

Prospectus

AJ LEARN SKILL TRAINING ACADEMY



www.ajlearn.co.in



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+91- 7365 847 531

About Us

AJ LEARN SKILL TRAINING ACADEMY is a premier computer and vocational training institute dedicated to empowering students with modern technical skills and practical knowledge. Established with a vision to bridge the gap between education and employability, AJ LEARN offers a wide range of professional diploma and certification programs designed to prepare learners for the digital era.

We are a Registered Autonomous Body under the Government of West Bengal, based on the Central Government's Trust Registration Act, 1962, Government of India.

Our institute is also Registered under the Trade Mark Registry Act, 1999 (Government of India) and is an IAF, ISO 9001:2015 Certified Autonomous Organization committed to maintaining high standards in quality education and management systems.

Additionally, AJ LEARN Skill Training Academy is Registered under the NITI Aayog, Government of India, NGO Darpan, Govt. of India and Registered under MSME, Government of India. These recognitions reflect our dedication to providing authentic, job-oriented, and industry-relevant training to our students.

At AJ LEARN SKILL TRAINING ACADEMY, we offer a wide spectrum of career-focused courses including Diploma in Computer Application (DCA), Tally with GST, Graphic Designing, Web Designing, Digital Marketing, and Programming etc. Each course is carefully structured to provide in-depth knowledge and hands-on practical training.

We believe in learning by doing — hence, every student at AJ LEARN SKILL TRAINING ACADEMY receives the opportunity for internship and placement assistance after successful completion of their course. Our mission is to transform students into skilled professionals ready to meet the challenges of the modern workplace.

With a team of experienced trainers, updated syllabus, and a focus on real-world application, AJ LEARN SKILL TRAINING ACADEMY stands as a symbol of excellence, innovation, and commitment in the field of computer and skill development education.



OUR MISSION & VISSION

Sukhen Mondal

HR Executive



1.

OUR MISSION

- 1.To provide job-oriented and skill-based education that helps students become self-reliant and employable in both government and private sectors.
- 2.To promote digital literacy and technical awareness among students, youth, and professionals across all communities.
- 3.To ensure quality education through expert faculty, modern infrastructure, and practical learning methods.
- 4.To build partnerships with industries and organizations for internship, training, and placement opportunities.
- 5.To support national skill development initiatives and contribute to the vision of "Skilled India – Empowered India."
- 6.To develop confidence, creativity, and professionalism among learners through continuous guidance and mentoring.

2.

OUR VISSION

- 1.To create a digitally skilled and self-reliant generation capable of contributing effectively to India's growth and global competitiveness.
- 2.To be recognized as a trusted and respected institution for providing high-quality, practical, and industry-relevant education.
- 3.To inspire innovation, creativity, and entrepreneurship through continuous learning and technological advancement.
- 4.To foster partnerships with government, industries, and organizations to strengthen the bridge between education and employment.
- 5.To promote lifelong learning by providing opportunities for upskilling and professional growth.

Why Choose us ?



Government Registered & ISO Certified

AJ LEARN SKILL TRAINING ACADEMY is a Registered Autonomous Body under the Government of West Bengal, based on the Central Government Trust Registration Act, 1962. We are also ISO 9001:2015 Certified, Trademark Registered (Govt. of India), and recognized by the NITI Aayog, NGO Darpan and MSME (Govt. of India) — ensuring complete authenticity and quality assurance.



Job-Oriented & Industry-Focused Courses

Our courses such as DCA, Tally with GST, Graphic Designing, Web Designing, Digital Marketing, and Programming are designed according to the latest industry trends and employer requirements. We focus on practical training rather than just theory.



Experienced & Qualified Faculty

AJ LEARN SKILL TRAINING ACADEMY has a team of experienced trainers and industry professionals who guide students with personalized attention and real-world insights.



100% Practical Training

All our programs emphasize hands-on practice, lab sessions, live projects, and real-time applications to make learning more effective and career-oriented.



Internship & Placement Assistance

5. Internship & Placement Assistance
After successful course completion, every student receives internship opportunities and placement support through our network of partner companies and organizations.



