

Prospectus cum Guideline



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স্মার্ট ডিজি ইনষ্টিটিউট অর মেনেজমেন্ট
(এক কর্মসংস্থাপনমুখী কাৰিকৰী প্ৰশিক্ষণ কেন্দ্ৰ)
জাগীৰোড, মৰিগাও (অসম)

মোবাইল নং - ৯৯৫৭৬৪০২০২ - ৯১০১৬৫৮৯১১



A. CCA (CERTIFICATE IN COMPUTER APPLICATION)

Duration - 3 Month

Course Fee - 6,000/- (Including Admission / tuition fee)

Class Timing - Weekly 3 days, 1.30 hour per day.

Qualification - H.S.L.C / H.S (any stream)

COURSE DETAILS –

1. Introduction of Computer
2. Computer Fundamentals
3. Parts of Computer
4. MS- Paint (for mouse controlling)
5. Introduction of Windows
6. MS – Word with Project writing
7. MS – Excel with Project writing
8. MS – Power point with Project writing
9. Introduction of Internet browsing
10. Printing Documents with photo

পাঠ্যক্রমৰ বিৱৰণসমূহঃ- (ইংৰাজীত)

B. DCA (DIPLOMA IN COMPUTER APPLICATION)

Duration - 6 Month

Course Fee - 12,000/- (Including Admission / tuition fee)

Class Timing - Weekly 3 days, 1.30 hour per day.

Qualification - H.S (any stream)

COURSE DETAILS –

1. Introduction of Computer
2. Computer Fundamentals
3. Parts of Computer
4. MS- Paint (for mouse controlling)
5. Introduction of Windows
6. MS – Word with Project writing
7. MS – Excel with Project writing
8. MS – Power point with Project writing
9. Leap Office (Assamese Typing)
10. Page Maker Designing
11. Photo shop Designing
12. Introduction of Internet browsing
13. Printing Documents with photo

স্মার্ট ডিজি ইনষ্টিটিউট অৱ মেনেজমেন্ট, জাগীৰোড, মৰিগাও (অসম) পিন - ৭৮২৪১০



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D. DDTP (DIPLOMA IN DESK TOP PUBLISHING)

Duration - 6 Month

Course Fee - 12,000/- (Including Admission / tuition fee)

Class Timing - Weekly 3 days, 1.30 hour per day.

Qualification - H.S.L.C / H.S. (any stream)

COURSE DETAILS –

1. DTP hardware Or Software
2. Computer Fundamentals
3. Parts of Computer
4. MS- Paint (for mouse controlling)
- 5 MS – Office
6. Leap Office (Assamese / Hindi Typing)
7. Page Maker Designing
8. Corel Draw.8
9. Photo shop Designing
10. Internet Downloading DTP images
11. Printing Documents with photo



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C. DTP (DESK TOP PUBLISHING)

Duration - 3 Month

Course Fee - 6,000/- (Including Admission / tuition fee)

Class Timing - Weekly 3 days, 1.30 hour per day.

Qualification - H.S.L.C / H.S. (any stream)

COURSE DETAILS –

1. Computer Fundamentals
2. Parts of Computer
3. MS- Paint (for mouse controlling)
4. MS – Office
5. Leap Office (Assamese / Hindi Typing)
6. Page Maker Designing
7. Photo shop Designing
8. Introduction of Internet browsing
9. Printing Documents with photo



স্মার্ট ডিজি ইনষ্টিটিউট অৱ মেনেজমেন্ট, জাগীৰোড, মৰিগাও (অসম) পিন - ৭৮২৪১০

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E. TALLY ERP. 9 (ACCOUNTANCY)

