

Malhotra College Provided Professional Courses

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

Computer Fundamentals
Disk Operating System(DOS)
Introduction to Windows
MS-Office

- Ms-Word
- Ms-Excel
- 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



Duration

16
Months

Malhotra College Provided Professional Courses

ADVANCE DIPLOMA IN COMPUTER ACCOUNTING

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



Duration

6
Months

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-Office | 3 Months |
| ● Tally.ERP 9 | 3 Months |
| ● DTP | 3 Months |
| ● Web Designing | 3 Months |
| ● 'C'-language | 1 Months |
| ● C++ | 2 Months |
| ● Advance Java | 2 Months |
| ● Oracle | 2 Months |
| ● Hardware | 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

M C I M

Building Careers



**Computer, Hardware,
Software, Networking &
Advance Networking Institute**

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DIPLOMA IN COMPUTER APPLICATION

ADVANCE DIPLOMA IN COMPUTER ACCOUNTING

ADV. DIPLOMA IN COMPUTER APP. & WEB DESIGNING

Computer Fundamentals
Disk Operating System(DOS)
Introduction to Windows
MS-Office



Duration

6

Months

- Ms-Word
- Ms-Excel
- 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

Internet Operation

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



Duration

6

Months

- 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

Computer Fundamentals
Disk Operating System (DOS)
Introduction to Windows
MS-Office



Duration

12

Months

- Ms-Word
- Ms-Excel
- Ms-Power Point
- Ms-Access

Office Handling

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

CERTIFICATE IN COMPUTER ACCOUNTING

CERTIFICATE IN DESKTOP PUBLISHING

Computer Fundamentals
Introduction to Windows
MS-Office



Duration

6

Months

- Ms-Word
- Ms-Excel
- 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

Computer Fundamentals
Introduction to Windows
MS-Office



Duration

6

Months

- Ms-Word
- Desktop Publishing (DTP)
- Adobe Page Maker
- Adobe Photoshop
- Adobe Image Ready
- Corel Draw

Introduction to HTML

Office Handling

- Printing, Scanning, Mobile Loading,
- Web Camera, Anti-Virus, Offset Printing
- Screen/ Flex (Printing Concepts)

Internet Operation