Globally Recognized Certification

Our ISO-certified certificates enhance students' professional value and are recognized by both private and government sectors, helping them secure better jobs and career advancement.



Flexible Batch Timings

We offer morning, afternoon, and evening batches, allowing students and working professionals to learn at their convenience.



Online + Offline Learning Options

Students can choose between classroom training or online learning with live lectures, study materials, and recorded sessions — perfect for all learning needs.



Student Support & Career Guidance

We provide career counseling, soft-skill training, and personality development programs to prepare students for interviews and workplace success.



Commitment to Excellence

At AJ LEARN SKILL TRAINING ACADEMY, our mission is simple — to empower every learner with digital skills, confidence, and creativity to thrive in the modern world.

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Diploma in Computer Application (DCA)

C.D. - AJC13

Advance Diploma in Computer Application

C.D. - AJC14



- Computer Fundamental & Operating System
- Typing (English & Local Language)
- MS-Office Package (Word, Excel, Power Point, Access)
- Visual Basic 6.0 HTML & CSS
- Programming Language C
- Internet & E-mail
- Project Work & Practical
- **Eligibility : Appeared/Passed Class 10th or Passed DCA**
- **Duration : 12 Months**

- Computer Fundamental & Operating System
- Typing (English)
- MS-Office Package (Word, Excel, Power Point, Access)
- HTML
- Internet & E-mail
- Practical & Project
- **Eligibility : Appeared/Passed Class 10th or Passed CCA**
- **Duration : 6 Months**



Diploma in Desktop Publishing (DDTP)

C.D. - AJC15

- Computer Fundamental & Operating System
- Typing (English & Local Language)
- MS-Office Package (Word, Power Point)
- Page Maker
- Adobe Photoshop
- Scanning & Printing
- Internet & E-mail
- **Project Eligibility : Appeared/Passed Class 10th**
- **Duration : 6 Months**



Md Azimuddin
Chairman & CEO

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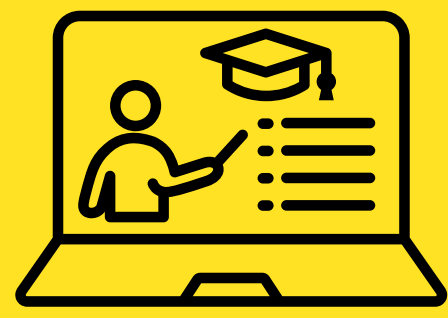
100% Full Support



Free Consultation

Advance Diploma in Desktop Publishing (ADDTP)

C.D. - AJC16



- Computer Fundamental & Operating System
- Typing (English & Local Language)
- MS-Office Package (Word, Excel, Power Point)
- Page Maker & Corel Draw
- Adobe Photoshop
- Basic Web Page Designing (HTML, CSS & JS)
- Scanning & Printing
- Internet & E-mail
- Practical & Project
- **Eligibility : Appeared/ Passed Class 10th**
- **Duration : 12 Months**



Advance Diploma in Web Designing (ADWD)

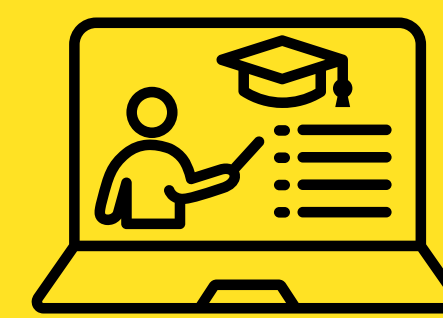
C.D. - AJC18



- HTML, CSS, Java Script, JQuery
- PHP MySQL
- Dreamweaver / Visual Studio Code
- Adobe Photoshop
- FileZilla
- Web Page Designing using AI
- Web Site Designing (Live Project)
- **Eligibility : 10th + DWD**
- **Duration : 12 Months**

Diploma in Web Designing (DWD)

C.D. - AJC17



- Computer Fundamental & Operating System
- Internet & E-mail
- Dreamweaver / Visual Studio Code
- HTML, CSS & Java Script
- Adobe Photoshop
- Project on Web Page Designing
- **Eligibility: 10th**
- **Duration : 6 Months**



