1. BASIC COMPUTER COURSE (BCC)
DURATION: FOUR MONTHS
SYLLABUS:
- Computer Concept
- Exposure to Hardware
- Installation of Windows
- Microsoft Windows
  - Paint, Notepad, WordPad
- Microsoft Office (Latest Version)
  - Microsoft Word
  - Microsoft Excel
  - Microsoft PowerPoint
  - Microsoft Access
- Google Sheet
- Internet
  - Surfing, E-Mail, E-search

2. TALLY PRIME (LATEST) WITH ACCOUNTING
DURATION: THREE MONTHS
SYLLABUS:
- Accounts Info
- Inventory Info
- Accounting Voucher
- Inventory Voucher
- Accounting Feature
- Inventory Feature
- Taxation Feature
  - VAT, TDS, TCS, ST
  - GST, MULTI GST
  - EXCISE DUTY, E-Way
- Payroll
- Report
  - Balance Sheet
  - P & L A/c
  - Trial Balance

3. ADVANCED EXCEL COURSE
DURATION: TWO MONTHS
SYLLABUS:
- Basic Microsoft Excel
- Advanced Excel with AI
- Google Sheet

4. WEB DESIGNING COURSE
DURATION: THREE MONTHS
SYLLABUS:
- Microsoft Windows
- HTML, DHTML
- CSS
- JAVASCRIPT
- INTERNET

5. DESKTOP PUBLISHING (DTP)
DURATION: THREE MONTHS
SYLLABUS:
- Photoshop (Latest)
- CorelDraw (Latest)
- PageMaker (Latest)

6. ILLUSTRATOR (LATEST VERSION)

7. INDESIGN & CANVA PRO

8. PROGRAMMING COURSE
DURATION: EIGHT MONTHS
SYLLABUS:
- C & C++
- JAVA
- PYTHON

9. MANUAL HINDI & ENGLISH TYPING

10. ADVANCED INTERNET COURSE
DURATION: ONE MONTH
SYLLABUS:
- Aadhar Update | Pan Card
- Driving License | Passport
- Admission Form
- Form Filling | Online Payment
- Air Ticket | Railway Ticket
- Bus Ticket | Hotel Booking
- Printout & Scanning
- Money Transfer
- AI Tools & ChatGPT

11. DIPLOMA IN COMPUTER APPLICATION (DCA)
DURATION: SIX MONTHS
SYLLABUS:
- Computer Concept
- Installation of Windows
- Microsoft Windows
  - Paint, Notepad, WordPad
- Microsoft Office (Latest Version)
  - Microsoft Word
  - Microsoft Excel
  - Microsoft PowerPoint
  - Microsoft Access
- Internet
- Google Sheet
- HTML, DHTML
- Macromedia Flash
- Adobe Photoshop (Latest)
- PageMaker (Latest)

12. ADVANCED DIPLOMA IN COMPUTER APPLICATION (ADCA)
DURATION: ONE YEAR
SYLLABUS:
- Computer Concept
- Installation of Windows
- Microsoft Windows
  - Paint, Notepad, WordPad
- Microsoft Office (Latest Version)
  - Microsoft Word
  - Microsoft Excel
  - Microsoft PowerPoint
  - Microsoft Access
- Google Sheet
- Internet
- HTML, DHTML
- Macromedia Flash
- Adobe Photoshop (Latest)
- CorelDraw (Latest)
- PageMaker (Latest)
- Tally Prime (Latest) with Accounting
- Manual English Typing

13. VIDEO EDITING COURSE
DURATION: ONE MONTH

14. DATA ANALYTICS COURSE
DURATION: FOUR MONTHS
SYLLABUS:
- Advanced Excel with AI
- Google Sheet
- PowerBI
- SQL
- Python

15. WEB DEVELOPMENT COURSE
DURATION: SIX MONTHS
SYLLABUS:
- Front End Developer
- Back End Developer
- Full stack Developer

16. SPOKEN ENGLISH COURSE
DURATION: THREE MONTHS
SYLLABUS:
- Tense
- Modal/Auxiliary Verbs
- Active & Passive
- Direct & Indirect
- Question Tag

Parts of Speech
- Noun, Pronoun, Verb, Adverb, Adjective
- Articles
- Interjection
- Conjunction
- Preposition
- Speaking & Discussion
- Debate

17. MIS (Management Information System)
DURATION: SIX MONTHS
SYLLABUS:
- Microsoft Office (Latest)
  - Microsoft Word
  - Microsoft Excel
  - Microsoft PowerPoint
- Internet
- Advanced Excel with AI
- Google Sheet
- Tally (GST) with Accounting

18. COMPUTER REPAIRING COURSE
DURATION: THREE MONTHS

19. AUTOCAD 2D & 3D
DURATION: TWO MONTHS

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