Course:	DIPLOMA IN INFORMATION TECHNOLOGY
Duration:	6 Months
Content:	Computer Fundamentals, Windows 7, Ms Office 2010 (Word, Excel, Access, Power Point), Internet.

Course:	DIPLOMA IN COMPUTER APPLICATION
Duration:	6 Months
Content:	Computer Fundamentals, Windows 7, Ms Office (Word, Excel, Power Point), Internet.

Course:	DIPLOMA IN DATA ENTRY OPERATOR
Duration:	6 Months
Content:	Computer Fundamentals, Windows 7, Ms Office 2010 (Word, Excel), English Typing, Regional Typing, Internet.

Course:	DIPLOMA IN FINANCIAL ACCOUNTING
Duration:	6 Months
Content:	Computer Fundamentals, Windows 7, Accounting Concept, Tally, Internet.

Course:	DIPLOMA IN DESK TOP PUBLISHING
Duration:	6 Months
Content:	Computer Fundamentals, Windows 7, Pagemaker, Coral Draw, Photoshop, Regional Typing, Internet.

Course:	DIPLOMA IN INTERNET APPLICATION
Duration:	6 Months
Content:	Computer Fundamentals, Windows 7, Internet.

Course:	DIPLOMA IN HARDWARE MAINTENANCE
Duration:	6 Months
Content:	Computer Fundamentals, Windows 7, Construction & Functioning of Different PC Parts (Monitor, Mother Board, Hard Disk, CD-ROM etc.), Software Installation, Troubleshooting etc.

Course:	DIPLOMA IN HARDWARE & NETWORKING
Duration:	6 Months

Content:	Computer Fundamentals, Windows 7, Construction & Functioning of Different PC Parts (Monitor, Mother Board, Hard Disk, CD-ROM etc.), Software Installation, Troubleshooting,LAN,Networking etc.

Course:	DIPLOMA IN WEB TECHNOLOGY
Duration:	6 Months
Content:	Computer Fundamentals, Windows 7, Internet, HTML, DHTML, Front Page, Java Script Etc.

Course:	DIPLOMA IN COMPUTER PROGRAMMING
Duration:	6 Months
Content:	Computer Fundamentals, Windows 7, C, C++, Internet.

Course:	DIPLOMA IN JAVA PROGRAMMING
Duration:	6 Months
Content:	Computer Fundamentals, Windows 7, JAVA, Internet.

Course:	DIPLOMA IN PROFESSIONAL PROGRAMMER- PHP
Duration:	6 Months
Content:	Computer Fundamentals, Basic Concept of Programming, Language C, C++, HTML, CSS, Core PHP, Functions, Arrays, Strings, Loops, Project Work

Course:	DIPLOMA IN INTERNET APPLICATION & E-COMMERCE
Duration:	6 Months
Content:	Computer Fundamentals, Windows XP/Vista/7/8, MS Office 2010 (Word, Excel, Powerpoint), Internet, Networking Concept, E- mails, Websites, Internet Protocol Versions (IPv4/IPv6), LAN, MAN,WAN Etc.

Course:	DIPLOMA IN PROFESSIONAL VIDEO EDITING
Duration:	6 Months
Content:	Computer Fundamentals, Designing Concept, Corel Draw, Photoshop, Image & Video Editing, Mixing, Effect Management, Handling of Video Editing Softwares.

Course: DIPLOMA IN AUTO CAD
Duration: 6 Months
Content: Computer Fundamentals, Windows 7, Auto Cad, Internet.

Course: DIPLOMA IN RETAIL MANAGEMENT
Duration: 6 Months
Content: Customer Service and Accommodation, Retail selling Process, Store Staffing & Scheduling, Retail Floor & Shelf Management, Stores Administration & Facilities Management, Warehousing & Supply Chain Management, Loss (Shrinkage) Prevention, POS/ Cashiering Process, Visual Merchandising and Displays etc.

Course: DIPLOMA IN ASSAMESE TYPING
Duration: 6 Months
Content: Computer Fundamentals, Windows 7, Ms Word 2010, English Typing, Assamese Typing.

