

# Some of our Professional courses

## Start Up - 3 months certificate courses in :

(Eligibility: HSLC & above)

### E- Office

- Intro. to Computer
- Windows OS
- MS Office 2007 to 2021
- Advanced Excel
- Internet & E-mail

### Desk Top Publishing

- Intro. to Computer
- Windows OS
- DTP :
  - Adobe PageMaker (Eng. Ass. & Hindi)
  - Corel Draw
  - Adobe Photoshop

### Tally ERP & Prime with GST

- Intro. to Computer
- Windows OS
- Intro. to Accounting
- Intro to Tally versions
- Intro. to GST, CGST, SGST, IGST, TDS
- Intro. to Inventory
- Payroll System
- Storage & Classification
- Manufacturing Stock

### PC Maintenance

- Hardware Basic
- PC Assembling
- MS DOS
- BIOS & CMOS Settings
- Operating System(OS)
- OS Installation Configuration Upgrading

### Additional Courses-

- C, C++, VB, Java, Python, Tally ERP with GST, Internet, Web Page Design(HTML5), CSS, PHP, Java Script, Linux, Video Editing, Advanced Excel etc.

**Admission Fee : 1500/- (For PGDCA:2000)**  
**Monthly Fee : 700/-**

## Diploma Courses - Duration 6 months:

(Eligibility: HSLC & above)

### Diploma in Computer Hardware & Networking (Duration 6 months)

- Hardware Basic
- PC Disassembling
- PC Assembling
- Hardware Installation, Configuration & Upgrading
- Diagnosing & Troubleshooting of various devices
- Motherboards, Memories & Processors
- MS DOS
- BIOS & CMOS Settings
- Operating System(OS)
- OS Installation, Configuration Upgrading
- Drivers & Application Software Installation.
- Create Bootable CD/DVD
- Create Bootable USB Pen Drive
- OS Installation Through USB Pen Drive
- LAN Clipping & Configurations
- Networking

### Duration 9 months:

- DCA & Tally ERP & Prime with GST

### Diploma in Computer Application (DCA)

- Intro. to Computer
- Windows OS
- MS Office 2007 to 2021
- Advanced Excel
- Internet & E-mail
- DTP-
  - PageMaker (Eng., Ass. & Hindi)
  - CorelDraw
  - Photoshop
- Intro. to Printing

### Diploma in Computer E-Office & Tally Prime

- Intro. to Computer
- Windows OS
- MS Office 2007 to 2021
- Advanced Excel
- Intro. to Accounting
- Intro to Tally versions
- Intro. to GST, CGST, SGST, IGST, TDS
- Intro. to Inventory
- Payroll System
- Bank reconciliation Statement
- Storage & Classification
- Manufacturing Stock

### Career Courses:

#### Advanced Diploma in Computer Application (ADCA)

Duration: 12 Months (2 semesters) (Eligibility: HSLC & above)

##### (Semester- I)

- Intro. to Computer
- Intro. to Information Technology
- Windows OS
- MS Office 2007 to 2021
- Advanced Excel
- Internet & E-mail
- Tally ERP & Prime with GST

##### (Semester- II)

- DTP(Desktop Publishing)
  - PageMaker (Eng. Ass. & Hindi)
  - CorelDraw
  - Photoshop
- Number Systems
- Programming with C language
- Web Page Design with HTML5 & CSS

#### Post Graduate Diploma in Computer Application (PGDCA)

Duration: 18 Months (3 semesters) (Eligibility: Graduate)

##### (Semester- I)

- Intro. to Computer
- Intro. to Information Technology
- Windows OS
- MS Office 2007 to 2021
- Advanced Excel
- Internet & E-mail
- Tally ERP & Prime with GST

##### (Semester- II)

- DTP(Desktop Publishing)
  - PageMaker (Eng. Ass. & Hindi)
  - CorelDraw
  - Photoshop
- Number Systems
- Programming with C language
- Web Page Design with HTML5 & CSS

##### (Semester-III)

- Java Script
- PHP & MySQL
- Programming with C++
- Python

##### Facilities Available:

- ✓ 1:1 Computer per candidate.
- ✓ Trained & experienced faculty.
- ✓ Fully educational environment.
- ✓ Revision of syllabus as per the requirements.
- ✓ Job placement.

**\*Project Work\***

### PROSPECTUS

# NextGen Computers

(A Computer Coaching & Servicing Centre)

An ISO 9001:2015  
Certified Institution



### Our Objectives

- To exceed the student's expectations by providing High Quality Education and High Quality Services at affordable cost. This will be accomplished through the coordination of the associates working together in an ethical, efficient, professional and respectful manner.
- To build teaching environments that respond to future challenges.
- To nurture talent and creativity as well as provide aspiring faculties from diverse background with skills to sustain through their professional career.
- To provide quality education in both theoretical and applied foundations of computer education and to train students to effectively apply research based education, to solve real world problems.
- To amplify the student's potential & develop their intrapersonal skills and give them competitive edge in every challenging global work environment. Students are molded to deliver the highest level of performance to serve regional, national and international communities.

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