COURSES OFFERED

1)DEO (Data Entry Operator)   Duration 3months

Computer Applications & Basics,	What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Comptur, Memory, number system
Typing	Typing Speed practice And skill of typing
Computer Operating System	Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management
Microsoft Word	Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pomplet, Advertisement etc
Microsoft Excel	Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions
Introduction to Internet, WWW & Web Browsers	Basics of Computer Network, Internet, Search Engines, URLs, How to Use Web Browser

BENEFIT OF DATA ENTRY OPERATOR COURSE

A data entry operator course offers benefits like enhanced job prospects, skill development in typing and software proficiency, and potentially leads to flexible work options, including freelancing and part-time roles.

2) CFA (Certificate of financial Accounting)   Duration 3months

Computer Basics	What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software
Typing	Typing Speed practice And skill of typing
Tally ERP 9 With GST	Manual Accounting, Term of Accounting, Company creation, Ledger, Voucher, Voucher Entry, Cost center, Bill, Godowns,
Inventory	Inventry Voucher, Stock journal, Stock Groups,
Taxes	Vat, TDS, GST etc

BENEFIT OF CFA COURSE

Once you achieve the status of Chartered Financial Analyst, your strong foundation in advanced investment analysis and real-world portfolio management skills will qualify you to work in senior and executive positions in investment management, risk management, asset management, and more. Video Player is loading.

3)TRIPPLE C (Certificate Of Computer Concept)   Duration 3months

Computer Applications & Basics,	What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Comptur, Memory, number system
Typing	Typing Speed practice And skill of typing
Computer Operating System	Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management
Microsoft Word	Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pomplet, Advertisement etc
Microsoft Excel	Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions
Introduction to Internet, WWW & Web Browsers	Basics of Computer Network, Internet, Search Engines, URLs, How to Use Web Browser

BENEFIT OF CCC COURSE

The CCC (Course on Computer Concepts) course offers several benefits, including enhancing basic computer skills, boosting digital literacy, and potentially increasing job opportunities, particularly in government sectors, as it's a recognized certification for basic computer skills.

4) CCP (Certificate of Computer Programming)   Duration 3months

C Language	Basic of C, History of C Language Coding, Statement, Loops, Flow Chart Practically and Theoretically
C++ Language	Basic of C++, History of C++ Language Coding, Statement, Loops, Flow Chart Practically and Theoretically

BENEFIT OF CCP COURSE

A computer programming course, can offer numerous benefits, including enhanced problem-solving skills, increased job opportunities, and the ability to create software and applications, potentially leading to a career in tech or further education.

5)BCC (Bacics Computer Course)   Duration 3months

Computer Applications & Basics,	What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Comptur, Memory, number system
Typing	Typing Speed practice And skill of typing
Computer Operating System	Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management
Microsoft Word	Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pomplet, Advertisement etc
Microsoft Excel	Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions

BENEFIT OF COURSE

A Basic Computer Course (BCC) equips individuals with foundational computer skills, enhancing digital literacy and employability, and enabling them to confidently use computers for both personal and professional tasks BCC courses provide a basic understanding of computer hardware, software, and operating systems. Basic typing skills are often included, which are crucial for efficient computer use.

6)CCA (Certificate in Computer Application)   Duration 6months

Computer Applications & Basics,	What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Comptur, Memory, number system
Typing	Typing Speed practice And skill of typing
Computer Operating System	Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management
Microsoft Word	Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pomplet, Advertisement etc
Microsoft Excel	Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions, Pay Slip, Bills, Record Etc
Microsoft Power Point	How to Make Presentation or Animation , shows
Microsoft Access	Creating Data Base, Report, form, Query
Introduction to Internet, WWW & Web Browsers	Basics of Computer Network, Internet, Search Engines, URLs, How to Use Web Browser
Communications & Collaboration, Multimedia	Basics of Email, How to Use Email, Instant Messaging, Format an Email, Multimedia, Scanning & Printing,

BENEFIT CCA COURSE

A Certificate in Computer Applications (CCA) course offers practical computer skills, enhancing job prospects and efficiency, and can serve as a foundation for further IT education and specialized certifications. Many jobs require a baseline level of computer literacy, and a CCA course demonstrates these essential skills, making candidates more competitive.

