FSH TECHNOLOGY

D-136, Firdous Nagar, PGBT Road, Near Geetanjali College, Bhopal

Contact No.:8218802405,   8218802405

Diploma in Computer Application [DCA] Duration – 6 Months

TOPIC	SYLLABUS
FUNDAMENTAL	Basic knowledge of computer, input & output devices etc.
HARDWARE & SOFTWARE	System formatting , installing s/w devices Printer, scanner, fingerprint.
BASIC SOFTWARE	Paint , notepad, WordPad, calculator, sticky notes, notepad++
MS WORD	Letter Drafting, Project, Resume Writing School & College Paper Typing Form Bill Book, Diagram Reporting Etc.
MS EXCEL	Data base management like school, college library shop functions, bill GST calculation, validation text logical function, EMI calculation, chart ,profit and loss, Attendance Sheet ,Salary Slip, Filter advance filter freezing ,lookup function ,stock management etc.
MS POWER POINT	Creating a PPT presentation like school, college project, marketing
MS PUBLISHER	Visiting Card,Calendar,Envelop, Card etc.
DTP	
PHOTOSHOP	Passport size photo changing background, filter.
TYPING	
TYPING	English typing, Hindi typing(Remington Gail)
ONLINE WORK	
MP ONLINE	All mp online work, sc work, online data entry work.
ONLINE	System sharing, internet connectivity.
OTHER WORK	Download, uploading, creating YouTube channel, mail, Google drive, job searching, image converting file and all type of online work.
HTML	
HTML	Overview of HTML,basic HTML tags,Text formatting,heading tag ,table tag,form tag,list tag etc.
OFFICE MANAGEMENT TRAINING	
DAYS	10 Days Office work training

FEE STRUCTURE – 6 MONTH	
Total fee	~~6000~~ Offer **4000**
Admission fee	1000/-
Installment (5- month)	600/-per month
LUMP SUM = 3600+200 REGISTRATION	

Facilities:-

- ➢ **Notes (Hindi and English Medium)**
- ➢ **Books**
- ➢ **Small batch size with "One student "One Computer Policy.**
- ➢ **Well- Equipped computer Lab with Internet Access.**
- ➢ **Experienced Faculties.**
- ➢ **Life time support and guidance.**
- ➢ **Personal Attention to each student.**
- ➢ **Online Practice Classes .New Batch Every Monday.**

2 -Days Free Demo Class

Free Personality Development & Job Training classes