

SUCCESSFUL INSTITUTE OF TECHNOLOGY

An Autonomous Institution Registered Under the Public Trust & of India NCT New Delhi
AN ISO 9001:2015 Certified Computer Education & Registered under Ministry of MSME
Govt. of India Regd. Office: 1/1449/6, Durgapuri Chowk, Loni Road, Shahdara, Delhi
Branch Office: Janta Flat, Mandoli Road || www.sittech.info

9560535866 || 011-47656981

ADCA

(ADVANCE DIPLOMA IN COMPUTER APPLICATION)

Chat GPT & With AI

BASIC (3 Months)

- Introduction Of Computer
- Benefits Of Computer
- Input Processing & Output
- Introduction To Ms Office
- Introduction To Ms Word
- Introduction To Ms Excel
- Introduction To Ms- Power Point
- Introduction To Ms- Access
- Introduction To Internet

ADV. EXCEL (2 Months)

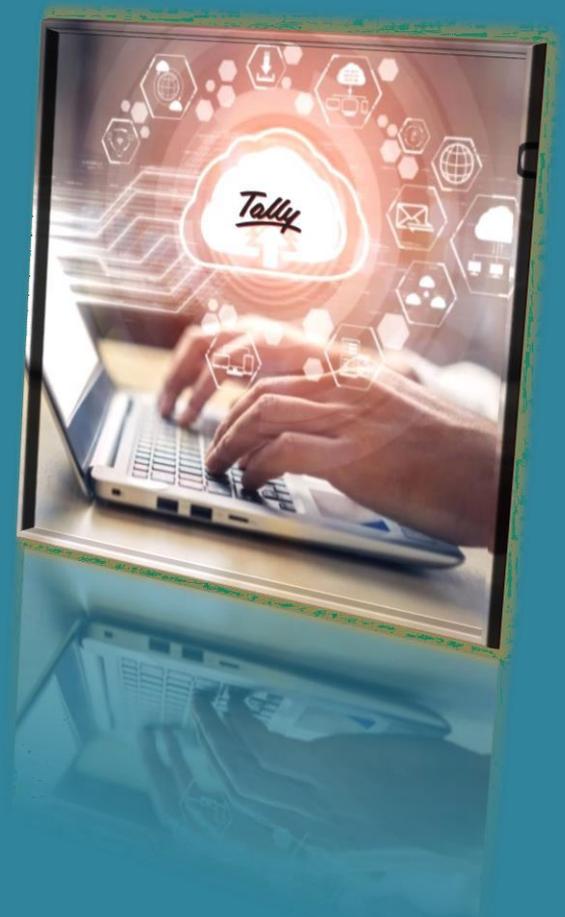
- Mark sheet
- Salary Sheet
- Age Calculation
- Attendance Sheet
- Balance Sheet Report
- Banking Financial Accounting
(Loan Sheet)
- Departmental Store Sheet
- Employee Time Schedule
- GST Bill Tax Invoice
- Inventory Stock



- Patty Cash Log
- Profit & Loss
- Price List
- Café Bill
- V Lookup
- H Lookup
- Salary & Attendance Sheet
- All Formula
- Data Analytics
- Pivot Table
- Data Lookup
- Data Cleaning
- MIS Reporting
- ESSENTIAL Short-Cuts

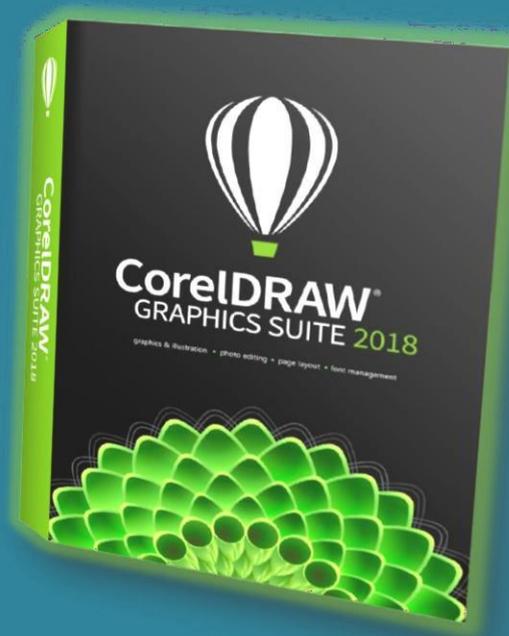
TALLY ERP-9 WITH GST (3 Months)

- Introduction Of Tally
- Merits
- Version Of Tally
- Ledgers
- Create Company
- Functions Keys
- Final Account (Balance Sheet, Trading A/C)
- Profit & Loss
- Journal Entry (Transaction)
- Cash Book (Double Entry)
- Purchase Book (With GST)
- Sale Book (With GST)
- Debit Note (Billing)
- Credit Note (Billing)
- GSTT In Billing
- E-WAY Bill
- TDS (Tax Deducted At Source)
- Payroll (PF, ESI, DA ,TA ,DWA,)
- Cost Category
- GST E-Filing
- ITR E-Filing
- Company E-Filing
- Password



DTP (3 Months)

- Adobe Page maker
- Adobe Photoshop
- Adobe Corel Draw
- Adobe Flash



Web Design (3 Months)

- HTML
- XHTML
- DHTML
- XML
- CSS
- JAVA SCRIPT

TYPING (1 Months)

- News Paper
- Book Typing
- Basic Lessons
- Exam Typing
- Typing Master
- Internet Websites

फ्री

- * फ्री Demo
- * फ्री Admission
- * फ्री Registration
- * फ्री E-Books
- * फ्री Job-Placement
- * फ्री Certificate
- * फ्री Mock Test

WHY WE ONLY

- ☞ 100% Job Guaranteed Courses
- ☞ Jobs Referral in MNC
- ☞ Internship with the Organization
- ☞ Training by Work Professional
- ☞ Top Rated Computer Institute
- ☞ More Practical Oriented Training
- ☞ We Have Regular Batches

COURSE DURATION : 15 Months

TOTAL FEES : 22,499/-

ONE TIME FEES : 19,999/-

EMI PAYMENT : 4500/- (5 Times)

MONTHLY FEE : 1500/- (Per Months)