New Pattern with Latest Software's

SYLLABI BOOK

COMPUTER EDUCATION SYLLABUS OF AS INFO TECH

Become Computer Certified Professional

It is only skills and not degree that can help you grow. But If You Are one of those individuals who believe in getting certified along with skills then AS Info Tech got you covered.

ONE TRAINING PROGRAM

ℰ- CERTIFIATION

A.S. Info Tech

GET TRAINED

AND

GET CERTIFIED

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4 Villages Covered with Digital Literacy

60+ Students Cyber Security Certified

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3500+ Success Stories

Here is what they say about AS Info Tech.

I had the best experience with AS Info Tech, the best training, best instructors. The best part is the interactive session instead of academic courses. The trainers are always open to all the questions and ready to help any time after the sessions. I am getting practical, real-world knowledge.

ANUGAYA

Had a great experience while learning Advanced Excel Course in AS Info Tech. Trainers were very professional and the way of explaining algorithms was good. During this pandemic the management has well organised the lectures and sessions.
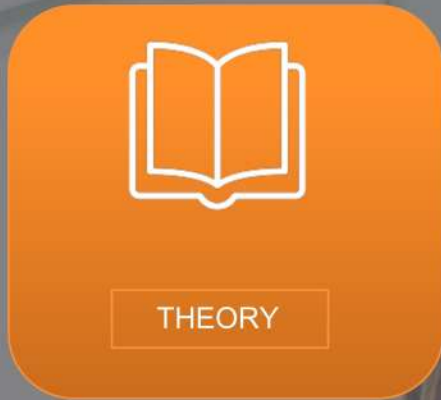
VIPUL

Inventateq is the best institute for Advance Excel. The Trainer has helped a lot in getting placement as well as clearing doubts. Even after course completion whenever I have approached regarding any doubt Sir has given complete importance and explained me the stuffs clearly.
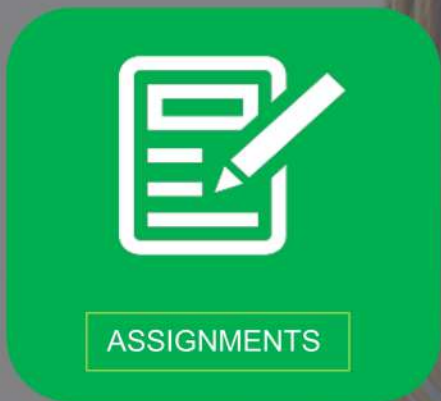
RAHUL

Best training institute for learning Data Science. I got best training for digital marketing from inventateq. Trainer thoroughly clear all the doubts and within 2 months he completed the training. Good value for money and time too
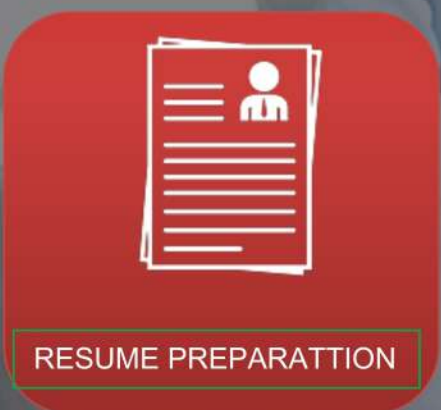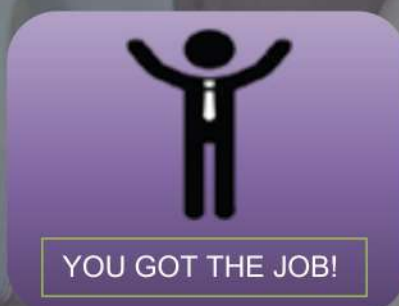
SUMIT BHARDWAJ

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THEORY + PRACTICALS

ASSIGNMENTS + CERTIFICATION

RESUME PREPARATTION + ATTEND INTERVIEW

YOU GOT THE JOB!

