

National Institute of Electronics & Information Technology

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

A Unit

INSTITUTE OF COMPUTER MANAGEMENT SCIENCE AND TECHNICAL EDUCATION (ICMS)

Under Section 25 Act of 1956, Central Government of India.



Website: www.icmsskill.in, www.asianitcollege.in, **Email:** icmssrinagar@gmail.com

Accredited & Approved Organization of Directorate of Technical Education & Affiliated with State Board of Technical Education

www.icmsskill.in www.asianitcollege@gmail.com



[Syllabus Certificate Course In Computer Applications] (6 Months)

About CCA Course Objective 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. The course may also be considered as an ideal course for re-skilling of an individual and technological advancement. 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.

Course Duration: Six Months

Course Syllabus:

Fundamental of Information Technology & Basic Computer Applications	Internet Technology & Web Designing	Financial Accounting Tally Prime
Introduction to Computer, Introduction to Operating System, Ms Word Processing, MS- Excel Spreadsheet, MS- Power Point Presentation , Disk Operating System (MS DOS)	Introduction to Internet TCP/IP – Internet Technology and Protocol Internet Network Email , Email Client , Email Protocol HTML, HTML5 LAN Designing DHCP Server Configuration	Basics of Accounting Fundamentals of Tally Prime Maintaining Company Data Vouchers in Tally Display and Reporting Advance Features in Tally Goods and Service Tax (GST) Tax Deducted at Source (TDS) Tax collect at Source (TCS) Payroll Management Project Works
Prj	Project Work	<ul style="list-style-type: none"> • Network Designing Using Simulator • Live Accounting Project
Lab Facility: 24X7 Power Supply with Xeon Servers with 16 GB Ram Notes Facility Available		

Learn complete bookkeeping, Account finalization, Reconciliations, Printing Reports, Inventory and Stock Management, Taxation, Online Returns, E-Way Bill Process. Tally is very powerful business management software that can give you all the latest features for business management and accounting.

- Data Entry Operator Computer Operator
- Accountant
- Office Assistant
- Private / Personal Secretary

Head Office/Registered Office

ICMS Limited,
First Floor Razvi Building ,
Near Mirza Kamil Chowk Hawal,
Srinagar-190011

Phone : +91 -7006-570529, 01943-566583

E-mail : icms@icmsskill.in,

Visit us: www.icmsskill.in.

Emergency Helpline : +91-9018-840815,

ICMS Training Branches : Hawal / Ganderbal / Chadoora Budgam / Karanagar

Copyright © 2024

INSTITUTE OF COMPUTER MANAGEMENT SCIENCE AND TECHNICAL EDUCATION |

Designed By ICMS Limited



**Under Section 25 Act of 1956
GOVERNMENT. OF INDIA**