**Web Site:-** [**www.ncitacademy.weebly.com**](http://www.ncitacademy.weebly.com) **– E-mail- ncitjnp@gmail.com**

 (Course Contents Book) of-

**(ADVANCE DIPLOMA IN COMPUTER APPLICATION )**

**Duration-12 Months**

**Managing Director-**

**Keshav Prasad Yadav**

**Mob. 9565459280, 8739010246**

**Running Courses By Apex/NCIT**

|  |  |  |  |
| --- | --- | --- | --- |
| Course Name | Duration | Reg. Fee | Total Fee |
| PGDCA | 1 Year | 8500 | 16500 |
| BCA | 3 Year | 7200 | 42600 |
| ADSE | 18 Month | 300 | 7500 |
| ADCA | 1 Year | 300 | 5500 |
| DFA | 9 Month | 250 | 4500 |
| DCA | 6 Month | 200 | 2200 |
| CCC | 3 Month | 1200 | 1850 |
| BCC | 3 Month | 1000 | 1700 |
| CFA | 3 Month | 400 | 1500 |
| DTP | 6 Month | 200 | 2200 |
| DOM | 6 Month | 300 | 2500 |
| DHT | 6 Month | 500 | 3000 |
| Tally | 3 Month | 300 | 1800 |
| Busy | 3 month | 300 | 2000 |
| Excel +Data Entry | 2 Month | 100 | 900 |
| Basic + Internet | 1 Month | 100 | 500 |
| Kids Training | 3 Month | 200 | 1000 |

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**For More information- visit. www.ncitacademy.weebly.com**



**Fees Details-**

Total Course Fee with

(Reg. admission & Exam)= **5500**

If pay in 1st ins. - 4000

In 2nd Ins. - 2100 + 2100

In 3rd Ins. - 1500 \*3

In 4th Ins. - 1200\*4

In 5th Ins. - 1000\*5

In 6th Ins. - 850\*6

Monthly - 360\*12 + Reg. & exam Fee also.

**Semester- 2nd**

* Accounting & Business management.

(with deferent Accounting Softwares As- Tally 7.2, Tally9 or ERP, & Busy)

* Tally And its Advance Features.
* Basics of Accounting
* Company Creation, Alteration & deleting.
* Creating Ledgers & Vouchers.
* **Advance accounting**
	+ Maintains Bill wise details
	+ Cost Centers & Cost Categories.
	+ Cheque Printing
	+ Banking
	+ Interest Calculation

**Advance inventory**

* + Order Processing (Creating Sale & Purchase order).
	+ Batch wise details (MFG Date & Exp. Date).
	+ Bill of materials.
	+ Price List
* **Advance invoicing-**
* **Statuary & Taxation-**
	+ VAT (Value Added Tax)
	+ TDS (tax Deducted @ Source)
	+ ST (Service tax)
	+ FBT (Fringe Benefit Tax)
	+ TCS (tax calculated @ Source)
	+ CST (Central Sales tax)

**Here held 2nd exam**

**SEMESTER-3RD**

* **DTP (Desk Top publishing)**
* Working with Adobe Photoshop
* Working with PageMaker
	+ - Concept Of HTML
		- Creating web pages using HTML Coadings.

Here held 3rd Exam.

**Semester- 1st**

**MODULES:-**

* **Operating system (OS)**
	+ Windows XP, Windows 07/08/10 or latest.

(Its Feature and facilities & Installation)

* **Accessories-**
	+ Notepad
	+ WordPad
	+ Paint
	+ On Screen Keyboard
	+ Calculator
	+ Character Map
	+ System Tools
	+ Windows Media Player
	+ Sound Recorder etc..
* **Control Panel:**
	+ Windows Themes
	+ Desktop Properties
	+ Screen Saver
	+ Creating New Folder & files
	+ Copying, Moving, rename & Deleting any Files or folder
	+ Installing New Printer, scanner, Bluetooth or Modem.
	+ Installing and removing applications from computer.
	+ Creating a new user account & its customization.
	+ Audio devices & speaker setting.
	+ Creating a new internet connection.
* **M.S. Office (2007/10 or latest version.)**
	+ Micro soft Word
	+ Microsoft Excel
	+ Making presentation (using PowerPoint)
* **Internet**
	+ Connecting Your Computer with Internet
	+ Installing Web Browser application
	+ Deferent browsers & its menu options.
	+ Connecting to the deferent websites.
	+ Searching information using search engines.
	+ Creating a new E-mail ID and profile.
	+ Sending and receiving E-mails.
	+ Filling Online forms & printing information
	+ Online shopping &n online payment.
	+ Online net banking.
	+ Railway Ticket booking, etc…

**(End of Sem. 1st) ---------- Here held 1st Exam**