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Certificate in Computer Multimedia (CCM)

C.D. - AJC19



- Computer Fundamental & Operating System
- Adobe Photoshop
- Scanning & Printing
- Internet & E-mail
- **Eligibility: 8th**
- **Duration : 3 Months**

Diploma in Computer Multimedia (DCM)

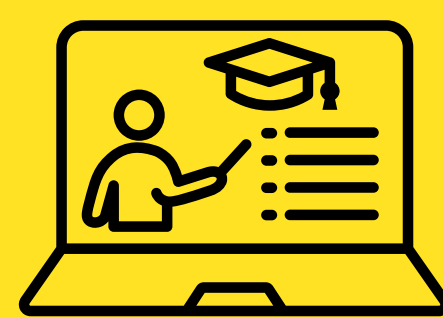
C.D. - AJC20



- Computer Fundamental & Operating System
- Typing (English & Local Language)
- MS-Office Package (Word, Excel, Power Point, Access)
- Visual Basic 6.0 HTML & CSS
- Programming Language C
- Internet & E-mail
- Project Work & Practical
- **Eligibility : Appeared/ Passed Class 10th or Passed DCA**
- **Duration : 12 Months**

Advance Diploma in Computer Multimedia (ADCM)

C.D. - AJC21



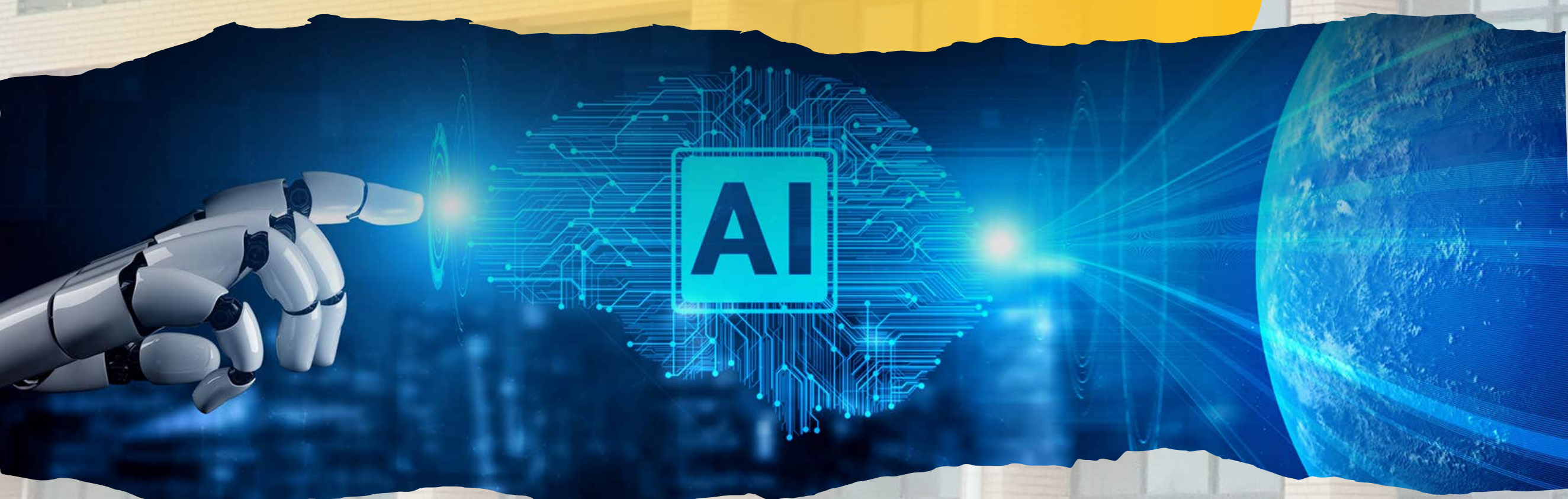
- Computer Fundamental & Operating System
- MS-Office Package (Word, Excel, Power Point)
- HTML, CSS, Java Script
- Corel Draw
- Adobe Photoshop
- Adobe Illustrator
- Flash Video Editing – a.Video Capture b.Adobe Premier
- Internet & E-mail
- Project
- **Eligibility : 10th**
- **Duration :12 Months**

