

# NATIONAL COMPUTER & TECHNOLOGY COLLEGE

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### **DIRECTOR MESSAGE:**

Our mission is to provide an opportunity to all aspiring youngsters who are considered average by their academic track record to learn and train in "Computer Training, Hardware And Networking" and along with to become their as a top class professionalist. NCTC is one of the most leading institutes in this area. Certainly it helps to ready a perfect trainer if they complete their respective courses as soon as possible.

The institute provides some important subjects for the present generation. All the teachers are familiar with their particular subjects till the depth and are readily available during the working timings to assist the students during their course study. Finally, I wish a great success at their future time.

### **Our Motto**

- 1. To manage, run and establish best quality computer educational institute all over the India.
- 2. To promote Indian computer education all over the world.
- 3. To work for community development and welfare of the economically and socially backwards.
- 4. To provide opportunities of computer education for economically poor and needy..
- 5. To provide free education for helpless and poor and also to rural areas.
- 6. To provide scholarships and helps to the student and awards for their excellent academic performance.



# NATIONAL COMPUTER & TECHNOLOGY COLLEGE

CONTENT	
1. Basic Knowledge of Computer Application (BKCA/FOR KIDS)	<u> </u>
2. CERTIFICATE IN COMPUTER APPLICATION(CCA/CITA/ITA)	
3.DIPLOMA IN COMPUTER APPLICATION(DCA)	
4.DIPLOMA IN DESK TOP PUBLICATION(DDTP)	<b>I</b> S
5.DIPLOMA IN FINANCIAL ACCOUNTING(DFA)	<b>S</b>
6.DIPLOMA IN COMPUTER HARDWARE/ DIPLOMA IN HARDWARE TECHNOLOGY(DCH/DHT)	<b>I</b> S
7. DIPLOMA IN COMPUTER NETWORKING(DCN)	- F
8. DIPLOMA IN COMPUTER PROGRAMMING(DCP)	
9. DIPLOMA IN SOFTWARE APPLICATION(DSA)	
10. DIPLOMA IN INFORMATION TECHNOLOGY(DIT)	
11. DIPLOMA IN MULTIMEDIA COURSE(DMC)	
12. ADVANCE DIPLOMA IN COMPUTER APPLICATION(ADCA)	<b>-</b> 5
13. ADVANCE DIPLOMA IN DESK TOP PUBLICATION (ADDTP)	
14. ADVANCE DIPLOMA IN FINANCIAL ACCOUNTING (ADFA)	
15. ADVANCE DIPLOMA IN HARDWARE NETWORKING(ADHN)	15
16. ADVANCE DIPLOMA IN COMPUTER PROGRAMMING(ADCP)	
17.ADVANCE DIPLOMA IN SOFTWARE APPLICATION (ADSA)	
18. ADVANCE DIPLOMA IN INFORMATION TECHNOLOGY(ADIT)	
19. DIPLOMA IN COMPUTER TEACHER TRAINING (DCTT)	
20. DIPLOMA IN OFFICE ACCOUNTING & MANAGEMENT (DOAM)	
21. POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)	
22. VIDEO CAPTURING & MIXING COURSE(VCMC)	
23. Typing Course(TC)	
24. COMPUTER IN TEACHER'S TRAINING COURSE (CTTC)	
25. CERTIFICATE IN WEB MAKING & DESIGNING(CWMD)	
26. DIPLOMA IN OFFICE MANAGEMENT COURSE(DOMP)	
27. DIPLOMA IN OFFICE ACCOUNTING & PUBLICATION(DOAP)	<b>-</b> 5
28. AUTO CAD (COMPUTER-AIDED DESIGN)	
29. DIPLOMA IN COMPUTER SOFTWARE ENGINEER (DCSE)	
30. MASTER OF DIPLOMA IN COMPUTER SOFTWARE ENGINEER (MDCSE)	
31. DIPLOMA IN COMPUTER APPLICATION & ACCOUNTING (DCAA)	

### COURSE-BKCA/FOR KIDS

CODE: ISC-001

### **DURATION**

**3 MONTHS** 

# **ELIGIBILITY**

**FOR CHILDREN** 

# **Basic Knowledge of Computer Application**

### **Course Details:**

- ➤ Fundamentals of Computer
- ➤ Typing Master Practice
- ➤ Operating System (Windows)
- ➤ Windows(Paint, Notepad, WordPad)
- ➤ Microsoft Office Word 2007/2010
- ➤ Internet Searching



