



करिअर बनाने में आप का सच्चा साथीSM

BECOME **JOB READY** IN JUST 6 MONTHS



- Quality Courseware
- Career Guidance and Placement Assistance
- Personal Attention
- Online and Offline Training
- Government Recognized Courses
- Life Time Free Practice

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Email on hrdesk@rajinfo.in

Jobs and Placement Partners @



Also more than 500 Small and Medium Enterprises (SME's) and professionals recruit candidates from our institute.

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Trust India's Top IT Company For A Quality Computer Training.



सरकार मान्य



Duration: 36 Months

Industry Accepted CAREER ProgramTM in Information Technology

The Objective of G-Tech program is to make the student competent in different areas of IT which includes Basic Computer Operations, Computerised Accounting, Desk Top Publishing, Web Site Designing, Computer Hardware & Networking, Digital Marketing. Student can choose optional module in semester-V with Web Development, System Programming with C, C++, Relational Database Management System (MySQL SQL Server), Data Analytics and specialisation in Animation. On completion of G-Tech program the student will be able to work as a Software Professional with an IT Company.



Career Opportunities: Software Developer, Web Developer, Web Designer, Digital Marketing Professional, Graphic Designing and Animation, Data Analytics, EDP In-Charge, G-Tech give Career readiness for IT Industry.

Semester-1

Certificate Program in Advance MS Office and TallyPrime

Advance MS Office with AI Tools

Windows
MS Word
MS Excel
MS PowerPoint
MS Excel (Advance Level)
Basic Functions
Number Formatting
Advance Conditional Formatting
Paste Special
Insert Tab
Page Layout Tab
Data Tab / Data Filtrations
Data Sorting
Data Validation
Whatif Analysis
Goal Seek
Scenario Management
Sub Total / Consolidation
Working with Charts

Macros
Pivot Table
Pivot Charts with Report
Date and Time Functions
Text Functions
Mathematical Functions
Statistical Functions
Financial Functions
Logical Functions
Conditional Functions
Lookup Functions
Database Functions
Array Functions
Debugging Formulas
Working with Macros
MIS Reporting
Shortcut Keys
Page and Margin Setup
Protection and Security
Advance Printing Features

Beginner Level

Basics of Accounting
Accounting Principles
Golden Rules of
Accounting Tally
Fundamentals
Chart of Accounts
Accounting & Inventory
Masters
Accounting Vouchers,
Purchase / Sale, Receipt
/ Payment, Contra /
Journal Debit Note /
Credit Note
Inventory Vouchers,
Stock Journal / Physical
Stock
Trial Balance
Profit & Loss Account
Balance Sheet

Intermediate Level

Interest Calculations
Stock Categories
Order Processing
Batchwise Details
Manufacturing Journal
Voucher Class
Budgets & Controls
Credit Limit
Cost Centre & Cost
Category
Multiple Currencies
Stock Valuation Methods
Bank Reconciliation
Statement
F11 Features
Security Controls and
Tally Audit
Tally Vault
Printing from Tally

Advance Level

Scenario Management,
Optional / Post Dated
Vouchers
Price List, Re Order
Levels, Alternate /
Compound UOM, Export
& Import of Data,
Export Formats
ODBC in Tally
Consolidation / Split of
Accounts,
Company Logo Printing
Bill Settlement
Receipt and Payment
Statement
E-mail & Uploading
Backup & Restore
Multi Linguistic Features

Expert Level

Statutory Info
Exception Reports
Cash and Funds Flow
Intro. to GST
GST Classification
GST Master Creation
GST Different Tax Rate
GST Invoice / GST Report
GST Challans / Returns
TDS / TCS, POS
Payroll, Income Tax
Advance Banking Features
Setting up of Tally
Migrating Data
Advance F12
Configurations
Financial / Inventory
Reporting

Semester-2

Certificate Program in Graphic Designing and Hardware Networking

Graphic Designing

CorelDraw
Photoshop
Illustrator
InDesign

Hardware & Networking

Introduction to Hardware Parts
CMOS / BIOS Utility
HDD Formatting / Partitioning
Installation of Operating System

Application Software Installation
LAN / WAN Concepts
Setting Up LAN Network
Assembling & Troubleshooting
Device and Printer Sharing

Semester-3

Certificate Program in Web Designing and Web Development

HTML5
Wordpress
CSS3

Java Script
Angular
Node.js

PHP
MySQL
React

Web Hosting
Projects and Assignments

Semester-4

Certificate Program in Digital Marketing

Social Media Marketing

Search Engine Marketing (SEM)

Search Engine Optimization

Online Website and Blog Creation

Semester-5

Certificate Program in Software Programming & Data Analytics

C Programming
C++ Programming
Core Java
Advance Java
C#
Python
NumPy & Pandas
SQL Server
PowerBi / Tableau
R Programming
Projects and Assignments

OR

Semester-5

Certificate Program in Animation and Video Editing

2D Animation
3D Animation (Modeling)
After Effects
Video Editing

Trust India's Top IT Company For A Quality Computer Training.



सरकार मान्य



Duration: 12 Months

The Best Program For Commerce Students™

Raj Certified Professional Accountant program aims to develop student into a complete accountant, working on accounting related software on computers. This program basically caters to Commerce graduates as well as people who are interested to make career in computerised accounting. The minimum qualification required for enrollment in this program is HSC. The program has modular pattern of teaching and examination. On successful completion of R-CPA the student would be awarded final certification. Student has to appear for MBTB examinations by paying examination fees as prescribed from time to time for all modules.



Career Opportunities: Professional Corporate Accountants, Tally Professional, Account Assistant, Tax Process Executive, Teaching Professional for Tally and Taxations, Jobs in Stock Market, Self Employment in Tally - GST Work. R-CPA give Career readiness for Accounting, Banking and Finance Industry.

Semester-1

Certificate Course in Operating System & Application Management

Windows	MS Excel (Advance Level)	Data Validation	Text Functions	Debugging Formulas
Networking Concepts	Basic Functions	Whatif Analysis	Mathematical Functions	Working with Macros
Multimedia & E-Commerce	Number Formatting	Goal Seek	Statistical Functions	MIS Reporting
Advance MS Office with AI Tools	Advance Conditional Formatting	Scenario Management	Financial Functions	Shortcut Keys
MS Word	Paste Special	Sub Total / Consolidation	Logical Functions	Page and Margin Setup
MS Excel	Insert Tab	Working with Charts	Conditional Functions	Protection and Security
MS PowerPoint	Page Layout Tab	Pivot Table	Lookup Functions	Advance Printing Features
Net Banking	Data Tab / Data Filtrations	Pivot Charts with Report	Database Functions	
MS Outlook	Data Sorting	Date and Time Functions	Array Functions	

Certificate Course in Computerised Accounting Using TallyPrime

Beginner Level

Basics of Accounting
Accounting Principles
Golden Rules of Accounting,
Tally Fundamentals, Chart of Accounts
Accounting & Inventory Masters
Accounting Vouchers
Purchase / Sale, Receipt / Payment,
Contra / Journal Debit Note / Credit Note
Inventory Vouchers, Stock Journal /
Physical Stock, Trial Balance
Profit & Loss Account Balance Sheet

Intermediate Level

Interest Calculations, Stock Categories
Order Processing, Batchwise Details
Manufacturing Journal, Voucher Class
Budgets & Controls, Credit Limit
Cost Centre & Cost Category
Multiple Currencies
Stock Valuation Methods
Bank Reconciliation Statement
F11 Features
Security Controls and Tally Audit
Tally Vault
Printing from Tally

Certificate Course in Advanced Computerised Accounting Using TallyPrime

Advance Level

Scenario Management,
Optional / Post Dated Vouchers
Price List, Re Order Levels, Alternate /
Compound UOM
Export & Import of Data, Export Formats
ODBC in Tally Consolidation
Split of Accounts, Company Logo Printing
Bill Settlement
Receipt and Payment Statement
E-mail & Uploading, Backup & Restore
Multi Linguistic Features