Diploma in AutoCAD (DAC)

C.D. - AJC22



- Computer Fundamental & Operating System
- MS-Office (Word, Excel, Power Point)
- Customizing Auto Cad using tools
- Creating Drawing using Wizard
- 2D & 3D
- Internet & E-mail
- **Eligibility : 12th**
- **Duration : 6 Months**



Advance Diploma in AutoCAD (ADAC)

C.D. - AJC23



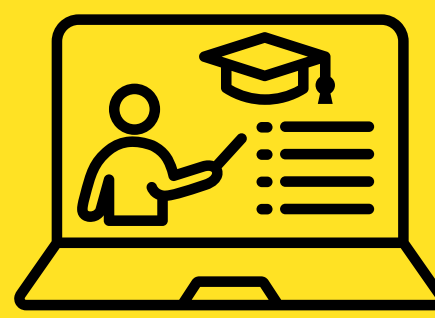
- Computer Fundamental & Operating System
- MS-Office (Word, Excel, Power Point)
- 2D Drawing Construction
- Drawing Aids in Auto CAD
- Drawing Tools in Auto CAD
- Modifying Command in Auto CAD
- Getting information in Auto CAD
- Fine Tuning Drawings in Auto CAD
- Working with in Auto CAD
- Grouping in Auto Text
- Dimensioning in Auto CAD 3D
- Drawing Construction
- Modelling and Editing Solids
- Rendering and Solids
- Plotting Drawings
- Adobe Photoshop
- Internet & E-mail
- Project Work
- **Eligibility : 12th**
- **Duration : 12 Months**

Certificate in Computer Typing (CCT)

C.D. - AJC29



- Computer Fundamental
- Windows (Notepad, WordPad)
- MS-Office Word
- Computer English & Local Language Typing



Diploma in Financial Accounting (DFA)

C.D. - AJC24

- Computer Fundamental & Operating System
- MS-Office (Word, Excel)
- Accounting Fundamental
- Tally ERP 9.0 with GST
- Internet & E-mail
- **Eligibility : 10th**
- **Duration : 6 Months**



Advance Diploma in Financial Accounting (ADFA)

C.D. - AJC25

- Computer Fundamental & Operating System
- MS-Office (Word, Excel, Power Point, Access)
- Accounting Fundamental
- Tally ERP 9.0 with GST & PF, ESI, Payroll, TDS, TCS
- Accord & FACT
- Internet & E-mail
- **Eligibility : 10th**
- **Duration : 12 Months**

- Typing Master
- **Eligibility : Class VIII**
- **Duration : 3 Months**

Diploma in Computer Hardware (DCH)

C.D. - AJC26



- Computer Fundamental & Operating System
- Basic Electronics (Analog & Digital)
- Basic knowledge of Hardware components
- O.S. & Application Software Installation
- Backup & Restore
- Assembling and Disassembling
- Troubleshooting and PC maintenance
- Internet & E-mail
- **Eligibility : 10th**
- **Duration : 6 Months**

Certificate in Computer Teachers Training (CCTT)

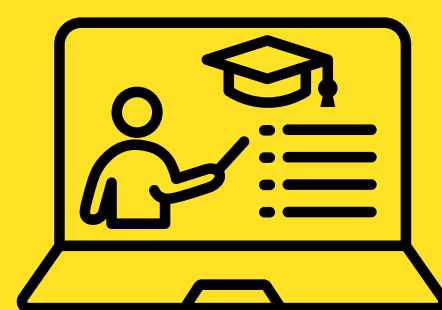
C.D. - AJC28



- Computer Concept & Fundamentals
- Operating System (DOS, Windows)
- Concept of Computer Parts
- Computer English & Local Language Typing
- MS-Office (Word, Excel, Power Point, Access)
- Internet & Email
- Concept of AI
- Project & Practical
- **Eligibility : 12th (10+2) H.S.**
- **Duration : 6 Months**



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Advance Diploma in Computer Hardware & Networking (ADCHN)

