NEW

HORIZONS COMPUTER ACADEMY

NEW HORIZONS COMPUTER ACADEMY

NHCA

7500553323

★ BUCHDI PHATAK, ASHOK NAGAR ★

An ISO 9001:2015 Certified Institute

Registered by Mnistry of MSME Govt of India

Website:- www.newhca.com

Certificate Online Verification

ALL TYPE OF COMPUTER COURSES

Director Message ✍️

Dear Studends,

It's incredibly exciting to lead an institution recognized a leader in computer education. The leadership has come from the invaluable supports of our faculty members , student's community ,parents and other well wishers. I am highly grateful to all of them. Since the time of inception NEW HORIOZNS COMPUTER ACADMEY has an aim to improve the level of computer education in our society. To achieve this aim we have come up with a number of plans and token broad initiatives for the welfare of society. We are regularly working by going among the people and wish to make computer education as prime as English and Mathematics are. We wish our students should come to learn basics of computer science as they go to learn basics of English , Hindi and Mathematics.

The qualities that make NEW HORIOZNS COMPUTER ACADMEY so special......

👉 Institute lead by experienced computer professionals.

👉 An exceptional faculty who go well beyond traditional methods of learning to deliver an integrated , hands-on educational experience at every level.

👉 Students who are eager to take the initiative and are always looking for opportunities to make a positive impact.

👉 A global perspective in our classes ,with student's drawn from national boundaries.

👉 A robust and active alumni network.

Please take some time to learn more about our institution and community ,visit our institute if you can. Simply there is no substitute for experiencing NEW HORIOZNS COMPUTER ACADMEY first hand and seeing what makes this institute so extraordinary

(*Mohit Giri*)

(**Director**)

P.D.C.

PROFESSIONAL DIPLOMA IN COMPUTER

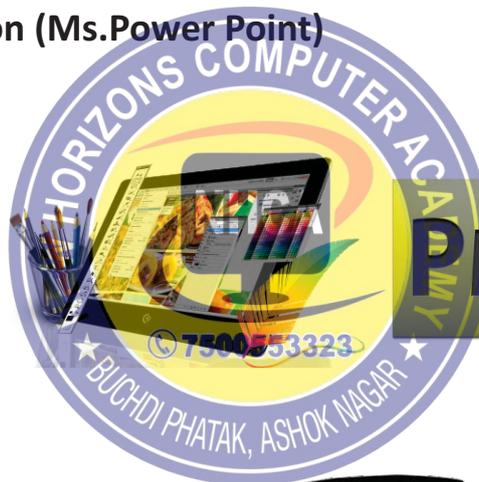| Course Module:-	Duration:- One Year

DESIGNING TOOLS:-
- 👍 Computer Fundamental Hardware & Software
- 👍 Introduction Of Window
- 👍 Notepad
- 👍 Word Pad
- 👍 Elements Of Word Processing (Ms.word)
- 👍 Spread Sheet (advance Ms.Excel)
- 👍 Project In Excel
- 👍 Formula In Ms.Excel
- 👍 Making Small Presentation (Ms.Power Point)
- 👍 Project In Power Point

DESIGNING TOOLS:-
- 👍 Page Maker
- 👍 Adobe Photo Shop
- 👍 Corel Draw

ACCOUNTING TOOLS:-
- 👍 Manual Accounting
- 👍 Introduction To Tally
- 👍 Computerized Tally
- 👍 Company Information
- 👍 Accounting Information
- 👍 Inventory Information

ACCOUNTING VOUCHER:-
- 👍 CONTRA, PAYMENT, RECEIPT, Journal, Sales, Purchase, Cash Sales, Cash
- 👍 Purchase, Credit Note & Debit Note

INVENTORY VOUCHER:-
- 👍 Godown, Stock Journal, Set The Mfg Date, Physical Stock ,Delivery &
- 👍 Receipt Note, Rejection In & Rejection Out, Sales Order & Purchase Order

TAXES
- 👍 Discount, Interest Calculation , Tds, Budget, Pos , Tcs,
- 👍 Price List Payroll, Profit/Loss,Balance Sheet, GST (Goods Service Tax)

A.D.C.A

ADVANCE DIPLOMA IN COMPUTER APPLICATION

Course Module:-	Duration:- One Year

- Computer Fundamental Hardware & Software
- Introduction Of Windows
- Notepad
- Wordpad
- Elements Of Word Processing (Ms.Word)
- Spread Sheet (Advance Ms.Excel)
- Project In Excel
- Formula In Ms.Excel
- Making Small Presentation(Ms.Power Point)
- Project in Power Point

