



Creating a Knowledge Lit World

HARYANA KNOWLEDGE CORPORATION LIMITED

(Promoted by Government of Haryana)

CIN: U80904HR2013PLC050331

ISO 9001: 2015 Certified Organization

Sub: Opportunity to start HKCL's Authorized Computer Training Centre.

Dear Sir/Madam,

Greetings from **Haryana Knowledge Corporation Ltd (HKCL)**.

Haryana Knowledge Corporation Limited (HKCL), is currently under administration of Citizen Resource Information Department (CRID), Haryana. It is Promoted by Government of Haryana, India along with Maharashtra Knowledge Corporation Ltd., HARTRON, Board of School Education - Haryana, Deen Bandhu Chhotu Ram University of Science & Technology, (DCRUST) Murthal, Sonipat, Bhagat Phool Singh Mahila Vishvavidyalaya, (BPSMV), Khanpur Kalan, Sonapat Kurukshetra University (KU), Kurukshetra, and Guru Jambheshwar University of Science & Technology (GJUST), Hisar. The Corporation is incorporated to create new paradigm in education and development through universalization and integration of Information Technology in teaching, learning and educational management processes in particular and socio-economic transformative processes in general with a mission of enhancing Information Technology Education in the state of Haryana to a very large and diverse population- **Bigger**, with higher quality - **Better**, at affordable cost- **Cheaper**, at fast pace - **Faster**, with widest accessibility- **Wider**, with mass personalization- **Deeper**.

We are delighted to invite you to join HKCL and become a part of our thriving network of **240+ Authorized Learning Center** across Haryana. As you consider your options for partnering with us, let us share with you why joining HKCL is a wise choice for your business:

Comprehensive Life Cycle Management: At HKCL, we offer a robust web-based framework for Center, Learner and Finance Life Cycle Management. We understand the importance of efficient operations and provide the tools and support you need to streamline your center's processes, making your business operations smooth and hassle-free.

Learner-Centric Approach: We focus on Learner Life Cycle Management, ensuring that your students receive the best possible education and support. Our blended mode of learning, powered by a highly comprehensive Learning Management System ERA (eLearning Revolution for All) caters learners with uniform content delivery. This approach ensures that our students have access to quality education.

Financial Stability: HKCL offers Finance Life Cycle Management tools to help you manage your center's finances efficiently.

Effective Mobilization: We understand the importance of reaching out to potential learners. HKCL provide a comprehensive Marketing Kit along with designs for marketing. We also organize various activities such as IT-Rath VAN activity initiatives, Newspaper Advertisements, Brand Visibility activity, Social Media Campaign, Target Based Incentive, Scholarship for Learners, etc. to mobilize students effectively. This helps you attract more learners to your center.



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Academic Excellence: We are committed to providing high-quality education. Our courses are designed to meet industry standards and are dual-certified by **HSBTE (Haryana State Board of Technical Education)** and **HKCL**. Additionally, our courses are exempted from the **State Eligibility Test for Computer Application and Appreciation (SETC)**. All these courses are **National Skills Qualification Framework NSQF compliant modules with level 3 and level 4**.

Certifications: HKCL is an **ISO 9001:2015** and **ISMS 27001:2013** certified organization. Partnering with us not only ensures quality in your operations but also enhances your center's reputation.

Diverse Course Offerings: We currently offer more than 25 courses, and we are continuously expanding our offerings. Soon, we will have over 50 courses available, ensuring that you can cater to a wide range of interests and career aspirations.

Proven Track Record: We take pride in the fact that more than 1.5 lakh students have already enrolled in our courses. This is a testament to the trust and success we've built over the years.

By joining HKCL, you become a part of a network that prioritizes excellence in education, efficient operations and financial success. We provide the tools, support and reputation you need to run a successful computer center in Haryana.

If you are looking to take your computer center to new heights and offer top-notch education to your students, HKCL is the partner you've been searching for. We invite you to explore this opportunity with us and join our family of successful computer centers.

To initiate the application process or to learn more, you are requested to visit www.hkcl.in and check detail information mentioned on our website and complete registration process through www.hkcl.in/register as per given schedule. If you have any queries, then please contact us on 8725088581. Kindly note that the last date of application is December 10th, 2023.

