SUCCESSFUL INSTITUTE OF TECHNOLOGY

MDCA
(MASTER OF DIPLOMA COMPUTER)

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**

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**
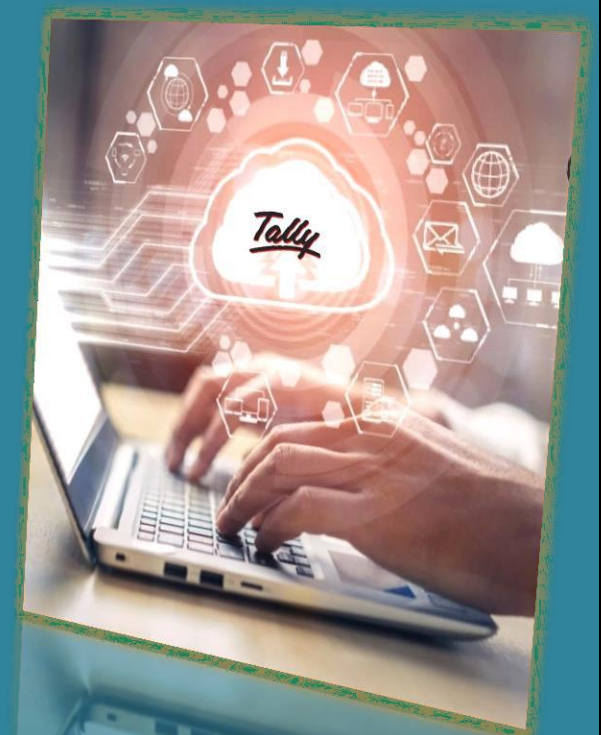- **GST BILL TAX INVOICE**
- **INVENTORY STOCK**

- **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

TALLY PRIME (3 MONTHS)

- Introduction Of TALLY PRIME
- Merits
- Version Of Tally PRIME
- 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

BUSY (3 MONTHS)

- Introduction Of BUSY
- Merits
- Version Of BUSY
- 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,)
- Password

WEB DESGINING (3 MONTHS)

- **HTML**
- **XHTML**
- **DHTML**
- **CSS**

- **XML**
- **JAVA SCRIPT**
- **ASP**
- **PHP**
- **PROJECT**

GRAPHIC DESIGNING (6 MONTHS)

- **Adobe Page maker**
- **Adobe Photoshop**
- **Adobe Corel Draw**
- **Adobe Flash**
- **Adobe Illustration**

DIGITAL MARKETING (4 MONTHS)

- **Digital Marketing Overview**
- **Website Planning &Creation (Dynamic &Responsive)**
- **Email Marketing**
- **Digital Promotion (PCC Advertising Google Ad words)**
- **Google Analytics**
- **Social Media Marketing**
- **Online Display Advertising**
- **E- Commerce Marketing**
- **Mobile Web Marketing**
- **Content Marketing**
- **Online Reputation Management**
- **Affiliate Marketing Technique**

PYTHON (6 MONTHS)

- **JAVA**
- **JAVA SCRIPT**
- **C++**
- **CS**

TYPING (1 MONTHS)

- **ENGLISH TYPING**
- **NEWS PAPER**
- **TYPING MASTER**

COURSE DURATION
3 YEARS
FEES: 39,999/-