Expert Level

Statutory Info, Exception Reports
Cash and Funds Flow
Intro. to GST, GST Classification
GST Master Creation
GST Different Tax Rate
GST Invoice / GST Report
GST Challans / Returns
TDS / TCS, POS, Payroll, Income Tax
Advance Banking Features Setting up of
Tally, Migrating Data, Advance F12
Configurations
Financial / Inventory Reporting

Semester-2

Certificate Course in Tax Administration

Domain Knowledge of Income Tax

Introduction of Income Tax Act
Permanent Account Number (PAN)
Heads of Income
Deductions and Exemptions
Computation of Total Income and Tax
Tax Deducted at Source (TDS)

Procedure with Online IT Portal

Introduction and Creation of Account
Profiling Process (View 26AS, AIS)
Practical of E-Filing of Income Tax Return
Online Tax Payment
Post Filing Features of ITR
Online TDS Application

Domain Knowledge of GST

Introduction to GST Act
GST Registration and Returns
E-Invoicing
E-Way Bill
Problems on GST Calculation

Procedure with Online GST Portal

Introduction to GST Portal
Registration on GST Portal
Filing of GST R-1, 3B and Online Tax
Payment
Generating E-Way Bill Online
Generating E-Invoicing Online

Certificate Course in Capital Market

Basic Investment
Understanding Capital Market & Its Structure
Mutual Funds

IPO (Initial Public Offering)
Macro Economic Analysis
Fundamental Analysis

Technical Analysis
Derivatives (Call Put Strategy)
Future and Option (F&O)

Currency Markets
Commodity Markets
Practical Training on Trading App

Certificate Course in Banking and Financial Modeling

Banking

Banking Fundamentals
Basics Understanding of Banking
Practices and Procedures
Retail Banking
Commercial Banking

Banking Products

Banking Process
Fin-tech & Digitization
Securities
Understanding Credit & Risk
Marketing of Financial Services

Financial Modeling

Introduction to Banking and Financial
Systems
Fundamentals of Financial Modelling
Financial Modelling with Excel
Financial Instruments and Valuation

Risk Management and Scenario Analysis
Creating Dynamic Financial Dashboard
and Reporting
Technology Tools and Industry Best
Practices

Trust India's Top IT Company For A Quality Computer Training.



सरकार मान्य



CCTTSM

Course in Computer Teachers Training

Duration: 12 Months

The Best Program For Arts & Commerce Students

Certificate course in Computer Teachers Training (CCTT) is designed for HSC+ students to acquire knowledge in the field of advance computer applications, computerised accounting, graphic designing and, web designing, Social Media Marketing, teaching skills, effective communication skills, leadership skills, class/batch management skills. On completion of CCTT the student would be able to work at different level in organisations who require these minimum skill sets for employment. The student would be given assignments and projects during the program.

Career Opportunities: Data Entry Operator, Tally Operator, Account Assistant, Teacher, Lab Instructor, DTP Operator, Creative Executive, Layout Designer, Printing & Designing Head, Web Designer, Web Site Tester, Website Layout Designer, Work as a Freelancer. Computer Teacher, Work as a Freelancer.

Program Contents

Semester-1

Certificate Program in Technology Skills

Advance MS Office with AI Tools

Computer Fundamentals
How to use Windows Efficiently
Working with Ms-Word
Working with Ms-Excel
Working with Ms-PowerPoint
Adv. Presentation Techniques
MS Excel (Advance Level)
Basic Functions
Number Formatting
Advance Conditional Formatting
Paste Special
Insert Tab
Page Layout Tab
Data Tab / Data Filtrations
Data Sorting / Validation
Whatif Analysis
Goal Seek
Scenario Management
Sub Total / Consolidation
Working with Charts
Pivot Table / Charts with Report
Date and Time Functions
Text Functions
Mathematical Functions
Statistical Functions
Financial Functions
Logical Functions
Conditional Functions
Lookup Functions
Database Functions

Array Functions
Debugging Formulas
Working with Macros
MIS Reporting
Shortcut Keys
Page and Margin Setup
Protection and Security
Advance Printing Features
CorelDraw
Working with Outline, Shapes
Working with Brush Stroke
Working with Objects
Layers
Understanding Fills / Colors
Using Special Effects
Using Text
Understanding Styles
Page and Layouts
Working with Bitmaps
Importing and Exporting.
Illustrator
Tools and Preferences
Files and Templates
Drawing / Editing Paths
Trace the Sketch
Fill Color / Painting
Objects / Layers
Import / Export
Text Formatting
Paragraph Style
Special Effects

Photoshop

Tools and Preferences
Rulers, Grid, and Guides
Work with the present manager
Opening and Saving images
Painting / Editing Tools
Selection and Paths
Layers and Slicing
Working with Types
Channels and Masks
Color Adjustments / Filters
InDesign
Using the Toolbox
Creating Basic Page Elements
Text Formatting / Working with Styles
Placing Graphics / Objects
Applying Fills, Strokes and Effects
Importing and Formatting Text
Exporting Documents
Understanding Master Pages
Color Separation
Printing InDesign Files
Assignments and Projects
HTML 5
Attributes / Formatting / Colors
Text Links
Lists / Tables / Frames/Forms
Input Types / Input Attributes
Form Elements
HTML Media / Graphics / SVG
Geolocation / Drag & Drop / Web Storage

CSS 3

Styling, BOX Model
Border/Backgrounds
Test Effects/ Fonts
Transform/ transitions / Animations
Multiple Columns, User Interface
Java Script
HTML with Java Script
Operator / Control Statement
Functions / Events / Cookies
Validation / Error Handling
WordPress
Introduction
Themes & Plugins
Layout and Editing Color Scheme
Creating a Menu, and Adding Pages
Launching Your Website
Web Hosting
Domain / Sub Domain Names
FTP Utilities
Hosting Your Site
Social Media Marketing
Facebook, Instagram
LinedIn, Twitter
Youtube, Pinterest
Email Marketing
OR
Computerised Accounting with Tally Prime (Option 2)
(Choose any one option)

Semester-2

Certificate Program in Teaching Skills

Teaching Aptitude

Concept of Teaching
Nature of Teaching Activity
Objectives of Teaching
General Principle of Teaching
Teaching Profession
Introduction
Teaching as Profession
Purpose of Teaching
Duty of a Teacher

Effective Communication

What is Effective Communication Skills?
7 Cs of Communication
Verbal Communication
Types of Verbal Communication
Communication Classification
Improve Public Speaking
Leadership Skills
Introduction
Traits of Leadership

Principles of Leadership

Class/Batch Management
Introduction
Strategies to Optimize Students
Learning
Handling Conflict in the Classroom
Importance of Classroom Management
Efficient use of time
Revision, Examination & Feedback
Effective Revision Strategies

Examination

Feedback
Teaching Learning Materials
Concept of Teaching Materials
Purpose of Teaching Materials
Types of Teaching Materials
Online Teaching on Zoom and Google Meet/Classroom

Highlight of this Career Program ON JOB TRAINING (OJT) of 200 Hours.

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The Best Program For Engineering StudentsTM

Smart IT Professional (SIP) program is scientifically designed for B.Sc. (IT), Engineering and BCA students who want to make a professional career in software development. SIP has four levels, mainly system programming, database management, website development with Java and Web App Development. The individual can start its own operations in software development after successful completion of the said course. SIP is having modular training and examination pattern which would help the student to gain maximum knowledge. After successful completion of the program the student has an option to get job assistance from Raj if required.



Career Opportunities: Programmer, Trainers, Desktop Application Developer, Web Application Developer, Database Administrator, Project Manager, System Analyst . Work as a Freelancer. SIP gives career readiness in IT Industry.

