Start Your Career Journey Here!

#PehlaJOB

ADVANCE DIPLOMA IN COMPUTER APPLICATION (ADCA)

Duration- 1 Year

Basic

- COMPUTER FUNDAMENTALS
- WINDOWS
- MS-WORD
- MS-EXCEL
- MS-POWER POINT
- INTERNET (BROWSING, MESSAGING)
- E-MAIL, CHATTING, DOWNLOADING,
- SEARCHING

ACCOUNTING MANAGEMENT

FINANCIAL ACCOUNTING CONCEPTS

- INTRODUCTION TO ACCOUNTANCY
- FINALIZATION OF ACCOUNTS
- RECORDING OF TRANSACTION,
- COST SHEET, PROFIT & BALANCE SHEET.

TALLY.ERP

- TALLY FUNDAMENTAL.
- ACCOUNTING & INVENTORY MAINTENANCE.
- VOUCHER CLASS, PROCESSING OF TRANSACTION IN TALLY.
- INTRODUCTION TO TRADING INDUSTRY,
- MANUFACTURING & FINANCIAL ANALYSIS TOOLS.
- OVERVIEW OF TALLY FEATURES.
- POINT OF SALES.
- CUSTOMIZED REPORT GENERATION
- USER MAINTENANCE.
- CASH FLOW & FUNDS FLOW STATEMENT.

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GST - GOODS & SERVICE TAX

- IGST- INTEGRATED GOODS AND SERVICE TAX.
- SGST- STATE GOODS AND SERVICE TAX.
- CGST- CENTRAL GOODS AND SERVICE TAX.

PAYROLL- PROVIDENT FUND, ESI, PROFESSIONAL TAX, SALARY COMPUTAION USING PAYROLL MODULE.

DTP & Animation

- PHOTOSHOP
- COREL DRAW
- PAGE MAKER

WEB DEVLOPMENT

- HTML
- DHTML
- JAVA SCRIPT

PROGRAMING

- PROGRAMING TECHNIQUES,
- C LANGUAGE,
- C++,
- CORE JAVA