Course: DIPLOMA IN COMPUTER APPLICATION & ACCOUNTING
Duration: 6 Months
Content: Computer Concept & Fundamental, Operating System (win 7 & 8.1), DOS, Ms Paint, Note Pad, Word Pad, Ms-Office (Word, Excel, Power Point), Financial Accounting in Tally ERP.9, Web Page Designing (HTML), Introduction to Internet & Email, Typing Master, Hardware Skills, Project / Assignment.

Course: COMPUTER AWERENESS PROGRAMME
Duration: 6 Months
Content: Computer Fundamentals, Windows 7, Ms Office 2010 (Word, Excel, Power Point, Access), Internet.

Course: CERTIFICATE IN FINANCIAL ACCOUNTING
Duration: 6 Months
Content: Computer Fundamentals, Tally.

Course: CERTIFICATE IN HARDWARE & NETWORKING
Duration: 6 Months
Content: Computer Fundamentals, Windows 7, Computer Hardware, Networking.

Course: DIPLOMA IN IT APPLICATIONS
Duration: 6 Months

Content:	Computer Fundamentals, Typing Master, Nudi 4.0, Windows7, Ms. Office 2010 (Word, Excel, Power Point, Access), Tally Erp. 9, Internet, Business Communication.

Course:	CERTIFICATE IN INFORMATION TECHNOLOGY
Duration:	6 Months
Content:	Computer Basic & Fundamentals, Notepad, Wordpad, MS Paint, MS DOS, Advance Windows, MS Office (MS Word , MS Excel, MS Power Point).

Course:	CERTIFICATE IN CMS-DRUPAL CUSTOM THEME DEVELOPMENT
Duration:	6 Months
Content:	CMS, HELLO TO DRUPAL, KNOW CARRIER OPPORTUNITIES IN DRUPAL, DRUPAL INSTALLATION, DRUPAL CONFIGURATION, THEME & MODULE INSTALLATION, MANAGING CONTENTS, USER & ROLE MANAGEMENT, BLOCKS, URL PATHS, CONTRIB THEMES, CONTRIB MODULES, LAYOUT, PANELS, VIEWS, VIEWS BLOCKS, CCK FIELDS, DISPLAY SUITE, TAXONOMY, SITE ADMINISTRATION, LAMP STACK, DRUPAL CODING STANDARD, HOOKS, .INFO, CUSTOM THEME DEVELOPMENT & MORE

Course:	CERTIFICATE IN TYPE TEST
Duration:	6 Months
Content:	Computer Fundamentals, Bengali Type(25wpm) using Bengali Word, English Type(45wpm)

Course:	DIPLOMA IN TALLY
Duration:	6 Months
Content:	Computer Fundamentals, Basic Accounting, Tally ERP9, Internet

Course:	DIPLOMA IN OFFICE MANAGEMENT
Duration:	6 Months
Content:	Computer Fundamentals, Windows, Ms Office (Word, Excel, Power Point), Accounting Concept with Tally, Internet & Email, Communication Skill.

Course:	SIX MONTHS DIPLOMA IN COMPUTER APPLICATION
Duration:	6 Months
Content:	Computer Fundamentals, Windows, Ms Office (Word, Excel, Power Point, Access), Internet, English Typing, Regional Typing, Spoken English, Introduction of Hardware & Software.

Course:	DIPLOMA IN CATIA
Duration:	6 Months
Content:	MS- Office, Basic AutoCad 2D/3D, Sketcher, Part Design, Assembly Design, Surface Design (Generative Shape Design), Drafting.

Course:	DIPLOMA IN MS OFFICE AND INFORMATION TECHNOLOGY
Duration:	6 Months
Content:	Computer Fundamentals, Windows 7, Ms Office (Word, Excel, Power Point), Regional Typing, Photoshop, Spoken English, Hardware Concept, Business Ethics, Internet.

Course:	DIPLOMA IN BASIC MULTIMEDIA
Duration:	6 Months
Content:	Computer Fundamentals, Windows 7, Photoshop, Corel Draw, Flash, Premiere, After Effects.