Program Contents

Semester -1 Certificate Program in Desktop Application Development

C Programming

Introduction to C
Data Types
Expressions and Operators
Control Statements
Switch
Loops
Arrays
Strings and Integer
Functions
Pointers
Data Structures
File Handling

C++ Programming

Introduction to C++
OOPS Concepts
Constructor
Functions
Operators
Classes
Conversion Types
Abstract Class
File Input / Output
Class Templates
Exception Handling
Data Structures

C# Programming

Introduction to C#
Variables and Data Types
Operators and Expressions
Methods in C#
Arrays and Strings
Structures and Enumerations
Classes and Objects
Input / Output Operations
Errors and Exception
Multithreading
Properties

Python Programming

Basic Python Syntax
Data Types & Operators
Decision Making & Looping
List / Tuples / Dictionary
Functions and Modules
Files Input / Output
Exceptional Handling
Class and Object
Introduction to Numpy
Introduction to Panda
Database Access
Multithreading

SQL Server

Introduction to SQL Server
Databases and types
Using DDL / DML
Simple Queries
Sub-Queries
Queries using Joins
Using Aggregate Functions
Constraints
Working with Views
Stored Procedures
Triggers
Import / Export

Semester -2 Certificate Program in Full Stack Web Development

HTML 5

Attributes / Formatting / Colors
Text Links
Lists /Tables/ Frames/Forms
Input Types/Input Attributes
Form Elements
HTML Media/Graphics/SVG
Geolocation/ Drag & Drop/ Web Storage
CSS 3
Java Script
HTML with Java Script
Operator
Control Statement
Functions / Events / Cookies
Validation / Error Handling

WordPress

Introduction
Themes & Plugins
Layout and Editing Color Scheme
Creating a Menu, / Adding Pages
Launching Your Website
Node.js
Nodejs framework
Work with shrinkwrap
HTTP server with Nodejs
Multiprocessing in Nodejs
Application using Socketio
Unit and endtoend testing
Work with Node projects
Buffer streams and events
Master Expressjs

React

Introduction
Components and Props
State and Lifecycle
React Hooks
Handling Events
Working with Forms
Conditional Rendering
Lists and Keys
Styling in React.js
React Router
API Integration
AngularJS
AngularJS Intro
Modules
Directives

Model

Data Binding
Controllers
Scopes
Filters
Services
Http

PHP

Configuring PHP
Using PHP Code in Web Pages
Data Types / Identifiers / Variables
Constants / Expressions
Control Structure
Functions / Array

OOPS in PHP

Error and Exception Handling
String and Expression
Working with File
Authenticating Users
HTML Forms in PHP

MySQL

Configuring PHP with MySQL
Storage Engine and Data Types
Database and Tables
Stored Routines
Triggers / Views / Queries
Import and Export
SQL Injection

Semester -3 Certificate Program in Web Application Development

Core Java

Introduction to Java
Java Basic Syntax
Data Types and Variables
Expressions / Operators
Functions / Classes
Exception Handling
Loops / Strings / Arrays
Interfaces and Packages
Threading
Files Input / Output
Inheritance / Polymorphism

Advance Java

Java Applets
Event Handling
JDBC
Swings
Components
Menu and Image
JSP Architecture
Working with tags
Implicit Objects
Working with Forms
Introduction to Servlet

Processing HTML Form

HTTP Request
Responses
Cookies
Session Tracking
Libraries of Python
File Uploading
Add Rotators
Calendar
Multi Views
Panel Controls

Semester -4 Certificate Program in Data Analytics

Power BI

Introducing PowerPivot
Working with Data
Enhancing the Data Model
Analysing Data & Visualisation
Data Analysis Expressions (DAX)
Publishing and Managing
PowerPivot Models
Importing Data with Power Query
Analysing Data with Power View
and Power Map
Tableau (Optional)

R language

Fundamentals of R
Control Statements
Arrays / Functions in R
Data Visualization in R
STRINGR Package
Matrices
Strings
Data Frames in R
Vectors
R Factors



Smart Multimedia Professional (SMP) program is a combination of Graphic Designing, Web Designing, Multimedia and Animation. SMP is intended for people who want to pursue knowledge in the field of print media, multimedia and animation. The student has an option to upgrade from Diploma in Digital Arts program to SMP. SMP is specially designed for students who has a flair for creativity. On completion of SMP, the student has to develop assignment as provided and would be awarded the certification for the same.

Career Opportunities: DTP Operator, Creative Executive, Trainer, Layout Designer, Printing & Designing Head, 3D Animators. Animators, Gameplay Animators. Level Designers, Motion Designers, Motion graphics Animators, Motion graphics Designers, Multimedia Artist, VFX Artists, Work as a Freelancer.

Program Contents

Semester - 1 Certificate Program in Graphic Designing

CorelDraw

Working with Outline, Shapes
Working with Brush Stroke
Working with Objects
Working Layers
Understanding Fills / Colors
Using Special Effects
Using Text
Understanding Styles
Page and Layouts
Working with Bitmaps
Importing and Exporting.

Illustrator

Tools and Preferences
Files and Templates
Drawing / Editing Paths
Trace the Sketch
Fill Color / Painting
Objects / Layers
Import / Export
Text Formatting
Paragraph Style
Layers
Special Effects

Photoshop

Tools and Preferences
Rulers, Grid, and Guides
Work with the present manager
Opening and Saving images
Painting / Editing Tools
Selection and Paths
Layers and Slicing
Working with Types
Channels and Masks
Color Adjustments
Applying Filters

InDesign

Using the Toolbox
Creating Basic Page Elements
Text Formatting
Working with Styles
Placing Graphics / Objects
Applying Fills, Strokes and Effects
Importing and Formatting Text
Exporting Documents
Understanding Master Pages
Color Separation
Printing InDesign Files

Semester - 2 Certificate Program in Video Editing and Animation

2D Animation

Introduction to Edge Animate
Working with Drawing Tools
Symbols and Library
Basic Animation
Advance Animation
Sound and Video
Publishing and Exporting
Working with Project

3D Animation

Creating all type of Standard, Extended, Primitive objects
Creating Doors / Windows frame, Panel / Glasses
Spline Editor
Introducing Modifier
How to use Modifier
Creating Blanket with Bed and Table
Cloth / Curtains
Creating Glass Model
Introducing Editable Poly
How to Convert Poly
Poly Options

Basic Modeling
Advance Modeling
Creating Chairs, Table, Fan etc.
Importing File
Applying Camera
Applying Lights / Materials
Rendering Model
Introducing Material Panel
Using Glass, Mirror, Texture Materials etc.
Introducing Light
Standard / Photometric Lights
Using Spot light / Lens effects
Viewing a scene from a light
Special Effects
Raytraced Shadows
Introducing Cameras
Animation Basics
Free Camera / Target Camera
Controlling time
Motion Panel
Animating Objects
Working with the Track View
Working with Curves / Tangents

Working with Controllers
Rendering Parameters
Camera Walk through

Video Editing (Premier)

Introduction to Video Editing
Starting a New Project File
Tools with Properties
Time Line and Monitor Panels
Fixed Effect Controls
Working with Key Frames
Video Transition Effects
Title Making
Still, Roll and Crawl Effects
Title with Logo Animation
Video Effects
Rendering
Chormo Key
Lighting
Color Correction
Unlinking Audio and Video
Reverse Speed and Frame Holding

After Effects

Introduction to After Effects
Understanding the Composition Window
Create and Animate Text
Repair Video
Transitions
Importing media files
Trimming a video clip
Layers
Using Keyframes
Masking, Alpha Channels & Effects
Introduction To 3D In After Effects
Outputting In After Effects
Camera & Motion Tracking
Time Remapping Video
Creating A Background Loop
Using The Cloning Tools
Color, Light, and Heat
Creating Environmental Effects
Rotoscoping Video Footage
Project Optimization
Chroma Keying
Assignments and Projects



सरकार मान्य

DCASM

Diploma in Computer Applications

Duration: 12 Months



The Best Intermediate Program For SSC+ Students

Diploma in Computer Application (DCA) is designed for SSC+ students to acquire knowledge in the field of basic computer applications, computerised accounting, graphic designing and, web designing. On completion of DCA the student would be able to work at different levels in organisations who require these minimum skill sets for employment. The student would be given assignments and projects during the program.

Career Opportunities: Data Entry Operator, Tally Operator, Account Assistant, Faculty, Lab Instructor, DTP Operator, Creative Executive, Layout Designer, Printing & Designing Head, Web Designer, Website Layout Designer, Work as a Freelancer.

