ADVANCED DIPLOMA IN INFORMATION TECHNOLOGY

COURSE DETAILS

Computer Fundamentals
Concept of Software
Part of Computer
Typing (Hindi & English)

Windows with DOS
Word Pad
Notepad

Microsoft Office 2010
MS Word
MS PowerPoint
MS Excel
MS Access

Personality Development
Communication Skill
Motivational Skill
Body Language
Dressing Scenes

Web Designing & Multimedia
Internet Google
HTML
DHTML
Flash

Desktop Publishing
Coral Draw
InDesign
Photoshop

Accounting With Tally
Accounting Principal
Tally ERP – 9 With GST

Security
Viruses
Firewall
Practical & Projects
Flash