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

(Course Contents Book) of-

**(DIPLOMA IN COMPUTER APPLICATION )**

**Duration-6 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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* izR;sd ekg dh Qhl] dsoy eghusa ds 1]2 rFkk 3 rkjh[k dks gh tek gksxh] mlds ckn 20#0 izfrfnu ds fglkc Qhl esa tksM+ dj fy;kk tk,xkA
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**For More information- visit. www.ncitacademy.weebly.com**



**Fees Details-**

Total Course Fee with

(Reg. admission & Exam)= **2200**

If pay in 1st ins. - 1500

In 2nd Ins. - 800+800

In 3rd Ins. - 600\*3

Monthly - 300\*6 + Reg. & exam Fee also.

* + - Concept Of HTML
    - Creating web pages using HTML Coadings.

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