Program Contents

Semester-1

Certificate Program in Advance MS Office and TallyPrime

Advance MS Office with AI Tools

Windows
MS Word
MS Excel
MS PowerPoint
MS Excel (Advance Level)
Basic Functions
Number Formatting
Advance Conditional Formatting
Paste Special
Insert Tab
Page Layout Tab
Data Tab / Data Filtrations
Data Sorting
Validation
Whatif Analysis
Goal Seek
Scenario Management
Sub Total / Consolidation
Working with Charts

Macros

Pivot Table
Pivot Charts with Report
Date and Time Functions
Text Functions
Mathematical Functions
Statistical Functions
Financial Functions
Logical Functions
Adv. Conditional Formatting
Lookup Functions
Database Functions
Array Functions
Debugging Formulas
Working with Macros
MIS Reporting
Shortcut Keys
Page and Margin Setup
Protection and Security
Advance Printing Features

Beginner Level

Basics of Accounting
Accounting Principles
Golden Rules of Accounting
Accounting Tally Fundamentals
Chart of Accounts
Accounting & Inventory Masters
Accounting Vouchers, Purchase / Sale, Receipt / Payment, Contra / Journal Debit Note / Credit Note
Inventory Vouchers, Stock Journal / Physical Stock
Trial Balance
Profit & Loss Account
Balance Sheet

Intermediate Level

Interest Calculations
Stock Categories
Order Processing
Batchwise Details
Manufacturing Journal
Voucher Class
Budgets & Controls
Credit Limit
Cost Centre & Cost Category
Multiple Currencies
Stock Valuation Methods
Bank Reconciliation
Statement
F11 Features
Security Controls and Tally Audit
Tally Vault
Printing from Tally

Advance Level

Scenario Management, Optional / Post Dated Vouchers
Price List, Re Order Levels, Alternate / Compound UOM, Export & Import of Data, Export Formats
ODBC in Tally
Consolidation / Split of Accounts,
Company Logo Printing
Bill Settlement
Receipt and Payment Statement
E-mail & Uploading
Backup & Restore
Multi Linguistic Features

Expert Level

Statutory Info
Exception Reports
Cash and Funds Flow Intro. to GST
GST Classification
GST Master Creation
GST Different Tax Rate
GST Invoice / GST Report
GST Challans / Returns
TDS / TCS, POS
Payroll, Income Tax
Advance Banking Features
Setting up of Tally
Migrating Data
Advance F12
Configurations
Financial / Inventory Reporting

Student can opt for C, C++ Programming instead of Tally in Semester-1

Semester - 2 Certificate Program in Graphic Designing and Website Designing

CorelDraw

Working with Outline, Shapes
Working with Brush Stroke
Working with Objects / Layers
Understanding Fills / Colors
Using Special Effects
Using Text / Understanding Styles
Page and Layouts
Working with Bitmaps
Importing and Exporting.

Illustrator

Tools and Preferences
Files and Templates
Drawing / Editing Paths
Trace the Sketch
Fill Color / Painting
Objects / Layers
Import / Export

Text Formatting

Paragraph Style
Layers
Special Effects
Photoshop
Tools and Preferences
Rulers, Grid, and Guides
Work with the present manager
Opening and Saving images
Painting / Editing Tools
Selection and Paths
Layers and Slicing
Working with Types
Channels and Masks
Color Adjustments / Filters
InDesign
Using the Toolbox
Creating Basic Page Elements
Text Formatting

Working with Styles

Placing Graphics / Objects
Applying Fills, Strokes and Effects
Importing and Formatting Text
Exporting Documents
Understanding Master Pages
Color Separation
Printing InDesign Files

HTML 5

Attributes / Formatting / Colors
Text Links
Lists /Tables/ Frames/Forms
Input Types/Input Attributes
Form Elements
HTML Media/Graphics/SVG
Geolocation/ Drag & Drop/ Web Storage

WordPress

Introduction
Themes & Plugins

Layout and Editing Color Scheme
Creating a Menu, and Adding Pages
Launching Your Website

CSS 3

Styling, BOX Model
Border/Backgrounds
Text Effects/ Fonts
Transform/transitions
Animations
Multiple Columns, User Interface

Java Script

HTML with Java Script
Operator / Control Statement
Functions / Events / Cookies
Validation / Error Handling

Web Hosting

Domain / Sub Domain Names
FTP Utilities
Hosting Your Site

Trust India's Top IT Company For A Quality Computer Training.



सरकार मान्य

SM



Advance Diploma in Digital Marketing

Duration: 12 Months

A Digital Marketing Diploma Course provides a comprehensive education in essential areas of modern marketing. It covers Social Media Marketing strategies for platforms like Facebook and Instagram, SEO, Email Marketing, Content Strategies, and Analytics. learners are introduced to Video Editing, gaining proficiency in editing software and techniques to produce compelling video content optimized for digital platforms. Creation for crafting engaging messages, and Video Editing for producing compelling video content. Students gain practical skills and theoretical knowledge to effectively engage audiences, maintain brand consistency, and drive conversions across various digital platforms.

Career opportunities: Digital Marketing Manager, Search Engine Optimizer, Social Media Marketing Expert, Content Marketing Manager, Content Creator, Graphic Designer, Digital Marketing Analyst, Video Content Creator/Editor, Copywriter, Search Engine Marketer, Inbound Marketing Manager, Conversion Rate Optimizer. Faculty, Work as a Freelancer.

Program Contents

Certificate Course in Search Engine Optimization			
On-page Optimization Introduction Keyword Research Website Analysis Competitors website analysis Google Algorithms Meta tag optimization Titles and Meta Description Image Optimization Content Optimization	Event tracking Google Rich snippets Header tag optimization Google Analytic Google Webmaster Tool XML sitemap creation Importance of robots.txt Website submission to Google, Bing and Yahoo Duplicate content checking	Business address verification on Google - Google Maps Off-page optimization Introduction Directories Submission Blogging Forum Posting and online discussion Press release submission Social Bookmarking Link Exchange	Link Baiting Article Submission Photo Sharing Google Webmaster Tool Introduction Verifying website Checking Errors of website sitemap.xml submission Google Indexing Status Titles and Meta Description Checking
Certificate Course in Social Media Marketing			
Social Media Marketing Definition of Social Media How social media influence audience Integration social media to your website How to choose right social media for your brand? Facebook & Instagram Creating facebook business page How to promote facebook business page	How to advertise on facebook Various types of campaign Facebook messenger Facebook pixel Facebook reporting LinkedIn Creating linkedin business page Advertise on linkedin Using linkedin for business	Twitter (X) Creating twitter business page Advertise on twitter Using twitter for business YouTube Creating youtube brand account Creating youtube channel Promote videos	Pinterest Pinterest for business Marketing on pinterest Creating board on pinterest / Rich pins Email Marketing Introduction to Email Marketing Different platforms of Email Marketing Creating of list, layout and templates Creating different types of forms, reports
Certificate Course in Search Engine Marketing (SEM)			
Search Engine Marketing What is SEM? What is PPC Marketing? Importance of Quality score What is Campaign? AD Group? Campaign Types Search Ad How to create search ad Types of bidding Keyword research Keyword match types	Ad extension Display AD How to create display ad Display ad format Conversion tracking Remarketing ad Placement Display planner tool Shopping Ad What is Shopping Ads? Where do they appear on google?	Google merchant center account Link account to website Product feed Fetch product list Universal App Campaign How to promote mobile app? Mobile ad campaign Mobile specific bidding Targeting strategy Video AD Ad format	Campaign creation Performance Max / Demand Generation Google Analytics Introduction Creating Account Adding GA code for tracking Monitoring Visits Tracking Events Conversion Checking Overview of website traffic Overview of page views
Certificate Course in Online Website and Blog Creation			
Marketplace selling Introduction to marketplace selling Getting start with marketplaces Registering on market place Panel overview Affiliate Marketing Definition Purpose/Where and why is Affiliate Marketing Amazon Affiliate Marketing Program	Google AdSense Definition How to earn money via Blog/Website Register blog/website to adsense How to earn money via youtube channel Youtube channel monetization Landing Page Creation Importance of Landing Page Landing page creation techniques Use call to action/conversion button	Content Marketing Definition Identifying & creating good content Popular content types Rules & advantages of content marketing Website & Blog Creation Introduction about website How to buy domain & hosting Types of websites	How to use themes & plugins Blogging website Blog creation E-commerce Website Creation Getting started with E-commerce Selling product with Woocommerce Setting up Saas store
Certificate Course in Graphic Designing and Video Editing			
CorelDraw Illustrator	Photoshop InDesign	Video Editing Sound Editing	After Effects Assignments and Projects

Trust India's Top IT Company For A Quality Computer Training.

