



एक ऐसा नाम जहाँ आपकी चाहत हकीकत में बदल जाती है

# OM ASTRAL

OPPOSITE HEAD POST OFFICE , RAGHAV NAGAR, DEORIA 274001

SPOKEN ENGLISH | PERSONALITY DEVELOPMENT  
AMERICAN ACCENT TRAINING | GRAMMAR & WORD BUILDING



Website: [www.omastral.org](http://www.omastral.org)

A Facilitation COMPUTER Center of

## N.I.E.L.I.T. / DOEACC

NATIONAL INSTITUTE OF ELECTRONICS  
AND INFORMATION TECHNOLOGY

GOVERNMENT OF INDIA

### BCC / CCC "O" LEVEL

Affiliation Code - 9905260

Affiliation Code - O'2298

Website: [www.nielit.in](http://www.nielit.in)

# SPOKEN ENGLISH



## 'C' Grade

ABCD  
(Pronunciation)  
Intro, Routine  
Topics.....

## 'B' Grade

Question Session  
Debate, Topics, Accent  
Grammar Round.....

## 'A' Grade

Role play, Public Speech  
Accent, Anchoring  
Group Discussion,  
extempore Round  
Screen Test



Read



Write



Listen



Speak



## Special Pointer

Personality Development Training 'N' American Accent  
Training with Software, ✓ Weekly Test, ✓ Seminar, Picnic  
Life Time Membership, ✓ Motivation, ✓ Cultural Programme  
✓ District Level Test, ✓ Mega Test, & ✓ Seminar.

## Officers Motivation

सप्ताहिक सेमिनार व टेस्ट में विशिष्ट अतिथिगण, अधिकारीगण, अनुभवी, ज्ञानी व सफल व्यक्तियों द्वारा विद्यार्थियों को करियर काउंसलिंग एवं मोटिवेट करना एवं मेडल व इनाम देकर प्रोत्साहित करना

## 1 CCC (Course on Computer Concept) Duration- 3 Months

Introduction to Computer  
GUI Based Operating System  
Ms-Office - 2007, 2013, 2016  
Word (Elements of Word Processing)  
Excel ( Spreadsheet Program)  
Powerpoint (Making a small Presentation)  
Introduction to Internet,  
www and Web browsers  
Communication and Collaboration  
Application of Digital Financial Services

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## 2 Tally ERP-9 with GST Software Duration-3 Months

Fundamental of Accounting  
Journal Ledger, Trial Balance, Balance Sheet.  
Accounting & Inventory Vouchers  
Masters  
Taxation  
VAT, TDS, CST, ST, GST etc.  
E-Way Bill, Payroll, Bill of Materials, Bill of Manufacturing,  
Stock Maintenance etc.



**Detailed Syllabus 12 MONTHS 'O' Level**

**1st Module** (Theory 60hrs. + Practical 60 hrs.) **2nd Module** (Theory 60hrs. + Practical 60 hrs.)

**M1-R4: IT Tools & Business System**

- 1) Computer Appreciation
- 2) Computer Organization
- 3) Operating System
- 4) Word Processing
- 5) Spreadsheet Package
- 6) Presentation Package
- 7) Data Base Operations
- 8) Information Technology & Society
- 9) APPLICATION OF DIGITAL FINANCIAL SERVICES

**M2 R4: Internet Technology & Web**

- 1) Introduction to Internet
  - 2) TCP/IP- Internet Technology & Protocol
  - 3) Internet Connectivity
  - 4) Internet Network
  - 5) Service on Internet
  - 6) Electronic Mail
  - 7) Current Trends on Internet
  - 8) Web Publishing & Browsing
  - 9) HTML Programming Basics
  - 10) Interactivity Tools
  - 11) Internet Security Management Concepts, Information Privacy & Copy Right Issues
- WEB DESIGNING**

**'CCC'**

**3rd-Module** (Theory 60hrs. + Practical 60 hrs.)

**M3 R4: Programming & Problem Solving**  
Through 'C' Language

- Introduction to Programming  
Algorithms for Program Solving
- 1) Introduction to 'C' Language
  - 2) Conditional Statement & Loops
  - 3) Arrays
  - 4) Functions
  - 5) Storage Classes
  - 6) Structures & Unions
  - 9) Pointers
  - 10) Self-Referential Structure & Linked Lists
  - 11) File Processing

**4th Module** (Theory 60hrs. + Practical 60 hrs.)

**M4.3-R4: Introduction to ICT Resources**

- 1) PC Assembly & Operations
- 2) Utilities
- 3) Network Concepts
- 4) Network Administration

**HARD WARE COMPLETE SOLUTION  
TRAINING**

**Project Compulsory**

Total Tuition Fee : Rs. 16000/

Rs. 500/- to be deposited to the Institute,

Valid for 5 years .....

3 photographs +10<sup>th</sup> & 10+2 marksheet and Certificate attested, AadharCard..

One Time, Per Paper Exam Fee Rs. 500/-

attempt Rs. 300/-, Processing Charge Rs. 100/