7) C-Pac (Computerized Professional Accounting Course)Duration 6months

Computer Applications & Basics,	What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Comptur, Memory, number system
Typing	Typing Speed practice And skill of typing
Computer Operating System	Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management
Microsoft Word	Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pomplet, Advertisement etc
Microsoft Excel	Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions
Accounting	Manual Accounting, Term of Accounting, Company creation, Ledger, Voucher, Voucher Entry, Cost center, Bill, Godowns,
Tally ERP 9 With GST	Inventry Voucher, Stock journal, Stock Groups,
Taxes	Vat, TDS, GST etc

BENEFIT OF C-PAC COURSE

The Computer Professional Accounting Course (C-PAC) can benefit individuals by equipping them with practical skills in accounting software like Tally, enhancing their knowledge of accounting principles, and potentially leading to roles like accountant, assistant accountant, or accounts executive. Management accounting skills are in demand across various industries, including government, non-profits, and private corporations.

8) CPA (Certificate of programmer assistant)   Duration 6months

Computer Applications & Basics,	What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Comptur, Memory, number system
Typing	Typing Speed practice And skill of typing
Computer Operating System	Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management
Microsoft Word	Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pomplet, Advertisement etc
Microsoft Excel	Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions
C Language	Basic of C, History of C Language Coding, Statement, Loops, Flow Chart Practically and Theoretically
C++ Language	Basic of C++, History of C++ Language Coding, Statement, Loops, Flow Chart Practically and Theoretically

BENEFIT OF CPA COURSE

A certificate in computer programming assistant courses equips individuals with foundational IT skills and programming knowledge, enhancing career prospects in IT-related roles and opening doors to further education and specialized certifications. The course introduces basic programming concepts and languages. Problem-Solving: Learning to code enhances problem-solving skills.

9) DOMA (Diploma in office management and accounting)   Duration 1Year

Computer Applications & Basics,	What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Comptur, Memory, number system
Typing	Typing Speed practice And skill of typing
Computer Operating System	Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management
Microsoft Word	Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pomplet, Advertisement etc
Microsoft Excel	Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions
Microsoft Power Point	How to Make Presentation or Animation , shows
Microsoft Access	Creating Data Base, Report, form Query
## 2nd Sem	
Tally ERP 9 With GST	Manual Accounting, Term of Accounting, Company creation, Ledger, Voucher, Voucher Entry, Cost center, Bill, Godowns,
Inventory	Inventry Voucher, Stock journal, Stock Groups,
Taxes	Vat, TDS, GST etc
Office Work And Teaching Practice	Free training of Teaching Practice and Office Work for 1 Months
Introduction to Internet, WWW & Web Browsers	Basics of Computer Network, Internet, Search Engines, URLs, How to Use Web Browser Basics of Email, How to Use Email, Instant Messaging, Format an Email, Multimedia, Scanning & Printing,
Practice	Prcatice for 1 Months with CA

BENEFIT OF DOMA COURSE

A Diploma in Management Accounting offers several career benefits, including enhanced job prospects, potential for higher salaries, and the ability to make informed business decisions by understanding financial data and resource allocation.

10) ADCA (Advance Diploma in Computer Application) Duration 1Year

1st Sem

Computer Applications & Basics,	What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Comptur, Memory, number system
Typing	Typing Speed practice And skill of typing
Computer Operating System	Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management
Microsoft Word	Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pomplet, Advertisement etc
Microsoft Excel	Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions
Microsoft Power Point	How to Make Presentation or Animation , shows
Microsoft Access	Creating Data Base, Report, form Query
Introduction to Internet, WWW & Web Browsers	Basics of Computer Network, Internet, Search Engines, URLs, How to Use Web Browser
Communications & Collaboration, Multimedia	Basics of Email, How to Use Email, Instant Messaging, Format an Email, Multimedia, Scanning & Printing,
2nd Sem	
HTML	HTML Language of Web designing
Tally ERP 9 With GST	Manual Accounting, Term of Accounting, Company creation, Ledger, Voucher, Voucher Entry, Cost center, Bill, Godowns,
Inventory	Inventry Voucher, Stock journal, Stock Groups,
Taxes	Vat, TDS, GST etc
Coral Draw	Designing , Pomplet, Poster, Flex, Claender, I Card, Visiting Card Etc
Photoshop	Editing in Photo,
Office Work And Teaching Practice	Free training of Teaching Practice and Office Work for 1 Months