Duration: 8 Months

Basic understanding of programming concepts is recommended.

A full stack developer's profile is one of the most popular and highly paid in the present market. This course will train you and help you master skills in varied fields like SQL, Java, HTML, CSS, Data Structure Algorithms, React, Redux, Express, NodeJS, MongoDB, and more. With comprehensive training in both front-end and back-end development, you'll gain the versatility needed to excel in today's tech industry, where your proficiency in a wide range of technologies will be highly valued.

Career Opportunities: Front-End Developer, Back-End Developer, Web Application Developer, UI/UX Designer, Database Administrator, Technical Support Engineer, Freelancer/Consultant, Technology Instructor/Trainer.



Program Contents

HTML CSS	JavaScript PHP	MySQL Angular	Node.js React	MongoDB Assignments and Projects
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Certificate Course in UI/UX DESIGN

Duration: 3 months

Program Contents

Introduction to UI/UX Design

- What is UI Design
- What is UX Design
- Difference between the two
- The Importance of Good Design in Business
- Understanding User-Centered Design
- Introduction to the UI/UX Design Process
- Case Studies: Successful UI/UX in Corporate Products
- Activity: Research a product and identify usability issues.

User Research and Analysis

- User Persona Development
- Conducting User Interviews
- Competitive Analysis
- Usability Testing Basics

UI Design Fundamentals

- Typography and Its Impact on User Experience
- Color Theory for Corporate Branding
- Layout Principles and Grid Systems
- Visual Hierarchy in Corporate Design Interaction Design and Prototyping



Duration: 3 Months

A Certified Ethical Hacker (CEH) is an information security professional. They are very useful to companies as they inspect their online network for vulnerabilities. Ethical Hacking has been a lucrative career option for many. It's a challenging job that never gets boring, pays well and also brings a greater sense of achievement. The primary objective of an ethical hacker is to ensure that the computer systems they work with are safe and cannot be accessed without authorization. They need to be aware of new software and hardware that can improve computer security since they play a key role in determining the security needs of their employer or clients.

Career Opportunities: Information Security Analyst, Network Management Administrator, Security Engineer Penetration Tester, Information Security Engineer, Information Security Manager, Work as a Freelancer Security Consultant.

Program Contents

Networking Basic	Detecting OS	Call Spoofing	CERT-IND and AO	SQL Penetration Testing
Networking Security	Detecting Firewall	Google Hacking	Adsense & AdWords	Attacks on SQL Server
Client & Server	ICANN	Buffer Overflow	IP Malware & Analysis	Securing SQL
IP Analysis Protocols	DNS Delegation	HoneyPots	Hosting Servers	Blind SQL
Routers & Firewall	Email Security	XSS Attacks	Static & Dynamic Websites	Joomla Exploits
Linux file system management	Hacking Mailing Clients	Windows & System Hacking	Pre-penetration Steps	WordPress Exploits
Commands of Windows & Linux	Port Scanning	SQL Injections	Rooting	LAN Penetration Testing
ASCII Code	Detecting open ports	Defacing Website & Security Standards	Finding Control Panel of Websites	MITM Attacks
Allotment of IP Address	Intellectual Property Theft	Web Jacking	Breaking Cpanels	Sniffing Attacks
Foot-printing Techniques	Trojan Attack	Phishing Techniques	Session Hijacking	Vulnerability Assessment Tools
Domain Name & DNS	Proxy Server Attacks	Cyber Law	Password Cracking	Testing Reports & Post Testing Actions
	Password Cracking	Information Technology Act	DNS Hijack	Cyber Forensics & Investigations
	Sniffer & Wireless Hacking		Privilege Escalation Attack	

सरकार मान्य

CCCTSM

Certificate Course in Computer Technology

Duration: 5 Months



*Conditions Apply



The Best Program For BeginnersTM

Certificate Course in Computer Technology (CCCT) is the best program for beginners. CCCT is not only best for getting basic computer knowledge but also has a coverage of 18 industry relevant topics. CCCT covers six important aspects of computers, BASICS, MS OFFICE, PROGRAMMING, ACCOUNTANCY, DESK TOP PUBLISHING and WEB DESIGNING. CCCT helps student to take a decision for a career in computer. CCCT is also useful for the students who don't have much time for pursuing any in-depth programs. On enrollment the student is given a CCCT Quality Course Material. The student has to appear for an examination (Government recognised) and will be awarded a certificate.

Career Opportunities: Office Assistance, Data Entry Operator, Computer Operator, Accounts Assistant, Front Desk Executive.

Program Contents

Certificate Course in Computer Technology

- 1. Introduction to Computers:** Evolution of Computers | Hardware and Software | Evolution of Language | Operating System.
- 2. Hardware Concepts:** What is a Computer? | Block diagram of Computer and CPU | Types of Computers | Input / Output Device | Memory.
- 3. E-Commerce:** What is E-Commerce | Example of E-Commerce | How to Use E-Commerce | Scope of E-Commerce | Benefits of E-Commerce
- 4. Windows:** Introduction to Windows | My Computer | Desktop | Network Neighborhood | Recycle Bin | Control Panel | Text Editor | Notepad / WordPad | Paint | Windows Explorer | Files and folders | Search.
- 5. Word:** Introduction to Word | New file | Undo / Redo | Goto Command | Views | Header and Footer | Page break | Auto text | Symbol / Bookmark | Font & Paragraph | Border | Spelling / Grammar | Auto Correct | Mail Merge | Table.
- 6. Excel:** Introduction to Excel | Auto Fill / Custom Fill | Formula | Tables | Merge and Center | Chart | Goal Seek | Sorting Lists | Header and Footer.
- 7. PowerPoint:** Introduction to PowerPoint | Blank Presentation | Layout | Design Template | Views | Slide Show | Drawing Toolbar | Slide Animation | Slide Transitions | Slide Show options.
- 8. Internet:** Introduction to Internet | E-mail | Search on internet | Introduction to Social Networking.
- 9. Digital Marketing:** What is Digital Marketing | Types of Digital Marketing | Advantages of Digital Marketing
- 10. TallyPrime:** Introduction to Tally | Accounting Concepts | Charts of Accounts | Golden Rules of Accounting | Company Creation | Purchase / Sales Entry | Receipt / Payment Entry | Contra / Journal Entry | Debit / Credit Note | Stock Journal | Accounting Features | Reporting from Tally.
- 11. MS Outlook:** Setting up E-mail Account | Inbox | Outbox | Sent Folder | Creating and Sending a Message | Draft Messages | Send and Receive | Replying / Forwarding | Attachments | Address Book.
- 12. Programming Concepts:** Software Dev. Life Cycle | Requirement Analysis | System / Software Design | Operation and Maintenance.
- 13. Access:** Introduction to Access | Database | Creating Database | Creating a Table | Primary Key | Saving a Table | Deleting Records | Sorting / Filter Data | Forms | Form Layout | Form Style | Entering Data in a Form | Query in Design View.
- 14. AI Tools:** Intro to AI Tools Concept | Introduction to Prompting | AI for Education | AI tools for Image and Video | Text to Voice using AI.
- 15. InDesign:** Introduction to InDesign | Creating Publications | Opening Publications | Toolbox | Viewing Pages | Template | Formatting Paragraphs | Placing Graphics | Page Setup Option | Page Numbering | Lines & Shapes | Group & Ungroup | Applying Colors | Printing Option.
- 16. Photoshop:** Introduction to Photoshop | Menus | Toolbox | Creating New Image | History Palette | Selection Tool | Text and Layers | Adjusting Image | Brushes | Levels & Curves | Color Balance | Replace Color | Channel Mixer | Variations | Filters | Positioning and Scaling.
- 17. HTML:** Introduction Of HTML. | Basic Tags | Text Formatting | Arranging HTML tags | Color Attributes | FONT Properties | Hyperlinks | Adding Image | Table | Nesting Table | Border Lines.
- 18. Edge Animate:** Introduction to Edge Animate | Movie Explorer | Drawing Toolbar | View Section | Colors Section | Timeline | Frames / Playhead | Layers | Scale / Rotate | Rulers / Guide Lines | Symbol | Frame-by-Frame Animation | Motion / Shape Tweening.

