

# AL-AMEEN INSTITUTE OF INFORMATION TECHNOLOGY

## Diploma in Computer Application, Business Accounting and Multilingual DTP, CABA-MDTP

### IT Tools And Business Systems

- Computer Appreciation
- Computer Organization
- Operating Systems
- Word Processing
- Spread- Sheet Package
- Presentation Package
- Information Technology and Society
- Linux
  
- Introduction to Business Data Processing
- Concept of Files
- Principles and Techniques of Programming
- Visual FoxPro
- Business Applications

### Internet Technology And Web Design

- Introduction to Internet
  - WWW
  - Commerce on Internet
  - Governance on Internet
  - Crime on Internet
- Internet Technology and Protocols
  - Introduction
  - TCP/IP
  - E-mail, DNS
- WWW
  - Introduction
  - Browsers, Servers, Search Engines
- Browsers
  - Chrome, Internet Explorer
- E-mail
- File Transfer Protocol
- Telnet

### Financial Accounting using Tally

- Introduction
- Accounting Fundamentals
- Basics of tally
- Configuration
- Creating Groups and Ledgers
- Vouchers
- Advanced Features
- Reports
- Storage And Transferring of Items
- Vouchers With Inventory
- Advanced Reports
- Concept of VAT
- VAT reports
- VAT Forms

### Personality Development

- Introduction to Indian IT Industry
- Managing our career, Staff & Professional Relationships
- Interview Techniques
- Best Bet for Interview Preparation
- Write a curriculum vitae

### Programming & Problem Solving through 'C' Language

- Introduction to Programming
- Algorithms for Problem Solving
- Introduction to 'C' Language
- Conditions and Loops
- Arrays
- Functions
- Structures and Unions
- Pointers
- Self Referential Structures and Linked Lists
- File Processing

# AL-AMEEN INSTITUTE OF INFORMATION TECHNOLOGY

- User and Internet Relay Chat
- Usenet
  - Chat Servers
  - Smiley
  - Publishing
- HTML
- Introduction to Interactivity Tools
  - ASP, VB Script, JAVA Script
  - Front Page
- Multimedia and Graphics
  - VRML, Authoring Tools
- Internet Management Security Concepts, Information Privacy and Copyright issues
  - Security, firewalls

## Urdu Software

- **Inpage Professional**

Software / Features included in this course are :

DOS , Windows XP, MS-Word , MS-Excel, MS-PowerPoint , MS-Access, CorelDraw, Photoshop, Urdu Inpage, Internet, HTML, Flash, Tally Accounting Package, Programming in "C" language, Advance Printing Concepts, Web Designing, Personality Development , ICT Resources , Project Work

## Introduction To ICT Resources

- Introduction to basic Architecture of PC
- Utilities
- Networking Concepts
- Network Administrator

## Multilingual Desktop Publishing (DTP)

- Introduction to Multimedia
- Computer Forms and Hypertext
- Image fundamentals and Representations
- Video And Animation
- Multimedia Authoring
- Introduction to CorelDraw
- Introduction to Photoshop

## Diploma Awarded by NCPUL and NIELIT

**Course Duration: 12 Months**  
**Timings: 4:00 Hrs. Daily (Mon-Sat)**  
**Total Course Fees: Rs. 9680/-**  
@750 per month  
Registration Charges @ 690/-

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