BENEFIT OF ADCA COURSE

An ADCA (Advanced Diploma in Computer Applications) course offers a versatile skill set, preparing graduates for various IT roles and enhancing their employability, particularly in entry-level positions. ADCA is often seen as an affordable and comprehensive introduction to computer applications, making it a good option for those looking to improve their IT skills without a lengthy degree program. The ADCA course can serve as a foundation for pursuing further education in computer science or related fields

11) DDTP (Diploma in Desktop publishing)

Duration 1Year

1st Sem

Computer Applications & Basics,	What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Comptur, Memory, number system
Typing	Typing Speed practice And skill of typing
Computer Operating System	Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management
Microsoft Word	Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pomplet, Advertisement etc
Microsoft Excel	Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions
Microsoft Power Point	How to Make Presentation or Animation , shows
Microsoft Access	Creating Data Base, Report, form Query
HTML	HTML Language of Web designing
# 2nd Sem	
Coral Draw	Coral Draw
Page Maker	Page Maker
Photoshop	Photoshop
Introduction to Internet, WWW & Web Browsers	Basics of Computer Network, Internet, Search Engines, URLs, How to Use Web Browser
Communications & Collaboration, Multimedia	Basics of Email, How to Use Email, Instant Messaging, Format an Email, Multimedia, Scanning & Printing,

BENEFIT OF COURSE

A DDTP (Diploma in Desktop Publishing) course equips individuals with valuable skills in creating professional-looking documents, layouts, and visual content for print and digital media, opening doors to various career paths in publishing, design, and marketing. DTP professionals are in demand in industries like publishing, advertising, marketing, and digital media, where visual content is crucial.

1st Sem

Computer Applications & Basics,	What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Comptur, Memory, number system
Typing	Typing Speed practice And skill of typing
Computer Operating System	Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management
Microsoft Word	Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pomplet, Advertisement etc
Microsoft Excel	Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions
Microsoft Power Point	How to Make Presentation or Animation , shows
Microsoft Access	Creating Data Base, Report, form Query
Introduction to Internet, WWW & Web Browsers	Basics of Computer Network, Internet, Search Engines, URLs, How to Use Web Browser
Communications & Collaboration, Multimedia	Basics of Email, How to Use Email, Instant Messaging, Format an Email, Multimedia, Scanning & Printing,
HTML	HTML Language of Web designing
2nd Sem	
Tally ERP 9 With GST	Manual Accounting, Term of Accounting, Company creation, Ledger, Voucher, Voucher Entry, Cost center, Bill, Godowns,
Inventory	Inventry Voucher, Stock journal, Stock Groups,
Taxes	Vat, TDS, GST etc
C Language	Basic of C, History of C Language Coding, Statement, Loops, Flow Chart Practically and Theoretically
C++ Language	Basic of C++, History of C++ Language Coding, Statement, Loops, Flow Chart Practically and Theoretically
Office Work And Teaching Practice	Free training of Teaching Practice and Office Work for 1 Months

BENEFIT OF DCA COURSE

A Diploma in Computer Applications (DCA) course offers several benefits,
including foundational computer knowledge, career opportunities in IT and related fields, skill enhancement in software applications, and a stepping stone to advanced IT studies. DCA person can find positions in data entry, office assistance, IT support, and computer operation DCA courses provide a strong understanding of essential computer concepts and tools.