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सरकार मान्य



Certificate Course in Digital Marketing

Duration: 6 Months

Digital marketing is essential in the current days' business. We are living in the time where everyone wants to access the services and facilities at their convenient times as online interactions have transformed the lifestyles of millions of people across the world.

The Certificate Course in Digital Marketing Training Syllabus is designed and developed keeping in mind the latest trends in the global digital industry. This course covers all the key aspects of Digital Marketing.

Career opportunities: Digital Marketing Manager, Search Engine Optimizer, Social Media Marketing Expert, Content Marketing Manager, Copywriter, Search Engine Marketer, Inbound Marketing Manager, Conversion Rate Optimizer. Faculty, Work as a Freelancer.

Program Contents

Certificate Course in Search Engine Optimization

On-page Optimization

Introduction
Keyword Research
Website Analysis
Competitors website analysis
Google Algorithms
Meta tag optimization
Titles and Meta Description
Image Optimization
Content Optimization

Event tracking
Google Rich snippets
Header tag optimization
Google Analytic
Google Webmaster Tool
XML sitemap creation
Importance of robots.txt
Website submission to Google, Bing and Yahoo
Duplicate content checking

Business address verification on Google - Google Maps
Off-page optimization
Introduction
Directories Submission
Blogging
Forum Posting and online discussion
Press release submission
Social Bookmarking
Link Exchange

Link Baiting
Article Submission
Photo Sharing
Google Webmaster Tool
Introduction
Verifying website
Checking Errors of website
sitemap.xml submission
Google Indexing Status
Titles and Meta Description Checking

Certificate Course in Social Media Marketing

Social Media Marketing

Definition of Social Media
How social media influence audience
Integration social media to your website
How to choose right social media for your brand?

Facebook & Instagram

Creating facebook business page
How to promote facebook business page
How to advertise on facebook

Various types of campaign
Facebook pixel
Facebook reporting
Facebook Meta Business Suite
Instagram Marketing

LinkedIn

Creating linkedin business page
Advertise on linkedin
Using linkedin for business

Twitter (X)

Creating twitter business page
Advertise on twitter
Using twitter for business

YouTube

Creating youtube brand account
Creating youtube channel
Promote videos

Pinterest

Pinterest for business
Marketing on pinterest
Creating board on pinterest / Rich pins

Email Marketing

Introduction to Email Marketing
Different platforms of Email Marketing
Creating of list, layout and templates
Creating different types of forms, reports

Certificate Course in Search Engine Marketing (SEM)

Search Engine Marketing

What is SEM?
What is PPC Marketing?
Importance of Quality score
What is Campaign? AD Group?
Campaign Types

Search Ad

How to create search ad
Types of bidding
Keyword research
Keyword match types

Ad extension
Display AD
How to create display ad
Display ad format
Conversion tracking
Remarketing ad
Placement
Display planner tool
Shopping Ad
What is Shopping Ads?
Where do they appear on google?

Google merchant center account
Link account to website
Product feed
Fetch product list
Universal App Campaign
How to promote mobile app?
Mobile ad campaign
Mobile specific bidding
Targeting strategy
Video AD
Ad format

Campaign creation
Performance Max/ Demand Generation
Google Analytics
Introduction
Creating Account
Adding GA code for tracking
Monitoring Visits
Tracking Events
Conversion Checking
Overview of website traffic
Overview of page views

Certificate Course in Online Website and Blog Creation

Marketplace selling

Introduction to marketplace selling
Getting start with marketplaces
Registering on market place
Panel overview
Affiliate Marketing
Definition
Purpose/Where and why is Affiliate Marketing
Amazon Affiliate Marketing Program

Google AdSense

Definition
How to earn money via Blog/Website
Register blog/website to adsense
How to earn money via youtube channel
Youtube channel monetization
Landing Page Creation
Importance of Landing Page
Landing page creation techniques
Use call to action/conversion button

Content Marketing

Definition
Identifying & creating good content
Popular content types
Rules & advantages of content marketing
Website & Blog Creation
Introduction about website
How to buy domain & hosting
Types of websites

How to use themes & plugins
Blogging website
Blog creation
E-commerce Website Creation
Getting started with E-commerce
Selling product with Woocommerce
Setting up Saas store

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सरकार मान्य



Tally Prime

Join TallyEssential

A Complete Guide on Basic To Advanced Computerized Accounting
Duration: 3 Months

100% JOB ORIENTED

We are Asia's No.1 Tally Trainers and
Authorized Education Partner of **Tally**

Computerised Accounting program with TallyPrime specially designed for people who are interested in computerised accounting. The program covers four levels of in-depth knowledge in Tally. We intend to make an individual job ready for accounting field. We are proud to say that we have trained the maximum number of students in Tally in past several years.

Career Opportunities: Data Entry Operator, Tally Operator, Account Assistant, Computer Faculty, Lab Instructor.

Program Contents

<u>Beginner Level</u>	<u>Intermediate Level</u>	<u>Advance Level</u>	<u>Expert Level</u>
Basics of Accounting Accounting Principles Golden Rules of Accounting Tally Fundamentals Chart of Accounts Accounting Masters Inventory Masters Accounting Vouchers, Purchase / Sale Receipt / Payment Contra / Journal Debit Note / Credit Note Inventory Vouchers Stock Journal / Physical Stock Trial Balance Profit & Loss Account Balance Sheet	Interest Calculations Stock Categories Order Processing Batchwise Details Manufacturing Journal Voucher Class Budgets & Controls Credit Limit Cost Centre & Cost Category Multiple Currencies Stock Valuation Methods Bank Reconciliation Statement F11 Features Security Controls and Tally Vault Tally Audit Printing from Tally	Scenario Management, Optional / Post Dated Vouchers Price List Re Order Levels Alternate / Compound UOM Export of Data Import of Data Export Formats ODBC in Tally Consolidation / Split of Accounts Company Logo Printing Bill Settlement Receipt and Payment Statement E-mail & Uploading Backup & Restore Multi Linguistic Features	Statutory Info Exception Reports Cash and Funds Flow Intro. to GST GST Classification GST Master Creation GST Different Tax Rate GST Invoice / GST Report GST Challans / Returns TDS / TCS, POS Payroll Income Tax Advance Banking Features Setting up of Tally Migrating Data Advance F12 Configurations Financial / Inventory Reporting



Duration: 2 Months

Program Contents

Introduction to Computers Typing Windows	MS Word MS Excel MS PowerPoint	AI Tools for MS Office Net Banking / Digital Payments Assignments & Projects
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Learn Top Job Essential SKILLS



Duration: 1 Month

Career Opportunities: Excel Analyst, MIS Executive, Data Management Executive, Advance Excel Skill Specialist, Trainer in Excel.

Program Contents

Introduction to Excel Basic Functions Tabs and Ribbons Home Tab Number Formatting Advance Conditional Formatting Paste Special Insert Tab Page Layout Tab Data Tab Data Filtrations Data Sorting / Validation	Whatif Analysis Goal Seek / Scenario Management Sub Total / Consolidation Working with Charts Advance Conditional Formatting Pivot Table Pivot Charts with Report Date and Time Functions Text Functions Mathematical Functions Statistical Functions Financial Functions	Logical Functions Lookup Functions Database Functions Array Functions Debugging Formulas Working with Macros MIS Reporting Setting up Formulas Practically Advance Level Shortcut Keys Page and Margin Setup Protection and Security Advance Printing Features
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Program Contents

Windows CorelDraw Illustrator Photoshop	InDesign AI Tool for Image Generation Portfolio Assignments & Projects
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Duration: 4 Months



Duration: 4 Months

Program Contents

HTML5 CSS3 WordPress	JavaScript Web Hosting Assignments & Projects
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Trust India's Top IT Company For A Quality Computer Training.



