

SUCCESSFUL INSTITUTE OF TECHNOLOGY

An Autonomous Institution Registered Under The Public Trust & of India NCT New Delhi
AN ISO 9001:2015 Certified Computer Education & Registered Under Ministry of MSME
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DCA+

DIPLOMA COMPUTER APPLICATION

BASIC (3 MONTHS)

- Introduction Of Computer
- Benefits Of Computer
- Input Processing & Output Cycle
- Introduction To MS Office
- Introduction To MS Word
- Introduction To MS Excel
- Introduction To MS-PowerPoint
- Introduction To MS-Access
- Introduction To Internet

ADV EXCEL (2 MONTHS)

- MARKSHEET
- SALARY SHEET
- AGE CALCULATION
- ATTENDANCE SHEET
- BALANCE SHEET REPORT
- BANKING FINANCIAL ACCOUNTING(LOAN SHEET)
- DEPARTMENTAL STORE SHEET
- EMPLOYEE TIME SCHEDULE
- GST BILL TAX INVOICE



- INVENTORY STOCK
- PATTY CASH LOG
- PROFIT & LOSS
- PRICE LIST
- CAFÉ BILL
- V LOOKUP
- H LOOKUP
- SALARY & ATTENDANCE SHEET
- ALL FORMULAS

TALLY ERP-9 WITH GST (3 MONTHS)

- Introduction Of Tally
- Merits
- Version Of Tally
- Ledgers
- Create Company
- Functions Keys
- Final Account (Balance Sheet, Trading A/C)
- Profit & Loss
- Journal Entry (Transaction)
- Cash Book (Double Entry)
- Purchase Book (With GST)
- Sale Book (With GST)
- Debit Note (Billing)
- Credit Note (Billing)
- GSTT In Billing
- TDS (Tax Deducted At Source)
- Payroll (PF, Esic, DA ,TA ,DWA,)
- Cost Category
- Password



WEB DESGINING (3 MONTHS)

- HTML
- XHTML
- DHTML
- CSS
- XML
- JAVA SCRIPT

- ASP
- SSPHP
- PROJECT

TYPING (1 MONTHS)

- English Typing
- Newspaper Typing
- Typing Master



COURSE DURATION

12 MONTHS

FEES: 15,499/-