Duration - 3 Month

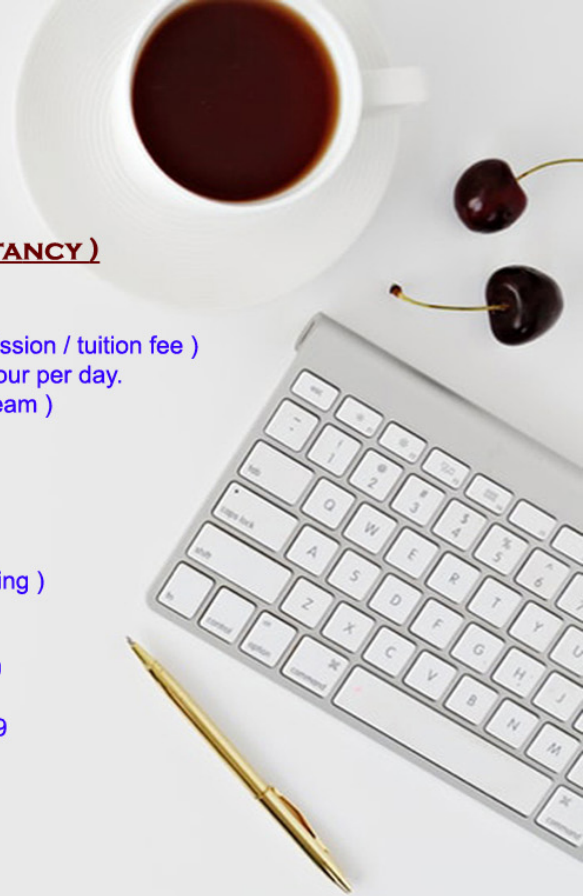
Course Fee - 6,000/- (Including Admission / tuition fee)

Class Timing - Weekly 3 days, 1.30 hour per day.

Qualification - H.S.L.C / H.S. (any stream)

COURSE DETAILS –

1. Computer Fundamentals
2. MS- Paint (for mouse controlling)
3. MS – Office
4. Basic of Accountancy
5. Fundamental of TALLY ERP. 9
6. Inventory of Tally ERP 9
7. Voucher Entry in TALLY ERP 9
8. Point of Sale



স্মার্ট ডিজি ইনষ্টিটিউট অৱ মেনেজমেন্ট, জাগীৰোড, মৰিগাও (অসম) পিন - ৭৮২৪১০

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F. ACCOUNTANCY WITH TALLY ERP. 9 & GST

Duration - 6 Month

Course Fee - 12,000/- (Including Admission / tuition fee)

Class Timing - Weekly 3 days, 1.30 hour per day.

Qualification - H.S. (any stream) / B.A (any stream) +

COURSE DETAILS –

1. Basic of Accountancy
2. Fundamental of TALLY ERP. 9
3. Inventory of Tally ERP 9
4. Voucher Entry in TALLY ERP 9
5. Point of Sale
6. Good and Service Tax GST
7. Bank Reconciliation
8. Export - Import
9. Tally with Excel
10. Job costing
11. Tax Deducted at source
12. Payroll Accounting and Compliance
13. Multilingual Capabilities
14. GST / Advances GST
15. E.S.I / P.F / TDS
16. Income Tax Salary return of all online return filing
17. Back up Restore



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G. POST GRADUATE DIPLOMA IN COMPUTER APPLICATION

Duration - 12 Month

Course Fee - 20,000/- (Including Admission / tuition fee)

Class Timing - Weekly 3 days, 1.30 hour per day.

Qualification - B.A (any stream) +

COURSE DETAILS –

1ST SEMESTER -

1. Introduction of Computer
2. Fundamental of Computer
3. Windows XP / Part of computer
4. MS Paint
5. MS - Office 2007 / 10
6. Introduction of DTP
7. Leap Office (Assamese / Hindi typing)

2ND SEMESTER -

8. Page maker designing
9. Photosope designing
10. Crowel Draw
11. Introduction JAVA / C++ / HTML
12. Hardware and Software Installation
13. Internet Browsing / Downloading
14. Printing Document / Photo etc.

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