

TOPIC	SYLLABUS
<b>FUNDAMENTAL</b>	Basic knowledge of computer, input & output devices etc.
<b>HARDWARE &amp; SOFTWARE</b>	System formatting, installing s/w devices Printer, scanner, fingerprint.
<b>BASIC SOFTWARE</b>	Paint , notepad, WordPad, calculator, sticky notes, notepad++
<b>MS WORD</b>	Letter Drafting, Project, Resume Writing School & College Paper Typing Form Bill Book, Diagram Reporting Etc.
<b>MS EXCEL + ADVANCE EXCEL</b>	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.
<b>MS POWER POINT</b>	Creating a PPT presentation like school, college project, marketing
<b>MS PUBLISHER</b>	Visiting Card,Calendar,Envelop, Card etc.
<b>DTP</b>	
<b>PHOTOSHOP</b>	Passport size photo changing background, filter.
<b>TYPING</b>	
<b>TYPING</b>	English typing, Hindi typing(Remington Gail)
<b>ONLINE WORK</b>	
<b>MP ONLINE</b>	All mp online work, sc work, online data entry work.
<b>ONLINE</b>	System sharing, internet connectivity.
<b>OTHER WORK</b>	Download, uploading, creating YouTube channel, mail, Google drive, job searching, image converting file and all type of online work.
<b>HTML</b>	
<b>HTML</b>	Overview of HTML,basic HTML tags, Text formatting, heading tag ,table tag, form tag, list tag etc.
<b>TALLY PRIME WITH GST</b>	
<b>TALLY +GST</b>	Introduction to Tally prime ,types of company, company,creation,edition,deletion,tally prime feature and configuration, ledger creation,

edition,deletion,voucher types, accountig voucher entry,GST and tis types, accounting payroll,stock management,balance sheet,budeget control,pos voucher etc.

### OFFICE MANAGEMENT TRAINING

**DAYS**

10 Days Office work training

### FEE STRUCTURE – 6 MONTH

<b>Total fee</b>	<del>8000</del> Offer <b>6000</b>
<b>Admission fee</b>	<b>1000/-</b>
<b>Installment (5- month)</b>	<b>1000/-per month</b>
<b>LUMP SUM = 5500+200 REGISTRATION</b>	

#### 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