### COURSE-CCA/CITA/ITA

CODE: ISC-002

### **DURATION**

**6 MONTHS** 

### **ELIGIBILITY**

V - PASS

# **Certificate in Computer Application**

### **Course Details:**

### SEMESTER-1

- ➤ Fundamentals of Computer
- **▶** Typing Master Practice
- ➤ Operating System (DOS/ Vista/Windows7,8)
- ➤ Windows(Paint, WordPad, Notepad)
- ➤ Microsoft Office 2007/2010 (Word, Excel)
- ➤ Internet & Email

**COURSE-DCA** 

CODE: ISC-003

# **DURATION**

12 MONTHS

## **ELIGIBILITY**

10th - PASS

# **Diploma in Computer Application**

### **Course Details:**

#### SEMESTER-1

- Fundamentals of Computer
- Typing English, Hindi/Bengali
- Operating System (DOS/ Windows7,8)
- Windows(Paint, WordPad, Notepad)
- Microsoft Office 2007/2010 (Word, Excel, Access, power point)
- Internet & Email

- ► CHITIMIL
- ➤ Visual basic
- Project



COURSE-DOTP

ELIGIBILITY 10th - PASS DURATION 12 MONTHS

# Diploma in Desk Top Publication

### **Course Details:**

#### SEMESTER-1

- Fundamentals of Computer
- Typing English, Hindi/Bengali
- · Operating System (DOS/ Windows7,8)
- Windows(Paint, WordPad, Notepad)
- Microsoft Office 2007/2010 (Word, Excel, Power Point)

#### **SEMESTER-2**

- Adobe Photoshop
- Page Maker
- Corel Draw
- Scanning & Printing
- Internet & Email
- Software Installation

COURSE-DDTP CODE: ISC-005 DURATION 12 MONTHS

ELIGIBILITY 10th - PASS

# **Diploma in Financial Accounting**

### Course Details:

### SEMESTER-1

- Fundamentals of Computer
- Typing English, Hindi/Bengali
- Operating System (DOS/Windows7,8)
- Windows(Paint, WordPad, Notepad)
- Microsoft Office 2007/2010( Word, Excel, power point)

#### **SEMESTER-2**

- Tally Erp9 (Basic Concept of Account)
- Accounts Management
- Stock Management
- Report Generation
- Internet & Email

COURSE-DCH/DHT CODE: IHC-006 ELIGIBILITY

10th - PASS

DURATION 6 MONTHS

# Diploma in Computer Hardware/ Diploma in Hardware Technology

### **Course Details:**

- Introduction to Computer Hardware
- Operating System (DOS/Windows7,8)
- Analog Electronic & Digital Electronic
- Microprocessor
- Memory & Its Type
- Assembling & Disassembling of PC

- PC Maintenance
- Installation of Operating System (Windows XP, 7)
- Installation Of Application Software
- · CD-Rom, Speaker, Microphone
- Web Camera, Multimedia Sound Card
- Scanning & Printing
- Internet & Email



# **Diploma in Computer Networking**



### Course Details:

- Fundamentals of Computer
- Basic Fundamental of Networking
- Operating System (DOS/Windows7,8)
- Why Networking Necessary
- LAN & WAN Networking Topology
- Networking Operating System
- Networking Media
- Networking Model
- Networking Component
- Networking Caballing
- Scanning & Printing
- Internet & Email







CODE: IPC-008



ELIGIBILITY 10th - PASS

# **Diploma in Computer Programming**

### Course Details:

### **SEMESTER-1**

- Fundamentals of Computer
- Concept of Programming
- Typing English, Hindi/Bengali
- Operating System (DOS/Windows7,8)
- Windows(Paint, WordPad, Notepad)
- Microsoft Office 2007/2010(Word Excel, Access, Power Point)

#### **SEMESTER-2**

- Visual Basic, VB. Net
- Programming in C
- Database Programming
- Scanning & Printing
  - Internet & Email

