# **SHORT TERM COURSES**

## **COMPUTER LANGUAGES / DATABASE**

## Course

'C' language Date Structure C++ JAVA Visual Basic **VB.NET** ASP.NET C#.NET DBMS ORACL C, DS C, C++ C++, JAVA Net (VB, ASP, C#)

Two Months Two Months Two Months Three Months Two Months Two Months Two Months Two Months **Three Months** Two Months

**Duration** 

## COMBINED

**Three Months Three Months** Four Months Four Months

## PROJECT

**Three Months** Project Project winth Language Four Months

**OUR MAIN FEATURE** 

- One Man and one Computer
- Notes (course material)
- Easy Communication of Language
- Extra Time of Practicle

- Moderate Fee Structure
- Internet Facility
- A.C Class Room

ISO 9001:2015 CERTIFIED Stylus COMPUTER CLASSES Excellence of 13 years DCA WITH MIS ADCA TALLY PRIME & ERP9 WITH GST **GRAPHIC DESIGN** 100% Job Oriented Course WEB DESINGING C,CJAVA **TYPING HINDI/ENG.** 

**GORAKH NATH COMPLEX 2nd FLOOR BORING ROAD PATNA-1** 7970718617

# COURESES OFFERED

## **DCA**with MIS

DIPLOMA IN COMPUTER APPLICATION Course Duration : 6 Months

●Computer Fundamental ●Oprating System : Ms - Dos, Windows -XP ●Ms- Office : Ms-•Word, Ms- Excel, Ms- Power Point, Ms- Access •Multimedia •Outlook Internet

ADVANCE DIPLOMA IN COMPUTER APPLICATION Course Duration : 6 Months • DCA WITH MISO HTMLO Accounting Package: Tally.ERP9 & PRIME with GST, TDS and TCS Accounting Concept: Journal, Ledger, Trial Balance, Final Account

DIPLOMA IN DESKTOP PUBLICATION Course Duration : 3 Months Application PAckages : Adobe InDesign, Adobe Photoshop, Corel Draw



### Course Duration : 4 Months Certificate in Financial Accounting WithTally Erp.9 & 9.0

CORAL DRAW

PHOTOSHOP

LIGHT ROOM

ILLUSTRATOR

IN DESIGN

Accounting Concept : Journal, Ledger, Trial Balance, Final Account

Accounting Package Package : Tally Erp. 9 & Latest Version with GST, TDS and TCS

## Diploma In Graphic Design

### **Course Duration : 6 Months Desigining Softwares**

**Desigining Programs** 

- **Computer fundamental** 
  - Image editing
  - **Digital illustration**
  - Layout design
    - Web design
    - 2D & 3D effect
  - Adv.effect of Vector & Raster Graphic
  - Professional Practices(Magazine,News Paper, Hoarding, Banner Poster, Visiting Card & Birthday Card..)

## SOFTWARE DEVELOPMENT Course Duration : 6 Months

100% Job Oriented Course

• SAD • Softwere Engineering • DBMS • JAVA • Project Net (VB.Net, ASP.Net, C#)

WEBSITE DESIGN & DEVELOPMENT Course Duration : 6 Months

HTML • CSS• PHP Mysgl • JAVA Script • Dream weaver

## CIFA

### (CERTIFCATE IN FINANCIAL ACCOUNTING) Tally.Erp9 & 9.0 Course Duration : 4 Months

- Basic of Accounting
- Fundamentals of Tally . ERP 9
- Accounting Masters in TAlly . ERP 9
- Inventory of TAlly.ERP 9
- Voucher Entry in Tally.ERP 9
- Advance Accounting (Bill Wise Details, Cost Centre & Cost Category
- Multiple Currencies & Budgets )
- Advance Inventory in Tally.ERP 9 (Order Processing, Batch Wise Details, Tracking Numbers, Bills Of Materials (BOM), Price List, Ageing Analysis, Actual and Billed Quantities )
- GST( Goods & Service Tax)
- Value Added Tax (VAT)
- Point of Sale (PoS)
- Technological Advantages of Tally. ERP 9
- Service Tax
- Tax Deducted at Source (TDS)
- Tax Collected at Source (TCS)

**Payroll Accounting and Compliance** 

## Advance MS Excel with MIS

Microsoft Excel is designed for excutives and managers from various functions (such as Financial, Sales, HR & creating MIS reports etc.)

- Program Objectives
- Spreadsheet Concepts
- using various Excel functions.
- Creating MIS repots. Formatting
- Working With Fromula & References
- •Working with Functions

### Types of Function

- 1. Mathematical Function
- 2. Statistical Function
- 3. Text Function
- 4. Date & Time Function
- 5. Logical Function
- 6. Financial Function
- 7. Lookup & Refence
- Chart & Printing
- Sorting & Filtering Data
- Working with Reports