ACCOUNTING TOOLS:-

- Manual Accounting
- Introduction To Tally
- Computerized Tally
- Company Information
- Accounting Information
- Inventory Information

ACCOUNTING VOUCHER:-

- Contra,Payment, Receipt, Journal, Sales, Purchase, Cash Sales, Cash
- Purchase, Credit Note & Debit Note

INVENTORY VOUCHER:-

- Godown, Stock Journal, Set The Mfg Date, Physical Stock ,Delivery &
- Receipt Note, Rejection In & Rejection Out, Sales Order & Purchase Order

TAXES:-

- Discount, Interest Calculation, Tds Budget, Pos , Tcs
- Price List, Payroll, Profit/Loss, Balance Sheet, GST (Goods Service Tax)

TYPING:-

- Hindi Typing
- English Typing
- Photoshop
- Pagemaker

D.T.P
DESKTOP PUBLISHING
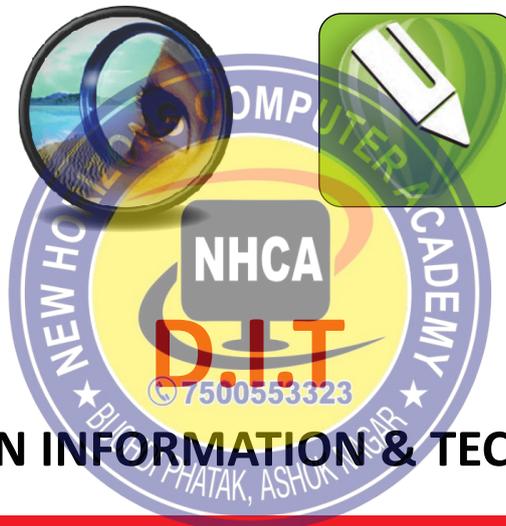
Course Module:-	Duration:- 6 Months

OFFICE TOOLS:-

- 👉 Computer Fundamental Hardware & Software
- 👉 Introduction Of Windows
- 👉 Notepad
- 👉 WordPad
- 👉 Ms. Word
- 👉 Ms. Excel
- 👉 Ms. Power Point

DESIGNING TOOLS:-

- 👉 Page Maker
- 👉 Adobe Photo Shop
- 👉 Corel Draw

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DIPLOMA IN INFORMATION & TECHNOLOGY

Course Module	6 Months

OFFICE TOOLS:-

- 👉 Computer Fundamental Hardware & Software
- 👉 Introduction Of Window
- 👉 Notepad
- 👉 Word Pad
- 👉 Ms. Word
- 👉 Ms. Excel
- 👉 Ms. Power Point
- 👉 Communication In It
- 👉 Turbo C
- 👉 Java Concepts
- 👉 Programming In Java

D.A.F.A

DIPLOMA IN ADVANCE FINANCIAL ACCOUNTING

Course Module:-	Duration:- 6 Months

OFFICE TOOLS:-

☞ Computer Fundamental Hardware & Software
☞ Introduction Of Window
☞ Notepad
☞ WordPad
☞ Elements Of Word Processing (Ms.Word)
☞ Spread Sheet (Advance Ms. Excel)
☞ Project In Excel
☞ Formula In Ms. Excel
☞ Making Small Presentation(Ms.Power Point)
☞ Project in Power Point

ACCOUNTING TOOLS:-

☞ Manual Accounting
☞ Introduction To Tally
☞ Computerized Tally
☞ Company Information
☞ Accounting Information
☞ Inventory Information

ACCOUNTING VOUCHER:-

☞ Contra, Payment, Receipt, Journal, Sales, Cash Purchase, Cash Sales
☞ Cash Purchase, Credit Note & Debit Note

INVENTORY VOUCHER:-

☞ Godown, Stock Journal, Set The Mfg Date, Physical Stock, Delivery &
☞ Receipt Note, Rejection In & Rejection Out, Sales Order & Purchase Order

TAXES:-

☞ Discount, Interest Calculation, Tds, Budget, Pos, Tcs
☞ Price List, Payroll,Profit/Loss,Balance Sheet
☞ GST (Goods Service Tax)

