ISO

PROSPECTUS

Managing Director

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Contents

Courses, Durations, & Fees List-

Course Name	Duration	Registration Fee	Exam Fee	Total Course fee
ADCA	12 MONTHS	300	600	4000
ADCS	12 MONTHS	300	600	4000
DFA	9 MONTHS	300	600	3600
DCA	6 MONTHS	300	300	2200
CCA	3 MONTHS	300	300	1500
CFA	3 MONTHS	300	300	1800
CCC	80 HRS.	1000	--	1800
DTP	6 MONTHS	300	300	1800
TALLY WITH GST	4 MONTHS	300	300	2000
INTERNET	1 MONTH	--	--	500
TYPING IN HINDI	2 MONTHS	300	200	1000
TYPING IN ENGLISH	2 MONTHS	300	200	1000
PGDCA	12 MONTHS	8500	1400	16500
BCA	3 YEAR	9000	1400	15000/YR.
ENGLISH SPEAKING	6 MONTHS	300	300	2000

ADCA Course Syllabus-

(ADVANCE DIPLOMA IN COMPUTER APPLICATION)   **Duration- 1 Year**

❖ Module-1
- ✓ Computer Fundamentals.
- ✓ Operating System (OS)
- ✓ Windows 7,8 or Latest Version.

❖ Accessories-
- ✓ Notepad
- ✓ WordPad
- ✓ Paint
- ✓ On Screen Keyboard
- ✓ Windows Media Player
- ✓ Sound Recorder

❖ Control Panel
- o Windows Themes
- o Desktop Properties
- o Screen Saver
- o User Account
- o Adding or Removing new Devices
- o Printer, Scanner, & Camera Setting
- o Installing & Removing Applications
- o Audio Devices & Speaker Setting
- o Creating new Internet connection
- o System & Security

❖ Microsoft Office-
- o MS Word
- o MS Excel
- o MS Power Point   (Here held 1st Exam)

Module-2

❖ **Accounting & Business Management**

(With Different Accounting Softwares, AS- Tally9, Tally ERP With GST, Busy etc.)

- o Basics of Accounting
- o Tally & its Advance Features.
- o Company Creation
- o Ledger Creation
- o Accounting & Inventory Voucher Creation
- o Transactions With Different Party or Accounts.
- o Creating Sales Bill or Invoices,
- o Purchase & Sales management
- o Maintaining Multiple Godowns.
- o Maintain Payroll for Company
- o Order Processing (creating purchase Order & sales Order)
- o Creating Debit / Credit Notes (Purchase & Sales Return Entry)
- o Advance Reporting & Printing.

Module-3

❖ DTP (Desk Top Publishing)

- o Working With Adob Photoshop
- o Working with Adob Page maker.
- o Hindi & English Typing
- o Project Work with related Programs.

Module-4

❖ HTML (Hyper Text Markup Language)

- o Creating Webpages using HTML tags in Notepad.
- o Different Tags & their Uses.

❖ Internet

- o Introduction of Internet
- o Connecting Computer with Internet
- o Openning different Websites.
- o Searching Information's using Google search Engines.
- o Creating New E-mail ID

- Sending & Receiving mails
- Downloading & Attaching Items with mails.
- Filling Online Forms & Online payment
- Online Shopping & pyment
- Checking Results, Requirments, and Admit cards etc.

Here held Final Exam.