ADCA (1 YEAR)ADVANCE DIPLOMA IN COMPUTER APPLICATION

Basics of Computer

Introduction to Computer and IT Introduction of Computer, Data, Information, Data Processing, Brief history of development of Computers. Computer System Concept, Computer System Characteristics, Capabilities and Limitations, Types of Computer-Analog, Digital, Hybrid, General, Special Purpose, Micro, Mini, Super. Generations of Computers. Types of PCL, Computer Organization and working, basic components of a computer System, Software & Hardware Control Unit, ALU, Input / Output Functions and characteristic, Memory-RAM, ROM, EPROM, PROM and other types of Memory, Number System & devices.

Introduction to Windows

Operating System (DOS, Windows) What is Operating System , Type of Operating System, DOS , Commands, Internal Commands , directory, External command, What is windows? Types of Windows, Features of Windows, Creating & Deleting, File, Folders, Shortcut, Readymade Icons etc. Personalize, Pop-upmenu-, Taskbar & Start Menu, Control Panel, System Tools, Application Program etc.

Microsoft Office 2013

Concepts related to Word Processing: What is MS-Office or Libre Office? Features of MS-Office or Libre Office, Application Program of MS – Office or Libre Office, Introduction to MS-Word or Libre Office Writer: Components of MS- Word or Libre Office Writer, Creating, Saving, and opening document Formatting a Document. Paragraph formats, aligning text and paragraph, Borders & Shading, header & Footer, Auto formatting, Auto correct, Bullets, numbering,. Spell check, Thesaurus, find & Replace, Inserting – page Numbers, pictures, files, Auto text, Symbols etc. Creation & working with tables, Document protection, Adding Graphics, mail merge, envelops & mailing labels. Macros etc,

Spreadsheet Package, Worksheet basics, Creating worksheet, entering data into worksheet, heading info, Data, text, dates, alphanumeric values, saving & quitting from worksheet. Opening & Moving around in an existing worksheet. Toolbars and Menus, keyboard shortcuts. Working with Single and multiple workbooks – coping, renaming, moving, adding, and deleting, coping entries and moving between workbooks. Auto sum - Coping Formulas – Absolute & Relative addressing. Working with ranges – Creating, editing and selecting ranges. Formatting of Worksheet – Auto Format, Changing – alignment, Character Styles, Column width, date format, borders & colors, currency sign. Graphics and Charts – Using wizards, various chart type, Formatting grid lines & legends Previewing & printing worksheet – page setting, print tittles, adjustment Margins, page break, headers and footers. Functions – Date & Time, Math's for Trigonometry, Statistical, Text and Logical functions, Database. Creating and using Macros. Database – Creation, Sorting, query & filtering a database. Multiple Worksheets – Concepts, Creating & using.

Power Point

Creating a New Presentation, Working with Presentation, using wizards, Slides & its different views, Inserting, Deleting and copying of slides, working with Notes, Handouts, Adding Graphics, Working with PowerPoint objects, designing & presentation of a slide show, printing Presentations, Notes, and Handouts with print options.

Internet and its Usage

E-governance, E-commerce, Social Media, Emails, Conferencing, Websites and Webpages, Research, etc.

Basic Networking & Html

Types of Networking, LAN, WAN, MAN IoT, Networking Devices, TCP/IP, etc, Introduction of HTML, Writing my first HTML Page, Basic tags used in HTML, Elements In HTML, Attributes In HTML, Formatting In HTML, Meta Tags and their use, Commenting a HTML Code, Images and incorporating images, working with Tables, Working with Lists, Working with hyperlinks, Frames and frame management, Working with I-frames, Working with Block elements. Unit-02 Background images, Coloured text and coloured background, working with fonts, Form designing and Form Management, Using Multimedia inside HTML, Marquee Tag, Headers, Working with Layouts, Role of Tags in Html, Attributes in Html, Event Handling, MIME Media Types.

ADCA (1 YEAR)ADVANCE DIPLOMA IN COMPUTER APPLICATION

Semester-II
Computerized Accounting
Computerized accounting: computers and financial application, accounting software packages. An overview of computerized accounting system– salient features and significance, concept of grouping of accounts. Codification of accounts, maintaining the hierarchy of ledger, generating accounting reports
Accounting packages: computerized accounting – meaning and features – advantages and disadvantages – computerized vs manual accounting – creating of company – grouping of accounts – creation accounts and inventory – entering transactions: Vouchers – types – numbering – deleting and editing vouchers – opening and closing balances – stock valuation.

