**Digital Computer Academy**

**Run & Managed By DITRP PVT LTD**

**AN ISO 9001: 2015 Certified**

**About us**

**OUR AIM**

Due to financial problem many students of middle class family cannot afford the load of some Institutes course fees. Our mission studied their theme properly and decides to provide better higher technical education in computer at very nominal charges.

**OBJECTIVE OF PROGRAMME**

All the courses are launched after an initial survey. The courses fulfill the requirement of the students. To gain professional qualification, certification and extra classes in career orientation and self-development. After completion of each module the performance of the students is monitored through regular tests to develop their skills. That the students should appear successfully. In the Job market and handle the situation confidently.

**OUR CERTIFICATES HAVE GLOBAL RECOGNITION**

Our students are employed in reputed organization both in India and Abroad. The key to success in ensuring quality training by the experts. Provide education for the rural youth enabling him to play a part of the global development.

**PROMISES**

Our promises are to use our honestly, Sincerity and hardworking capacity of faculties to build up the bright futures of our students through the computer education.

Course

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| **Course:** | ADVANCE DIPLOMA IN INFORMATION TECHNOLOGY (AIT0052) |
| **Duration:** | 1 Year |
| **Content:** | Computer Fundamentals, Windows 7, Office 2010 (Word, Excel, Access, Power Point), Pagemaker, Corel Draw, Photoshop, Tally, Hardware Concept, Internet. |
| **Course:** | DIPLOMA IN COMPUTER APPLICATION (DCA0040) |
| **Duration:** | 6 Months |
| **Content:** | Computer Fundamentals, Windows 7, Ms Office (Word, Excel, Power Point), Internet. |

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| **Course:** | DIPLOMA IN DATA ENTRY OPERATOR (DDO0041) |
| **Duration:** | 6 Months |
| **Content:** | Computer Fundamentals, Windows 7, Ms Office 2010 (Word, Excel), English Typing, Regional Typing, Inter |
| **Course:** | DIPLOMA IN FINANCIAL ACCOUNTING (DFA0042) |
| **Duration:** | 6 Months |
| **Content:** | Computer Fundamentals, Windows 7, Accounting Concept, Tally, Internet. |

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| **Course:** | DIPLOMA IN DESK TOP PUBLISHING (DDP0043) |
| **Duration:** | 6 Months |
| **Content:** | Computer Fundamentals, Windows 7, Pagemaker, Coral Draw, Photoshop, Regional Typing, Internet. |

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| **Course:** | DIPLOMA IN HARDWARE MAINTENANCE (DHM0045) |
| **Duration:** | 6 Months |
| **Content:** | Computer Fundamentals, Windows 7, Construction & Functioning of Different PC Parts (Monitor, Mother Board, Hard Disk, CD-ROM etc.), Software Installation, Troubleshooting etc. |

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| **Course:** | CERTIFICATE IN COMPUTER FUNDAMENTALS (CCF0001) |
| **Duration:** | 3 Months |
| **Content:** | Computer Fundamentals, Windows 7, Ms Office (Word, Excel, Power Point). |

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| **Course:** | CERTIFICATE IN OFFICE AUTOMATION (COA0002) |
| **Duration:** | 3 Months |
| **Content:** | Computer Fundamentals, Windows 7, Ms Office (Word, Excel), Internet. |

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| **Course:** | CERTIFICATE IN MS WORD (CMW0003) |
| **Duration:** | 3 Months |
| **Content:** | Computer Fundamentals, Ms Word. |

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| **Course:** | CERTIFICATE IN MS EXCEL (CME0004) |
| **Duration:** | 3 Months |
| **Content:** | Computer Fundamentals, Ms Excel. |

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| **Course:** | CERTIFICATE IN ENGLISH TYPING (CET0010) |
| **Duration:** | 3 Months |
| **Content:** | Computer Fundamentals, English Typing. |

**Course:**CERTIFICATE IN HINDI TYPING (CHT0011)**Duration:**3 Months**Content:**Computer Fundamentals, Hindi Typing using Hindi Font.

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| **Course:** | CERTIFICATE IN TALLY (CTA0013) |
| **Duration:** | 3 Months |
| **Content:** | Computer Fundamentals, Tally. |

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| **Course:** | CERTIFICATE IN PAGEMAKER (CPM0015) |
| **Duration:** | 3 Months |
| **Content:** | Computer Fundamentals, PageMaker. |

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| **ourse:** | CERTIFICATE IN COREL DRAW (CCD0016) |
| **Duration:** | 3 Months |
| **Content:** | Computer Fundamentals, Corel Draw. |

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| **Course:** | CERTIFICATE IN PC MAINTENANCE (CPM0038) |
| **Duration:** | 3 Months |
| **Content:** | Computer Fundamentals, Construction & Functioning of Different PC Parts (Monitor, Mother Board, Hard Disk, CD-ROM etc.), Software Installation |

<https://ditrpindia.com/page.php?pg=certificate-verify>