

# 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  
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## DCA+

### DIPLOMA COMPUTER APPLICATION PLUS CHAT GPT & AI

#### BASIC (3 MONTHS)

- Introduction Of Computer
- Benefits Of Computer
- Input Processing & Output Cycle
- Introduction To MS Office
- Introduction To MS Word
- Introduction To MS Excel
- Introduction To MS PowerPoint
- 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
- Cafe Bill
- V Lookup
- H Lookup
- All Formula



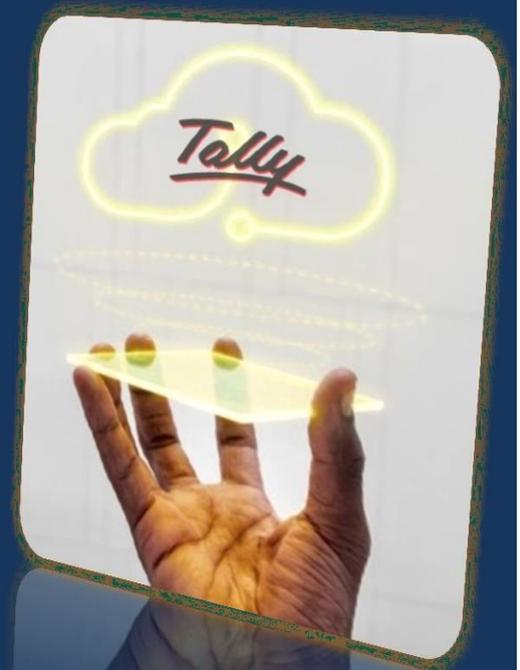
- Data Analytics
- Pivot Table
- Data Lookup
- Data Cleaning
- MIS Reporting
- ESSENTIAL Short-Cuts

## 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-Filling
- ITR E-Filling
- Company E-Filling
- Password

## WEB DESGINING (3 MONTHS)

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



## TYPING (1 MONTHS)

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



<b>COURSE DURATION</b>	:	<b>12 Months</b>
<b>TOTAL FEES</b>	:	<b>17,999/-</b>
<b>ONE TIME FEES</b>	:	<b>16,500/-</b>
<b>EMI PAYMENT</b>	:	<b>4500/- (4 Times)</b>
<b>MONTHLY FEE</b>	:	<b>1500/- (Per Months)</b>