Malhotra College Provided Professional Courses

ADV. DIPLOMA IN COM. APP., PROGRAMMING & WEB DESIGNING

Computer Fundamentals

Disk Operating System(DOS)
Introduction to Windows



16

Months

MS-Office

- Ms-Word
- Ms-Excal
- Ms-Power Point
- Ms-Access

Office Handling

- Printing, Scanning, Assembling, Mobile
- Loading, Web-Camera, Anti-Virus

Internet Technology & Web Designing

- Internet Technology & Protocols
- World Wide Web
- Web Publishing Tools
- HTML
- DHTML
- Dreamweaver

Desktop Publishing (DTP)

- Adobe PageMaker
- Adobe Photoshop
- Adobe Image Ready
- Corel Draw

Financial Accounting and Tally. ERP 9

- Manual Accounting Concepts
- Accounting Package Tally.ERP 9
- Inventory (Mfg./Exp.Dt, BOM, POS)
- Payroll (ESI, EPF, GRATUITY)
- Direct & Indirect Taxes
- VAT / SAT / CST
- Service Tax
- TDS/TCS
- Excise
- Company Project and many more ...

'C'-Language Internet Operation

Malhotra College Provided Professional Courses

ADVANCE DIPLOMA IN COMPUTER ACCOUNTING

DCA-A

Duration

Months

Course on Computer Concepts (CCC)

- Introduction to Computer
- Introduction to Windows
- Elements of Word Processing
- Spread Sheet
- Making Small Presentation
- WWW and Web Browser
- Computer Communication & Internet
- Introduction to Multimedia & Its Application
- Social Networking
- Application of Digital Finance Service

Tally.ERP 9

- Manual Accounting Concepts
- Accounting Package Tally. ERP 9
- Inventory (Mfg.IExp.Dt, BOM, POS)
- Direct & Indirect Taxes
- VAT/SAT/CST
- Service Tax
- TDS/TCS
- Company Project and many more ...

Internet Operation

CAREER IN MULTIPLE SECTORS

- Govt. Sector Computer Teacher Data Entry
- Accounting Computer Maintenance Web Designer
- Banking Computer Operator Graphic Designer

SHORT TERM COURSES

- MS-OfficeTally.ERP 9
- 3 Months

DTP

- 3 Months
- Web Designing
- 3 Months
- 'C'-language
- 1 Months 2 Months
- C++Advance Java
- 2 Months
- Oracle
 Hardware
- 2 Months 2 Months

Internet

- 1 Months
- English Speaking
- 2 Months

MALHOTRA COLLEGE OF IT & MANAGEMENT

(Recognised by U.P. Govt. of India under Act 21, 1860, Reg. No. 910) An ISO 9001 : 2015

MCIM

Building Carees



Computer, Hardware, Software, Networking & Advance Networking Institute

Head Office: Moh. Hindupatti, Tilhar (SPN)-242307 Contact: 05841-243811, 8273872467, 9208646724 E-mail: malhotracollegetr786@gmail.com

Malhotra College Provided Professional Courses DIPLOMA IN COMPUTER APPLICATION Computer Fundamentals DCA Disk Operating System(DOS) Introduction to Windows Duration MS-Office 6 Ms-Word Months Ms-Excal Ms-Power Point Ms-Access Office Handling Printing, Scanning, Assembling, Mobile Loading, Web Camera, Anti-Virus Internet Technology & Web Designing Internet Technology & Protocols World Wide Web Web Publishing Tools HTML DHTMI Internet Operation CERTIFICATE IN COMPUTER ACCOUNTING Computer Fundamentals

Introduction to Windows MS-Office



Months

Ms-Word

Ms-Excal

Ms-Power Point

Tally-ERP9

Manual Accounting, Concepts

Accounting Package Tally.ERP 9

Inventory (Mfg./Exp.Dt, BOM, POS)

Direct & Indirect Taxes

VAT / SAT / CST

Service Tax

TDS /TCS

Company Project and many more ...

Internet Operation

Malhotra College Provided Professional Courses

ADVANCE DIPLOMA IN COMPUTER ACCOUNTING

Introduction to Windows... Ms-Excel (With Financial Function)





Printing, Scanning, Anti-Virus

Financial Accounting and Tally-ERP 9 Manual Accounting Concepts

Accounting Package Tally.ERP 9

Inventory (Mfg./Exp.Dt, BOM, POS)

Payroll (ESI, EPF, Gratuity)

Direct & Indirect Taxes

VAT / SAT / CST

Service Tax

TDS /TCS

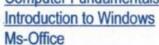
Excise

Company Project and many more ...

Internet Operation

CERTIFICATE IN DESKTOP PUBLISHING

Computer Fundamentals Introduction to Windows



Ms-Word



Adobe Page Maker

Adobe Photoshop

Adobe Image Ready

Corel Draw

Introduction to HTML

Office Handling

Internet Operation

Printing, Scanning, Mobile Loading,

Web Camera, Anti-Virus, Offset Printing

Screen/ Flex (Printing Concepts)

ADCA

Duration

Months

DTP

Duration

Months

Malhotra College Provided Professional Courses ADV. DIPLOMA IN COMPUTER APP. & WEB DESIGNING

Computer Fundamentals

Disk Operating System (DOS) ADCAW Introduction to Windows Duration

Months

MS-Office

Ms-Word Ms-Excel

Ms-Power Point

Ms-Access

Office Handling

Printing, Scanning, Assembling, Mobile

Loading, Web Camera, Anti-Virus,

Ofset Printing

Internet Technology & Web Designing

Internet Technology & Protocols

World Wide Web

Web Publishing Tools

HTML, DHTML

Certificate in Desktop Publishing (DTP)

Adobe PageMaker

Adobe Photoshop

Adobe Image Ready

Corel Draw

Tally.ERP 9

Manual Accounting Concepts Inventory

(Mfg./Exp.Dt, BOM, POS)

VAT / SAT / CST, Service Tax, TDS / TCS

Company Project and many more ...

Internet Operation

