

JICT

Leading Institute of Computer Education

JUMPSTAR INSTITUTE OF COMPUTER & TECHNOLOGY PVT. LTD.

Reqd. under the COMPANIES ACT 2013, Ministry of CORPORATE AFFAIRS, GOVT. of INDIA.

Company Identity Number U85306BR2023PTC062823

ISO 9001:2015 ✓ **CERTIFIED**

Our Courses

ADCA
Advance Diploma In Computer Application

DCA
Diploma in Computer Application

DTP
desktop publishing tips

Tally Prime

C C++
Programming Programming

Java

php

python

**Website
Designing**

Address:

SHARAN'S Villa, DHANESHWARGHAT,
NEAR CONGRESS COMMITTEE,
BIHARSHARIF, NALANDA, BIHAR.
Mob- 9798992330



Director: Prabhakar Ranjan

ADCA

Advance Diploma In Computer Application

Duration- 1 Year



New Batches

DCA
Diploma in Computer Application

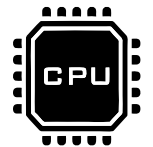
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DTP
desktop publishing tips



Tally Prime

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HARDWARE

www.myjict.com

Facilities

- ★ INTERNET WITH WI-FI CAMPUS.
- ★ 100% JOB PLACEMENT.
- ★ 24 HOUR LAB.
- ★ SMART CLASS.
- ★ FULLY AC
- ★ ZERO POWER CUT.

Fundamental of computer

- Generation of computer
- Introduction to computer hardware & software
- Live Project of computer hardware
- CPU, Motherboard, RAM, HDD, DVD-R/W, Monitor, Keyboard, Mouse, Installation.

Microsoft Windows

- Windows 7 & Windows 8.1, Windows 11(New *)
- Windows Desktop Properties, Start Menu, Control Panel
- Keyboard Shortcuts, Files & Folders
- MS-Paint, Notepad, WordPad,
- Playing songs & Video, Character Map, Calculator, Disk Cleanup, Disk Defragment, Arranging Desktop Items, Mouse Settings etc.

Microsoft Office

MS-Word

- Microsoft word concept, Keyboard Shortcuts, Table of Contents
- Documents creation, Table tools, Index Table, Mail-Merge, Hyperlink
- Grammar & Spelling Check, Bookmark, Equation, Header & Footer, Watermark, Page Color, Page Border, Columns, Margins, Cover Page

MS-Excel

- Introduction to spreadsheet
- Entering Formulas & Formatting a Worksheet
- Using Function & Formulas, Vlookup, Pivot Table
- Creating & Formatting chart, Auto Sum
- Sort, Subtotals, Formatting, Salary Sheet, Marksheets, Filter, Graph
- Security & Protection in Worksheet, Conditional Formatting, Macros.

MS-PowerPoint

- Introduction to Presentation graphics
- Editing & Formatting Presentation
- Setting up a Slide show & adding Special Effect
- Insert Movies & Pictures in Presentation
- Live Project on a Professional Presentation, Inserting Sound and Movies into Slides, Photo Album etc.

MS-Outlook

- Email Configuration
- Sending & Receiving E-mail

Internet

- Introduction to Internet, Modem, LAN, MAN, WAN, CAN, Online Form, Rail, Flight E-Ticket, Job Search, Net banking, Voice & Video Call, Money Transfer, Online Shopping, All E-mail Functions, Aadhaar Related Services, Pan Card, Passport Services, Election Card Related Services etc.

Adobe Page Maker

- Getting Started with page maker
- Introduction Basic of Page Maker
- Working with Text
- Formatting Text
- Working with Graphics and
- Layers
- Working with Color
- Locking Objects
- Printing Your Documents, Shortcut Keys etc.

Corel Draw

- Getting Started with Corel Draw
- Corel Draw Total Text Control
- Corel Draw Basic Tool Box, Shortcut Keys
- Corel Draw Objects, Logo Design, Banner Design
- Photoshop Textures & Patterns, Certificate Design, Visiting Card Design, Wedding Card Design, Form Design etc.

Photoshop CS6

- Getting Started with Photoshop
- Photoshop Basic
- Photoshop Learning Tool
- Photo Text Effects, Filters, Blur, Liquify, Artistic Effect
- Convert Black & White Image to Color Image
- Working with Layers, Gradient map, Clone Stamp Pattern Stamp, Brush, Pencil, Shape, Photo Album, Passport Size Photo, Record Action, Banner Design etc.
- Shortcut Keys



Manual Accounting

- Accounting Concept
- Banking Transaction
- Bill Transaction
- Objective of Accounting
- Types of Accounting System
- Types of Accounts
- Rules of Accounting
- Journal
- Ledger
- Trial Balance
- Trading A/C
- Balance Sheet

Tally Prime

- Introduction of Tally
- Company Creation
- Ledger Creation
- Account Only
- Account with Inventory
- Voucher Creation
- Introduction of Inventory
- Stock Item Creation
- Stock Group Creation
- Godown Creation, Price Levels, Discount
- Multiple Price Levels, Multi Currency
- Transaction of Trading Org.
- With(VAT+CST)Projects
- Inventory Reports
- Introduction of Manufacturing
- Excise Accounting
- Currencies Creation
- TDS(Tax Deduction at Source)
- Service Tax
- Working with all GST Rates and Filling.
- Export & Import of Data
- ODBC
- Backup Companies on Disk
- Restore Companies of Disk
- Group Company Creation
- Shortcut Keys