### COURSE-DSA

### DURATION

**ELIGIBILITY** 

CODE: ISC-009

6 MONTHS

10th - PASS

# **Diploma in Software Application**

### Course Details:

- Fundamentals of Computer
- Typing English, Hindi/Bengali
- Operating System (DOS/Windows7,8)
- Windows(Paint, WordPad, Notepad)
- Microsoft Office 2007/2010 (Word, Excel, Access, Power Point)
- · HTML/DHTML
- Microsoft Office Outlook With Internet
- Scanning & Printing
- Internet & Email





COURSE-DIT CODE: ISC-010

# Diploma in Information Technology

DURATION 12 MONTHS

ELIGIBILIT 10th - PASS

### Course Details:

#### SEMESTER-1

- Fundamentals of Computer
- Typing English, Hindi/Bengali
- Operating System (DOS/Windows7,8)
- Windows(Paint, WordPad, Notepad)
- Microsoft Office 2007/2010 (Word, Excel, Access, Power Point)

#### SEMESTER-2

- Programming in C
- Over View of VB. Net
- Scanning & Printing
- Internet & Email

# Diploma in Multimedia Course

**ELIGIBILITY** 10th - PASS



# COURSE-DMC CODE: ISC-011

### **Course Details:**

#### **SEMESTER-1**

- Fundamentals of Computer
- Typing English, Hindi/Bengali
- Operating System (DOS/Windows7,8)
- Windows(Paint, WordPad, Notepad)
- Microsoft Office 2007/2010 (Word, Excel, Access, Power Point)
- Scanning & Printing
- Internet & Email

### SEMESTER-2

- Adobe Photoshop
- Adobe Page Maker
- · Coral Draw
- Sound Editing
- Adobe Installer
- Adobe Premier
- · Flash
- Converter
- · MP3 Tag
- Nero Installation
- CD/DVD Burning

DURATION 18 MONTHS

COURSE-ADCA CODE: ISC-012

# **Advance Diploma in Computer Application**

#### **SEMESTER-1**

- Fundamentals of Computer
- Typing English, Hindi/Bengali
- Operating System (DOS/Windows7,8)
- Windows(Paint, WordPad, Notepad)
- Microsoft Office 2007/2010 (Word, Excel, Programming in C/C++ Access, Power Point)
- Scanning & Printing
- Internet & Email

- Adobe Photoshop
- Visual Basic
- VB.NET
- Database programming
- Project



COURSE-ADDTP
CODE: ISC-013

DURATION 12 MONTHS ELIGIBILITY 10th - PASS

# **Advance Diploma in Desk Top Publication**

### Course Details:

#### **SEMESTER-1**

- Fundamentals of Computer
- Typing English, Hindi/Bengali
- Operating System (DOS/Windows7,8)
- · Windows(Paint, WordPad, Notepad)
- Microsoft Office 2007/2010 (Word, Excel, Power Point)
- Photo Printing & Scanning

COURSE-ADFA

Internet & Email



#### **SEMESTER-2**

- Page Maker
- Adobe Photoshop
- Corel Draw
- Adobe Installer
- Converter
- Animation
- Project



# **Advance Diploma in Financial Accounting**

#### Course Details:

#### **SEMESTER-1**

- Fundamentals of Computer
- Typing English, Hindi/Bengali
- Operating System (DOS/Windows7,8)
- Windows(Paint, WordPad, Notepad)
- Microsoft Office 2007/2010 (Word, Excel, Access, Power Point)
- Scanning & Printing
- Internet & Email

#### SEMESTER-2

- Fundamental of Accounting
- Tally 9
- TDS
- VAT
- SERVICE TAX
- Stock Management
- Report Printing

COURSE-ADHN CODE: IHNC-015



DURATION 18 MONTHS

# **Advance Diploma in Hardware Networking**

#### Course Details:

#### SEMESTER-1

- Fundamentals of Computer
- Basic Fundamental of Hardware
- Operating System (DOS/Windows7,8)
- · Windows(Paint, WordPad, Notepad)
- . Basic of Analog Electronic & Digital Electronic
- Memory & Its Type
- Microprocessor
- Assembling & Disassembling of PC
- PC Maintenance
- Virus Management
- Report Generation
- · CD-Rom, Speaker, Microphone
- Installation of Operating System (Windows XP, 7, 8)
- Software Installation

