

DIPLOMA IN COMPUTER APPLICATION

CODE: DCA

DURATION: 6 MONTH

COURSE FEE	ONE TIME	TWO TIME	ADD. FEE	TERM FEE
2500	1875	2500	1000	1000

Introduction of Computer

Introduction of Operating System

Introduction of Devices (Input, Output)

MS DOS

Ms windows

Ms Paint, Notepad, Wordpad

Word Processing (MS Word or Open Office Writer)

Slide Show (MS Power Point Open Office Impress)

Spread Sheet (MS Excel or Open Office Calc)

Database Management (Ms Access)

Introduction to Internet (Searching, Email)

Page Setup & Printing

Web page Development (HTML, JavaScript, CSS)

Spread Sheet Formulas (MS Excel)

CERTIFICATE IN FINANCIAL ACCOUNTING

CODE: CFA

DURATION : 3 MONTH

COURSE FEE	ONE TIME	TWO TIME	ADD. FEE	TERM FEE
1500	1125	1500	800	700

Introduction of accounts

What is book keeping? Why we maintain it.

Basic of accounts

(Capital, Drawing, Owner, Business, Debtor, Creditor, Bill receivable, Bill payable, Depreciation, Appreciation, Stock,

Assets, Liabilities, Expenses - direct or indirect, Income - direct or indirect, Discount, Profit, Loss, Tax)

Deference between book keeping, accounts and accounting.

Types of account (Real account, Personal account, Nominal account)

Journal (Simple e

Ledger, Trial balance, Profit & loss account, Balance sheet, Gross profit & net profit, Start tally

Create company, Types of company, Accounts info, Create company, Create group, Voucher type

entries, Discount entries, Compound entries)

Accounting voucher,

Inventory info. (Units of measure, Stock group, Stock item)

Inventory voucher

Payroll

Company changes

Change tally vault password

Create cost center

Company option changes

Accounting features activation

Accounting voucher charges

How to activate VAT

VAT Entries in Accounting Voucher

GST Goods & Service Tax

DIPLOMA IN FINANCIAL ACCOUNTING

CODE: DFA

DURATION: 9 MONTH

COURSE FEE	ONE TIME	TWO TIME	ADD. FEE	TERM FEE
3000	2100	3000	1500	1500

DCA + CFA

ADVANCE DIPLOMA IN COMPUTER APPLICATION

CODE: ADCA

DURATION: 1 YEAR

COURSE FEE	ONE TIME	TWO TIME	ADD. FEE	TERM FEE
6000	3300	6000	2000	4000

Introduction of Computer

Introduction of Operating System

Introduction of Devices (Input, Output)

Word Processing (MS Word or Open Office Writer)

Slide Show (MS Power Point Open Office Impress)

Spread Sheet (MS Excel or Open Office Calc)

Database Management (Ms Access)

Page Setup & Printing

Project

Desktop Publication (CorelDraw or Inkscape)

Page maker

Photo Manipulation (Photoshop or GIMP)

Scanning Documents & Printing

Project

Basic Accountancy (Maintaining Ledger & Cash Book)

Spread Sheet Formulas (MS Excel or Open Office Calc)

Project

Programing C or C++

Project

Web page Development (HTML, JavaScript, CSS)

Project

Introduction to Internet (Searching, Email)

Introduction to Social Media

Typing Hindi & English

COMPUTER TEACHER TRAINING

CODE: CTT

DURATION: 1 YEAR

COURSE FEE	ONE TIME	TWO TIME	ADD. FEE	TERM FEE
6500	2925	6500	2500	4000

Introduction of Computer, Introduction of Operating System

Introduction of Devices (Input, Output)

Word Processing (MS Word or Open Office Writer)

Slide Show (MS Power Point Open Office Impress)

Database Management (Ms Access)

Spread Sheet (MS Excel or Open Office Calc)

Introduction to Internet (Searching, Email)

Page Setup & Printing

Project

Work as Assistant Teacher started

Desktop Publication (CorelDraw or Inkscape)

Photo Manipulation (Photoshop or GIMP)

Scanning Documents & Printing

Usage of Teaching Aids (Black/white Board,
Chalk/Marker, Duster etc.)

Project

Basic Accountancy (Maintaining Ledger & Cash
Book)

Spread Sheet Formulas (MS Excel or Open Office
Calc)

Attendance Management

Project

Programing C or C++

Work as Counselor (Course Adviser for new

Students)

Project

Web page Development (HTML, JavaScript, CSS)

Work Exp. As Fee Collection,

Making announcements in classroom,

Making presentation for courses,

Teach as Assistant Teacher for at least 30 hours

Project

DIPLOMA IN DESKTOP PUBLICATION

CODE: DDTP

DURATION: 6 MONTH

COURSE FEE	ONE TIME	TWO TIME	ADD. FEE	TERM FEE
2500	1875	2500	1500	1000

Photosho

Basics of Photoshop

The basics, opening and saving, selection mode, transformation, color mode, color models, adjusting

colors, Paint Bruseshes and Art Tools, Digital Painting, Moving Paintbrush

Tools and Tricks

Advance Painting Techniques, Layers, Using Masks, Paths

Filters

Filters that Improve your Picture, Filters to Make Picture Artistic, Filters to Distort and Other Effects.