Tally ERP 09
Company Info Menu • Select Company • Shut company • Create company • Alter company • Security control • Change tally vault • Split company data • Backup • Restore • Tally audit feature

Accounting Information • Accounting Configuration & Features • Group Creation • Multiple Group Creation • Ledger Creation • Multiple Ledger Creation • New Voucher Creation • Advance Ledger Creation

Inventory Information • Inventory configuration & features • Inventory info. Menu • Stock groups Stock categories • Stock item • Unit of measurement • Bills of materials • Locations / Godowns • Batches & Expiry • Inventory voucher types • HSN Code Updates

Voucher Entry *Accounting voucher • Inventory voucher • optional & non-accounting voucher • Order processing • Advanced voucher entry

Advanced Accounting Features • Cost category & cost centres • Budgets • Interest calculations • Cheque printing • Credit limits • Scenario management • Reorder levels & reorder quantity • Price level & price lists

Quick setup • Tally .net • Excise for manufactures • Excise for dealer • Value-Added Tax • Tax deducted at source • Tax collected at source

Taxation • Excise for manufacture • Service tax • Tax deducted at source(TDS)&TCS • Value added tax(VAT) • Central state tax(CST) • Payroll features of Tally
Data management & Administration • Backup & Restore • Split a company, export & Import of data • E-Capabilities (E-mail a report from tally. E.R.P9) • Uploading the reports generated from tally.E.R.P9 • Tally ODBC, Inward connectivity • Security controls • Tally Audit Feature • Tally Vault

Introduction to GST • Concept of GST • Rate of GST • GST in other countries • Categories of GST • Other concepts.

Reports * Display financial statements (Display balance – sheet, configuring the balance sheet, Integrate accounts with inventory, setting closingstock manually in the balance sheet with different stock valuation methods) • Display profit & loss A/c(configuring profit & loss A/c , income/expense statement instead of P&L) • Display trial balance (configuring in trial balance) • Display registers & ledgers (display sales register , purchase register, cash book , bank book, journal register, day book, statement of accounts Introduction to GST • Concept of GST • Rate of GST • GST in other countries • Categories of GST • Other concepts.

Start Using Tally.ERP9 For GST Compliance • Activating GST For Your Company • Setting Up GST Rates • Updating Stock Items and Stock Groups for GST Compliance • Updating a Service Ledger for GST Compliance • Updating Sales and Purchase Ledgers for GST Compliance • Updating Party GSTIN • Creating GST Ledgers • Creating Income and Expense Ledgers • Recording Sales and Printing Invoices • Recording Purchases • Recording a Tax Payment • Transferring Tax Credits of VAT, excise and service tax to GST • Other Scenarios • Sales - Nil Rated, Exempt, SEZ, and Deemed Export • Recording Sales Returns • Recording Purchase Returns • Recording Export Sales • Reverse Charge under GST
Practical + Viva + Assessment + E-exam

DST (1 YEAR) DIPLOMA IN SOFTWARE TECHNOLOGY

Semester-1

- Computer fundamentals and Windows, Office Automation (Ms Word, Excel, PowerPoint), Internet and Email.
- Financial Accounting using Tally.
- Programming in C

Semester-2

- Web Designing using HTML, DHTML , Java Script,
- Sql Server + PHP and MySql
- Project
- Practical + Viva + Assessment + e-Exam

DPWD (1 YEAR) DIPLOMA IN PROGRAMMING & WEB DESIGNING

Semester-1

- Computer fundamentals and Windows, Office Automation (Ms Word, Excel, PowerPoint), Internet and Email.
- Programming in C
- Programming in C++

Semester-2

- Web Designing using HTML, DHTML , Java Script,
- Sql Server + PHP and MySql
- Project
- Practical + Viva + Assessment + e-Exam

DFA (1 YEAR) DIPLOMA IN FINANCIAL ACCOUNTING

Semester-1	Semester-2
Computer Fundamentals Fundamental of computer	Tally PRIME
Operating System (WINDOWS 10/11)	Accounting In Tally, PRIME
Microsoft office-10 (Word/ Excel/Power point)	Customization of Company
Ms Access with Data Base Designing	Activation of Accounting Features in Company
Internet & E-mail	Activation of Inventory Features in Company
Hardware & Software Installation	Activation of Taxation Features in Company
Introduction of Networking	Uses of Value Added Tax (VAT)
Types of Networking	Uses of Central Sale Tax (CST)
Uses of Networking	Uses of Service Tax
Free English Typing	Uses of Excise Duty