- · Web Camera, Multimedia Sound Card
- Scanning & Printing
- Internet & Email

- Basic Fundamental of Networking
- Networking Media
- Networking Component
- Why Networking Necessary
- LAN & WAN Networking Topology
- Networking Operating System
- Networking Model
- Networking Caballing

#### NATIONAL COMPUTER & TECHNOLOGY COLLEGE

COURSE-ADCP DURATION Eligibility
CODE: IPC- 016 12 MONTHS 10th PASS

# **Advance Diploma in Computer Programming**

### **COURSE Details:**

#### SEMESTER-1

- Fundamentals of Computer
- Concept of Programming
- Typing English, Hindi/Bengali
- Operating System (DOS/Windows7,8)
- · Windows(Paint, WordPad, Notepad)
- Microsoft Office 2007/2010 (Word, Excel, Access, Power Point)
- · Scanning & Printing
- Internet & Email

#### **SEMESTER-2**

- · Visual Basic, VB. Net
- Programming in C & C++
- · SOL
- HTML & DHTML
- Oracle
- · Java Script
- · Php
- Database Programming
- Project Working

COURSE-ADSA DURATION Eligibility
CODE: ISC- 017 12 MONTHS 10th PASS

# **Advance Diploma in Software Application**

### COURSE Details:

#### SEMESTER-1

- Fundamentals of Computer
- · Typing English, Hindi/Bengali
- Operating System (DOS/Windows7,8)
- · Windows(Paint, WordPad, Notepad)
- Microsoft Office2007/2010 (Word, Excel, Access, Power Point)
- Scanning & Printing
- Internet & Email

#### SEMESTER-2

- Adobe Photoshop
- Visual Basic
- VB.NET
- Programming in C/C++
- Software Installation
- HTML
- DHTML
- Database programming

COURSE-ADIT DURATION Eligibility
CODE: ISC- 018 12 MONTHS 10th PASS

# Advance Diploma in Information Technology

### COURSE Details:

#### SEMESTER-1

- Fundamentals of Computer
- · Typing English, Hindi/Bengali
- Operating System (DOS/Windows 7,8)
- · Windows(Paint, WordPad, Notepad)
- Microsoft Office 2007/2010 (Word, Excel, Power Point)
- · Scanning & Printing
- · Internet & Email

- Programming in C/C++
- · Over View of VB. Net
- Visual Basic
- HTML & DHTML
- DBMS & RDBMS

COURSE-DCTT

DURATION 12 MONTHS Eligibility
10th PASS

# Diploma in Computer Teacher's Training

### **COURSE DETAILS:**

#### **SEMESTER-1**

- Fundamentals of Computer
- Typing English, Hindi/Bengali
- Operating System (DOS/Windows 7,8)
- Windows(Paint, WordPad, Notepad)
- Microsoft Office 2007/2010 (Word, Excel, Access, Power Point)
- Scanning & Printing
- Internet & Email

#### **SEMESTER-2**

- . DHTML & HTML
- Front Page
- Adobe Photoshop
- Page Maker
- Corel Draw
- Accounting Tally Erp9
- Visual Basic
- Programming in C
- Parts of Computer
- Operating System Installation
- Software Installation
- Personality Development
- Modern Methods of Teaching
- Real Life Project

COURSE-DOAM

CODE: ISC- 020

DURATION 12 MONTHS Eligibility

10 PASS

# **Diploma in Office Accounting & Management**

#### **COURSE DETAILS:**

#### SEMESTER-1

- Fundamentals of Computer
- Typing English, Hindi/Bengali
- Operating System (DOS/ Windows7,8)
- Windows(Paint, WordPad, Notepad)
- Microsoft Office 2007/2010 (Word, Excel, Access, Power Point)
- Scanning & Printing
- Internet & Email

#### **SEMESTER-2**

- · DHTML & HTML
- · Basic Concept of Account (Tally)
- Stock Management
- Report Generation
- VAT,TDS,Service TAX
- Software Installation
- Virus Management
- Operating System Installation
- Basic Concept of Networking
- Basic Concept of Hardware

COURSE-PGDCA

**CODE: ISC-021** 

DURATION 18 MONTHS Eligibility
B.A.- PASS

# Post Graduate Diploma in Computer Application

#### **COURSE DETAILS:**

#### SEMESTER-1

- Fundamentals of Computer
- Typing English, Hindi/Bengali
- Operating System (DOS/ Windows 7,8)
- Windows(Paint, WordPad, Notepad)
- Microsoft Office 2007/2010 (Word, Excel, Access, Power Point)
- Scanning & Printing
- Internet & Email

