

## Diploma In Advance Financial Accounts

DURATION : 06 MONTHS

Eligibility : 10<sup>th</sup>

### Modules Covered

- Concept of Computer Fundamental
- Operating System DOS & Windows 7
- MS Office 2010
  - Word
  - Excel
  - Power Point with Animations Tools
- Concepts of E-Mail & Internet

- Concept of Financial Accounting
- Introduction of Accounting
  - Cash Book
  - Ledger
  - Balance Sheet Entries
  - Stock/Inventory Entries
  - Tally Prime

**Course Fees : 5,200**  
(Note: Exam Fee will be charged Extra)

प्रत्येक छात्र/छात्राओं को  
brainyit का बैग, स्टडी नोट्स, आई0डी0  
कार्ड फ्री दिया जायेगा।

## ADIT

### Advance Diploma in Information Technology

DURATION : 06 MONTHS

Eligibility : 10<sup>th</sup>

### Modules Covered

- SEMESTER-I
- Computer Concept & Fundamental With Introductain to Internet & Email
  - Operating System
  - MS-Office 2010
    - MS-Word
    - MS-Excel
    - MS-Power Point
    - MS-Access
  - HTML & Front Page
  - Concepts of E-Mail, Internet & Multimedia

- SEMESTER-II
- Concept of DeskTop Publication
    - Page Maker 7.0
    - Corel Draw 9.0
    - Photoshop 7.0
  - Concept of Financial Accounting
  - Introduction of Accounting
    - Cash Book
    - Ledger
    - Balance Sheet Entries
    - Stock/Inventory Entries
    - Tally Prime
  - Digital Marketing

**Course Fees : 12,800**  
(Note: Exam Fee will be charged Extra)

# Brainy Information Technology

A National Computer Literacy Program

Visit Us: [www.brainyit.in](http://www.brainyit.in)

## Contact Us

Bade Kali Mandir Wali Gali,  
M.P. Nagar, Etah (U.P.)

**+91 9758036613**



PROSPECTUS

## DCA

### Diploma In Computer Application

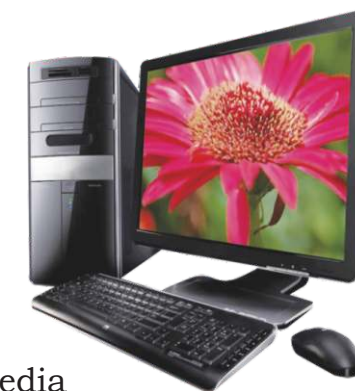
DURATION: 6 MONTHS

Eligibility: 6<sup>th</sup>

### Modules Covered

- Computer Concept & Fundamental With Introductain to Internet & Email
- Operating System
- MS-Office 2010
  - MS-Word
  - MS-Excel
  - MS-Power Point
  - MS-Access
- HTML & Front Page
- Concepts of E-Mail, Internet & Multimedia
- Assignment & Project Work

**Course Fees : 4,800 Rs.**  
(Note: Exam Fee will be charged Extra)





# DOAP

## Diploma In Office Automation & Publication

DURATION : 12 MONTHS

Eligibility : 10<sup>th</sup>

### Modules Covered

#### SEMESTER-I

- Computer Concept & Fundamental With Introduction to Internet & Email
- Operating System
- MS-Office 2010
  - Word
  - Excel
  - Power Point
  - Access)
- HTML & Front Page
- Concepts of E-Mail, Internet & Multimedia

#### SEMESTER-II

- *Concept of DeskTop Publication*  
Page Maker 7.0  
Corel Draw 12  
Photoshop 7.0  
Concept of Scanning
- *Concept of Financial Accounting*
- *Introduction of Accounting*  
Cash Book  
Ledger  
Balance Sheet Entries  
Stock/Inventory Entries  
Tally Prime

Course Fees : 10,400 Rs.

(Note: Exam Fee will be charged Extra)

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# DDTP

## Diploma in Desk Top Publication

DURATION : 12 MONTHS

Eligibility : 8<sup>th</sup>

### Modules Covered

#### SEMESTER-I

- Computer Concept & Fundamental With Introduction to Internet & Email
- Operating System
- MS-Office 2010
  - Word
  - Excel
  - Power Point
  - Access)
- HTML & Front Page

#### SEMESTER-II

- Concept of DeskTop Publication  
Page Maker 7.0  
Corel Draw 9.0  
Photoshop 7.0  
Concept of Scanning
- Personality Development
- Workshop of Communication Skill

Course Fees : 9,200 Rs.

(Note: Exam Fee will be charged Extra)



# DTP

## Desk Top Publication

DURATION : 3 MONTHS

Eligibility : 8<sup>th</sup>

### Modules Covered

- Concept of DeskTop Publication  
Page Maker 7.0  
Corel Draw 12  
Photoshop 7.0  
Concept of Scanning

Course Fees : 3,000 Rs.

(Note: Exam Fee will be charged Extra)

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# ADCA

## Advance Diploma In Computer Application

DURATION : 12 MONTHS

Eligibility : 10

### Modules Covered

#### SEMESTER-I

- Computer Concept & Fundamental With Introduction to Internet & Email
- Operating System
- MS-Office 2010
  - \* MS-Word
  - \* MS-Excel
  - \* MS-Power Point
  - \* MS-Access)
- HTML & Front Page
- *Concept of Computer Components,*  
\* Tools  
\* Equipments used

#### SEMESTER-II

- *PC Assembling*
- *Installation of Application S/W*
- Concept of Financial Accounting
- Introduction of Accounting
  - \* Cash Book/Daily Voucher
  - \* Ledger Entry
  - \* Balance Sheet
  - \* Stock Maintenance Entries
  - \* Tally ERP & Prime
- Workshop of Communication Skill
- Personality Development

Course Fees : 10,400 Rs.

(Note: Exam Fee will be charged Extra)