

Prospectus

DCA

(Diploma in computer application)

Duration 6 Months

Module ...



- Computer fundamental
 - History of computer
 - Generation of computer
 - Components of computer
 - Classification of computer
 - Concept of programming Language
 - Number system
 - Concept of virus
- Operating system
 - Concept of Ms-Dos
 - Ms-windows-XP/Vista/7
- Ms-Office 2007/2010

- Ms-word (creating document, closing document, protecting document, formatting document, page setup, header and footer, mail merge, printing document, screen print, table creation, drawing document etc.)
- Ms-excel (creating workbook, protecting workbook, protecting worksheet, hide or unhide worksheet, formatting cells, creating student's mark sheet, creating employee payment sheet, charts, scenario, pivot table, filter, Data Table, Function, printing worksheet etc.)
- Ms-power point
- Ms-access
- Concept of Internet
- Concept of E-Mail
 - Creating E-mail I.D
 - Sending and receiving Mail.
- Concept of HTML
- Student's self assignment

Fee Rs. 999/- + 100 Online reg.

CFA

Certificate in Financial Accounting

Duration 3 Months

Modules

- Concept of Accounting
 - Manual journal
 - Manual ledger
 - Trial balance
 - Final account

- Tally 7.2/9.0
 - Company creation.
 - Accounting master.
 - Inventory Master.
 - Accounting voucher.
 - Inventory Voucher.
 - Bill wise details.
 - VAT



- Reporting
- Self assignment

Fee 1499/- + 100
online Reg.

DFA Diploma in Financial Accounting

Duration 6 Months

Modules

- Concept of Accounting
 - Manual journal
 - Manual ledger
 - Trial balance
 - Final account
- Tally 7.2/9.0
 - Company creation.
 - Accounting master.



- Inventory Master.
- Accounting voucher.
- Inventory Voucher.
- Bill wise details.
- Batch wise entry.
- Importing and exporting.
- Cost center
- Cost centre classes.
- Advantage technology of Tally
- Back up and Restore.
- Reporting
- Advanced Accounting
- VAT
- TDS
- Service Tax
- Self assignment

Fee Rs. 2499/- + 150
online reg.

DDTP

Diploma in Desktop Publishing

Duration 3 months

Modules

- PageMaker
- Photoshop
- Corel draw

Fee Rs. 1499/- + 100 Online reg.

ADCA

Advance Diploma in Computer Application

Duration 1 year

Modules

- DCA
- DDTP
- CFA/C/C++
- Concept of multimedia
- Scanning
- CD/DVD writing
- Software installation



Fee 2999+499 Reg. + 150 Online reg.

CCTTC Certificate In Computer Teacher Training Course.

Duration:- 9 Months.

Sem-I

- Fundamental

- Concept of Ms-DOS.
- Ms-windows xp/vista/7.
- Ms-Office 2007/10.
 - Ms-word.
 - Ms-excel.
 - Ms-power point.
 - Ms-Access.
- Concept of internet.

Sem-II

- DTP.
- CD/DVD Reading, Writing.
- Multimedia.

SEM-III

- Tally.
- Teaching Methodology.
- Office Management Tips.
- LTP.

Diploma In Computer Teacher Training Course.

Duration: - 12 Months-

SEM-I

- Fundamental
- Concept of Ms-DOS.
- Ms-windows xp/vista/7.
- Ms-Office 2007/10.
 - Ms-word.
 - Ms-excel.
 - Ms-power point.
- Concept of internet.

Sem-II

- DTP.
- Ms-Access.
- CD/DVD Reading, Writing.

SEM-III

- Tally.
- C.
- C++

Sem-IV

- Visual Basic
- Multimedia.
- Teaching Methodology.
- LTP.