- Adobe Photoshop
- Adobe Page Maker
- Corel Draw
- Accounting Tally9
- Visual Basic
- Programming in C, C++
- . SQL
- Software Installation
- Database Programming
- DHTML & HTML
- Project Working

COURSE-VCMC CODE: ISC- 022 DURATION 8 MONTHS Eligibility

10th PASS

# **Video Capturing & Mixing Course**

### **COURSE DETAILS:**

- Introduction of Computer
- Typing English, Hindi/Bengali
- Microsoft Office 2007/2010(Word)
- Introduction About Full Type Courses
- Adobe Photoshop (Album Making, Passport Size Photo Making, Banner Making(Flex), Visiting Card Making)
- Software Installation
- File Management & Project Logging
- · Capturing & File Saving
- Full Option Knowing
- Full Editing Option Apply

- Applying Effects
- Motion & Animation Apply
- Title & Edit
- Full Rendering
- Chroma (Blue Back Ground)
- Exporting
- · Mp3 Making
- Sound Forge
- Voice Over For New Channel
- CD/DVD Burning
- Wedding Project

**COURSE-TC** 

**CODE: ISC-023** 

**DURATION** 

6 MONTHS

**Eligibility** 

10th PASS

# **Typing Course**

#### **COURSE DETAILS:**

- Typing English, Bengali
- Microsoft Office Word
- · Windows -Notepad , Wordpad



COURSE-CTTC

CODE: ISC- 024

DURATION

12 MONTHS

Eligibility
10th PASS

# Computer in Teacher's Training Course

### **COURSE DETAILS:**

#### **SEMESTER-1**

- Fundamentals of Computer
- Typing English, Hindi/Bengali
- Operating System (DOS/Windows 7,8)
- Windows(Paint, WordPad, Notepad)
- Microsoft Office 2007/2010 (Word, Excel, Power Point)
- Scanning & Printing
- Internet & Email

- HTML
- VB.NET
- Foxpro 6.0
- Adobe Photoshop
- Page Maker
- Corel Draw
- Programming in C
- Database Programming
- Project

COURSE-CWMD

**DURATION** 

Eligibility

CODE: ISC- 025

6 MONTHS

10+2 PASS

# Certificate in Web Making & Designing

## COURSE DETAILS:

#### SEMESTER-1

- Fundamentals of Computer
- · Typing English, Hindi/Bengali
- Microsoft Office 2007/2010 (Word, Excel)
- Internet & Email

#### **SEMESTER-2**

- · HTML
- DHTML
- XML
- · PHP
- Java Script
- Concepts on Internet Protocol
- Browsers
- Domain Names & Registering Names
- Web Page Designing
- Web Hosting Options

COURSE-DOMC

**DURATION** 

Eligibility

**CODE: ISC- 026** 

12 MONTHS

10th PASS

# **Diploma in Office Management Course**

#### COURSE DETAILS:

#### SEMESTER-1

- Fundamentals of Computer
- Typing English, Hindi/Bengali
- Operating System (DOS/Windows 7,8)
- Windows(Paint, WordPad, Notepad)
- Microsoft Office 2007/2010 (Word, Excel, Power Point)
- Internet & Email

#### **SEMESTER-2**

- · HTML
- Visual Basic
- Foxpro 6.0
- Tally Erp9
- Project

**COURSE-DOAP** 

**DURATION** 

Eligibility

CODE: ISC- 027

12 MONTHS

10+2 PASS

# **Diploma In Office Accounting & Publication**

### **COURSE DETAILS:**

#### **SEMESTER-1**

- Fundamentals of Computer
- Typing English, Hindi/Bengali
- Operating System (DOS /Windows7,8)
- Windows(Paint, WordPad, Notepad)
- Microsoft Office 2007/2010 (Word, Excel, Access, Power Point)
- Scanning & Printing
- Internet & Email

- · HTML
- · Foxpro 6.0
- Visual Basic
- Front Page
- Adobe Photoshop
- Page Maker
- · Coral Draw
- Accounting Tally Erp9
- PC Maintenance
- Basic Concept of Hardware & Networking
- Operating System Installation
- · Project







