets.
- ✓ 24x7 online support system.
- ✓ Free placement assistance job portel.



COURSE STRUCTURE

QLA COURSE CAN BE CLASSIFIED BY

- ✓ Certificate courses.
- ✓ PG- diploma courses.
- ✓ Diploma courses.
- ✓ Vocational courses
- ✓ Advance diploma courses.

ELIGIBILITY FOR CERTIFICATE COURSES.

- ✓ Eligibility for certificate courses.
All certificate course students have must qualified minimum viii passed.
- ✓ Eligibility for diploma courses.
All diploma course students have must qualified x passed.
- ✓ Eligibility for advance diploma courses.
All advanced diploma courses students have must qualified minimum xii passed.
- ✓ Eligibility for PG- diploma courses.
All PG- diploma course students have must qualified graduation level.



TERMS AND CONDITIONS

- ✓ ADMISSION FEES NON REFUNDABLE AND NO CREDIT. ONE TIME ANNUALLY
- ✓ 1ST MONTHLY /QUARTERLY FEES SHOULD BE PAID DURING THE TIME OF ADMISSION.
- ✓ FEES SHOULD BE PAID MONTHLY/QUARTERLY BY YOU WITHOUT ANY DELAY OTHERWISE YOU HAVE TO PAY LATE FINE RS.SO/-PER WEEK.
- ✓ YOU HAVE TO PROVIDE APPLICATION FOR ANY KIND OF LEAVE BEFORE ONE DAY OTHERWISE YOUR LEAVE WILL NOT BE ACCEPTED.
- ✓ YOU WILL GET 30 DAYS LEAVE ANNUALLY BUT FOR THAT YOU HAVE TO SUBMIT APPLICATION AS MENTIONED IN POINT NO-3
- ✓ IF BETWEEN THE COURSES YOU WANT TO DROP THE INSTITUTION THEN YOU HAVE TO PROVIDE A DETAILED APPLICATION ON BEHALF OF YOUR PROBLEM REGARDING IT. AND YOUR FEES SHOULD BE CLEAR. OTHERWISE STRICT LAWFUL ACTION WOULD BE TAKEN AGAINST YOU.
- ✓ ADMISSION FEE, REG. FEE, COURSE FEE, EXAM. FEE, ID CARD FEE, JOINING KIT FEE ALL WILL BE SEPARATE.
- ✓ DURING YOUR COURSE PERIOD YOU CANNOT DROP THE INSTITUTE WITHOUT THE APPROVAL OF AUTHORITY OF THE INSTITUTE. OTHERWISE LAWFUL ACTION WOULD BE TAKEN AGAINST YOU.
- ✓ IF ANY UNLAWFUL ACTIVITY DONE BY YOU IN THE NAME OF THE INSTITUTE OR INSIDE THE PREMISES OF INSTITUTE THEN YOU WOULD BE SACKED OUT WITHOUT ANY REFUND AND A FINE OR LAWFUL ACTION WOULD BE TAKEN.
- ✓ NO FEES WILL BE REFUNDABLE ANY KIND OF CLAIM ON INSTITUTE WILL NOT BE ENTERTAINED.
- ✓ USE OF MOBILE PHONES, SMOKING OR CHEWING OF TOBACCO IS STRICTLY PROHIBITED INSIDE THE INSTITUTE.
- ✓ IF ANY KIND OF INSTITUTE PROPERTY IS BEING DAMAGED BY YOU THEN YOU HAVE TO PAY THE LEGAL AMOUNT FOR IT.