Text Effect and Plug In

Adding Type to Picture, Special Effects and Useful Trick, Photoshop Plug-Ins and Add-Ons

Photo Repair and Enhancement

Compositing, Photo Repair B/W, Photo Repair Color

Picture Publishing on Paper and Otherwise

Printing, Photoshop for the web

CorelDraw

Introduction to CorelDraw, Drawing and Shaping Objects, Selecting & Manipulating Objects,

Transforming Objects, Outlining & Filling Objects, Arranging Objects,

Using Layers, Special Effects, Working with Text, Working With Paragraph,

Special Text Effects , Using Symbols and Clip art, Working With Bitmaps,

Creating a Greeting Card, Visiting Card, Pamphlets, Logo, Printing & Printer Option,

Book Printing, Import & Exporting Drawings, Scanning,

Page maker

**ADVANCE DIPLOMA IN INFORMATION &
TECHNOLOGY**

CODE: ADIT

DURATION: 1 YEAR

COURSE FEE	ONE TIME	TWO TIME	ADD. FEE	TERM FEE
6000	3300	6000	2000	4000

Introduction of Computer

Introduction of Operating System

Introduction of Devices (Input, Output)

Word Processing (MS Word or Open Office Writer)

Slide Show (MS Power Point Open Office Impress)

Spread Sheet (MS Excel or Open Office Calc)

Database Management (MS Access)

Page Setup & Printing

Project

Desktop Publication (CorelDraw or Inkscape)

Photo Manipulation (Photoshop or GIMP)

Page maker

Scanning Documents & Printing

Project

Basic Accountancy (Maintaining Ledger & Cash Book)

Spread Sheet Formulas (MS Excel or Open Office Calc)

Project

Programing C or C++

Programming PHP or Dot Net (Basic)

Project

Web page Development (HTML, JavaScript, CSS)

Project

POST GRADUATE DIPLOMA IN COMPUTER APPLICATION

CODE: PGDCA

DURATION : 1YEAR

COURSE FEE	ONE TIME	TWO TIME	ADD. FEE	TERM FEE
8000	4400	8000	2000	6000

Introduction of Computer

Introduction of Operating System

Introduction of Devices (Input, Output)

Word Processing (MS Word or Open Office Writer)

Slide Show (MS Power Point Open Office Impress)

Spread Sheet (MS Excel or Open Office Calc)

Introduction to Internet (Searching, Email)

Page Setup & Printing

Concept of C: Data Types, Control Statement, Arrays, Structure

Programming in C++: Introduction to C++, Concept of OOPs Programming, Basics of C++, Operators and Expressions, Control Statements, Arrays, Functions, Structures, Classes and objects

Database technology: MS Access, designing Database, tables

Web Technology and internet

Object Oriented Programming and java

System Analysis and Design

Visual Basic

Computer network

DIPLOMA IN COMPUTER HARDWARE

CODE: DCH

DURATION : 6 MONTH

COURSE FEE	ONE TIME	TWO TIME	ADD. FEE	TERM FEE
4000	3000	4000	1500	2500

Introduction of Computer

Introduction of Operating System

Introduction of Devices (Input, Output)

Ms windows

Ms Paint, Notepad, Wordpad

Computer Hardware

Installation of Windows

Type of RAM & ROM

Keyboard & Mouse

CD ROM/ CD Writer

Mother Board

Power Supply

Hard Disk Drive

Floppy Disk Drive

Hardware Trouble Shooting

Computer Assembling Disassembling

DIPLOMA IN WEB DESIGNING

CODE: DWD

DURATION : 6 MONTH

COURSE FEE	ONE TIME	TWO TIME	ADD. FEE	TERM FEE
4000	3000	4000	1500	2500

Computer Fundamental

MS Office (MS Word & MS Power point)

HTML

CSS

Java Script

Basic Fundament Of Internet

PhotoShop

Corel Draw

DIPLOMA IN SOFTWARE DEVELOPMENT

CODE: DSD

DURATION : 6 MONTH

COURSE FEE	ONE TIME	TWO TIME	ADD. FEE	TERM FEE
4000	3000	4000	1500	2500

Introduction of Information Technology

Windows

Python

Programing in C++

Programing C Language

ADVANCE DIPLOMA IN WEB DESIGNING

CODE: ADWD

DURATION : 1 YEAR

COURSE FEE	ONE TIME	TWO TIME	ADD. FEE	TERM FEE
8000	4400	8000	2000	6000

MS DOS

Ms windows

Ms Paint, Notepad, Wordpad

Word Processing (MS Word or Open Office Writer)

Slide Show (MS Power Point Open Office Impress)

Spread Sheet (MS Excel or Open Office Calc)

Database Management (Ms Access)

Page maker

Photoshop

Corel Draw

HTML

CSS

Flash

DHTML

Dream Weaver

Basic Fundamental of Internet

Visual Basic

Programing in C++

Programing C Language