Certificate Course in SM **DATA Analytics**

Duration: 6 Months

The Data Analytics course is a comprehensive program designed to equip learners with the necessary skills and knowledge required to effectively analyze and interpret data. The course covers a range of topics including programming languages such as Python and R, as well as databases such as MS SQL. Students will also learn about data visualization tools such as PowerBI and Tableau, which enable them to create impactful and visually appealing reports and dashboards. Additionally, the course includes instruction on Visual Basic Editor, an essential tool for automating data tasks and streamlining workflows. Overall, this course is an excellent choice for anyone seeking to develop a solid foundation in data analytics and to gain practical experience using some of the most widely used tools in the industry.

Career Opportunities: Career opportunities with this skillset, you can work as Data Analyst, Business Intelligence Analyst, Data Scientist, Business Analyst, or Data Engineer Data Analysts, are in high demand.

Program Contents

Advance Excel

Basic Functions
Number Formatting
Advance Conditional Formatting
Paste Special
Insert Tab
Page Layout Tab
Data Tab / Data Filtrations
Data Sorting / Validation
Whatif Analysis
Goal Seek
Scenario Management
Sub Total / Consolidation
Working with Charts
Macros
Pivot Table
Pivot Charts with Report
Date and Time Functions
Text Functions
Mathematical Functions
Statistical Functions
Financial Functions
Logical Functions
Conditional Functions
Lookup Functions

Database Functions
Array Functions
Debugging Formulas
Working with Macros
MIS Reporting
Shortcut Keys
Page and Margin Setup
Protection and Security
Advance Printing Features
VBA
Working with Visual Basic Editor
Introduction to Excel Object Model
Sub and Function Procedures
Understanding of If
Select Case, With End with Statements
Looping with VBA
User Defined Function
Some Commonly Used Macro Examples
Error Handling
Object / Events
User Form Controls
ActiveX Controls
Exporting/Importing Data

Power BI

Introducing PowerPivot
Working with Data
Enhancing the Data Model
Analysing Data
Data Analysis Expressions (DAX)
Publishing and Managing
PowerPivot Models
Importing Data with Power Query
Analysing Data with Power View
and Power Map

TABLEAU (Optional)

Working with Tableau
Deep diving with Data
and Connections
Creating Charts
Calculations in your
workbook
Data Mapping in Tableau
Dashboards
Visualizations

Python

Basic Python Syntax
Data Types & Operators
Decision Making & Looping
List, Tuples, Dictionary
Functions & Modules
Files Input & Output
Exceptional Handling
Class & Object
Database Access
Introduction to Numpy
Introduction to Panda

R language

Fundamentals of R
Control Statements
Arrays / Functions in R
Data Visualization in R
STRINGR Package
Matrices
Strings
Data Frames in R
Vectors
R Factors

SQL Server

Introduction to SQL Server
Databases and types
Using DDL / DML
Simple Queries
Sub-Queries
Queries using Joins
Using Aggregate Functions
Constraints
Working with Views
Stored Procedures
Triggers
Import / Export

**Assignments & Projects
after completion of the course**

Learn Top Job Essential SKILLS



Duration: 3 Months

This computer Hardware course provides an overview of key components and functions of computers, focusing on hardware, memory, storage devices, and peripherals. Students will learn practical skills such as installing memory, setting up operating systems, configuring networks, and assembling computers. The course also covers system security, including virus protection, and concludes with troubleshooting techniques for maintaining and repairing computers.

Career Opportunities: Career opportunities with this skill set, you can work as Computer Technician, IT Support Specialist, Network Technician, Hardware Engineer these skills are in high demand.

Program Contents

Introduction to Computers
What is Software
What is Hardware?
What is Memory?
Memory Packages & Modules
Input/Output Interfaces
Secondary Storage Devices
Input Devices

Output Devices
Introduction to DOS
Introduction to Windows
History of Computers
What is a Motherboard?
What is a Power Supply?
BIOS / CMOS Setup
Partitioning of HDD/SSD

Formatting of HDD/SSD
Installation of OS
Installation of Appln. Soft.
Installing Printer and Devices
What is a Computer Virus?
Types of Viruses
Installing Anti Virus
Setting up Scheduled Scan

Types of Network
Setting Up of LAN
Using Cat5 / Cat6 Cable
Using Crimping Tool
Setting up of IP Address & DNS
Assembling of Computer
Troubleshooting of Computer
Hardware Tips and Tricks

Trust India's Top IT Company For A Quality Computer Training.



सरकार मान्य



Duration: 3 Months

Certified Accounting Professional Program is a unique short term program designed for students both graduates & non graduates. The program is catering to the requirement of industry for skilled computer operators with accountancy background. The syllabus is designed scientifically so that in a short term the student gains maximum knowledge.

Career Opportunities: Data Entry Operator, Tally Operator, Account Assistant, Computer Faculty, Lab Instructor.

Program Contents

Module - 1 IT Skills with MS Office

Introduction to Computers	Introduction to Word	Headers and Footers	Views	Sub Total
Windows	File Management	Sections	Formulas and Functions	Printing
Desktop	Formatting	Printing	Chart	Introduction to PowerPoint
Explorer	Alignment	Introduction to Excel	Validation	Layout
Accessories	Find and Replace	Worksheet	Protect Worksheet	Formatting
File / Folder and Shortcut	Mail Merge	Rows and Columns	Text to Column	Slide Management
Notepad and Word Pad	Page Setup / Rulers	Formatting	Sorting and Filters	Custom Animation

Module - 2 Accounting Skills with TallyPrime

Introduction to TallyPrime	Units of Measure	Stock Journal / Physical Stock	Trail Balance	GST Master / Stock Creation
Manual Accounting	Accounting Transactions	Manufacturing Journal	Profit & Loss Account	GST Invoice / GST Report
Computerised Accounting	Purchase / Sales	Bank Reco Statement	Balance Sheet	Point of Sale
Golden Rules of Accounting	Receipt / Payment	Interest Calculations	Stock Summary	Tax Deducted at Source
Accounting Masters	Contra / Journal	Order Processing	Interest Payable-Receivable	
Inventory Masters	Inventory Transactions	Printing and Reporting	Intro. to GST / Model of GST	

Learn Top Job Essential SKILLS



Duration: 21 Sessions

Program Contents

Domain Knowledge of GST

Introduction to GST Act
GST Registration and Returns
E-Invoicing
E-Way Bill
Problems on GST Calculation

Procedure with Online GST Portal

Introduction to GST Portal
Registration on GST Portal
Filing of GST R-1, 3B and Online Tax Payment
Generating E-Way Bill Online
Generating E-Invoicing Online

GST in Tally Prime

Intro. to GST / Model of GST
GST Classification
GST Master / Stock Creation
GST Different Tax Rate
GST Invoice / GST Report
GST Challans / Returns



Duration: 10 Sessions

Program Contents

Social Media Networks | Optimization of Social Media Profile | Organic Social Media Marketing | Running Sponsored Campaign | Instagram Posting | Facebook Posting | Creating Posts with Canva | AI Tools



An Entrepreneurship Development

Duration: 3 Months

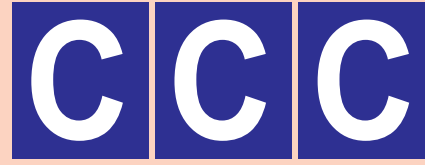
Program Contents

Introduction
Market Research and Planning
Curriculum and Program Development
Recruiting and Training Faculty
Marketing and Branding.
Student Services and Support
Operations Management
Continuous Improvement and Adaptation
Selecting an Appropriate Franchisor
Successful Franchisee Centers in India: Case Studies
Government Initiatives for Skill Training in India
The future of Computer and Skill Training

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सरकार मान्य



COURSE ON COMPUTER CONCEPTS

Duration: 3 Months

IT मधील करीअरची सुरुवात करताना राज्य शासनाच्या नोकरी बरोबर इतर राज्य व केंद्र शासनाच्या नोकरींसाठी उपयुक्त असा एकच पर्याय नाही का ?
आहे ना! राज्य शासनाच्या जीआर, दि. २० जुलै ०२ प्रमाणे CCC हा कोर्ससुद्धा राज्य शासनाच्या नोकऱ्यांसाठी पर्याय तर आहेच शिवाय इतर राज्य व
केंद्र शासनाच्या नोकऱ्यांसाठीही उपयुक्त असा एकमेव कॉम्प्युटर कोर्स आहे .