**COURSE :- BCC (VALUE FOR MONEY COURSE) FOR BEGINNERS.
DURATION:- 1 MONTHS**

- ✓ **ACTUAL FEES :- 2,999/- (ONLY)**
- ✓ **OFFER FEES :- 1,999/- (ONLY)**
- ✓ **ADMISSION :- 500/-**
- ✓ **REG. FEE :- 350/-**
- ✓ **ID CHARGE :- 150/-**
- ✓ **MONTHLY FEE:- 700/-**
- ✓ **EXAM. FEE :- 100/-**
- ✓ **CERT. FEE :- 199/-**
- ✓ **GRAND TOTAL:- 1,999/- (ONLY)**



COURSE MODULES (BEGINNERS COMPUTER COURSE)

- ✓ Computer basics: What a computer is, its components, and how to connect a keyboard, mouse, monitor, and printer to a CPU
- ✓ Operating system: What an operating system is, how to use the user interface, and how to create and rename files and folders
- ✓ Word processing: How to use a word processing program, such as Microsoft Word, to create and manage documents
- ✓ Spreadsheets: How to use a spreadsheet program, such as Microsoft Excel, to enter text, numbers, and dates, and create series
- ✓ Internet communication: How to use the internet and basic computer networks Email: How to use email, including email addressing Presentations. How to make small presentations



Documents Required

2 COPY RECENT PASSPORT PHOTO AADHAR
CARD XEROX COLOUR COPY
EDUCATIONA QUALIFICATION
CERTIFICATESXEROX COPY CASTE
CERTIFICATE XEROX COPY

COURSE :- CCA (VALUE FOR MONEY COURSE)
DURATION:- 3 MONTHS + (1 MONTHS FREE) + (FREE INSURANCE)

- ✓ **ACTUAL FEES :- 7,999/- (ONLY)**
- ✓ **OFFER FEES :- 4,999/- (ONLY)**
- ✓ **ADMISSION :- 500/-**
- ✓ **REG. FEE :- 350/-**
- ✓ **ID CHARGE :- 150/-**
- ✓ **MONTHLY FEES:-1000/-**
- ✓ **EXAM. FEE :- 200/-**
- ✓ **CERT. FEE :- 799/-**
- ✓ **GRAND TOTAL:- 4,999/- (ONLY)**



COURSE MODULES (BEGINNERS COURSE)

- ✓ **FUNDAMENTALS OF COMPUTER**
- ✓ **COMPUTER OPERATING SYSTEM**
- ✓ **INRODUCTION OF HARDWARE & SOFTWARE**
- ✓ **TYPING LESSONS**
- ✓ **WORD PAD**
- ✓ **NOTE PAD**
- ✓ **MS PAINT**
- ✓ **MS WORD**
- ✓ **MS EXCEL**
- ✓ **MS POWER POINT**
- ✓ **MS ACCESS**
- ✓ **INTERNET & BROWSING**
- ✓ **E-MAIL & MULTIMEDIA**
- ✓ **PRINTING & SCANNING**



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COURSE :- CFA (VALUE FOR MONEY COURSE)
DURATION:- 3 MONTHS + (1 MONTHS FREE) + (FREE INSURANCE)

- ✓ **ACTUAL FEES :- 7,999/- (ONLY)**
- ✓ **OFFER FEES :- 4,999/- (ONLY)**
- ✓ **ADMISSION :- 500/-**
- ✓ **REG. FEE :- 350/-**
- ✓ **ID CHARGE :- 150/-**
- ✓ **MONTHLY FEES:-1000/-**
- ✓ **EXAM. FEE :- 200/-**
- ✓ **CERT. FEE :- 799/-**
- ✓ **GRAND TOTAL:- 4,999/- (ONLY)**



COURSE MODULES (BEGINNERS COURSE)

- ✓ FUNDAMENTALS OF COMPUTER
- ✓ COMPUTER OPERATING SYSTEM
- ✓ INRODUCTION OF HARDWARE & SOFTWARE
- ✓ TYPING LESSONS
- ✓ WORD PAD
- ✓ NOTE PAD
- ✓ MS PAINT
- ✓ MS WORD
- ✓ MS EXCEL
- ✓ MS POWER POINT
- ✓ MS ACCESS
- ✓ INTERNET & BROWSING
- ✓ E-MAIL & MULTIMEDIA
- ✓ PRINTING & SCANNING
- ✓ TALLT+ GST+ ITR