DCA (6 Months)ADVANCE DIPLOMA IN COMPUTER APPLICATION

Computer Fundamentals:-

Characteristics of Computer, Computer System, Central Processing Unit, Secondary Storage Devices, File System Input Devices, Multimedia and Applications, Computer Software and Hardware.

Basics of Operating System, Windows, User Interface, Window Setting and Advanced functions associated with the operating system.

Concepts related to Word Processing: DTP work, Spreadsheet Package, Workbook, Worksheets and Presentations, Basic Animation, etc.

Internet and its Usage:- E-governance, E-commerce, Social Media, E-mails, Conferencing, Web-sites and Web-pages, Research, etc.

Basic Networking & Html:-

Types of Networking, LAN, WAN, MAN IoT,

Networking Devices, TCP/IP, etc, Introduction of HTML, Writing my first HTML Page, Basic tags used in HTML, Elements In HTML, Attributes In HTML, Formatting In HTML, Meta Tags and their use, Commenting a HTML Code, Images and incorporating images, working with Tables, Working with Lists, Working with hyperlinks, Frames and frame management, Working with frames, Working with Block elements. Background images, Coloured text and coloured background, working with fonts, Form designing and Form Management, Using Multimedia inside HTML, Marquee Tag, Headers, Working with Layouts, Role of Tags in Html, Attributes in Html, Event Handling, MIME Media Types.

TALLY ERP 09 AND TALLY PRIME (6 Months)

Computerized Accounting:- computers and financial application, accounting software packages. An overview of computerized accounting system– salient features and significance, concept of grouping of accounts. Codification of accounts, maintaining the hierarchy of ledger, generating accounting reports Accounting packages: computerized accounting – meaning and features – advantages and disadvantages – computerized vs manual accounting – creating of company – grouping of accounts – creation accounts and inventory – entering transactions: Vouchers – types – numbering – deleting and editing vouchers – opening and closing balances – stock valuation.

Tally

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Education is the most powerful weapon which you can use to **change the world.**
- Nelson Mandela

जब तक तुम दौड़ने का साहस नहीं जुटाओगे **प्रतिस्पर्धा** में जीतना तुम्हारे लिए असंभव बना रहेगा
-चाणक्य

ज्ञानी कभी किसी व्यक्ति कि स्वतंत्रता समानता , सम्मान और स्वायत्तता को भंग नहीं करता है!

स्वामी विवेकानंद

I ALONE CANNOT CHANGE THE WORLD, BUT I CAN CAST A STONE ACROSS THE WATERS TO CREATE MANY RIPPLES.

~ Mother Teresa

"Hard work never brings fatigue. It brings satisfaction"

Narendra Modi

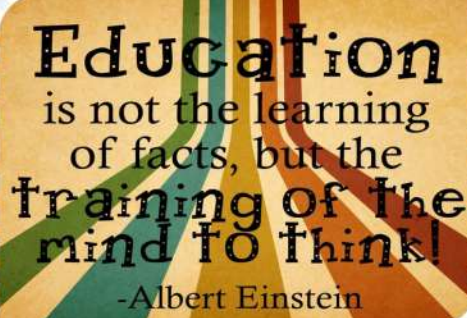**Education** is the key to unlocking the world, a passport to **freedom!**

Oprah Winfrey

मनुष्य का जन्म तो सहज होता है, पर मनुष्यता उसे कठिन प्रयत्न से प्राप्त करनी पड़ती है।

Education is not the learning of facts, but the **training of the mind to think!**
-Albert Einstein

अपनी पहली सफलता के बाद विश्राम मत करो क्योंकि अगर आप दूसरी बार में असफल हो गए तो बहुत से होंठ यह कहने के इतज़ार में होंगे की आपकी पहली सफलता केवल एक तुक्का थी।
- APJ ABDUL KALAM

A.S. INFO TECH