End of Course –

ADCA

After Exam You Will Get-

All India Valid ISO Certified Course

Certificate / Diploma

DCA COURSE SYLLABUS

(DIPLOMA IN COMPUTER APPLIACTION)   **Duration – 6 Months**

- ❖ Module-1
    - ✓ Computer Fundamentals.
    - ✓ Operating System (OS)
    - ✓ Windows 7,8 or Latest Version.
- ❖ Accessories-
    - ✓ Notepad
    - ✓ WordPad
    - ✓ Paint
    - ✓ On Screen Keyboard
    - ✓ Windows Media Player
    - ✓ Sound Recorder
- ❖ Control Panel
    - o Windows Themes
    - o Desktop Properties
    - o Screen Saver
    - o User Account
    - o Adding or Removing new Devices
    - o Printer, Scanner, & Camera Setting
    - o Installing & Removing Applications
    - o Audio Devices & Speaker Setting
    - o Creating new Internet connection
    - o System & Security
- ❖ Microsoft Office-
    - o MS Word
    - o MS Excel
    - o MS Power Point

- o Hindi & English Typing.
- o Project Works.
- ❖ Internet
  - o Introduction of Internet
  - o Connecting Computer with Internet
  - o Openning different Websites.
  - o Searching Information's using Google search Engines.
  - o Creating New E-mail ID
  - o Sending & Receiving mails
  - o Downloading & Attaching Items with mails.
  - o Filling Online Forms & Online payment
  - o Online Shopping & pyment
  - o Checking Results, Requirments, and Admit cards etc.

(Here held Exam)

End of Course –

DCA

After Exam You Will Get-

All India Valid ISO Certified Course

Certificate / Diploma

Diploma in Financial Accounting-[DFA]

Courses Duration- 6 Months.

❖ Module-1
- ✓ Computer Fundamentals.
- ✓ Operating System (OS)
- ✓ Windows 7,8 or Latest Version.
- ❖ Accessories-
  - ✓ Notepad
  - ✓ WordPad
  - ✓ Paint
- ❖ Microsoft Office-
  - ✓ MS Word
  - ✓ MS Excel
  - ✓ MS Power Point

Module-2
- ❖ Accounting & Business Management

(With Different Accounting Softwares, AS- Tally9, Tally ERP With GST, Busy etc.)
- o Basics of Accounting
- o Tally & its Advance Features.
- o Company Creation
- o Ledger Creation
- o Accounting & Inventory Voucher Creation
- o Transactions With Different Party or Accounts.
- o Creating Sales Bill or Invoices,
- o Purchase & Sales management
- o Maintaining Multiple Godowns.
- o Maintain Payroll for Company
- o Order Processing (creating purchase Order & sales Order)

- o Creating Debit / Credit Notes (Purchase & Sales Return Entry)
- o Advance Reporting & Printing.
- ❖ Internet
  - o Introduction of Internet
  - o Connecting Computer with Internet
  - o Openning different Websites.
  - o Searching Information's using Google search Engines.
  - o Creating New E-mail ID
  - o Sending & Receiving mails
  - o Downloading & Attaching Items with mails.
  - o Filling Online Forms & Online payment
  - o Online Shopping & pyment
  - o Checking Results, Requirments, and Admit cards etc.
- ❖ Project Works.

[Here held Final Exam]

End of Course –

DFA

After Exam You Will Get-

All India Valid ISO Certified Course

Certificate / Diploma

Certificate in Financial Accounting-

[Duration 3 Months]

Course Module:

❖ **Accounting & Business Management**

(With Different Accounting Softwares, AS- Tally9, Tally ERP With GST,etc.)

- Basics of Accounting
- Tally & its Advance Features.
- Company Creation
- Ledger Creation
- Accounting & Inventory Voucher Creation
- Transactions With Different Party or Accounts.
- Creating Sales Bill or Invoices,
- Purchase & Sales management
- Maintaining Multiple Godowns.
- Maintain Payroll for Company
- Order Processing (creating purchase Order & sales Order)
- Creating Debit / Credit Notes (Purchase & Sales Return Entry)
- Advance Reporting & Printing.

❖ **Internet**

- Introduction of Internet
- Connecting Computer with Internet
- Openning different Websites.
- Searching Information's using Google search Engines.
- Creating New E-mail ID
- Sending & Receiving mails
- Downloading & Attaching Items with mails.

❖ **Projects.**

Here held Final Exam.

End of Course –

CFA

After Exam You Will Get-
All India Valid ISO Certified Course
Certificate.