

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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ADCA

(ADVANCE DIPLOMA COMPUTER IN 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- Power Point
- Introduction Toms- Access
- Introduction To Internet

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)

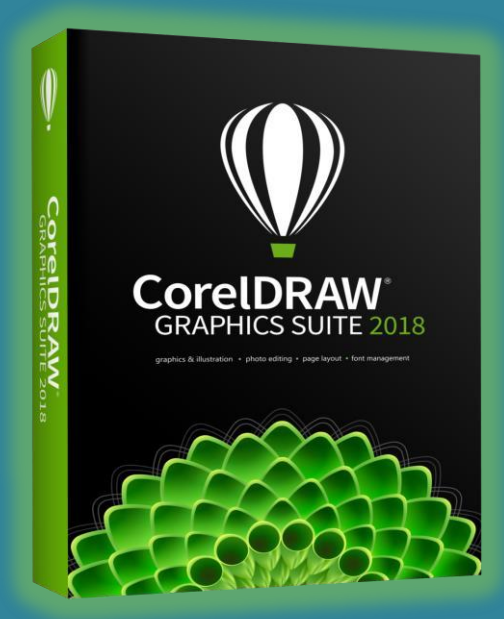
- HTML
- XHTML
- DHTML
- CSS
- XML
- JAVA SCRIPT
- ASP
- PHP
- PROJECT

DTP (3 MONTHS)

- Adobe Page maker
- Adobe Photoshop
- Adobe Corel Draw

• TYPING (1 MONTHS)

- News Paper
- Typing Master



COURSE DURATION

12 MONTHS

FEES: 15,499/-