CERTIFICATE IN TALLY

Course Module:- **Duration:- 3 Months**

ACCOUNTING TOOLS:-
☞ **Manual Accounting**
☞ **Introduction To Tally**
☞ **Computerized Tally**
☞ **Company Information**
☞ **Accounting Information**
☞ **Inventory Information**

ACCOUNTING VOUCHER:-
☞ **Contra ,Payment ,Receipt ,Journal, Sales, Purchase, Cash Sales,**
☞ **Cash Purchase, Credit Note & Debit Note**

INVENTORY VOUCHER:-
☞ **Godown, Stock Journal, Set The Mfg Date, Physical Stock ,Delivery & Receipt**
☞ **Note, Rejection In & Rejection Out, Sales Order & Purchase Order**

TAXES:-
☞ **Discount, Interest Calculation, Tds, Budget, Pos ,Tcs**
☞ **Price List, Payroll, Profit/Loss, Balance Sheet, GST (Goods Service Tax)**

Tally

www.newhoa.com.

D.C.A

DIPLOMA IN COMPUTER APPLICATION

Course Module:-	Duration:- 6 Months

- Computer Fundamental Hardware & Software
- Introduction Of Window
- Notepad
- Wordpad
- Elements Of Word Processing (Ms.Word)
- Spread Sheet (Advance Ms.Excel)
- Project In Excel
- Formula In Ms.Excel
- Making Small Presentation (Ms.Power Point)
- Project in Power point

TYPING:-

- English Typing

ACCOUNTING TOOLS:-

- Manual Accounting
- Introduction To Tally
- Computerized Tally
- Company Information
- Accounting Information
- Inventory Information

ACCOUNTING VOUCHER:-

- Contra ,Payment ,Receipt ,Journal, Sales, Purchase, Cash Sales,
- Cash Purchase, Credit Note & Debit Note

INVENTORY VOUCHER:-

- Godown, Stock Journal, Set The Mfg Date, Physical Stock ,Delivery &
- Receipt Note, Rejection In & Rejection Out, Sales Order & Purchase Order

TAXES:-

- Discount, Interest Calculation, Tds, Budget, Pos ,Tcs, Price
- List, Payroll, Profit/Loss, Balance Sheet, GST Service Tax)

CCC
(COURSE ON COMPUTER CONCEPT)

Course Module:-	Duration:- 3 Months

LIBRE OFFICE TOOLS:-
☞ Computer Fundamental Hardware & Software
☞ Introduction Of Window

LIBRE OFFICE INTRODUCTION:-
☞ Elements Of Word Processing (Ms Word)
☞ Spread Sheet (Advance Ms Excel)
☞ Formula In Ms Excel
☞ Project In Excel
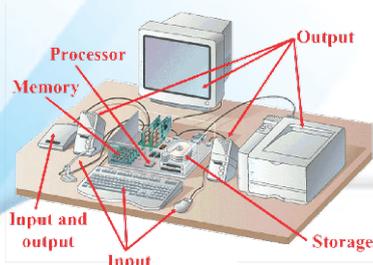☞ Making Small Presentation (Ms Power Point)

D.I.W.D

DIPLOMA IN WEB DEVELOPMENT

Course Module:-	Duration:- 3 Months

☞ Concept Of Information & Technology
☞ Web Site Management
☞ Concept Of Operating System
☞ Front Page
☞ Web Authoring Publishing
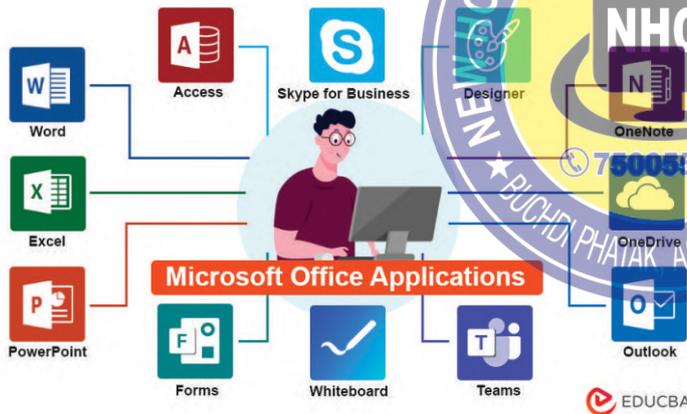☞ HTML
☞ DHTML
☞ Animation Effect