फक्त महाराष्ट्र शासन नसून इतर राज्य व केंद्रशासनाच्या
नोकरीसाठी आवश्यक असा एकमेव कॉम्प्युटर कोर्स

Program Contents

Introduction to computer
Introduction to Operating System
LibreOffice Writer (Word Processing)

LibreOffice Calc (Spreadsheets)
LibreOffice Impress (Presentations)
Introduction to Internet and WWW

E-mail, Social Networking and e-Governance Services
Digital Financial Tools and Applications
Overview of Future skills & Cyber Security



- ◆ केंद्र शासनाचा कोर्स
- ◆ केंद्र शासनाचा कोर्स असल्याने, शासकीय नोकरीकरिता इच्छुक सर्वांनाच बंधनकारक .
- ◆ भारतातील प्रत्येक राज्यातील एम्प्लॉयमेंट मध्ये मान्यताप्राप्त .



Program Contents

Mastering ChatGPT
Advanced Prompting Techniques
AI for Writing and Content Generation
AI for Image Generation and Design
AI for Voice Generation
AI for Video Generation
AI for Education
AI Tools for Building Presentations

AI Tools for Website Creation
AI for Research
AI for Marketing and Business
AI Tools for Data Analysis
AI Tools for Coding/Programming
AI Tools for LinkedIn
AI Tools for Resume Building
AI Tools for Interview Skills



Program Contents

Introduction to Computers | Windows | Premier | After Effects | Assignment & Projects



Duration: 2 Months

Program Contents

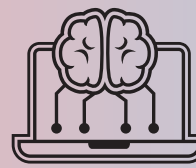
Introduction to Edge Animate | Working with Tools | Graphic Symbols and the Library | Import to Stage / Library | Basic Animation | Advanced Animation | Creating Masks | Animating Masks | Shape Tweens | Button Symbols | Using Sounds | Movie Clip Symbols | Code Snippets in a Movie Clip | Publish Settings | Publishing Documents



Program Contents

Introduction to Computers | Windows | Photoshop | Lightroom | Assignments & Projects

Trust India's Top IT Company For A Quality Computer Training.



ARTIFICIAL INTELLIGENCESM

Duration: 3 Months

Artificial intelligence has become crucial technology to automate various corporate and industrial tasks, the demand for AI experts has risen in the last few years. This program will give knowledge about Artificial Intelligence. AI is a fusion of many fields of study i.e. Computer science, Electrical engineering, Mathematics and Statistics. AI has already been widely used in many aspects of our lives. Personal assistants such as Amazon's Alexa, iPhone's Siri, Microsoft's Cortana, and Google Assistant all rely on AI to understand what you have said and follow the instructions to perform tasks accordingly.

Career Opportunities: AI Engineer, Machine Learning Engineer, Data Scientist, Business Intelligence (BI) Developer, Computer Vision Engineer.

Program Contents

Introductory Programming Concepts	Recursion	Stacks	Sets	Multivariable Calculus
Conditional Statements	Functional Programming	Queues	Heap	Statistics/Probability
Loops / Arrays	Algorithms/ Data Structures	Trees	Mathematics	
Object-Orientated Concepts	Asymptotic Notation	Graphs	Linear Algebra	
Functions/Methods & Classes	Arrays [List/ArrayList]	Hash Tables	Differential Equations	



VBA FOR EXCEL

Duration: 2 Months

Visual Basic is a Computer Programming allows the creation of user defined Functions and automation of specific computer processes and calculations. Visual Basic professional because visual basic for applications is a standard feature of Microsoft products. Macros are a group of programmed instructions under environment VBA whose main task is to automate tasks and the Resolution of complex calculations. VBA can create new functions in Excel, personalise Style and formats.

Career Opportunities: VBA programmer, VBA Consultant, Excel Developer, Visual Basic Developer, Visual Basic Macro Developer, MIS Executive, Data Management Executive.

Program Contents

Introduction to VB	Control Statement	User Defined Functions	Comments	Modifying Data	Module
Data Types	Strings	Library Functions	Events	VLookup Using VBA	Class Module
Variable	Select Case	Forms	Objects	Merging of Data	Error Handling
Operators	Loop	Window Control	Insert Form Data	Sorting of Data	
Conditional Statement	Arrays	Message Box	Searching Data	Developer Tool Script	



Duration: 6 Months

Introduction: Hadoop is an open-source framework that allows to store and process big data in a distributed environment across clusters of computers using simple programming models. It is designed to scale up from single servers to thousands of machines, each offering local computation and storage. The course is designed to give you in-depth knowledge of the Big Data framework using Hadoop including HDFS, YARN, and Map Reduce. You will learn to process and analyze large datasets stored in the HDFS.



Program Contents

Linux Operating System	KDE & Gnome graphical interfaces	Exception Handling	Google's Solution
Linux introduction	Basic networking administration setting	Loops / Strings / Arrays	Hadoop Architecture
Linux file system	TCP/IP networks	Interfaces and Packages	Hadoop Distributed File System
Partitioning the Hard drive for Linux	Ftp server and Apache web server	Threading	Environment Setup
Installing the Linux system	Programming with Java	Files Input / Output	Downloading Hadoop
Linux commands	Introduction to Java	Java Applets	Hadoop Operation Modes
Processes in Linux	Java Basic Syntax	Hadoop: Big Data Analysis Framework	Verifying Hadoop Installation
Shell programming	Data Types and Variables	Introduction to Big Data	HDFS Architecture
awk programming	Inheritance / Polymorphism	Operational vs. Analytical Systems	HDFS Operations
System administration	Expressions / Operators	Big Data Solutions	HDFS Command Reference
Common administrative task	Functions / Classes	Traditional Enterprise Approach	Map Reduce

- After completion of this course candidate can easily understand Big Data Technologies.
- They can use HDFS architecture.
- They can deal with Hadoop Distributed File System.
- They can handle big data with Map Reduce algorithms.

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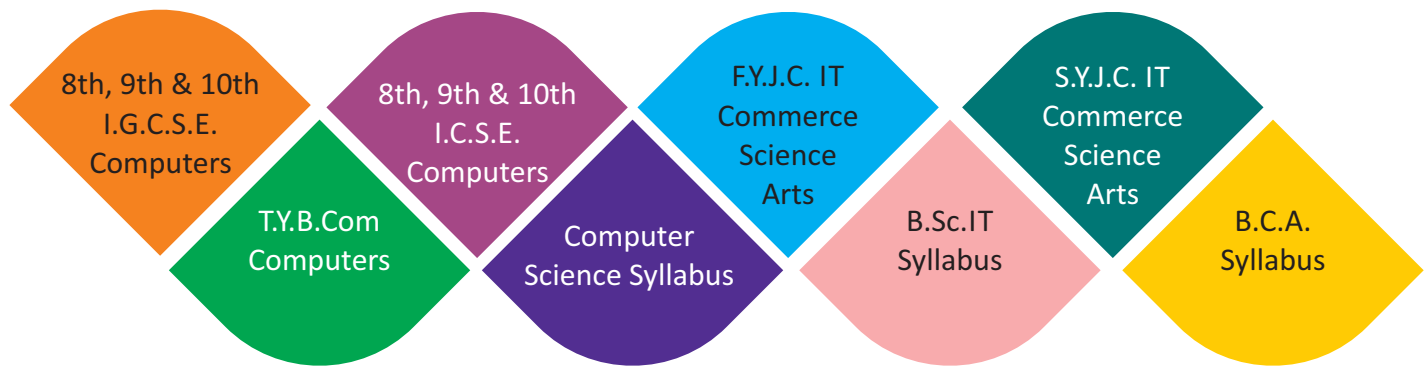
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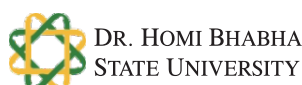
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