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COURSE :- DCA (VALUE FOR MONEY COURSE)
DURATION:- 6 MONTHS + (1 MONTHS FREE) + (FREE INSURANCE)

- ✓ **ACTUAL FEES :-10,999/- (ONLY)**
- ✓ **OFFER FEES:- 8,499/-(ONLY)**
- ✓ **ADMISSION :- 800/-**
- ✓ **REG. FEE :- 350/-**
- ✓ **ID CHARGE :- 150/-**
- ✓ **QURTLY FEES:- 3000/-**
- ✓ **EXAM. FEES:- 100 X 2 /-**
- ✓ **CERT. FEE :- 999/-**
- ✓ **GRAND TOTAL:-8,499/- (ONLY)**



COURSE MODULES (BASIC TO ADVANCE LESSONS)

- ✓ FUNDAMENTALS OF COMPUTER
- ✓ COMPUTER OPERATING SYSTEM
- ✓ INRODUCTION OF HARDWARE & SOFTWARE
- ✓ TYPING LESSONS
- ✓ WORD PAD
- ✓ NOTE PAD
- ✓ MS PAINT
- ✓ MS WORD
- ✓ MS EXCEL
- ✓ MS POWER POINT
- ✓ MS ACCESS
- ✓ INTERNET & BROWSING
- ✓ E-MAIL & MULTIMEDIA
- ✓ PRINTING & SCANNING
- ✓ DOCUMENTS CONVERT-JPG,PNG,COMPRESS,ETC.
- ✓ INSTALLATION OF SOFTWARE
- ✓ ADOBE PHOTOSHOP
- ✓ HTML



Word



Excel



PowerPoint



OneNote



Access



Publisher



InfoPath



Skype for Business



Outlook



OneDrive for Business

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COURSE :- DFA (VALUE FOR MONEY COURSE)
DURATION:- 6 MONTHS + (1 MONTHS FREE) + (FREE INSURANCE)

- ✓ **ACTUAL FEES :-10,999/- (ONLY)**
- ✓ **OFFER FEES:- 8,499/-(ONLY)**
- ✓ **ADMISSION :- 800/-**
- ✓ **REG. FEE :- 350/-**
- ✓ **ID CHARGE :- 150/-**
- ✓ **QURTLY FEES:- 3000/-**
- ✓ **EXAM. FEES:- 100 X 2 /-**
- ✓ **CERT. FEE :- 999/-**
- ✓ **GRAND TOTAL: -8,499/- (ONLY)**



COURSE MODULES (BASIC TO ADVANCE LESSONS)

- ✓ FUNDAMENTALS OF COMPUTER
- ✓ COMPUTER OPERATING SYSTEM
- ✓ INRODUCTION OF HARDWARE & SOFTWARE
- ✓ TYPING LESSONS
- ✓ WORD PAD
- ✓ NOTE PAD
- ✓ MS PAINT
- ✓ MS WORD
- ✓ MS EXCEL + ADVANCE
- ✓ MS POWER POINT
- ✓ MS ACCESS
- ✓ INTERNET & BROWSING
- ✓ E-MAIL & MULTIMEDIA
- ✓ PRINTING & SCANNING
- ✓ DOCUMENTS CONVERT-JPG,PNG,COMPRESS,ETC.
- ✓ INSTALLATION OF SOFTWARE
- ✓ TALLY+ GST+ ITR
- ✓ ADOBE PHOTOSHOP
- ✓ HTML



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COURSES :- ADCA/PGDCA/PG-DIPLOMA (VALUE FOR MONEY COURSES)
DURATION:- 12 MONTHS (1 YEARS) + (2 MONTHS FREE) +(FREE INSURANCE)