Course:	CERTIFICATE IN AUTO CAD AND STAAD PRO
Duration:	6 Months
Content:	Computer Fundamentals, Auto CAD, STAAD Pro.

Course:	JUNIOR- IT [FOR KIDS]
Duration:	6 Months
Content:	Computer Fundamentals, Windows, Basic Programming, Ms Logo, Ms Office (Word, Excel, Power Point), Internet.

Course:	DIPLOMA IN SOFTWARE
Duration:	6 Months
Content:	PROGRAMMING IN C & C++, C#. NET, VB.NET, ASP.NET, SQL SERVER 2008, JAVA, ADV JAVA, MYSQL, INTERNSHIP.

Course:	DIPLOMA IN DOTNET PROGRAMMING
Duration:	6 Months
Content:	C#.NET, VB.NET, ASP.NET, SQL SERVER 2008, INTERNSHIP.

Course:	DIPLOMA IN COMMUNICATIVE ENGLISH
Duration:	6 Months
Content:	Computer Fundamental, Windows (7/8), English Grammar, Spoken /

Communicative English.

Course:	CERTIFICATE IN COMPUTER APPLICATION
Duration:	6 Months
Content:	Computer Fundamental, Operating System, Ms Office (Ms Word, Ms Excel, Ms Power Point, Paint, Regional Typing, Internet & Email.

Course:	CERTIFICATE IN GRAPHIC DESIGNING
Duration:	6 Months
Content:	Computer Fundamentals, Photoshop, Corel Draw, Adobe Illustrator.

Course:	Diploma In Software & Hardware Application
Duration:	6 Months
Content:	Computer Concepts & Fundamentals of Computer, Operating System (Dos, Windows XP/7), MS-Office XP/2007 (Ms Word, Ms Excel, Ms Power Point, Ms Access), Introduction to Internet & E-Mail, D.T.P (Pagemaker, Coreldraw, Photoshop), Tally ERP 9, Concept of Hardware & Software Installation.

Course:	Diploma in Web Page Designing
Duration:	6 Months
Content:	Computer Concepts & Fundamentals of Computer, Operating System (Dos, Windows XP/7), MS-Office XP/2007 (Ms Word, Ms Excel, Ms Power Point, Ms Access), Introduction to Internet & E-Mail, HTML, CSS, Java Script, ASP/PHP, Project Work.

Course:	CERTIFIED PROFESSIONAL ACCOUNTANT
Duration:	6 Months
Content:	Business Accounting, Management Information System, Tally Erp.9 (Advanced), E-Filing of Direct Tax, E-Filing of VAT & CST, E-Filing Of Service Tax, TDS & TCS, Balance Sheet Analysis, Payable Accounting, Live Projects.

Course:	Diploma in Computer Softwares and Financial Accounting
Duration:	6 Months
Content:	Computer Fundamentals, Windows 7, Ms Office 2007, System Tools, Virus, Internet, Accounting Concept & Tally.

Course:	Diploma In Civil Cad
Duration:	6 Months

Content:	Computer Fundamentals, Plan, Elevation, Section, Site Plan, Key Plan, Service Plan, with 3Ds Max, Photoshop.

Course:	Diploma in Auto CAD [Mechenical, Electrical & Plumbing]
Duration:	6 Months
Content:	Computer Fundamentals, Power & Lighting Drawing, Telephone & Data Drawing, Fire-Alarm Drawing, Public Address System, Security System, Reflected Ceiling, Composite Drawing, Schematic + Schedule, 2D, MS Excel. HVAC (Heating Ventilating & Air Conditioning), Fan Coil Unit (FCU), Air Handling Unit(AHU), Variable Air Volume(VAV) + Drawing & Details, Fan Coil Unit (FCU), Air Handling Unit(AHU), Variable Air Volume (VAV) + Drawing & Details, Duting & Piping Reflected Ceiling, Composite Drawing, Mechanical CAD, 3D MAX, Plumbing System, Fire Protection System, 2D & 3D MAX.

Course:	Diploma in Professional Architectural
Duration:	6 Months
Content:	Computer Fundamentals, Windows, Auto CAD, 3D Max, Photoshop, Corel draw.