C.D. - AJC27

- Computer Fundamental & Operating
- System Basic Electronics (Analog & Digital)
- Basic knowledge of Hardware components
- O.S. & Application Software Installation
- Backup & Restore
- Assembling and Disassembling
- Troubleshooting and PC maintenance
- Internet & E-mail
- Basic Networking
- Router Setup (Wifi)
- Topology, IP Address, Protocol
- Cabling
- Peer to Peer Networks
- Client-Server Networking
- Setting Up Internet
- Proxy Server Setup
- Network Setup with Windows
- Network back-up System
- **Eligibility : 12th (10+2) H.S.**
- **Duration : 12 Months**



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Diploma in MS Office with AI (DMSO-AI)

C.D. - AJC30



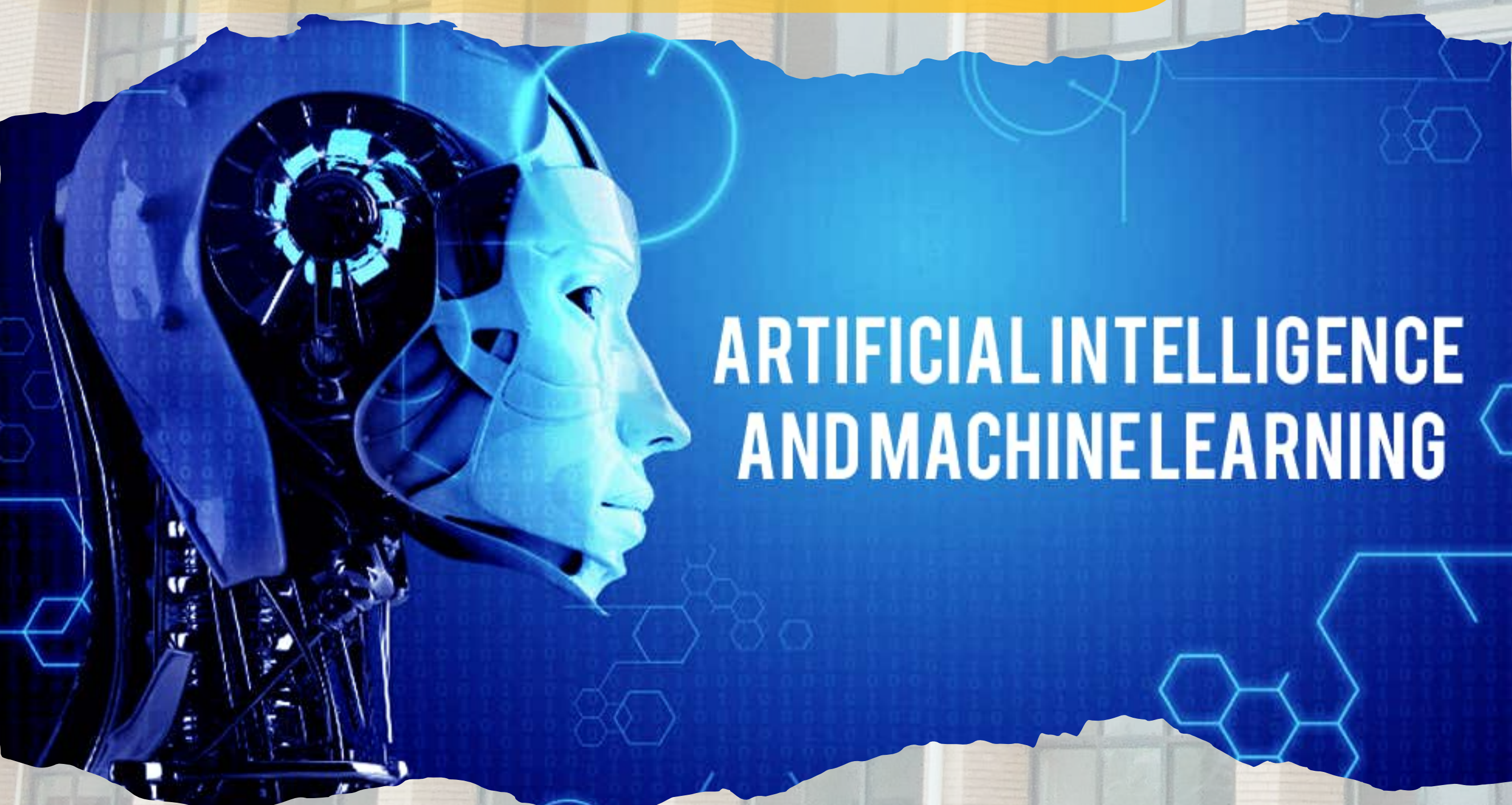
- Computer Fundamental & Operating System
- MS-Office Package (Word, Excel, Power Point, Access)
- Internet & E-mail
- AI with ChatGPT
- Practical
- **Eligibility : Appeared/Passed Class 10th**
- **Duration : 6 Months**