CERTIFICATE IN MS.OFFICE

Course Module:- | **Duration:- 3 Months**

- 👉 Computer Fundamental Hardware & Software
- 👉 Introduction Of Window
- 👉 Notepad
- 👉 WordPad
- 👉 Elements Of Word Processing (Ms. Word)
- 👉 Spread Sheet (Advance Ms. Excel)
- 👉 Project In Excel
- 👉 Formula In Ms. Excel
- 👉 Making Small Presentation(Ms.Power Point)
- 👉 Project in Power Point
- 👉 Internet

A.D.C.A.S
(ADVANCE DIPLOMA IN COMPUTER APPLICATION &SOFTWARE)

Course Module:-   **Duration:- 15 Months**

- Computer Fundamental Hardware & Software
- Introduction Of Window
- Notepad
- Wordpad
- Elements Of Word Processing (Ms.Word)
- Spread Sheet (Advance Ms.Excel)
- Project In Excel
- Formula In Ms.Excel
- Making Small Presentation (Ms.Power Point)
- Project in Power point
- HTML

ACCOUNTING VOUCHER:-
- Contra ,Payment ,Receipt ,Journal, Sales, Purchase, Cash Sales,
- Cash Purchase, Credit Note & Debit Note

INVENTORY VOUCHER:-
- Godown, Stock Journal, Set The Mfg Date, Physical Stock ,Delivery &
- Receipt Note, Rejection In & Rejection Out, Sales Order & Purchase Order

TAXES:-
- Discount, Interest Calculation, Tds, Budget, Pos ,Tcs, Price
- List, Payroll, Profit/Loss, Balance Sheet, GST Service Tax)

TYPING:-
- Hindi & English Typing (3month)

ACCOUNTING TOOLS:-
- Manual Accounting
- Introduction To Tally
- Computerized Tally
- Company Information
- Accounting Information
- Inventory Information

DESIGNING TOOLS:-

- Page Maker
- Adobe Photo Shop
- Corel Draw

B.C.K.
## (BASIC COMPUTER KNOWLEDGE)

Course Module:-	Duration:- 4 Months

BASIC TOOLS :-

- 👉 **Computer Fundamental Hardware & Software**
- 👉 **Introduction Of Window**
- 👉 **Notepad**
- 👉 **WordPad**
- 👉 **Elements Of Word Processing (Ms. Word)**
- 👉 **Spread Sheet (Advance Ms. Excel)**
- 👉 **Project In Excel**
- 👉 **Formula In Ms. Excel**
- 👉 **Making Small Presentation(Ms.Power Point)**
- 👉 **Project in Power Point**

TYPING :-

- 👉 **Hindi Typing**
- 👉 **English Typing**
- 👉 **Email & Internet**
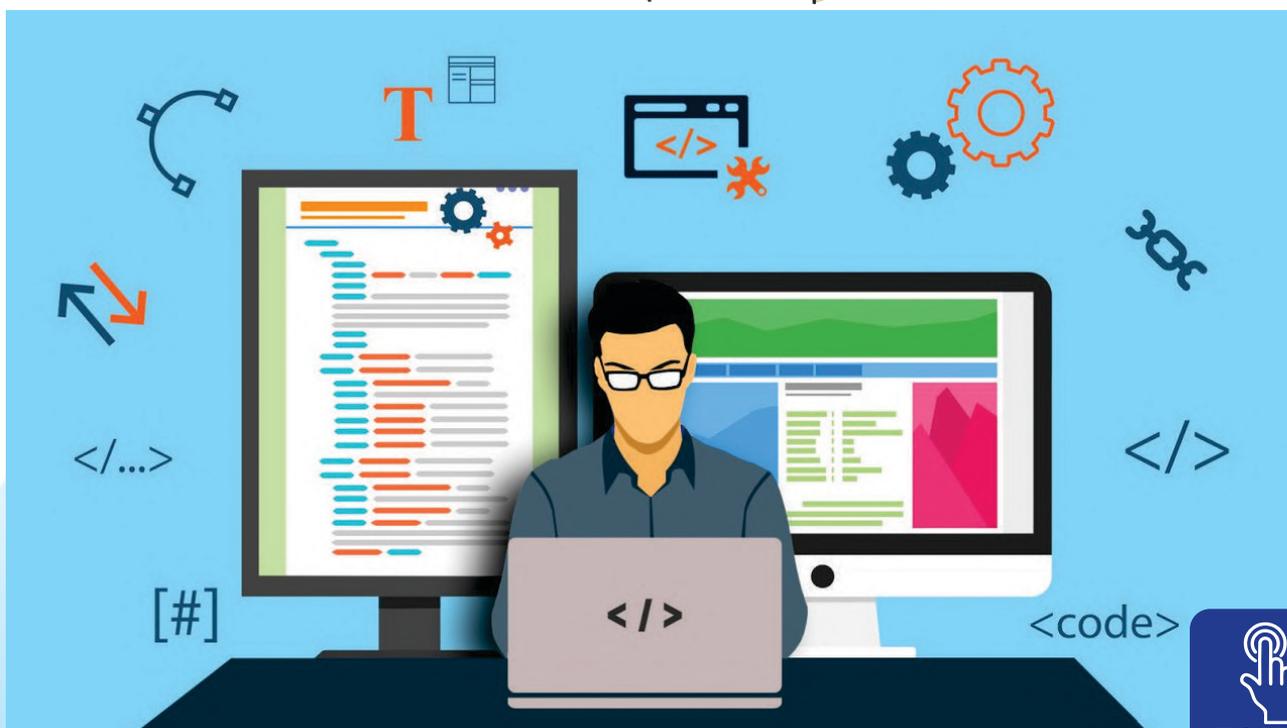
'O' Level