### **AUTO CAD (COMPUTER-AIDED DESIGN)**

#### Course Details:

#### SEMESTER-1

- Fundamentals of Computer
- Typing English, Hindi/Bengali
- Microsoft Office 2007/2010 (Word)
- Photo Printing & Scanning
- · Internet & Email

#### SEMESTER-2

- Introduction & important features of auto cad software with analysis & design of structures.
- · Parts of auto cad software in desktop.
- Analysis about menu bar & icon.
- . Describe of standard tool bar.
- Analysis of layer properties.
- · Needs & of command window & status bar.
- Describe about keyboard combination.
- Analysis & design of paper & work area for a structures.
- Setup & draw the dimensions & scale.
- · How to create layer & lock the layer & unlock the layer.
- Analysis & design of a multistoried building using auto cad software.
- Preparation of detailed drawings of different elements including ductility detailing
- . Structural Rcc Slab, Beam, Column & footing design.







# **Diploma in Computer Software Engineer**

### **Course Details:**

#### SEMESTER-1

- Basic Parts of Computer
- Typing Master Practice in English
- Operating System (DOS/Windows-7/8/10)
- Microsoft Office -2007/2010 (Word, Excel, Power point)

### SEMESTER-2

- Visual Basic
- Access & Database Management
- FoxPro 6.0
- VB.NET
- Setup Making







### MASTER OF DIPLOMA IN COMPUTER SOFTWARE ENGINEER

### **Course Details:**

#### SEMESTER-1

- Basic Parts of Computer
- Typing Master Practice in English
- Operating System (DOS/Windows-7/8/10)
- Microsoft Office -2007/2010 (Word, Excel, Power point

- Visual Basic
- Visual FoxPro 6.0
- Access & Database Management
- VB.NET
- Programming in C /C++
- Setup Making

COURSE-DCAA

DURATION

Eligibility
10 PASS

CODE: ISC- 031

12 MONTHS

Diploma In Computer Application & Accounting

COURSE DETAILS:

### SEMESTER-1

- Fundamentals of Computer
- Typing English, Hindi/Bengali
- Operating System (DOS /Windows7,8)
- Windows(Paint, WordPad, Notepad)
- Microsoft Office 2007/2010 (Word, Excel, Access, Power Point)
- Scanning & Printing
- Internet & Email

### **SEMESTER-2**

- HTML
- Visual Basic
- Tally Erp9 with GST
- Project

All students(OBC,SC,ST & MINORITY) have particular offer in all computer courses. Moreover,Students of BPL Card,Exchange Card,Labour Card holders have discount.



**FREE BOOKS** 



**FREE BAG** 

ALL TIME FREE OF COST TRAINING IS RUNNING.

# Top 6 Reasons in Computer Learning

# 1. Computing is part of everything we do!

Computing and computer technology are part of just about everything that touches our lives from the cars we drive, to the movies we watch, to the ways businesses and governments deal with us. Understanding different dimensions of computing is part of the necessary skill set for an educated person in the 21st century.

## 2. By computing we can solve complex, challenging problems.

Computing is a discipline that offers rewarding and challenging possibilities for a wide range of people regardless of their range of interests. Computing requires and develops capabilities in solving deep, multidimensional problems requiring imagination and sensitivity to a variety of concerns.

# 3. Computing gives us a positive difference in the world.

Computing drives innovation in the sciences (human genome project, AIDS vaccine research, environmental monitoring and protection just to mention a few), and also in engineering, business, entertainment and education. If you want to make a positive difference in the world, study computing.

# 4. Computing offers many types of lucrative careers.

Computing jobs are among the highest paid and have the highest job satisfaction. Computing is very often associated with innovation, and developments in computing tend to drive it. This, in turn, is the key to

# 5. Computing gives us a good choice of primary career

Having a computing major will provide you with a foundation of knowledge, problem solving and logical thinking that will serve as a competitive advantage to you in your career, in whatever field you choose.

# 6. Computing offers great opportunities for true creativity.

Creating high-quality computing solutions is a highly creative activity, and computing supports creative work in many other fields. The best solutions in computing exhibit high levels of elegance and beauty. national competitiveness. The possibilities for future developments are expected to be even greater than they have been in the past.