National Institute of Electronics & Information Technology

Administrative control of Ministry of Electronics & Information Technology (MoE&IT),
Government of India.

Website: www.icmsskill.in, www.fastrackinsitite.in, www.asianiticollege.ac.in   Phone: 7006570529, 9018840815

Six Months Course in Computer Applications (CCCA)

About CCCA: This course is designed to prepare technicians with specialized skills, knowledge and attitude to work in Computer Applications, finance and accounting field. Obtain understanding of the concepts of Information Technology and its applications. The course is aimed at skill development in masses, students, employees in professional sectors at middle level.. After going through the course, an individual is expected to be equipped with not only the office automation skills but also with the understanding of the latest technologies.

Total Hours	:	6 Months
Job Description:	:	Computer Operator, Assistant, Junior Assistant, Accounts Assistant.
Course Fee	:	Tuition 7000 (Include Registration Fee)

Topic Covered

CCCA Contents		
Module 1:**Computer Fundamentals**	Module 2 :**PC Applications & Printing**	**Module 3:** **Financial Accounting Using Tally Prime 9.0 with GST**
1. Introduction to Computer, 2. Computer Hardware 3. Computer Software 4. Computer Memory 5. Introduction to Operating System, 6. Disk Operating System (MS DOS) 7. Number System 8. Computer Codes 9. Computer Utilities 10. Taking backup & Checking storage devices 11. Concept of Multimedia 12. Introduction to Macromedia Flash	1. Ms Word Processing, 2. MS- Excel Spreadsheet, 3. MS- Power Point Presentation 4. Concept of Computer Networks 5. Fundamentals of Networking 6. Introduction to Domains & Addresses 7. Configuring TCP/IP parameters 8. Methods of Internet access 9. Introduction Client server	1. Basics of Accounting 2. Fundamentals of Tally Prime 3. Maintaining Company Data 4. Vouchers in Tally 5. Display and Reporting 6. Advance Features in Tally 7. Goods and Service Tax (GST) 8. Tax Deducted at Source (TDS) 9. Tax collect at Source (TCS) 10. Payroll Management 11. Project Works

Course Coordinator: _____ Number_____

Zaffer Ahmad Makhdoomi   +91-700670529

A UNIT OF ICMS – IT & SKILL DEVELOPMENT INSTITUTE

An Institution of Incorporated Under Section 25 Act of 1956 , Under CIN : NPL004266 , Govt of India.
Mirza Kamil Chowk Hawal Srinagar 190011 , J&K -700670529 , +91-9018840815
www.icmsskill.in , www.fastrackinstitute.in ,www.asianiticollege.ac.in