Duration:- **12 Months**

UNIT M1R5

👉 **Introduction to Computer, Introduction to Operating SystemWord Processing**

👉 **Spreadsheet**

👉 **Presentation**

👉 **Introduction to Internet and WWW, E-mail, Social Networking and e-Governance Services**

👉 **Digital Financial Tools and Applications, Overview of Future Skills& Cyber Security**

UNIT M2R5

👉 **Introduction to Web Design and Editors, HTML Basics**

👉 **Cascading Style Sheets (CSS)**

👉 **CSS Framework**

👉 **JavaScript and Angular Js**

👉 **Photo Editor, Web Publishing and Browsing**

UNIT M3R5

👉 **Introduction to Programming, Algorithm and Flowcharts to solve problems**

👉 **Introduction to Python, Operators, Expressions and Python Statements, Sequence data types**

👉 **Functions, File Processing, Modules NumPy Basics**

UNIT M4R5

👉 **Introduction to IoT – Applications/ Devices, Protocols and Communication Model**

👉 **Things and Connections**

👉 **Sensors, Actuators and Microcontrollers**

👉 **Building IoT Applications**

👉 **Security and Future of IoT Ecosystem**

👉 **Soft skills-Personality Development**

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SHORT TERM COURSE

Fundamental + Ms Dos	1 Months	1000/-
Dos+ Windows	1 Months	1000/-
Hindi/English Typing	1 Months	4000/-
M.S Word	1 Months	2000/-
Advance M.S Excel	1 Months	2500/-
M.S Power Point	1 Months	1000/-
Project in Micro Soft	1 Months	1000/-
Project in Excel	15 Days	1000/-
Page Maker	25 Days	1,500/-
Photo Shop	1 Months	2,000/-
Corel Draw	1 Months	2,500/-
C++	1 Months	7,000/-
C	1 Months	7,000/-
Java	1 Months	7,000/-
HTML	25 Days	2000/-
VEDIO EDITING	1 Months	3000/-
Tally Prime Revision	20 Days	4,500/-
Internet	10 Days	1000/-
PC Assembly	45 Days	5,000/-
STAAD Pro (V18.0)	2 Months	8,000/-
Revit (2011)	3 Months	10,000/-
3DS MAX (2001)	3 Months	10,000/-
Primevera (6.0)	3 Months	14,000/-

COURSE FEE DETAIL

COURSE NAME	DURATION	COURSE FEES
ADCA	1 Year	15000/-
PDC	1 Year	14000/-
DTP	6 Months	7000/-
DIT	6 Months	5000/-
DAFA	6 Months	8000/-
DCA	6 Months	9000/-
DIWD	6 Months	5000/-
TALLY PRIME + GST	3 Months	5000/-
BCK	3 Months	6500/-
MS OFFICE (New Version)	3 Months	3000/-
HARDWARE & NETWORKING	6 Months	18000/-
Course on Computer Concept (CCC)	3 Months	3000/-
'O' Level	1 Year	18000+5000/-
ADCAS	15 Months	15000/-

CLASS RULES

- Be Prompt
- Be Prepared
- Be Positive
- Be Productive
- Be Polite