Course:	Diploma in Office Automation & Graphic Designing
Duration:	6 Months
Content:	Computer Fundamentals, Windows, Ms Office (Word, Excel, Power Point), Tally, Photoshop, Coreldraw.

Course:	DIPLOMA IN COMMUNICATIVE HINDI
Duration:	6 Months
Content:	Computer Fundamentals, Windows, Hindi Grammar, Spoken / Communicative Hindi.

Course:	e - DIPLOMA IN COMPUTER APPLICATION
Duration:	6 Months
Content:	Basic of Information Technology, Windows, Ms Office (Ms Word, Ms Excel, Ms Power Point, Ms Access), Tally, Multimedia, Internet & HTML,

Course:	Diploma in Spoken English
Duration:	6 Months
Content:	Spoken English.

Course:	Master Diploma in Computer Accounting

Duration: 6 Months

Content: Computer Fundamentals, Windows, MS Office (Word, Excel, Power Point), DTP, Tally, Web Designing.

*Diploma in Computer Application (DCA) 6 months

Eligibility – Min.   10th Duration – 1 Year
• Fundamental of Computer , Windows/ DOS
• MS- Office , MS Access, Tally or C Language or Internet
• Computer Lab Practical, Project/ Viva

* Diploma in Programming and Web Designing (PDWD) 6 months

Eligibility – Min. 10th   Duration – 6 Months

• Description of Syllabus
• C & C++
• HTML
• CSS
• Computer Lab Practical
• Project / Viva

*Certificate in Computer Science or Computer Application (CCS/CCA) 6 months

Eligibility – Min. 8th Duration – 6 Months
• Fundamental of Computer, DOS/Windows, MS office ,MS Access , c Programming or Tally or Internet
• Computer Lab Practical
• Project/ Viva

*Diploma in Basic Programming (DBP) 6 months

Eligibility – Min. 10th   Duration – 6 months
• Fundamental of Computer , Windows/DOS
• HTML, DHTML, Java Script or Flash & Internet.
• Computer Lab Practical, Project/ Viva

Diploma In Digital Marketing 6 Months

Module.1 Search Engine Optimization & Social media Optimization (2 Months)
Module 2. Search Engine Marketing & Social Media Marketing (2 Months)
Both Module : (6 Months)

Tally ERP 9 with GST (6 Months or 144 Hrs)

Course Syllabus

- User Interface and Company Management
- Masters – Ledgers
- Masters – Groups
- Masters – Bill wise Debtors and Creditors Ledger
- Payment Voucher
- Day Book in Tally
- Pre-Allocation of Bills
- Receipt Voucher
- Contra and Journal Voucher

- Cheque Printing in Tally ERP
- Masters : Inventory
- Tally with GST
- Billing Features in Tally
- Purchase Order Processing
- Sales Order Processing
- Debit and Credit Notes
- Bank Reconciliation in Tally
- Price List in Tally
- Credit Limit
- Stock Transfers
- Manufacturing Vouchers
- Batch Wise Details
- Re-Order Level in Tally
- Interest Calculations (Auto Mode)
- Voucher Types and Class
- Point of Sales
- Scenarios and Optional Vouchers
- Budgets and Controls in Tally
- Cost Centres and Cost Categories
- Party Ledger Analysis
- Purchase and Sales Reporting
- Stock Analysis and Reports
- Cash and Bank Reports
- Search, Filter and Sorting
- Financial Reports
- Multi Language
- Export, Import, Backup and Restore
- Central Sales Tax (CST) in Tally
- Service Tax in Tally
- Tax Deducted at Source (TDS) in Tally
- Tax Collected at Source (TCS) in Tally
- Central Excise in Tally
- Payroll Accounting in Tally
- Finalisation Entries
- Data Security
- Tally Audit
- Data Synchronisation
- Multi-Currency
- Printing Reports
- Miscellaneous
- Shortcut Keys

GST in Tally ERP 9

Overview of Goods & Services Tax

Levy of and Exemption from Tax

Registration

Meaning and Scope of Supply

Time of Supply

Valuation in GST

Payment of GST