

DIPLOMA IN COMPUTER APPLICATION. (ONE YEAR)

DCA

One Year

15000/-

(Diploma in computer application)

Computer Fundamentals

OPERATING SYSTEM:

Ms Windows XP, Ms Windows 7

Ms Paint, Notepad, WordPad

Control Panel

CD Downloading, CD Writing

Desktop Properties

File & Folders

File searching

Shortcuts

MS OFFICE(2007)

MS WORD

MS EXCEL

MS POWERPOINT

INTERNET:

Typing (Hindi+English)

Fees pattern	Rupees
Lump sum	14000/-
Installment wise	Fast track
3 Installment	2000 2000 2000
9 Installment	1000 P.M

Advance Excel

MS ACCESS

TALLY PROFESSIONAL COURSE: **(MANUAL AND COMPUTERISED)**

Fundamental of Accounts, Introduction to Tally, Inventory Maintenance, Advance Tally Features, Taxation

ADVANCE TALLY WITH MANUAL

INCOME TAX:- SALES TAX :- TDS:- SERVICE TAX:-

Tally Erp 9.0 Tally 7.2 Tally 9.0