- ✓ **ACTUAL FEES :-18,499/- (ONLY)**
- ✓ **OFFER FEES:- 14,999/-(ONLY)**
- ✓ **ADMISSION :- 1000/-**
- ✓ **REG. FEE :-350/-**
- ✓ **ID CHARGE :- 150/-**
- ✓ **QURTLY FEES:-3000/-**
- ✓ **EXAM. FEES:- 200 X 2 /-**
- ✓ **CERT. FEE :-1099/-**
- ✓ **GRAND TOTAL:-14,999/- (ONLY)**



COURSE MODULES (BASIC TO ADVANCE LESSONS)

- ✓ FUNDAMENTALS OF COMPUTER
- ✓ COMPUTER OPERATING SYSTEM
- ✓ INRODUCTION OF HARDWARE & SOFTWARE
- ✓ TYPING LESSONS
- ✓ WORD PAD
- ✓ NOTE PAD
- ✓ MS PAINT
- ✓ MS WORD
- ✓ MS EXCEL
- ✓ MS POWER POINT
- ✓ MS ACCESS
- ✓ MS ONENOTE
- ✓ MS PUBLISHER
- ✓ INTERNET & BROWSING
- ✓ E-MAIL & MULTIMEDIA
- ✓ PRINTING & SCANNING
- ✓ DOCUMENTS CONVERT-JPG,PNG,COMPRESS,ETC.
- ✓ INSTALLATION OF SOFTWARE
- ✓ CREATE GOOGLE FORM
- ✓ QR CODE GENERATE
- ✓ YOUTUBE CHANNEL & UPLOAD VIDEOS
- ✓ SOCIAL MEDIA MARKETING
- ✓ ADOBE PHOTOSHOP
- ✓ TALLY + GST+ ITR
- ✓ JAVA
- ✓ HTML
- ✓ CSS
- ✓ AI TOOLS



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ADDITIONAL SERVICES

IF YOU WANT TO BUY A REFURBISHED LAPTOP .

- ✓ **800/- PAY DURING THE TIME OF PURCHASE.**
- ✓ **EMI : 1200 x 6 MONTHS .**
- ✓ **3000/- PAY AT THE TIME OF CLOSING AFTER 6TH EMI.**
- ✓ **11000/- GRAND TOTAL AMOUNT.**

**45 DAYS WARRANTY.
LAPTOP CHARGER ONLY.**



IF YOU WANT TO BUY A REFURBISHED TABLET

- ✓ **800/- PAY DURING THE TIME OF PURCHASE.**
- ✓ **EMI : 500 x 6 MONTHS .**
- ✓ **2000/- PAY AT THE TIME OF CLOSING AFTER 6TH EMI.**
- ✓ **5800/- GRAND TOTAL AMOUNT.**

**30 DAYS WARRANTY.
TABLET CHARGER ONLY.**



TERMS & CONDITIONS:

- ✓ **ONLY STUDENTS CAN PURCHASE LAPTOP AND TABLET .**
- ✓ **VALID FOR ALL THE STUDENTS WHO PERSUE THE COURSE OF MINIMUM 6 MONTHS AND ABOVE.**
- ✓ **RATES WILL VARY ON EVERY MODEL.**
- ✓ **EMI'S WILL HAVE TO BE PAID BY 30th OF EVERY MONTH. (EXCEPTIONAL 28TH OF FEBRUARY)**
- ✓ **IF DELAYED WILL HAVE TO PAY A PENALTY OF RS 500 PER MONTH.**
- ✓ **ONCE PURCHASED CAN'T BE REFUNDED OR RETURNED.**
- ✓ **WARRANTY CAN BE CLAIMED AT ANY POINT OF TIME DURING WARRANTY PERIOD. WILL START FROM THE DATE OF PURCHASE.**
- ✓ **WARRANTY CAN ONLY BE CLAIMED FOR TECHNICAL ISSUES. NO PHYSICAL DAMAGE WILL BE ENTERTAINED.**
- ✓ **IF EMI NOT PAID FOR MORE THAN 2 MONTHS, LEGAL ACTION WILL BE TAKEN.**



SINCE 2022

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