

HI-TECH COMPUTER EDUCATION

Authorized from-Swami Vivekananda University
(UGC, DEC, NCTE, AICTE APPROVED)

OUR COURSES

REG. FEE:-RS380/-

C.C.A. FEE-3500/- 4 Months

CERTIFICATE IN COMPUTER APPLICATION

1. FUNDAMENTAL OF COMPUTER
2. OPERATING SYSTEM-WINDOWS 7, 8
4. MICROSOFT OFFICE 2007
MS-WORD
MS-EXCEL
MS-POWERPOINT
5. MULTIMEDIA
6. INTERNET & E-MAIL

*SPOKEN
FREE*

D.C.A. FEE-5000/- 6 Months

DIPLOMA IN COMPUTER APPLICATION

1. FUNDAMENTAL OF COMPUTER
2. OPERATING SYSTEM-WINDOWS 7,8, MS-DOS
3. MICROSOFT OFFICE 2007
MS-WORD
MS-EXCEL
MS-POWERPOINT
MS-ACCESS
4. HYPERTEXT MARKUP LANGUAGE (HTML)
5. INTERNET & E-MAIL
6. MULTIMEDIA& MOBILE DOWNLOADING
7. NETWORKING CONCEPT
8. CONCEPT OF HARDWARE

*SPOKEN
FREE*

D.F.A. FEE-7000/-9 MONTHS

DIPLOMA IN FINANCIAL ACCOUNTING

1. FUNDAMENTAL OF COMPUTER
2. OPERATING SYSTEM-WINDOWS 7,8, MS-DOS
3. MICROSOFT OFFICE 2007
MS-WORD
MS-EXCEL
MS-POWERPOINT
MS-ACCESS
4. HYPERTEXT MARKUP LANGUAGE (HTML)
5. INTERNET & E-MAIL
6. MULTIMEDIA &MOBILE DOWNLOADING
7. NETWORKING CONCEPT
8. CONCEPT OF HARDWARE

*SPOKEN
FREE*

D.D.T.P FEE-7000/- 9 Months

DIPLOMA IN DESKTOP PUBLISHING

1. FUNDAMENTAL OF COMPUTER
2. OPERATING SYSTEM-WINDOWS 7,8, MS-DOS
3. MICROSOFT OFFICE 2007
MS-WORD
MS-EXCEL
MS-POWERPOINT
MS-ACCESS
4. INTERNET & E-MAIL
5. MULTIMEDIA
6. SONG DOWNLOADING
7. SCANNING & CD BURNING
8. ADOBE PAGEMAKER
9. ADOBE PHOTOSHOP
10. CORELDRAW
11. MR. PHOTO

*SPOKEN
FREE*

Tally ERP 9.0 3 Months

FEE-3500/-

Creation of Company, Creation of Ledger, Voucher Entry, Creation of Inventory, Display of Ledger, Display of Profit & Loss, Display of Balance Sheet, Printing of Ledger & Balance Sheet, Service Tax, Vat, TDS

D.H.T. FEE-5000/- 6 Months

DIPLOMA IN HARDWARE TECHNOLOGY

- FUNDAMENTALS OF COMPUTER.
- OPERATING SYSTEM, MS-DOS, WINDOWS XP, VISTA, 7 & LINUX
- CONCEPT OF HARDWARE
- MOTHERBOARD CONCEPT
- BIOS SETUP
- ASSEMBLING OF COMPUTER
- INSTALLATION OF SOFTWARE
- PARTITIONING OF HDD
- NETWORKING CONCEPT
- INSTALLATION OF OPERATING SYSTEM

AUTOCAD FEE-8000/- 6 Months

**AUTOCAD 2D & 3D
IN CIVIL & MECHANICAL**

DRAWING CONCEPT, DRAWING WITH EVERY TOOL, DYNAMIC INPUT, USER INTERFACE, DIMENSION TOLERANCE, 3D PREVIEWING WITH DUAL MODE, ISOMETRIC DRAWING, ORTHOGRAPHIC PROJECTION, ADVANCE HATCHING, OLE, DGNIMPORT AND DGNEXPORT

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A.D.C.A. FEE-10000/- 12 Months

ADVANCED DIPLOMA IN COMPUTER APPLICATION

- FUNDAMENTALS OF COMPUTER.
- OPERATING SYSTEM- MS-DOS, WINDOWS XP, VISTA, 7
- MICROSOFT OFFICE 2007
 - WORD
 - EXCEL
 - POWERPOINT
 - ACCESS
 - FRONTPAGE
- HYPERTEXT MARKUP LANGUAGE(HTML)
- INTERNET AND EMAIL
- MULTIMEDIA AND CONCEPTS OF COMPUTER NETWORK
- ADOBE PAGEMAKER
- ADOBE PHOTOSHOP
- CORELDRAW
- MR. PHOTO
- **TALLY ERP 9.0**

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**Other Services:-Educational Consultancy Services,
Website Development, Data Typing Services**