Advance Diploma in Networking & Cyber Security (ADNCS)

C.D. - AJC31



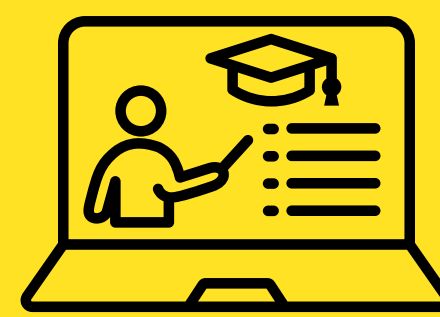
- Advance Networking
- Web Applications
- Ethical Hacking
- Security Architecture
- Foot Printing Techniques
- Security Auditing
- Practical
- **Eligibility : 12th (10+2) H.S.**
- **Duration : 12 Months**



Diploma in Digital Marketing & Social Networks (DDMSN)

C.D. - AJC32

- Concept of Marketing
- Concept of Digital Marketing
- Concept of E-Marketing
- Social Media Marketing
- Search Engine of Optimization (SEO)
- Digital Marketing with AI
- Practical
- **Eligibility : 12th (10+2) H.S.**
- **Duration : 12 Months**



Diploma in Applied Machine Learning – Foundations to Models (DAML-FM)

C.D. - AJC33

- Foundations of AI and Data
- Modelling & Algorithms
- Supervised Learning (Regression Models, Classification Models)
- Unsupervised Learning Applications
- **Eligibility : Minimum Class 12th**
At least 1-3 months any programming language experience Recommended
- **Duration : 6 Months**



**Certificate in MS WORD with AI
(CMSW-AI)**

C.D. - AJC35



- Fundamentals of Computers
- MS Word with AI
- Project Works
- **Eligibility : Class 10th**
- **Duration : 3 Months**

**Certificate in MS EXCEL with AI
(CMSE-AI)**

C.D. - AJC36



- Fundamentals of Computers
- MS Excel with AI
- Project Works
- **Eligibility : Class 10th**
- **Duration : 3 Months**

**Certificate in MS POWER POINT
with AI (CMSPP-AI)**

C.D. - AJC37



- Fundamentals of Computers
- MS Power Point with AI
- Project Works
- **Eligibility : Class 10th**
- **Duration : 3 Months**

**Diploma in Applied AI & Machine Learning:
From Models to Deployment
(DAAIML-MD)**

C.D. - AJC33



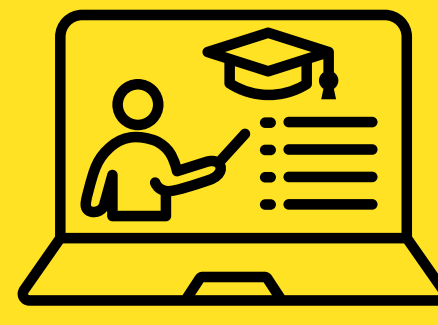
- Introduction to AI and its Applications
- Machine Learning Basics (Supervised, Unsupervised, Reinforcement)
- Data & Tools
- Natural Language Processing (NLP) & Computer Vision (CV)
- Ethics & Future
- **Eligibility : Class 12th and Applied Machine Learning – Foundations to Models (AML-FM)**
- **Duration : 6 Months**

