

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
- ❖ 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

76A/1 Okhla Main Bazar
(Opposite Batla House Bus Stand)
Jamia Nagar New Delhi 110025

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Email: alameen.ncpul@gmail.com

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, 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, and Project Work.

- ❖ File Processing

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

Course Duration: 1 Year

Timings: 4:00 Hrs. Daily (Mon-Sat)

Total Course Fees: Rs. 6845/-

@845 Reg. Charge

@500 per month

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