Sincerely yours,

Haryana Knowledge Corporation Ltd.,



List of Course*

- HS-CIT- (Haryana State Certificate in Information Technology)
- HS-CIT(A)- (Haryana State Certificate in Information Technology Application)
- HS-CIT(A+)- (Haryana State Certificate in Information Technology Advanced Application)

List of HKCL Certificate Courses*

- HKCL Certificate in Advanced Accounting
- HKCL Certificate in Financial Accounting
- HKCL Certificate in Advanced Excel
- HKCL Certificate in AutoCAD
- HKCL Certificate in C programming
- HKCL Certificate in C++ Programming
- HKCL Certificate in C++ Programming
- HKCL Certificate in Desktop Support
- HKCL Certificate in DTP (Adobe)
- HKCL Certificate in DTP (Corel Draw)
- HKCL Certificate in Graphic Designing
- HKCL Certificate in IT Hardware Support
- HKCL Certificate in Network Support
- HKCL Certificate in Office Assistance
- HKCL Certificate in Photo Editing
- HKCL Certificate in Security Support
- HKCL Certificate in Video Editing
- HKCL Certificate in Web Designing
- HKCL Certificate in English Communication & Soft Skills

List of HKCL Certificate Additional Courses#

- HKCL's Certificate in Python
- HKCL's Certificate in Java
- HKCL's Certificate in Retail Management
- HKCL's Certificate in BFSI (Banking, Financial Services & Insurance)
- HKCL's Certificate in Data Entry and Data Management
- HKCL's Certificate in Smart Teacher
- HKCL's Certificate in Digital Freelancing
- HKCL's Certificate in Cyber Security
- HKCL's Certificate in IoT



- HKCL's Certificate in SCRATCH

Course Duration:

- 60 hours; 2 hours per day; 6 days a week (2 months)- HCOG
- 120 hours; 2 hours per day; 6 days a week (3 months)- HCOG
- 132 hours; 2 hours per day; 6 days a week (3 months)- HS-CIT
- 252 hours; 2 hours per day; 6 days a week (6 months)- HS-CIT(A)
- 492 hours; 2 hours per day; 6 days a week (1 year) - HS-CIT(A+)

Fees Structure:

- HCOG- (2 months) : Rs. 2,250/-
- HCOG- (3 months) : Rs. 4,500/-
- HS-CIT- (3 months) : Rs. 4,500/-
- HS-CIT(A)- (6 months) : Rs. 9,000/-
- HS-CIT(A+)- (1 year) : Rs. 18,000/-

Medium of Learning:

- The medium of learning shall be English or Hindi for HS-CIT Course.
- The medium of learning shall be English only for HS-CIT(A) & HS-CIT(A+) Course.

Mode of Learning:

- Engaging eLearning mode blended with supplementary and complementary human facilitation by Expert Trainers (Learning Facilitator) - High Tech with Human Touch!

Study Material:

- Highly illustrated four colour books in English or Hindi will be given at the beginning of the course of HS-CIT.
- Rich Multimedia, eLearning content will be offered through HKCL's eLearning platform ERA "eLearning Revolution for All" with unique underlying pedagogy/andragogy of Inform-to-Perform and Perform-to-Transform approach as against the traditional emphasis on only inform type of teacher-centric education system.

Course Curriculum

- The learning topics covered under HS-CIT include -Basics of Computers, Operating System and widely used Application Software's like Word Processing, Spreadsheet, Presentation Graphics Database Management systems, Personal Information Manager, Internet, Programming Introduction etc.
- The tools used are latest software's such as Windows 10 and MS Office 2013 (As per elective certificate course).

Learning Options:

Job Readiness:

- To Master Job Readiness and Self Employability in Digital Space



IT Awareness:

- To Master Digital Skills in fast growing IT World

Learning Mode

- Learner is free to choose the mode of learning from where he is comfortable to learn. Two modes of learning are available:
 - @ALC
 - Online & from Mobile

Examination:

- Examination consists of internal evaluation through eContent for 50 marks and Final Examination of 50 Marks.
- Passing is 40% in each head.

Certification:

- The Certification is jointly issued by Haryana State Board of Technical Education (HSBTE)* and Haryana Knowledge Corporation Ltd., (HKCL)#.