1st Sem

Computer Applications & Basics,	What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Comptur, Memory, number system
Typing	Typing Speed practice And skill of typing
Computer Operating System	Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management
Microsoft Word	Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pomplet, Advertisement etc
Microsoft Excel	Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions
Microsoft Power Point	How to Make Presentation or Animation , shows
Microsoft Access	Creating Data Base, Report, form Query
Introduction to Internet, WWW & Web Browsers	Basics of Computer Network, Internet, Search Engines, URLs, How to Use Web Browser
Communications & Collaboration, Multimedia	Basics of Email, How to Use Email, Instant Messaging, Format an Email, Multimedia, Scanning & Printing,

2nd Sem

HTML	HTML Language of Web designing
Internet and Networking Concept	Internet and Networking Concept
C Language	Basic of C, History of C Language Coding, Statement, Loops, Flow Chart Practically and Theoretically
C++ Language	Basic of C++, History of C++ Language Coding, Statement, Loops, Flow Chart Practically and Theoretically
Office Work And Teaching Practice	Free training of Teaching Practice and Office Work for 1 Months

BENEFIT OF HDCA COURSE

An HDCA (Honours Diploma in Computer Application) course offers benefits like enhanced IT skills, career advancement opportunities, and increased employability, particularly in fields like software development, IT support, and web design. he HDCA program equips individuals with practical knowledge and skills applicable to various IT roles, making it a versatile qualification. The course focuses on developing advanced IT skills, preparing graduates for careers in software development, IT support, web design, and more.

The course Under the SDA Scheme of HP Govt

11) DCA (Developer in Computer Application)

Duration 1Year

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Govt Give 1000/- Rs for course fee every month for 1 year.
Eligibility as following:-

1. **3 Passport Size Photograph**
2. **10th Pass Cerificate**
3. **Student should be above 16year.**
4. **No family member should be in govt. Job.**
5. **Adhar card**
6. **Income certificate below 2 lac.(For SDA)**
7. **Candidate have a account in any nationalized bank like SBI.(Passbook Copy Requiered)**
8. **Himachali bonofied.**
9. **Employment Exchage Registration Card**

1st Sem

Computer Applications & Basics,	What is Computer, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software, Generation, Types of Comptur, Memory, number system
Typing	Typing Speed practice And skill of typing
Computer Operating System	Basics of Operating System, DOS, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management
Microsoft Word	Basics, Printing a File, Document Creation & Editing, Saving, Text Formatting, making card, pomplet, Advertisement etc
Microsoft Excel	Basics of Spreadsheet, Rows, Columns & Cells, Basics Excel Formulas and Functions
Microsoft Power Point	How to Make Presentation or Animation , shows
Microsoft Access	Creating Data Base, Report, form Query
Introduction to Internet,	Basics of Computer Network, Internet, Search Engines, URLs, How to

WWW & Web Browsers	Use Web Browser
Communications & Collaboration, Multimedia	Basics of Email, How to Use Email, Instant Messaging, Format an Email, Multimedia, Scanning & Printing,
HTML	HTML Language of Web designing
2nd Sem	
Tally ERP 9 With GST	Manual Accounting, Term of Accounting, Company creation, Ledger, Voucher, Voucher Entry, Cost center, Bill, Godowns,
Inventory	Inventry Voucher, Stock journal, Stock Groups,
Taxes	Vat, TDS, GST etc
C Language	Basic of C, History of C Language Coding, Statement, Loops, Flow Chart Practically and Theoretically
Java	Basic of Java, History, Coding, Statement, Loops, Flow Chart Practically and Theoretically
Office Work And Teaching Practice	Free training of Teaching Practice and Office Work for 1 Months

<u>Short Term Courses For 45 Days</u>

- ➢ **TYPING**

- ➢ **MS WORD**

- ➢ **MS EXCEL**

- ➢ **MS POWER POINT**

- ➢ **MS ACCESS**

- ➢ **HTML**

- ➢ **C**

- ➢ **C++**

- ➢ **TALLY ERP.9**

- ➢ **ACCOUNT WITH GST**

- ➢ **PHOTOSHOP**

- ➢ **INTERNET, MAILING, SCANNING, PRINTING,**