

S-Tech Computer Education Centre Nawanshahr

Certificate in Computer Fundamentals & Application (CCA)

About the Course:-- Course Details



Duration
3 Months (1 Module)



Eligibility
10th, 12th



Course Code
CCA01



Day Time 2 HRS Daily
(100% Practical Training)

☛ Enrolment Fees:	200/-
☛ Exam Fees:	500/-
☛ Certificate Charges:	800/-
☛ Course Charges	: 6000/-
☛ Total Fees	7500/-

Syllabus: All Office Work Done in This Course

Introduction to Information Technology

Fundamentals of Computer

Windows Accessories

Operating System (DOS, Windows 10)

Advance Microsoft office 2013, 2016

1. Microsoft Word
2. Microsoft Excel
3. Microsoft Power Point
4. Microsoft Access
5. Microsoft Outlook

Internet Technology & Applications

1. Web Search,
2. Email, Blogs, Social Networking
3. E- Shopping
4. E- Banking & Digital Cash

English/Punjabi Typing Test

School and College Assignments.

100% Lab Practice.....

All Work According to by Job Profession.



S-Tech Computer Education Centre Nawanshahr

Diploma in Computer Application (DCA)



About the Course:-- Course Details



Duration
6 Months (2 Module)



Eligibility
10th, 12th



Course Code
DCA06



Day Time 2 HRS Daily
(100% Practical Training)

☛ Enrolment Fees:	500/-
☛ Exam Fees:	1000/-
☛ Certificate Charges:	1000/-
☛ Course Charges	: 12000/-
☛ Total Fees	14500/-

Syllabus: All Office Work Done in This Course

Introduction to Information Technology
Fundamentals of Computer
Windows Accessories
Operating System (DOS, Windows 10)
Advance Microsoft office 2013, 2016

1. Microsoft Word
2. Microsoft Excel
3. Microsoft Power Point
4. Microsoft Access
5. Microsoft Outlook

Internet Technology & Applications

1. Web Search,
2. Email, Blogs, Social Networking
3. E- Shopping
4. E- Banking & Digital Cash

English/Punjabi Typing Test
School and College Assignments.
100% Lab Practice.....
All Work According to by Job Profession.

Tally.ERP 9 & Tally Prime

Accounting in Tally, Advance Features of Tally.ERP 9, Preparation of Journal, Ledgers, Vouchers, Groups, Trail Balance, Final Account, Inventory Management, Stock & Godown & Lab Practical/Viva

Tax
Legislation(VAT,GST,TDS,CST), Financial Statements, Payroll, Point of Sale, Accounting Method & Analysis, Reports, Computer Lab Practical, Project /Viva.

S-Tech Computer Education Centre Nawanshahr

Advance Diploma in Computer Application (ADCA)

About the Course:-- Course Details



Duration
1 Year (2 Semester)



Eligibility
10th, 12th



Course Code
ADCA12



Day Time 2 HRS Daily
(100% Practical Training)

- Enrolment Fees: 1000/-
- Exam Fees: 1500/-
- Certificate Charges: 2000/-
- Course Charges : 20000/-
- **Total Fees 24500/-**



Syllabus: All Office Work Done in This Course

Introduction to Information Technology
Fundamentals of Computer
Windows Accessories
Operating System (DOS, Windows 10)
Advance Microsoft office 2013, 2016
1. Microsoft Word
2. Microsoft Excel
3. Microsoft Power Point
4. Microsoft Access
5. Microsoft Outlook
Internet Technology & Applications
1. Web Search,
2. Email, Blogs, Social Networking
3. E- Shopping
4. E- Banking & Digital Cash
English/Punjabi Typing Test
School and College Assignments.
100% Lab Practice.....
All Work According to by Job Profession.

Graphic Designing

1. Photoshop, Canva
2. CSS
3. Java Script

Tally.ERP 9 & Tally Prime

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Tax Legislation(VAT,GST,TDS,CST),Financial Statements,Payroll,Point of Sale, Accounting Method & Analysis, Reports, Computer Lab Practical, Project /Viva.

Web Designing

1. HTML
2. CSS
3. Java Script
4. PHP
5. Bootstrap, JQuery
6. Domain Name and Web Hosting

C & C++ Programing
Java
Python