**Certificate in PHOTO SHOP
(CPS)**

C.D. - AJC38



- Fundamentals of Computers
- Photo Shop
- Project Works
- **Eligibility : Class 10th**
- **Duration : 3 Months**



**Diploma In Graphic Designing
(DGD)**

C.D. - AJC39



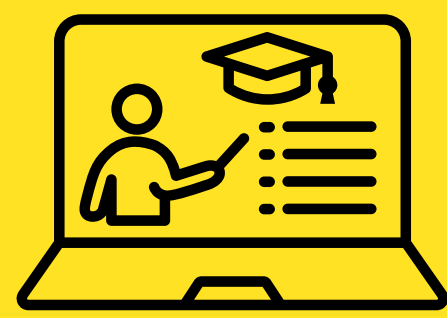
- **Introduction to Graphic Designing**
- **Design Fundamentals**
- **Adobe Photoshop (Image Editing & Design)**
- **Adobe Illustrator (Vector Graphics)**
- **Adobe InDesign (Print Media Design)**
- **Branding & Marketing Design**
- **Portfolio Development & Freelancing**
- **Final Project & Assessment**
- **Eligibility : 10th**
- **Duration : 6 Months**

- **Introduction to Video Editing**
- **Video Fundamentals & Visual Language**
- **Adobe Premiere Pro (Core Editing)**
- **After Effects (Motion Graphics & Effects)**
- **Audio Editing & Sound Design**
- **Color Correction & Grading**
- **YouTube, Social Media & Commercial Editing**
- **Portfolio Development & Freelancing**
- **Final Project & Assessment**
- **Eligibility : 10th**
- **Duration : 6 Months**



**Diploma in Tally with GST
(DT-GST)**

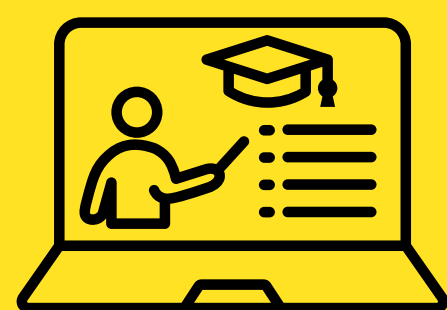
C.D. - AJC41



- **Fundamentals of Accounting**
- **Introduction to Tally & Company Creation**
- **Masters Creation in Tally**
- **Voucher Entry & Day-to-Day Accounting**
- **GST Concepts & Registration**
- **GST Configuration & Transactions in Tally**
- **GST Returns & Reports**
- **Payroll & Compliance Basics**
- **Financial Reports & Final Accounts**
- **Final Project & Assessment**
- **Eligibility : 10th**
- **Duration : 6 Months**

**Diploma in Professional Makeup
Artist (DPMA)**

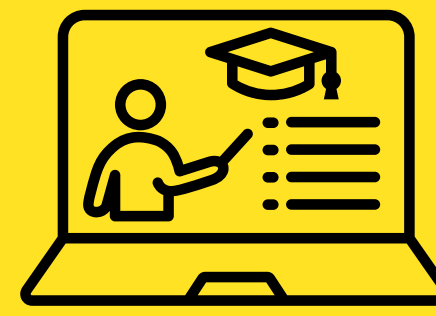
C.D. - AJC43



- **Introduction to Makeup Artistry**
- **Skin Science & Preparation**
- **Face Structure & Color Theory**
- **Base Makeup Techniques**
- **Eye Makeup Techniques**
- **Lip & Blush Techniques**
- **Bridal & Occasion Makeup**
- **Hygiene, Safety & Product Knowledge**
- **Portfolio Development & Freelancing**
- **Final Practical & Assessment**

**Diploma in Industrial Tailoring
(DIT)**

C.D. - AJC42



- **Introduction to Industrial Tailoring**
- **Basics of Fabrics & Materials**
- **Measurements & Pattern Making**
- **Industrial Sewing Machines & Operations**
- **Garment Construction Techniques**
- **Industrial Garment Production Process**
- **Quality Control & Finishing**
- **Entrepreneurship & Self-Employment**
- **Final Project & Assessment**
- **Eligibility : 8th Pass**
- **Duration : 6 Months**



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